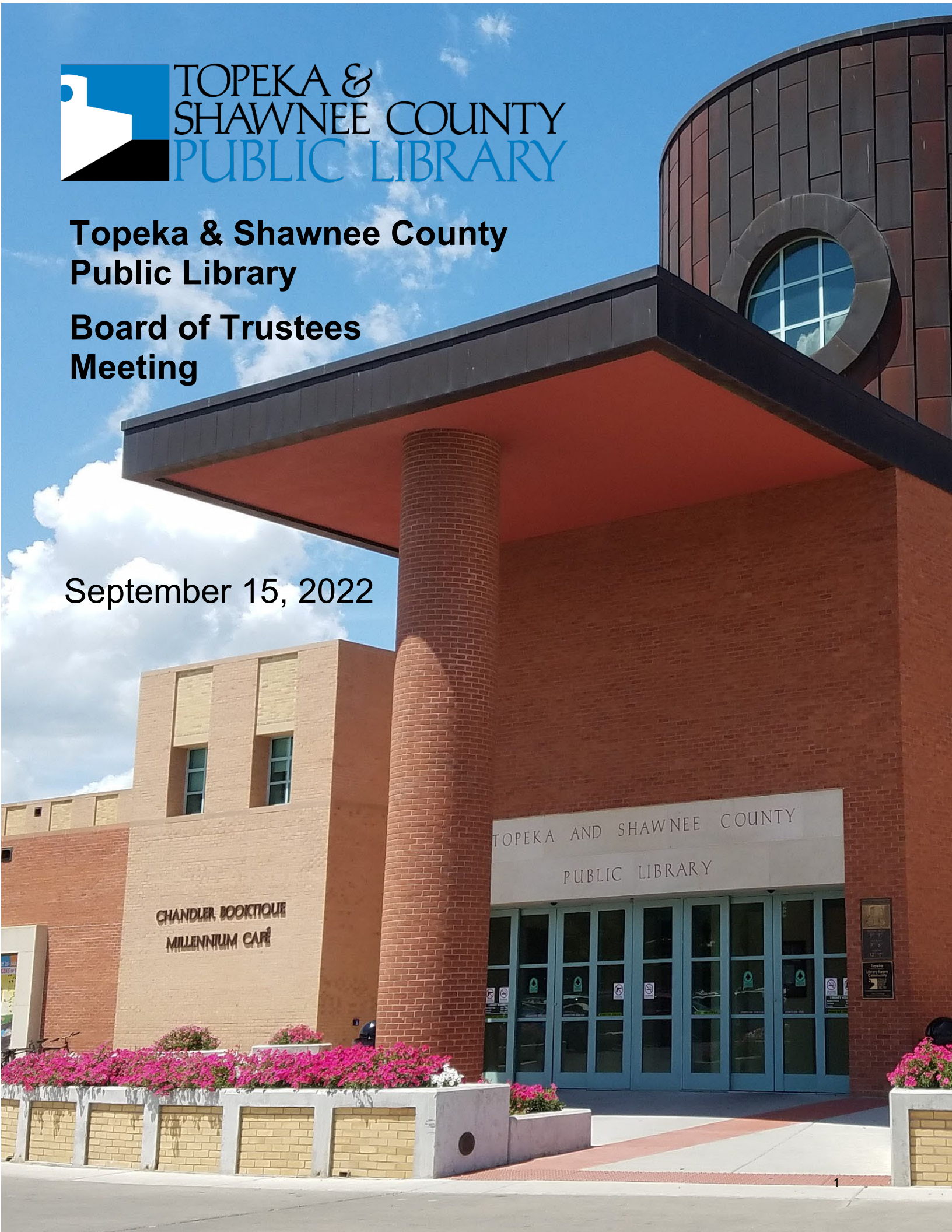


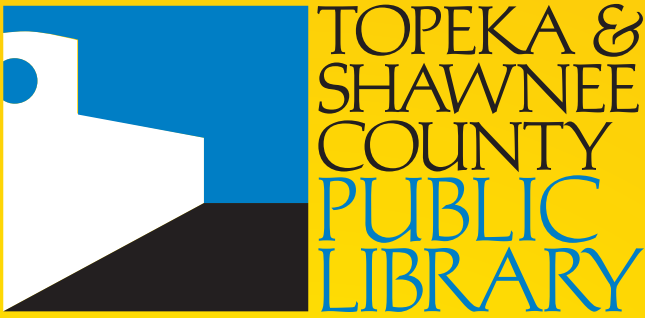


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

September 15, 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

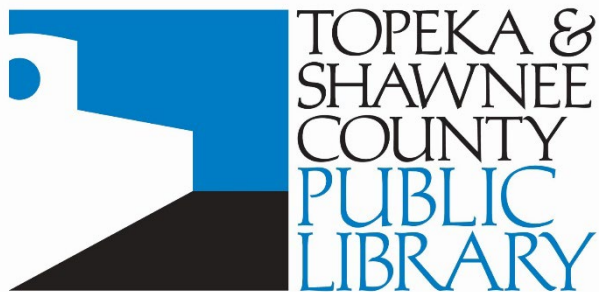
We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Agenda
Board of Trustees 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

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of August 25, 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 – Jim Ramos

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- September 6, 2022, Meeting Minutes Board of Trustees Executive Committee

Chief Executive Officer Report – Marie Pyko pg. 26

Chief of Staff Report – Thad Hartman pg. 31

- Presentation by Statistical Research Analyst Robert Soria
- Presentation of Wayfinding Phase 1 project

New Business

- **Bid for Movies and Music Lounge Renovations pg. 43**
- **Bid for Movies and Music Lounge Furniture Package A pg. 47**

Executive Session

Adjournment

Public Comment

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

Next Meeting

October 20, 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, Jennifer Miller, Hannah Uhrig, Liz Post, Beth Dobler

Board Members Absent

Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 25, 2022, in the Marvin Auditorium 101C of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 5:03 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

Liz Post shared a trustee advocacy story. Post shared she liked that the signage in the rotunda points to the new Level 2 Tech Center. She attended the ribbon cutting and said it went smooth and she had fun. Post enjoys the flowers in the planters in the front of the building.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Liz Post, the July 21, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube had no further additions to her report.

Financial Reports

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

On a motion by Peg Dunlap and seconded by Liz Post, the Treasurer's Financial Report for July 2022 was accepted.

Motion passed unanimously.

Strategic Planning Steering Committee

Beth Dobler gave the report on behalf of the Strategic Planning Steering Committee. She shared that the committee discussed criteria they are looking for in a leader for the strategic plan. The committee put forth that criteria with an RFQ that went out on August 5, 2022 and proposals are due September 2, 2022. So far four potential leaders have asked questions but the group has not received any formal applications. Applicants will be screened using the criteria created by the committee and then a decision will be made on who to interview. The committee hopes to have a short list for interviews next month. The plan is to hold those interviews the last week or two in September and select a successful candidate in October.

Board Chair Report

Chair Jim Edwards reported the Executive Committee met via Zoom on August 8, 2022.

On a motion by Peg Dunlap, seconded by Joan Hicks, the August 8, 2022, Meeting Minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that Erin Aldridge's last day is Friday August 26, 2022. Pyko is currently working with a recruitment agency to fill that vacancy.

Pyko shared that there are a number of wonderful opportunities with the Level 2 Tech Center. The sneak peeks tours and the ribbon cutting went well. Treasurer Lynn Rogers visited and took a tour of the Level 2 Tech Center. Pyko wished to thank Facilities, Chris Cain, David King and the Digital Services team who made this opening go seamlessly. She also thanked staff who are planners and schedulers, and those working in the center, specifically Debbie Stanton and Todd Smith.

Pyko shared the installation of a new Smartlocker at the Oakland Community Center and another Smartlocker is in the MOU phase going into Fairlawn Plaza. This Smartlocker should be installed within the next month or so.

Shawn Leisinger reported he likes to see the Facebook posts of who works at the library and what they do.

Chief of Staff Report

Chief of Staff Thad Hartman shared a few things he's noticed and heard. People going on tours in the Level 2 Tech Center have been offering to volunteer in that space. The public is impressed and wants to be involved. The opening of the Level 2 Tech Center has alleviated some chaos in what was the New Media area. Librarians on the floor are surprised how many more questions they get about DVDs and books than they have before.

Hartman highlighted the planters in front of the building are filled by Blessings of Nature out of Ozawkie, KS and library staffer Trevor Worthington takes care of the plants.

New Business

Bid for Audio-Visual Upgrade

On a motion by Beth Dobler, seconded by Liz Post, it was resolved that the Topeka and Shawnee County Public Library, Board of Trustees approves the bid by Cytek Media Systems of Topeka, KS 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.

Motion passed unanimously.

Recess into Revenue Neutral Rate (RNR) Hearing

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the board recessed at 5:22 pm.

Motion passed unanimously.

Call to Order

Board Chair Jim Edwards opened the Revenue Neutral Rate (RNR) Hearing and called the meeting to order at 5:22 pm. There was no one signed in for public comment and the public comment session was closed.

Chair Jim Edwards called on Chief Financial Officer Kim Strube to present a review of the FY2023 RNR. There were no questions for Strube.

At 5:24 pm the RNR Hearing was adjourned, and Chair Jim Edwards reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

Reconvene to Board of Trustees Meeting

On a motion by Peg Dunlap, seconded by Beth Dobler, the board reconvened to the regular Board of Trustees Meeting at 5:24 pm.

Motion passed unanimously.

New Business

Approval of the FY2023 Revenue Neutral Rate Increase

On a motion by Shawn Leisinger, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the levy of property tax rate exceeding the RNR for the FY2023 operating budgets. A roll call vote was taken.

Board of Trustee Member	Yes	No	No Vote
Beth Dobler	X		
Peg Dunlap	X		
Jim Edwards	X		
Joan Hicks	X		
Shawn Leisinger	X		
Jennifer Miller	X		
Liz Post	X		
Jim Ramos (absent)			X

Hannah Uhrig	X		
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Motion passed unanimously.

Recess to Public Budget Hearing

On a motion by Shawn Leisinger, seconded by Liz Post, the board recessed at 5:28 pm.

Call to Order

Board Chair Jim Edwards opened the Public Budget Hearing and called the meeting to order at 5:28 pm.

Chair Jim Edwards called on Chief Financial Officer Kim Strube to present a review of the FY2023 Budget. There were no questions for Strube. Board Chair Jim Edwards recognized one member of the community who addressed the Board of Trustees during the Public Hearing of the FY2023 Budget.

At 5:40 pm the Public Budget Hearing was adjourned, and Jim Edwards reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

Reconvene to Board of Trustees Meeting

On a motion by Shawn Leisinger, seconded by Liz Post, the board reconvened to the regular Board of Trustees Meeting at 5:43 pm.

Motion passed unanimously.

New Business

Adoption of FY2023 Operating Budgets

On a motion by Peg Dunlap, seconded by Joan Hicks, it was 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.

Motion passed unanimously.

Adjournment

On a motion by Liz Post, seconded by Hannah Uhrig, the meeting was adjourned at 5:45 pm.

