

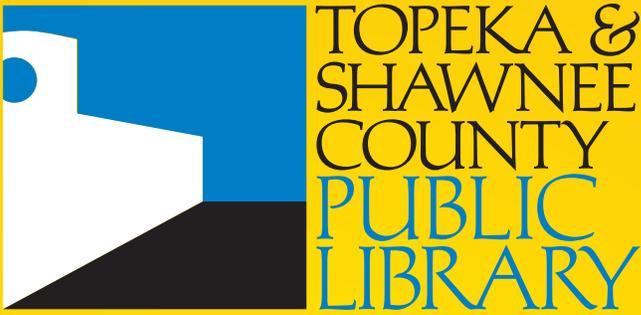


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

April 21, 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





Call to Order

Public Comment

Trustee Advocacy Stories

- PLA Board Attendees

Approval of March 17, 2022, Meeting Minutes of the Board of Trustees – [Action Item](#) pg. 5

Audit Report – Berberich Trahan & Company, PA – Stacey Hammond, Partner

- **Audit Committee Report** – Shawn Leisinger, Chair
- **Acceptance of the 2021 Audit Report – [Action Item](#) pg. 9**

Chief Financial Officer’s Report – Kim Strube [pg. 12](#)

Financial Reports

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

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- Approval of April 11, 2022, Meeting Minutes Board of Trustees Executive Committee - [Action Item](#) **pg. 28**

Chief Executive Officer Report – Marie Pyko [pg. 30](#)

Chief of Staff – Thad Hartman [pg. 37](#)

New Business

- **Nominating Committee Report- Liz Post, Chair**
- **Election of Officers- [Action Item](#) [pg. 46](#)**
- **Expression of Gratitude to Kacy Simonsen- [Action Item](#) [pg. 47](#)**
- **Expression of Gratitude to Kristen O’Shea- [Action Item](#) [pg. 48](#)**

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

May 19, 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, Kacy Simonsen – Vice Chair, Joan Hicks – Secretary, Peg Dunlap, Beth Dobler, Kristin Brunkow O’Shea, and Liz Post

Board Members Absent

Shawn Leisinger – Treasurer, Jennifer Miller, and Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on March 17, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave and virtually via Zoom, was called to order at 4:00pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

The Trustees did not have any advocacy stories to share.

Approval of Minutes

On a motion by Vice Chair Kacy Simonsen, seconded by Peg Dunlap, the February 17, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously

Chief Financial Officer’s Report

Chief Financial Officer for the Topeka and Shawnee County Public Library, Kim Strube, had nothing further to add to her report.

Financial Reports

Chair Jim Edwards shared the Treasurer’s Report in Treasurer Shawn Leisinger’s stead. Jim noted no errors or omissions.

On a motion by Vice Chair Kacy Simonsen, seconded by Beth Dobler, the Treasurer’s Financial Report for February 2022 was approved.

Motion passed unanimously.

The Library Foundation

Erin Aldridge, Executive Director for the Topeka and Shawnee County Public Library Foundation, spoke for the Library Foundation in Judy Moler’s absence. Erin reported that donations have

demonstrated an upward trend since 2021. A report is currently being compiled and will expect to be mailed in mid to late April.

Erin stated that the Foundation website is moving forward, and the goal is to launch the site in mid-April.

Erin Aldridge, Judy Moler, and Janel DeLeye are attending PLA and are looking forward to the comradery and learning.

Friends of Topeka and Shawnee County Public Library

President of Friends of Topeka and Shawnee County Public Library, Christy Molzen, shared the Friends of Topeka and Shawnee County Public Library received two scholarship applications from library staff pursuing their master's degree in library science. The scholarship committee will be conducting interviews and making a final decision on Monday.

The old auditorium chairs were sold via online auction to four different buyers, and \$2,375 was netted.

The next book sale is coming up the weekend of April 22-24.

Christy wished a heartfelt thank you to Scarlett Fisher-Herreman for speaking to the Board of Trustees about the process the library uses for weeding its collection.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on March 7, 2022.

On a motion by Liz Post, seconded by Secretary Joan Hicks, the March 7, 2022, minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

Chief Executive Officer Report

Marie Pyko highlighted the Library Journal article with the library's own, Autumn Friedli. She also shared that the masks required, open early concept has rolled out since Monday, March 14, 2022, and there have been customers interested. The library can be open and allow for more of a self-service style for customers.

Marie then invited Zan Popp, Curator at the Topeka and Shawnee County Public Library, to speak to the Board of Trustees about the new art exhibit and to explain how the gallery obtains their exhibits. Zan also shared that there is an exhibit upcoming called Shades of Greatness that is a partnership with the Negro Leagues Baseball Museum in Kansas City.

Chief of Staff Report

Thad Hartman, Chief of Staff for the Topeka and Shawnee County Public Library, shared an update on the chiller project. Thad stated that the Board of Trustees approved a bid for a chiller

replacement in January. It was initially thought that this project could be done by early May. Thad was informed that project will not start until after this summer. Thad stated that there will be routine maintenance to ensure that the chiller will continue until its replacement.

Thad reported that the Tech Zone construction is running along smoothly and attendees of today's Board of Trustees meeting are welcome to a short tour of the space

Thad shared that as of Monday, March 21, 2022, masks are optional for staff. Masks will still be required on bookmobiles, and this may be reevaluated when the CDC has Shawnee County, Kansas in the green for two weeks consecutively.

Thad stated that the Topeka and Shawnee County Public Library is currently working on redesigning the New Media area. Plans will be brought in front of the Board of Trustees. This area will not require construction but will involve replacing furniture. Future bids for this project will be upcoming at future Board of Trustee meetings.

Thad Hartman had nothing further to add.

New Business

Nominating Committee

On a motion by Vice Chair Kacy Simonsen, seconded by Secretary Joan Hicks it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the nominating committee as presented.

Motion passed unanimously.

Library Material Selection Policy

On a motion by Peg Dunlap, seconded by Vice Chair Kacy Simonsen, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Library Material Selection Policy as presented.

Motion passed unanimously.

Bid for Tech Zone Studio and Team Room Equipment

On a motion by Vice Chair Kacy Simonsen, seconded by Secretary Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kansas City Audio-Visual as presented.

Motion passed unanimously.

Adjournment

On a motion by Vice Chair Kacy Simonsen, seconded by Peg Dunlap, the Board of Trustees Meeting held on March 17, 2022, was adjourned at 4:38pm.

Next Meeting

April 21, 2022

4:00pm

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



Resolution – 2021 Audit Report

BOARD OF TRUSTEES

April 21, 2022

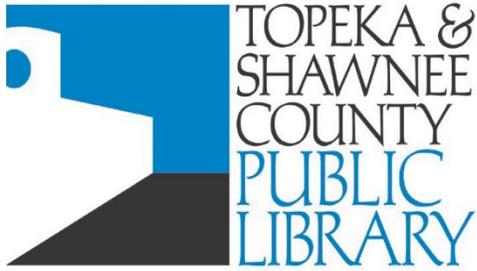
Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2021 Audit Report by BT&Co., P.A.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Minutes
Audit Committee Meeting
April 12, 2022 – 9:00 AM
Menninger Room 206

BOARD/COMMITTEE MEMBERS PRESENT:

Shawn Leisinger – Audit Committee Chair and Liz Post

BOARD/COMMITTEE MEMBERS ABSENT:

Peg Dunlap

STAFF:

Kim Strube, Marie Pyko, Thad Hartman, and Aubrey Conner

OTHERS:

Stacey Hammond – Director at Berberich Trahan & Company, PA

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Tuesday, April 12, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library. The Audit Committee meeting was called to order at 10:14 am by Chief Financial Officer Kim Strube. Shawn Leisinger is serving as Audit Committee Chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements for the year ended December 31, 2021, and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided in advance of the meeting.

Stacy Hammond presented the 12/31/2021 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

Hammond reviewed significant estimates, financial highlights, and investments. Hammond spoke about generally accepted auditing standards by which she conducted the Library's audit. Hammond spoke of new auditing standards that require the paragraphs to be in a different order to avoid having to search for information necessary to the audit. Opinions are now in the first paragraph. Hammond stated that there were no requested changes to the audit. She reported that there were no significant issues that arose during the audit, nothing unexpected occurred, Kim Strube and her staff were cooperative and transparent in answering questions Hammond had.

Hammond reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed and after The Foundation Board has accepted their audit report.

COMMITTEE DISCUSSION

Topics included: discussion regarding the Foundation's audit process and the Board of Trustee members' fiduciary oversight over the Foundation. The audit process and how it relates to the three boards could be a possible Trustee Education Topic. The Audit Committee discussed what documents are looked at when the audit is performed. The Audit Committee discussed that the library is primarily dependent upon one revenue source but is not necessarily vulnerable in that area. The library appears to be in compliance with lines of credit and other banking processes and the movement of resources in or out of designated funds are properly authorized and accounted for. The Audit Committee discussed inflation and GASB Statement No. 87 as being factors in future budgets and audits. The Auditing Committee discussed budgeting for the CEO and CFO to do continuing education courses.

NEXT STEPS

Hammond will present at the Board of Trustees meeting on Thursday April 21, 2021, at 4:00 PM in the Menninger Room 206 of the Topeka and Shawnee County Public Library.

The Audit Committee members voted to make a recommendation to the full Board to accept the final audit report at the April 21, 2022, Board of Trustees meeting. Hammond will also share about the three Boards and their roles in the Audit process.

There being no further business for the Committee the meeting was adjourned at 10:43 am.

General Fund – Pages 3 through 5

With 24.7% of the budget year completed, 53% of the budgeted revenue has been received and 29% of the approved budget has been expended/encumbered. This compares to 2021 in which 52% of the budgeted revenue and been received and 24% of the approved budget had been expended/encumbered.

The second tax distribution of 2022 was received March 18th as scheduled. The total received for the General Fund was \$418,714. The percentage of the ad valorem budget collected year-to-date is 57% which is the same at this time in 2021. The percentage of year-to-date motor vehicle taxes collected is 11% which is the same at this point in time in 2021.

