TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Topeka & Shawnee County Public Library

Board of Trustees Meeting

June 15, 2023

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Mission

Sparking curiosity and connecting our community through literacy and learning
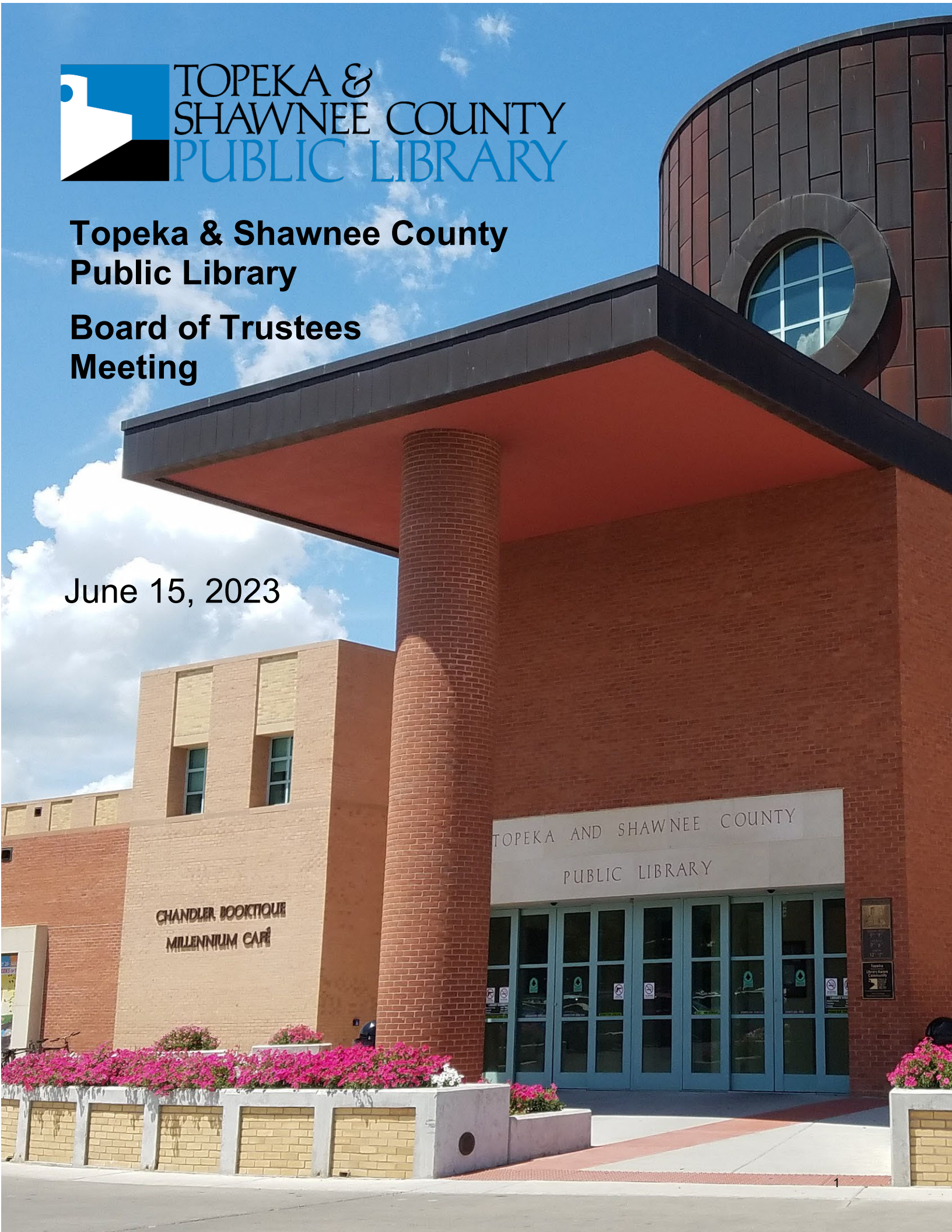
Core Values

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

Community Impact Goals

PreK
Every child will be ready for kindergarten

Kids & Adults
Everyone will discover their passion for learning

Kids & Adults
Everyone will continue learning new ways to live their best life

Literacy
Topeka & Shawnee County will be an engaged community of readers

Organization
The library will be a learning organization committed to excellence in:

• leadership
• planning
• customer focus
• process management
• partner focus

Agenda
Board of Trustees Meeting

June 15, 2023 – 4:00 pm
Menninger Room and Zoom Meeting
https://tscpl.zoom.us/j/83606679055
Meeting ID: 836 0667 9055
Passcode: 617300

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of May 18, 2023, Meeting Minutes of the Board of Trustees – Action Item **pg. 5**

Approval of June 6, 2023, Meeting Minutes of the Trustees Budget Work Session 1 – Action Item **pg. 9**

Chief Financial Officer's Report – Efrain Ruvalcaba **pg. 11**

Financial Reports

- Treasurer's Report – Hannah Uhlrig
- Financial Report – **Action Item**

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 28**

Chief Executive Officer Report – Marie Pyko **pg. 30**

Chief of Staff Report – Thad Hartman **pg. 46**

- **Trustee Education**- Statistical Research Analyst Robert Soria

New Business

- **Resolution to Open the Library late on August 30, 2023-** Action Item **pg. 66**
- **Resolution- Request for Qualifications for Co-Managed IT Services -** Action Item **pg. 67**

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or **aconner@tscpl.org** to request their name be placed on the public comment listing.
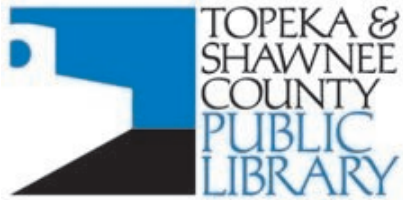
Next Meeting
July 20, 2023
4:00 pm
Menninger Room and Zoom meeting
https://tscpl.zoom.us/j/83606679055
Meeting ID: 836 0667 9055
Passcode: 617300

*Subject to change without notice

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

Board Members Absent
Jennifer Miller

Call to Order
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 18, 2023, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

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

Trustee Advocacy Stories
Secretary Joan Hicks shared that she attended the Friends of the Library Board Meeting on May 9 and heard that the book sale was successful.

Approval of Minutes
On a motion by Jim Edwards, seconded by Beth Dobler, the April 20, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

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

Financial Reports
Board Treasurer Hannah Uhlrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for April 2023.

On a motion by Hannah Uhlrig and seconded by Peg Dunlap, the Treasurer's Financial Report for April 2023 was accepted.

Motion passed unanimously.

The Library Foundation
Foundation Board Chair Kim Patton shared a few updates from the Foundation. Patton shared that the Foundation is consolidating their Fund Development Committee and their Donor Relations Committee due to some overlap between both committees. The committees will meet on May 30.

Patton shared that the Foundation is looking at how they classify their donors and may introduce different levels of donations to gain naming rights. The Foundation will host a new event to cultivate new donors on October 14.

The Alice C. Sabatini Gallery will have VIP sneak peeks of the Unexpected Friends exhibit that goes live on May 27. The gallery will show the exhibit until August 13.

Patton announced that the Foundation's annual report will be finalized in June prior to their next board meeting. Patton is excited to see how the naming recommendation of Team Room 02 goes at today's Board of Trustees Meeting.

Friends of Topeka and Shawnee County Public Library
Friends Board President Christy Molzen shared The Friends of the Library had a very successful book sale in April that netted almost $9,500. The turnout was fantastic, and door counts show traffic in the library was significantly higher during the book sale weekend than it was the weekend prior. Molzen stated that advertising largely contributed to the successful book sale and she hopes to have an equally great sale in July.

The Friends are looking for a new Book Prep and Web Sales Coordinator. This is a part-time position that is primarily responsible for sorting donated books, overseeing the Amazon web sales operation, and training volunteers. It might be the perfect position for a book-lover who has retired and is looking for something part-time. Molzen urged those in attendance to send interested people to the posting on the library website or get in touch with Friends Executive Janel DeLeye.

Longtime volunteer and retired Topeka and Shawnee County Public Library Deputy Director Tom Muth will be retiring from his volunteer role with the Friends. His specialization is collectibles and he spends his time researching older books that are donated to the Friends. The Friends would love to have someone come in and train with him to learn how he does that. Molzen asked those in attendance to have interested people reach out to the Friends.

Board Chair Reports
Chair Shawn Leisinger reported the Executive Committee met via Zoom on Monday, May 8, 2023.

Leisinger shared that when he took the Board of Trustees Chair position, he had a conversation with Chief Executive Officer Marie Pyko about the library generally and where it is going. Leisinger shared he wants to keep board meetings the same for the most part, but if the Trustees want more education or focus on other aspects of the library, let Leisinger or Pyko know.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko stated she was invited to participate in the Northeast Kansas Library System (NEKLS) Public Library Director Training. She has enjoyed being part of this training and enjoys learning with the new directors.

The Strategic Planning Implementation Workshop is Tuesday, May 23. There will be a morning and an afternoon session. It will be an intense day of planning and hearing the data that was gathered from the staff and community surveys. Pyko announced 1,573 people filled out the community survey.

Public Services Manager Debbie Stanton and Community Connections Librarian Lissa Staley presented Trustee Education on the Community Navigator Program with United Way. Staley stated during the COVID-19 pandemic the library had an influx of patrons who had needs for resources and services that the library couldn't accommodate. When there was an opportunity for the library to work alongside United Way to offer the Community Navigator Program, Staley thought this would be a good way to help patrons prepare paperwork and access community resources through offering community office hours. This program was established to deliver services that can help individuals become financially stable and creates a long-lasting connection to organizations that can assist individuals in the future as well. The Community Navigator program started mid-January 2023 and volunteers have helped 108 people fill out forms, get connected to resources, and make phone calls to determine eligibility for services or resources.

Digital Services Director David King gave a demonstration of the new AV upgrades that have been installed in all the second-floor meeting rooms of the library.

Chief of Staff Report

Chief of Staff Thad Hartman gave a shoutout to Lissa Staley. Hartman shared the Community Navigator project is one of about 50 she is involved in. If there is something cool at the library, she's probably involved. She has been doing trivia at the library for 20 years and is a huge advocate for the library.

Hartman provided an update on staffing at the library. The library has hired Public Services Supervisor Zan Popp who was the library's Curator. Program Manager Jacqueline Belden unfortunately left the library and went to work for KU Med. Youth Services will be moving under the management of Public Services Manager Debbie Stanton. Hartman stated the library hopes to have the Program and Community Services Manager position posted within the next few weeks. Hartman shared that the library has been fortunate enough to have promoted staff to several positions recently which then leaves other positions vacant.

Hartman announced that the Summer Reading Program will kick off on June 3 with an event in the library parking lot with face painting, inflatables, activities, and the Switch in Time cover band.

New Business
Named Recognition Recommendation

On a motion by Joan Hicks, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Named Recognition Recommendation for Team Room 02 as written.

Motion passed unanimously.

Public Comment Policy
On a motion by Joan Hicks, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Comment Policy as written.

Motion passed unanimously.

Adjournment
On a motion by Jim Edwards, seconded by Jim Ramos, the meeting was adjourned at 4:36 pm.

Next Meeting
June 15, 2023
4:00 pm
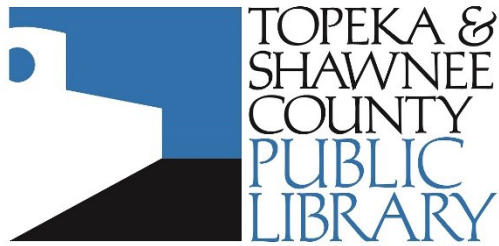Topeka & Shawnee County Public Library
Menninger Room 206/Zoom Meeting
https://tscpl.zoom.us/j/83606679055?pwd=eDlGaHh0MldDbnpYUHkyUWVlcUJwZz09
Meeting ID: 836 0667 9055
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*Subject to change without notice

Agenda
Board of Trustees Budget Work Session #1
June 6, 2023, 9:00 am – 11:00 am
Menninger Room 205 and via Zoom

BOARD MEMBERS PRESENT
Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhlrig – Treasurer, Beth Dobler, Liz Post, Jim Edwards

BOARD MEMBERS ABSENT
Jim Ramos, Jennifer Miller

OTHERS PRESENT
Chief Executive Officer Marie Pyko, Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Chief Human Resources Officer Jesse Maddox, Accounting Supervisor Efrain Ruvalcaba, and Executive Assistant Aubrey Conner.

CALL TO ORDER
The meeting was called to order at 9:04 am for the first of two planned Board Budget Work Sessions. Chief Financial Officer Kim Strube welcomed the Board to the Budget Work Session 1.

Strube introduced the purpose of today's meeting. Strube went through the agenda.

Fiscal Year 2023 and 2024 Budget Overview
Chief Financial Officer Kim Strube reviewed the documents in the meeting packet. Strube spoke about the 2023 budget moving along as expected. There are still a few Facilities Master Plan projects starting in 2023.

Strube spoke about the assessed valuations on property, she anticipates those will be higher. She reported 91% of properties in Shawnee County saw a rise in their assessed values. Strube expects this will drive the Revenue Neutral Rate (RNR) lower. Strube shared she has received motor vehicle tax assessments from Shawnee County. The County is expecting $250,000 less revenue from motor vehicles in 2024.

Strube facilitated a discussion about the Capital Improvement Fund. A transfer of $1 million from the general fund to the capital improvement fund is budgeted at the end of FY 2023.

Strube spoke about FY 2024 budget planning. Strube discussed the annual line items and the one time fund needs including the 2024 Facilities Master Plan projects.

Questions included the cost of health insurance and 2024 KPERS increases, the budgetary needs resulting from the 2023 strategic plan, the general fund, assessed valuations on property, and the capital improvement fund.

Discussion followed with no further questions.

Revenue Neutral Rate (RNR) Discussion
Strube stated that prior to the July Trustee Budget Work Session she will have the assessed valuations from the county which will set the RNR. Strube anticipates that the library will wish to exceed the RNR set by the county. The board agreed a hearing will be held to exceed the RNR this year.

Discussion followed with no further questions.

Facilities Master Plan update and funding
Chief of Staff Thad Hartman provided a detailed overview of projects slated for 2024.

Discussion followed with no further questions.

Review anticipated employee benefit expenses
Chief Human Resources Officer Jesse Maddox stated that he is preparing for a moderate increase in the cost of health insurance that will not be as steep of an increase as was experienced in 2023. Maddox and Strube will be meeting with a Blue Cross Blue Shield representative to look at numbers and will provide more information at the July Trustee Budget Work Session. Maddox explained that the health insurance the library offers is competitive and is a reason a lot of individuals apply to work at the library.

Discussion followed with no further questions.

Adjournment
On a motion by Jim Edwards, seconded by Peg Dunlap, the meeting was adjourned at 10:41 am.

Motion passed unanimously.

Next meeting:
July 12, 2023
1:00-3:00 pm
Menninger Room 206 and via Zoom
https://tscpl.zoom.us/j/89140041985?pwd=bi9PNS9JVHF0M0IxeE9SNVV0ZFZ0QT09
Meeting ID: 891 4004 1985
Passcode: 961878

Chief Financial Officer's Report
June 2023
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 41.4% of the budget year completed, 53% of the budgeted revenue has been received and 36% of the approved budget has been expended/encumbered. This compares to 2022 in which 53% of the budgeted revenue had been received and 41% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41.4% of the budget year completed, 53% of the budgeted revenue has been received and 33% of the approved budget has been expended/encumbered. This compares to 2022 in which 54% of the budgeted revenue had been received and 32% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $5,367,019.