Next Meeting

September 15, 2022

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 853 1930 6913 | Passcode: 875701

*Subject to change without notice

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 60% of the approved budget has been expended/encumbered. This compares to 2021 in which 91% of the budgeted revenue had been received and 54% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 60% of the approved budget has been expended/encumbered. This compares to 2021 in which 92% of the budgeted revenue had been received and 59% 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 \$4,686,934.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual elevator service agreement	\$15,420.00	TK Elevator Corporation
Approved operating budget	Annual software renewal and support for Comprise	\$25,685.90	Comprise Technologies, Inc.
Approved operating budget	Lib Answers and Lib Cal maintenance and support agreement	\$10,848.00	Springshare LLC
Approved operating budget	Return shipping expense for the Resilience exhibit	\$7,000.00	Mid-America Arts Alliance
Paid from non-budgeted funds	Fee to co-sponsor DEI Summit Keynote speaker	\$6,500.00	Greater Topeka Partnership
Library Materials	Ancestry Library Online	\$7,994.41	Proquest LLC
Library Materials	Juvenile fiction and non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult non-fiction	\$6,500.00	Ingram Library Services
Library Materials	Adult fiction	\$6,000.00	Ingram Library Services
Library Materials	Hoopla usage	\$29,800.95	
Library Materials	Annual license renewal for Treehouse online	\$12,375.00	Treehouse Island, Inc.
Library Materials	Juvenile fiction and non-fiction	\$5,500.00	Ingram Library Services

Other Items:

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) and (2) electronically filed the adopted budget with the County Clerk by the statutorily set due date of October 1st. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

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

8/31/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 14,114,711.45	\$ 9,217,632.15	\$ 9,863,174.63
Employee Benefits	1,405,524.62	3,747,775.96	2,353,102.53	\$ 2,800,198.05
Capital Improvement	4,677,506.88	9,426.90	-	\$ 4,686,933.78
Bond & Interest	-	2,692.58	-	\$ 2,692.58
<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	16,933.66	\$ 7,910.37
Other Special Revenue	554,736.57	42,352.57	163,297.77	\$ 433,791.37
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 17,993,024.94</u>	<u>\$ 11,831,011.35</u>	<u>\$ 18,112,927.89</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 725,719.69
Restricted Funds-CoreFirst Bank-Checking	440,689.52
Capital Improvement Fund-Community National Bank-Money Market Account	4,686,933.78
Cash on Hand	2,613.34
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	12,037,743.37
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Certificate of Deposit	-
	<u>\$ 18,193,728.48</u>
Less Pending Claims (invoices posted, but not paid until next month)	25,106.68
Less Deferred Revenue (SAM account payments)	7,080.91
Less Payroll Deduction and Employer Benefit Liabilities	2,569.53
Less Outstanding Checks	46,043.47
	<u>\$ 18,112,927.89</u>

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

8/31/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 14,114,711.45	\$ 854,119.69	\$ 8,363,512.46	\$ 9,863,174.63	\$ 1,384,049.68	\$ 8,479,124.95
Employee Benefit Fund	1,405,524.62	3,747,775.96	531.00	2,352,571.53	2,800,198.05	15,284.50	2,784,913.55
Capital Improvement Fund	4,677,506.88	9,426.90	-	-	4,686,933.78	-	4,686,933.78
Bond & Interest Fund	-	2,692.58	-	-	2,692.58	-	2,692.58
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,170.44	49,293.13	49,170.44	30,874.80	18,418.33	18,418.33	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	800.00	25.00	-	25.00
Library Services & Technology Ac	24,000.00	-	-	16,133.66	7,866.34	7,866.34	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	21.95	-	-	10,669.93	-	10,669.93
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,049.12	(2,049.12)	1.65	(2,050.77)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.08	-	-	31.37	-	31.37
Friends	106,947.21	147.78	6,461.00	33,435.78	67,198.21	3,940.92	63,257.29
Fun Committee	4,227.14	951.90	-	30.00	5,149.04	30.00	5,119.04
Gallery Competitions/Exhibits	36,384.15	74.96	-	-	36,459.11	-	36,459.11
Gifts/Memorials (Undesignated)	349,198.19	21,524.18	77,871.34	31,455.72	261,395.31	17,448.36	243,946.95
Hathaway Trust - Library Materials	2,986.83	1,454.33	73.96	1,875.15	2,492.05	732.01	1,760.04
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	898.07	23.47	1,250.51	5,369.98	(23.47)	5,393.45
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	17,026.31	-	10,564.67	22,582.81	11,333.33	11,249.48
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	8.82	-	-	4,290.22	279.00	4,011.22
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	11.80	-	-	5,742.70	-	5,742.70
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.08	-	-	36.42	-	36.42
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	4.52	-	-	2,192.26	-	2,192.26
Youth Services	9,751.65	227.79	140.96	(1,933.91)	11,772.39	-	11,772.39
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
TOTALS	\$ 11,950,914.30	\$ 17,993,024.94	\$ 988,391.86	\$ 10,842,619.49	\$ 18,112,927.89	\$ 1,459,360.65	\$ 16,653,567.24

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

8/31/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2022</u>
				66.6%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 13,239,482.77	\$ (518,362.23)	96%
Revitalization Rebates	(144,572.00)	(142,158.19)	\$ 2,413.81	98%
Back Tax	-	159,009.42	\$ 159,009.42	N/A
Motor Vehicle Tax	1,540,929.00	561,862.66	\$ (979,066.34)	36%
Recreational Vehicle Tax	15,862.00	6,454.22	\$ (9,407.78)	41%
16/20 M Vehicle Tax	5,946.00	6,387.98	\$ 441.98	107%
In Lieu of Tax	20,114.00	42,796.50	\$ 22,682.50	213%
Watercraft Special Tax**	8,446.00	-	\$ (8,446.00)	0%
Commercial Vehicle Fees	51,476.00	48,302.38	\$ (3,173.62)	94%
E-Rate Reimbursement	19,902.00	19,462.38	\$ (439.62)	98%
Miscellaneous Revenue	3,000.00	15,927.27	\$ 12,927.27	531%
Miscellaneous Revenue - Recyclg	-	170.60	\$ 170.60	N/A
Salary Refunds-Foundation	97,463.00	59,578.01	\$ (37,884.99)	61%
Salary Refunds-Friends	32,157.00	28,999.48	\$ (3,157.52)	90%
Salary Refunds-Shawnee Cty	-	15,291.00	\$ 15,291.00	N/A
Vending Machines	2,000.00	830.91	\$ (1,169.09)	42%
Overdue Fees*	10,000.00	17,235.41	\$ 7,235.41	172%
Debt Collect	-	399.60	\$ 399.60	N/A
ILL Fees	100.00	110.42	\$ 10.42	110%
Mailing Fees	100.00	15.92	\$ (84.08)	16%
Non Resident Card Fee	300.00	85.00	\$ (215.00)	28%
Obituary Fees	-	350.00	\$ 350.00	N/A
Meeting Room Charges	-	925.00	\$ 925.00	N/A
Monday Market Fees	500.00	468.00	\$ (32.00)	94%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	32,724.71	\$ 30,724.71	1636%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
TOTALS	<u>\$ 17,984,820.00</u>	<u>\$ 14,114,711.45</u>	<u>\$ (1,333,906.55)</u>	91%

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

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

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

8/31/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					66.6%
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,138.37	\$ -	\$ 3,261.63	49%
Salaries-Facilities	706,922.00	390,800.99	-	316,121.01	55%
Salaries-Overtime	10,000.00	3,002.03	-	6,997.97	30%
Salaries-Security	281,754.00	184,363.06	-	97,390.94	65%
Salaries-Shelvers	65,154.00	18,045.91	-	47,108.09	28%
Salaries-Staff	7,821,156.00	4,692,956.80	-	3,128,199.20	60%
Conferences	157,000.00	55,089.99	26,656.19	75,253.82	52%
Staff Internal Dev/Trng - Web Based	15,000.00	885.50	882.62	13,231.88	12%
Staff Development & Training	15,000.00	3,343.39	-	11,656.61	22%
Mileage	9,100.00	777.01	6,373.00	1,949.99	79%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,963.82	-	536.18	79%
Materials-Periodicals	28,000.00	1,269.65	37.00	26,693.35	5%
Materials-Print/Non-Print <1 YR	661,000.00	320,461.28	-	340,538.72	48%
Materials-Print/Non-Print	1,228,000.00	725,298.17	122,719.75	379,982.08	69%
OPERATIONS:					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	48,425.35	45,574.65	11,805.00	89%
Contracted-Digital Services	538,078.00	435,644.43	39,007.48	63,426.09	88%
Contracted-Facilities	326,400.00	224,353.87	49,077.46	52,968.67	84%
Contracted-Equipment	51,100.00	33,809.82	21,820.08	(4,529.90)	109%
Contracted-Professional	304,400.00	129,979.78	51,089.30	123,330.92	59%
Contracted-E-Rate Services	1,791.00	1,681.21	-	109.79	94%
Digital Services Support	297,300.00	79,370.98	16,099.67	201,829.35	32%
Furniture/Equipment	91,465.00	1,366.20	-	90,098.80	1%
Insurance	56,000.00	59,313.00	-	(3,313.00)	106%
Marketing & Communication	47,500.00	25,617.49	7,122.69	14,759.82	69%
Memberships/Dues	30,900.00	17,648.60	2,730.00	10,521.40	66%
Miscellaneous	5,000.00	1,307.12	35.98	3,656.90	27%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	20,686.63	1,489.99	60,587.38	27%
Printing	114,300.00	5,219.24	2,938.07	106,142.69	7%
Programming	57,000.00	33,363.09	597.12	23,039.79	60%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	390,303.24	700,506.83	559,189.93	66%
Supplies-Facilities	98,000.00	40,554.04	41,767.89	15,678.07	84%
Supplies-Office/Library	89,600.00	40,246.98	9,219.96	40,133.06	55%
Supplies-Processing	45,000.00	13,940.73	2,915.00	28,144.27	37%
Telecommunications	99,100.00	39,039.29	24,843.45	35,217.26	64%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	212,553.61	143,190.63	18,799.76	95%
Utilities-Gas	67,626.00	42,734.20	8,994.69	15,897.11	76%
Utilities-Water/Sewage	35,700.00	14,731.89	14,967.12	6,000.99	83%
Vehicle-Gas	31,000.00	20,048.51	-	10,951.49	65%
Vehicle-Repair	50,500.00	30,064.71	30,244.12	(9,808.83)	119%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(37.52)	-	37.52	N/A
TOTALS	\$ 17,984,821.00	\$ 8,363,512.46	\$ 1,370,900.74	\$ 6,600,407.80	60%

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

8/31/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ 2,536,202.00	\$ 4,031,694.91	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	13,239,482.77	96%
Revitalization Rebates	(144,572.00)	(142,158.19)	98%
Back Tax	-	159,009.42	N/A
Motor Vehicle Tax	1,540,929.00	561,862.66	36%
Recreational Vehicle Tax	15,862.00	6,454.22	41%
16/20M Vehicle Tax	5,946.00	6,387.98	107%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	48,302.38	94%
E-Rate Reimbursement	19,902.00	19,462.38	98%
Fees and Charges	16,000.00	36,347.53	227%
Reimbursements	129,620.00	104,039.09	80%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	32,724.71	1636%
	<u>\$ 15,448,618.00</u>	<u>\$ 14,114,711.45</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	5,292,307.16	60%
Other Staff Support Costs	196,100.00	94,007.70	48%
Library Collections	1,919,500.00	1,171,749.67	61%
Contracted Services	1,327,574.00	1,080,463.43	81%
Digital Services Support	297,300.00	95,470.65	32%
Furniture/Equipment/Art	99,465.00	1,516.20	2%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	1,090,810.07	66%
Utilities & Telecommunications	576,970.00	501,054.88	87%
Vehicles	81,500.00	80,357.34	99%
Other Operating Expenditures	626,063.00	326,676.10	52%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 9,734,413.20</u>	60%
Prior Year Canceled Purchase Orders		<u>\$ 67,131.79</u>	
Unencumbered Balance 8/31/2022	\$ -	\$ 8,479,124.95	