The Insurance line item is over budget but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.7% of the budget year completed, 53% of the budgeted revenue has been received and 20% of the approved budget has been expended/encumbered. This compares to 2021 in which 53% of the budgeted revenue had been received and 24% 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 \$4,679,814.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved facilities master plan budget	Kiosk for Tech Zone	\$6,563.00	Comprise Technologies, Inc.
Approved operating budget	2021 annual audit	\$34,000.00	BT&Co., PA
Approved operating budget	Annual membership renewal	\$9,000.00	Urban Libraries Council
Change order for existing approved project	Change Order #1 Tech Zone – additional work to the fire wall	\$4,107.50	Shirley Construction Inc.
Approved operating budget	Annual copier lease/maintenance	\$15,312.00	Century Business Technologies
Approved facilities master plan budget	Security cameras for Tech Zone	\$10,403.36	American Digital Security LLC
Approved facilities master plan budget – RFP posted and approved by the Board on 03/17/2022	Purchase and Installation of equipment for Tech Zone and Tech Zone Team Rooms	\$77,187.00	Kansas City Audio-Visual Inc.
Approved operating budget	Annual estimated winter 2021-2022 snow removal costs	\$12,000.00	Snow Terminators LLC
Approved operating budget	Other postemployment benefits consulting/valuation service for audit	\$5,900.00	Lewis & Ellis, Inc.
Approved operating budget	Annual service fees for mobile and public mifi cards	\$44,849.34	Verizon Wireless
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$11,408.83	Blackbaud Inc.
Library Materials	Adult nonfiction	\$5,500.00	Ingram Library Services
Library Materials	Hoopla online	\$25,115.10	Midwest Tape LLC
Library Materials	TS360 online	\$5,601.00	Baker & Taylor Books

Other Items:

- The Board's Audit Committee met to review the audit draft and hear the audit presentation on Tuesday, April 12th. The Committee's recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. The 2021 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to make arrangements with Aubrey or Kim to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State's Office and provide a copy of their driver's license as well. The effective date of the new positions is May 1, per the bylaws.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 7th, 9 am to 11 am in the Menninger Room 206
 - Wednesday, July 13th, 1 pm to 3 pm in the Menninger Room 206

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

3/31/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 8,197,217.61	\$ 3,448,276.08	\$ 9,715,036.86
Employee Benefits	1,405,524.62	2,177,798.77	879,545.41	\$ 2,703,777.98
Capital Improvement	4,677,506.88	2,307.10	-	\$ 4,679,813.98
Bond & Interest	-	1,082.92	-	\$ 1,082.92
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,170.44	49,293.13	49,170.44	\$ 49,293.13
Federal, State & Local Grants	24,044.03	800.00	2,900.66	\$ 21,943.37
Other Special Revenue	554,736.57	8,629.73	42,705.95	\$ 520,660.35
Permanent Funds	273,836.43	-	-	\$ 273,836.43
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 10,437,129.26</u>	<u>\$ 4,422,598.54</u>	<u>\$ 17,965,445.02</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 488,097.88
Restricted Funds-CoreFirst Bank-Checking	522,573.32
Capital Improvement Fund-VisionBank-Money Market Account	4,679,813.98
Cash on Hand	2,658.25
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	6,089,542.08
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	6,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 18,056,741.94</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,253.85
Less Payroll Deduction and Employer Benefit Liabilities	2,171.09
Less Outstanding Checks	85,871.98
	<u><u>\$ 17,965,445.02</u></u>

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

3/31/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	3/31/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 8,197,217.61	\$ 633,948.72	\$ 2,814,327.36	\$ 9,715,036.86	\$ 2,086,234.93	\$ 7,628,801.93
Employee Benefit Fund	1,405,524.62	2,177,798.77	531.00	879,014.41	2,703,777.98	31,819.00	2,671,958.98
Capital Improvement Fund	4,677,506.88	2,307.10	-	-	4,679,813.98	-	4,679,813.98
Bond & Interest Fund	-	1,082.92	-	-	1,082.92	-	1,082.92
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,170.44	49,293.13	49,170.44	-	49,293.13	49,293.13	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	250.00	575.00	-	575.00
Library Services & Technology Ac	24,000.00	-	-	2,650.66	21,349.34	18,996.84	2,352.50
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	8.08	-	-	10,656.06	-	10,656.06
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.03	-	-	31.32	-	31.32
Friends	106,947.21	58.81	6,461.00	25,421.52	75,123.50	6,850.28	68,273.22
Fun Committee	4,227.14	282.98	-	-	4,510.12	-	4,510.12
Gallery Competitions/Exhibits	36,384.15	27.60	-	-	36,411.75	-	36,411.75
Gifts/Memorials (Undesignated)	349,198.19	5,882.29	-	7,313.98	347,766.50	100,910.40	246,856.10
Hathaway Trust - Library Materials	2,986.83	1,450.44	73.96	538.35	3,824.96	660.80	3,164.16
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	891.09	23.47	1,215.63	5,397.88	33.30	5,364.58
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	11.84	-	1,500.00	14,633.01	950.00	13,683.01
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	3.25	-	-	4,284.65	-	4,284.65
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	4.34	-	-	5,735.24	-	5,735.24
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.03	-	-	36.37	-	36.37
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	1.67	-	-	2,189.41	-	2,189.41
Youth Services	9,751.65	7.28	140.96	17.08	9,600.89	-	9,600.89
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	-	-	-	273,836.43	-	273,836.43
TOTALS	\$ 11,950,914.30	\$ 10,437,129.26	\$ 690,349.55	\$ 3,732,248.99	\$ 17,965,445.02	\$ 2,295,748.68	\$ 15,669,696.34

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

3/31/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2022</u>
				24.7%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 7,876,914.34	\$ (5,880,930.66)	57%
Revitalization Rebates	(144,572.00)	(105,665.27)	\$ 38,906.73	73%
Back Tax	-	116,794.49	\$ 116,794.49	N/A
Motor Vehicle Tax	1,540,929.00	165,964.17	\$ (1,374,964.83)	11%
Recreational Vehicle Tax	15,862.00	1,376.83	\$ (14,485.17)	9%
16/20 M Vehicle Tax	5,946.00	5,407.51	\$ (538.49)	91%
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	37,839.86	\$ (13,636.14)	74%
E-Rate Reimbursement	19,902.00	-	\$ (19,902.00)	0%
Miscellaneous Revenue	3,000.00	5,366.66	\$ 2,366.66	179%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	97,463.00	26,065.38	\$ (71,397.62)	27%
Salary Refunds-Friends	32,157.00	8,184.61	\$ (23,972.39)	25%
Salary Refunds-Shawnee Cty	-	7,794.19	\$ 7,794.19	N/A
Vending Machines	2,000.00	281.56	\$ (1,718.44)	14%
Overdue Fees*	10,000.00	6,780.85	\$ (3,219.15)	68%
Debt Collect	-	239.01	\$ 239.01	N/A
ILL Fees	100.00	3.00	\$ (97.00)	3%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	300.00	-	\$ (300.00)	0%
Obituary Fees	-	135.00	\$ 135.00	N/A
Meeting Room Charges	-	375.00	\$ 375.00	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	561.93	\$ (1,438.07)	28%
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>\$ 8,197,217.61</u>	<u>\$ (7,251,400.39)</u>	53%

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

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

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

3/31/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					24.7%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,107.66	\$ -	\$ 5,292.34	17%
Salaries-Facilities	706,922.00	130,347.60	-	576,574.40	18%
Salaries-Overtime	10,000.00	896.33	-	9,103.67	9%
Salaries-Security	281,754.00	62,128.86	-	219,625.14	22%
Salaries-Shelvers	65,154.00	5,572.14	-	59,581.86	9%
Salaries-Staff	7,821,156.00	1,636,486.99	-	6,184,669.01	21%
Conferences	157,000.00	17,593.89	24,933.94	114,472.17	27%
Staff Internal Dev/Trng - Web Based	15,000.00	389.00	350.00	14,261.00	5%
Staff Development & Training	15,000.00	368.34	-	14,631.66	2%
Mileage	9,100.00	177.09	6,706.08	2,216.83	76%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	784.03	1,318.00	397.97	84%
Materials-Periodicals	28,000.00	704.11	-	27,295.89	3%
Materials-Print/Non-Print <1 YR	661,000.00	102,169.87	4,975.00	553,855.13	16%
Materials-Print/Non-Print	1,228,000.00	204,820.17	110,873.65	912,306.18	26%
OPERATIONS:					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	20,614.98	73,385.02	11,805.00	89%
Contracted-Digital Services	538,078.00	92,915.64	41,521.73	403,640.63	25%
Contracted-Facilities	326,400.00	132,469.56	64,771.65	129,158.79	60%
Contracted-Equipment	51,100.00	7,671.75	17,374.96	26,053.29	49%
Contracted-Professional	304,400.00	49,440.61	92,489.62	162,469.77	47%
Contracted-E-Rate Services	1,791.00	-	-	1,791.00	0%
Digital Services Support	297,300.00	18,813.71	8,349.79	270,136.50	9%
Furniture/Equipment	91,465.00	-	-	91,465.00	0%
Insurance	56,000.00	32,455.00	26,655.00	(3,110.00)	106%
Marketing & Communication	47,500.00	4,275.30	2,989.77	40,234.93	15%
Memberships/Dues	30,900.00	10,104.00	613.00	20,183.00	35%
Miscellaneous	5,000.00	781.15	238.50	3,980.35	20%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	25,928.73	1,802.44	55,032.83	34%
Printing	114,300.00	1,406.06	874.55	112,019.39	2%
Programming	57,000.00	2,906.18	2,272.41	51,821.41	9%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	119,928.12	874,786.16	655,285.72	60%
Supplies-Facilities	98,000.00	10,956.99	57,084.91	29,958.10	69%
Supplies-Office/Library	89,600.00	10,814.04	6,413.49	72,372.47	19%
Supplies-Processing	45,000.00	3,190.71	440.00	41,369.29	8%
Telecommunications	99,100.00	17,404.86	48,830.38	32,864.76	67%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	44,120.06	295,480.63	34,943.31	91%
Utilities-Gas	67,626.00	23,736.34	27,992.55	15,897.11	76%
Utilities-Water/Sewage	35,700.00	5,782.13	23,417.87	6,500.00	82%
Vehicle-Gas	31,000.00	5,343.82	-	25,656.18	17%
Vehicle-Repair	50,500.00	9,566.06	27,680.41	13,253.53	74%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	5.48	-	(5.48)	N/A
TOTALS	\$ 17,984,821.00	\$ 2,814,327.36	\$ 1,844,621.51	\$ 11,675,872.13	29%