State Aid Fund – Page 6

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use to purchase equipment/furnishings for the second floor public space. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual payroll services for remainder of 2023 (Original PO was closed in error)	$42,877.50	Paycom Payroll LLC
Approved operating budget	Advertising for summer programs	$6,000.00	KSNT
Approved operating budget	Annual courier service fee	$10,500.00	Mid-America Library Alliance
Library Materials	Annual database renewal for Ancestry Library	$8,274.21	Proquest LLC
Library Materials	Adult non-fiction books	$5,500.00	Ingram Library Services
Library Materials	Adult fiction books	$9,000.00	Ingram Library Services
Library Materials	Hoopla online	$33,166.86	Midwest Tape LLC
Library Materials	Juvenile fiction and non-fiction books	$7,000.00	Ingram Library Services
Approved operating budget	Annual renewal of Adobe Acrobat Pro	$15,255.00	IT Outlet Inc.
Approved facilities master plan budget (RFP was posted and approved by the Board of Trustees on 04/20/2023)	New and Novel area construction	$38,607.00	Kendall Construction Inc.
Approved operating budget	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	$38,358.85	Bibliotheca LLC
Approved operating budget	Annual CONTENTdm renewal	$7,968.17	OCLC, Inc.
Approved operating budget	Annual renewal of Bitdefender Anti Virus for staff and public computers	$6,500.00	IT Outlet Inc.
Approved operating budget	Mower and bagger	$10,347.40	DH Lawn & Garden Equipment LLC
Library Materials	Adult non-fiction books	$5,500.00	Ingram Library Services

Approved operating budget	Annual OrangeBoy services and software subscription	$15,675.00	Orangeboy Inc.
Library Materials	Adult fiction books	$9,000.00	Ingram Library Services

Other Items:

- Please remember to schedule the forthcoming Board budget work session:

    - Wednesday, July 12th, 1 pm to 3 pm (Menninger Room 206)

Topeka and Shawnee County Public Library
Financial Summary

	Balance 1/1/2023	Revenue Y-T-D	Expenditures Y-T-D	Balance 5/31/2023
GOVERNMENTAL FUNDS				
General Operating	$ 5,322,622.64	$ 8,363,694.24	$ 5,636,037.38	$ 8,050,279.50
Employee Benefits	1,963,139.59	2,196,467.05	1,582,268.49	$ 2,577,338.15
Capital Improvement	5,275,079.91	91,939.33	-	$ 5,367,019.24
Bond & Interest	-	16.86	-	$ 16.86
NON MAJOR GOVERNMENTAL FUNDS				
State Aid	-	49,186.93	-	$ 49,186.93
Federal, State & Local Grants	3,649.47	-	3,605.44	$ 44.03
Other Special Revenue	597,620.31	10,427.93	87,360.55	$ 520,687.69
Permanent Funds	299,808.78	(48,523.69)	-	$ 251,285.09
Totals	$ 13,461,920.70	$ 10,663,208.65	$ 7,309,271.86	$ 16,815,857.49

Bank Account Summary

General Fund-CoreFirst Bank-Checking	$ 1,013,158.95
Restricted Funds-CoreFirst Bank-Checking	521,596.73
Capital Improvement Fund-VisionBank-Money Market Account	5,367,019.24
Cash on Hand	3,075.02
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	9,725,594.60
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	-
	$ 16,881,949.63
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,983.36
Less Payroll Deduction and Employer Benefit Liabilities	23,030.39
Less Outstanding Checks	38,078.39
	$ 16,815,857.49

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

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	5/31/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	$ 5,322,622.64	$ 8,363,694.24	$ 600,473.89	$ 5,035,563.49	$ 8,050,279.50	$ 1,434,978.72	$ 6,615,300.78
Employee Benefit Fund	1,963,139.59	2,196,467.05	-	1,582,268.49	2,577,338.15	28,567.50	2,548,770.65
Capital Improvement Fund	5,275,079.91	91,939.33	-	-	5,367,019.24	-	5,367,019.24
Bond & Interest Fund	-	16.86	-	-	16.86	-	16.86
Non Major Governmental Funds							
State Aid Fund	-	49,186.93	-	-	49,186.93	-	49,186.93
Federal & State Grants							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
Other Special Revenue Funds							
Adult Programs	1.49			-	1.49	-	1.49
Art Collection	10,680.49	13.58		-	10,694.07	-	10,694.07
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-	-		98.87	(98.87)	2,418.30	(2,517.17)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	31.41	0.05	-	-	31.46	-	31.46
Friends	159,733.11	167.20	344.70	32,431.67	127,123.94	6,390.34	120,733.60
Fun Committee	5,483.31	1,023.37	-	-	6,506.68	-	6,506.68
Gallery Competitions/Exhibits	36,495.16	46.46	-	-	36,541.62	-	36,541.62
Gifts/Memorials (Undesignated)	347,421.41	7,137.97	18,998.65	26,543.16	309,017.57	5,962.65	303,054.92
Hathaway Trust - Library Materials	3,338.66	1,136.00	(9.64)	1,002.80	3,481.50	892.84	2,588.66
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	5,012.24	871.76	(23.47)	23.47	5,884.00	170.00	5,714.00
Lingo	-				-		-
NEH Expendable	8,065.71	5.85	-	6,989.69	1,081.87	1,550.00	(468.13)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-		-	457.20	-	457.20
Red Carpet	4,015.19	5.11	-	-	4,020.30	-	4,020.30
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	7.30	-	-	5,755.68	-	5,755.68
Talking Books	-				-		-
Torluemke Landscaping	36.46	0.05		-	36.51	-	36.51
Wedding Neighborhood	-				-		-
Workshops	2,194.43	2.79			2,197.22		2,197.22
Youth Services	8,905.66	10.44	476.59	484.06	7,955.45	109.57	7,845.88
Permanent Funds							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
TOTALS	$ 13,461,920.70	$ 10,663,208.65	$ 623,866.16	$ 6,685,405.70	**$ 16,815,857.49**	$ 1,481,039.92	$ 15,334,817.57

2

Topeka and Shawnee County Public Library
General Fund - Revenue

	Approved Budget		Received Year-To-Date		Over/(Under) Budget		% 4/30/2023
							41.4%
Ad Valorem Property Tax	$	13,939,037.00	$	7,903,814.74	$	(6,035,222.26)	57%
Revitalization Rebates		(119,110.00)		(85,817.88)	$	33,292.12	72%
Back Tax		-		78,110.35	$	78,110.35	N/A
Motor Vehicle Tax		1,557,671.00		167,466.92	$	(1,390,204.08)	11%
Recreational Vehicle Tax		17,297.00		1,602.30	$	(15,694.70)	9%
16/20 M Vehicle Tax		5,960.00		5,971.56	$	11.56	100%
In Lieu of Tax		35,897.00		42,511.55	$	6,614.55	118%
Watercraft Special Tax**		8,729.00		-	$	(8,729.00)	0%
Commercial Vehicle Fees		53,540.00		33,799.71	$	(19,740.29)	63%
E-Rate Reimbursement		19,329.00		-	$	(19,329.00)	0%
Miscellaneous Revenue		3,000.00		13,187.54	$	10,187.54	440%
Miscellaneous Revenue - Recyclg		-		177.90	$	177.90	N/A
Salary Refunds-Foundation		100,678.00		26,091.60	$	(74,586.40)	26%
Salary Refunds-Friends		33,155.00		15,019.63	$	(18,135.37)	45%
Salary Refunds-Shawnee Cty		20,151.00		8,743.47	$	(11,407.53)	N/A
Vending Machines		2,000.00		510.01	$	(1,489.99)	26%
Overdue Fees*		15,000.00		11,329.93	$	(3,670.07)	76%
Debt Collect		-		60.00	$	60.00	N/A
ILL Fees		100.00		115.81	$	15.81	116%
Mailing Fees		100.00		8.33	$	(91.67)	8%
Non Resident Card Fee		340.00		340.00	$	-	100%
Obituary Fees		350.00		25.00	$	(325.00)	N/A
Meeting Room Charges		1,200.00		100.00	$	(1,100.00)	N/A
Monday Market Fees		500.00		-	$	(500.00)	0%
Foundation Distribution		-		-	$	-	N/A
Interest Received-Investments		20,000.00		140,525.77	$	120,525.77	703%
Transfer In		25,050.00		-	$	(25,050.00)	0%
Library Treasurer's Balance		2,973,704.00		-	$	-	N/A
TOTALS	$	18,713,678.00	$	8,363,694.24	$	(7,376,279.76)	53%

* 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

	Approved Budget	Expended Year-To-Date	Encumbrances	#	(Over)/Under Budget	% Expended
						41.4%
STAFF:						
Salaries-Auto Allowance	$ 4,800.00	$ 1,846.10	$ -		$ 2,953.90	38%
Salaries-Facilities	670,789.00	240,860.21	-		429,928.79	36%
Salaries-Overtime	10,000.00	2,882.86	-		7,117.14	29%
Salaries-Security	313,379.00	107,867.22	-		205,511.78	34%
Salaries-Shelvers	102,545.00	9,538.39	-		93,006.61	9%
Salaries-Staff	7,705,190.00	2,757,015.24	-		4,948,174.76	36%
Conferences	144,217.00	30,036.04	49,783.79		64,397.17	55%
Staff Internal Dev/Trng - Web Based	15,000.00	5,870.54	946.73		8,182.73	45%
Staff Development & Training	15,000.00	10,879.73	-		4,120.27	73%
Mileage	7,600.00	2,556.34	4,176.29		867.37	89%
COLLECTION:						
Materials-Binding/Replacements	2,500.00	708.85	62.00		1,729.15	31%
Materials-Periodicals	25,000.00	1,388.75	1,425.45		22,185.80	11%
Materials-Print/Non-Print <1 YR	730,200.00	255,016.26	202.58		474,981.16	35%
Materials-Print/Non-Print	1,220,380.00	410,669.30	149,498.73		660,211.97	46%
OPERATIONS:						
Art Purchases	8,000.00	620.00	-		7,380.00	8%
Cataloging and ILL Services	102,700.00	80,984.34	16,015.66		5,700.00	94%
Contracted-Digital Services	548,252.00	293,496.85	31,001.63		223,753.52	59%
Contracted-Facilities	301,700.00	145,832.29	88,052.57		67,815.14	78%
Contracted-Equipment	67,200.00	32,885.78	31,610.75		2,703.47	96%
Contracted-Professional	294,700.00	117,767.94	78,457.96		98,474.10	67%
Contracted-E-Rate Services	1,740.00	-	-		1,740.00	0%
Digital Services Support	464,152.00	52,462.56	17,461.38		394,228.06	15%
Furniture/Equipment	45,000.00	1,987.90	10,447.40		32,564.70	28%
Insurance	64,000.00	50,275.00	33,725.00		(20,000.00)	131%
Marketing & Communication	61,256.00	28,183.47	11,943.76		21,128.77	66%
Memberships/Dues	30,900.00	17,362.00	517.00		13,021.00	58%
Miscellaneous	5,000.00	2,423.50	-		2,576.50	48%
Payments to Other Libraries	127,238.00	-	-		127,238.00	0%
Postage/Shipping	59,786.00	28,399.74	1,757.69		29,628.57	50%
Printing	110,976.00	4,299.75	3,352.97		103,323.28	7%
Programming	103,480.00	8,358.46	28,870.06		66,251.48	36%
Special Events	-	-	-		-	0%
Special Projects	1,702,500.00	76,833.56	72,766.50		1,552,899.94	9%
Supplies-Facilities	101,920.00	24,951.03	51,496.40		25,472.57	75%
Supplies-Office/Library	93,184.00	17,929.64	5,437.35		69,817.01	25%
Supplies-Processing	46,800.00	23,109.79	3,228.98		20,461.23	56%
Telecommunications	155,064.00	31,951.26	62,848.74		60,264.00	61%
Transfer Out	1,000,000.00	-	-		1,000,000.00	0%
Utilities-Electric	389,526.00	90,541.48	297,483.71		1,500.81	100%
Utilities-Gas	71,007.00	37,772.68	31,623.55		1,610.77	98%
Utilities-Water/Sewage	37,128.00	8,887.42	33,527.41		(5,286.83)	114%
Vehicle-Gas	43,870.00	11,624.82	-		32,245.18	26%
Vehicle-Repair	60,000.00	9,499.36	38,909.66		11,590.98	81%
Contingency/Fund Balance	1,650,000.00	-	-		-	0%
Cash Long/Short	-	(12.96)	-		12.96	N/A
TOTALS	**$ 18,713,679.00**	**$ 5,035,563.49**	**$ 1,156,631.70**		**$ 10,871,483.81**	**36%**

Topeka and Shawnee County Public Library
General Fund

	2023 Budget	Year to Date	%
Balance 01/01/2023	$ 2,973,704.00	$ 4,415,932.44	
Revenue:			
Ad Valorem Property Tax	13,939,037.00	7,903,814.74	57%
Revitalization Rebates	(119,110.00)	(85,817.88)	72%
Back Tax	-	78,110.35	N/A
Motor Vehicle Tax	1,557,671.00	167,466.92	11%
Recreational Vehicle Tax	17,297.00	1,602.30	9%
16/20M Vehicle Tax	5,960.00	5,971.56	100%
In Lieu of Tax	35,897.00	42,511.55	118%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	33,799.71	63%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	25,676.62	114%
Reimbursements	153,984.00	50,032.60	32%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	140,525.77	703%
	$ 15,739,974.00	$ 8,363,694.24	53%
Expenditures/Encumbrances:			
Salaries	8,806,703.00	3,120,010.02	35%
Other Staff Support Costs	181,817.00	104,249.46	57%
Library Collections	1,978,080.00	818,971.92	41%
Contracted Services	1,316,292.00	916,105.77	70%
Digital Services Support	464,152.00	69,923.94	15%
Furniture/Equipment/Art	53,000.00	13,055.30	25%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	149,600.06	9%
Utilities & Telecommunications	652,725.00	594,636.25	91%
Vehicles	103,870.00	60,033.84	58%
Other Operating Expenditures	677,301.00	345,608.63	51%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	$ 18,713,678.00	$ 6,192,195.19	36%
Prior Year Canceled Purchase Orders		$ 27,869.29	
Unencumbered Balance 5/31/2023	$ -	$ 6,615,300.78	

Topeka and Shawnee County Public Library
Special Revenue Funds

EMPLOYEE BENEFITS

	2023 Budget	Year To Date	%
Balance 01/01/2023	$ 1,121,486.00	$ 1,962,696.59	
Revenue:			
Ad Valorem Property Tax	$ 3,626,746.00	$ 2,057,904.69	57%
Revitalization Rebates	(30,991.00)	(22,351.66)	72%
Back Tax	-	19,409.71	N/A
Motor Vehicle Tax	414,748.00	43,176.71	10%
Recreational Vehicle Tax	4,605.00	415.71	9%
16/20M Vehicle Tax	1,587.00	1,414.56	89%
In Lieu of Tax	11,684.00	11,064.82	95%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	8,850.46	62%
Refund-Fringe Benefits-Foundation	48,256.00	14,319.82	30%
Refund-Fringe Benefits-Friends	20,829.00	6,465.23	31%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	3,689.21	N/A
Refund FICA	-	5,010.62	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	4,704.10	N/A
Interest on Idle Funds	5,000.00	42,393.07	848%
	$ 4,128,019.00	$ 2,196,467.05	53%
Expenditures/Encumbrances:			
Employee Assistance Program	$ 7,503.00	$ 7,951.00	106%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	211,047.05	31%
Ks Public Employees Retirement Sys	809,090.00	286,656.94	35%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	36,001.39	40%
Health/Dental Insurance	3,213,526.00	1,019,241.70	32%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00		0%
	$ 5,249,505.00	$ 1,610,638.99	33%
Prior Year Canceled Purchase Orders		$ 246.00	
Unencumbered Balance 5/31/2023	**$ -**	**$ 2,548,770.65**	

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

CAPITAL IMPROVEMENT

Balance 01/01/2023		$ 5,275,079.91	
Revenue:			
Transfer In		$ -	
Interest received		91,939.33	
		$ 91,939.33	
Expenditures/Encumbrances:			
Contracted - Professional		-	
Capital Outlay		-	
		-	
Prior Year Canceled Purchase Orders		-	
Unencumbered Balance 5/31/2023		**$ 5,367,019.24**	

STATE AID

Balance 01/01/2023	$ -	$ -	
Revenue:			
State Aid	-	49,186.93	
	$ -	$ 49,186.93	
Expenditures/Encumbrances:			
Contracted - Digital Services			
Digital Services Support		-	
Staff Internal Development/Trng		-	
Special Projects	52,000.00	-	
	$ 52,000.00	$ -	
Unencumbered Balance 5/31/2023		**$ 49,186.93**	

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

	2023 Budget	Year to Date	%
Balance 01/01/2023	$ -	$ -	
Revenue:			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	(11.74)	0%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.08	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	$ 25,050.00	$ 16.86	0%
Expenditures/Encumbrances:			
Principal	$ -	$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-		0%
	$ 25,050.00	$ -	0%
Unencumbered Balance 5/31/2023	$ -	$ 16.86	

* 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 May 31, 2023

Capital Improvement Funds - Community National Bank

$ 5,367,019.24 at 4.58% (money market account)

Municipal Investment Pool

$ 9,725,594.60 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average May 1 - 31, 2023 was 3.7073%