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

8/31/2022

EMPLOYEE BENEFITS

	<u>2022 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/2022	\$ 802,327.00	\$ 1,403,457.62	
Revenue:			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 3,526,770.27	96%
Revitalization Rebates	(38,494.00)	(37,849.59)	98%
Back Tax	-	36,308.89	N/A
Motor Vehicle Tax	363,700.00	131,673.10	36%
Recreational Vehicle Tax	3,744.00	1,517.06	41%
16/20M Vehicle Tax	1,403.00	1,359.01	97%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	11,289.70	93%
Refund-Fringe Benefits-Foundation	48,256.00	26,390.94	55%
Refund-Fringe Benefits-Friends	20,829.00	12,791.92	61%
Refund-Fringe Benefits-Shawnee Cty	-	10,261.38	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	6,250.80	N/A
Interest on Idle Funds	1,000.00	9,616.84	962%
	<u>\$ 4,086,094.00</u>	<u>\$ 3,747,775.96</u>	92%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	377,405.51	55%
Ks Public Employees Retirement Sys	864,426.00	475,401.58	55%
Worker's Compensation	54,000.00	51,262.85	95%
Unemployment Tax	8,891.00	37,068.41	417%
Health/Dental Insurance	2,870,631.00	1,418,048.68	49%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,888,421.00</u>	<u>\$ 2,367,856.03</u>	53%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 8/31/2022	\$ -	\$ 2,784,913.55	

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

CAPITAL IMPROVEMENT

Balance 01/01/2022		\$ 4,677,506.88
Revenue:		
Transfer In		\$ -
Interest received		9,426.90
		<u>\$ 9,426.90</u>
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		<u>-</u>
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 8/31/2022		\$ 4,686,933.78

STATE AID

Balance 01/01/2022	\$ -	\$ -
Revenue:		
State Aid	-	49,293.13
	<u>\$ -</u>	<u>\$ 49,293.13</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		-
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,293.13
	<u>\$ 52,000.00</u>	<u>\$ 49,293.13</u>
Unencumbered Balance 8/31/2022		\$ -

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

8/31/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	2,669.21	11%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	13.33	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	10.04	20%
	<u>\$ 25,050.00</u>	<u>\$ 2,692.58</u>	11%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 8/31/2022	<u><u>\$ -</u></u>	<u><u>\$ 2,692.58</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of August 31, 2022

Capital Improvement Funds-Community National Bank

\$ 4,686,933.78 at .7143% (money market account)

Municipal Investment Pool

\$12,037,743.37 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average August 1 - 31, 2022 was 1.5%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	8/11/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,582.22	-97540
10	21502	0	8/11/22	PAYCOM PAYROLL LLC	State W/H	\$ 11,438.28	-97540
15	21521	0	8/11/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 324.73	-97540
10	21503	0	8/11/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,467.50	-97540
15	21504	0	8/11/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,467.50	-97540
10	21503	0	8/11/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,319.04	-97540
15	21504	0	8/11/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,319.04	-97540
10	21514	0	8/11/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97540
10	41000	313	8/11/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,974.92	-97540
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 84,322.76	-97540 Total
10	21505	0	8/12/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,401.40	-97539
15	21516	0	8/12/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,295.55	-97539
15	21517	0	8/12/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,066.81	-97539
10	21513	0	8/12/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,196.29	-97539
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,960.05	-97539 Total
10	21509	0	8/12/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,780.89	-97537
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,780.89	-97537 Total
10	21501	0	8/25/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,994.86	-97535
10	21502	0	8/25/22	PAYCOM PAYROLL LLC	State W/H	\$ 10,882.71	-97535
15	21521	0	8/25/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 312.31	-97535
10	21503	0	8/25/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,812.22	-97535
15	21504	0	8/25/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,812.22	-97535
10	21503	0	8/25/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,165.77	-97535
15	21504	0	8/25/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,078.01	-97535
10	21514	0	8/25/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97535
10	41000	313	8/25/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,955.69	-97535
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,443.32	-97535 Total
10	21505	0	8/26/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,187.26	-97534
15	21516	0	8/26/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,977.89	-97534
15	21517	0	8/26/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,031.13	-97534
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,196.28	-97534 Total
10	21509	0	8/29/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,740.89	-97531
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,740.89	-97531 Total
10	21515	0	8/26/22	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 31,328.40	-97528
15	21515	0	8/26/22	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 146,536.90	-97528
15	21515	0	8/26/22	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97528
						\$ 178,602.49	-97528 Total
10	41000	420	8/25/22	COREFIRST BANK & TRUST	Bulletin Board 12x18	\$ 13.99	-97519

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	8/25/22	COREFIRST BANK & TRUST	trafone	\$ 139.98	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	APC UPS	\$ 239.97	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Craft Sticks, Regular Siz	\$ 11.21	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Mini Computer	\$ 189.99	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Canon CanoScan Lide 300 S	\$ 195.96	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Tripp Lite 6 Outlet Surge	\$ 148.00	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Seagate Game Drive 2TB	\$ 79.99	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Seagate Game Drive 2TB	\$ 79.99	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	cable kit	\$ 63.31	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Disposable 2 foam brush"	\$ 14.66	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Fabric Paint, 20pc	\$ 50.97	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	24pack Cotton Tote Bag	\$ 131.97	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	Deposit Slips 2-Part	\$ 284.78	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	Shipping	\$ -	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	Carrier circuit board	\$ 29.54	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	Kiosk software	\$ 74.97	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	Elkay cold control	\$ 76.00	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	12 pk cables 5ft White	\$ 244.70	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	12 pk cables 3ft white	\$ 201.50	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Shipping	\$ 27.81	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Driver Kit	\$ 139.98	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	Assessment of Infrastruct	\$ 1,999.00	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	Resolving Issues with PXE	\$ 3,000.00	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	Shipping	\$ 99.98	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	Corel Drawl license Mac	\$ 449.99	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	medium nitrile gloves	\$ 89.84	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	large nitrile gloves	\$ 124.50	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	hospeco urinal screens	\$ 34.81	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	39 pack dry erase markers	\$ 25.64	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	43 x 67 studio gray back"	\$ 155.98	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	Foldio360 Smartdome	\$ 339.15	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Mele Micro PC	\$ 179.99	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	GravityForms Developer	\$ 159.00	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	PS Dist. Water Gal/6ct.	\$ 45.00	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	Shipping	\$ 14.99	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Sea Monkeys magiqaarium	\$ 12.99	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Sea Monkeys ocean zoo	\$ 16.75	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Sea Monkeys ocean volcano	\$ 11.99	-97519

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Trolli sour brite octopus	\$ 16.27	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Trolli sour watermelon sh	\$ 20.74	-97519
10	41000	330	8/25/22	COREFIRST BANK & TRUST	Swedish fish and friends	\$ 14.52	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	3D Printer Air Filtration	\$ 658.00	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	slim cat 6	\$ 336.25	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	slim cat 6 5 ft white	\$ 392.50	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Shipping	\$ 24.72	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	APC BACK-UPS ES 550VA	\$ 666.75	-97519
10	41000	310	8/25/22	COREFIRST BANK & TRUST	workstation pro 16	\$ 199.00	-97519
10	41000	420	8/25/22	COREFIRST BANK & TRUST	Wide Brim sun hats	\$ 275.25	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Replacement MIFI battery	\$ 84.90	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Mp3 Player	\$ 399.92	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Case	\$ 87.92	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	SD Cards	\$ 69.25	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	usb-c charger	\$ 17.98	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	micro-usb charger	\$ 15.96	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	apple-lightning charger	\$ 17.98	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Bose speaker	\$ 199.98	-97519
10	41000	320	8/25/22	COREFIRST BANK & TRUST	Galaxy Audio Check Mate C	\$ 59.99	-97519
10	41000	410	8/25/22	COREFIRST BANK & TRUST	Hawkeye 904 sensor	\$ 205.90	-97519
10	41000	311	8/25/22	COREFIRST BANK & TRUST	XL Mag Float 500	\$ 259.94	-97519
10	41000	313	8/25/22	COREFIRST BANK & TRUST	Job posting - PS Manager	\$ 324.00	-97519
				<i>Miscellaneous online orders paid by credit card</i>		\$ 13,546.59	-97519 Total
35	23800	0	8/11/22	SHIRLEY CONSTRUCTION INC	<i>Tech Zone Renovation</i>	\$ 22,243.57	12006
						\$ 22,243.57	12006 Total
35	41000	735	8/25/22	GREATER TOPEKA PARTNERSHIP	speaker sponsor	\$ 6,500.00	12008
				<i>Co-sponsor of DEI Summit Keynote speaker - paid from non-budgeted fund</i>		\$ 6,500.00	12008 Total
10	41000	310	8/4/22	COMPRISE TECHNOLOGIES, INC.	Comprise annual renewal	\$ 25,685.90	98131
				<i>2022 approved operating budget - annual software maintenance/support</i>		\$ 25,685.90	98131 Total
10	21512	0	8/4/22	DELTA DENTAL OF KANSAS, INC	<i>EE PREMIUMS AUGUST</i>	\$ 2,723.98	98135
15	21512	0	8/4/22	DELTA DENTAL OF KANSAS, INC	<i>ER PREMIUMS AUGUST</i>	\$ 10,214.70	98135
15	21512	0	8/4/22	DELTA DENTAL OF KANSAS, INC	<i>RETIREE PREMIUMS AUGUST</i>	\$ 44.16	98135
						\$ 12,982.84	98135 Total
10	41000	736	8/4/22	MCELROY'S INC.	<i>Boiler Replacement</i>	\$ 178,176.90	98145
10	41000	736	8/4/22	MCELROY'S INC.	<i>Change Order #1</i>	\$ 6,585.90	98145
						\$ 184,762.80	98145 Total
10	41000	310	8/11/22	BIBLIOTHECA LLC	Smartlocker lease agreement	\$ 15,965.43	98160
				<i>2022 approved operating budget - annual software maintenance/support</i>		\$ 15,965.43	98160 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 22.73	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 22.73	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 22.73	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 22.73	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 22.73	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 22.73	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 24.09	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 95.07	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 240.92	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 2,828.23	98170
10	41000	351	8/11/22	EVERGY	2022 Electricity	\$ 41,351.43	98170
						\$ 44,820.66	98170 Total
10	41000	311	8/11/22	JOHNSON CONTROLS FIRE PROTECTION LP	JCI fire suppression inspection	\$ 7,754.00	98175
10	41000	311	8/11/22	JOHNSON CONTROLS FIRE PROTECTION LP	smoke detector replacement	\$ 1,264.70	98175
				<i>2022 approved operating budget - contracted facilities</i>		\$ 9,018.70	98175 Total
10	41000	310	8/11/22	OCLC, INC.	EZProxy	\$ 701.91	98184
10	41000	301	8/11/22	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	98184
				<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,897.32	98184 Total
10	41000	311	8/18/22	BUG HOUNDS LLC	2022 K9 BB Insp	\$ 2,600.00	98214
10	41000	311	8/18/22	BUG HOUNDS LLC	2022 K9 BB Insp	\$ 2,600.00	98214
				<i>2022 approved operating budget - contracted facilities</i>		\$ 5,200.00	98214 Total
10	41000	736	8/18/22	HTK ARCHITECTS INC.	Media Lounge Renovations	\$ 6,000.00	98226
						\$ 6,000.00	98226 Total
10	41000	330	8/18/22	MID-AMERICA ARTS ALLIANCE	shipping invoice	\$ 7,000.00	98232
				<i>2022 approved operating budget - return shipping expense for Resilience gallery exhibit</i>		\$ 7,000.00	98232 Total
10	41000	320	8/25/22	DELL MARKETING LP	Dell Monitors	\$ 1,405.74	98251
10	41000	310	8/25/22	DELL MARKETING LP	Dell technical support	\$ 268.00	98251
10	41000	320	8/25/22	DELL MARKETING LP	dell workstation 3660	\$ 5,889.00	98251
				<i>2022 approved operating budget - digital services support</i>		\$ 7,562.74	98251 Total
10	41000	310	8/25/22	IT OUTLET INC	ACROBAT pRO	\$ 840.00	98258
10	41000	310	8/25/22	IT OUTLET INC	Creative Cloud	\$ 11,160.00	98258
10	41000	310	8/25/22	IT OUTLET INC	Captivate	\$ 1,200.00	98258

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
					<i>2022 approved operating budget - annual software maintenance/support</i>	\$ 13,200.00	98258 Total
						\$ 836,433.23	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
September 6, 2022 – 4:00 pm
Zoom Meeting

Agenda

Executive Committee Members Present

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary

Executive Committee Members Absent

Peg Dunlap – Treasurer

Call to order

The meeting of the Board of Trustees Executive Committee was held on September 6, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the August 25, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees September 15, 2022, meeting were reviewed

Chief Financial Officer Kim Strube noted that her department is getting closer to filling the Accounting Supervisor position.