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

3/31/2022

	<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	7,876,914.34	57%
Revitalization Rebates	(144,572.00)	(105,665.27)	73%
Back Tax	-	116,794.49	N/A
Motor Vehicle Tax	1,540,929.00	165,964.17	11%
Recreational Vehicle Tax	15,862.00	1,376.83	9%
16/20M Vehicle Tax	5,946.00	5,407.51	91%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	37,839.86	74%
E-Rate Reimbursement	19,902.00	-	0%
Fees and Charges	16,000.00	13,183.07	82%
Reimbursements	129,620.00	42,044.18	32%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	561.93	28%
	<u>\$ 15,448,618.00</u>	<u>\$ 8,197,217.61</u>	53%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	1,836,539.58	21%
Other Staff Support Costs	196,100.00	50,518.34	26%
Library Collections	1,919,500.00	425,644.83	22%
Contracted Services	1,327,574.00	592,655.52	45%
Digital Services Support	297,300.00	27,163.50	9%
Furniture/Equipment/Art	99,465.00	150.00	0%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	994,714.28	60%
Utilities & Telecommunications	576,970.00	486,764.82	84%
Vehicles	81,500.00	42,590.29	52%
Other Operating Expenditures	626,063.00	202,207.71	32%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 4,658,948.87</u>	29%
Prior Year Canceled Purchase Orders		<u>\$ 58,838.28</u>	
Unencumbered Balance 3/31/2022	\$ -	<u>\$ 7,628,801.93</u>	

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

3/31/2022

EMPLOYEE BENEFITS

	2022 Budget	Year To Date	%
Balance 01/01/2022	\$ 802,327.00	\$ 1,403,457.62	
Revenue:			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 2,098,822.60	57%
Revitalization Rebates	(38,494.00)	(28,136.07)	73%
Back Tax	-	26,578.15	N/A
Motor Vehicle Tax	363,700.00	38,088.03	10%
Recreational Vehicle Tax	3,744.00	316.87	8%
16/20M Vehicle Tax	1,403.00	1,149.70	82%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	8,816.49	73%
Refund-Fringe Benefits-Foundation	48,256.00	11,491.87	24%
Refund-Fringe Benefits-Friends	20,829.00	3,859.30	19%
Refund-Fringe Benefits-Shawnee Cty	-	2,796.24	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	2,344.05	N/A
Interest on Idle Funds	1,000.00	275.90	28%
	\$ 4,086,094.00	\$ 2,177,798.77	53%
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	129,793.76	19%
Ks Public Employees Retirement Sys	864,426.00	160,091.38	19%
Worker's Compensation	54,000.00	49,932.10	92%
Unemployment Tax	8,891.00	16,503.31	186%
Health/Dental Insurance	2,870,631.00	545,843.86	19%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,888,421.00	\$ 910,833.41	20%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 3/31/2022	\$ -	\$ 2,671,958.98	

* 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	2,307.10
	\$ 2,307.10
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 3/31/2022	\$ 4,679,813.98

STATE AID

Balance 01/01/2022	\$ -	\$ -
Revenue:		
State Aid	-	49,293.13
	\$ -	\$ 49,293.13
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,293.13
	\$ 52,000.00	\$ 49,293.13
Unencumbered Balance 3/31/2022	\$ -	\$ -

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

3/31/2022

	<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	1,072.37	4%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	10.55	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 1,082.92</u>	4%
<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 3/31/2022	<u><u>\$ -</u></u>	<u><u>\$ 1,082.92</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 March 31, 2022

Capital Improvement Funds-VisionBank

\$ 4,679,813.98 at .20% (money market account)

Municipal Investment Pool

\$ 6,089,542.08 Operating funds in "overnight pool"*;
available for transfer whenever needed

5,000,000.00 General fund; 90-day 2/25/2022 at .35%,
maturity 5/26/2022

1,000,000.00 Employee benefit fund; 90-day 2/25/2022 at
.35%, maturity 5/26/2022

\$12,089,542.08

* rates vary by day - average March 1 - 31, 2022 was .0466%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	3/10/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,831.36	-97693
10	21502	0	3/10/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,386.21	-97693
15	21521	0	3/10/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,514.43	-97693
10	21503	0	3/10/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,327.56	-97693
15	21504	0	3/10/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,327.56	-97693
10	21503	0	3/10/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,052.39	-97693
15	21504	0	3/10/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,052.39	-97693
10	21514	0	3/10/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97693
10	41000	313	3/10/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,874.91	-97693
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 79,260.50	-97693 Total
10	21505	0	3/15/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,809.78	-97692
15	21516	0	3/15/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,417.95	-97692
10	21513	0	3/15/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,320.77	-97692
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 45,548.50	-97692 Total
10	21509	0	3/11/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,772.04	-97689
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,772.04	-97689 Total
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	12.5x16.5x3 print box	\$ 231.15	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	9.5x14.75 envelopes	\$ 267.20	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	12.5x10.5x2.5 doc cases	\$ 285.00	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	12.5x10.5x5 doc cases	\$ 297.50	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	18x13x3 newspaper boxes	\$ 192.00	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	25 - 15x12x10 storage box	\$ 156.40	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Tilta d tap to 4 pin cabl	\$ (28.00)	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Smallrig 15 mm lens supp	\$ (21.85)	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Smallrig 501pl com basepl	\$ (99.00)	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Smallrig cheese plate	\$ (32.09)	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	Acrobat Pro DC	\$ 144.00	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	birch sewing cradle	\$ 73.06	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	The Beadery Bonanza 5LB o	\$ 19.58	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	24pcs Mini Pine Trees 1.7	\$ 6.99	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Miniature Garden Ornament	\$ 23.98	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	[12 Oz 100 Pack] Paper Co	\$ 14.99	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	pearstone 15ft hdmi cable	\$ 179.40	-97680
10	41000	310	3/18/2022	COREFIRST BANK & TRUST	motionarray license	\$ 249.99	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Tire Pressue Gg 2pk	\$ 5.94	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Hanes Tee 2 Pk.	\$ 10.50	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Rbmd 2-step stool	\$ 59.99	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	200 6 white plates"	\$ 19.89	-97680

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	SZRMCC dtap to 5pin cable	\$ 36.99	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	smallrig NATO rail	\$ 11.39	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	Sigma 18-35mm lens	\$ 749.00	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	DUTY STAPLER Bundle	\$ 28.51	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	sheet capacity staples	\$ 6.60	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	9/16x3-7/16""	\$ 18.98	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	1-1/8x3-1/2""	\$ 8.99	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	32 Logan bevel cutter#30"	\$ 114.93	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Logan #270 blades -100 ct	\$ 47.36	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Tax	\$ 14.85	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	1 oz white acryloid	\$ 20.85	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	logitech c270	\$ 1,949.35	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Carp Windsock	\$ 75.30	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Aitoh Chiyogami paper	\$ 22.31	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Gyotaku Fish angel fish	\$ 16.65	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Japanese Sketch Paper	\$ 13.92	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Bamboo Brush size6	\$ 12.48	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Bamboo Brush Set	\$ 10.75	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Tax	\$ 13.84	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	Light Pink Tissue Paper	\$ 9.35	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	Toshiba 43-inch Class C35	\$ 329.99	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	tabletop easel	\$ 50.76	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	Sony WI-XB400 EXTRA BASS	\$ 192.00	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	reusable dino stickers	\$ 47.94	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	crayons	\$ 55.38	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	dinosaurs	\$ 194.90	-97680
10	41000	420	3/18/2022	COREFIRST BANK & TRUST	Adir wall mount 51x20" a"	\$ 556.98	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	dinosaur bookmark	\$ 5.00	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	Anker 7 port usb hub	\$ 229.95	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	logitech h390	\$ 219.90	-97680
10	41000	330	3/18/2022	COREFIRST BANK & TRUST	linen wash paper ivory	\$ 51.45	-97680
10	41000	320	3/18/2022	COREFIRST BANK & TRUST	Tiltaing ssd drive holder	\$ -	-97680
10	23800	0	3/18/2022	COREFIRST BANK & TRUST	watercolor paper 15x22",212270"	\$ -	-97680
				<i>Miscellaneous online orders paid by credit card</i>		\$ 7,173.27	-97680 Total
10	21501	0	3/24/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,878.65	-97679
10	21502	0	3/24/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,780.29	-97679
15	21521	0	3/24/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,349.78	-97679
10	21503	0	3/24/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,823.89	-97679