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

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	21505	0	5/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	18,689.84	-97248
15	21516	0	5/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	26,259.34	-97248
15	21517	0	5/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,114.91	-97248
10	21524	0	5/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	$	-	-97248
10	21513	0	5/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	$	1,467.31	-97248
				Remittance of pension benefit contributions & optional group life premiums		$	49,531.40	**-97248 Total**
10	21509	0	5/8/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	5,702.34	-97246
				Remittance of deferred retirement employee contributions		$	5,702.34	**-97246 Total**
10	21505	0	5/19/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	17,610.43	-97237
15	21516	0	5/19/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	24,742.75	-97237
15	21517	0	5/19/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	2,934.98	-97237
10	21524	0	5/19/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	$	-	-97237
				Remittance of pension benefit contributions & optional group life premiums		$	45,288.16	**-97237 Total**
10	21509	0	5/22/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	5,642.93	-97235
				Remittance of deferred retirement employee contributions		$	5,642.93	**-97235 Total**
10	21515	0	5/22/2023	BLUE CROSS BLUE SHIELD OF KS	*EE - BCBS Actives Premiums*	$	34,755.50	-97234
15	21515	0	5/22/2023	BLUE CROSS BLUE SHIELD OF KS	*ER - BCBS Actives Premiums*	$	170,635.82	-97234
15	21515	0	5/22/2023	BLUE CROSS BLUE SHIELD OF KS	*Retiree BCBS Premiums*	$	896.66	-97234
						$	206,287.98	**-97234 Total**
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	yellow cupcake liners	$	6.22	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	googly eyes 30 mm	$	9.89	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	googly eyes 12 mm	$	6.59	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	party blowers	$	11.98	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	mp3 player	$	139.98	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	Wireless Charger	$	89.94	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	Battery	$	48.95	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	fiskars paper cutter	$	61.98	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	Belt clip phone holster	$	19.98	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	2 pk phone pouch	$	25.98	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	phone cable	$	14.67	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Hand sprayer 0.5 Gal	$	159.90	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	24 x 36 1/4 regular acry"	$	42.33	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	24 1/2 x 35 1/2 regular"	$	42.52	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	22 x 28 maple frame with"	$	264.08	-97232

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	22 7/8 x 30 1/8 maple fr"	$ 141.01	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	8 1/2 x 11 maple frame w"	$ 51.66	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Cell phone pouch	$ 10.97	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	LED rechargeable flashlig	$ 37.99	-97232
10	41000	310	5/4/2023	COREFIRST BANK & TRUST	Annual Renewal	$ 177.73	-97232
10	41000	310	5/4/2023	COREFIRST BANK & TRUST	int'l fee	$ 3.55	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	Refund	$ (6.99)	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	paint mixer drill attach	$ 10.95	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Stainless Bowl	$ 9.62	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Table	$ 35.99	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	Worms for Lunch?	$ 372.90	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	6x12 inch felt	$ 39.25	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	Plotter Paper	$ 1,557.48	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	10x13 kraft bags	$ 53.00	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	shipping	$ 24.46	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	ADA door closer	$ 139.95	-97232
10	41000	910	5/4/2023	COREFIRST BANK & TRUST	3 drawer file cabinet	$ 317.90	-97232
10	41000	910	5/4/2023	COREFIRST BANK & TRUST	2 person cubicle desk	$ 1,670.00	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	10x10 pizza boxes	$ 11.49	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	Shipping	$ 13.88	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	pop-it bracelets	$ 43.96	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	wood clothespins	$ 19.46	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	Shipping	$ 6.99	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	8 pocket magazine rack	$ 161.99	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	Shipping	$ 17.56	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	underwater camera	$ 225.00	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	8.5x11 90lb White 300 she	$ 76.14	-97232
10	41000	340	5/4/2023	COREFIRST BANK & TRUST	Registration for training	$ 60.00	-97232
10	41000	340	5/4/2023	COREFIRST BANK & TRUST	Registration	$ 120.00	-97232
10	41000	313	5/4/2023	COREFIRST BANK & TRUST	Job Postings	$ 525.00	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	8 sided dice	$ 21.90	-97232
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	pattern blocks	$ 89.95	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	Cricut blades	$ 9.58	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	screen cleaner	$ 34.14	-97232

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	5/4/2023	COREFIRST BANK & TRUST	Solid No Splinter Chopsti	$	4.99	-97232
10	41000	340	5/4/2023	COREFIRST BANK & TRUST	Registration	$	120.00	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	Legal Pads	$	17.49	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	Cork board	$	34.49	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	desk fan	$	46.53	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	six section folder ltr si	$	56.10	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Tire inflator w gauge	$	24.99	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	10 pck vac bags	$	20.57	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Capture carpet cleaner	$	22.00	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Oxy spot carpet cleaner	$	22.03	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	build plate	$	108.00	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	shipping	$	9.67	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	1/2 Nitto double sided ta	$	250.30	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	case	$	16.98	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	door chime	$	28.36	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Duct spray air freshner	$	96.08	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Humidifer cleaner piano	$	7.05	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Magnets for white boards	$	9.99	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Crayons	$	11.76	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Tablet	$	5.99	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	Tablet Shipping	$	4.99	-97232
10	41000	410	5/4/2023	COREFIRST BANK & TRUST	white cork board	$	14.59	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	Notebooks 60 pack	$	27.99	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	white cardstock	$	74.90	-97232
10	41000	310	5/4/2023	COREFIRST BANK & TRUST	Security software	$	321.30	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	bose speaker	$	129.99	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	Spray bottle 16 oz	$	6.99	-97232
10	41000	420	5/4/2023	COREFIRST BANK & TRUST	hand sanitizer 12oz pk12	$	51.99	-97232
10	41000	341	5/4/2023	COREFIRST BANK & TRUST	Online course registratio	$	1,960.00	-97232
10	41000	341	5/4/2023	COREFIRST BANK & TRUST	webinar registration	$	99.54	-97232
10	41000	310	5/4/2023	COREFIRST BANK & TRUST	Zello annual subscription	$	6,058.80	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	case	$	97.50	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	glass	$	292.25	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	Ps5 charging station	$	24.99	-97232

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	xbox series x charging st	$	32.99	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	ps5 controller	$	69.99	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	JoyCons	$	639.92	-97232
10	41000	320	5/4/2023	COREFIRST BANK & TRUST	Shipping	$	21.19	-97232
					Miscellaneous online orders paid by credit card	$	17,872.73	**-97232 Total**
10	21501	0	5/4/2023	PAYCOM PAYROLL LLC	Federal W/H	$	22,385.19	-97221
10	21502	0	5/4/2023	PAYCOM PAYROLL LLC	State W/H	$	11,400.74	-97221
15	21521	0	5/4/2023	PAYCOM PAYROLL LLC	State Unemployment	$	171.91	-97221
10	21503	0	5/4/2023	PAYCOM PAYROLL LLC	Social Security EE	$	18,200.98	-97221
15	21504	0	5/4/2023	PAYCOM PAYROLL LLC	Social Security ER	$	18,200.98	-97221
10	21503	0	5/4/2023	PAYCOM PAYROLL LLC	Medicare EE	$	4,256.64	-97221
15	21504	0	5/4/2023	PAYCOM PAYROLL LLC	Medicare ER	$	4,256.64	-97221
10	21514	0	5/4/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,429.53	-97221
10	21518	0	5/4/2023	PAYCOM PAYROLL LLC	Garnishments	$	97.40	-97221
10	41000	313	5/4/2023	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,211.85	-97221
					Remittance of payroll taxes, garnishments and Paycom fees	$	82,611.86	**-97221 Total**
10	21501	0	5/18/2023	PAYCOM PAYROLL LLC	Federal W/H	$	20,228.95	-97220
10	21502	0	5/18/2023	PAYCOM PAYROLL LLC	State W/H	$	10,594.34	-97220
15	21521	0	5/18/2023	PAYCOM PAYROLL LLC	State Unemployment	$	131.63	-97220
10	21503	0	5/18/2023	PAYCOM PAYROLL LLC	Social Security EE	$	17,288.70	-97220
15	21504	0	5/18/2023	PAYCOM PAYROLL LLC	Social Security ER	$	17,288.70	-97220
10	21503	0	5/18/2023	PAYCOM PAYROLL LLC	Medicare EE	$	4,043.29	-97220
15	21504	0	5/18/2023	PAYCOM PAYROLL LLC	Medicare ER	$	4,043.29	-97220
10	21514	0	5/18/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,429.53	-97220
10	21518	0	5/18/2023	PAYCOM PAYROLL LLC	Garnishments	$	213.34	-97220
10	41000	313	5/18/2023	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,190.77	-97220
					Remittance of payroll taxes, garnishments and Paycom fees	$	77,452.54	**-97220 Total**
10	21512	0	5/4/2023	DELTA DENTAL OF KANSAS, INC	*EE Withholding*	$	2,580.68	99310
10	21512	0	5/4/2023	DELTA DENTAL OF KANSAS, INC	*ER Withholding*	$	9,558.02	99310
10	21512	0	5/4/2023	DELTA DENTAL OF KANSAS, INC	*Retireee*	$	44.16	99310
						$	12,182.86	**99310 Total**
10	41000	313	5/4/2023	MID-AMERICA LIBRARY ALLIANCE	5-day Courier Service	$	10,400.00	99329
10	41000	313	5/4/2023	MID-AMERICA LIBRARY ALLIANCE	Admin Fee	$	100.00	99329
					2023 approved operating budget - annual courier fees	$	10,500.00	**99329 Total**

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	23800	0	5/4/2023	THE IVY GROUP LTD	Strategic Planning	$	9,145.00	99338
					2022 approved operating budget - consulting fees	$	9,145.00	**99338 Total**
10	41000	310	5/11/2023	BIBLIOTHECA LLC	Bibliotheca renewal	$	38,358.85	99341
					2023 approved operating budget - annual software maintenance/support for self service checkouts	$	38,358.85	**99341 Total**
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	57.78	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	22.73	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	22.73	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	22.73	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	22.73	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	24.09	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	22.73	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	191.15	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	1,541.53	99353
10	41000	351	5/11/2023	EVERGY	*Electricity*	$	20,685.32	99353
						$	22,780.79	**99353 Total**
10	41000	736	5/11/2023	LIBRARY FURNITURE INTERNATIONAL LLC	NEW AND NOVEL SHELVING	$	28,707.50	99358
					RFP was posted and bid was approved by the Board of Trustees on 04/20/2023	$	28,707.50	**99358 Total**
10	41000	301	5/11/2023	OCLC, INC.	OCLC cataloging & ILL	$	7,195.41	99360
					2023 approved operating budget - monthly fee for cataloging and interlibrary loan database	$	7,195.41	**99360 Total**
10	41000	322	5/18/2023	KSNT	15-second summer spot adv	$	2,000.00	99380
10	41000	322	5/18/2023	KSNT	15-second ad LAFE	$	4,000.00	99380
10	41000	322	5/18/2023	KSNT	Summer and LAFE Ads	$	5,000.00	99380
					2023 approved operating budget - advertising	$	11,000.00	**99380 Total**
10	41000	301	5/18/2023	OCLC, INC.	OCLC cataloging & ILL (July - Dec 2023)	$	45,007.29	99386
					2023 approved operating budget - monthly fee for cataloging and interlibrary loan database (vendor will bill annually eff. 2024)	$	45,007.29	**99386 Total**
10	41000	310	5/25/2023	IT OUTLET INC	Bitdefender workstation	$	4,750.00	99408

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

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	310	5/25/2023	IT OUTLET INC	Bitdefender server	$	1,750.00	99408
					2023 approved operating budget - software support/subscription	$	6,500.00	**99408 Total**
10	23800	0	5/25/2023	KELLEY CONSTRUCTION CO., INC.	*WAYFINDING SIGNAGE PHASE*	$	4,899.20	99409
10	23800	0	5/25/2023	KELLEY CONSTRUCTION CO., INC.	*M&M LOUNGE RENOVATION*	$	7,852.60	99409
						$	12,751.80	**99409 Total**
10	41000	310	5/25/2023	OCLC, INC.	CONTENTdm	$	7,968.17	99413
					2023 approved operating budget - software support/subscription	$	7,968.17	**99413 Total**
10	41000	313	5/25/2023	ORANGEBOY INC	Srvcs & Software Subscrip	$	15,675.00	99414
					2023 approved operating budget - software support/subscription	$	15,675.00	**99414 Total**
						$	718,162.61	**Grand Total**
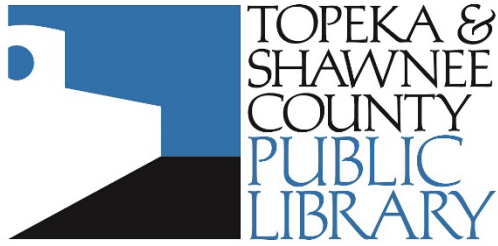
Executive Committee Members Present
Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary

Executive Committee Members Absent
Hannah Uhlrig – Treasurer

Staff Present
Marie Pyko- Chief Executive Officer, Thad Hartman- Chief of Staff, Kim Strube- Chief Financial Officer, Jesse Maddox- Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order
The meeting of the Board of Trustees Executive Committee was held on June 5, 2023, via Zoom, and was called to order at 4:02 pm by Chair Shawn Leisinger.

Review Minutes and Agenda
The minutes from the May 8, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the May 8, 2023, Board of Trustees Executive Committee Meeting were approved.

Motion passed unanimously.

The minutes from the May 18, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees June 15, 2023, Meeting were reviewed.

Other Items
Chief Financial Officer Kim Strube noted that Accounting Supervisor Efrain Ruvalcaba will be giving the CFO report in Strube's stead as she will be on vacation. Strube will have him prepped and does not expect he will have to report on anything out of the ordinary.

Chief Executive Officer Marie Pyko noted she will report about follow up meetings that were held with staff who could not attend the Strategic Planning Implementation Workshop. By the time of the Board of Trustees meeting there will have been 6-8 follow up meetings held. Pyko reported she has heard good questions from staff and sees these meetings as a way to loop staff in. Pyko will also talk about the next performance goal she wants to focus on.

Chief of Staff Thad Hartman noted that he will follow up on anything Statistical Research Analyst Robert Soria brings up in trustee education that the board may need to discuss. Hartman will talk about the parking lot restriping and he will talk about the Summer Reading Program kickoff on Saturday, June 3 which drew a large crowd.

Pyko shared that on Wednesday, August 30 she will be requesting the library to be closed part of the day. The library staff will be working with the local police department and Shawnee County Emergency Management to offer an active shooter drill. Pyko explained that if there is any information that comes out of that drill, she will bring it up to the Board of Trustees in an executive session.

Pyko spoke about the qualifications for co-managed IT services. She is going to request the services for one year and investigate how the library systems are laid out and the Digital Services staff will work on mapping it all out. She said that she would also like an executive session at some point to talk about risk thresholds with the Board of Trustees.

No other items were discussed.

Adjournment
On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:22 pm.

Next Meeting
July 10, 2023
4:00 pm
https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09
Meeting ID: 882 5779 1498
Passcode: 695332

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

At the end of May, we had 5,761 children between birth and age five participating in the Dolly Parton's Imagination Library. We have been consistent over the past year and continue to look for new relationships in the community to help grow the program. Our largest area of participation continues to be zip codes 66610, 66409, 66542 and 66546. These areas primarily represent county zip codes. Sherry Hess, our Early Childhood Coordinator continues to connect with local community partners who are helping to increase enrollment and also offer books that have been determined as undeliverable through the post office.

Strategic Plan 2023

Our strategic plan consultants, the Ivy Group hosted a day-long implementation workshop with the Board of Trustees, library staff and our strategic planning stakeholders. The morning session focused on the community research which included qualitative data from 12 in person meetings and quantitative data from a staff and community member survey. Over 1573 community members participated in the online and paper survey. Board members and the library leadership team identified five impact areas based on the results of the community meetings and surveys. Although the final impact areas have not been determined these were the areas that rose to the top.

- Everyone will have access to a dynamic third place.
- Everyone will live in a healthy community.
- Everyone will have the possibility for entertainment, culture, and joy.
- Students and lifelong learners will have access to resources and opportunities.
- Everyone will have a meaningful relationship with their library across their lifespan.

The afternoon session which included library staff and community stakeholders focused on developing objectives and activities that would support the five identified impact areas. The group reviewed the preliminary impact areas and began identifying target audiences, target initiatives for each area. At the board meeting during my report, I will discuss the research results and the tools that we are using to continue working on the plans.