Chief Executive Officer Marie Pyko noted she will share with the board that she received 10 RFQs for a Strategic Planning Consultant that all look good on paper. The library employees on the Steering Committee will use the rubric the Steering Committee developed to evaluate the consultants. Pyko is optimistic there will be 4-5 good candidates to bring before the whole Steering Committee to schedule interviews.

Chief Of Staff Thad Hartman stated there will be a presentation on statistics and data by the library's Statistical Research Analyst Robert Soria at the board meeting. Hartman shared that there will be three bids presented to the board. The first round of interviews for the Public Services Manager are coming up at the end of the week. This person would take Marie Pyko's position that has been open since October when she accepted the Chief Executive Officer position.

Trustee Education Topics

For the September board meeting there will be a statistical overview of library data to help the board to make informed decisions. In October there will be a discussion of how the library handles emergency

preparedness. In November there will be a presentation of the changes that have been made with community services and how the library is reaching into the community in new ways.

Future Policy Reviews

The next policy to be reviewed is the Customer Conduct Policy. It was last reviewed in 2017. The library would like to bring the policy for a first reading to the board in October. Pyko is not expecting any major changes to the policy but wants to make sure the process is in place. Pyko and Strube are going to look through policies that are more financial in nature and will be presented to the board at a later date.

Duration of Board Meetings

Chair Jim Edwards discussed the duration of the board meetings. The Executive Committee indicated that ideally meetings should be about 60 minutes. The committee indicated that they would be interested in hearing about upcoming events, projects, and partnerships on a regular basis. Pyko indicated she will include more long-term projects on a regular basis to help the board learn about the direction of the library.

Other Items

Pyko shared that a signup sheet for the 2023 Friends and Foundation meetings will be passed around at the next board meeting.

Chief Human Resources Officer Jesse Maddox spoke about the CEO Evaluation Process. Discussion followed. This process will start in October.

Edwards shared that Library Counsel Chuck Engel recommended that any action on the approval of the minutes for the Trustee Executive Committee take place at the next Trustee Executive Committee meeting and then Edwards will give a report at the Board of Trustees meeting.

Adjournment

Jim Edwards adjourned the meeting at 4:32 pm.

Next Meeting

October 10, 2022

4:00 pm

Zoom

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

Meeting ID: 845 4024 4825

Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT September 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

At the end of August, there were 5683 children 0-5 years old who were members of the program. We had 124 children graduate from the program. In August Erin Aldridge and I met with UW CEO Jessica Lehnerr and Brett Martin to discuss the potential changes to United Way and if there would be any impact on the program or the relationship. Of note, The United Way of Greater Topeka is in formal conversations with the United Way of Douglas County for a merger of organizations. If there is a formal merger, then UW will become United Way Kaw Valley. If approved this would occur in January. It would require the library to develop a new Memorandum of Understanding. Finally, just a reminder that for the September billing of books for the DPIL, the Kansas Children's Cabinet and Trust Fund will be providing 50% of the cost of the monthly receipts. We will need to review our marketing materials to include the State of Kansas in our promotion.

Library Foundation Executive Director Search

As I shared in August Erin Aldridge has resigned as the Library Foundation Executive Director. We have begun the recruitment process and have again contracted with The Moran Company, a nonprofit executive recruiting firm. The search process has been estimated to take 12-14 weeks (about 3 months). Janel DeLeye, Development Professional, will be handling the day-to-day operation of the Foundation. The Library Foundation board members Judy Moler, Kim Patton, Clint DeVoe and Library staff Marie Pyko and Jesse Maddox will serve on the interview team when we move into that phase of the recruitment process. If you know of a potential candidate, please let them know the announcement will be available soon.

Fairlawn Plaza Smart Locker Site

We have a signed Memorandum of Agreement with Randy Austin and Fairlawn Plaza for the installation of the second Smart locker (formerly Hy-Vee). Although we do not have a current launch date for the locker, we are confident it will be ready to go for our customers by early October. The Communications and Marketing team are designing a new wrap and as soon as we know the start date we will have a formal media event, inform former Smart locker customers, and identify neighborhoods near Fairlawn to reach out to with a targeted promotional campaign. The opportunities to create joint events with Fairlawn Plaza with this new relationship are exciting and provide us with another venue for developing library experiences beyond our main building.

Level 2 Tech Center

Todd Smith, Emerging Technologies Librarian, and I participated in the first official podcast in the new sound recording. India Yarborough, Greater Topeka Partnership and Gretchen Spiker, City of Topeka hosted their fun and informative podcast Topeka Talk: A Community Conversation which aired September 1, 2022.



If you would like to hear it go to:

Listen on Amazon/Audible: <https://amzn.to/3pZQGi2>

Listen on Apple Podcasts: <https://apple.co/3AJeUCI>

Listen on Spotify: <https://spoti.fi/3QcqJGG>

Facilities Master Plan- Wayfinding

As part of the Facilities Master Plan, we will be providing an overview concept plan for Phase 1 of the Wayfinding Plan during the September Board meeting. The work includes custom millwork and electrical work to create a large format wayfinding signs and housing for digital signage in three areas including the Rotunda, the Atrium and second floor landing. Additionally, accessibility and language needs are being included to support and facilitate ease of use and independent use of the library. The Wayfinding Phase 1 project was included in the 2022 Budget and the bids will be presented for consideration at the October Board meeting.

Chief Human Resources Report

Jesse Maddox

The library will have a new Human Resource Information System (HRIS) beginning in January 2023. The library began using the current HRIS system, Paycom, in January 2017. From the beginning the system has not worked as well as we would have liked, and several challenges have occurred since it was implemented. With that in mind, serious discussions of looking into a new system began in the fall of 2021. In January of 2022, Chief Human Resources Officer (CHRO) Jesse Maddox began looking more in depth into alternative systems by reaching out to

peers in the Human Resources field, in libraries and the private sector, and researching other systems. A list of possible systems was narrowed down to three candidates in February 2022. Those systems were Paylocity, ADP and Namely. Information was gathered from all three and CHRO Jesse Maddox and Chief Financial Officer Kim Torrey had virtual meetings and demonstrations with the three vendors in March 2022. The list was quickly reduced to just Paylocity and ADP based on fit for the library. The library team was expanded to include all the Human Resources and Finance teams and several more in-depth product demonstrations and meetings occurred with both to determine the best fit for the library. The process was completed in June, and we are happy to announce that we will be transitioning to Paylocity in January 2023.

New Business

Resolution- Bid for Movies and Music Lounge Renovations

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

Resolution- Bid for Movies and Music Lounge Furniture Package A

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

Professional Activities/Community Contacts

- | | |
|-----------------|---|
| August 16, 2022 | Attended Business Unwind Downtown Edition. |
| August 17, 2022 | Hosted Ray Walling, Interim State Librarian of Kansas for a tour of the library. |
| August 17, 2022 | Attended Foundation Board meeting |
| August 18, 2022 | Met with Bill Moran and team from The Moran Company to discuss process to begin recruiting for the Library Foundation Executor Director |
| August 18, 2022 | Met with Mike MacDonald from the Northeast Kansas Library System to discuss upcoming legislative session. |
| August 19, 2022 | Met with United Way regarding DPIL and changes that could be coming with the merge of UWGT and UW of Douglas County. |
| August 22, 2022 | Toured the Level 2 Tech Center with Secretary Lyn Rogers. |
| August 23, 2022 | Met with Dewayne Burgess regarding the CJ Box event. |
| August 25, 2022 | Attended August Board of Trustees Budget and Revenue Neutral Hearing |

- August 25, 2022 Attended Erin Aldridge going away party.
- August 29, 2022 Presented at the United Way Campaign Ambassador training with Trey George (Topeka Housing Authority) on the importance of partnerships and collaboration for community impact.
- August 30, 2022 Attended a DEI (Diversity, Equity, and Inclusion) Summit planning session with the Greater Topeka Partnership.
- September 1, 2022 Attended the CASA (Court Appointed Special Advocates) Breakfast.
- September 1, 2022 Attended the Momentum 2027 Childcare Taskforce meeting.
- September 1, 2022 Met with Johnathan Sublet, SENT and Dene' Mosier, KCDC (Kansas Children s Discovery Center) on the future of the Fremont Hill Community Center.

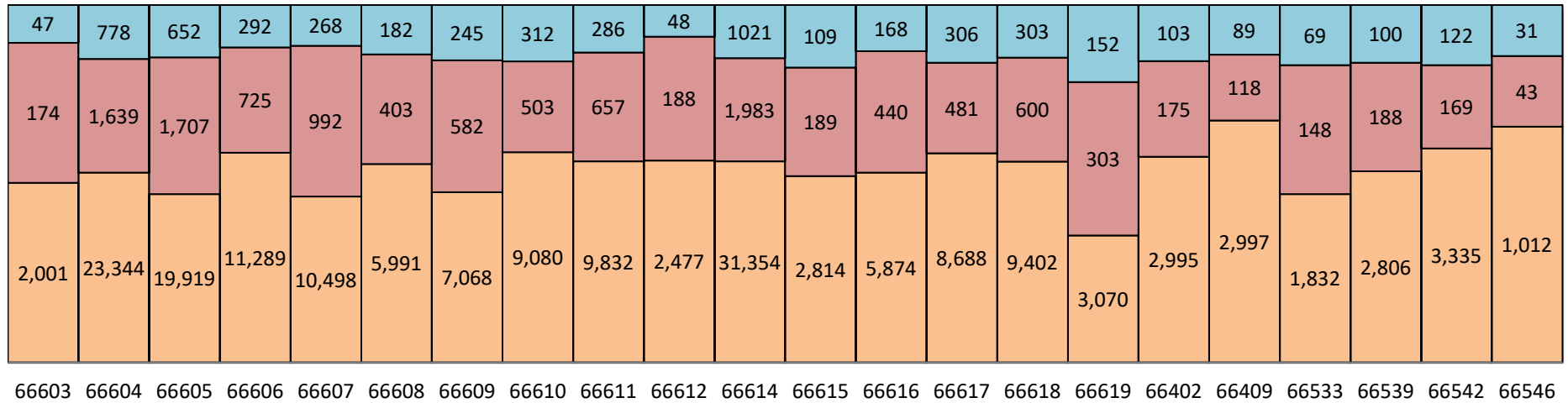
Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 9/9/22