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

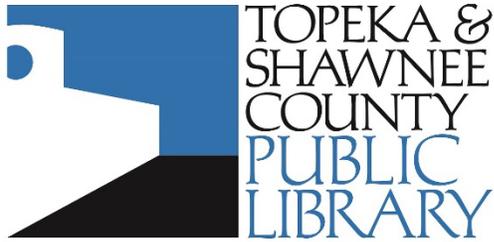
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21504	0	3/24/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,823.89	-97679
10	21503	0	3/24/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,168.55	-97679
15	21504	0	3/24/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,168.55	-97679
10	21514	0	3/24/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97679
10	41000	313	3/24/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,895.97	-97679
10	41000	313	3/24/2022	PAYCOM PAYROLL LLC	Paycom Credit	\$ (1,895.97)	-97679
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 79,887.29	-97679 Total
10	21509	0	3/25/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,772.04	-97677
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,772.04	-97677 Total
10	21505	0	3/25/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,958.65	-97676
15	21516	0	3/25/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,638.79	-97676
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 44,597.44	-97676 Total
10	21515	0	3/25/2022	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 31,565.24	-97673
15	21515	0	3/25/2022	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 150,227.95	-97673
15	21515	0	3/25/2022	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97673
						\$ 182,530.38	-97673 Total
10	41000	736	3/4/2022	CDW GOVERNMENT, INC.	Apple iMac 27 Retina 5Kf"	\$ 10,625.00	97508
10	41000	736	3/4/2022	CDW GOVERNMENT, INC.	AppleCare+ - extended ser	\$ 745.00	97508
				<i>2022 approved facilities master plan budget - computers for Tech Zone</i>		\$ 11,370.00	97508 Total
10	21512	0	3/4/2022	DELTA DENTAL OF KANSAS, INC	EE March Premiums	\$ 2,728.28	97512
15	21512	0	3/4/2022	DELTA DENTAL OF KANSAS, INC	ER March Premiums	\$ 10,101.48	97512
15	21512	0	3/4/2022	DELTA DENTAL OF KANSAS, INC	Retiree March Premiums	\$ 44.16	97512
						\$ 12,873.92	97512 Total
10	41000	301	3/4/2022	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97524
				<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,871.66	97524 Total
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Equip & ServIce Lease	\$ 89.00	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Qtrly Lease/Maint	\$ 1,165.50	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	1020 Washbrn copier lease	\$ 186.94	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Equip & ServIce Lease	\$ 89.00	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Lease & maint	\$ 1,232.00	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Lease/Maint	\$ 1,276.00	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Finance Charge	\$ 18.83	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	1020 Washbrn copier lease	\$ 186.94	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Lease/Maint	\$ 1,276.00	97536
10	41000	312	3/11/2022	CENTURY BUSINESS TECHNOLOGIES	Equip & ServIce Lease	\$ 89.00	97536
				<i>2022 approved operating budget - contracted equipment</i>		\$ 5,609.21	97536 Total
25	23800	0	3/11/2022	CYTEK MEDIA SYSTEMS, INC.	Audio/Visual Equipment	\$ 49,170.44	97539
10	23800	0	3/11/2022	CYTEK MEDIA SYSTEMS, INC.	Audio/Visual Equipment	\$ 54,326.56	97539

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>RFP was posted and bid was approved by the Board of Trustees on June 17, 2021</i>		\$ 103,497.00	97539 Total
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 21.42	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 22.70	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 117.84	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 187.01	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 1,096.19	97542
10	41000	351	3/11/2022	EVERGY	2022 Electricity	\$ 19,485.66	97542
						\$ 21,174.12	97542 Total
10	41000	311	3/11/2022	JOHNSON CONTROLS FIRE PROTECTION LP	Sprinkler Head Repair	\$ 14,648.70	97549
				<i>Damage occurred in Tech Zone construction area. This expense will be reimbursed by contractor's insurance company.</i>		\$ 14,648.70	97549 Total
10	23800	0	3/11/2022	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 141,147.68	97556
10	41000	736	3/11/2022	SHIRLEY CONSTRUCTION INC	TECH ZONE CO 1	\$ 4,107.50	97556
						\$ 145,255.18	97556 Total
10	41000	323	3/11/2022	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 9,000.00	97558
				<i>2022 approved operating budget - memberships/dues</i>		\$ 9,000.00	97558 Total
10	41000	310	3/17/2022	BLACKBAUD INC	renewal	\$ 11,408.83	97565
				<i>Software support annual agreement in 2022 approved operating budget</i>		\$ 11,408.83	97565 Total
10	41000	313	3/17/2022	BT&CO., PA	Audit for YE 12/31/2021	\$ 20,000.00	97567
				<i>2022 approved operating budget - final year of 3 year agreement; initial 2022 payment</i>		\$ 20,000.00	97567 Total
10	41000	320	3/17/2022	DELL MARKETING LP	Latitude 5520	\$ 8,556.00	97572
				<i>2022 approved operating budget - replace laptops in Bookmobiles</i>		\$ 8,556.00	97572 Total
10	41000	313	3/17/2022	LEWIS & ELLIS, INC.	GASB 75 valuation serv	\$ 5,900.00	97588
				<i>Post-employment health benefit valuation/footnote info for the audit - professional services exempt from purchasing policy- 2022 approved operating budget</i>		\$ 5,900.00	97588 Total
10	41000	352	3/24/2022	CONSTELLATION NEWENERGY - GAS	2022 Gas Services	\$ 8,226.32	97609
						\$ 8,226.32	97609 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 March 31, 2022

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	3/24/2022	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 3,859.38	97611
10	41000	736	3/24/2022	HTK ARCHITECTS INC.	Chiller Replacement	\$ 4,525.00	97611
						\$ 8,384.38	97611 Total
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 2,225.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 650.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 2,225.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 2,225.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 2,687.50	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 650.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 650.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 1,300.00	97621
10	41000	311	3/24/2022	SNOW TERMINATORS LLC	CLEAR PRK LOTS / SIDEWALK	\$ 3,612.50	97621
				<i>2022 approved operating budget - contracted facilities</i>		\$ 16,225.00	97621 Total
15	41000	260	3/24/2022	WORLD INSURANCE ASSOCIATES LLC	2nd qtr workers comp ins	\$ 12,190.00	97628
						\$ 12,190.00	97628 Total
10	41000	736	3/31/2022	CUSTOM SHEET METAL SERVICE	Chiller Replacement	\$ 22,490.33	97634
						\$ 22,490.33	97634 Total
10	41000	301	3/31/2022	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97641
				<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 6,871.66	97641 Total
						\$ 903,093.77	Grand Total



Minutes
Board of Trustees Executive Committee
Meeting April 11, 2022, 4:00 pm – 5:00 pm
Zoom Meeting

Agenda

Executive Committee Members Present

Jim Edwards – Chair, Kacy Simonsen – Vice Chair, Shawn Leisinger – Treasurer,
Joan Hicks – Secretary

Call to order

The meeting of the Board of Trustees Executive Committee was held on April 11, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the March 17, 2022, Board of Trustees Meeting, and the agenda for the Board of Trustees Meeting April 21, 2022, were reviewed.

Chief Financial Officer Kim Strube stated that there weren't any issues or concerns with the audit. Strube reported that the Audit Committee is meeting at 9:00 am Tuesday, April 12, 2022.

Chair Jim Edwards shared he'd like to speak about PLA during Trustee Advocacy Stories.

Chief Executive Officer Marie Pyko shared she will speak to PLA and what she heard in a couple of her sessions that relates to the Topeka and Shawnee County Public Library. Pyko will set the stage for some policies and strategic planning for trustee education coming in May.

Chief of Staff Thad Hartman will give an update on the Tech Center. Hartman shared that the library will have three people retiring April 29th, with an estimated combined 100 years of service between the three of them.

Other Items

Treasurer Shawn Leisinger requested to know the next PLA date. The next PLA Conference will be in 2024 in Columbus, OH.

Chief Human Resources Officer Jesse Maddox and Treasurer Shawn Leisinger discussed insurance prices and trends.

No other items were discussed

Adjournment

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:13 pm.

Next Meeting

Monday, May 9, 2022

4:00 pm – 5:00 pm

Zoom Meeting

CHIEF EXECUTIVE OFFICER'S REPORT April 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) UW

At the end of March, we were holding steady with 5,780 children enrolled in the program. The DPIL library team will be meeting in May to review our goals and programs to grow participation and determine next steps for outreach to specific zip codes. The charts for our zip code areas and demographic spread of the program are included at the end of my report.

Board Appointments Update

As of my writing, we have two appointments from our County Commissioners. Aaron Mays, County Commissioner from District 3 has appointed Shawn Leisinger to the Board of Trustees for a second term ending April 2026. Bill Riphahn, County Commissioner from District 1 has appointed Hannah Uhrig to the Board of Trustees for a first term ending April 2026. Aubrey Conner and I are creating the Orientation schedule so we will be ready to host the new board members and help them be ready for their first Board meeting in May.

PLA- Public Library Association- Portland OR

The library was able to invite 10 library staff, 2 Board members and 1 Foundation Board member to the library conference in Portland. Within Thad Hartman's report you will find a couple of manager's thoughts about the conference. The conference while smaller than in year's previously was an engaging opportunity to learn and network with colleagues. Equity, Diversity, and Inclusion programs were readily available, and I attended a good case study from the Toledo Lucas County Library that provided several documents on hosting courageous conversations. Another area of focus for me was strategic vision. The Charleston County Public Library presented a case study on how you leverage staff talent to create your strategic vision. I found tools from this program that could translate well to our library. Finally, it was so wonderful to connect with colleagues again in person and discuss their experiences with Covid 19 and their response to programs, staffing and building opening. It made me so appreciate the slow and steady but always moving forward approach we employed for responding to the pandemic.

Upcoming American Library Association and Public Library Association Conference

I have included for future planning the conference schedule that is available to date.

ALA 2023 Chicago, IL June 22-27

ALA 2024 San Diego, CA June 27-July 2

ALA 2025 Philadelphia, PA June 26-July 1

ALA 2026 Chicago, IL June 25-30

ALA 2027 New Orleans, LA June 24-29

PLA 2024 is in Columbus, OH April 3-6

Community Projects

SENT

We continue to look for ways to extend our reach into areas of the community we don't have a significant presence-the Hi-Crest neighborhood is one such area. One connection I have built focuses on training and learning.

I met with Tricia Sublet to look for strategies to increase our learning opportunities when working with young children who have lived through trauma including social isolation from COVID 19. Tricia is a mental health specialist who offers trainings on these topics so we will be exploring opportunities for our staff who specifically work with children to participate in this training.

YWCA Stand Against Racism 21 Day Challenge

In 2019, we began cohosting a Racial Justice Book Club monthly. As part of the relationship with the YWCA, we have been a sponsor of the community wide Stand Against Racism 21 Day Challenge. This is our second year, and it continues to be a significant program which supports the community and their interest to grow and learn about equity, diversity, and inclusion.

Miranda Ericsson, Reader's Librarian and Lissa Staley, Community Connections Librarian have been integral in the leadership for the project and several of our staff have participated in the online learning and community conversations. It is a small step in our diversity, equity, and inclusion journey but it is a positive one.

New Business- Agenda items

Nominating Committee Report and Election of Officers

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); "at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting." The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

Expression of Gratitude to Kacy Simonsen and Kristen O'Shea

With respect and gratitude, we bid farewell to Trustees Kacy Simonsen and Kristen O'Shea. Both served the library with distinction, enthusiasm and dedication and will be missed. Please refer to your packets for the resolutions honoring both Kacy and Kristen.

Professional Activities/Community Contacts

March 14, 2022, Met with Glenda Washington, Greater Topeka Partnership

March 16, 2022, Led Senior Director's Planning meeting.