The next steps of the strategic plan process will be Ivy Group developing a draft strategic plan document based on the work of the May 23rd workshops. The final presentation of the plan will be presented to the Board of Trustees at the July board meeting.

Operations

As is standard practice for filling open positions, we review each opening and evaluate if and where in the library we need to fill positions. It is part of every process for every position.   As we have experienced several positions that have turned over, supervisors prepare a written justification for open positions which is part of the request presented to Human Resources. Due to the fact we analyze our library needs with each opening, the process for filling positions does take longer but it supports our goals of being good stewards of our tax dollars and staying on top of the changing needs for our library customers. During May, the Human Resources team (Jesse Maddox and Felicia Hillebert) coordinated and interviewed over 14 people for Community Services, Youth Services and Circulation. The recruitment process continues but both the Human Resources team and the department supervisors were pleased with the interviews. Recruiting and hiring has increased due to turnover and increases in gate count, collection borrowing and programs. It is wonderful to see a busier and dynamic library and even better to find great prospective candidates to welcome to our library.

Urban Libraries Council (ULC)

ULC is a member organization which we have belong to for over 15 years. Member libraries are urban and mid-size libraries who work collaboratively both in the library world and in their local communities. As a member organization, ULC offers trainings and workshops throughout the year focused on unique areas of interest to our size library. Several library leaders participate in online learning sessions and discussions. In May, ULC in collaboration with several libraries prepared a white paper on the changing/emerging role that public libraries play in supporting workforce development, social engagement, and innovation. I was heartened to read that much of what we heard from our customers and in our community survey was included in the white paper. I have included the article if you would like to read it.

WHITE PAPER

Libraries as Spaces for Innovation and Productivity

URBAN LIBRARIES COUNCIL
MAY 2023

New York Public Library, Photo by Max Touhey

Acknowledgments

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Additional Acknowledgements

URBAN
LIBRARIES
COUNCIL

Introduction

As we emerge from the pandemic, aftershocks that have possibly altered our way of life, structures of daily routines and use of space persist. The present reconfiguration of the amount of time we spend at home, at work, in transit or engaging in leisure activities is arguably the most monumental change of this period. As we adapt and try to understand the possibilities and opportunities ushered in by this new way of life, it is important to explore the role played by current structures, systems and institutions in ensuring positive outcomes.

The expectation is that existing structures and systems should play a role in safeguarding economic activity, maintaining innovation and productivity and advancing inclusive and equitable development. This paper explores the importance of congregation in a post-pandemic world, particularly the role of libraries as reliable structures, attractions and prime choices for visits even as we experience a great upheaval of spaces in which people prioritize spending time.

A meeting space for people to return to

There are only a handful of places to which people conventionally return for intended actions. Some destinations are visited by people simply for performing individual actions with a slight possibility of interacting with others who are there to perform the same action e.g. grocery shopping, a train commute or a sporting arena. On the other hand, there are places where people go for the core purpose of interacting with others, building community or accomplishing a common task, e.g. offices, places of worship, member clubs, etc. The key element of the latter example is that these places present a defined physical space for people to return for participation as a group in an intended action.

The library is unique in the sense that it presents a space for individualized actions as well as group conventionalism. Eric Klinenberg, in his work titled "Palaces of the People," better captures the uniqueness of the library as a space that is free and open to all and a space that serves as an important pillar of social infrastructure with inimitable and essential societal functions.[1] Furthermore, he emphasizes the societal importance and impact of the library on the quality of the users' lived experience through vivid and real user reflections. In one case, a user describes the library as "a space of permission, not encouragement that pushed you in a certain direction, where you feel like people are watching you and like giving their approval, but just freedom to pursue what you want."

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[1] Klinenberg, Eric, "Palaces for the people: why libraries are more than just books," *The Guardian*, September 24, 2018, https://rb.gy/pmjiv

With the pandemic leading to major shifts and in some cases, disruptions in our pre-pandemic work, live and play traditions, new trends in how people use space are beginning to emerge. Some of these trends include an increased preference for flexibility in the way work is carried out, a high demand for high-quality workspaces, as well as an increased desire for quality in-person interactions. While library visits in most cases are still below pre-pandemic levels, the new demand for flexible high-quality spaces presents libraries with an opportunity to engage new potential patrons by serving this current need. This is mainly because libraries are already designed and positioned as flexible, high-quality spaces that welcome all and that are free for all.

The demand for flexible workspaces & libraries as providers.

As the need for quality interactions in the third-place increases, so does the premium put on the quality of such spaces. Flexibility, ease of access, comfortability and internet speed are a few elements expected in these third-places that aim to replicate the conveniences of the office and similar functional spaces, but in a more self-designed and more democratized manner. Coincidentally, libraries are naturally designed as flexible and equitable spaces equipped with the earlier-mentioned essentials and are usually housed in aesthetically pleasing buildings with the best architectural designs (some of which are only matched by class-A office buildings). This reality emphasizes the existing opportunity for libraries to engage people seeking flexible spaces in today's post-pandemic world.

Some of these personalities include the following:

I. The Working Age Population

The post-pandemic world has ushered in widely accepted and practiced hybrid work designs where the traditional five-day work week is now split almost evenly between remote work and in-office work. In some cases, companies and organizations have gone fully remote with no requirement for in-office days. This new time away from the office doing remote work has democratized the employee's desired workspace or work style, adding flexibility to where work can be carried out. While the systematic switch to remote work has been swift, the transition of the physical space to one that promotes hybrid or fully remote work has been much slower.

In adjustment, people seek larger living spaces or converting sections of current living spaces for work, seek buildings with office-like amenities or search for a third-place in the form of a co-working space, coffee shop or perhaps a library.[2,3] One can argue that out of all these options, the library is not only the best designed to meet the needs of the post-pandemic working age population, but also the most cost-effective.

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[2] "How third places are becoming mainstream," *JLL*, June 13, 2022, https://rb.gy/b2nu5

[3] Kristen Senz, "Remote Workers Spend More On Housing. Do They Deserve Higher Pay?" *Forbes*, June 17, 2021, https://rb.gy/b2nu5

Simultaneously, the pandemic has ushered in various economic disruptions including job losses along with the reconfiguration of job roles as well as skills required for work. In other cases, various industries are witnessing high resignation rates as well as a rise in the "gig economy."[4] As we enter an age that presents various opportunities for reinventing the nature of work and the identity of the worker, libraries remain the most empowering and the most accessible resource for those looking to design and create new post-pandemic pathways of work. In addition, the equitable distribution in terms of proximity to users, positions library locations as an essential tool for breaking down existing barriers to access to benefits of the post-pandemic economy.

Richland Library, Columbia, South Carolina

The Richland Library Main located in Richland's business district serves "a diverse population of college students, makers, bibliophiles, entrepreneurs, career seekers and more." This location offers free access to flexible workspaces, creative spaces, meeting rooms and desk spaces to accommodate laptop users, students, job seekers, etc. This space also provides a range of multimedia services as well as access to a café.

Credit: Richland Library

II. The Traveling Teleworker

Another trend ushered in by the pandemic is the growing number of people who travel while teleworking, thereby taking advantage of their remote days to visit various destinations with the intention of still being able to work the hours required during the week. According to a 2023 Deloitte report titled "The travel industry outlook," this group of people willing to mix work and personal travel (tagged the "Laptop loggers") were twice as likely to travel when compared to those who travel for regular vacations and are more likely to add extra time to their vacation.[5]

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4 Gittleman, Maury, "The 'Great Resignation' in perspective," *Monthly Labor Review,* U.S. Bureau of Labor Statistics, https://rb.gy/6dxxf

5 Eileen Crowley and Michael Daher, "Analysis: Deloitte 2023 Travel industry outlook," Deloitte.com, https://rb.gy/bcqly

**Figure 1: Travelers considering ability to work remotely in destination and lodging selection**

		Change in influence (vs. 2021)
Destination selection	37%	+5%
Lodging selection		
Hotels	51%	+12%
Private Rentals	54%	+19%
Source: Deloitte's 2022 Summer Travel Survey		

This has also translated to longer stays, with Airbnb reporting a 44% uptick in bookings in the third quarter of 2021 compared to 2019 (half of 2021 third quarter bookings were stays of at least 7 days). This trend is causing hotels and the travel industry, in general, to start including workspaces in their advertised accommodation to provide guests with the option of separating work from play — an offering libraries already provide in the form of higher quality flexible spaces.[6] One can argue that the flexibility and reliability libraries provide makes them a preferred location for this group when choosing where to perform the day's work — all the while visiting a new location or city.

Stavros Niarchos Foundation Library, Manhattan, New York

Located in the center of Manhattan, N.Y., the Stavros Niarchos Foundation Library serves patrons from the Tri-State area and beyond. Its range of services, extended opening and closing hours, and ease of access make it a location designed and positioned to meet the needs of every type of patron. The ability for New York residents and visitors to instantly get a library card and gain access to resources such as virtual interview spaces and advanced computer workstations makes this location an example of a highly convenient working location choice for the traveling teleworker. This location also offers free access to flexible workspaces and internet, including access to a library business center and an outdoor space on the rooftop.
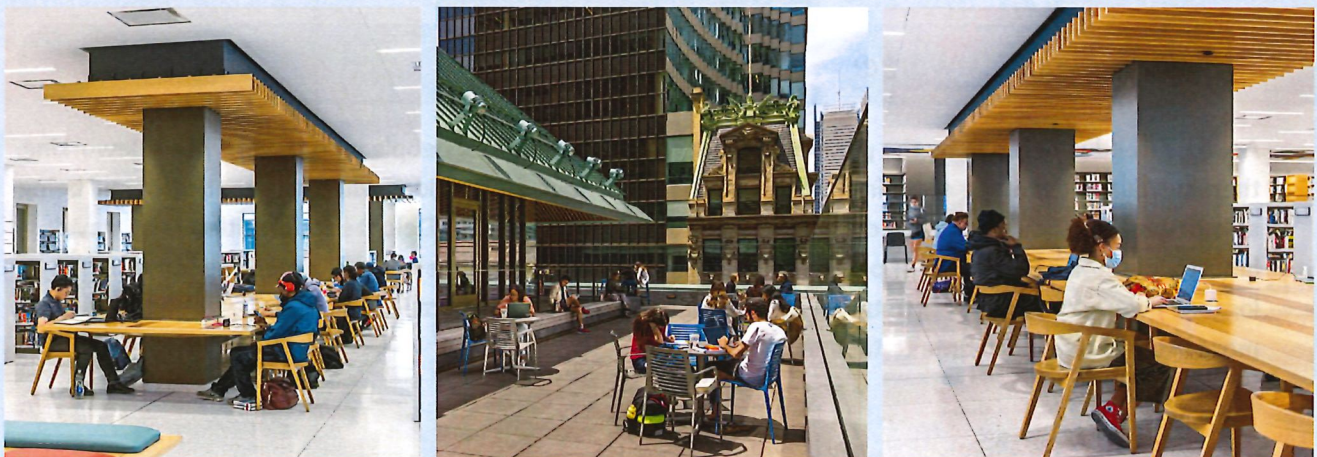
New York Public Library, Photos by Max Touhey

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[6] Koss-Feder, Laura, "In-Room Work Spaces More Flexible and Accommodating Than Ever," CoStar, https://rb.gy/bcqly

The pandemic ushered in an unprecedented era of remote learning with far-reaching consequences on the performance of young adults and high schoolers — something school administration, teachers, and parents are dealing with as students return to in-person learning. Lower high school graduation rates and test scores are notable indications of the implications of extended remote learning combined with a lack of out-of-school learning activities.

According to a 1992 report by The Carnegie Council on Adolescent Development, young people have about 1,900 hours of time out of school every year.[7] Determining what percentage of this time is dedicated to out-of-school learning activities can be directly linked to improved performance. Given the events of the past few years and the adoption of remote learning in response to the pandemic, the amount of yearly out-of-school hours grew significantly, leading to growing reports of reduced performance in math and reading. Additional reports also highlight the fact that it could take up to three to five years for elementary and middle school students to fully recover the time lost during the pandemic.[8]


Libraries have long been known for providing young adults and high schoolers with out-of-school programming to help improve literacy rates, test scores and graduation rates. Examples of places like California show a positive correlation between the number of hours that the school library was open and test scores at the elementary, middle and high school levels.[9] Also, additional studies carried out by the National Institute of Health point to the fact that out-of-school-time academic (OSTA) programs are significantly effective in improving students' performance (especially the academic performance of at-risk students).[10]

Furthermore, an analysis of high school graduation rate data from Opportunity Atlas, when paired with library locations across the US, shows that **counties that have more library locations are more likely to have higher high school graduation rates.**[11]

7 "A Matter of Time: Risk and Opportunity in the Nonschool Hours," Carnegie Corporation of New York, 1992, https://rb.gy/pz97y

8 Sarah Mervosh, "Students Are Learning Well Again. But Full Recovery? That's a Long Way Off," *New York Times,* July 19, 2022: https://rb.gy/noujp

9 Doug Achterman, "Haves, Halves, and Have-Nots: School Libraries and Student Achievement in California," Gavilan College, December 2008, https://rb.gy/sidwn

10 Out-of-School-Time Academic Programs to Improve School Achievement: A Community Guide Health Equity Systematic Review. Journal of public health management and practice: JPHMP, 21(6), 594–608. https://rb.gy/xyeol

11 The Opportunity Atlas: https://www.opportunityatlas.org/

Figure 2. Library locations and high school graduation rates by county.
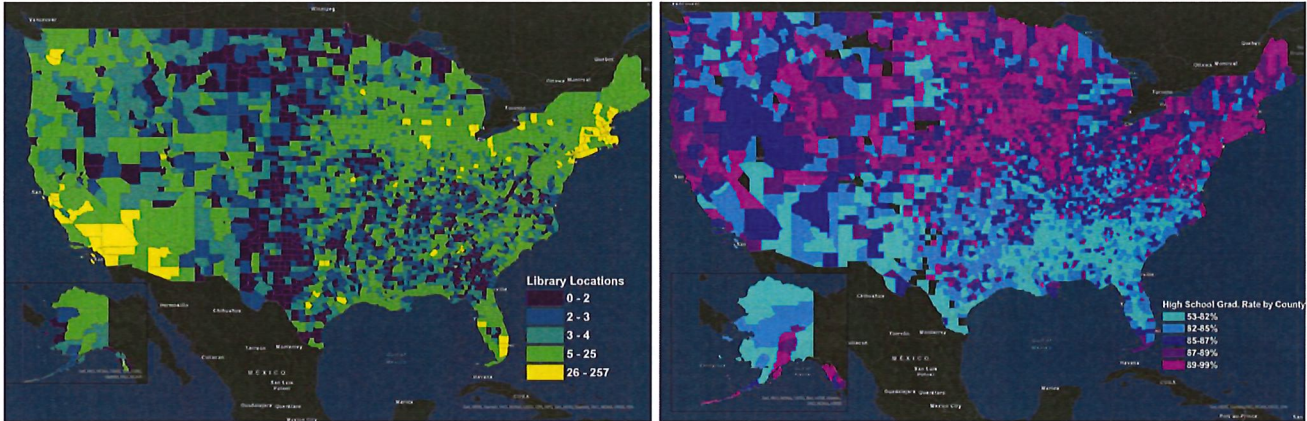
Library locations represented are limited to the locations reported on the Institute of Library and Museum Services (IMLS) public library survey. High school graduation rates are pulled from The Opportunity Atlas — a collaboration between researchers at the Census Bureau, Harvard University and Brown University which shows children's outcomes in adulthood of over 20 million Americans using anonymous data gathered from their childhood to their mid-30s.