Number of children currently enrolled: **5,683**

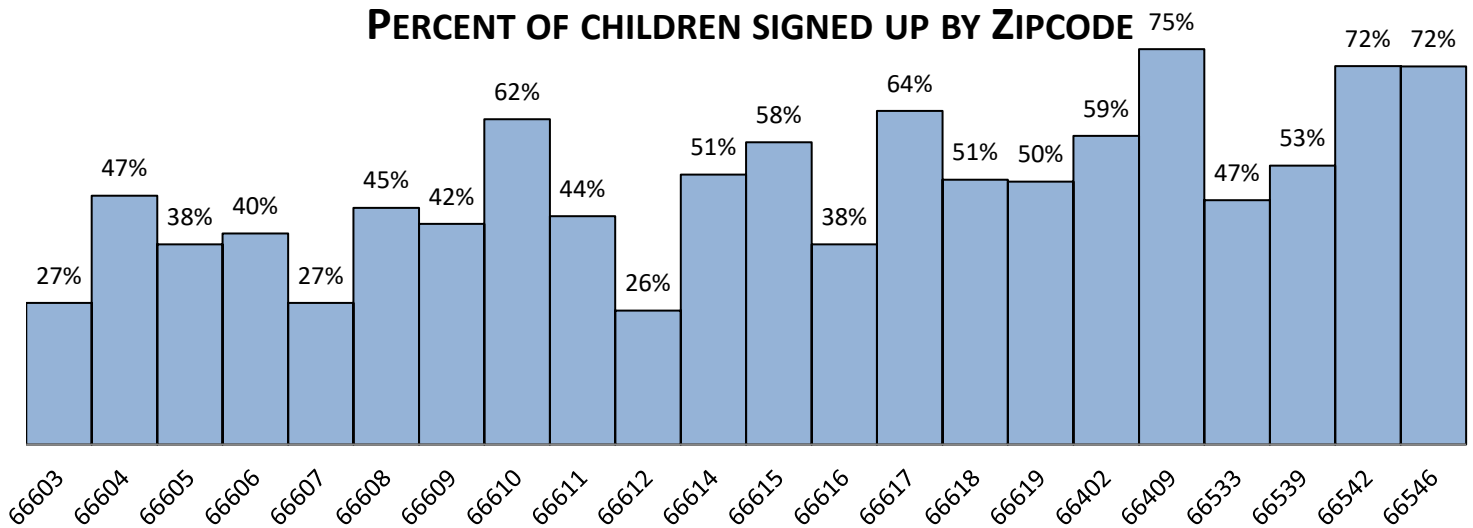
Number of graduated children this month: **124**

AUGUST 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

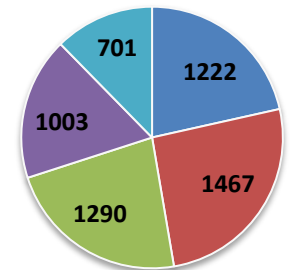


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

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



Data Source: 2020 ACS 5-Year Population Estimate

Chief of Staff Report

Thad Hartman

September 8, 2022

Movies & Music Lounge

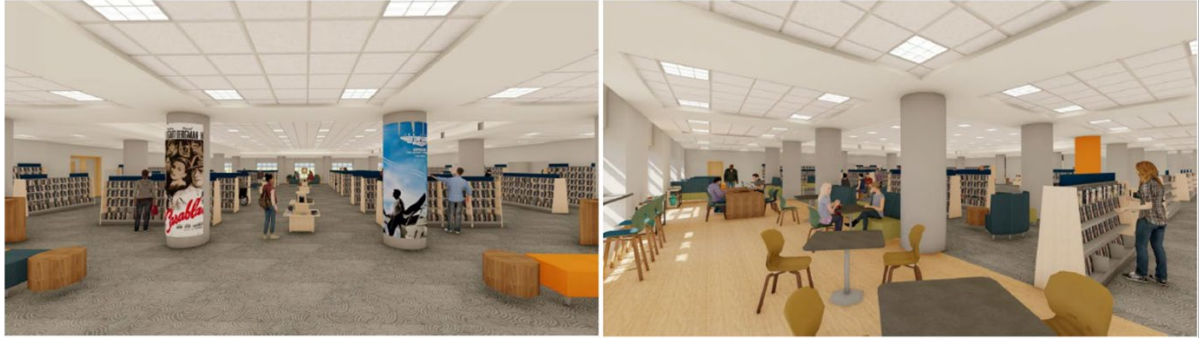
This month we have two action items related to the new Movies and Music Lounge. One of the action items is for the renovation of the Movies & Music Lounge. This work will primarily consist of laying new flooring in the back portion of the room, painting, custom millwork, and running some electrical. The construction on this project will be less extensive compared to previous projects. The other action item will be for furniture, which will look similar to the furniture in the Level 2 Tech Center. The bids for these projects came in very close to what was estimated and within budget.

Unfortunately, we had an RFP for shelving in which we only received one bid and it was significantly higher than anticipated. We worked with HTK to investigate why this was the case and what we could do to improve the situation. The major issue was that the main shelving manufacturer decided to only work with one of the vendors who had planned to bid on the project. The other vendors found this out late in the process and didn't have time to develop a response with another manufacturer.

We have decided to rebid the project and bring it to the Board meeting in October. We gave the vendors flexibility in the manufacturers they could use in the initial RFP, but we will highlight other options in the new RFP. There were also a couple of spec changes we were able to make that should reduce the price. With these changes, as well as the vendors having additional time to find alternatives, we think we should get more bids and get a better price.

Construction on this project will most likely start in October, however there is a lot to be done internally to prepare. The first step will be moving the New Books collection into the Teamwork Room. This will be the new home of this collection and will become our focal point for Readers Engagement. Scarlett and her team have been working on a plan to move this collection and plan to have it relocated by the end of September.

We will also need to temporarily move the A/V collection within the current space in anticipation of construction. It needs to be moved away from the walls and the back of the room so that the walls can be painted and the new flooring installed. Scarlett and her team have also been working on a plan for this move. Chris Cain and the Facilities staff have been in conversation with Scarlett, as many cases will need to be moved. This will also need to occur before the end of September. These moves are extremely complicated and take a lot of effort. I really appreciate the hard work of everyone involved in these projects.



Public Services Manager

We are currently in the early stages of hiring a new Public Services Manager. We recently began the first round of interviews and plan to have in person interviews in late September with a decision and job offer most likely occurring in early October. This position fills the opening left when Marie Pyko was named CEO, although the position has changed slightly from Marie's previous role. The successful candidate will play a major role in shaping our services to adults, helping create our strategic plan, and serving as part of our Senior Directors Team. We are excited with the quality of candidates we have and look forward to filling this position.

Department Highlights

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Author Visits

Faye Kellerman visited our library on August 30th via zoom. We had a great group of people joining us in the Library with moderator Kaye McIntyre. In addition to the audience in the library, we had about that same number joining us virtually including a few of our congregate care facilities. Readers Librarian Miranda Ericsson received many emails from attendees thanking the library for the wonderful event. But the fun doesn't end there! On Tuesday, September 27th, author CJ Box will be IN PERSON here at TSCPL for the launch of his newest book *Treasure State*. You certainly don't want to miss this event, register here to lock in a seat at the event: <https://events.tscpl.org/event/6878886>. Wrapping up our Fall Author Series, J.A. Jance will be joining us via zoom on October 25th. Kaye McIntyre will again moderate the event live in the library with J.A. Jance joining in virtually. Find out more about all of these great events and others here: <https://tscpl.org/author-visits>.

Fall Reading Challenge

Join us this October for the Fall Reading Challenge! Read and log three books in during the month of October to earn a limited edition TSCPL Pint Glass! More details to come soon! Keep looking on the webpage for all the details to get signed up for the reading challenge.

Public Services – Information & Learning
Debbie Stanton, Public Services Supervisor

News from the Alice C. Sabatini Gallery

Oceans of Possibilities

The *Oceans of Possibilities* summer exhibit was a huge hit with our community! We had a total of 13,381 visitors to the exhibit, including 1,050 Monday builders that helped add to our exhibit every week. This included weekly visitors from the community as well as visitors from over 28 states and 6 countries! Visitors had a blast with our marble run, art activities and submarine. This was a completely homegrown exhibit, and we were so excited to see people come back week after week to engage with the art and activities.



Exhibits Curator Zan Popp playing around in the ocean



Families enjoying art activities in the Reed Studio

Database Entry Completed

An almost two decades-long project is now complete! In 2006 we began entering the information from our paper accession files into an online database called MuseumPlus to provide better access to our collection records. 9,514 Item Records and 16 years later we now have all our object records entered into the database! This means we also now have an exact figure for how many items we have in the permanent collection – 7,391. That is on par with the Mulvane Art Museum’s collection, which is listed at over 5,000 objects. Objects range in age from ethnographic items dating to circa 500 CE to items created and purchased this year.



One of the oldest items in the collection, a grooved axe head dated circa 1-500 CE



One of the newest items in the collection, Large Olla Pot, Osbaldo Gonzalez. Osbaldo is a local pottery artist whose work was featured in our recent exhibit La Comunidad

Growing Young Curators

Collections Curator Sherry Best had the opportunity to meet with a budding young curator named Avery to show her our gallery collection storage and talk to her about running a museum. Avery was creating her own small museum of art and wanted to know more about what goes on behind the scenes. Below are some images from Avery's second homemade museum. Her first museum highlighted her love of hockey.



Avery created a two gallery Museum of Art featuring her own art collection



A closeup of art from Avery's Museum of Art

Program Services

Jacqueline Belden, Program Manager

Program Services is Hiring!

On Friday, September 2, TSCPL posted a job listing for an Event Coordinator. We are looking forward to filling this position soon with someone who is organized, service-oriented, and excited about the library and our work in the community. The posting can be viewed at tsctl.org under Employment Opportunities!

Update from Public Training Professional Shari Schawo

In August, we had 39 individual Computer & Gadget help Appointments. We also hosted 28 attendees in our beginning computer class series, many who were referred to class by the TSC Get Digital initiative.

Family yoga finished off the summer with 40 attendees total in August. It included kids in preschool through 5th grade and their parents or caregivers. One mom shared with the instructor that it was nice to be able to attend an activity that was truly meant for the whole family, including parents!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Woman of Excellence

Shout out to Sherry Hess, Early Childhood Learning Coordinator, who was honored on September 10 as one of the YWCA's Women of Excellence. Her expertise in early childhood makes her a valued resource for families and area early childhood agencies. Her leadership brings out the best in people around her. She champions and challenges parents and caregivers to be their best to bring out the best in young children. What an amazing person to have as a part of our staff compliment!

Success Story: Easing Stress

Rhonda Cathey, Outreach Storyteller, shared that yesterday, an older lady and young teen girl approached the Kids' Library desk. The lady quietly said they were homeless and new to Topeka. They used what money they had and moved from Washington to Topeka. When they arrived here, they rented a storage unit to protect all their belongings and found a hotel for 2 weeks. She said she had a section 8 voucher and needed to find them a place to live soon as the days in the hotel were numbered, but her main goal was to get her granddaughter enrolled in school.

They went directly to Landon Middle School, but were turned away and told to enroll online, so they came to the library to use a computer. After repeated attempts to access the forms online she found herself in a loop of denied access. That is when she approached the desk for help. I went through the same prompts on the Topeka Public School's site using the computer she was sitting at and had a similar problem. I told her that I was aware the USD 501 had a Welcome Center at the Quinton Heights Education Center. She said she had transportation and could go there. I suggested she call first and looked up the number for her.

