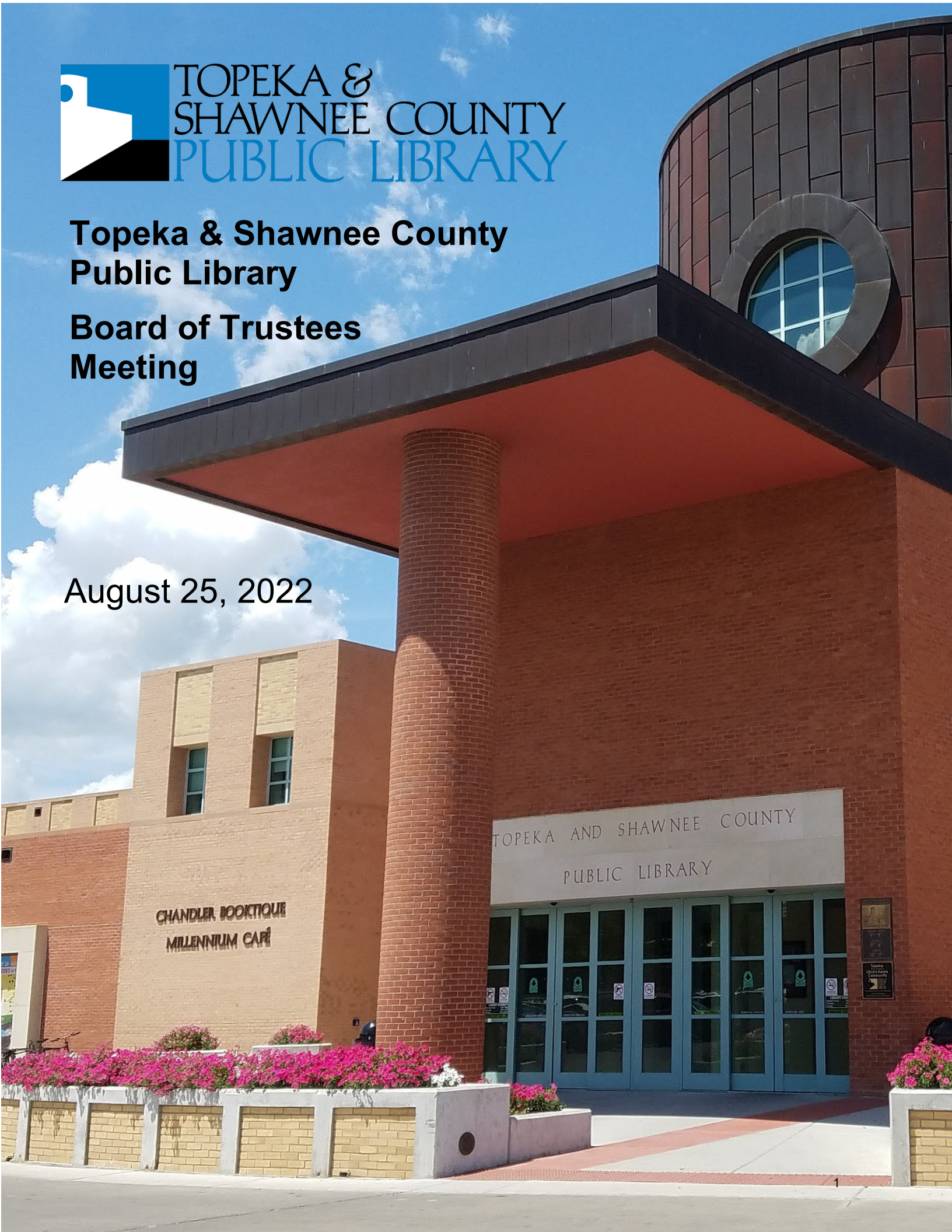




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

August 25, 2022





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





August 25, 2022 – 5:00 pm
Marvin Auditorium 101C and Zoom Meeting
<https://tscpl.zoom.us/j/82817911709>
Meeting ID: 828 1791 1709
Passcode: 957174

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of July 21, 2022, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

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

Financial Reports

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

Strategic Planning Steering Committee – Beth Dobler

Board Chair Report – Jim Edwards

- Approval of August 8, 2022, Meeting Minutes Board of Trustees Executive Committee – **Action Item** **pg. 19**

Chief Executive Officer Report – Marie Pyko **pg. 21**

Chief of Staff Report – Thad Hartman **pg. 25**

New Business

- Resolution – Bid for Audio-Visual Upgrade – **Action Item** **pg. 33**

Recess into Revenue Neutral Rate (RNR) Hearing - **Action Item**

Agenda

Call to Order

Presentation of the Proposed FY2023 Revenue Neutral Rate – Kim Strube

Public Hearing on the Proposed FY2023 Revenue Neutral Rate

Close the Revenue Neutral Rate Hearing

Reconvene to Board of Trustees Meeting - **Action Item**

New Business

- Approval of the FY 2023 Revenue Neutral Rate increase – **Action Item pg. 36**

Recess to Public Budget Hearing - Action Item

Agenda

Call to Order

Presentation of the Proposed FY2023 Budget – Kim Strube

Public Hearing on the Proposed FY2023 Budget

Close the Public Budget Hearing

Reconvene to Board of Trustees Meeting – Action Item

New Business

- Adoption of FY2023 Operating Budgets – **Action Item pg. 37**

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

September 15, 2022

4:00 pm

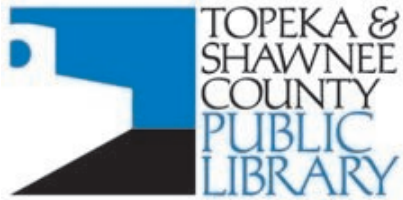
Menninger Room and Zoom meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

*Subject to change without notice



Board Members Present

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

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, July 21, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

There were no Trustee advocacy stories shared.

Approval of Minutes

On a motion by Jim Ramos, seconded by Joan Hicks, the June 16, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously

Approval of Trustee Budget Work Session 2 Minutes

On a motion by Peg Dunlap, seconded by Beth Dobler, the July 13, 2022, Meeting Minutes of the Trustee Budget Work Session 2 were approved.

Motion passed unanimously.

Chief Financial Officer’s Report

Chief Financial Officer Kim Strube stated that she had notified the County Clerk’s office yesterday that the board intends to exceed the Revenue Neutral Rate and heard that they have received that notification.

Financial Reports

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

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

Motion passed unanimously.

Strategic Planning Steering Committee

Committee member Peg Dunlap spoke on behalf of the committee. Dunlap stated that the committee has had three meetings so far. The committee has reviewed various community strategic plans, listed their strengths/weaknesses, and how the strategic plans can best inform the committee in their decisions. At the Strategic Planning Steering Committee meeting today, it was discovered that some consultants won't speak on their services until they see an RFQ. The group plans to meet again before the August board meeting and is hopeful for responses from more consultants before then. The RFQ process means that there may not be a final report available in September.

The Library Foundation

Foundation Chair Judy Moler gave the Foundation Report. As of June 30 the Foundation has given \$69,500 to benefit library programs and services. The Foundation is watching investments closely while on a wild ride.

In May the Foundation finished selling the gifted Swogger house and is officially out of the real estate business. Moler shared that there are still online auctions for some of the other estate items gifted. The most interesting items are coming up soon and Armstrong Family Estate Sales is working with international dealers to advertise certain items in the collection.

August 14 is the Wilder Society Gala. The Gala will host Josh Svaty and the co-authors of *Petroglyphs of the Kansas Smoky Hills*. There will be light refreshments and drinks.

Friends of Topeka and Shawnee County Public Library

Friends President Christy Molzen shared she was happy to announce the hiring of a new manager for the Booktique. Her name is Laura Anderson, and she started on Monday the 18th. She is extremely well-qualified, with an MLS degree, a fine arts background, retail experience, and experience helping the Lawrence Library Friends group prepare for book sales.

The Friends are in need of more volunteers and more board members. Six to seven people will likely be going off the Friends Board at the end of the year, Molzen urged if anyone in attendance knows of any likely candidates, please direct them to Mary or to the website for more information. Molzen also asked if those in attendance knew of anyone with retail experience who might like to volunteer in the Booktique, please have them contact Kari Zimmerman. The Friends would like to eventually expand the Booktique hours again, but that will require more volunteers.

The next book and media sale is coming up this weekend, July 22-24. As always, Friday night is Friends only night from 5-8; Saturday is open to the public from 9-3; and Sunday is bag day from 12-3.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on July 11, 2022.

On a motion by Peg Dunlap, seconded by Joan Hicks, the July 11, 2022, Meeting Minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko spoke about the progress with the placement of the Smartlocker that was previously at Hy-Vee. Pyko shared she had a great conversation with Randy Austin, the owner of the Fairlawn Plaza. Randy Austin remembers when the Booktique used to be at Fairlawn Plaza before the library was remodeled and he is very excited to work with the library once again. Pyko sees the Smartlocker's placement there as a great location as this could facilitate more events between the library and Fairlawn Plaza.

Pyko shared about a couple of recent instances where customers did not adhere to the customer code of conduct. She shared that library staff handled these incidents according to policies and procedures.

Pyko spoke about the Coffee & Scones tours of the Level 2 Tech Center at 7:45 am on August 5, 11, and 12. These tours are targeting influencers in the community and are tailored to three specific groups: elected officials and educators, nonprofits and civic groups, and young professionals. Pyko shared that the podcast Topeka Talk featuring India Yarborough and Gretchen Spiker will be recording at the library in the new recording studio at the beginning of August.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Summer Reading Program hit one million minutes read. Hartman said it's not too late to track reading in Beanstack.

The library will have three big author talks in the Fall. Faye Kellerman, CJ Box, and JA Jance.

Hartman then introduced Maria Kutina from HTK Architects to present on the proposed changes to the New Media space of the library. Kutina then gave a presentation about the Movies and Music Lounge. HTK will be bringing three prices to the September Board Meeting for construction, furniture, and shelving.

New Business

FY2023 Budget Approval for Publication

On a motion by Peg Dunlap, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2023 Budget for Publication.

Motion passed unanimously

Circulation and Access Policy

On a motion by Joan Hicks, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Circulation and Access Policy as presented.

Motion passed unanimously.

Adjournment

On a motion by Joan Hicks, seconded by Shawn Leisinger, the meeting was adjourned at 4:39 pm.

Next Meeting

August 25, 2022

5:00 pm

Topeka & Shawnee County Public Library

Marvin Auditorium 101C

<https://tscpl.zoom.us/j/82817911709>

Meeting ID: 828 1791 1709 | Passcode: 957174

*Subject to change without notice

Chief Financial Officer's Report
August 2022
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 58.1% of the budget year completed, 91% of the budgeted revenue has been received and 54% of the approved budget has been expended/encumbered. This compares to 2021 in which 91% of the budgeted revenue had been received and 48% of the approved budget had been expended/encumbered.

The Insurance line item is over budget by \$3,308. The budgeted insurance expense is an estimate based on prior year actual cost.

The Contracted-Equipment and Vehicle-Repair budget line items are also over budget but include a significant amount reserved in open purchase orders for potential costs. Open purchase orders are easier to work with when emergencies occur. It is likely the full amount will not be needed, and these lines may not be over-budget at the end of the year.

It is my preference to allow budget line items to go over-budget when necessary to clearly identify the actual expenditures and allow a sufficient budget in future years, when possible. Other options would be to code expenditures in another related but not optimal line item or request the Board to reallocate the budget among the line items (which can be done without amending the budget provided the total spending authority remains the same). However, a budget is a plan, and some over/under situations should be expected.

Employee Benefit Fund – Page 6

With 58.1% of the budget year completed, 91% of the budgeted revenue has been received and 47% of the approved budget has been expended/encumbered. This compares to 2021 in which 91% of the budgeted revenue had been received and 53% 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 \$4,684,367.00.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, 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 software renewal and support for Office 365	\$11,508.90	Black Diamon Solutions, Inc.
Approved operating budget	Annual fire suppression system inspection and maintenance	\$8,000.00	Johnson Controls Fire Protection
Approved operating budget	Replacement computers for Digital Services system administrators	\$5,889.00	Dell Marketing LP
Approved operating budget	Annual software renewal for Creativebug	\$5,450.00	Jo-Ann Stores Holdings Inc.
Approved operating budget	Annual renewal for idea management software	\$5,245.00	QMarkets USA Inc.
Approved operating budget	Topeka Family Magazine 2022 full page ads and editorial	\$5,100.00	Ogden Publications
Library Materials	Adult nonfiction books	\$6,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$6,000.00	Ingram Library Services
Library Materials	Hoopla online (June)	\$28,054.01	Midwest Tape LLC
Library Materials	Juvenile fiction and nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction e-books	\$8,183.00	Overdrive, Inc.

Other Items:

- The “Notice of Hearing/Budget Summary” document was published in the August 9th edition of the *Topeka Capital Journal*. This is a 15-day notice period before the revenue neutral rate hearing and the public budget hearing, scheduled for 5:00 pm on August 25th at the library. State law requires a minimum 10-day notice period.

- This month's packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. There is also a separate link on TSCPL's website under About Us, Budgets & Audit Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL's website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions.
- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.
- Next steps in the budget process, if the Board approves the revenue neutral rate and the budget after the public hearing at the August 25th meeting, are: (1) deliver (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than October 1st. I will take care of both of these tasks.