This is highly significant since the wage gap in terms of median household income between high school degree holders and those without a degree was approximately $10,000 in 2020.
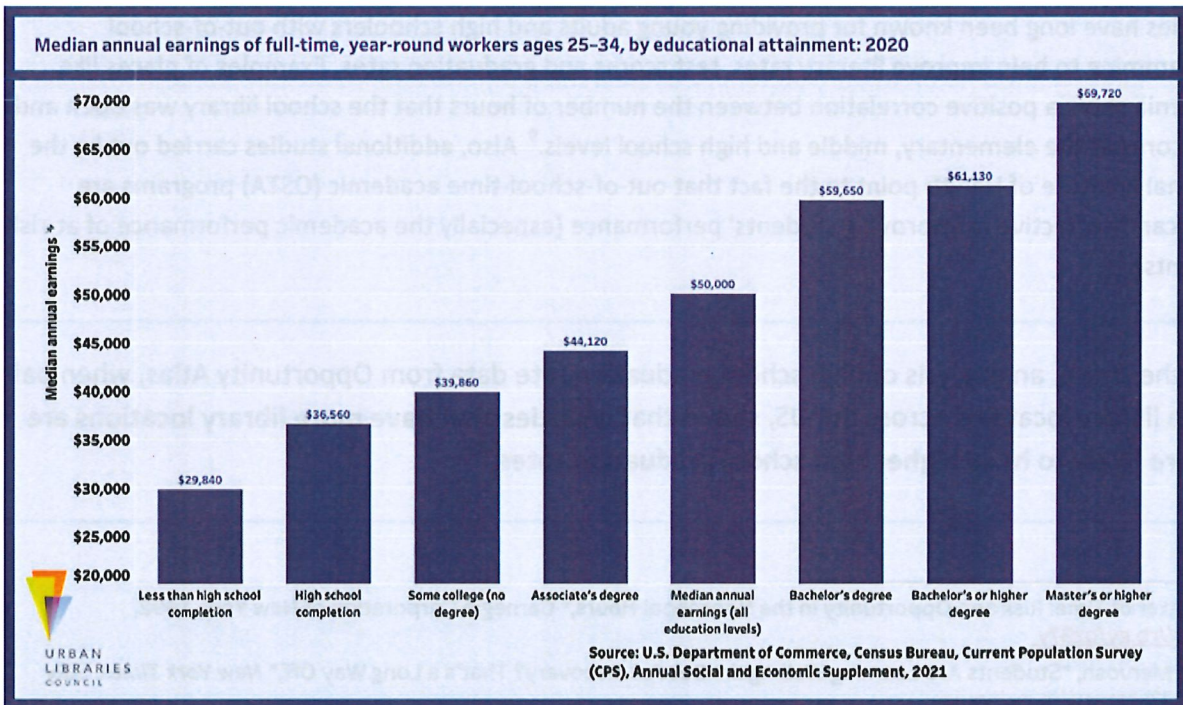

Figure 3. Median annual earnings of full-time, year-round workers ages 25–34, by educational attainment: 2020.
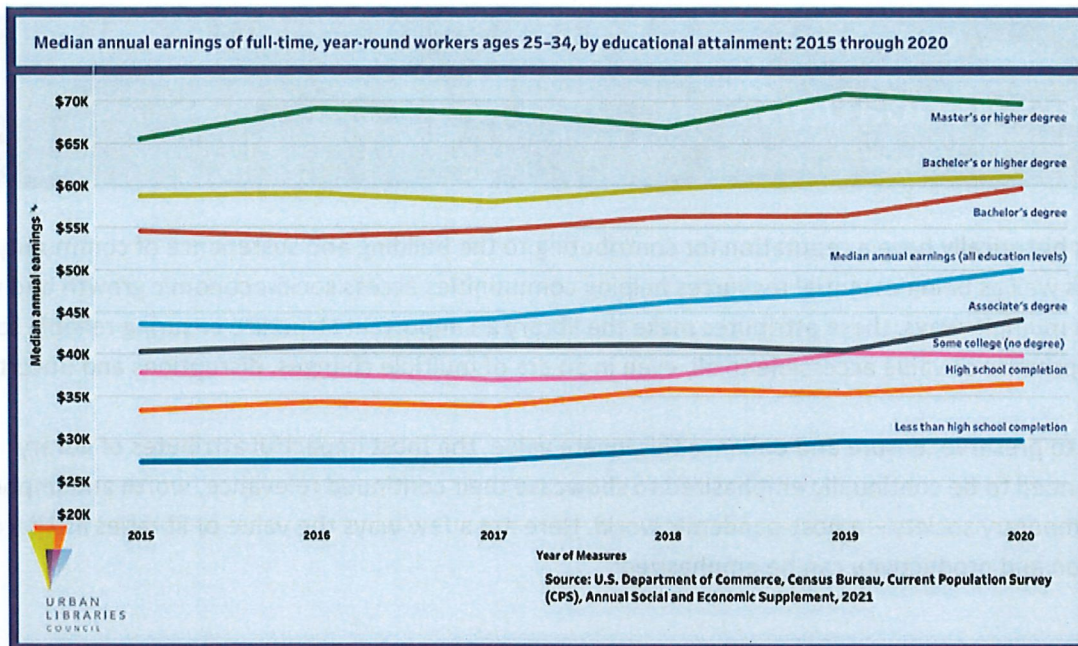
Figure 4. Median annual earnings of full-time, year-round workers ages 25–34, by educational attainment: 2015 through 2020

This, coupled with the pandemic disproportionately affecting low-income and minority families, means that they are more at risk of being impacted by a dip in performance and a delayed or longer recovery. According to a Harvard report, there was a higher incidence of remote schooling for Black and Hispanic students during the pandemic due to an increased possibility of schools in low-income areas having longer remote learning (at least 5.5 weeks longer during 2020-2021) when compared to schools in higher income areas.[12]

Similarly, longer remote learning is largely attributable to lower performance in math and reading according to the analysis of pre and post-pandemic MAP test scores. Increased and targeted out-of-school learning programs and interventions can help offset some of the time lost and help speed up the recovery process (improved test scores and higher graduation rates). As suggested by the Harvard study, the intensity of interventions should be proportionate to the amount of remote learning observed. With an increased allocation of resources, libraries can become highly impactful agents in ensuring above-average out-of-school learning interventions and programming to help bridge the gap and speed up recovery.

Credit: The Free Library of Philadelphia

Free Library of Philadelphia, Philadelphia, Pennsylvania

The Free Library of Philadelphia offers a very successful and long-running out-of-school program for K-12 youth called the Literacy Enhancement Out of School Program (LEAP). This program runs during the school year at no cost and it provides youth with access to homework assistance, an online learning database, connection to programs at their local libraries, and many more resources.

12 Goldhaber, D. , Kane, T., McEachin, A., Morton E., Patterson, T., Staiger, D., (2022) *The Consequences of Remote and Hybrid Instruction During the Pandemic*. Research Report. Cambridge, MA: Center for Education Policy Research, Harvard University, https://rb.gy/zyv0u

Recommendations

Libraries historically have a reputation for contributing to the building and sustenance of community fabrics as well as being essential resources helping communities access socio-economic growth and well-being. In multiple ways, these attributes make the library an important structure ensuring reliable service, and the promise of value accessible to all, even in an era of multiple changes, disruptions and uncertainty.

In order to preserve, ensure and enhance this innate value, the most impactful attributes of library systems need to be continually emphasized to showcase their continued relevance, worth and importance in contemporary society — a post-pandemic world. Here are a few ways the value of libraries as spaces for innovation and productivity can be emphasized:

1 Promote libraries as hubs for congregation, trip attractors and inceptors of economic activity.

As cities in major metropolitan areas across America continue to struggle with low office usage (just about 50% of pre-pandemic levels, according to Kastle Systems), the daytime population, including residents and commuters, remains below pre-pandemic levels.[13] This has significant implications for the vibrancy and levels of economic activity in cities and urban areas. As a result, urban areas would need to develop innovative ways to engage residents and attract commuters and visitors to regain pre-pandemic levels of vibrancy and economic activity.

In addition to a handful of public spaces, libraries are one of the few locations that contribute a significant amount of steady foot traffic and daytime population and serve as trip attractions based on the number of daily, weekly and monthly users. Additionally, libraries have proven to be hubs of entrepreneurship and incubators providing new businesses with resources, training and the support needed for growth and success. This coupled with the fact that North America witnessed a historic rise in the number of new businesses started since the onset of the pandemic (July 2020 applications for new businesses were 95% above 2019 levels in the U.S.) presents a renewed opportunity for libraries to re-emphasize the value of services provided as well as the resulting impacts on local economic development.[14]

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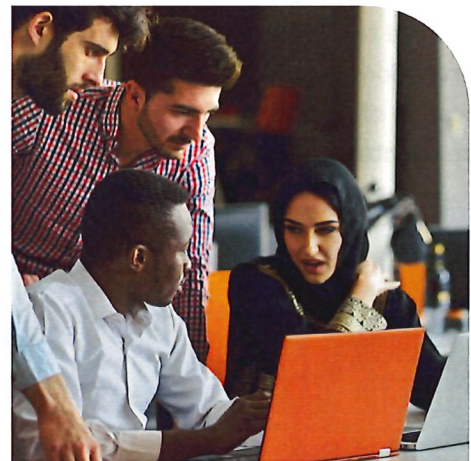
13 Kastle, "Getting America Back to Work," https://www.kastle.com/safety-wellness/getting-america-back-to-work/

14 In 2018, ULC launched the Strengthening Libraries as Entrepreneurial Hubs initiative. The results from this work show that new businesses significantly value and utilize the resources provided to them by libraries and in some cases requested better awareness of existing tools and resources associated with new business success and entrepreneurship. https://tinyurl.com/n82abb3x

In terms of local economic impact, some of the resources and services hosted by libraries are known to ease business processes and serve as cost savings for new businesses and startups yet to acquire funding. One approach for measuring and communicating the impact of these services on the local business economy is through tools that quantify, estimate, and summarize the actual value of business services rendered. One example of such a tool is the Business Value Calculator launched by the Urban Libraries Council in January 2022. With a newer version currently in development, the current version of the BVC has helped 30 U.S. and Canadian ULC libraries to quantify and calculate the value of their library's services to small business owners and entrepreneurs since its launch.[15]

2 Emphasize libraries as flexible workspaces.

As flexible work structures and telework become more entrenched in the design of the post-pandemic workforce, libraries should emphasize the already existing resources they have to meet the increased demand for flexible workspaces and third-places. Anchoring on the idea of creating spaces for innovation and productivity, libraries can seek to upgrade spaces to better satisfy the demand of the current workforce where necessary. This could be in the form of design-based improvements or policy-focused adjustments aimed at promoting greater flexibility e.g. adjusting time limits for booking rooms, more flexible food and drink policies and options, creating common areas for conversations, phone calls, etc.

3 Position libraries as reliable amenities for the traveling teleworker.

The rise in the volume of people working while they travel presents an opportunity for libraries to collaborate with the travel and tourism industry in order to present themselves as essential amenities to travelers and tourists. This could be in the form of partnerships with larger regional organizations charged with promoting their jurisdictions to travelers, or hospitality groups (e.g. hotels) looking to communicate the presence of flexible workspaces in close proximity to their locations.

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15 "New Data: Urban Libraries Council (ULC) Libraries Calculate $200 Million in Business Value to Local Economy," Urban Libraries Council, September 23, 2022, https://rb.gy/mr18e

(4) **Make the case for increased funding of library after-school programs.**

While libraries have historically played a significant role in providing after-school programs with tremendous benefits contributing to better school performance for children, the effects of remote schooling adopted during the pandemic present a significant risk to past progress achieved. To bridge the gap widened by remote schooling and to quicken recovery, a commensurate response to the amount of out-of-school learning time lost during the pandemic is needed. This would require adequate funding from federal, state, county and city governments to scale up already existing after-school programs and establish new programs where necessary.

Conclusion: Pathways to the Future

Over the last few years, we have witnessed various disruptions ushered in by a once-in-a-lifetime pandemic. These changes have significantly altered the way we live life, but more importantly, where and how we spend most of our time. Some systems, institutions and spaces have had to significantly alter their core designs in order to adapt to this change.

The library on the other hand, already designed to accommodate a multiplicity of functions, services and uses, is well positioned to meet the rising demand for the new needs of a post-pandemic world (including flexible spaces for work and play). At the same time, the library has historically provided invaluable resources to help serve as a bridge, connecting communities to opportunities and free services that otherwise would prove to be significantly expensive and most times unaffordable. This function alone makes libraries and the services they render invaluable in bridging the learning, wage and income gaps, as well as the digital divide exacerbated by the pandemic.

Rather than create new structures for adapting to current challenges, we must enhance those current structures that are already well-positioned to meet the demands of contemporary society in a post-pandemic world.

Resolution to Open the Library late on August 30, 2023

As part of our continuing emergency preparedness education for staff, Greg Gaul, Safety and Security supervisor is coordinating with the Topeka Police Department and Shawnee County Emergency Management to lead an active shooter drill for library staff on August 30, 2023. In order to provide the training drill, we are recommending opening late to the public. In order to conduct the drill and provide an after training session for staff, the library will open at 1:00 pm August 30, 2023.

Resolution- Request for Qualifications for Co-Managed IT Services

Staff is recommending approval of a bid for Co-managed IT Services to support the team as they review and optimize our network and technology systems. The contracted service will provide additional level of expertise that is currently beyond the day to day network administrator's work as we engage in several critical technology projects. This Digital Services project funding is included in the 2023 General Fund. The resolution, background information and vendor bid tally sheet are included in the board packet.
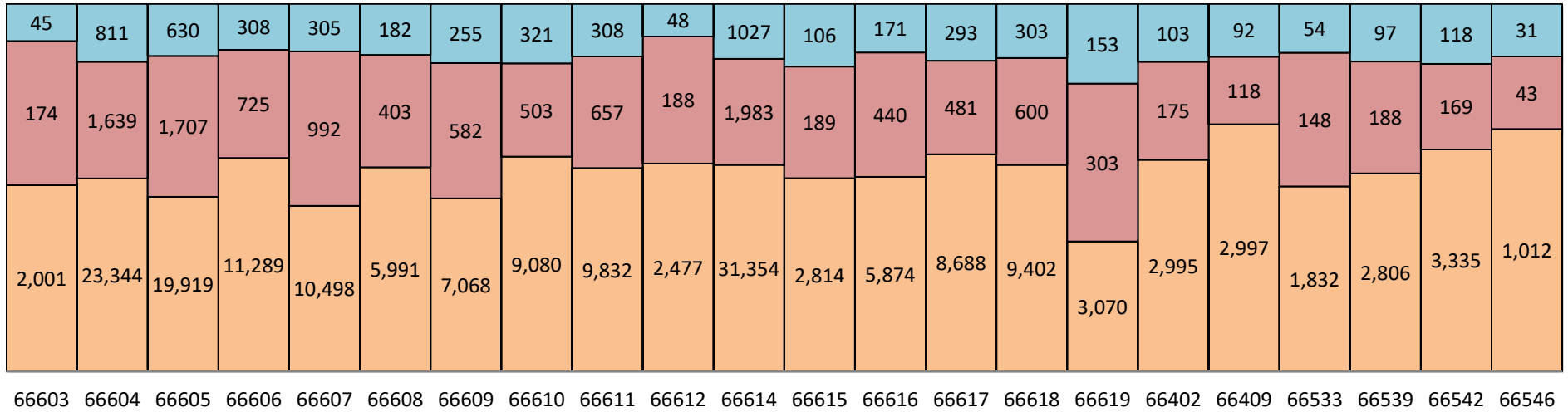
Professional Activities/Community Contacts

May 16, 2023	Attended the Intergovernmental Cooperative Coalition meeting.
May 17, 2023	Attended the Brown V. Board press conference to commemorate the 69th anniversary of the court decision.
May 24, 2023	Attended the Topeka Collegiate Board meeting.
May 26, 2023	Met with Community Services staff.
June 1, 2023	Attended Racial Justice Challenge Kick-off
June 5, 2023	Attended Board of Trustees Executive Committee meeting.
June 6, 2023	Attended Rotary Board Meeting.
June 6, 2023	Attended Trustees Budget Work Session #1
June 8, 2023	Met with Superintendent of Brown V. Board National Park, Jim Williams and provided a library tour.
June 8, 2023	Met with Sean Bird and Alan Bearman, Washburn Mabee Library
June 8, 2023	Attended Urban Library Council Director/CEO Weekly call
June 9, 2023	Met with Brooks Rainwater, ULC Director over Zoom