As it turned out, the staff there were able to assist her over the phone, and her granddaughter was enrolled in school and could start the next day!

The lady was so appreciative for the help I provided, which was simply to smile, take the time to look up a phone number, and show empathy for her situation.

It was a good feeling that stuck with me all afternoon.

I hope they continue to meet helpful people in Topeka and life gets easier for them!

Success Story: Making Access to Information Quick and Easy

Marlana Hodgkinson, Youth Services Specialist, noted this interaction. A colleague and I assisted a Topeka Public Schools special education preschool teacher in discovering ways the library can help her help the families she serves. She left with new tools in her toolbox for herself, her own young children, and the families with whom she works.

We signed her up for Hoopla and Libby for her personal use, but she also looked forward to enlisting her families. Then we delved into other electronic resources accessible on the website. We navigated to the Kids' page to show her the "Learning Through Play" videos, Miss Humblebee, Bookflix, Teachables, and Tumblebooks. We talked about in-house offerings like Preschool Storytime, Musical Storytime, play in the Family Zone, and the upcoming early childhood milestone programs (Baby Bookworms, Wonderful 1's, and Totally 2's.) We even touched on Prairieland Read Dogs and TSCPL @ Home.

She was very excited and appreciative of all that TSCPL has to offer and eager to share out about the library's offerings.

Community Services

Patrick Berry, Community Services Supervisor

New Look!

We have recently shifted the look of the Community Services department. We have divided our people into focus teams. Each team will have a specific service point that they will focus their attention on. These will consist of Bookmobile, School Outreach, and @Home Delivery Service. In the past, members of the department were called upon to do a little bit of everything. This allowed for quite a bit of variety in their work week, but it did not allow for much consistency or for the staff to feel a sense of ownership in any one area. Now, with the new focus teams we have team members that can spend most of their time focusing on their select service points while still getting called on occasionally to help elsewhere when there is a need. We feel that this will allow the team members to feel a sense of ownership in their team and in their specific service point. We also feel like this will give staff a little more opportunity to have input into the running of the service points and grow their area of focus.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

TSCPL Smartlockers highlighted in Orangeboy Webinar

Robert Soria and I presented a webinar for Orangeboy customers on September 14th. Orangeboy is a company the library works with for data analytics and marketing of library collections and services. Our

presentation focused on analysis of customers who had used the library's Smartlocker at Hy-Vee when it was located in the store (July 2014 to Jun 2022). We used Orangeboy's Savannah product to map a geographic area where customers using that Smartlocker live and then plotted a target area for new marketing to customers when the new Smartlocker is installed at Fairlawn Plaza. This presentation relies on a unique set of tools within the Savannah product. Libraries have been interested in our work, both in our implementation of Smartlockers in our community and in how we are using tools provided by Orangeboy to work strategically on marketing and data analysis.

Circulation Department

Angie Hardy-Foltz, Circulation Supervisor

Kelli Smith, Circulation Supervisor

TSCPL@School Educator Accounts

Almost 100 teachers from USD 501 have signed up for a TSCPL@School Educator Account for the 2022-2023 school year. This digital account allows teachers at participating school districts to get a library account to access our digital resources as well as check out up to 30 physical items for their classrooms. Many teachers already have an account with TSCPL, but this additional account allows them to separate their personal usage from their professional use as a teacher or educator.

The TSCPL@School team is currently working with the other participating school districts to offer educator accounts this school year as well.

Interlibrary Loan Process Update

The Interlibrary Loan staff (Jacob Ziegler, Carrie Cummings, Stephen Ferrell, & Patrick Abbott) and the System Database Administrator (Shannon Eddings) recently made several changes to our current ILL procedures. Customers could always see the status of their orders from other libraries using our public webpage but now they can see if an item is ready for pick up while they are in the library using a check out kiosk. Also, staff assisting ILL customers can also see in Polaris/LEAP whether an ordered item has arrived.

Additional changes were also made to standardize due dates and notifications in Polaris/LEAP. This means the customer can access ILL information from their library account as well as signing into the interlibrary loan webpage. All in all, these changes will provide a more enjoyable user experience to our customers.

Big special thanks to the ILL team, Shannon Eddings, and all the library staff that participated in July's pilot. A lot of testing and problem-solving was needed to ensure that the new procedures were ready to go live with customers.

Digital Services

David King, Digital Services Director

Website Redesign

We are still working on finalizing the new website. Right now, Imagemakers is working through their bug list, and making changes to the new catalog/search section based on staff recommendations.

Network Closet Cleanup

Digital Services staff have been doing some upgrades to the library's network closets to make them more failsafe and tidier. This has included updating UPS batteries (these are batteries that can run each network closet if power goes out in the building and does power conditioning as well) and doing some cable management work (rearranging, shortening, and re-labeling of network cables). This type of work in the background helps the library's technology continue to function well.

Top Web Pages for August 2022:

1. Services Page: 4016 Pageviews
2. Search Page: 2246 Pageviews
3. Bookmobile Schedule: 1972 Pageviews
4. Election & Voting Information: 1921 Pageviews
5. About Page: 1685 Pageviews
6. Get a library card page: 1630 Pageviews
7. Level 2 Tech Center: 1475 Pageviews
8. Employment page: 1398 Pageviews
9. My Account Page: 1360 Pageviews
10. Basketry Ancient & Modern blog post: 1004 Pageviews

Social Media Highlights for August 2022:

Facebook

- First Cricut user post – reached 8169 people
- Congratulations to Marie post – reached 7577 people
- What are you reading – reached 7215 people

Twitter

- Level 2 Tech center opens – 277 impressions
- Bookmobile schedule adjustment – 250 impressions
- Maintenance week for bookmobiles – 169 impressions

Instagram

- Coming soon – Level 2 Tech Center – reached 444 people
- Meet the library staff photo – reached 433 people
- Meet the library staff photo – reached 386 people

Board Report

August-September 2022

Communications & Marketing Team

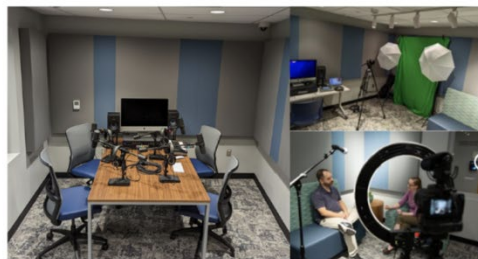
Diana Friend, director | Bonnie Cuevas, event coordinator | Ginger Park, communications editor
Karen Watson, graphic designer | Michael Perkins, web administrator & multimedia producer

Libraries are talking about us

We are so excited to be the lead story in the August 10th Urban Libraries Council newsletter “This week at ULC” with “Expanding Tech Skills in Topeka” (at the) Topeka & Shawnee County Public Library. Level 2 Tech Center opens August 15 to the public.



MEMBER NEWS ROUNDUP



Expanding Tech Skills in Topeka Topeka & Shawnee County Public Library

On August 15, Topeka & Shawnee County Public Library will open a new Level 2 Tech Center! The space includes a fully-equipped digital art studio, two recording studios, 30 computers and 5 small meeting rooms which allows newbies, pros, hackers and crafters to sharpen their skills.

Advertising



The summer marketing campaign has been a success and through our work with Mammoth Creative and cohort.digital, we have strengthened our brand messages and are able to collect data on our targeted campaigns and know more about who we are reaching. Please let us know when you see a library ad!

cohort.digital data

August Report

Overall, our Facebook and Youtube, campaigns delivered 193,668 impressions and generated 2,237 clicks for an overall click-thru rate (CTR) of 1.16%.

151,386 of those impressions came from the **Facebook** ads generating 2,163 ad clicks for a 1.43% CTR. Of the ad clicks, 1,223 resulted in website visits. Additionally, the ads generated 798 post reactions, 25 comments, 39 saved posts for future reference and 174 shares.

The Digital Collection - Copy 2 creative had the highest CTR at 3.17%. The Lowrider Car Show video and static ads also performed particularly well in terms of click-thrus but also post shares (114)!

On the **Youtube** side of things, there were 42,282 ad impressions with 27,545 completed video views creating a 65.15% view-thru rate. The *Room to Grow* video had the highest view-thru rate at 68.62%.

Sample of paid ads:

Service: Level 2 Tech Center
Now Offering: Your Debut Album



Post Copy: Now Offering: Your debut album.
Your library card just got a huge upgrade. Introducing the Level 2 Tech Center, packed with all the new technology you could possibly need: recording studios, digital design programs, computers, business resources, meeting rooms, and more!
Ad Headline: NEW Tech Center

Service: Dolly Parton's Imagination Library
Now Offering: Baby's First Subscription Box



Post Copy: Now Offering: Baby's first subscription box.
Fill up your little one's bookshelf with help from Dolly Parton's Imagination Library. This national program sends monthly free books to any child, from birth to five years old. All you have to do is sign up, and we can help.
Ad Headline: Free Books For Kids

Some July highlights:

- We saw a large uptick in Facebook Post Saves – 16 alone from the Treehouse ads (this is when someone saves the content to reference in the future)
- *A Place to Pick up* video had the best click-thru rate on Facebook – 2.49%
- *A Place to Pick up* video also had the best view-thru rate on YouTube at 66.84% (VTR - meaning the watched the entire video without skipping) 93% of the July campaign traffic going to the website is visiting tscpl.org for the first time.
- On Facebook and Instagram, the ads have been shared nearly 300 times and saved 60 times. The Summer Reading ad received 32 shares, more than any other ad
- Our YouTube campaign is doing “phenomenal” with the average VTR ads is 31.9% for 171, 167 video ad impressions

Popular Social Media posts for mid-July to mid-August

Topeka & Shawnee County Public Library
Published by Ginger Park · August 1 at 3:32 PM ·

How many points do you get?
1 point for everything you've done:


- Read a book in one sitting
- Encouraged someone to get a library card
- Followed an author on social media
- Cried while reading a book
- Laughed out loud while reading a book
- Read the same book more than once
- Tattooed words from a book on your body
- Messaged an author to tell them you loved their book
- Read a book while waiting in a car
- Read a book while waiting in line
- Experienced a book hangover
- Tagged Topeka & Shawnee County Public Library in a post
- Recommended a book to a complete stranger
- Attended an author visit
- Said you had other plans so you could read

5,775 People reached 824 Engagements ↑ +3.4x higher Distribution score [Boost post](#)

Martha Hall Kelly, Author and 76 others 197 Comments 11 Shares

Topeka & Shawnee County Public Library
Published by Ginger Park · July 29 at 1:49 PM ·

Meet a library staffer: Shannon
Job title: Database Administrator (keeps the library's catalog/search system running, answers questions & finds solutions)
First book Shannon remembers reading: My first memory of books is being read to on road trips – My Friend Flicka by Mary O'Hara and The Black Stallion by Walter Farley are standouts!
A recent book/movie she loved: Spiderman: No Way Home was exceptional for the fact that the storyline brought the two retired Spidey's and vil... [See more](#)