March 17, 2022, Attended Bi-weekly construction meeting on the Tech Zone with Shirley

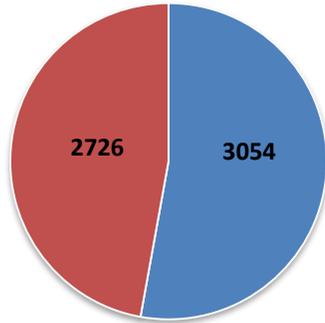
- Construction and HTK Architects.
- March 17, 2022, Hosted the weekly Rotary Club of Topeka meeting.
 - March 17, 2022, Attended the ULC Directors call.
 - March 19, 2022, Presented Welcome Keynote at the Topeka EmpowHerment Summit at the Library.
 - March 21, 2022, Served on the final Staff Development Coordinator Interviews.
 - March 22-26, 2022, Attended the Public Library Association Conference, Portland Oregon.
 - March 25, 2022, Met with Clark Swanson, OrangeBoy to discuss next phase of customer engagement projects.
 - March 28, 2022, Met with Autumn Friedli to finalize our support of the annual Kansas Book Festival event in September.
 - March 29, 2022, Attended the Rotary Club of Topeka Executive Committee
 - March 30, 2022, Facilitated the Senior Director's Planning Meeting
 - March 31, 2022, Attended Bi-weekly construction meeting on the Tech Zone with Shirley Construction and HTK Architects.
 - March 31, 2022, Met with Lissa Staley to discuss the statewide community reading initiative with the Kansas Library Association and Kansas Leadership Center.
 - March 31, 2022, Attended the ULC Directors call.
 - April 5, 2022, Met with Cindy Roupe- Interim State Librarian of Kansas
 - April 6, 2022, Met with Nathan Pettengill, Pam Evans and Angie Taylor to discuss sponsorship opportunities with Topeka Family Magazine.
 - April 6, 2022, Coordinated a tour of the Level 2 Tech Center with Erin Aldridge and Plug and Play-GTP.
 - April 7, 2022, Met with Tricia Sublet of SENT to discuss continuing education training opportunities for our team on Trauma Informed Care Practices.
 - April 7, 2022, Attended the MO_KAN Library Directors call.

Marie Pyko
 Chief Executive Officer
 Topeka and Shawnee County Public Library 4/14/22

Number of children currently enrolled: **5,780**

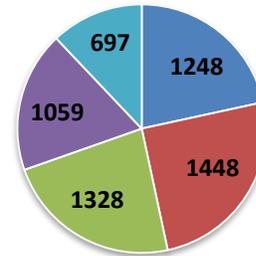
SEX OF PARTICIPANTS

■ Male ■ Female

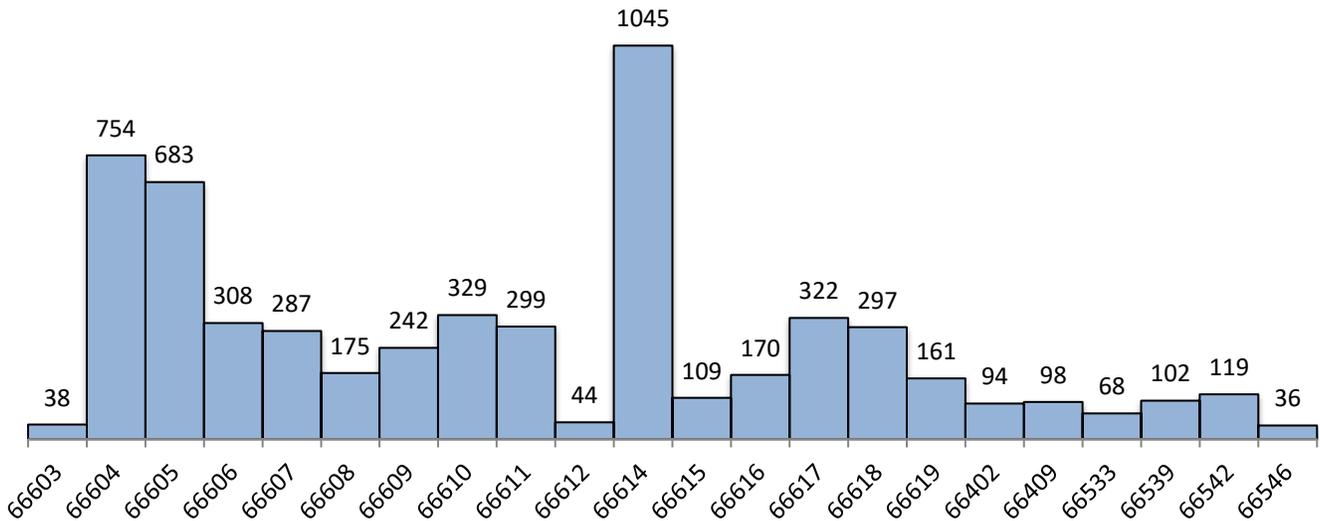


AGE OF CHILDREN

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

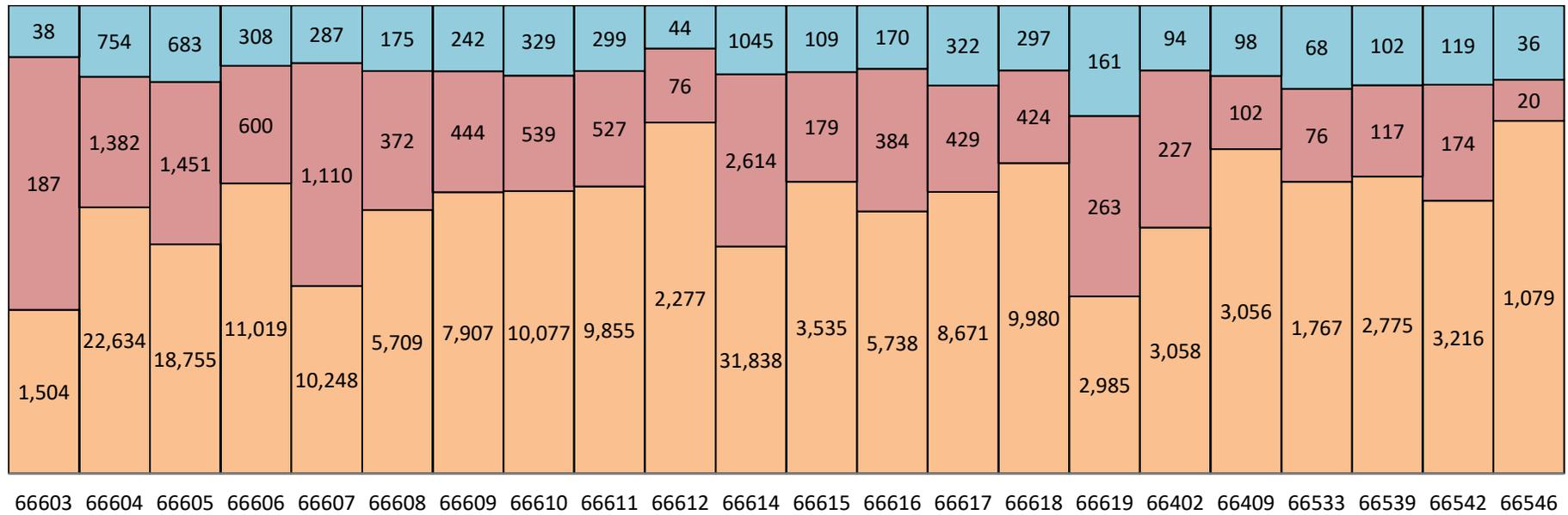


ZIP CODES OF CHILDREN

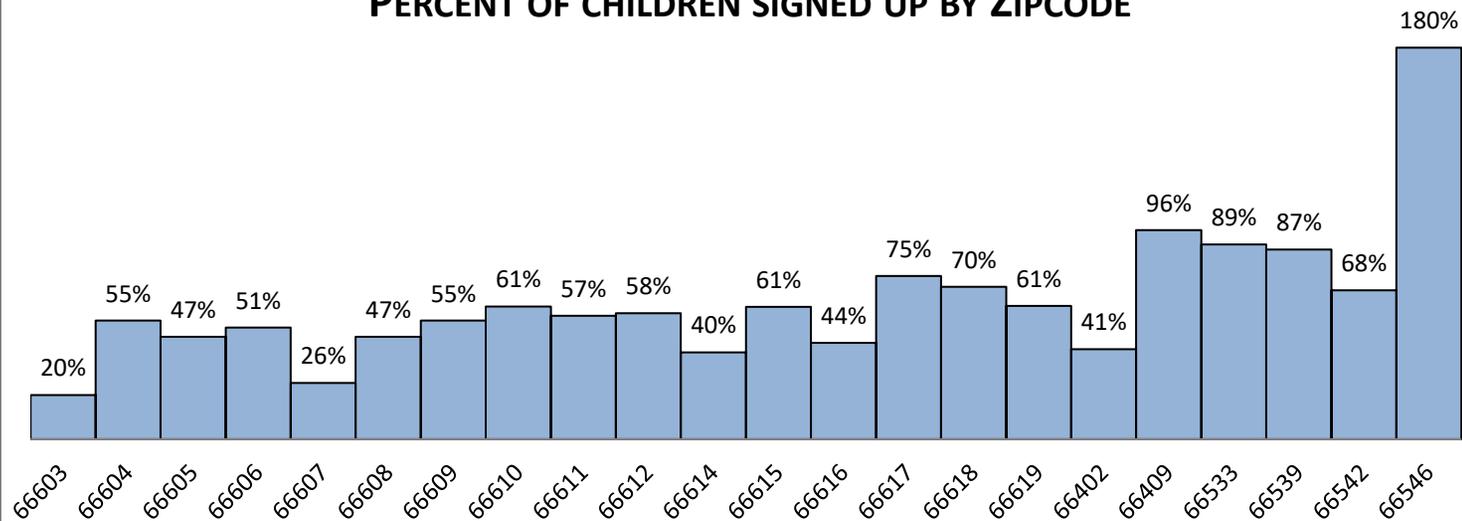


MARCH 2022 DOLLY PARTON IMAGINATION LIBRARY

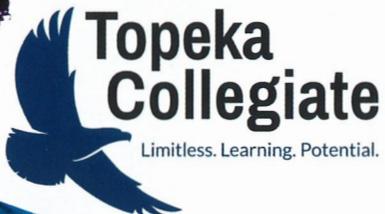
POPULATION UNDER 5 DPIL



PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



Congratulations Leilani!