Marie Pyko
Chief Executive Officer
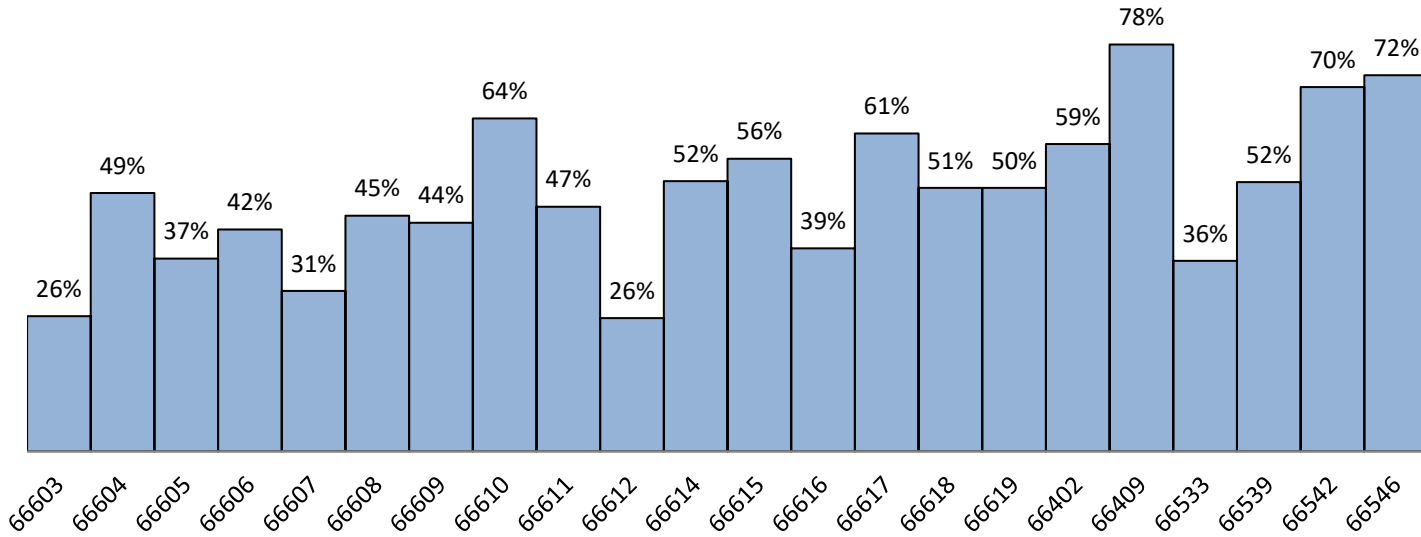Topeka and Shawnee County Public Library 6/9/23

Number of children currently enrolled: **5,761**

MAY 2023 DOLLY PARTON IMAGINATION LIBRARY
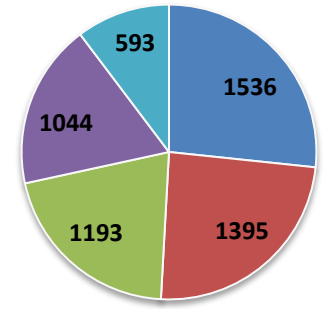
Legend: ☐ POPULATION ☐ UNDER 5 ☐ DPIL

Zipcode	Population	Under 5	DPIL
66603	2,001	174	45
66604	23,344	1,639	811
66605	19,919	1,707	630
66606	11,289	725	308
66607	10,498	992	305
66608	5,991	403	182
66609	7,068	582	255
66610	9,080	503	321
66611	9,832	657	308
66612	2,477	188	48
66614	31,354	1,983	1027
66615	2,814	189	106
66616	5,874	440	171
66617	8,688	481	293
66618	9,402	600	303
66619	3,070	303	153
66402	2,995	175	103
66409	2,997	118	92
66533	1,832	148	54
66539	2,806	188	97
66542	3,335	169	118
66546	1,012	43	31

PERCENT OF CHILDREN SIGNED UP BY ZIPCODE

Zipcode	Percent
66603	26%
66604	49%
66605	37%
66606	42%
66607	31%
66608	45%
66609	44%
66610	64%
66611	47%
66612	26%
66614	52%
66615	56%
66616	39%
66617	61%
66618	51%
66619	50%
66402	59%
66409	78%
66533	36%
66539	52%
66542	70%
66546	72%

AGE OF CHILDREN

- 4-5 yrs old: 1536
- 3-4 yrs old: 1395
- 2-3 yrs old: 1193
- 1-2 yrs old: 1044
- (teal): 593

Chief of Staff Report

Thad Hartman
May 11, 2023

Summer Kickoff Party
Summer Reading got off to a fantastic start with our Kickoff Party on Saturday, June 3. Kids of all ages joined us for several exciting activities including an inflatable obstacle course, firetruck, garbage truck, Adventuremobile, unicycle demonstration, and live music from the band Switch in Time. Of course, we also signed people up for Summer Reading and library cards. The summer exhibit in the Gallery was also extremely popular that day.

Initially we had planned to have all the activities outside, but some weather uncertainty caused us to move the band into the auditorium to prevent possible damage to their equipment and make sure we had the space setup. However, we were able to be more flexible with the rest of the activities and keep them outside. Luckily it turned out to be a sunny day. Moving the band inside also had some real benefits in helping to drive more traffic into the building, and I think many of the folks who just wanted to watch the band appreciated being inside.

I heard from several people that this was the best Summer Kickoff that they have been to at the library. A big thanks goes out to all the staff and volunteers who made it happen. This includes Kyler Carpenter, Perry Hartmann, Craig Maurer, Natalie Moreland, Angie Reed, Shari Schawo, Nick Scraper, Randy Walker, and Kari Zimmerman. There were also numerous other people who helped with setup and helping customers on the day of the event.

Parking Lot

As you may have noticed, the parking lot was recently restriped, which greatly improves the look and ease of parking. There was one change that you may not have noticed that I wanted to bring to your attention. Previously the handicapped spaces had two van accessible spaces and several other standard handicapped spaces. The van accessible spaces have larger space next to the parking space to allow for people to use ramps or lifts for wheelchairs.

Collections Curator Sherry Best noticed that the van accessible spaces were the first two spaces in the line of handicapped spaces and were often used by customers who didn't need the van accessible spaces. She suggested we move the van accessible spaces to the end of the row of handicapped spaces, so that the likelihood that they would be available for those that need them for that specific purpose would be higher. When we restriped the lot, we were able to keep the front van spaces and add additional spaces at the end of the row of handicapped spaces. Interestingly enough, on my first day in after the spaces were added, I saw someone using a van and ramp and wheelchair in one the new van accessible spaces, when the others were full. It was great to see this change already helping our customers. Thanks to Sherry for the great suggestion and Facilities Manager Chris Cain for coordinating the restriping.

Department Highlights

Public Services
Autumn Friedli, Supervisor – Readers Services

Fox43 Morning Show Book of the Week: Did you know that each week Fox43 Morning Show does a Book of the Week Segment? For the past 2 years a small team have been recording book recommendations with Fox43 Dane Kroll. The team includes myself, Miranda Ericsson, Rachael Schmidtlein, Angie Reed, Sherry Hess, Kyler Carpenter, Michelle Morris, and Natalie Moreland helps fill in as needed. Over the course of two years, we've managed to make it on the radar of several authors! Earlier this fall, my recommendation of Matthew Quick's We Are the Light received praise from the author. Most recently, Kyler Carpenter and Sherry Hess have been getting attention for the recommendations.

While Author Accolades aren't the point of the segments, it's very nice to have them reach out and appreciate the work of our library and our staff!

Now on to the work of my staff librarians.

Librarian Updates:

Deb Ellerbrook, Librarian, oversees our Book Group in a Bag team: Our Book Group in a Bag team prepares discussion guides for each kit that is in our collection. We include information about the author, background information about what inspired writing the book, discussion questions, and other information relevant to that particular book. Recently The Happy Bookers group contacted the library to share their appreciation for these materials. They also shared the following picture of their group with the kit, discussion guide and a cake that they made to go along with the book Black Cake by Charmaine Wilkerson. Our team members were thrilled to see this group using the materials that they put together and to see a real-life example of our goal of creating an engaged community of readers being accomplished.

Note: Rhonda Boyd shared this picture with the Library

Melissa Vincent, Community Impact Librarian: Every month the Topeka Rescue Mission gives out 400 food boxes to families through their Community Food Distribution program. In collaboration with Holton Witman, Head of Distribution at the TRM, families who receive a monthly food box from this program will also find a flier about library services and events. In May, a flyer about the Dolly Parton Imagination Library program was distributed and the flyer about Summer Library Events is going out in the June.

I also met with the new director of the Kansas Hispanic & Latino American Affairs Commission (KHLAAC), Carla Rivas-D'Amico. As she gets settled into her new role in the governor's office, she would like to collaborate with the library to have a series of events focused on Civic Engagement and the Hispanic community.

LaVoyce Ewing, Older Adults Librarian would like to introduce you to four of our Red Carpet Team members. This first installment features two of our new members. What makes a great Red Carpet team member? It is someone who not only has great customer service skills but also a heart for "their" people. As we serve people in facilities or care centers, a relationship forms which bring much more than library materials to the customer. We may be the only non-medical people they see for much of their days. And they give back so much to us.

Liza Charay

"Born and raised in Topeka, I started as a shelver in 2019 until COVID, came back to part time circ in April 2022, and came over to PS in January '23 part time, full time in March '23. I have always wanted to work at the library, really enjoy being able to include folks who may not be able to make it to the library, and reminding them that they are just as important to our library community, I have always wanted to work for the library because I truly enjoy helping people learn and making people smile if I can."

Bret Wilson

"My name is Bret Wilson and as of this writing, I've been with the RC team for 2 months. I was the activity director at Legend Senior Living for 11 years and in that time I met some of the most amazing people I will ever have known. A veteran who was at Pearl Harbor and Guadalcanal. A gentleman who worked security for the Manhattan Project. An army nurse who took care of our soldiers in England during World War 2 and many, many more. I mention these folks because I realized my passion is helping people who genuinely appreciate it and want nothing in return. To listen. To talk. To care. I take pride in my ability to get along with the older generations. They grew up in a world that we take granted for the most part I think. They suffered and endured hardships that would break most of us today and one would rarely hear a complaint of any real magnitude. We rarely know the ripple effect we have on the world but I've seen first hand the result of performing selfless acts of kindness and listening to, as well as assisting those in our community. I have no doubt in my mind that our service at the Library and the Red Carpet department specifically allows us to create waves, not ripples, of change that we will never actually know of but are integral to someone's life.

I say all that to reiterate the excitement I have for helping these sort of folks and in my two months on the job so far, I've been able to bring books, movies, audiobooks, and cd's to patrons who otherwise would not have the ability to get them for themselves. This is the sort work that is not a job or a chore to me. Never in this way have I looked forward to going to work and adventuring out to see what I can do to make the world a better place. Even if I'm not on delivery, when I'm working the different stations around the building, each shift is a new opportunity to help someone as a willing and dedicated servant to our mission. Red Carpet is a wonderful fit for me and I can't thank the Library enough for providing me this opportunity. I've waited years to find the culmination of my passion for reading, which I absolutely love to do, with an eagerness to help other people and am just so grateful.

Miranda Ericsson, Readers Librarian: In May our library partnered with Valeo Behavioral Health Care of Topeka to promote Mental Health Awareness Month, our third year in a row to do so. We curated the display with books recommended by Valeo and other strong titles from our collection, including fiction, memoir, and self-help titles. The display promoted free screenings held at the library by Valeo, and shared out bookmarks with information and positive reminders about mental health. Over 100 books checked out from the display during the month of May, and readers and information seekers were made aware of the resources and support available in our library and their community. For visitors struggling

with mental health for themselves or loved ones, the display and information are also a reminder that they are seen, and cared for, and welcome here.

Public Services
Zan Popp, Supervisor – Information & Learning

Level 2 Tech Center: There have been some really rewarding interaction with the public this last month in the L2TC. Here are just a few that the staff shared with me, that I thought you would all like to read:

Christina Callison heard this fun interaction with a patron with the department, and the zebra is really cute! "A customer a few weeks ago was struggling to print a crochet pattern successfully and a staff person at the L2TC desk helped them get it printed. She came back today, AND GOT A LIBRARY CARD, and showed off the photo of the completed crocheted zebra she made. She wanted to show us that our hard work had helped her succeed!"

Nick Scraper recently shared this very rewarding interaction with a patron this month. "Wanted to share information about a repeat patron I helped today. I recognized him, but of course could not remember what I helped him with several weeks ago. He told me that he got the Coca-Cola job, and that jogged my memory. I had helped him navigate the Coca-Cola job application website. He doesn't really use computers so needed help understanding how to fill out everything. He told me how much he appreciated our help and was back today because he had to do his onboarding paperwork and wasn't sure how to navigate all of that. Thus, I was able to help him complete that onboarding today! We had a brief exchange about how great it is that a person can come here and use the computers and helpful staff to complete these sorts of tasks."

Alice C. Sabatini Gallery: Summer is underway, and "Unexpected Friends" has started strong. We welcomed 1,996 visitors during the first week!

Saturday during the Summer Reading kickoff was insane. We had 260 people come in between 11-1. Griff was here the first hour and deserves a huge pat on the back for surviving it.

What we saw on Saturday was truly "All Together Now". Kids and adults from different families playing tic-tac-toe together and building with Legos. Lots of kids encouraging each other to go in the spider den and reassuring each other that it would be ok. Tons of paper collage owls were made and displayed in our windows. The green screen selfie station was a huge hit, as you can see by all the silly photos and gifs posted on our website. Summer's off to a great start! (Scroll to the end of this post to see all the great photos! https://tscpl.org/art/unexpected-friends-art-exhibit-for-kids)

In other Gallery news, the Alice C. Sabatini Gallery is one of 44 institutions in the United States selected to participate in the Collections Assessment for Preservation (CAP) program.

CAP helps museums improve the care of their collections by providing support for a general conservation assessment of the museum's collections and buildings. The museum will work with a team of preservation professionals to identify preventive conservation priorities. The final assessment report will help the museum prioritize its collections care efforts in the coming years.

"Taking good care of our art collection is important to us. The library's permanent art collection reflects our community's cultural heritage. This study will help us identify ways to improve our stewardship, so that our rich artistic contributions will be enjoyed for generations to come," says Sherry Best, Art Collection Curator.

The CAP program is administered by the Foundation for Advancement in Conservation through a cooperative agreement with the Institute of Museum and Library Services.

Topeka Room: The other day Hayley Swisher was working in the Topeka Room, and the genealogy center was the busiest then she had seen it in a while, with three individuals working on their own research. She was helping a couple of ladies, one of which was searching for a relative's marriage record. While this patron couldn't find that specific record, she stumbled upon a completely different record of another family member that brought her to tears. The patron was so elated to find this documentation, especially since she had been there since earlier that morning. Her excitement was contagious and spread among the other two individuals working in the space. It was wonderful seeing them communicate and encourage each other!

Community Navigators: Lissa Staley has been hard at work finding a new location for the Community Resources Office. After hosting the Community Navigators for over four months using Team Room 6 in the New and Novel area, the library created a space for them in the Movies and Music Lounge between the music CDs and the Learning Center. Other community non-profits may also be scheduled in this space in the future to provide walk-in assistance to our community at our location.

Public Services
LeAnn Brungardt, Supervisor – Youth Services

Family Place Learn and Play: Family Place Learn and Play is back for the summer, 9:30-11:30 on Mondays and Fridays. These drop-in workshops are designed for children under 5 and their significant adult and are meant to encourage bonding through play. The playscape includes toys and opportunities that promote language, motor, and social skills. The activities are similar in nature to what we offer regularly on the Learn and Play Bus. We are nationally recognized as a Family Place Library. That designation means that we have staff trained in Family Place theory and methodology; that we offer play-based programming and age specific programming; that our spaces that encourage play; that we have collections for babies, toddlers, and caregivers with our Kids' Library; and that we collaborate with

community resource agencies. All of this to foster healthy brain development in children during their crucial fist years of life.

Preschool Storytime at the Zoo: On Mondays at 1, the Outreach Storytellers are providing storytime at the Zoo. By contrast, Zoo docents are in the Gallery on Mondays at 10. We have done a little collaboration with one another this spring and summer that stemmed from keepers reading books to new animals as part of transitioning them to Topeka.

Camp Kindergarten: The library joins Kansas Children's Discovery Center to provide Camp Kindergarten on select Mondays from 4-6. Our first session was this week. Attendees experience what a kindergarten classroom feels like, meet kindergarten teachers from area schools and practice fun, kindergarten readiness skills. The idea is to give the experience to kids who might not have any preschool experience a chance to see what "classroom" means. The events are free, but registration is required, Camp Kindergarten.

Expanded Hours for the Edge: Edge hours have been expanded. Programming occurs from 3-5 Monday through Friday and open hours are 5-8 Monday through Thursday. We hope to expand even more come fall. It is good to provide not only a collection space for our teens, but also to have a comfy, inviting spot for them to relax, to be themselves, and to meet up with friends or new people.

New Hires: We will be welcoming three new staff members to the department over the summer months.
- Emily Bays will be starting as a Kid Specialist June 26.
- Andrew Ross will be starting as a Teen Specialist June 26.
- Jacee Gleason will be starting as a Teen Specialist July 17.