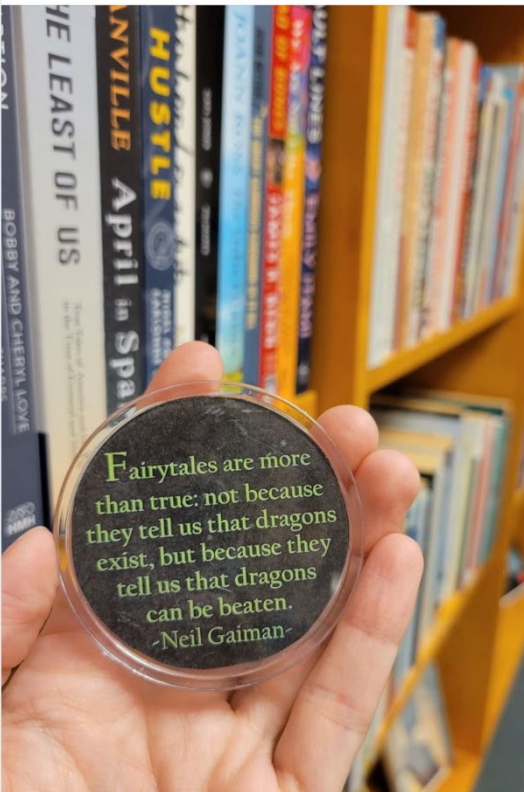


3,583 People reached 201 Engagements ↑ +2.1x higher Distribution score [Boost post](#)

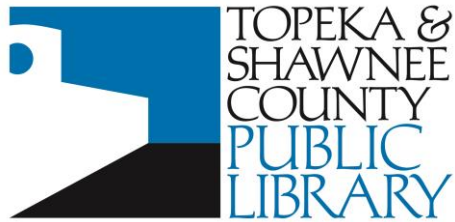
114 10 Comments 3 Shares

Topeka & Shawnee County Public Library
Published by Michelle Rader Morris · July 27 at 2:44 PM ·

"Fairy tales are more than true: not because they tell us that dragons exist, but because they tell us that dragons can be beaten."
-Neil Gaiman, Coraline



1,708 People reached 53 Engagements ↑ +2.1x higher Distribution score [Boost post](#)



Resolution – Bid for Media Lounge Renovations

BOARD OF TRUSTEES September 15, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$74,160 for renovations in the Movies & Music Lounge. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

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

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

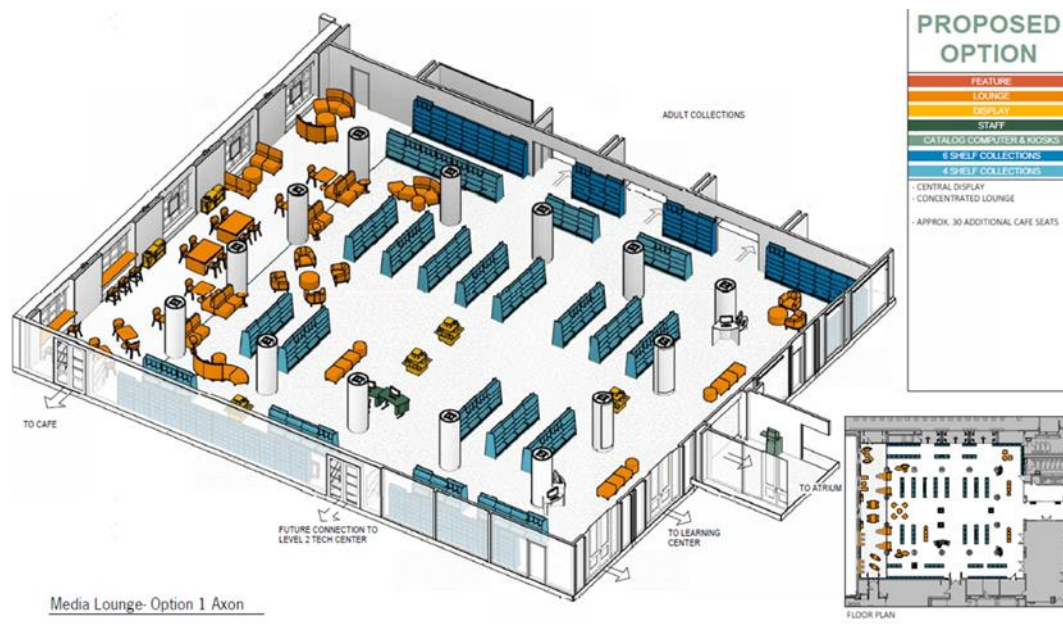
In order to do this, the team looked at the surrounding areas and how these spaces flow together. The team discussed many options and looked at pros and cons of each. Ultimately, it was decided to focus the current New / Media space on movies, music, and casual seating and focus the wings on reading.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

Highlights of this plan include:

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

We are planning on calling the space “Movies and Music Lounge” once all the changes are implemented

The major components of the plan are furniture, shelving, and flooring. These items were broken up into two RFPs. This action item is for the bids related to construction work that is required in the space. The construction will primarily consist of flooring, painting, millwork, and electrical. The largest part of this project entails removing the carpeting from the back portion of the room (the area west of the final row of pillars) and installing Luxury Vinyl Planks that will match the flooring in the café. This is where the majority of the seating will be located and will allow for easier cleanup in case of food spills. In addition, the room will be painted to bring it in line with the building's updated color palette, similar to the Level 2 Tech Center. There will also be a few new electrical boxes added to allow for convenient device charging for our customers and for the relocation of the staff service point. There will also be custom millwork for public catalog computers that will be located around the corner columns at the entrance to the space.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the space, including construction, furniture, and shelving layout. Furniture and shelving are not included in this bid. HTK provided specifications for the work and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued August 1, 2022.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all

contractors who choose to receive updates on projects bidding were notified. A site walkthrough was held on August 18 and bids were due on September 1.

Bids were received at a public meeting over Zoom at 2:00 PM, September 1, 2022. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

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

TSCPL staff recommends the bid of \$74,160 submitted by Kelley Construction, Topeka KS, be approved for the Media Lounge Renovations.

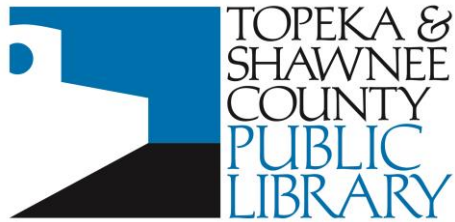
Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	TSCPL - Media Lounge Renovations		
Bid Tabulation			
Thursday September 1, 2022			
CONTRACTOR	Shirley Construction	Senne & Company	Kelley Construction
Electrical	Current	Current Electrical	Current Electrical
Proposed Superintendent	Joshua L.	Rob Pfeffer or Darrell Chapman	Kevin Stone
Bid Bond	Yes	Yes	Yes
Addendum No. 1	Yes	Yes	Yes
BASE BID	\$90,212.00	\$88,800.00	\$74,160.00



Resolution – Bid for Media Lounge Furniture Package A

BOARD OF TRUSTEES September 15, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Interior Landscapes, Kansas City, Missouri, in the amount of \$69,252.86 for Furniture Package A for the Movies & Music Lounge. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

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

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

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

Highlights of this plan include:

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

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

The major components of the plan are furniture, shelving, and flooring. These items were broken up into two RFPs. The furniture RFP was broken up into two packages. Package A was focused on furniture including seating, tables, and a staff desk. Package B was for shelving. This action item is for the bids related to the furniture in Furniture Package A.

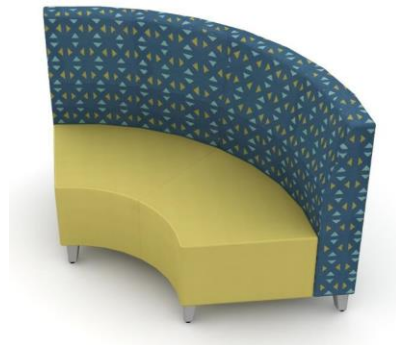
The furniture in this space will be very similar to the furniture that was recently installed in the Level 2 Tech Center, as well as booths that are currently in the space. The Furniture Package A bid includes:



6 semi-private chairs



2 mid-back modular lounge



4 curved w/ back modular lounge



3 mid-back modular booths



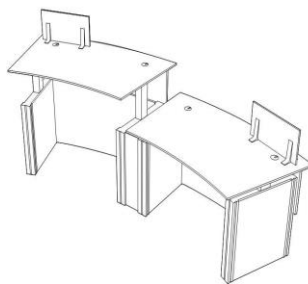
2 curved without back modular lounge



2 bench modular lounge



3 bench modular lounge



1 staff desk



2 collaborative tables



5 occasional tables



4 coffee tables



4 tiered displays



2 open shelving units



4 moveable power towers

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the space, including furniture and shelving layout. Shelving (other than display shelving) is not included in this bid. HTK provided specifications for the work and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued August 1, 2022.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. Once posted there, all vendors who choose to receive updates on projects bidding were notified. Voluntary Alternates were due August 18, Bidder questions were due August 23, and bids were due on September 1.

Bids were received at a public meeting over Zoom at 3:30 PM, September 1, 2022. Two bids were received for Furniture Package A before the bid deadline; all were submitted electronically. One bid was received for Furniture Package B, which is not part of this action item.

Staff Recommendation:

The low bid was from Interior Landscapes, Kansas City, MO. This bid met all the necessary criteria. The Library and HTK have worked with Interior Landscapes in the past, and they provided quality work.

TSCPL staff recommends the bid of \$69,252.86 submitted by Interior Landscapes, Kansas City, MO, be approved for the Media Lounge Furniture Package A.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - Media Lounge Furniture			
Bid Tabulation			
Thursday September 1, 2022			
DEALER	LFI	Scott Rice	Interior Landscapes
Package A Bid	No Bid	\$79,582.44	\$66,457.30
Package B Bid	\$145,336.91	No Bid	No Bid
Delivery & Installation	\$36,776.87	\$2,370.00	\$2,795.56
Addendum No. 1 & No. 2	Yes	Yes	Yes
TOTAL BASE BID	\$182,113.78	\$81,592.44	\$69,252.86
Anticipated Completed Installation	7 days for Installation	4 days for Installation	1 day for Installation