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

7/31/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 14,077,332.62	\$ 7,992,286.20	\$ 11,051,141.75
Employee Benefits	1,405,524.62	3,736,539.34	2,084,114.79	\$ 3,057,949.17
Capital Improvement	4,677,506.88	6,860.12	-	\$ 4,684,367.00
Bond & Interest	-	2,692.36	-	\$ 2,692.36
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,170.44	49,293.13	80,045.24	\$ 18,418.33
Federal, State & Local Grants	24,044.03	800.00	14,788.16	\$ 10,055.87
Other Special Revenue	554,736.57	18,167.11	133,896.67	\$ 439,007.01
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 17,917,657.03</u>	<u>\$ 10,305,131.06</u>	<u>\$ 19,563,440.27</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 865,343.82
Restricted Funds-CoreFirst Bank-Checking	441,217.43
Capital Improvement Fund-Community National Bank-Money Market Account	4,684,367.00
Cash on Hand	2,607.20
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	5,320,088.31
Municipal Investment Pool - 30-day Fixed	8,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Certificate of Deposit	-
	<u>\$ 19,613,652.54</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	7,501.39
Less Payroll Deduction and Employer Benefit Liabilities	4,066.36
Less Outstanding Checks	38,644.52
	<u>\$ 19,563,440.27</u>

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of July 31, 2022

Capital Improvement Funds – Community National Bank

\$ 4,684,367.00 at .55% (money market account)

Municipal Investment Pool

\$ 5,320,088.31 Operating funds in “overnight pool”*; available for transfer whenever needed

7,000,000.00 General fund in 30-day, fixed rate pool; opened 7/21/2022 @ 1.20%; maturity 8/22/2022

1,000,000.00 Employee Benefits fund in 30-day, fixed rate pool; opened 7/21/2022 @ 1.20%; maturity 8/22/2022

\$ 13,320,088.31

* rates vary by day - average July 1-31, 2022 was 1.0411%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	6/30/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,968.91	-97578
10	21502	0	6/30/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,973.66	-97578
15	21521	0	6/30/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 543.91	-97578
10	21503	0	6/30/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,020.83	-97578
15	21504	0	6/30/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,020.83	-97578
10	21503	0	6/30/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,214.47	-97578
15	21504	0	6/30/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,214.47	-97578
10	21514	0	6/30/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,760.89	-97578
10	23800	0	6/30/2022	PAYCOM PAYROLL LLC	W-3	\$ -	-97578
10	23800	0	6/30/2022	PAYCOM PAYROLL LLC	ACA 1094	\$ -	-97578
10	41000	313	6/30/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,957.14	-97578
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,675.11	-97578 Total
10	21505	0	7/5/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,311.05	-97577
15	21516	0	7/5/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,161.54	-97577
15	21517	0	7/5/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,051.75	-97577
10	21513	0	7/5/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,175.19	-97577
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,699.53	-97577 Total
10	21509	0	7/5/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,756.89	-97574
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,756.89	-97574 Total
10	21501	0	7/14/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,900.90	-97570
10	21502	0	7/14/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,932.46	-97570
15	21521	0	7/14/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 11,276.88	-97570
10	21503	0	7/14/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,957.30	-97570
15	21504	0	7/14/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,957.30	-97570
10	21503	0	7/14/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,199.69	-97570
15	21504	0	7/14/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,199.69	-97570
10	21514	0	7/14/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97570
10	41000	313	7/14/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,974.92	-97570
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 91,828.67	-97570 Total
10	21509	0	7/15/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,756.89	-97568
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,756.89	-97568 Total
10	21505	0	7/15/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,341.20	-97567
15	21516	0	7/15/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,206.28	-97567
15	21517	0	7/15/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,056.77	-97567
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,604.25	-97567 Total
10	21501	0	7/28/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,195.03	-97561
10	21502	0	7/28/2022	PAYCOM PAYROLL LLC	State W/H	\$ 12,244.81	-97561

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21521	0	7/28/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 394.11	-97561
10	21503	0	7/28/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,543.31	-97561
15	21504	0	7/28/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,543.31	-97561
10	21503	0	7/28/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,570.67	-97561
15	21504	0	7/28/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,570.67	-97561
10	21514	0	7/28/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,304.53	-97561
10	41000	313	7/28/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,923.32	-97561
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 89,289.76	-97561 Total
10	21505	0	7/29/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,464.28	-97560
15	21516	0	7/29/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,388.78	-97560
15	21517	0	7/29/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,077.30	-97560
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,930.36	-97560 Total
10	21509	0	7/29/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,756.89	-97558
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,756.89	-97558 Total
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Credit Memo	\$ (29.33)	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Credit Memo	\$ (5.99)	-97556
10	41000	410	7/25/2022	COREFIRST BANK & TRUST	tool,flashlight,batteries	\$ 44.52	-97556
10	41000	410	7/25/2022	COREFIRST BANK & TRUST	Credit Memo	\$ (5.99)	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Shipping	\$ 7.99	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Pirates toob	\$ 14.50	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Pacific toob	\$ 14.50	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Ocean toob	\$ 14.50	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Accordion File	\$ 17.98	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Credit Memo	\$ (5.99)	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Cable	\$ 54.61	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Headset	\$ 279.00	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Credit Memo	\$ (5.99)	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Suction cup hangers	\$ 19.95	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Credit Memo	\$ (5.99)	-97556
10	41000	361	7/25/2022	COREFIRST BANK & TRUST	Bus drop single eye	\$ 24.23	-97556
10	41000	361	7/25/2022	COREFIRST BANK & TRUST	50 amp cord power inlet	\$ 37.99	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Real Frye 20 Oak Post	\$ 181.90	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Samsung 43-Inch BE43T-H P	\$ 413.00	-97556
10	41000	410	7/25/2022	COREFIRST BANK & TRUST	adult masks	\$ 645.95	-97556
10	41000	410	7/25/2022	COREFIRST BANK & TRUST	children masks	\$ 599.64	-97556
10	41000	410	7/25/2022	COREFIRST BANK & TRUST	nitrile gloves medium	\$ 207.50	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Accordion File	\$ 11.99	-97556

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	7/25/2022	COREFIRST BANK & TRUST	network mapping	\$ 956.00	-97556
10	41000	310	7/25/2022	COREFIRST BANK & TRUST	network mapping	\$ 236.00	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	paper roll aqua	\$ 94.90	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	whales dolphins toob	\$ 14.50	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	baby sea life toob	\$ 11.60	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Shipping	\$ 7.99	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	POE Switch	\$ 959.97	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Aeron Chair size B	\$ 687.07	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	Gal Dist. Water 6 Pk	\$ 53.30	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	pirate crowns download	\$ 5.51	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	APC battery rplcmnt	\$ 319.00	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Bostitch pencil sharpener	\$ 18.18	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Logitech H390 USB Headset	\$ 360.18	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Cable Guide	\$ 140.40	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	6ft portable folding tabl	\$ 108.99	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Luoran MP3 Player	\$ 44.99	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Canon CanoScan Lide 300 S	\$ 195.96	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	white standing desk 48x24	\$ 493.96	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	maple standing desk 48x30	\$ 493.98	-97556
10	41000	420	7/25/2022	COREFIRST BANK & TRUST	caster wheels set of 4pcs	\$ 118.42	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Perler Beads Fuse Beads f	\$ 5.21	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Perler Bead Pegboards, De	\$ 16.99	-97556
10	41000	330	7/25/2022	COREFIRST BANK & TRUST	Plastic Lobster Claw Clas	\$ 6.99	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	power ext	\$ 10.30	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	y splitter	\$ 51.60	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	power strip ext	\$ 35.58	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	Shipping	\$ 12.99	-97556
10	41000	320	7/25/2022	COREFIRST BANK & TRUST	MP3 MP4 Player Cases Comp	\$ 9.99	-97556
10	41000	323	7/25/2022	COREFIRST BANK & TRUST	Membership	\$ 179.00	-97556
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,180.02	-97556 Total
10	21515	0	7/29/2022	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 32,629.82	-97547
15	21515	0	7/29/2022	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 151,090.97	-97547
15	21515	0	7/29/2022	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97547
						\$ 184,457.98	-97547 Total
35	23800	0	7/14/2022	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 27,812.24	12001
						\$ 27,812.24	12001 Total
10	41000	310	7/7/2022	BIBLIOTHECA LLC	Bibliotheca renewal	\$ 37,200.13	98010

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2022 approved operating budget - annual software maintenance/support for self service checkouts</i>		\$ 37,200.13	98010 Total
10	41000	310	7/7/2022	CAM-DEX SECURITY CORP.	Cam-Dex annual agreement	\$ 19,126.00	98013
				<i>2022 approved operating budget - annual software maintenance/support for access control system</i>		\$ 19,126.00	98013 Total
10	41000	310	7/7/2022	COMMUNICO LLC	Communico renewal	\$ 32,892.00	98016
				<i>2022 approved operating budget - annual software maintenance/support for event management system</i>		\$ 32,892.00	98016 Total
10	41000	320	7/7/2022	DELL MARKETING LP	Dell tecnical Support	\$ 268.00	98018
10	41000	320	7/7/2022	DELL MARKETING LP	Dell 4-cell 68 Wh Lithium	\$ 88.79	98018
10	41000	320	7/7/2022	DELL MARKETING LP	Precision tower and monitor	\$ 2,330.00	98018
10	41000	320	7/7/2022	DELL MARKETING LP	Precicion tower & monitor	\$ 2,330.00	98018
				<i>2022 approved operating budget - digital services support</i>		\$ 5,016.79	98018 Total
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 22.73	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 22.73	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 22.73	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 22.73	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 22.73	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 22.73	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 24.09	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 83.98	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 206.97	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 2,410.39	98021
10	41000	351	7/7/2022	EVERGY	Electric Service	\$ 33,806.03	98021
						\$ 36,812.38	98021 Total
10	41000	736	7/14/2022	HTK ARCHITECTS INC.	Wayfinding & Signage	\$ 6,300.00	98052
10	41000	736	7/14/2022	HTK ARCHITECTS INC.	Media Lounge Renovations	\$ 10,500.00	98052
						\$ 16,800.00	98052 Total
10	41000	311	7/14/2022	SHIRLEY CONSTRUCTION INC	LVT flooring in Cafe	\$ 8,921.50	98058
						\$ 8,921.50	98058 Total
10	41000	310	7/21/2022	BLACK DIAMOND SOLUTIONS, INC.	Software Renewal	\$ 11,508.90	98072
				<i>2022 approved operating budget - software support/subscription</i>		\$ 11,508.90	98072 Total
10	41000	313	7/21/2022	MID-AMERICA LIBRARY ALLIANCE	5-day Courier Service	\$ 9,880.00	98091

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended July 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	313	7/21/2022	MID-AMERICA LIBRARY ALLIANCE	Admin Fee	\$ 100.00	98091
					<i>2022 approved operating budget - annual courier fees</i>	\$ 9,980.00	98091 Total
10	41000	320	7/21/2022	PREMIER ONE DATA SYSTEMS INC.	APC 2200 rack battery	\$ 5,311.26	98093
10	41000	320	7/21/2022	PREMIER ONE DATA SYSTEMS INC.	power dist unit	\$ 232.24	98093
10	41000	320	7/21/2022	PREMIER ONE DATA SYSTEMS INC.		\$ 134.00	98093
10	41000	320	7/21/2022	PREMIER ONE DATA SYSTEMS INC.	APC Smart UPS SRT 1500	\$ 4,533.98	98093
10	41000	320	7/21/2022	PREMIER ONE DATA SYSTEMS INC.	Tripp Lite PDU 15A	\$ 320.00	98093
10	41000	320	7/21/2022	PREMIER ONE DATA SYSTEMS INC.	misc power cable	\$ 134.00	98093
					<i>2022 approved operating budget - digital services support</i>	\$ 10,665.48	98093 Total
						\$ 836,671.77	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
August 8, 2022 – 4:00pm
Zoom Meeting

Agenda

Executive Committee Members Present

Jim Edwards – Chair, Peg Dunlap – Treasurer, Joan Hicks – Secretary

Executive Committee Members Absent

Shawn Leisinger – Vice Chair

Call to order

The meeting of the Board of Trustees Executive Committee was held on August 8, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the July 21, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees August 25, 2022, meeting were reviewed.

Chair Jim Edwards shared that he attended the Coffee & Scones tour of the Level 2 Tech Center on August 5, 2022. He shared it was a great tour and heard lots of “wows.”

Chief Financial Officer Kim Strube shared that she will give her usual presentation of the budget. She noted nothing new for the Chief Financial Officer report.

Chief Executive Officer Marie Pyko shared she will speak to the Coffee & Scones Tours. Pyko shared she has done several interviews for the Level 2 Tech Center. Pyko spoke alongside Emerging Technologies Librarian Todd Smith on the Topeka Talk podcast that was recorded here in the podcasting studio

Chief of Staff Thad Hartman stated that the main item he will share is the Level 2 Tech Center grand opening. Summer Reading has ended, and Hartman will share a recap with the Board.

Pyko shared that there will be a resolution for the 2nd floor AV upgrade. The received bids will be shared in the resolution document.

Trustee Education

Pyko spoke about upcoming Trustee Education topics including a presentation on the library statistic reports, emergency preparedness at the library, the plan for improving services with Community Services.

Other Items

Pyko reported that the Foundation Development Director Erin Aldridge submitted her letter of resignation. Aldridge's last day is August 26th. She will begin working at the Endowment for Washburn University's Foundation. Pyko and Foundation Chair Judy Moler are meeting to talk about recruitment for her position.

Adjournment

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:28 pm.

Next Meeting

September 12, 2022

4:00 pm

Zoom

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

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT August 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

At the end of July, there were 5695 children 0-5 years old who were members of the program. We had 128 children graduate from the program. The program to date seems to be in a holding pattern and Erin and I will meet with the United Way to discuss how we reach more families to be able to grow the program. Of special note, beginning in August our program will begin to receive the 50% funding for the books from the Kansas Children's Cabinet and Trust Fund. The additional support and partnership will increase our program's ability to grow and reach more families.

Operations

We continue to evaluate, improve, and train library staff for emergency events including fire drills, tornado drills and emergency situations. On August 10, 2022, the Topeka Police Department requested to use the west parking lot to respond to a situation at the Monterey Apartments. Based on that situation and response, as we always do, we instituted an after-action review of the situation and will be implementing a formal library-wide communication and response plan for these situations in the future.

Level 2 Tech Center

The Tech Center opened with much fanfare and enthusiasm. The Greater Topeka Partnership and their ambassadors hosted a ribbon cutting. Thank you to the Board of Trustees, The Library Foundation and the Tech Center planning team for their support and commitment to this essential new service area. Todd Smith, Emerging Technologies librarian, Debbie Stanton, Public Services supervisor, and I had several interviews with local media. We have hosted several formal and informal tours of the space and have begun training and orientations for the Digital Arts Studio and the recording studios.

Top City Ukraine

Ukrainian families who have recently moved to Topeka from Ukraine participated in English language learning workshops throughout the summer at the library. Susan Alexander and Pam Slack both local educators lead classes Monday, Wednesday, and Friday for two months. As part of our participation, we provide space and book rich resources for the teachers and registered all the families for library cards. The Topeka Public Schools hosted a meet the

teacher and enroll for school at the library in July which was a wonderful event to help the families transition into formal education.



YWCA Women of Excellence and Employer of Excellence Award

Sherry Hess, our Early Childhood Coordinator in Youth Services has been recognized as a Woman of Excellence for her commitment to service youth and families in our community. She is part of the 34th class of honorees. During the awards program on Saturday September 10th, Sherry will be recognized for her creativity and dedication to children and families. Congratulations Sherry! This is so well deserved. If that was not enough, the YWCA has also selected the Topeka and Shawnee County Public Library as 2022 Employer of Excellence. Allison Marker, YWCA Resource Development Director shared that we are being recognized for our contribution to our community and the excellent workplace culture we have created.

New Business

Resolution- Bid for Audio-Visual Upgrade

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

Adoption of FY2023 Operating Budgets

This is the official board action that approves the budget for FY2023. We will hold the Revenue Neutral Rate Hearing and then the Public Hearing on the proposed budget as part of the August Board meeting. Following the hearings, the Board will vote on the proposed budget.