Success Stories: From Kyler Carpenter: Tonight, a young man and his mom came into the library. He was twenty-two-years old and left Topeka when he was a 4th grader at Lowman Hill, roughly twelve years ago. He had such fond memories of the library that he requested to stop by. Of course, they were so impressed with all the improvements, but that did not deter him from still feeling familiar with the space. It was such a joy to know we had made a lasting impression, even after moving away. They were in town for a family reunion. P.S. What caught my attention was hearing the mom say to the young man, "He's still here." LOL

Community Services
Patrick Berry, Community Services Supervisor

@Home Delivery Service: May saw this focus team deliver a little over 3300 items. This is good and is up approximately 450 items over last month's circulation totals.

Kansas Connections: We had a good month for our Kansas Connections programming. Even with a shortened month, we were still able to present 14 programs which is our highest total since January! Way to go Jackie and Cale!!!!

Adventuremobile

The Adventuremobile team, comprised of Jackie Hurst and Cale Herreman, were at the Summer Kickoff this year, along with special guest, Thad Hartman our Chief of Staff here at TSCPL. Here they are having fun with the stomp rockets before the kids showed up.

The Adventuremobile team also started their summer stops on June 5th. Please come out to our stops and visit. You can also sign up for the Curiosity Club where you can make fun crafts and collect beads for a necklace!

Community Services Librarian: Our Community Services Librarian, Abigail Siemers, along with Natalie Moreland, a Youth Services Librarian, attended the Careers on Wheels event on May 10th at Shawnee Heights Elementary School. They gave 8 presentations to 69 students and 12 adults where they were able to share what it is like to work for the library and talk-up the Summer Reading Program.

Technical Services
Scarlett Fisher-Herreman, Technical Services Manager

Diverse Books for Kids and Teens: This month I'd like to share about some positive news related to juvenile and young adult collections. For the past few months, our selectors for juvenile and young adult materials, Debbie Updegraff and Rachael Schmidtlein and our cataloger for juvenile and young adult materials, Katie Escher, have been working towards a goal of creating a more diverse, welcoming youth and teen collection. One of the first steps in achieving progress on this goal is to evaluate new materials purchased for the collection through the lens of DEI (Diversity, Equity and Inclusion). We know that staff working in our busy Kids Library area may not have the time to review each new book arriving in the collection. To help them out in quickly learning about diverse new books they could use in their readers' advisory work with customers, Katie, Rachael and Debbie created a monthly booklist for staff that highlights new additions to the collection aligning with DEI themes. The list is annotated with the jacket artwork included and is emailed to youth services staff. They are planning on distributing it once a month to the youth services team and perhaps to a wider body of staff. Here's what it looks like:

Youth Services New DEI Books

Picture books

Added to collection May 3, 2023

Always Anjali by Sheetal Sheth

Anjali and her friends are excited to buy matching personalized license plates for their bikes--but Anjali can't find a plate with her name. She is often teased about her "different" name, and this is the last straw. ... Anjali decides to take a closer look at who she is--beyond her name--and why being different means being marvelous.

DEI element: East Indian American; #ownvoices

Added to collection May 25, 2023

Grandma's tipi by S.D. Nelson

Clara spends her summer visiting her grandma and cousin on Standing Rock reservation, where Clara and her family set up the ancestral tipi and grow closer together as they tell stories, sing songs, and learn about their Lakota roots.

DEI element: Native American: Lakota; #ownvoices

Added to collection May 8, 2023

My indigo world by Rosa Chang

Rosa, a Korean girl, falls in love with the color blue--the dazzling blue of the sea and sky, and the bold, bright indigo-blue stripe in her traditional hanbok robe. Years later, as an artist living in the United States, Rosa learns the ancient Korean method of indigo dyeing, creates indigo arts and crafts, and even grows her own indigo plants at a Baltimore community garden.

DEI element: Korean American; #ownvoices

Added to collection May 10, 2023

When clouds touch us by Thanhha Lai

A novel in verse inspired by the author's experience follows Hà and her family, refugees from the Vietnam War, as they move to Texas for a new job, and despite not wanting to start over again, Hà discovers unwanted change can bring a good opportunity.

DEI element: Vietnamese American; #ownvoices

Young Adult

Added to collection April 25, 2023

The secret language of prairie dogs by James Villanueva

A teen curandero with a secret gift must embrace who he is to save a voiceless friend running from a brutal past.

DEI element: Mexican American; LGBTQ+

Added to collection April 25, 2023

Wings in the wild by Margarita Engle

When a hurricane exposes Soleida's family's secret sculpture garden, the Cuban government arrests her artist parents, forcing her to escape alone to Central America where she meets Dariel, a Cuban American boy, and together they work to protect the environment and bring attention to the imprisoned artists in Cuba.

DEI element: Cuban American; #ownvoices

The use of the #ownvoices hashtag is the product of a project lead by Cadie Maas, our professional cataloger, in her work with the Emerging Leaders program. They also have a corresponding spreadsheet that outlines even more new titles with a DEI focus.

STEAM Ahead Kits: For the past 3 years, the library has collaborated with the Kansas Children's Discovery Center to create interactive kits for young children. These kits include a bilingual (English/Spanish) book and a bag filled with activities for a child to complete and keep. Instructions for the activities are created by the Discovery Center team. The kits are housed inside the school bus in the Kids Library. The kits have been very popular with families. This year we are adding three new titles to the STEAM Ahead kits. In keeping with the DEI theme, the new titles are *Fiesta!* By Ginger Guy Foglesong, *Viva Frida* by Yuyi Morales, and *Margaret and Margarita/Margarita y Margaret* by Lynn Reiser. We are also retiring 3 of the oldest kits to make room for these new kits. In the past 12 months, the kits have checked out over 1,000 times which, for a collection of only 72 items, is very impressive!

Teachables Database by Scholastic: We have an exceptional product for teachers, day care providers, homeschoolers and others working with small children. The Teachables Database by Scholastic offers thousands of worksheets and downloadable/printable learning activities for children ages preschool through grade 2. If you are familiar with the "Mailbox" series that's popular with teachers, this resource is similar to that. While usage of Teachables was solid throughout last year, there was room to grow with it. I'm pleased to report that growth has happened this year with downloads. Usage of the

Teachable database doubled in the first 5 months of the year compared with last year. I believe we are reaching educators working with small children with this product. The convenience of accessing it from a phone or home or work computer makes it easy for busy teachers to get what they need so they can get to their most important work: growing young readers and learners. I am hopeful that as we continue to work with educators through our TSCPL@School program and outside of that program, we will continue to see positive progress with the usage of our outstanding electronic resources from Scholastic.

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

Nonfiction DVD Collection Usage Increase: Circulation numbers of the nonfiction DVD collection have increased since the collection was moved to the Movies and Music Lounge in late February. In March, 1,438 titles from the collection circulated. In April and May, 1,385 and 1,604 titles were checked out. The collection move to the Movies and Music Lounge has helped customers discover more titles of interest to take home.

New Kit Added to Library Collections: Conversation kits are the latest collection to be added to the library materials we offer to customers. Each conversation kit contains either a deck of cards or a game. The conversation topics vary in each kit and customers can experience meaningful discussions with their friends and family disguised as gaming. Lissa Staley, Community Connections Librarian, developed this collection with Technical Services staff. The collection was opened the last week of May. Check out numbers for May show that 9 kits have been checked out since the collection was made available for the public.

Polaris Database Cleanup Project Update: After looking at TSCPL@School account activity, we altered the first part of the project from transitioning 3,000 accounts down to mailing library cards out 98 students. Hopefully, all 98 former students will transition their accounts over to a regular library card. There were more accounts with activity associated with them. However, they already had a regular library card in addition to their TSCPL@School account so there was no need to reach out to them to get a library card.

Customer Compliment: The Circulation Supervisors received a note from a library patron expressing their gratitude for the help they received from Carrie Cummings, Interlibrary Loan Public Service Specialist, on May 28 in the Level 2 Tech Center. The note was shared with Carrie so she knew how great an impact she had on the customer. Thought it should be shared in this report as well.

"I would like to commend Carrie in the Level 2 Tech Center, truly made my day. She was very, very helpful, patient, and thorough. Carrie made me smile and helped me to experience a brighter day."

Digital Services
David King, Digital Services Director

Book Lockers in the Community: As of now, both book lockers are fully installed and wrapped. They have been fully functional for awhile, but we have been waiting for a back panel for the book locker at the Oakland Community Center, and couldn't wrap the locker until that part was in place.

2nd Floor Meeting Room Audio-Visual upgrade: The A/V upgrade in the 2nd floor meeting rooms is done. The upgrade includes updated LCD projectors, video conferencing capabilities, and a way to wirelessly connect to the projector.

Top Web Pages for May 2023:
1. Summer Reading: 4127 Pageviews
2. Services Page: 3874 Pageviews
3. Library Catalog: 3339 Pageviews
4. Work at the Library Page: 3126 Pageviews
5. Discussion Questions for The Great Gatsby: 3017 Pageviews
6. Search: 1904 Pageviews
7. About Page: 1553 Pageviews
8. Team Rooms: 1512 Pageviews
9. Get a Library Card: 1219 Pageviews
10. My Account: 1173 Pageviews

Social Media Highlights for May 2023:

Facebook:
- Meet the Acacia team – reached 11,838 people
- Kudos to the Happy Bookers – reached 10,448 people
- It's open! Unexpected friends – reached 7799 people

Twitter:
- Big blast at GPT Annual Meeting – 166 impressions
- So many books, so little time – 153 impressions
- Trivia night post – 151 impressions

Instagram:
- No, silly Bret! (Reel) – reached 1173 people
- Here's a little sneak peek – reached 711 people
- BTS photos of a video shoot – reached 689 people

Communications & Marketing Report
June 7, 2023

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

Libraries are for Everyone
During National Library Week we started our Libraries are for Everyone campaign to promote Topeka and Shawnee County residents using the library and talking about why the library is important to them. We have been running both editorial and paid advertising and between May 6 – June 5, the Google ads have received 707 impressions, with nearly half the impressions also clicked the link! The staff t-shirts are a hit, and many customers are inquiring about how they might purchase one! The shirts were purchased locally from Reliant Apparel, and they featured our shirt on their Facebook page.

Zan and Ginger were styling' their shirts on WIBW's Eye on Northeast Kansas interview with Melissa Brunner on May 31 and on Fox 43 AM Live the same day. The Summer Reading Kickoff Party dress reinforced the campaign brand with Jackie, Thad and Cale demonstrating how to stomp rockets.

Unexpected Friends, 22nd annual art exhibit for children

One of the favorite projects of the C&M staff is working with the Gallery staff to create the printed signage needed for each exhibit. One marketing technique we have been using the last few years is "wrapping" the front wall of the gallery to draw attention to what can be seen inside. The summer exhibit wrap is a bright, full-color wallpaper with a 3-D effect that is receiving rave reviews and more than 1700 visitors attended the exhibit from May 27 - June 4.

Facebook top posts

Meet the "acacia team" - Ginger, Sherry and Kyler! What did we do at work today? We made an acacia tree for the upcoming exhibit "Unexpected Friends" Alice C Sabatini Art Gallery opening May 27!

Boost post

Meet the "acacia team" – Ginger, Sherry and Kyler! What did we do at
May 20, 2023 at 4:41 PM

ID: 620753123420562

Interactions

👍 109 reactions   💬 3 comments   ➤ 1 share

Performance

Reach	ⓘ	**Reactions, comments and shares**	ⓘ
Total		Total	
11,835 Worst [▬▬] Best		**113** Worst [▬▬] Best	
This post reached more Accounts Center accounts than **100%** of your 50 most recent Facebook posts and stories.		This post received more reactions, comments and shares than **92%** of your 50 most recent Facebook posts and stories.	

Boost post

Kudos to The Happy Bookers book club who made a black cake for th

Kudos to The Happy Bookers book club who made a black cake for their meeting to discuss Black Cake by Charmaine Wilkerson! They checked out the Book Group in a Bag and said, "The extra pages of support materials including playlist and recipes were extra fun!" The baker of the group even decorated the cake to look like the book cover. So cool! 😎🤤 https://tscpl.org/books-movies-music/book-group-in-a-bag

shares

Performance

Reach

Total
10,436

Worst | Best

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

Reach	10,436

Reactions, comments and shares

Total
161

Worst | Best

This post received more reactions, comments and shares than **97%** of your 50 most recent Facebook posts and stories.

Reactions	134
Comments	24
Shares	3

Boost post

It's open! "Unexpected Friends" officially opens TODAY @Alice C Sa
May 27, 2023 at 9:00 AM

ID: 624621559700385

Interactions

👍 115 reactions   💬 2 comments   ➤ 23 shares

Performance

Reach

Total
7,722   Worst ▬▬▬ Best

This post reached more Accounts Center accounts than **97%** of your 50 most recent Facebook posts and stories.

Reactions, comments and shares

Total
140   Worst ▬▬▬ Best

This post received more reactions, comments and shares than **95%** of your 50 most recent Facebook posts and stories.

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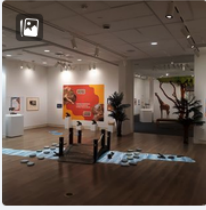| **Reactions, comments and shares**		ⓘ
Total		
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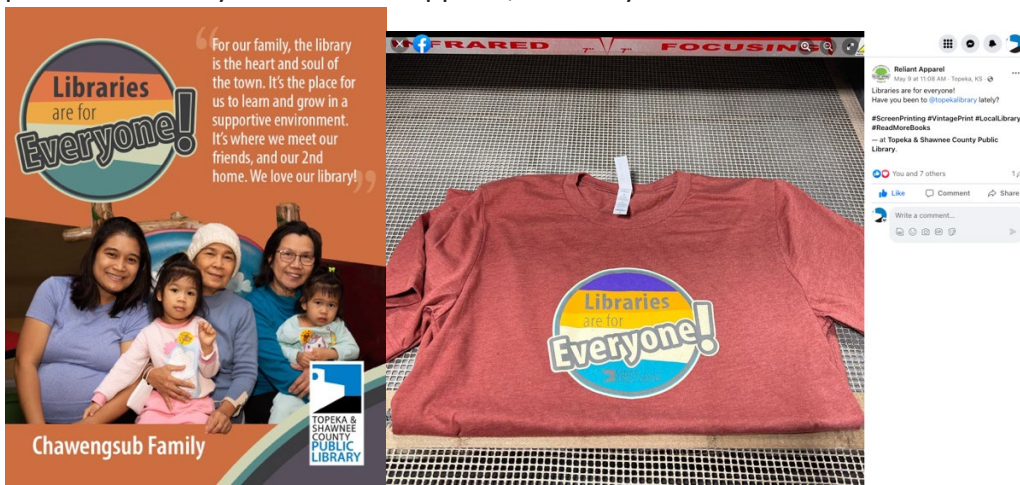| Reactions	134
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Resolution- Open the Library late on August 30, 2023

BOARD OF TRUSTEES
June 15, 2023

Be it resolved that Board of Trustees, Topeka and Shawnee County Public Library, approves that the library will open late on August 30, 2023 in order for the library staff to participate in a building wide training in emergency preparedness.

Background information:
As a component of the staff and volunteer emergency preparedness training, we are working in collaboration with the Topeka Police Department to coordinate an active shooter drill in the main library building. In order to conduct the drill, we are requesting to open at 1:00 pm on August 30, 2023. This will provide ample time to conduct the drill and review the training with all staff in attendance.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – RFQ for Co-Managed IT Services

BOARD OF TRUSTEES
June 15, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of $75,810.00 by Premier One of Topeka, Kansas for Co-Managed IT services for the library. This expenditure shall be paid from the 2023 budget, General Fund, Digital Services line.

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

On March 1, 2023, the Request for Qualifications (RFQ) for the Co-Managed IT Services project was posted on TSCPL's website as notice to any vendor. It was also electronically sent to seven companies located in the Topeka and the greater Kansas City area. Responses to the RFQ were due by 3pm on March 31, 2023. Responses were sent by five companies, including two from Topeka.

Our RFQ review team read and scored the responses. From that scoring, the team invited three companies for interviews. Based on these interviews and some refining of the library's needs, the top three companies were invited to revise their bid pricing. Two of the companies revised their cost of the project to respond to the refined library needs. One company has not yet sent in final pricing.

Project Goals:
The library's Digital Services department handles day-to-day management, maintenance, and troubleshooting of the library's many technology-based systems. When we have needs outside the technical knowledge of the library, Digital Services hires consultants and specialists, and sometimes pays for support hours from a vendor, who supplies specialist expertise as needed.