Leilani Grey, Director of Admissions,
Diversity, and Social Responsibility

sayhello@topekacollegiate.org | 785-228-0490



NOW OFFERING

A LIBRARIAN IMPACTING TOPEKA'S STORY

CONGRATULATIONS AUTUMN FRIEDLI
Leadership Greater Topeka Class of 2022



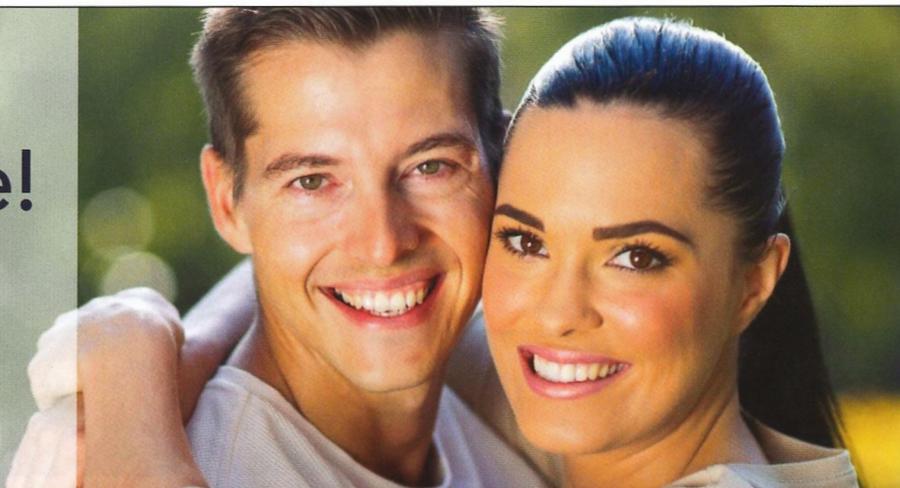
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35



AUTUMN FRIEDLI

Reader Services Supervisor
Topeka & Shawnee County Public Library

DESCRIBE YOUR VISION FOR TOPEKA.

Have you ever listened to teens talk about how bad they want to leave this place? "I can't wait to get out of here." I get that, and I want them to explore the world and realize that Topeka was not only a great place to grow up, but it's a great place to call home; it's a great place to live, work and play. I want Topeka to be the place where our youth want to come back and make it even better.

WHAT ADVICE HAS SERVED YOU WELL IN YOUR JOURNEY?

"You interview every day." I heard this from both Marie Pyko and Stephanie Hall and it really resonated with me. Your actions and reactions impact how people see you every day.

YOUR LIFETIME GOAL?

Years ago, I read the most amazing obituary. The opening line was "She drank life through a crazy straw." The whole obituary was a beautiful memorial to a woman I never met and I had total FOMO because of it. This woman's obituary inspired me to be a bit more daring, to have more fun, to enjoy each and every opportunity and moment. So my ultimate goal is to live a life that inspires others to do more and to keep getting better with time.

MOST FAVORITE THING ABOUT YOUR JOB?

Have you been to the library? Seriously, if I had to pick a MOST favorite part, it would be the Red Carpet Outreach Services. We take books, movies and other materials, including companionship, out to congregate facilities and homebound people around Topeka. It's like playing Santa Claus.

HOW DO YOU DEFINE SUCCESS?

I've always loved Ralph Waldo Emerson's definition which goes something like this: "To laugh often and much; to win the respect of intelligent people and the affection of children; to earn the appreciation of honest critics and to endure the betrayal of false friends. To appreciate beauty; to find the best in others; to leave the world a bit better whether by a healthy child, a garden patch, or a redeemed social condition; to know that even one life has breathed easier because you have lived. This is to have succeeded."



Townsite Plaza 3
120 SE 6th Ave, Suite 110
Topeka, KS 66603

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Chief of Staff Report

Thad Hartman

April 14, 2022

Tech Zone

Construction on the new Level 2 Tech Center is still on schedule and it's really looking great! The last remaining major aspect of construction is the completion of the restrooms. There will also need to be some finishing work and touch ups, but overall, we are nearing completion. We are waiting on some of the computer equipment to arrive and don't yet have a definitive ETA. There is also a small amount of furniture that we are waiting on, all of which should be here by the end of May. However, most of the furniture is already installed.



We are likely looking at a May or June opening, depending on when everything will be delivered and installed. We may do a soft opening without all the equipment, or we may wait until everything is in to do a large-scale grand opening. It will depend on the delivery timeline.

We have given a few private tours to community members and staff. So far, the response has been extremely positive. I think we're building a great deal of excitement for the grand opening.



Staff Retirements

Over the last couple of months we have continued to experience a large amount job turnover. Some of these openings have been positive, such as internal staff being promoted to new positions. Some of it has been bittersweet. We have three staff members retiring on April 29. They are Diane Givens (Custodial – 21 years), Luella Minner (Public Services – 39 years), and Betty Jean Neal (Youth Services – 24 years). While Luella is listed at 39 years, she worked here earlier in her career and left before coming back for a second stint. All the time she has worked at the library totals 50 years! All told Diane, Luella, and Betty Jean worked a combined 95 years at the library!! We are pleased for them, but we will miss them greatly. Each of them has made a tremendous impact on the library and the community. We wish them all the best in their retirement!



Diane Givens



Luella Minner



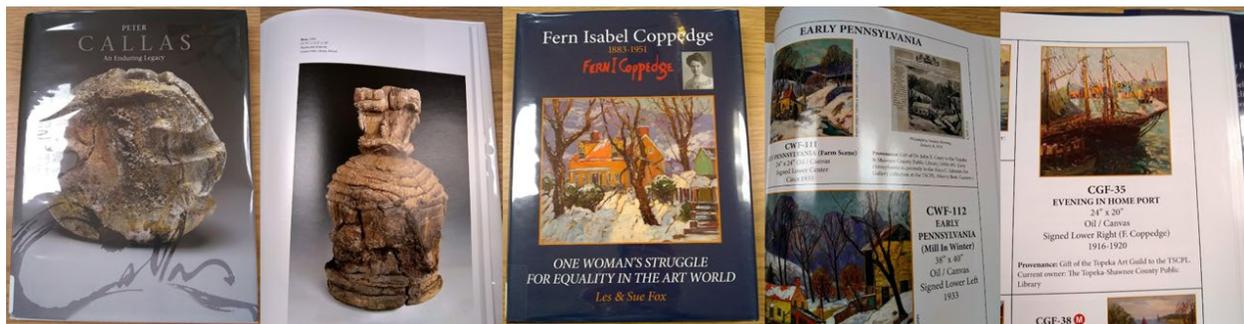
Betty Jean Neal

Department Highlights

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

Gallery

The Alice C. Sabatini Gallery’s permanent art collection of around 12,000 pieces supports our exhibits and is one of Topeka’s oldest public art collections. Our collection includes pieces from a variety of artists, styles, and types, and is occasionally featured in published art catalogs. Most recently we had three pieces highlighted in two published works seen below. A photograph by Public Services Specialist Travis Garwood of our piece *Oros* by Peter Callas was highlighted in the 2022 American Museum of Ceramic Art’s book, *Peter Callas: An Enduring Legacy*. Photographs of our pieces *Early Pennsylvania (Farm Scene)* and *Evening in Home Port* by Fern Isabel Coppedge were featured in the 2021 book, *Fern Isabel Coppedge 1883-1951: One Woman’s Struggle for Equality in the Art World* by Les and Sue Fox. We’re very proud of our strong permanent art collection!



Thanks from Customers

We are so excited when we receive thanks from customers. These two stood out in the month and really made us smile –

-A voicemail to Public Services Specialist TJ Troughton regarding a book she had picked for a customer (it was *The Snow Child* by Eowyn Ivey): “Honey, you sure recommended a good one! It isn’t like what I usually read, but it was a very nice change. It had me bawling!”

-An email to Art Educator Betsy Roe regarding the Youth Art Month celebration: “Thanks so much for all you do. The YAM celebration was a huge success thanks to you and the Sabatini Gallery Staff. It was the best celebration in my opinion so far. Your generous support, tireless hours and overall huge support can’t be measured. The students of Kansas are lucky to have the event in your space and with your awesome help!”

Public Services

Autumn Friedli, Supervisor – Readers Services

NBF Presents – The Power of Choice

Join us Thursday, April 21st at 7 PM for two award winning authors in Claire’s Courtyard! Find out more about this awesome event here: <https://tscpl.org/books-movies-music/national-book-foundation-event-in-topeka>

Summer Reading for Adults

Join us for Summer Reading in June and July! Adults who complete challenge and read 12 hours this summer will receive a voucher for a dessert item from the Millennium café! Check the website for more information!

May Author Event

Join us on May 14th in Claire’s Courtyard as we welcome author Annie Ward! Annie Ward writes twisty, psychological fiction that are real page turners. More information about this event will be available soon.

Program Services

Jacqueline Belden, Program Manager

Report from the Public Library Association Conference 2022

I was grateful to travel to Portland, Oregon, to attend this year's PLA Conference on March 22-25 on behalf of the library. It was a fantastic week full of learning, inspiration, and connection. As the first in-



person library conference since the pandemic began in 2020, library workers in attendance were so excited to be together again, and the positive energy was palpable! I attended amazing sessions taught by other library professionals on diversity, equity, and inclusion, community values and outreach, science and cultural programming, and more. The opening speaker, Luvvie Ayaji Jones, shared how authentic, vulnerable communication and sharing can change organizations (she calls it “professional troublemaking!”), and one of the morning Big Ideas speakers, Brittany K. Barnett, inspired with her story of becoming an attorney whose mission is to free and support prisoners in jail for life sentences from drug charges. Many of us cried joyful tears when she shared how strongly she was affected by Judge Ketanji Brown Jackson’s impending confirmation to the Supreme Court and how life-changing and life-affirming Judge

Jackson’s example is for women and girls everywhere. What a wonderful week to be surrounded by colleagues learning and being inspired together!