	2022												2022 YTD	2021 YTD	Annual Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION*																
Main Library																
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460	2,475	2,498	2,769						24,706	170,411	-85.5%
Circulation Desk & Renewals	32,550	31,004	35,128	35,259	35,705	38,243	42,878	43,765						294,532	228,683	28.8%
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062	1,215	1,181	1,305						9,503	8,897	6.8%
Self-Check	41,180	38,566	45,070	41,170	44,467	52,500	53,593	49,461						366,007	230,999	58.4%
Bookmobile	5,097	4,732	5,672	5,335	4,553	6,512	6,975	5,786						44,662	17,704	152.3%
TSCPL @ Home	3,836	2,420	3,103	2,853	3,049	3,034	2,710	3,481						24,486	35,235	-30.5%
Red Carpet	5,656	4,769	5,396	5,137	5,090	5,276	5,036	4,995						41,355	45,765	-9.6%
Digital Downloads	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591						409,980	394,223	4.0%
Library @ Work / Smartlocker	1,766	1,747	1,876	1,820	1,571	1,323	1,015	944						12,062	14,868	-18.9%
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	161,118	169,662	167,097	0	0	0	0	1,227,293	1,146,785	7.0%	
* Includes first-time checkouts and renewals																
CIRCULATION DETAILS																
Print Material	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736						537,868	481,066	11.8%
Audio/Visual Material	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312						237,534	217,542	9.2%
Adult Materials	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946						434,771	398,730	9.0%
Children's Materials	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037						266,669	224,405	18.8%
Young Adult Materials	2,571	2,373	2,516	2,581	3,203	3,648	3,764	3,473						24,129	24,718	-2.4%
Red Carpet Materials	6,357	5,713	6,316	5,936	5,903	6,319	6,467	6,562						49,573	50,755	-2.3%
Net Promoter Score (NPS)																
Monthly NPS	89.8	94.1	100	94.1	90.2	90.7	93	90.7						92.5	81.4	13.6%
Monthly # of Responses	49	51	29	17	41	86	86	151						510	603	-15.4%
Current NPS	84.7	85.0	85.1	85.1	85.2	85.4	85.6	85.9						85.9	84.6	1.5%
NEW PATRONS																
Topeka / Shawnee County																
Adults	438	407	460	433	435	571	605	581						3,930	3,091	27.1%
Children (ages 17 and under)	100	64	116	117	180	299	221	154						1,251	763	64.0%
Red Carpet Outreach	9	3	10	7	6	6	12	10						63	78	-19.2%
NEKL	81	63	71	55	105	128	87	128						718	461	55.7%
Non-Resident	0	0	0	0	0	0	2	1						3	2	50.0%
Total New Registrations	628	537	657	612	726	1,004	927	874	0	0	0	0	5,965	4,395	35.7%	
PATRONS DELETED																
	205	129	100	270	299	229	313	878						2,423	4,537	-46.6%
Cardholders																
Topeka / Shawnee County																
Adults	57,830	58,213	58,511	58,967	59,277	59,627	60,109	60,198						60,198	57,661	4.4%
Children (age 0 - 17)	14,739	14,699	14,674	14,668	14,710	14,889	14,992	14,989						14,989	14,776	1.4%
TSCPL @ School	25,587	25,585	25,666	25,665	25,664	25,665	25,663	26,514						26,514	25,587	3.6%
Red Carpet Outreach	1,173	1,183	1,189	1,199	1,200	1,208	1,220	1,227						1,227	1,204	1.9%
NEKL	8,467	8,538	8,544	8,555	8,683	8,837	8,923	8,886						8,886	8,242	7.8%
Non-Resident	89	89	88	87	87	86	88	89						89	89	0.0%
Delinquent	101	101	98	97	98	96	94	96						96	97	-1.0%
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	110,408	111,089	111,999	0	0	0	0	111,999	107,656	4.0%	
Active Cardholders (Savannah)																
Non-Student Cardholders			43,582	43,779	43,048	44,575	45,209	45,113								
Student Cardholders			11,100	7,522	7,651	7,601	7,617	5,403								
TOTAL ACTIVE CARDHOLDERS			54,682	51,301	51,059	52,188	52,838	50,528								

	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	7,228										
Digital	8,453	8,190	7,813	8,114	8,296	8,373	8,825	8,875										
Both	1,261	1,100	954	1,242	1,216	1,446	1,483	1,300										
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348	13,927	14,030	15,095	15,478	14,803										
Holds Satisfied	16,395	14,270	15,142	13,579	13,912	14,812	14,886	15,814								118,810	149,731	-20.7%
TOTAL CHECK-IN	56,230	50,711	59,499	56,255	58,059	63,539	67,169	68,547								480,009	397,124	20.9%
COLLECTION																		
Materials Added	3,481	2,749	3,795	2,769	3,357	4,256	3,482	4,218								28,107	25,581	9.9%
Materials Discarded	2,690	3,558	5,018	2,793	2,525	10,019	4,358	4,825								35,786	36,966	-3.2%
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085	364,322	363,446	362,839								362,839	370,518	-2.1%
WEBSITE																		
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153	40,404	36,867	34,863	37,815								294,342	238,083	23.6%
tscpl.org Total Visits	55,438	54,386	59,446	53,240	60,432	57,716	55,190	59,226								455,074	397,397	14.5%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418	16,413	17,444	28,905	17,955								149,278	127,713	16.9%
catalog.tscpl Total Visits	39,879	37,983	39,872	34,252	37,924	39,558	52,215	41,102								322,785	316,754	1.9%
NOTARY SERVICE	151	147	139	162	152	89	94	120								1054	777	35.6%
REFERENCE QUESTIONS																		
Public Services	9,205	8,295	9,520	8,744	9,123	9,868	10,803	11,621								77,179	37,080	108.1%
Media	3,599	3,157	3,869	3,760	3,919	4,613	4,692	3,979								31,588	6,784	365.6%
Call Center	4,288	3,856	4,420	3,846	3,890	4,015	4,632	4,443								33,390	25,676	30.0%
Stacks/Team RM	352	475	453	435	466	269	411	641								3,502	954	267.1%
Topeka Room	168	242	269	198	302	295	409	573								2,456	579	324.2%
Gallery	353	251	143	161	139	273	260	107								1,687	520	224.4%
L2TC								1,457										
LibAnswers	445	314	366	344	407	403	399	421								3,099	2,567	20.7%
Plaza**																0	0	N/A
Youth Services	1,399	1,523	2,256	1,837	2,253	4,381	4,330	3,602								21,581	0	N/A
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	10,581	11,376	14,249	15,133	15,223	0	0	0	0			98,760	37,080	166.3%	
GATE COUNT	23,639	22,541	27,806	25,723	26,680	32,548	34,561	34,138								227,636	122,286	86.2%
MEETING ROOMS																		
Meeting Room Bookings	317	349	472	438	425	440	421	307								3,169	1,649	92.2%
Team Room Bookings	772	842	949	970	837	856	826	928								6,980	220	3072.7%
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102	3,290	3,880	3,361	2,924								23,453	9,226	154.2%
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817	3,418	3,463	4,538								27,911	6,849	307.5%
LEARN & PLAY BUS VISITS	50	47	95	120	73	113	135	139								772	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			29,671	34,246	-13.4%	
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744	5,510	4,981	2,890								18,953	16,384	15.7%
COMPUTER USE																		
MiFi Hotspot Data Usage (TB)	0.36896	1.04	1.06	1.06	1.15	1.17	1.13	0.77523								7.75419	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706	6,960	8,473	8,513	8,494								57,549	43,762	31.5%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52	0:52:48	0:53:12	0:50:59	0:51:27								0:50:56	0:42:38	19.5%
Total Computer Hours	4,585	4,231	5,849	6,022	6,126	7,514	7,234	7,286								48,847	31,093	57.1%
Wireless Sessions	20,362	18,191	23,912	25,822	26,469	30,192	33,122	31,250								209,320	85,589	144.6%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00	0:13:00	0:12:00	0:12:00	0:12:00								0:13:43	0:12:28	10.0%

Total Wireless Hours



	4,960	4,844	6,015	6,382	5,760	6,368	6,777	6,724				47,830	17,787	168.9%	
	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	14,010	0	0	0	0	96,677	48,880	97.8%
DOLLY PARTON ENROLLMENT	5,835	5,772	5,780	5,738	5,687	5,658	5,695						5,695	5,837	-2.4%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811	14,666					105,589	96,066	9.9%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369	16,089	17,250	17,405					126,511	114,233	10.7%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592					178,711	149,292	19.7%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211					46,686	38,715	20.6%
Magazines	875	791	923	783	953	863	796	848					6,832	7,606	-10.2%
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397	6,470					48,900	49,968	-2.1%
RC Realia	106	72	83	90	58	102	70	92					673	787	-14.5%
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738	3,452					23,966	24,399	-1.8%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332	75,415	79,136	74,736					537,868	481,066	11.8%
Audio / Visual Material															
MiFi Hotspots	18	35	38	38	46	31	24	30					260	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941					15,347	16,544	-7.2%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357					17,985	18,185	-1.1%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730	21,729					162,507	146,096	11.2%
Juvenile Audiobooks	262	243	337	273	290	351	390	354					2,500	2,136	17.0%
Juvenile Music	204	151	191	187	219	285	280	290					1,807	1,597	13.1%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353	5,590					36,965	32,665	13.2%
YA AV	15	12	33	16	25	15	26	21					163	319	-48.9%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568	29,964	32,069	32,312					237,274	217,542	9.1%
Adult Material															
Adult Fiction	12,927	11,981	12,690	12,133	12,521	13,860	14,811	14,666					105,589	96,066	9.9%
Magazines	875	791	923	783	953	863	796	848					6,832	7,606	-10.2%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038	1,903	1,958	1,941					15,347	16,544	-7.2%
Adult Music	2,181	1,991	2,489	2,332	2,247	2,080	2,308	2,357					17,985	18,185	-1.1%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519	20,377	21,730	21,729					162,507	146,096	11.2%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647	55,172	58,853	58,946					434,771	398,730	9.0%
Juvenile Material															
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966	27,785	28,683	25,592					178,711	149,292	19.7%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442	6,866	7,391	6,211					46,686	38,715	20.6%
Juvenile Audiobooks	262	243	337	273	290	351	390	354					2,500	2,136	17.0%
Juvenile Music	204	151	191	187	219	285	280	290					1,807	1,597	13.1%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184	4,922	5,353	5,590					36,965	32,665	13.2%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101	40,209	42,097	38,037					266,669	224,405	18.8%
Red Carpet Material															
RC Print Materials	6,251	5,641	6,233	5,846	5,845	6,217	6,397	6,470					48,900	49,968	-2.1%
RC Realia	106	72	83	90	58	102	70	92					673	787	-14.5%
RED CARPET CIRCULATION	6,357	5,713	6,316	5,936	5,903	6,319	6,467	6,562					49,573	50,755	-2.3%
Young Adult Material															
YA Print Materials	2,556	2,361	2,483	2,565	3,178	3,633	3,738	3,452					23,966	24,399	-1.8%
YA AV	15	12	33	16	25	15	26	21					163	319	-48.9%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	2,581	3,203	3,648	3,764	3,473					24,129	24,718	-2.4%
Overdrive	35,891	32,773	35,581	33,380	35,139	35,527	38,048	37,607					283,946	273,402	3.9%
Hoopla	15,010	13,681	14,473	14,183	14,822	13,790	14,502	15,897					116,358	109,393	6.4%
Flipster	1,306	1,199	1,332	1,203	1,100	1,223	1,226	1,087					9,676	11,428	-15.3%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061	50,540	53,776	54,591					409,980	394,223	4.0%
Adult ebook Fiction	18,220	16,697	17,594	16,487	17,413	17,336	19,033	18,776					141,556	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337	3,574	3,617	3,694	3,659					28,999	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804	18,529	18,726	19,940	20,572					148,605	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475	1,619	1,441	1,471	1,517					12,733	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286	251	209	256					1,994	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814	1,918	1,903	2,016	1,992					15,379	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272	1,281	1,410	1,402	1,371					10,432	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22	30	32	25					222	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225	1,232	1,284	1,327	1,230					9,735	n/a	n/a

DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415	43,713	45,874	45,998	49,124	49,398					369,655	n/a	n/a
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	2022												2022
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$1,077,443	\$1,267,384	\$1,331,780	\$1,256,096	\$0	\$0	\$0	\$0	\$9,027,612
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	\$4,315	\$3,980	\$4,240	\$0	\$0	\$0	\$0	\$34,160
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$22,540	\$23,480	\$22,950	\$0	\$0	\$0	\$0	\$178,470
DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$104,776	\$110,716	\$118,788	\$119,948	\$0	\$0	\$0	\$0	\$877,708
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$890	\$940	\$1,200	\$0	\$0	\$0	\$0	\$10,540
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$74,067	\$79,632	\$99,743	\$105,931	\$106,561	\$0	\$0	\$0	\$0	\$691,320
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	\$28,900	\$0	\$0	\$0	\$0	\$189,530
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$148,848	\$142,632	\$166,584	\$168,132	\$168,120	\$0	\$0	\$0	\$0	\$1,160,124
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$1,483,080	\$1,474,591	\$1,803,205	\$1,848,435	\$1,708,019	\$5	\$6	\$6	\$7	\$12,466,215