Professional Activities/Community Contacts

- | | |
|----------------|---|
| July 18, 2022 | Hosted the Topeka Public Schools and Ukrainian families |
| August 4, 2022 | Hosted the Rotary Club of Topeka |
| August 5, 2022 | Coffee & Scones Tours of Level 2 Tech Center with educators |
| August 8, 2022 | Topeka Talk podcast recording with GTP and City of Topeka |

August 9, 2022	Attended Rotary Board meeting
August 9, 2022	Met with Alan Bearman and Sean Bird- Washburn University Mabee Library
August 9, 2022	Hosted Level 2 Tech Center tour with Forge
August 9, 2022	Presented TSCPL Beyond Boundaries program at PEO
August 10, 2022	Presented the Deliberative Discussion project with Debbie Stanton and Lissa Staley for State of Florida Extension.
August 11, 2022	Coffee & Scones Tours of Level 2 Tech Center with non-profits
August 12, 2022	Coffee & Scones Tours of Level 2 Tech Center with non-profits
August 12, 2022	Met with Karen Hiller about Topeka United
August 14, 2022	Attended the Wilder Society Event
August 15, 2022	Grand Opening of the Level 2 Tech Center
August 15, 2022	Attended a listening session with Wittkieber, the consulting firm for the Washburn University President search.

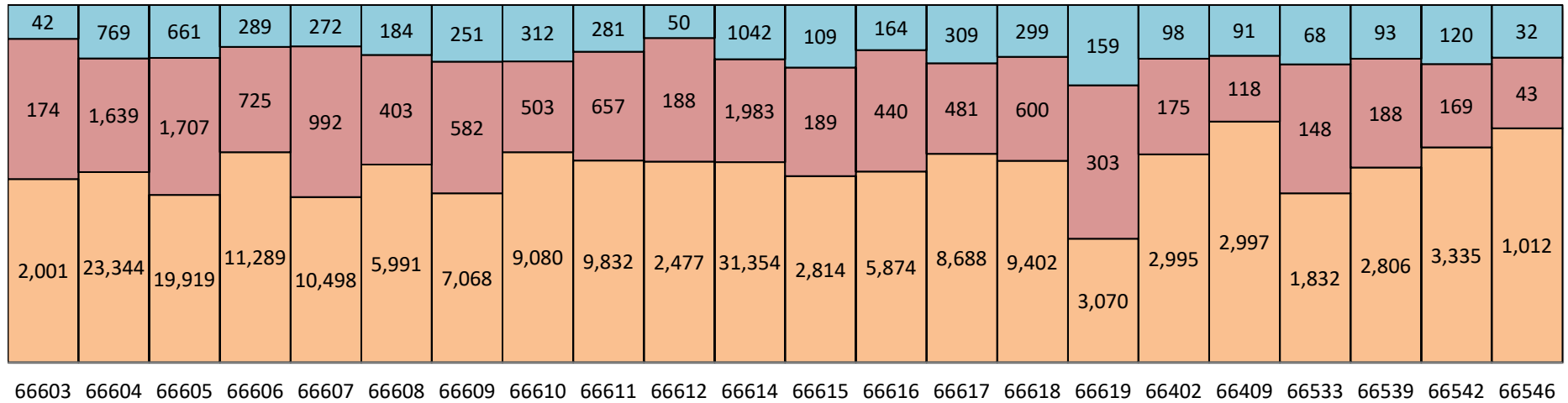
Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 8/18/22

Number of children currently enrolled: **5,695**

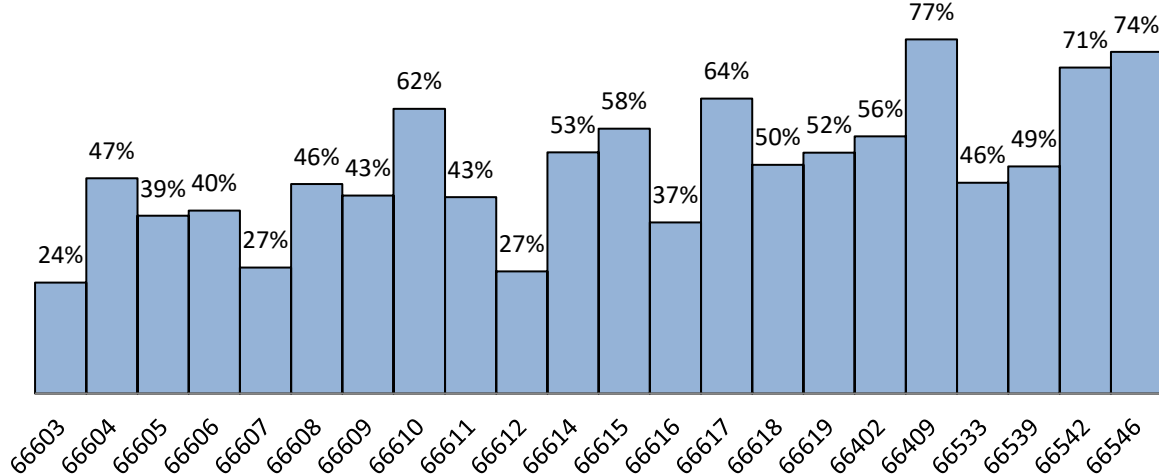
Number of graduated children this month: **128**

JULY 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

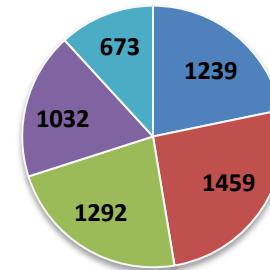


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

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



Gender will be removed in 2023

In an effort to only capture data that is necessary for enrollment to be compliant with data protection policies, we will be removing the gender selection on our enrollment forms (both online and printable forms) beginning January 2023.

The information will remain in the system for any children enrolled prior to the removal, but for new enrollments, this information will not be captured.

Data Source: 2020 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

August 18, 2022

Level 2 Tech Center

The Level 2 Tech Center opened on Monday, August 15, and so far it is getting rave reviews. Customers are making their way upstairs to use the public computers and learning how to use the recording studios and digital arts studio. Several of the orientation sessions have been full and customers have already started recording podcasts and videos in the studios. Numerous staff members have worked diligently to create the space and develop the processes and procedures to make it a reality. Their planning and dedication is the key to the success of this space. It is so exciting to see the space being used and enjoyed by our customers after such a long planning process!



Library Grounds

We have been very lucky over the last several years in that there has been relatively little vandalism on the Library campus. However, we were not so fortunate over the past month. We had two instances a few weeks apart in which graffiti was discovered in the park south of the public parking lot and on some of the entrance signs. The good news is that in each situation our Facilities staff was on top of the issue first thing in the morning and had it removed before most people realized anything occurred. A big thanks goes out to John Cooper, Mark Kent, and Dennis Link for taking of care of this so effectively and efficiently!

You may have noticed the beautiful blooming foliage in the planters in front of the Library. Last year we contracted with Blessings of Nature to plant seasonally appropriate plants in front of Library and change them out quarterly. Our facilities staff water and maintain the plants. I think that all parties involved have done an excellent job and have really livened up the entrance to the Library. Thanks to our Groundskeeper Trevor Worthington for taking such good care of the planters and the rest of the Library grounds!



Department Highlights

Public Services – Readers Services Autumn Friedli, Public Services Supervisor

Upcoming Author Visits

Have you marked your calendars yet?!? What are you waiting for?!? Faye Kellerman will be joining us online for an author visit on Tuesday, August 30th. Watch from the comfort of your own home OR come to library and watch the event with other readers! Don't forget that CJ BOX will be here IN PERSON on September 27th. We will follow that up with J.A. Jance visiting us virtually on October 25th. Special thanks to the Friends of the Library for these awesome events!

Summer Reading

Our adult summer reading came to end on July 31st. This summer, adults in Topeka & Shawnee county read for a total of **675,089** minutes! GO READERS!! We had 410 adults complete the summer reading challenge. Already looking for your next opportunity to join in a reading challenge? Don't miss our FALL READING CHALLENGE which will begin on October 1st. Look for more details in your September board packet.

Customer Service Kudos

Jim Mosher recently shared with me this interaction he recently experienced. Jim is part of our Red Carpet. While at Brewster, Jim had the following interaction:

I had a woman who came down with her phone and practically threw it on the table. She was having issues with Libby and playing audio books on them and was cursing at the phone.

I spent some time with her, showing my phone and how to check out items. Had her do a sample to see how it worked. Delighted her no end. She looked at the carts and found a CJ Box she wanted. Had told me that she had Macular Degeneration and had an issue with print. I suggested looking on Libby for an audio, found the same book, walked through the download.

Before walking away said that if she couldn't get it to work, she was going to come down and yell at me (I told to as long as it was a nice yell...). Walked away happy.

Program Services

Jacqueline Belden, Program Manager

Final Summer Reading Program 2022 Update

The Oceans of Possibilities summer program at the library has officially come to a close, and what a great summer it was! The reading program and summer programs for all ages ran June 1 through July 31, and the incredible Oceans of Possibilities interactive gallery exhibit ran June 3 through August 15. All throughout June and July, the library welcomed thousands of attendees to our programs, and they enjoyed a wide variety of activities from ocean-themed arts and crafts to science and nature events to Blockbuster Wednesdays and storytimes. We made slime, learned about the creatures of the deep, looked through microscopes, and shared stories on stories. We even hosted a children's book author and illustrator, Dan Santat, in collaboration with the Spencer Museum of Art! (Picture at right is Mr. Santat signing our author wall in David J's Place. Stop by to see his beloved character, Beekle!)



A whopping total of 1,491,970 minutes were read during this year's summer reading program by 1,749 active readers! Programs at the library saw a little over 12,000 attendees in June and July, and we also welcomed 10,491 attendees through the doors of the Alice C. Sabatini Gallery to enjoy Oceans of Possibilities in June and July.

We are so proud of our amazing staff who worked hard all summer long to ensure programming and the gallery were engaging and fun, our volunteers who provided event and reading program support, and our wonderful community who showed up in droves to support the return of summer programming at the library.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Funny that this year's summer theme was Oceans of Possibilities as it seems like that after two years of the unpredictable waves of Covid that this year we were able to once again hang ten. Our community read 1,491,970 minutes! This is up 57% from 2021. There were 1,765 active readers of which 921 were

children ages 5-18. Third graders were our most active participants. We are largely attributing the success being the incremental incentives. Sponsors included: Hazel Hill Chocolate, McDonald's, Chick-fil-a, Mars, Sports Center, Doughboyz, Pizagel's, and Frieddy's. We also had Scholastic paperbacks. There was also an increase in the registration for 1,000 Books Before Kindergarten, an ongoing incentive-based reading program for children under age 5. They saw 228 new registrations in summer of the 334 for the year to date.

We attended the Campaign for Grade Level Reading's summer spike event at the zoo, The Kansas Children's Discovery Center's Kindergarten Resource Fair, Topeka Public Schools new teacher orientation, and The Book Rich Environments Read and Ride.

New York Times best-selling author/illustrator, Dan Santat provided an interactive chat the Topeka and Shawnee County Public Library with our families. One of his titles "The Adventures of Beekle: The Unimaginary Friend" won the Randolph Caldecott medal in 2015. To make this even more amazing, it was offered in partnership with the Spencer Museum of Art at no cost to us outside of drawing supplies for attendees.

As an experiment we opened the Lingo Room Monday through Friday 9:30-11:30 for facilitated play sessions, Family Place Learn and Play, similar in nature to what we offer on the Learn and Play Bus. It was fill up the room successful.

The Learn and Play Bus shared similar success. While we have a consistent set of folks utilizing the service, we signed up 7 completely new families to Textedly, a messaging system that we use in conjunction with the Learn and Play Bus which indicates that they intend to be regulars too.

Success Stories

A mom of a medically fragile child expressed her appreciation to Luanne Webb for having a nice, safe place for her medically fragile son to play and socialize during a session of Family Place Learn and Play.

Debbie Reiff helped a grandmother and her three grandchildren who were visiting from Tajikistan. While here visiting this summer, they completed our Summer Reading Challenge. They were interested in audiobooks, so Debbie mentioned that we have downloadable audiobooks on Hoopla and Overdrive. They had already been accessing Hoopla content through TSCPL from Tajikistan and were excited to learn we have another digital platform to enjoy here and when they return home.

Theresa Girdler shared that she interacted with a young reader who was interested in Ancient Rome and gross facts. They talked quite a bit about her interest and narrowed down some possibilities together and then Theresa demonstrated how to use Dewey call numbers and had the girl discover the books she wanted. As they finished piling up a take home stack of books, the girl reached into her pocket and produced a nickel for her pocket, saying to the staff

member, "Thank you for your help. This is all I have." Theresa thanked her and let her know that she could keep her nickel because everything here was hers for free.

Community Services

Patrick Berry, Community Services Supervisor

Adventuremobile

Service ended on our summer Adventuremobile service. It was so great getting to see our friends at those summer stops. The impact we made cannot be measured in numbers of books we checked out to patrons, but it can be seen in the smiles of those we impacted.

Summer programming

Many of our staff participated in the summer programming this year. There was so much excitement and cross-department interaction. We can see this paying dividend long into the future for our staff. There were so many creative ideas and programs, I cannot wait to see what they come up with next year.

Bookmobile schedule

On September 6, 2022, the bookmobile will have a new route schedule. We have heard our community speak and they clearly wanted a weekly schedule. We have designed a new schedule with that in mind. We have also changed a few stops in the hope that we can increase our footprint across Shawnee County and be able to impact more communities in our area. Get a peek at what the new schedule looks like by going to the bookmobile webpage or stopping by one of our bookmobile stops.

Collections

Scarlett Fisher-Herremann, Technical Services and Collection Development Manager

Budget Update

I'd like to provide a brief update on expenditure trends for 2022. For physical and digital materials selected by our collection development team, we've expended approximately 60% of the library materials budget. This is on track with spending for the year. We've continued to see strong demand for digital collections with both Overdrive and hoopla. In July 2022, we had our highest monthly Overdrive checkout total ever (38,048 checkouts) since we onboarded with Overdrive in December 2011. This number exceeds the spring months of 2020 when Overdrive usage spiked during the library's closure for COVID. I am not entirely sure of all the reasons behind the increase in usage in July but I think it's likely a combination of people downloading books before they head out on summer vacation and the corresponding increase of people traveling during the summer. Participation in our summer reading program may also be a contributing factor. Hoopla also experienced very strong usage numbers last month and I anticipate that hoopla usage will continue to be strong with our TSCPL @ School program now that the students are back to school. Our purchase requests for both physical and digital materials

has held steady with approximately 75% of requests for digital materials and the remainder for physical materials. Overall, usage for both physical and digital collections is going well and we are on track with our budget to meet customer expectations for collections.