Update on Public Technology Training

Topeka & Shawnee County Public Library customers are truly enjoying the benefits of one-on-one Computer & Gadget Help appointments! From February to March, appointments for technology help nearly doubled, reaching 44 total customers in March. The [Computer & Gadget Help](#) team can answer questions and offer general support for eBooks and digital resources, Windows 10, the Microsoft Office Suite, tablets, and smartphones. They can even teach customers how to “cut the cable cord” with streaming and digital antennae!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Learn and Play Bus

Starting Tuesday April 12 Learn and Play Service will be back on the bus! Modified service has been available since October 2021 at Lakeview Church of the Nazarene and Western Hills Church. Since we are at a low COVID-19 community level, we are fully utilizing the bus once more. Last month brought the highest numbers of visiting friends at each location that we have seen since the return of the service, 123 people combined. We hope the numbers continue to climb.

Week of the Young Child: Roll and Read

The Roll and Read was a celebration of literacy and physical wellbeing during the Week of the Young Child. Communities Supporting Early Literacy partnering agencies provided resources through this Topeka Public Schools Parents as Teachers and United Way of Greater Topeka sponsored event.

Attendees decorated bikes and strollers and visited celebrity reader stations at both NOTO and downtown. A resource fair with several activities and giveaways took place in Evergy Center alongside food trucks. We gave away books and talked up Dolly Parton's Imagination Library and 1,000 Books Before Kindergarten to adults while kids tossed bean bags at a target. We had 237 visitors to our table. Week of the Young Child is an annual awareness campaign of the National Association for the Education of Young Children that emphasizes that healthy early childhood equates to healthy adulthood.

Curious Kids

In March kids enjoyed building with cardboard and creating mosaics out of beans and noodles in Curious Kids afterschool programming. We had more than 130 attendees who tried all kinds of hands-on activities from dancing to open-ended art to giant bowling. Arion Beals, Betty Jean Neal, Judy Espinosa-Gonzalez, Marlana Hodgkinson, and Natalie Moreland all work on the planning and implementation of this program that is offered 4 times a week and overlaps with the Harvester's snack to help keep kids' bodies and minds healthy.



Betty Jean Neal Retiring

Betty Jean is retiring on April 29th after serving 24 years in Youth Services. Her contributions and successes at the library are many. A few of her favorites include setting up I Read, a library card initiative that targeted Kindergarteners that was a precursor to TSCPL@School and celebrating Read Across America, an annual event that commemorates both Dr. Suess's birthday and hers and celebrates the joys of reading. She is known in the department for her heart of gold, for her friendliness, for being open to trying almost anything, and for her analytics. With us she shared her passions for babies, struggling readers, Doctor Who, Sci-Fi, and most of all storytelling. We hope her next chapter is full of adventure.



Community Services

Patrick Berry, Community Services Supervisor

Kansas Connections is back!

After a couple of false starts because of Covid spikes, we are finally back to on-site programming with teachers in our community. While it is very late in the school year, we have a good response to this service. We have even reached the point where staff members may have multiple programs on the same day. This is a great sign for what the school year may look like this Fall.

Adventuremobile!

The Adventuremobile summer schedule is being finalized by our team. We have had several community members reach out to request this awesome service. We have reached out to several past community members to gauge interest. In every single case, we have been met with excitement and enthusiasm.

Kudos go out to Aileen Finney who has not only been very busy getting the schedule established and community members contacted for the summer Adventuremobile service, but Aileen has also been constructing a survey to be sent to community members that should allow KS Connections and Adventuremobile to better cater their services to the post-Covid needs of our community for the upcoming school year.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Kansas State Park Passes

I am pleased to announce a new program the library will be participating in beginning the first of May through December 2022. Kansas State Parks has partnered with the regional library systems to provide

daily vehicle permits to library customers. As stated by Kansas State Parks on their website about the program: "Our mission in offering this program is to provide a way for all Kansans across the state to visit Kanas State Parks without the financial barrier of an entry fee." The Northeast Kansas Library System (NEKLS) will be providing passes to us to distribute at our library. We will receive 25 passes from NELKS at no cost and will be purchasing additional passes at \$5.00 per pass. Library customers will visit the Customer Service Desk to obtain a pass. We will offer one pass per vehicle to customers. Library staff are required to write the date of use on the pass at the time of distribution. Passes do not need to be returned to the library. This is a pilot program that runs through the end of this year. We anticipate this will be a popular program and one that will encourage people to explore all that Kansas has to offer within its 28 beautiful state parks.

April Board Report

April 14, 2022

Communications & Marketing Team

Diana Friend, director

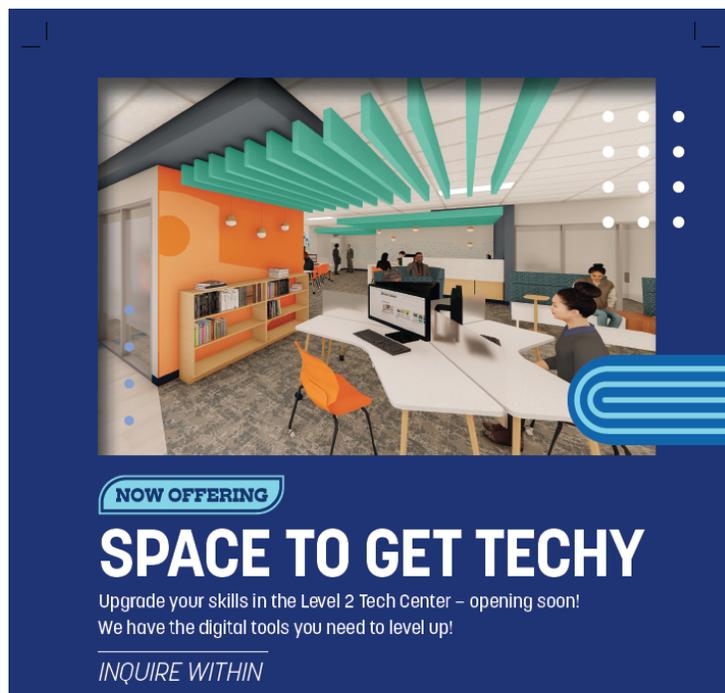
Bonnie Cuevas, event coordinator

Ginger Park, communications editor

Karen Watson, graphic design

Michael Perkins, web administrator & multimedia producer

What's New



NOW OFFERING

SPACE TO GET TECHY

Upgrade your skills in the Level 2 Tech Center – opening soon!
We have the digital tools you need to level up!

INQUIRE WITHIN

The Level 2 Tech Center launch campaign is underway in anticipation of its opening this spring. We have developed a series of print and social media advertisements, a webpage, and communication strategies to promote the resources and services that our community can expect beyond using a computer at the library.

Look for this ad in TOP Magazine and sevenightfive magazine in May and June.



1515 SW 10th Ave | Topeka, KS | 785 580-4400 | tscpl.org | M-F 9AM-9PM | Sat 9AM-6PM | SUN Noon-9PM

Website work

Our websites, both present, and future are keeping C&M staff busy posting information that our customers need to know—like the new Level 2 Tech Center opening and Summer Reading. Interestingly, Michael Perkins

and Robert Soria were talking about library data and Michael shared that in 2021, we had 292 blogs posted on tsopl.org, a stat that Robert was interested in.

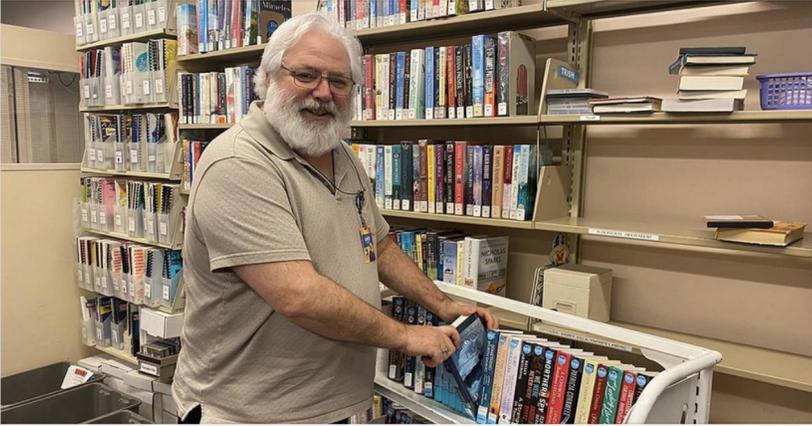
Working on the future website has required a lot of “cleaning” on all the pages and posts. Along with the current content, the web team and other key staff are developing 25-30 new pages.

Top Social Media Posts



Topeka & Shawnee County Public Library
March 30 · 🌐

Meet a library staffer: Jim
Job title: Public Services Specialist (Delivers books & other items to people, plays harp at care facilities)
If Jim were trapped on an island, the one book he would want to have:
Toss up between an encyclopedia set (for the fire), 100 ways to cook a coconut (maybe belongs on the fire too), a spell book to find a magical way off the island, or a book of harp music so I can practice.
Jim's favorite thing to eat at lunch: Pizza, but I normally eat a salad



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

4,826 **324**
People reached Engagements

[Boost post](#)



Topeka & Shawnee County Public Library
March 26 · 🌐

What are you reading?

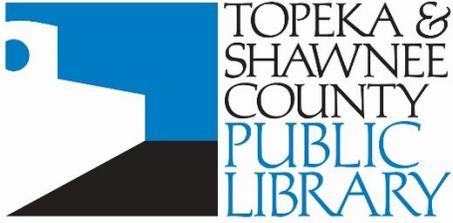
 **Get more likes, comments and shares**
When you boost this post, you'll show it to more people.

2,993 **210**
People reached Engagements

[Boost post](#)

  Dorothy Noreen, Cynthia Harris and 14 others 84 Comments

 Like  Comment  Share 



Resolution – Election of Officers

BOARD OF TRUSTEES

April 21, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:

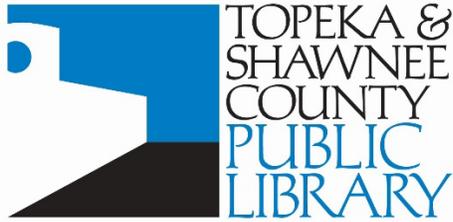
**Jim Edwards, Chair
Shawn Leisinger, Vice Chair
Joan Hicks, Secretary
Peg Dunlap, Treasurer**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Expression of Gratitude to Kacy Simonsen

BOARD OF TRUSTEES

April 21, 2022

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest and sincere thanks and heartfelt appreciation to Kacy Simonsen who is departing the Board of Trustees after four years of service. Kacy is recognized for her love of the library, her fierce leadership, and dedication to the Topeka and Shawnee County Public Library.