These more specialized technology needs are growing. Because of this, the library plans to contract with a co-managed IT services company. Doing this allows the library to have access to an engineer-level specialist as needed. This company will be able to help the library with large-scale technology projects that would normally require a consultant with specialized knowledge. For example, we plan to upgrade our back-end network closets,

upgrade our firewall, and change the structure of our Virtual Local Area Networks (VLANs) to make them more secure. Additionally, we plan to strengthen the library Cyber Security plan for the technology systems. Each of these projects require a technology consultant with specialized knowledge and training. A Co-Managed IT Services company has that specialized knowledge.

Partnering with a Co-Managed IT Services company will also give the library continuity of IT services.

Staff Recommendation:
TSCPL staff recommends approving the bid of $75,810.00 by Premier One of Topeka, Kansas for Co-Managed IT Services. This expenditure shall be paid from the 2023 budget, General Fund, Digital Services line. The Purchasing Policy does not require the lowest bid be awarded. Premier One's bid was chosen because of their knowledge of the library's IT services, experience working with Premier One, and they are based in Topeka.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Screening for Co-Managed IT Services RFQ

Vendor Screening	Premier One	Century Business Technologies	E-N Computers	Avenu	Communication Square
Starting Total Cost	$105,360/yr		$88,800/yr		$108,000/yr
Adjusted total cost	$75,810/yr		$63,600/yr		
Desktop patch management				$110,400/yr	
Server patch management				$88,800/yr	
Setup and discovery		$5000/1 time		$40,816/1 time	
Onsite employee				$166,392/yr	
Location	Topeka, KS	Topeka, KS	Waynesboro, VA	Centreville, VA	Stuart, FL
Library Experience	Yes	Yes	Yes	Yes	No
Level of understanding of TSCPL needs	High	Medium	High	Low	Low

Cost for each vendor:
- **Premier One:** Starting cost - $105,360 per year. Changed to $75,810 per year.
- **Century Business Technologies:** Has not provided final cost.
- **E-N Computers:** Starting cost - $88,800 per year. Changed to $63,600 per year.
- **Avenu:** $110,400 to $365,592 per year, plus a one-time $40,816 setup fee.
- **Communication Square:** $108,000 per year.

Semi-Finalist Interviews: We chose to interview Premier One, Century Business Technologies and E-N Computers based on the RFQ responses and initial screening.

- **Premier One:** Good interview, they seem to understand our needs. They are clear about supplementing our IT needs when we need a specialist/consultant or engineer-level services. They can consolidate some of our annual support agreements. They have a strong focus on cyber security, which we need in today's technology-focused world. They also mentioned continuity of service and of documentation, which the library needs. Based on our interviews, they submitted an addendum that was $29,550 less than their original quote. This places the annual contract at $75,810 per year.
- **Century Business Technologies:** Based on our interview with Century, we gained a better understanding of the services they could provide. They are much smaller than Premier One and E-N Computers. They mentioned wanting to interview library staff, which we don't need. As of today, we still don't have final pricing from them. They have done a network scan of our systems, and have asked some licensing questions, but haven't sent a final annual cost.
- **E-N Computers:** We like that they have library experience. They are larger than Century, but smaller than Premier One. They are based out of state – both Premier One and Century Business Technologies have offices in Topeka, which we like for emergencies. E-N Computers mostly discussed some network and system-wide tools that they would use to help manage our IT services – we already have many of these tools in place. Based on our conversation with them, they submitted an addendum that was $25,200 less than their original quote. This places the annual contract at $63,600 per year.

Recommendation: Based on the information provided and on our interviews with the semi-finalists, we recommend that we move forward with Premier One.

| | 2023 | | | | | | | | | | | | 2023 | 2022 | Annual % |
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	Change
Net Promoter Score (NPS)															
Monthly NPS	84.3	86	78.9	88.4	84.1								84.1	91.9	-8.5%
Monthly # of Responses	51	57	57	43	44								252	770	-67.3%
Current NPS	86.3	86.3	86.2	86.2	86.2								86.2	86.3	-0.1%
GATE COUNT	36,300	34,452	40,310	37,110	36,461								184,633	126,389	46.1%

| | 2023 | | | | | | | | | | | | 2023 | 2022 | Annual % |
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
CIRCULATION*															
Main Library															
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509								8,232	16,964	-51.5%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900								199,502	165,256	20.7%
Interlibrary Loan	1,209	939	1,350	1,056	1,227								5,781	5,802	-0.4%
Self-Check	45,595	40,053	44,909	25,083	45,147								200,787	214,843	-6.5%
Bookmobile	6,631	5,790	7,039	6,796	5,421								31,677	25,389	24.8%
TSCPL@Home	3,388	3,207	3,500	2,927	3,384								16,406	15,261	7.5%
Red Carpet	4,994	4,576	5,089	4,616	5,101								24,376	26,048	-6.4%
Digital Downloads	55,686	49,990	52,903	50,870	55,393								264,842	251,073	5.5%
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635	1,604								7,758	8,780	-11.6%
TOTAL CIRCULATION	155,149	140,880	158,446	148,200	156,686	-	-	-	-	-	-	-	759,361	729,416	4.1%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	60,769	53,727	64,525	56,151	60,094								295,266	282,796	4.4%
CIRCULATION DETAILS															
Print Material	65,568	60,201	72,556	63,755	65,511	-	-	-	-	-	-	-	327,591	308,581	6.2%
Audio/Visual Material	26,904	24,517	30,057	26,885	29,089	-	-	-	-	-	-	-	137,452	143,189	-4.0%
Adult Materials	52,264	47,370	56,738	50,065	51,955	-	-	-	-	-	-	-	258,392	261,800	-1.3%
Children's Materials	30,779	28,685	35,569	31,477	33,110	-	-	-	-	-	-	-	159,620	146,326	9.1%
Young Adult Materials	2,851	2,561	3,290	3,065	3,295	-	-	-	-	-	-	-	15,062	13,244	13.7%
Red Carpet Materials	6,543	6,078	6,993	6,013	6,217	-	-	-	-	-	-	-	31,844	30,225	5.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	752	543	693	593	593								3,174	2,173	46.1%
Children (ages 17 and under)	165	126	200	168	190								849	577	47.1%
Red Carpet Outreach	11	13	17	27	6								74	35	111.4%
NEKL	48	33	53	35	56								225	375	-40.0%
Non-Resident	2	1	0	0	1								4	0	N/A
Total New Registrations	978	716	963	823	846	-	-	-	-	-	-	-	4,326	3,160	36.9%
PATRONS DELETED	135	83	1,081	453	351								2,103	1,003	109.7%
Cardholders															
Topeka / Shawnee County															
Adults	60,506	60,963	60,832	61,101	61,571								61,571	59,695	3.1%
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061								15,061	14,809	1.7%
TSCPL @ School	27,796	27,850	27,847	27,858	27,857								27,857	27,781	0.3%
Red Carpet Outreach	1,259	1,277	1,282	1,312	1,323								1,323	1,252	5.7%
NEKL	8,615	8,752	8,596	8,733	8,851								8,851	8,563	3.4%
Non-Resident	102	105	108	108	108								108	100	8.0%
Delinquent	92	93	89	93	94								94	97	-3.1%
TOTAL CARDHOLDERS	113,214	113,921	113,637	114,184	114,865	-	-	-	-	-	-	-	114,865	112,297	2.3%
Active Cardholders (Savannah)															
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043								51,043	47,782	6.8%
Student Cardholders	5,151	5,225	5,196	4,793	4,621								4,621	5,053	-8.5%

TOTAL ACTIVE CARDHOLDERS	53,997	54,502	55,020	55,397	55,664							55,664	52,835	5.4%

	2023												2023	2022	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	22 TO 23%
Unique Borrowers															
Physical	7,918	7,378	6,244	7,353	7,008								35,901	32,424	10.7%
Digital	9,362	9,081	8,681	9,115	9,141								45,380	40,866	11.0%
Both	1,442	1,337	1,142	1,345	1,296								6,562	5,773	13.7%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	15,123	14,853	-	-	-	-	-	-	-	74,719	34,945	113.8%
Holds Satisfied	15,683	13,273	15,285	12,642	14,713								71,596	73,298	-2.3%
TOTAL CHECK-IN	58,606	54,105	62,308	58,055	60,058								293,132	280,754	4.4%
COLLECTION															
Materials Added	2,954	3,009	3,458	3,008	3,720								16,149	16,151	0.0%
Materials Discarded	3,426	3,253	3,919	2,734	3,716								17,048	16,584	2.8%
TOTAL COLLECTION	354,141	353,897	353,436	353,710	353,714	353,714	353,714	353,714	353,714	353,714	353,714	353,714	353,714	354,613	-0.3%
WEBSITE															
tscpl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877								201,558	184,797	9.1%
tscpl.org Total Visits	66,457	56,800	64,097	60,709	61,464								309,527	282,942	9.4%
catalog.tscpl Unique Visitors	19,102	26,553	18,220	16,256	15,664								95,795	84,974	12.7%
catalog.tscpl Total Visits	43,041	46,248	41,322	36,448	36,027								203,086	189,910	6.9%
COMPUTER USE															
MiFi Hotspot Data Usage (TB)													0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853	8,074								40,776	32,069	27.2%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54	0:54:35								0:54:40	0:50:10	9.0%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345								37,157	26,813	38.6%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555								157,177	114,756	37.0%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00	0:12:00								0:13:35	0:14:37	-7.1%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629								35,569	27,961	27.2%
TOTAL HOURS	13,960	14,065	15,529	15,198	13,974	-	-	-	-	-	-	-	72,726	54,774	32.8%
NOTARY SERVICE	137	136	128	104	126								631	751	-16.0%
REFERENCE QUESTIONS															
Public Services	15,302	13,974	17,391	15,014	16,036	-	-	-	-	-	-	-	77,717	44,887	73.1%
Media	2,011	1,685	2,324	1,668	1,895								9,583	18,304	-47.6%
Call Center	4,656	4,310	5,149	3,842	4,337								22,294	20,300	9.8%
Stacks/Team RM	1,506	1,532	1,658	1,381	1,789								7,866	2,181	260.7%
Topeka Room	559	613	789	532	527								3,020	1,179	156.1%
Gallery	232	132	266	281	196								1,107	1,047	5.7%
L2TC	5,813	5,350	6,674	6,896	6,929								31,662	-	N/A
LibAnswers	525	352	531	414	363								2,185	1,876	16.5%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	**N/A**
Youth Services	5,324	3,559	5,066	4,461	5,022								23,432	9,268	152.8%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	19,475	21,058	0	0	0	0	0	0	0	101,149	54,155	86.8%
MEETING ROOMS															
Meeting Room Bookings	388	406	532	470	508								2,304	2,001	15.1%
Team Room Bookings	815	776	876	723	805								3,995	4,370	-8.6%
L2TC Bookings	663	697	823	677	684								3,544	-	N/A
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915								23,617	13,288	77.7%
TOTAL ATTENDANCE	5,041	5,445	6,848	5,741	6,932								30,007	16,492	81.9%
LEARN & PLAY BUS VISITS	134	139	120	136	195								724	385	88.1%
PROGRAM ATTENDANCE															
Adult - General	1,105	876	1,279	2,012	1,701								6,973	7,354	-5.2%
Kids - Early Learners	480	531	486	669	554								2,720	3,043	-10.6%
Kids - Elementary	432	340	287	143	279								1,481	3,501	-57.7%
Teens	275	267	80	100	79								801	2,688	-70.2%
Unknown	711	412	1,203	2,588	180								5,094	0	N/A
Outreach	4,073	2,586	2,465	2,496	2,251								13,871	933	1386.7%
TOTAL ATTENDANCE	7,076	5,012	5,800	8,008	5,044	-	-	-	-	-	-	-	30,940	17,519	76.6%

GALLERY ATTENDANCE	2,413	1,543	2,678	1,564	1,311								9,509	5,572	70.7%
DOLLY PARTON ENROLLMENT	5,807	5,824	5,837	5,790									5,790	5,778	0.2%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	13,133	11,699	14,140	12,217	12,460								63,649	62,252	2.2%
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654								76,191	75,767	0.6%
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408								106,619	96,651	10.3%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648								29,748	26,218	13.5%
Magazines	803	796	1,139	966	846								4,550	4,325	5.2%
RC Print Materials	6,450	6,010	6,911	5,926	6,143								31,440	29,816	5.4%
RC Realia	93	68	82	87	74								404	409	-1.2%
YA Print Materials	2,834	2,552	3,277	3,049	3,278								14,990	13,143	14.1%
PRINT CIRCULATION	65,568	60,201	72,556	63,755	65,511	-	-	-	-	-	-	-	327,591	308,581	6.2%
Audio / Visual Material															
MiFi Hotspots	35	24	23	20	23								125	175	-28.6%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697								8,186	9,545	-14.2%
Adult Music	1,879	1,676	2,222	2,143	2,143								10,063	11,240	-10.5%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155								95,753	98,671	-3.0%
Juvenile Audiobooks	272	230	305	252	323								1,382	1,405	-1.6%
Juvenile Music	221	177	215	191	215								1,019	952	7.0%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516								20,852	21,100	-1.2%
YA A/V	17	9	13	16	17								72	101	-28.7%
A/V CIRCULATION	26,904	24,517	30,057	26,885	29,089	-	-	-	-	-	-	-	137,327	143,014	-4.0%
Adult Material															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	-	-	-	-	-	-	-	63,649	62,252	2.2%
Magazines	803	796	1,139	966	846	-	-	-	-	-	-	-	4,550	4,325	5.2%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	-	-	-	-	-	-	-	8,186	9,545	-14.2%
Adult Music	1,879	1,676	2,222	2,143	2,143	-	-	-	-	-	-	-	10,063	11,240	-10.5%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	-	-	-	-	-	-	-	95,753	98,671	-3.0%
ADULT CIRCULATION	52,264	47,370	56,738	50,065	51,955	-	-	-	-	-	-	-	258,392	261,800	-1.3%
Juvenile Material															
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	-	-	-	-	-	-	-	106,619	96,651	10.3%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	-	-	-	-	-	-	-	29,748	26,218	13.5%
Juvenile Audiobooks	272	230	305	252	323	-	-	-	-	-	-	-	1,382	1,405	-1.6%
Juvenile Music	221	177	215	191	215	-	-	-	-	-	-	-	1,019	952	7.0%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	-	-	-	-	-	-	-	20,852	21,100	-1.2%
JUVENILE CIRCULATION	30,779	28,685	35,569	31,477	33,110	-	-	-	-	-	-	-	159,620	146,326	9.1%
Red Carpet Material															
RC Print Materials	6,450	6,010	6,911	5,926	6,143	-	-	-	-	-	-	-	31,440	29,816	5.4%
RC Realia	93	68	82	87	74	-	-	-	-	-	-	-	404	409	-1.2%
RED CARPET CIRCULATION	6,543	6,078	6,993	6,013	6,217	-	-	-	-	-	-	-	31,844	30,225	5.4%
Young Adult Material															
YA Print Materials	2,834	2,552	3,277	3,049	3,278	-	-	-	-	-	-	-	14,990	13,143	14.1%
YA A/V	17	9	13	16	17	-	-	-	-	-	-	-	72	101	-28.7%
YOUNG ADULT CIRCULATION	2,851	2,561	3,290	3,065	3,295	-	-	-	-	-	-	-	15,062	13,244	13.7%
Overdrive	37,886	33,441	36,136	34,909	37,303								179,675	172,764	4.0%
Hoopla	16,568	15,614	15,865	15,130	16,965								80,142	72,169	11.0%
Flipster	1,232	935	902	831	1,125								5,025	6,140	-18.2%
DIGITAL DOWNLOADS	55,686	49,990	52,903	50,870	55,393	-	-	-	-	-	-	-	264,842	251,073	5.5%
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447								86,556	86,411	0.2%
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675								18,468	18,029	2.4%
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239								105,094	89,367	17.6%
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608								8,009	8,304	-3.6%
Juvenile ebook Nonfiction	296	239	269	245	260								1,309	1,278	2.4%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293								10,685	9,468	12.9%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286								6,056	6,249	-3.1%
Young Adult ebook Nonfiction	28	31	30	18	34								141	135	4.4%
Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659								7,223	5,894	22.5%
DIGITAL CIRCULATION DETAILS	51,697	45,542	48,853	46,948	50,501	-	-	-	-	-	-	-	243,541	225,135	8.2%