Cover One Book Repair Machine

In the July board packet I shared about our new Cover One book repair machine. It works so well and we've been repairing lots of books in need of some TLC. I'm pleased to share that we've already repaired enough books in-house to offset the cost of the machine compared to what we would have spent to send those same books to the bindery at a minimum cost of \$15.00 per book. I feel this is a solid return on investment both in terms of money saved and in our ability to quickly repair books and get them back out to readers.

Overdrive and Libby: an update

Late last year, Overdrive announced that 2022 would be a transition year for Overdrive customers still using the legacy Overdrive app. Overdrive is requiring all users to move to their Libby app by the end of 2022. In February of this year, they turned off the legacy Overdrive app as an option to download in the Apple and Android app stores. This summer, customers still using the legacy app are receiving in-app messages encouraging them to move to Libby. We've experienced a small uptick in customers asking us for assistance in making the transition to Libby. We have approximately 68% of TSCPL Overdrive users now using Libby for their audiobook downloads and 52% using Libby for ebook checkouts. I believe the Libby usage for ebooks is lower in part because of Kindle users, many of whom are still using the legacy app or who have Kindles incompatible with Libby. At this time, Overdrive has not shared an updated timeline on when the legacy app will officially be retired. We will continue to work with Overdrive users to help them have a positive experience in getting started with Libby and using all the features it offers.

Circulation Department

Angie Hardy-Foltz, Circulation Supervisor

Kelli Smith, Circulation Supervisor



TSCPL@Work

The TSCPL@Work service will resume at the Hills Pet Nutrition downtown location on August 15. Courier Kathy Hagan will deliver holds to this location every M/W/F. Delivery service to all 27 TSCPL@Work locations has now been completely restored since the Covid-19 disruption in March of 2020.

Oakland Community Center Book Locker Replacement

The Oakland Community Center Book Locker is scheduled to be replaced on August 23. Kathy Hagan, the courier who loads items into the machine, will resume delivering library materials to and picking up any returns from that location the following day. Kathy loads the lockers every M-F with requested materials for customers.

Notary Service Staffing

We had some new additions to the team that provides notary services to the public. Patrick Abbott and Aubrey Conner received their notary commissions this last month while Stephen Ferrell successfully completed his commission renewal. Carrie Cummings and Jacob Ziegler did a great job managing the notary service between the two of them these last few months. We are still working on getting one additional staff member added to the notary team, but the additions to the team will provide more flexibility in appointment availability to customers.

Library Card Drives

Circulation staff have worked a couple of events out in the community this last month to increase library awareness. Patricia Phillips promoted library cards and services at SENT's Saturday Hi-Crest Market on July 9 and August 13. Angie Hardy-Foltz and Kelli Smith promoted TSCPL@School service at the Back to School Bash provided by the Salvation Army on August 2. Over 300 parents and students attended the event.

Digital Services

David King, Digital Services Director

Level 2 Tech Center

This month, Digital Services installed all the tech-related things in the Level 2 Tech Center, including over 40 computers (both Mac and PC), helped install and setup the two recording studios and the Design Arts Studio equipment, iPad digital signs on all the rooms, security cameras for the space, and cleaned up the network closet for the 2nd floor. We are looking forward to the new space opening!

Smart Lockers

We received two new Smart Lockers. These will replace the older smart lockers at Oakland Community Center and the one that was at HyVee (new space coming soon). The Oakland locker will be installed later in August.

Top Web Pages for July 2022

1. Library Catalog: 5029 Pageviews
2. Services Page: 3521 Pageviews
3. Search Page: 1965 Pageviews
4. Summer Reading: 1536 Pageviews
5. Get a library card page: 1530 Pageviews
6. About Page: 1445 Pageviews
7. Bookmobile Schedule: 1425
8. Employment page: 1417 Pageviews
9. My Account Page: 1186 Pageviews
10. Library Databases: 1057 Pageviews

Social Media Highlights for July 2022

Facebook

- They're a 10, but meme – reached 15,734 people
- Spots for 5 teams to paint drain cover – reached 6943 people
- Name the worst book to movie adaptation – reached 6631 people

Twitter

- Sunday afternoon Jazz – 300 impressions
- Library closed July 4 – 204 impressions
- Another post about July 4 – 201 impressions

Instagram

- New launchpads have arrived! – reached 555 people
- #bookface photo – reached 379 people
- Libraries store the energy that fuels imagination – reached 344 people



Resolution – Bid for Audio-Visual Upgrade

BOARD OF TRUSTEES

August 25, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$137,036 by Cytek Media Systems of Topeka, Kansas for the purchase and installation of new audio-visual systems in the four meeting rooms on the second floor, and for updated microphones in the first-floor auditorium. The expenditure is included in the 2022 budget, General Fund, Special Projects line.

Policy and Background Information:

Changes in technology, customer needs, and aging equipment have made it necessary for the Library to upgrade the equipment in the upstairs meeting rooms. In addition to being more reliable and easier to use, the upgraded equipment will function more effectively with our current needs, especially hybrid meetings involving Zoom.

This project includes upgrading the projectors, adding mobile connection capabilities, and adding video streaming capabilities. In addition, this project will update the microphones for the first-floor auditorium which will improve the sound quality in that space.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) was issued on June 21, 2022. The RFP was posted on TSCPL's website as notice to any vendor. It was also electronically sent to companies in the area who have experience in this area and have expressed an interest in the past in similar library projects.

Proposals were due by 3pm on July 25, 2022 and were opened in a public meeting that day. Bids were received by three companies. The Digital Services Director reviewed all bids received and determined that two of them met basic specifications. One bidder did not want to send the detailed equipment list unless they won the bid. There was no way to do a fair comparison without seeing the specifics of the bid, so the Library did not pursue that one further.

The Library asked for the second floor and the microphones to be priced both at a single project and as separate projects. TSCPL staff recommends moving forward with the complete project.

Project Goals:

Staff Recommendation:

TSCPL staff recommends approving the bid of \$137,036.00 by Cytek Media Systems of Topeka, Kansas for the purchase and installation of new audio-visual systems in our four meeting rooms on the second floor, and for updated microphones in our first floor auditorium. The expenditure is included in the 2022 budget, General Fund, Special Projects line.

The Purchasing Policy does not require the lowest bid be awarded. CyTek’s bid was the lowest bid considered. CyTek also installed the Library's First Floor Auditorium Audio-visual upgrade project in 2021. Having CyTek also do the upstairs project will ensure the equipment is similar in all the Library's meeting rooms, and there will be one vendor to call if support is needed.

Resolution by _____

Seconded by _____

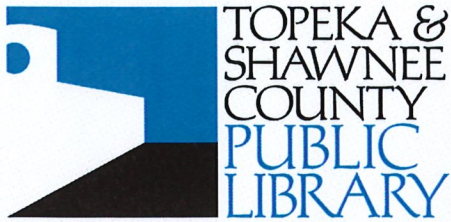
Resolution passed/failed by a vote of _____

Date _____

Bid for Audio-Visual Upgrade bid tabulation

	CyTek	KCAV	Redi Systems *
2nd floor only	\$110,068.00	\$155,662.76	\$69,814.00
Microphones only	\$26,968.00	\$32,513.00	\$30,458.00
Annual maintenance	\$6,801.80	\$9,408.75	\$158.75 per hour
Complete bid	\$137,036.00	\$188,175.76	\$100,272.00

* - Redi Systems refused to disclose list of equipment they planned to install unless they won the bid, so we could not compare equipment.



Resolution – Levy a Property Tax Rate Exceeding the Revenue Neutral Rate for the FY 2023 Operating Budgets

**BOARD OF TRUSTEES
August 25, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, shall levy a property tax rate exceeding the Revenue Neutral Rate for the FY 2023 operating budgets.

The Revenue Neutral Rate for the Topeka and Shawnee County Public Library was calculated as 8.811 mills by the Shawnee County Clerk.

The FY 2023 budget proposed by the Board of Trustees will require the levy of a property tax rate of 8.885 mills. The FY 2023 levy is .821 mills less than the FY 2022 rate of 9.706.

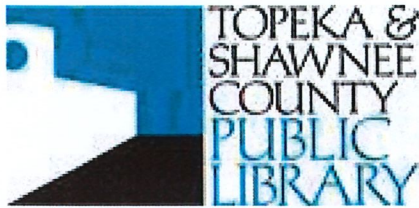
The Board has held a hearing on August 25, 2022 to allow all interested taxpayers desiring to be heard an opportunity to give oral testimony. Having heard any testimony, the Board still finds it necessary to exceed the Revenue Neutral Rate.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Adoption of FY2023 Operating Budgets

**BOARD OF TRUSTEES
August 25, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2023 operating budgets as presented/published in the Topeka Capital Journal on August 9, 2022.

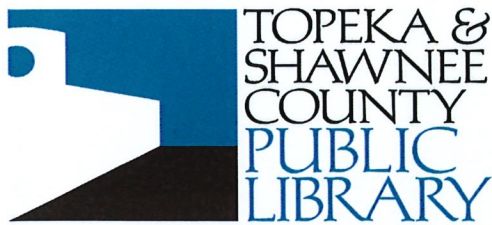
State of Kansas Special District							
NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING							
The governing body of <u>Topeka and Shawnee County Public Library</u> <u>Shawnee County</u>							
will meet on August 25, 2022 at 5:00 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate. Detailed budget information is available at http://www.tscpl.org or hardcopies from TSCPL and will be available at this hearing							
SUPPORTING COUNTIES Shawnee County (home county)							
BUDGET SUMMARY							
Proposed Budget 2023 Expenditures and Amount of Current Year Estimate for 2022 Ad Valorem Tax establish the maximum limits of the 2023 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.							
FUND	Prior Year Actual for 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	14,987,152	7.915	16,264,603	7.665	18,713,678	13,939,037	7.051
Debt Service	32,022		7,050		25,050		
Employee Benefits	3,295,046	1.871	4,313,421	2.041	5,249,505	3,626,746	1.834
State Aid	49,170		49,293		52,000		
Non-Budgeted Funds	218,842						
Totals	18,582,232	9.786	20,634,367	9.706	24,040,233	17,565,783	8.885
					<i>Revenue Neutral Rate**</i>		
Less: Transfers	1,782,022		557,050		1,025,050		
Net Expenditures	16,800,210		20,077,317		23,015,183		
Total Tax Levied	16,961,565		17,421,034		xxxxxxxxxxxx		
Assessed Valuation	1,731,805,649		1,800,830,703		1,976,997,882		
Outstanding Indebtedness, Jan. 1,	2020		2021		2022		
G.O. Bonds	0		0		0		
Revenue Bonds	0		0		0		
Other	0		0		0		
Lease Pur. Princ.	0		0		0		
Total	0		0		0		
* Tax rates are expressed in mills. **Revenue Neutral Rate as defined by KSA 79-2988							
_____ <i>Joan Hicks</i> Secretary							

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2023 Budget Summary

Public Hearing – August 25, 2022, 5:00 pm, Marvin Auditorium 101C

Zoom Meeting: <https://tscpl.zoom.us/j/82817911709?pwd=UFNXTXV6ZDVpQ2dvSDNEdENpVVA0UT09>

Meeting ID: 828 1791 1709

Overview

The Board of Trustees and Library management have developed a budget review and preparation process that is based on a comprehensive assessment of operational and strategic needs. This is a logical and responsible progression for funding, and more importantly accomplishing, the initiatives within strategic, community and facilities plans, as well as fulfilling Topeka and Shawnee County Public Library's (TSCPL's) mission and goals. This methodology will be particularly important as the Library implements a strategic plan for the next decade based on five Community Impact Goals and makes decisions regarding prioritization of projects in the multi-year Facilities Master Plan. Further, the Library's past success has been accomplished by wisely using its resources and maintaining a stable mill levy rate.

As a result, the Library has progressed in the implementation of its strategic plan for the benefit and betterment of the community, including being chosen as the 2016 *Library of the Year* in the United States and Canada.

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only .898 mills in the past eleven years (high to low) and a fluctuation of only .075 mills for the past five years' actual rates. Further, the decline in the local economy, coupled with an increase in the portion of resources needed for the rising costs of employment benefits, was recognized and managed with a decrease in the mill levy rate (2008) and with an approved nearly flat mill levy in 2013-2022. The use of additional strategic and financial tools to anticipate and plan for needs will enhance this pattern of excellent stewardship.

Please refer to Schedule A which provides a graphical depiction of mill levy rates for the three funds with taxing authority for the past 10 years, as well as the 2023 proposed budget. Schedule B provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2023 proposed budget.

TSCPL has crafted a 2023 budget that decreases the total mill levy and actually expands services including a reconfiguration and expansion of library spaces to better accommodate the needs of 21st century customers and their usage of the building. The TSCPL 2023 "Budget Summary", published in the August 9, 2022 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2023 budget year operations, including several of the design projects on the Facilities Master Plan in accordance with the strategic plan, within the resources provided at mill levy of 8.885 which is below the 2021 mill levy rate of 9.706.

Due to the retirement of the debt service in 2019, a resolution to increase the 2020 mill levy rate was passed by the Board of Trustees prior to the publication of the budget. The Board resolved to increase the budget levy for 2020 and following years to not exceed 9.786 mills, which equals the 2019 budget and bond levies. This requirement applies to local taxing authorities in which a majority of governing body members vote to set a budget which increases ad valorem property taxes beyond the prior year, adjusted by certain types of valuation increases and the *Consumer Price Index for All Urban Consumers*. There was no opposition to the mill levy increase. The proposed budget is less than the amount of ad valorem property tax allowed by a total budget levy of 9.786 mills.

- Modify the split of the total mill levy between the General and Employee Benefit funds.
 - *Debt Service Fund* - The elimination of the debt service in 2019 will result in the bond levy rate to be allocated to the General Fund.
 - *Employee Benefit Fund* – In recent years, a greater proportion of the total mill levy had to be allocated from the General Fund to the Employee Benefit Fund due to increasing employee benefit costs, including KPERS rate increases required by Kansas law.

Unfortunately, the latest review of health plan usage with Blue Cross Blue Shield resulted in instructions to expect a rate increase for the 2023 plan year of about 30%. Because there are a number of months remaining in this review period, a conservative estimate of a 40% increase is budgeted. The dental plan has an increase cap of 0% for the 2023 plan year.

- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; and (2) allow for unforeseen situations.
- Continue the design concept projects on the Facilities Master Plan in phases in accordance with the specific funding matrix and timeline. Infrastructure projects are expected to be funded by the General Fund and the Capital Improvement Fund (not a budgeted fund) if needed. The available balance in the Capital Improvement Fund as of July 31, 2022 is \$4,684,367.
- Use existing resources with a focus on supporting strategies and tactics for implementation of the Community Impact Goals:
 1. Every child will be ready for kindergarten.
 2. Everyone will discover their passion for learning.
 3. Everyone will continue learning new ways to live their best life.
 4. Topeka & Shawnee County will be an engaged community of readers.
 5. The Library will be a learning organization committed to excellence in: leadership, planning, customer focus, process management and partner focus.
- Lead and fund technological advancements, including electronic materials, to support the expectations and requirements of customers and the community, and to demonstrate how technology can enhance learning and living.

The total ad valorem tax to be levied is proposed to be \$17,565,783 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2022 will produce \$176,167 more per mill above the 2022 final valuations. At a combined levy of 8.885, revenue increases by \$144,749 for the two taxed funds and is entirely due to increased property valuations at a decreased total mill levy from the prior year.

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are \$74,454 more than 2022.

The published budget also includes the State Aid Fund whose source is from the State of Kansas.

When comparing 2023 and 2022 total budgeted expenditures, the increase appears to be about \$3.4 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a “miscellaneous expenditure” or “cash basis reserve” (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for the two taxed funds includes \$2,050,000.

Expenditure authority increase – Budget Summary	\$3,406,000
Less difference in cash transfer amount from General Fund to Capital Improvement Fund in 2023	(468,000)
Less portion in 2023 expenditures for cash carry forward	<u>(2,050,000)</u>
Adjusted increase from 2022 to 2023	<u>\$ 888,000</u>

Expected 2022 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	255,000
Unemployment tax increase	(80,000)
Conferences cost decrease	50,000
State Aid reduction to actual	3,000
Other expenditure decreases	<u>20,000</u>
Total 2022 Adjustments	<u>\$ 248,000</u>

2023 changes in expenditure authority from 2022:	
Increase Facilities Master Plan projects using <i>one-time</i> funding	52,000
Net increase employee benefits	343,000
Net increase digital services support	233,000
Net increase operating expenditures from 2022	<u>12,000</u>
Total Change from 2022 Estimate to 2023 per Budget Summary	<u>\$ 640,000</u>
Total Change from Approved 2022 Budget to 2023 Proposed	<u>\$ 888,000</u>

Please refer to the enclosed Schedule C “Key to 2022 and 2023 Comparison-Notice of Budget Hearing” to assist with understanding TSCPL’s budget year-to-year.

Additionally, the reported 2022 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments based on 2021 actual and to-date in 2022 (\$45,202); (2) increase in interest earnings (\$10,000); (3) a 2% uncollectible tax revenue allowance (\$385,441-); and (4) reduction in State Aid revenues to actual (\$2,707-).

These revisions are important to the 2023 budget to recognize cash transfers to other funds and carry forward cash available to apply to budget year expenditures, instead of finding new-year revenue, but gives the appearance of a larger change between 2022 and 2023 budgets.

Schedule D provides revenue source definitions to help with understanding that portion of the budget. Neighborhood revitalization rebates are a reduction of expected tax revenues and are projected to decrease (increase total revenue) by about \$32,965 in 2023.

TSCPL is a library district and was established under Kansas law (K.S.A. 12-1261) as a municipal corporation. Unlike most libraries in Kansas and other states, it is a stand-alone municipality. It is not under the umbrella of another government. TSCPL must have its own staff for services that in many other libraries are provided free-of-charge and whose costs are not allocated for accounting or operational purposes. Examples of these services include, but are not limited to, accounting, procurement, payroll, human resources, events management, security, motor pool, information technology, clerical support, marketing and communications, janitorial, building and grounds maintenance and support, capital improvements, mailroom, utilities, telephone and internet services. Thus, this difference in governmental structure and accounting for all costs must be taken into consideration when comparing the TSCPL budget to other Kansas and out-of-state libraries. Support costs not paid or allocated to a library can be very significant.

How Was the 2023 Budget Accomplished and Will this Continue Every Year?

- The continued use of data-driven, process improvement techniques and the objective review of each vacant position have stabilized the amount of the budget spent on salaries, without a sacrifice in the quality or quantity of customer services. This is now a standard and proven practice at TSCPL with tangible benefits and should provide budget flexibility in the future as retirements and opportunities occur.
- Process improvement will be even more important as technology drives the use of the Library and the needs of its customers.
- The entire budget is proposed to carefully use one-time funding sources for one-time expenditures so the mill levy remains stable. When a budget includes one-time expenditures, it can be difficult to compare the current and prior years' base budgets.
- Overall, expenditures for the three budgeted funds increase from the 2022 *approved* budget by \$3,405,866 and provides funding for: (1) \$1,702,500 in projects on the Facilities Master Plan, if needed; (2) an increase of \$166,800 in digital services support which includes a network closet upgrade; (3) an increase in telecommunication expense to add 50 more mi-fi devices for patrons to check out (\$56,000); (4) an increase for health insurance premiums (\$342,900); (5) an increase in unemployment tax (\$80,100); and (6) an increase of 4% to 7% for most operating budget line items due to unusually high inflation rates. This increase is mostly funded by: (1) expenditure savings in other areas, such as increasing shrinkage and not funding seven full time and nine part time (not eligible for benefits) positions; (2) an increase in vehicular taxes and fees of nearly \$75,000 from County estimates; and (3) an increase in ad valorem property tax of \$144,749 solely from increased valuations and not at the Library's request.
- As a result of actions from the TSCPL executive management team, the health plan is stabilized, while still providing employees with exceptional, accessible benefits at a reasonable cost. However, the 2023 plan year is expected to have another significant increase. This is based

solely on usage, as well as the way in which the current providers project costs and necessary reserves. A 40% premium increase is projected for health insurance and a 0% increase is expected with dental insurance.

At this point, the budget has been conservatively projected to account for the potential worst case. Funding to offset these costs is sourced from: (1) additional funding dollars from the increased valuations; (2) salary savings through not funding seven full-time positions; and (3) increasing the shrinkage rate for expected employee turnover and the length of time positions are held open.

- The shrinkage concept, to anticipate expected salary savings in advance for budget reallocation, was piloted in 2014 with no adverse effects (actual turnover seems to be in alignment with expected turnover). A shrinkage factor of 1.85% was applied to 2023 gross salaries, allowing about \$145,200 to be directed elsewhere in the budget. This is possible due to several retirements of professional level staff who will likely be replaced with lower paid staff.
- The 2023 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan and other initiatives funding matrices, and the benefit of increased property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

What does the Community Receive for its Funding Dollars?

- The Library's beautiful and spacious facility is normally open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The front entryway renovation was completed providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.
- The first phase of the interior renovation/remodel projects was completed providing eight collaborative work rooms with technology equipment in each and a new entryway between the Millennium Café and New Books/Media area.
- The Board of Trustees approved the 10-year, multi-phase Facilities Master Plan as a responsible approach to prioritization and funding of building and infrastructure projects. These projects are expected to optimize people space, customer experience and service, enhance wayfinding and the amenities within the building, meet the expectations and requirements of 21st century library users, and optimally maintain the facilities.
- Phase II of the Facilities Master Plan for interior renovation/remodel projects was completed in 2020. These projects include the renovation of the Circulation Plaza and Learning Center and the installation of new flooring in the rotunda, the main library corridor and in the east and west hallways. Claire's Courtyard was also completed and includes an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- Several projects, including renovating the public restrooms and café, demolition of the Hearing Aid building, and paving and landscaping of the area at 1001 Garfield were completed in 2021.

- Technical Services Department has been relocated from the second level to a renovated space in the lower level of the Library. The project to reconfigure this second floor space for the public has been completed in 2022. Other projects planned for completion in 2022 include the fire panel replacement, meeting room audio/visual upgrade, phase 1 of the wayfinding project (library signage), redesigning the Living Room area, replacing the air conditioning chillers and replacing the boilers.
- The Facilities Master Plan includes re-working and improving the Wings, phase 2 of wayfinding (library signage) redesign, re-surfacing staff parking lots and dock, creation of a studio space in The Edge, staff space redesign, and architectural fees. These projects are planned for 2023 and will be funded from the General Fund.
- The Board of Trustees approved five Community Impact Goals designed to have a real, lasting impact on making the community a better place to live, work, learn and play. These goals articulate the Library's priorities for the Next Decade: literacy, learning, reading and organizational excellence.
- An extraordinary Kids' Library has transformed into an engaging space just for kids, with more exciting changes forthcoming. Bin shelving allows kids to browse picture books by their front covers, enticing more interest and check-out of this collection. Families also were given the opportunity to check out passports to the Kansas Children's Discovery Center to enhance learning with an emphasis on science, technology, engineering, art and math.
- The Learn and Play bus provides two-hour stops at two locations in the County, with more stops planned. This is thanks to a joint funding effort between the Library and The Library Foundation. The bus serves pre-school aged children and their families by allowing a remote physical location in which programming and learning can occur within customers' neighborhoods.
- The new AdventureMobile was placed in service in March 2019. This vehicle is a library on wheels delivering some of the library's most popular books, audio-books, movies, magazines, and other materials to children and their caregivers in the community. The AdventureMobile visits all places where children can be found, including schools, day care centers, community centers, parades, festivals, and other community events.
- About 40% of all households in Shawnee County have an active library cardholder.
- With the help of The Library Foundation and the United Way, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 0-5. There are already over 5,600 children enrolled. This program provides the opportunity for an economical way to scale services community-wide in support of the goal that every child is ready for kindergarten.
- During 2021, about 204,000 visitors came to the building, including nearly 4,000 using the meeting rooms, almost 51,000 attending programs and over 21,000 attending The Sabatini Art Gallery.
- Countless visitors use the 195 public computers to search and apply for jobs, research, learn and correspond.

- Almost 1.7 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2021. This is down about 5% from 2020.
- Last year, about 69,000 reference questions were answered by Library staff through various formats including in person or by telephone, text, email and online chat.
- The Digital Branch welcomed about 542,000 visitors, of which about 331,000 were unique visits in 2021, with over 472,000 visits to the catalog of which nearly 203,000 were unique visits. A new catalog was implemented which has many new features including one-click hold requests, the ability to create lists, a summary of items checked out and on hold, and the ability to view borrowing history.
- Over 584,000 digital downloads of movies, ebooks and audiobooks occurred in 2021; an increase of 3.6% over 2020. Digital downloads accounted for 33.9% of all checkouts.
- Social media continues to expand with over 18,000 people who like us on Facebook and over 7,100 people who follow us on Twitter. The new catalog also provides a social media feature that allows users to connect with others regarding all types of materials in all types of formats.
- Bookmobiles stop 23 times per week during the day and evening in 18 locations throughout the city and county, with the Adventuremobile visiting many schools, day cares and community centers throughout the year to provide services and programs to children. Red Carpet serves 50 facilities, as well as over 100 individuals, to provide library services to elderly and homebound customers.
- Although COVID-19 impacted traditional Bookmobile services, new services were launched to reach our community. In addition to the 18 Bookmobile stops, TSCPL@Home, a new home delivery service began in August 2020. About 49,000 items were checked out with TSCPL@Home in 2021.
- Summer Learning continues to be an essential time for students and even parents to do some recreational reading. Students and parents read 856,516 minutes as part of the Summer Reading challenge. In addition, summer programs and packets distributed at the library and community sites in June and July saw 11,800 attendees. The Alice C. Sabatini Gallery welcomed 11,528 visitors to enjoy the Rainforest Adventure.
- The Library at Work service, in which materials are brought to and picked up from the workplace, has 27 participating work sites.
- Existing services continued their success: (1) library programs, including computer services, at the city community centers; and (2) checkout of materials via the Smartlockers located inside the Oakland Community Center and the HyVee grocery store. Another partnership was formed with the Topeka Housing Authority to open a training center and improve access to digital learning at the Deer Creek Community Center.
- The community can share in, and be proud of, the honor of its Library being chosen the 2016 *Library of the Year* in the United States and Canada. Although the designation is only for one year, the community will always have the distinction of having a Library that received this prestigious award.

Understanding the Budget Document

There are four funds that are required by Kansas law to be budgeted; General, Employee Benefit, Debt Service and State Aid funds. All except the State Aid Fund have ad valorem property tax as their main source of revenue.

The General Fund is the source for the majority of operational expenditures (gross salaries, information technology equipment and maintenance, utilities, internet and telecommunications, vehicle costs, supplies, insurance, professional service contracts, special projects, marketing, printing, postage, library materials purchased for customer checkout, etc).

The Employee Benefit Fund is used to pay the employer-paid portion of benefits for employees, most of which are mandatory (social security, Medicare, state retirement (KPERS), medical and dental insurance, workers compensation insurance, unemployment insurance, the administration of the cafeteria benefit plan and the employee assistance program.)

The Debt Service Fund is used to pay the principal and interest on the bond issue for the building expansion project (opened in January 2002). The 2023 budget includes a cash transfer from the Debt Service Fund to the General Fund to close out the fund; the debt payment concluded in 2019.

State Aid is provided from the Kansas State Library, but is a declining revenue source.

General Fund Budget (pages 6, 6a)

Page 10 shows the estimated tax rate for the 2023 General Fund budget is 7.051 mills; a decrease of .614 mills from the actual 2022 General Fund tax rate of 7.665 mills. The net total mill levy decreases slightly between 2021 and 2022 for the three taxing funds.

Revenues

- Ad valorem property tax (net of revitalization rebates) is 88.0% of the total projected revenue for 2023; 88.4% in 2022.
- Vehicle taxes are 10.5% of the total projected revenue for 2023 which is the same as 2022. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .23% of total revenues in 2023.
- Tax revenues represent the amount if 100% is collected, but historically there is an uncollectible amount of less than 5%. However, this can range from a few thousand dollars to a few hundred thousand dollars so careful review occurs during the year.
- Other revenue sources from fines, fees, reimbursements and interest are .6% of the total projected revenue for 2023. The decision to no longer charge overdue fines on children and young adult materials reduces projected fee/fine revenue but will benefit customers.
- Revenues from e-rate reimbursement decrease by \$573 due to more certainty about the cost of qualifying services. Qualifying expenditures are budgeted at 100% of the cost since e-rate reimburses from 50% to 90% of the cost. Revenues are not netted against expenditures.

Expenditures

The total General Fund budgeted expenditures for 2023 are \$17,713,678 (including an allowable fund balance carry forward of \$1.655 million classified as “miscellaneous expense”). This is a 1.6% increase (\$278,857) from the 2022 adopted budget of \$17,434,821 (including fund balance carry forward). The 2022 budget had one-time expenditures of about \$1,650,000 included in the total expenditures, but the additional allowable revenues from increased property valuations allow some one-time expenditures in 2023 as well.

The “miscellaneous expense” of \$1.65 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2024, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL’s combined percentage is 8.8%.

Gross Salaries (Employer-paid benefits are budgeted in the Employee Benefit Fund.)

The budget includes 226 full-time and part-time employees (this does not represent an actual FTE position count, but rather a count of positions in which each represents one, regardless of the percentage of time assigned). The 2022 budget also included 226 full-time and part-time positions. At any given time, approximately 190 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 47.1% of the expenditure budget in 2023; 49.4% of the expenditure budget in 2022; (or 51.6% and 54.4% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The careful consideration and review of every vacant position, as well as three retirements in 2021 and at least five in 2022, have kept gross salaries starting only about \$83,000 less than those budgeted for 2022 (with the annualization of 2022 merit pay, but before any 2023 merit raise).
- Merit pay increases are included in a range of 0-3% based on performance. The budget is created using a 2.8% increase on each employee’s job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increases to be paid in 2023 is estimated at about \$131,600.
- The shrinkage concept, which in previous years funded 98.5% of the gross salaries and related percentage-based fringe benefits for regular staff, has been continued for 2023 as a way to anticipate savings and better plan/fund library operations and the funding matrix initiatives to fulfill the strategic plan. It will also assist with avoiding last minute, end-of-year spending decisions and projects or the one-year delay or budget amendment required to obtain authority to spend the savings.
- For the 2023 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$145,233 in gross salary to be budgeted elsewhere.
- At the end of 2021, at least 36 employees were eligible to accept KPERs full or reduced retirement so salary savings should be expected.

Information Technology (Digital Branch) Plan and Expenditures

Information technology is vital to keep pace with the ever-changing world and the expectations of a 21st century library, the use of the Digital Branch, content and materials, and the relevancy of the Library to its constituency.

- The Contracted – Digital Services and Digital Services Support line items contain funding for projects, annual support and maintenance costs and hardware and software that change from year-to-year, but for which the base budget generally funds. The Contracted line item increases by \$10,174 and will fund: (1) annual SmartLocker lease; (2) business marketing software system for the Communications & Marketing team; (3) Learning Management System (LMS) 365; and (4) 3-D tour software for the Gallery. The Support line item increases by \$166,852 and will fund: (1) 80 replacement computers on the regular 4-year cycle; (2) network closet upgrade; (3) two high lumen projectors for the Gallery; (4) Level 2 Tech Center equipment; and (5) a plotter printer for the Communications & Marketing team. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.
- The 80 computer replacements allow staff and public computers to offer current technology, including larger screens.
- The telecommunications budget has increased by \$55,964 for the addition of 50 mi-fi devices available for check out by customers.

Strategic, Community and Facilities Plans

The 2023 budget continues the incorporation of an emphasis on strategic planning based on the Community Impact Goals. This is a logical and responsible progression for funding the approved initiatives in the strategic, information technology and facilities plans, as well as fulfilling the Library's mission and goals.

Please refer to Schedule E for funding matrices for Facilities Master Plan projects for 2023. This document reports all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- In July 2016, the Board approved the Facilities Master Plan. This approval was contingent upon it being a multi-year plan, to be done in phases likely over 10 years, and subject to available public and private funding, with each project specifically approved by the Board. The Plan encompasses both infrastructure needs and building remodeling and renovation to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the Community Impact Goals.
- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes the following projects. This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations.

These design projects are planned for 2023:

- Re-work and improve the Wings, \$850,000
- Resurface staff parking lots and dock, \$230,000
- Create a studio space in The Edge, \$400,000
- Staff space redesign, \$100,000
- Upgrade signage/wayfinding (phase 2), \$100,000
- Repair/replace select windows and doors, \$22,500

Total Special Projects line item for all funds is \$1,702,500. Other portions of these projects may be funded from The Library Foundation, Friends of the Library or State Aid funds. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget decreases by \$46,465 and is comprised of: (1) public chair replacement (\$20,000); (2) a walk behind forklift (\$12,000); (3) a Chariot vacuum (\$8,000); and (4) base for overall Library needs (\$5,000). Most furnishings will be part of the Facilities Master Plan.
- A line item for the purchase of art for the Gallery was restored in 2015 and continues in the base 2023 budget (\$8,000).
- The Contracted Facilities budget decreases by \$24,700 (based on projections starting with 2021 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget increases by \$16,100 (based on projections starting with 2021 actual expenditures). This line item is primarily for public and staff copies and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-off needs.
- The Contracted Professional Services budget decreases by \$9,700 (based on projections starting with 2021 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.
 - Re-categorizing future architectural services fees from Contracted Professional Services to instead be part of the project cost and budgeted in the Special Projects line item.
 - Bidding of the annual audit services.
- Professional service needs in 2023 include: (1) strategic planning consultant and survey; (2) continuation of digitation and preservation of special collections; and (3) a \$25,000 placeholder for unexpected professional needs.

Other expenditures paid in this line item are credit card processing and bank fees, new hire and employee testing, courier service between libraries, and notary fees.

Library Materials

- The 2023 budget for library materials has increased by \$58,580. The materials' budget represents 12.3% of the total General Fund budget (and 13.8% without Special Projects) but drops to 9.4% of the four budgeted funds.
- The library materials budget for 2023 reflects the library's response in providing high quality, diverse physical and digital library collections. There continues to be a budget shift from physical to digital collections.

- If the State Library's funding to public libraries continues to decline, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years, sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

Other Expenditures

- Cataloging and interlibrary loan service database costs decrease by \$3,105 based on communications from the vendor (OCLC) and 2022 year-to-date actuals.
- Conferences – Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. Managers submitted specific proposals for conferences for 2023 and the CEO requested funds for Trustees to attend national conferences. Several staff serve on national councils and boards and must attend the conferences. The Public Library Association conference is held every other year and 2023 is not a conference year. Thus, the budget for this line item is decreased by \$12,783.
- Insurance is increased by \$8,000 based on 2022 actual expenditures to-date. No addition in the vehicle fleet is anticipated in 2023.
- By Kansas statute, TSCPL is required to support 50% of the budget requests for the libraries in Rossville and Silver Lake. These costs continue to increase. An additional 2.8% increase from 2022 *actual* now known (\$3,382) is budgeted at a total of \$127,238 for both libraries.
- Market increases are budgeted for postage/shipping and printing. The publication and mailing of *Library News* was discontinued in 2020 and may be replaced with a new publication. Total decrease from 2022 for these items is \$26,302.
- Programming is increased by \$46,480 for added services and events.
- Membership/dues and staff training budgets remain flat from 2022.
- Supplies increase by \$9,304 based on 2021 actual expenditures. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Electric costs have been increased by 4% or \$14,982, per the state budget indices. However, the utility market can become volatile and is subject to weather.
- Vehicle repair budget line item is based on 2022 actual expenditures to-date and has been increased by \$9,500. The base budget for vehicle fuel has been increased \$12,870 in 2023 based on 2022 actual expenditures to-date. No fleet additions are projected.

Debt Service Fund Budget (page 7)

Reserve Fund

The reserve fund was \$1 million since 2010 and was around \$1.5 million before that. In December 2012, upon completion of the 10th year bond reporting, the consultant reported that the Bond and

Interest Fund was overfunded. There was no finding or penalty as a result, but there was no need to retain this level of cash reserve.

Beginning with the 2014 budget, the reserve fund balance was lowered by \$250,000, from \$1 million to \$750,000.

The debt incurred with the bond issue was paid in full in September 2019. A one-time cash transfer has been budgeted in 2022 from the Debt Service Fund to the General Fund in the amount of \$25,050 to close the fund. This amount includes the 2021 projected cash forward and an estimate for delinquent taxes which may be received. This amount also includes estimated interest earnings. Because residual back taxes continue to be deposited to the Debt Service Fund, another transfer of \$25,050 is budgeted in 2023. This transfer will be from the Debt Service Fund to the General Fund.

A cash transfer is planned from the General Fund to the Capital Improvement Fund (non-budgeted) in 2023 for \$1,000,000. K.S.A. 12-1268 allows the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund. These funds will be utilized for infrastructure needs and building improvements.

Employee Benefit Fund (page 7)

Page 10 shows the estimated tax rate for the 2023 Employee Benefit Fund budget is 1.834 mills; a decrease of .207 mills from the 2022 rate of 2.041. The net total mill levy decreases slightly between 2022 and 2023 for the three taxing funds.

As a result of actions from the TSCPL executive management team, the health plan is stabilized, while still providing employees with exceptional, accessible benefits at a reasonable cost. However, a 30% increase in health insurance premiums is projected by Blue Cross Blue Shield for the 2023 plan year. Because there are two more months remaining in this review period, and more significant claims could be processed, a 40% increase is budgeted in 2023. No increase is expected with dental insurance.

At this point, the budget has been conservatively projected to account for the potential worst case. Funding to offset these costs is sourced from: (1) additional funding dollars from the increased valuations; (2) salary savings through not funding seven full-time positions; and (3) increasing the shrinkage rate for expected employee turnover and the length of time positions are held open.

Revenue

- Ad valorem property tax (net of revitalization rebates) is 87.2% of the total projected revenue in 2023; in 2022 it was 88.8%.
- Motor/commercial/watercraft vehicle taxes and fees are 10.6% of the total projected revenue in 2023; in 2022 they were 9.3% of the total projected revenue. (Estimates are from Shawnee County.)
- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2023 are 1.9% of the total projected revenue; in 2022 they were 1.7%.
- The changes in the *Group Health Care Benefits for Qualified Retirees* policy approved by the Board in April 2015 allow for a medical premium subsidy by the Library that will continue at \$300 per month. However, the policy also requires all Medicare-eligible retirees leave the plan effective 1/1/2017 and enroll in Medicare supplemental insurance. Thus, the number of participants has significantly declined.

Expenditures

The total budget for 2023 is \$4,849,505 (including fund balance carry forward “Miscellaneous Expense” of \$400,000). This is an increase of \$38,916 or .8% from the 2022 adopted budget of \$4,888,421 (including fund balance carry forward).

The “miscellaneous expense” of \$400,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2024, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL’s combined percentage is 7.6%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2023 as in 2022.
- Kansas Public Employees Retirement System (KPERS) – The 2023 employer rate will be 8.43% compared to 8.90% in 2022. The rate for death and disability insurance benefits will continue at 1.0%. The net decrease in KPERS rates for 2023 is .47%.
- KPERS Working After Retirement - The 2018 Kansas Legislature passed a bill that impacts those employees working after retirement (WAR). The Library currently has no WAR employees. The intent of the legislative changes is to simplify the rate and earnings limit structures for KPERS retirees who return to work for the same or a different KPERS employer but retain some punitive costs for employers. Employees will no longer be subject to the \$25,000 earnings limit cap and will continue to not pay into the plan. Instead, employers will now pay rates of 8.43% on all wages up to \$25,000 and 30% on all wages over \$25,000.
- Workers Compensation Insurance – Ratings continue to be low and no increase is expected in 2023.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and has been budgeted at 1.01% of gross wages, which is the same as 2022.
- Health/Dental Insurance – Rates are projected to increase due to the most recent claims experience review by the current insurance provider. The actual rates will not be known until September or October. Both plans were offered for competitive bid for the 2016 plan year. This resulted in staying with the current medical provider at nearly flat rates and a 25% decrease in dental rates. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 56.5% of eligible employees enrolling in the qualified high-deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.
- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$26,273 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

State Aid Fund (Page 8)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. This amount has been flat since 2019. However, the budget is estimated at a maximum amount to set sufficient budget authority (\$52,000) without the need for a later budget amendment. Actual 2023 revenues are expected to be about the same as those received in 2022 based on recent trends. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2023, this will be a Special Projects line item.

Non-Budgeted Funds (Page 9)

Only the actual revenues and expenditures for 2021 are required to be reported.

- (1) Capital Improvement Fund:** A special accruing fund established under K.S.A. 12-1268 which provides for an amount, not to exceed 20% of any annual General Fund budget prepared, published and approved by the Board of Trustees, to be set aside in a special fund for major capital improvements or major equipment purchases. A cash transfer is budgeted in 2023 from the General Fund to the Capital Improvement Fund. Some infrastructure projects on the Facilities Master Plan may be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.
- (2) Other Special Revenue:** Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.
- (3) Permanent Funds:** Endowment funds under which TSCPL can spend the interest received on the funds but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library instead of the Library Foundation. One permanent fund that had been previously reported on the Library's financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library's reporting.

Budget Summary (Page 10) and Certificate (Page 1)

These documents establish the maximum expenditure authority for the budgeted funds for 2023. Only estimated mill levy rates are presented. The TSCPL Board of Trustees sets the budgeted expenditures but does not establish the actual mill levy rates. The actual tax rates will be determined by the County Clerk based on a Revenue Neutral Rate formula which includes the total assessed valuation as of July 1 for the TSCPL District and the amount of ad valorem tax generated.

Allocation of MV, RV, 16/20M, Commercial Vehicle and Watercraft Tax Estimates (page 2) and 2023 Neighborhood Revitalization Rebate (page 11)

These pages simply provide an allocation between the three taxing funds of revenue estimates and revenue reduction estimates (rebates) provided by Shawnee County.

What does the TSCPL 2023 budget proposal mean to a residential taxpayer in Shawnee County?

The following table displays the annual cost of the TSCPL total mill levy of 8.885 for property at various values. The formula is provided so that property taxes in support of TSCPL can be calculated based on specific property values.

**Total Assessed Valuation for 2023 Budget Purposes per the Shawnee County Clerk:
\$1,976,997,882 (value of one mill = \$1,976,998)**

Impact of Mill Levy on Residential Properties**

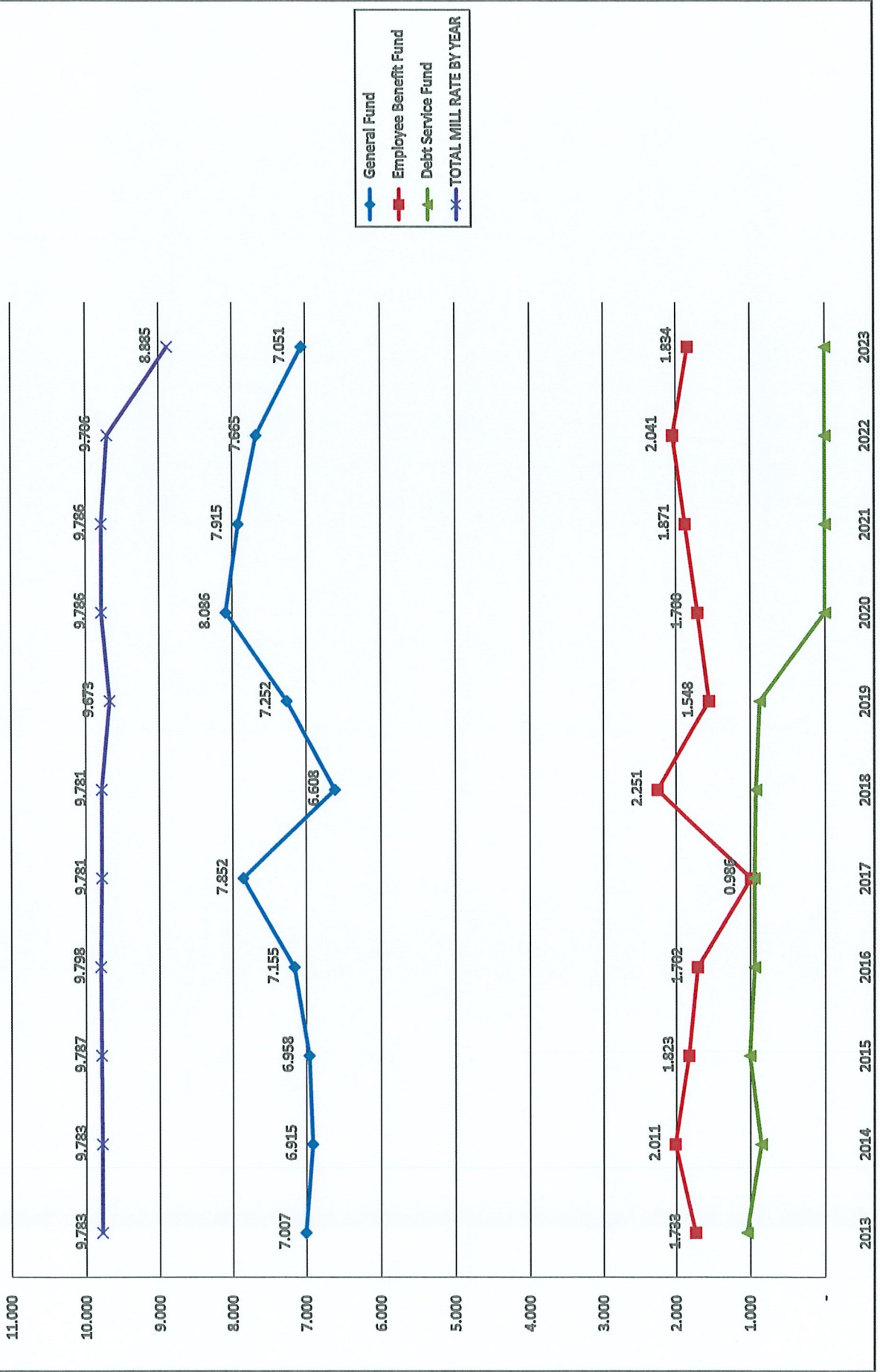
		\$50,000	\$100,000	\$200,000	\$300,000
8.885	Total Proposed Mill	\$51.09	\$102.18	\$204.36	\$306.53
Formulas:					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

** Residential properties are assessed at 11.5% of value pursuant to K.S.A. 79-1439(b)(1)(A). Commercial, industrial, railroad and improved ag land properties are assessed at 25% of value pursuant to K.S.A. 79-1439(b)(1)(F).

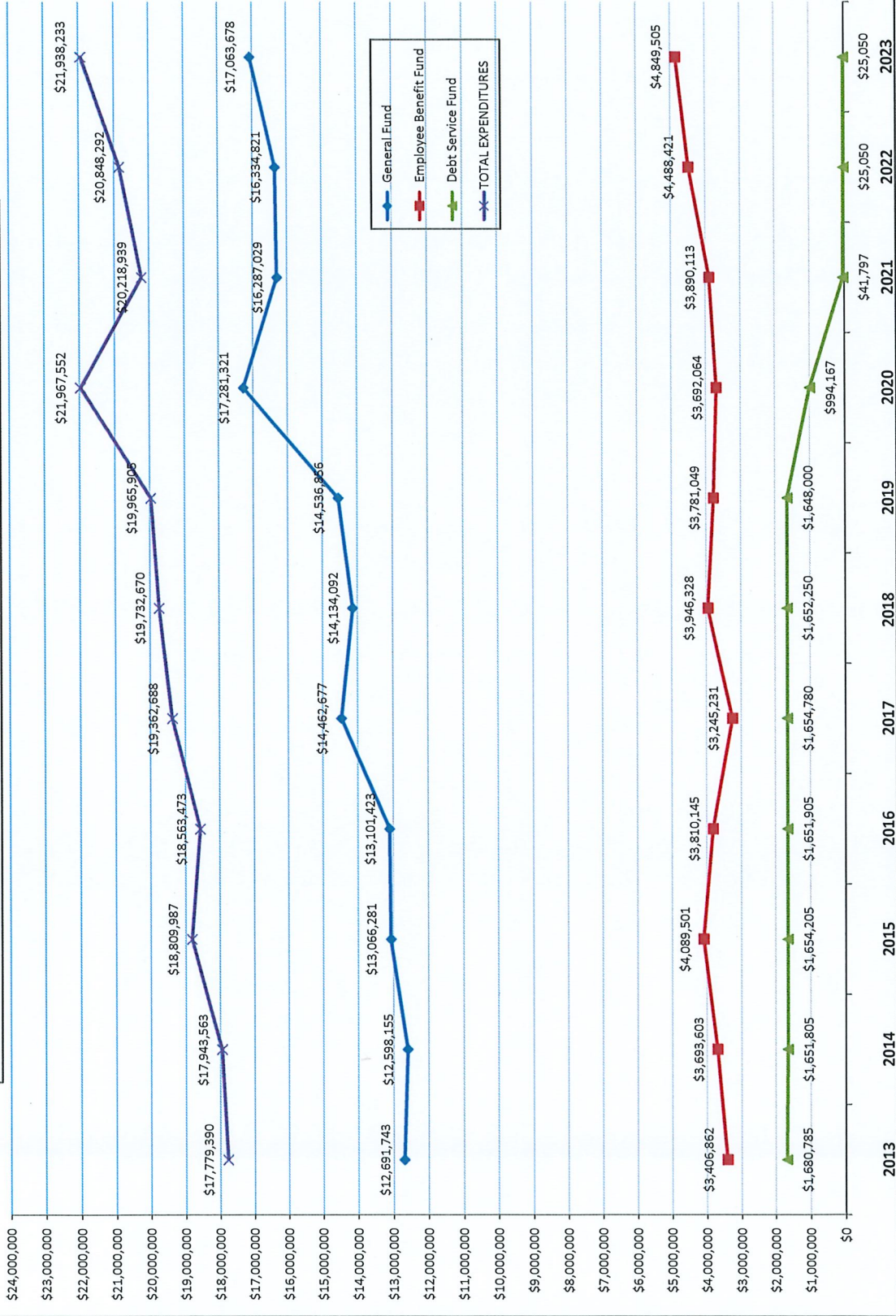
Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2023 Proposed Budget
- Schedule B - Graph of TSCPL Expenditures – 10-year Retrospective and 2023 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E - Funding Matrices for 2023 for Facilities Master Plan projects

TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2023 Budget - Schedule A



TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2023 Budget - Schedule B



**Topeka and Shawnee County Public Library
Key to 2022 and 2023 Budget Comparison
2023 Budget - Public Hearing - August 25, 2022**

Has the amount of tax requested increased or decreased? *Increased;*

1 - Actual Tax Rate 2022	9.706	
2 - Estimated Tax Rate 2023	8.885	<i>RNR is 8.811</i>
Net Change	-0.821	

Ad valorem tax dollars by year.

3 - Total Amount of 2022 (2023) Budget Ad Valorem Tax	\$ 17,565,783
4 - Total Tax Levied 2022	\$ 17,421,034
Total Increase in Annual Ad Valorem Tax Revenues	\$ 144,749

Did the Library ask for this additional revenue? *Yes*

7 - Assessed Valuation - 2023	\$ 1,976,997,882
8 - Assessed Valuation - 2022 (final)	\$ 1,800,830,703
Total Increase in Assessed Valuation	\$ 176,167,179
Increased Value of One Mill	\$ 176,167
Increased Revenues based on Budgeted Valuation	\$ 1,565,244
Reduction in Revenues due to Statutory Computation of Maximum Tax*	\$ -
Decrease due to Final Valuation & Setting of 2022 Mill Levy by Cty Clerk	\$ (1,420,495)
Increased Revenues When RNR is Increased	\$ 144,749

Why does the Library need an over \$20 million budget and why did it increase over 2022?

5 - Net Expenditures 2022	\$ 20,077,317
Add Back Revisions to 2022 Estimates for 2023 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ -
General Fund estimated cost decreases - net	\$ 70,218
Employee Benefit Fund - 2022 health plan cost decrease	\$ 250,000
Employee Benefit Fund - 2022 SUTA increase	\$ (75,000)
Debt Service Fund estimated cost decreases - net	\$ -
State Aid Reduction to Actual	\$ 2,707
Original 2022 Expenditure Authority - excluding cash carry forward and transfers	\$ 20,325,242
6 - Net Expenditures 2023	\$ 23,015,184
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	\$ (400,000)
2023 Actual Authority for Expenditures	\$ 20,965,184
Actual Increased Expenditure Authority in 2023	\$ 639,942
% Increase in Expenditure Authority in 2023*	3.15%
Actual Increased Taxes due to Increased RNR	\$ 144,749
% Increase in Ad Valorem Tax Revenues in 2023*	0.83%

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
Topoka and Shawnee County Public Library
Shawnee County

will meet on August 25, 2022 at 5:00 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate. Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2023 Expenditures and Amount of Current Year Estimate for 2022 Ad Valorem Tax establish the maximum limits of the 2023 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for	Amount of 2022 Ad Valorem	Proposed Estimated Tax
General	14,987,152	7.915	16,264,603	7.665	18,713,678	13,939,037	7.051
Debt Service	32,022		7,050		25,050		
Employee Benefits	3,295,046	1.871	4,313,421	2.041	5,249,505	3,626,746	1.834
State Aid	49,170		49,293		52,000		
Non-Budgeted Funds	218,842						
Totals	18,582,232	9.786	20,634,367	9.706	24,040,233	17,565,783	8.885
<i>Revenue Neutral Rate **</i>				1		3	8.811
Less: Transfers	1,782,022		557,050		1,025,050		
Net Expenditures	16,800,210		20,077,317	5	23,015,183	6	
Total Tax Levied	16,961,565		17,421,034	4	xxxxxxxxxxxx		
Assessed Valuation	1,731,805,649		1,800,830,703		1,976,997,882		
			8		7		

2

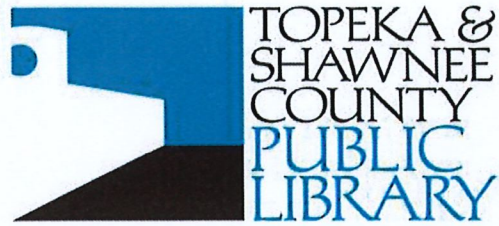
Outstanding Indebtedness,

	2020	2021	2022
Jan 1,			
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Joan Hicks
Secretary



Revenue Source Definitions

Ad Valorem Property Tax – Tax on all taxable tangible property in Shawnee County, excluding the Townships of Rossville and Silver Lake. The amount approved by the Library’s Board of Trustees to fund the budget is converted to mills by the County Clerk when final property valuations are known (end of October).

Delinquent Tax – Taxes unpaid after the date when the penalty for non-payment begins. These are not budgeted because collection is uncertain.

Motor Vehicle Tax – Tax is based on the value of the vehicle and the previous year’s county-wide average levy. It is paid when the vehicle is registered.

Recreational Vehicle (RV) Tax – Tax is assessed by weight of the RV, rather than the value of the RV, and is paid when the RV is registered. It is based on the levies in the previous year’s budget.

16/20 Vehicle Tax – Tax is assessed like the motor vehicle tax when light trucks with a weight of 16,000 to 20,000 pounds are registered. The tax is collected like an ad valorem tax, in December and June.

In Lieu of Tax – Tax received from businesses that have issued industrial revenue bonds. These businesses do not pay taxes, but may be assessed an in lieu of tax amount to help pay for services.

Watercraft Assessments – K.S.A 79-5501 was amended by 2014 House Bill 2422, effective January 1, 2014, to change the calculation on watercraft to be based on the county average tax rate rather than being assessed like other personal property in the taxpayer’s taxing unit. Because these are not specifically based on the Library’s mill levy, they are budgeted based on estimates provided by the County. However, when collected and distributed to the taxing authorities, they are not separately identified and are paid with the ad valorem tax. Thus, it appears that this line item is always 100% under-budget.

Commercial Vehicle Fees – Collection of these fees began on January 1, 2014.

Slider – This has been phased out by the State of Kansas and is no longer a revenue source. Previously, it represented reimbursement from the State due to the loss of tax revenue caused by machinery and tax exemptions passed in the 2006 legislative session.

Reimbursement Foundation, Friends and Shawnee County – The Topeka & Shawnee County Public Library (TSCPL) initially pays the salaries and fringe benefits for employees on loan to The Library Foundation and the Friends of the Library. Occasionally, other small amounts are paid on behalf of these organizations.

New in 2013 was the reimbursement for a technical position as a result of a partnership agreement with Shawnee County Parks and Recreation. This partnership provides computer training and access, as well as programming, in the community centers to best utilize computer facilities, equipment and instructors. This cost-effectively boosts service equity to TSCPL customers without the need to invest in “bricks and mortar.” This agreement ends November 2017, subject to a two year renewal by Shawnee County. However, no revenues after November 2017 have been budgeted since the future of this agreement is uncertain at budget time.

The revenues represent the reimbursement of the expected agreed-upon share for which these organizations are responsible.

Fees – TSCPL charges fees for a number of services or for non-compliance with library policies. These fees include: (1) overdue fees for materials not returned by the due date (auto-renewal was implemented in July 2016 which should significantly reduce overdue fees incurred; no-fees on materials for children and young adults was implemented in December 2016); (2) debt collection (recovery of cost to TSCPL for using an outside debt collection service for unpaid debts); (3) interlibrary loan mailing fees; (4) mailing fees for customer-requested items; (5) non-resident library card fees; (6) copies/printing and telephone usage fees (staff and customers); (7) obituary lookup fees; (8) meeting room and/or equipment usage fees; (9) vending machine income and from the purchase of supplies such as headphones and flash drives by customers; (10) charges for lost and damaged materials; and (11) fees for tax forms.

E-rate Reimbursement – A federal program in which 50% to 90% of approved, actual costs paid by TSCPL for internet, wireless and telephone services, as well as some types of communications equipment, are reimbursed.

Miscellaneous – Up to \$5,000 of annual revenues not categorized elsewhere. Due to the infrequency of receipt or small dollar amount per transaction, it is more efficient to lump them in one miscellaneous category.

Investment Income – Interest on invested idle funds not immediately needed for cash flow to pay operating expenditures.

Neighborhood Revitalization Rebates – Neighborhood revitalization districts may qualify for property tax rebates based only on the valuation of new improvements to the property. In past budgets, the rebates were budgeted as expenditures and increased the expenditure authority. However, since the rebates represent the ad valorem property tax that TSCPL will not receive, the reporting was changed to the acceptable alternative reporting method as a revenue reduction, beginning with the 2013 budget.

Facilities Master Plan

PROJECT TASKS	EST COST	FUNDING SOURCES				TOTAL FUNDING
		GENERAL	FRIENDS	FOUNDATION	STATE AID	
Wing Redo	\$750,000.00	\$750,000.00				
Wayfinding / signage update (part 2)	\$100,000.00	\$100,000.00				
Staff Spaces	\$100,000.00	\$100,000.00				
Comprehensive review of ILS market?						
Begin surveying marketplace for self-check replacement in 2024						
Studio space in The Edge????	\$400,000.00	\$400,000.00				
Staff parking lot resurfacing? (2022?)						
Repair / replace select window, doors and atrium framing (A4)	\$22,500.00	\$22,500.00				
Arc Fees Dock	\$10,000.00	\$10,000.00				
Resurface dock drive	\$220,000.00	\$220,000.00				
Arc Fees Wings	\$100,000.00	\$100,000.00				
Subtotal	\$1,702,500.00	\$1,702,500.00	\$0.00	\$0.00	\$0.00	\$1,702,500.00
Budget						\$0.00
Remaining		-\$1,702,500.00	\$0.00	\$0.00	\$0.00	-\$1,702,500.00

2022														2022	Annual %	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2021 YTD	Change	
CIRCULATION*																
Main Library																
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460	2,475	2,498						21,937	164,543	-86.7%	
Circulation Desk & Renewals	32,550	31,004	35,128	35,259	35,705	39,115	43,637						252,398	188,673	33.8%	
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062	1,215	1,181						8,198	7,636	7.4%	
Self-Check	41,180	38,566	45,070	41,170	44,467	52,500	53,593						316,546	184,972	71.1%	
Bookmobile																
TSCPL@Home	5,097	4,732	5,672	5,335	4,553	5,640	6,216						37,245	10,851	243.2%	
	3,836	2,420	3,103	2,853	3,049	3,034	2,710						21,005	31,258	-32.8%	
Red Carpet																
	5,656	4,769	5,396	5,137	5,090	5,276	5,036						36,360	39,602	-8.2%	
Digital Downloads																
	52,207	47,653	51,386	48,766	51,061	50,540	53,776						355,389	344,228	3.2%	
Library @ Work / Smartlocker	1,766	1,747	1,876	1,820	1,571	1,323	1,015						11,118	13,092	-15.1%	
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	161,118	169,662	0	0	0	0	0	1,060,196	984,855	7.6%	
* Includes first-time checkouts and renewals																
CIRCULATION DETAILS																
Print Material	60,257	56,195	65,520	62,277	64,332	75,415	79,136						463,132	409,009	13.2%	
Audio/Visual Material	29,324	27,162	30,046	28,089	28,568	29,964	32,069						205,222	184,711	11.1%	
Adult Materials	53,323	49,426	54,915	51,489	52,647	55,172	58,853						375,825	340,224	10.5%	
Children's Materials	27,312	25,810	31,781	30,322	31,101	40,209	42,097						228,632	188,425	21.3%	
Young Adult Materials	2,571	2,373	2,516	2,581	3,203	3,648	3,764						20,656	21,365	-3.3%	
Red Carpet Materials	6,357	5,713	6,316	5,936	5,903	6,319	6,467						43,011	43,706	-1.6%	
Net Promoter Score (NPS)																
Monthly NPS	89.8	94.1	100	94.1	90.2	90.7	93						92.5	80.5	14.9%	
Monthly # of Responses	49	51	29	17	41	86	86						359	548	-34.5%	
Current NPS	84.7	85.0	85.1	85.1	85.2	85.4	85.6						85.6	84.6	1.2%	
NEW Patrons																
Topeka / Shawnee County																
Adults	438	407	460	433	435	571	605						3,349	2,595	29.1%	
Children (ages 17 and under)	100	64	116	117	180	299	221						1,097	626	75.2%	
Red Carpet Outreach	9	3	10	7	6	6	12						53	60	-11.7%	
NEKL	81	63	71	55	105	128	87						590	405	45.7%	
Non-Resident	0	0	0	0	0	0	2						2	2	0.0%	
Total New Registrations	628	537	657	612	726	1,004	927	0	0	0	0	0	5,091	3,688	38.0%	
PATRONS DELETED																
	205	129	100	270	299	229	313						1,545	526	193.7%	
Cardholders																
Topeka / Shawnee County																
Adults	57,830	58,213	58,511	58,967	59,277	59,627	60,109						60,109	57,661	4.2%	
Children (age 0 - 17)	14,739	14,699	14,674	14,668	14,710	14,889	14,992						14,992	14,776	1.5%	
TSCPL @ School	25,587	25,585	25,666	25,665	25,664	25,665	25,663						25,663	25,587	0.3%	
Red Carpet Outreach	1,173	1,183	1,189	1,199	1,200	1,208	1,220						1,220	1,204	1.3%	
NEKL	8,467	8,538	8,544	8,555	8,683	8,837	8,923						8,923	8,242	8.3%	
Non-Resident	89	89	88	87	87	86	88						88	89	-1.1%	
Delinquent	101	101	98	97	98	96	94						94	97	-3.1%	
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	110,408	111,089	0	0	0	0	0	111,089	107,656	3.2%	
Active Cardholders (Savannah)																
Non-Student Cardholders			43,582	43,779	43,048	44,575	45,209									
Student Cardholders			11,100	7,522	7,651	7,601	7,617									
TOTAL ACTIVE CARDHOLDERS			54,682	51,301	51,059	52,188	52,838									

	2022												2021 YTD	Change 20 TO 21%			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
Unique Borrowers																	
Physical	6,621	6,309	5,489	7,055	6,950	8,168	8,136										
Digital	8,453	8,190	7,813	8,114	8,296	8,373	8,825										
Both	1,261	1,100	954	1,242	1,216	1,446	1,483										
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348	13,927	14,035	15,095	15,478										
Holds Satisfied	16,395	14,270	15,142	13,579	13,912	14,812	14,886								102,996	132,684	-22.4%
TOTAL CHECK-IN	56,230	50,711	59,499	56,255	58,059	63,539	67,169								411,462	330,106	24.6%
COLLECTION																	
Materials Added	3,481	2,749	3,795	2,769	3,357	4,256	3,482								23,889	21,716	10.0%
Materials Discarded	2,690	3,558	5,018	2,793	2,525	10,019	4,358								30,961	32,855	-5.8%
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085	364,322	363,446								363,446	370,518	-1.9%
WEBSITE																	
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153	40,404	36,867	34,863								256,527	208,910	22.8%
tscpl.org Total Visits	55,438	54,386	59,446	53,240	60,432	57,716	55,190								395,848	348,076	13.7%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418	16,413	17,444	28,905								131,323	108,999	20.5%
catalog.tscpl Total Visits	39,879	37,983	39,872	34,252	37,924	39,558	52,215								281,683	275,061	2.4%
NOTARY SERVICE	151	147	139	162	152	89	94								934	672	39.0%
REFERENCE QUESTIONS																	
Public Services	9,205	8,295	9,520	8,744	9,123	9,868	10,803								65,558	28,510	129.9%
Media	3,599	3,157	3,869	3,760	3,919	4,613	4,692								27,609	3,199	763.1%
Call Center	4,288	3,856	4,420	3,846	3,890	4,015	4,632								28,947	21,703	33.4%
Stacks/Team RM	352	475	453	435	466	269	411								2,861	610	369.0%
Topeka Room	168	242	269	198	302	295	409								1,883	320	488.4%
Gallery	353	251	143	161	139	273	260								1,580	434	264.1%
LibAnswers	445	314	366	344	407	403	399								2,678	2,244	19.3%
Plaza**															0	0	N/A
Youth Services	1,399	1,523	2,256	1,837	2,253	4,381	4,330								17,979	0	N/A
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	10,581	11,376	14,249	15,133	0	0	0	0	0	0	0	83,537	28,510	193.0%
GATE COUNT	23,639	22,541	27,806	25,723	26,680	32,548	34,561								193,498	111,210	74.0%
MEETING ROOMS																	
Meeting Room Bookings	317	349	472	438	425	440	421								2,862	1,356	111.1%
Team Room Bookings	772	842	949	970	837	856	826								6,052	205	2852.2%
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102	3,290	3,880	3,463								20,631	8,216	151.1%
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817	3,419	3,361								23,272	5,038	361.9%
LEARN & PLAY BUS VISITS	50	47	95	120	73	113	135								633	0	N/A
PROGRAM ATTENDANCE																	
Adult - General	1,241	631	881	3,446	1,155	2,075	1,691								11,120	11,713	-5.1%
Kids - Early Learners	286	237	658	1,342	520	1,923	1,071								6,037	10,033	-39.8%
Kids - Elementary	431	563	603	1,259	645	2,138	1,091								6,730	3,487	93.0%
Teens	360	377	504	1,114	333	1,345	706								4,739	2,495	89.9%
Unknown	0	0	0	0	0	0	0								0	1,400	-100.0%
Outreach	0	0	83	193	657	112	0								1,045	5,118	-79.6%
TOTAL ATTENDANCE	2,318	1,808	2,729	7,354	3,310	7,593	4,559	0	0	0	0	0	0	0	29,671	34,246	-13.4%
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744	5,510	4,981								16,063	14,093	14.0%
COMPUTER USE																	
MIFI Hotspot Data Usage (TB)	0.36896	1.04	1.06	1.06	1.15	1.17	1.13								6.97896	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706	6,960	8,473	8,513								49,055	36,090	35.9%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52	0:52:48	0:53:12	0:50:59								0:50:50	0:42:05	20.8%
Total Computer Hours	4,585	4,231	5,849	6,022	6,126	7,514	7,234								41,561	25,312	64.2%
Wireless Sessions	20,362	18,191	23,912	25,822	26,469	30,192	33,122								178,070	64,297	176.9%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00	0:13:00	0:12:00	0:12:00								0:13:51	0:12:19	12.5%
Total Wireless Hours	4,960	4,844	6,015	6,382	5,760	6,368	6,777								41,106	13,190	211.6%
	2022												2022	2021	Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%		
TOTAL HOURS	9,545	9,075	11,864	12,404	11,886	13,882	14,011	0	0	0	0	0	82,667	38,502	114.7%		

DOLLY PARTON ENROLLMENT	5,835	5,772	5,780	5,738	5,687	5,658							5,658	5,837	-3.1%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811						90,923	81,329	11.8%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	16,089	17,250						109,106	98,747	10.5%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683						153,119	125,434	22.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391						40,475	32,436	24.8%
Magazines	875	791	923	783	953	863	796						5,984	6,287	-4.8%
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397						42,430	43,048	-1.4%
RC Realia	106	72	83	90	58	102	70						581	658	-11.7%
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738						20,514	21,070	-2.6%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332	75,415	79,136						463,132	409,009	13.2%
Audio / Visual Material															
MIFI Hotspots	18	35	38	38	46	31	24						230	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958						13,406	14,233	-5.8%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308						15,628	15,272	2.3%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730						140,778	124,356	13.2%
Juvenile Audiobooks	262	243	337	273	290	351	390						2,146	1,786	20.2%
Juvenile Music	204	151	191	187	219	285	280						1,517	1,346	12.7%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353						31,375	27,423	14.4%
YA AV	15	12	33	16	25	15	26						142	295	-51.9%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568	29,964	32,069						204,992	184,711	11.0%
Adult Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811						90,923	81,329	11.8%
Magazines	875	791	923	783	953	863	796						5,984	6,287	-4.8%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958						13,406	14,233	-5.8%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308						15,628	15,272	2.3%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730						140,778	124,356	13.2%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647	55,172	58,853						375,825	340,224	10.5%
Juvenile Material															
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683						153,119	125,434	22.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391						40,475	32,436	24.8%
Juvenile Audiobooks	262	243	337	273	290	351	390						2,146	1,786	20.2%
Juvenile Music	204	151	191	187	219	285	280						1,517	1,346	12.7%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353						31,375	27,423	14.4%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101	40,209	42,097						228,632	188,425	21.3%
Red Carpet Material															
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397						42,430	43,048	-1.4%
RC Realia	106	72	83	90	58	102	70						581	658	-11.7%
RED CARPET CIRCULATION	6,357	5,713	6,316	5,936	5,903	6,319	6,467						43,011	43,706	-1.6%
Young Adult Material															
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738						20,514	21,070	-2.6%
YA AV	15	12	33	16	25	15	26						142	295	-51.9%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	2,581	3,203	3,648	3,764						20,656	21,365	-3.3%
Overdrive	35,891	32,773	35,581	33,380	35,139	35,527	38,048						246,339	238,367	3.3%
Hoopla	15,010	13,681	14,473	14,183	14,822	13,790	14,502						100,461	95,822	4.8%
Flipster	1,306	1,199	1,332	1,203	1,100	1,223	1,226						8,589	10,039	-14.4%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061	50,540	53,776						355,389	344,228	3.2%
Adult ebook Fiction	18,220	16,697	17,594	16,487	17,413	17,336	19,033						122,780	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337	3,574	3,617	3,694						25,340	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804	18,529	18,726	19,940						128,033	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475	1,619	1,441	1,471						11,216	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286	251	209						1,738	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814	1,918	1,903	2,016						13,387	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272	1,281	1,410	1,402						9,061	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22	30	32						197	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225	1,232	1,284	1,327						8,505	n/a	n/a
DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415	43,713	45,874	45,998	49,124						320,257	n/a	n/a

Value Calculator	2022												2022
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$1,077,443	\$1,267,384	\$1,331,780	\$0	\$0	\$0	\$0	\$0	\$7,771,516
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	\$4,315	\$3,980	\$0	\$0	\$0	\$0	\$0	\$29,920
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$22,540	\$23,480	\$0	\$0	\$0	\$0	\$0	\$155,520

DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$104,776	\$110,716	\$118,788	\$0	\$0	\$0	\$0	\$0	\$757,760
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$890	\$940	\$0	\$0	\$0	\$0	\$0	\$9,340
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$74,067	\$79,632	\$99,743	\$105,931	\$0	\$0	\$0	\$0	\$0	\$584,759
Programming (\$10)	\$23,180	\$18,080	\$27,290	\$73,540	\$33,100	\$75,930	\$45,590	\$0	\$0	\$0	\$0	\$0	\$296,710
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$13,080	\$13,160	\$11,460	\$10,580	\$7,440	\$55,100	\$49,810	\$0	\$0	\$0	\$0	\$0	\$160,630
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$148,848	\$142,632	\$166,584	\$168,132	\$0	\$0	\$0	\$0	\$0	\$992,004
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$1,483,080	\$1,474,591	\$1,803,205	\$1,848,435	\$4	\$5	\$6	\$6	\$7	\$10,758,200