Background Information:

Kacy's enthusiastic participation and leadership, while serving as a member of the Topeka Shawnee County Public Library's Board of Trustees as well as its Executive Committee, will be sorely missed. Her background and knowledge of the construction industry has been very helpful to the Library in its renovation and upgrade projects.

During her service, Kacy served as Treasurer, Vice-Chair and Chair of the Audit Committee and served on the full Board Committee for the final interviews for the Chief Executive Officer.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Expression of Gratitude to Kristen Brunkow O’Shea

BOARD OF TRUSTEES

April 21, 2022

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest and sincere thanks and heartfelt appreciation to Kristen Brunkow O’Shea who is departing the Board of Trustees after four years of service. Kristen is recognized for her commitment, passion, and advocacy for the Topeka and Shawnee County Public Library.

Background Information:

Kristen's enthusiasm has been valuable in her role as a member of the Topeka Shawnee County Public Library's Board of Trustees. During her service, Kristen was an active member of Board discussions and served on the full Board Committee for the final interviews of the Chief Executive Officer.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2022														2022	Annual %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2021 YTD	Change
CIRCULATION*															
Main Library															
TSCPL Curbside	4,432	3,654	3,517										11,603	96,564	-88.0%
Circulation Desk & Renewals	32,550	31,004	35,128										98,682	74,464	32.5%
Interlibrary Loan	1,202	1,116	1,330										3,648	3,212	13.6%
Self-Check	41,180	38,566	45,070										124,816	33,857	268.7%
Bookmobile	5,097	4,732	5,672										15,501	0	N/A
TSCPL@Home	3,836	2,420	3,103										9,359	14,295	-34.5%
Red Carpet	5,656	4,769	5,396										15,821	16,845	-6.1%
Digital Downloads	52,207	47,653	51,386										151,246	150,278	0.6%
Library @ Work / Smartlocker	1,766	1,747	1,876										5,389	6,476	-16.8%
TOTAL CIRCULATION	147,926	135,661	152,478	0	436,065	395,991	10.1%								
* Includes first-time checkouts and renewals															
CIRCULATION DETAILS															
Print Material	60,257	56,195	65,520										181,972	155,120	17.3%
Audio/Visual Material	29,306	27,127	30,008										86,441	70,510	22.6%
Adult Materials	53,323	49,426	54,915										157,664	133,332	18.2%
Children's Materials	27,312	25,810	31,781										84,903	66,743	27.2%
Young Adult Materials	2,571	2,373	2,516										7,460	8,162	-8.6%
Red Carpet Materials	6,357	5,713	6,316										18,386	17,393	5.7%
Net Promoter Score (NPS)															
Monthly NPS	89.8	94.1	100										93.8	80.6	16.4%
Monthly # of Responses	49	51	29										129	31	316.1%
Current NPS	84.7	85.0	85.1										85.1	85.4	-0.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	438	407	460										1,305	916	42.5%
Children (ages 17 and under)	100	64	116										280	86	225.6%
Red Carpet Outreach	9	3	10										22	13	69.2%
NEKL	81	63	71										215	140	53.6%
Non-Resident	0	0	0										0	2	-100.0%
Total New Registrations	628	537	657	0	1,822	1,157	57.5%								
PATRONS DELETED	205	129	100										434	171	153.8%
Cardholders															
Topeka / Shawnee County															
Adults	57,830	58,213	58,511										58,511	57,661	1.5%
Children (age 0 - 17)	14,739	14,699	14,674										14,674	14,776	-0.7%
TSCPL @ School	25,587	25,585	25,666										25,666	25,587	0.3%
Red Carpet Outreach	1,173	1,183	1,189										1,189	1,204	-1.2%
NEKL	8,467	8,538	8,544										8,544	8,242	3.7%
Non-Resident	89	89	88										88	89	-1.1%
Delinquent	101	101	98										98	97	1.0%
TOTAL CARDHOLDERS	107,986	108,408	108,770	0	108,770	107,656	1.0%								
Active Cardholders (Savannah)															
Non-Student Cardholders			43,582												
Student Cardholders			11,100												
TOTAL ACTIVE CARDHOLDERS			54,682												
Unique Borrowers															
Physical	6,621	6,309	5,489												
Digital	8,453	8,190	7,813												
Both	1,261	1,100	954												
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348												

	2022												2022 Total	2021 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
HOLDS SATISFIED	16,395	14,270	15,142										45,807	64,943	-29.5%	
TOTAL CHECK-IN	56,230	50,711	59,499										166,440	106,854	55.8%	
COLLECTION																
Materials Added	3,481	2,749	3,795										10,025	9,269	8.2%	
Materials Discarded	2,690	3,558	5,018										11,266	20,244	-44.3%	
TOTAL COLLECTION	371,309	370,500	369,277	370,518	-0.3%											
WEBSITE																
tscpl.org Unique Visitors	34,412	35,651	39,177										109,240	90,302	21.0%	
tscpl.org Total Visits	55,438	54,386	59,446										169,270	152,145	11.3%	
catalog.tscpl Unique Visitors	16,875	18,017	18,251										53,143	40,576	31.0%	
catalog.tscpl Total Visits	39,879	37,983	39,872										117,734	115,709	1.8%	
NOTARY SERVICE	151	147	139										437	157	178.3%	
REFERENCE QUESTIONS																
Public Services	9,205	8,295	9,520										27,020	9,410	187.1%	
Media	3,599	3,157	3,869										10,625	0	N/A	
Call Center	4,288	3,856	4,420										12,564	8,271	51.9%	
Stacks/Team RM	352	475	453										1,280	0	N/A	
Topeka Room	168	242	269										679	0	N/A	
Gallery	353	251	143										747	0	N/A	
LibAnswers	445	314	366										1,125	1,139	-1.2%	
Plaza**													0	0	N/A	
Youth Services	1,399	1,523	2,256										5,178	0	N/A	
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	0	32,198	9,410	242.2%									
GATE COUNT	23,639	22,541	27,806										73,986	32,957	124.5%	
MEETING ROOMS																
Meeting Room Bookings	317	349	472										1,138	451	152.3%	
Team Room Bookings	772	842	949										2,563	2	128050.0%	
Total Meeting Room Hours Booked	1,737	2,162	2,997										6,896	3,478	98.3%	
TOTAL ATTENDANCE	2,582	2,788	3,327										8,697	512	1598.6%	
LEARN & PLAY BUS VISITS	50	47	95										192	0	N/A	
PROGRAM ATTENDANCE																
Adult - General	1,241	631	881										2,753	1,778	54.8%	
Kids - Early Learners	286	237	658										1,181	5,288	-77.7%	
Kids - Elementary	431	563	603										1,597	775	106.1%	
Teens	360	377	504										1,241	522	137.7%	
Unknown	0	0	0										0	1,400	-100.0%	
Outreach	0	0	83										83	0	N/A	
TOTAL ATTENDANCE	2,318	1,808	2,729	0	6,855	9,763	-29.8%									
GALLERY ATTENDANCE	1,308	1,316	1,146										3,770	618	510.0%	
COMPUTER USE																
MiFi Hotspot Data Usage (TB)	0.369	1.04	1.06										2	N/A	N/A	
Public Computer Sessions	5,782	5,596	7,025										18,403	11,567	59.1%	
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56										0	0	30.7%	
Total Computer Hours	4,585	4,231	5,849										14,665	7,050	108.0%	
Wireless Sessions	20,362	18,191	23,912										62,465	19,908	213.8%	
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00										0	0	7.5%	
Total Wireless Hours	4,960	4,844	6,015										15,819	4,691	237.2%	
TOTAL HOURS	9,545	9,075	11,864	0	30,484	11,741	159.6%									
DOLLY PARTON ENROLLMENT	5,835	5,772											5,772	5,837	-1.1%	

	2022												2021 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,927	11,981	12,690										37,598	30,629	22.8%
Adult Nonfiction	14,923	13,946	16,261										45,130	41,895	7.7%
Juvenile Fiction	17,708	16,830	21,228										55,766	43,240	29.0%
Juvenile Nonfiction	4,911	4,573	5,619										15,103	11,776	28.3%
Magazines	875	791	923										2,589	2,118	22.2%
RC Print Materials	6,251	5,641	6,233										18,125	17,131	5.8%
RC Realia	106	72	83										261	262	-0.4%
YA Print Materials	2,556	2,361	2,483										7,400	8,069	-8.3%
PRINT CIRCULATION	60,257	56,195	65,520	0	181,972	155,120	17.3%								
Audio / Visual Material															
MiFi Hotspots	18	35	38										91	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044										5,629	5,293	6.3%
Adult Music	2,181	1,991	2,489										6,661	5,572	19.5%
Adult Videos / DVDs	20,606	18,943	20,508										60,057	47,825	25.6%
Juvenile Audiobooks	262	243	337										842	626	34.5%
Juvenile Music	204	151	191										546	483	13.0%
Juvenile Videos / DVDs	4,227	4,013	4,406										12,646	10,618	19.1%
YA AV	15	12	33										60	93	-35.5%
AV CIRCULATION	29,306	27,127	30,008	0	86,441	70,510	22.6%								
Adult Material															
Adult Fiction	12,927	11,981	12,690	0	0	0	0	0	0	0	0	0	37,598	30,629	22.8%
Magazines	875	791	923	0	0	0	0	0	0	0	0	0	2,589	2,118	22.2%
Adult Audiobooks	1,811	1,774	2,044	0	0	0	0	0	0	0	0	0	5,629	5,293	6.3%
Adult Music	2,181	1,991	2,489	0	0	0	0	0	0	0	0	0	6,661	5,572	19.5%
Adult Videos / DVDs	20,606	18,943	20,508	0	0	0	0	0	0	0	0	0	60,057	47,825	25.6%
ADULT CIRCULATION	53,323	49,426	54,915	0	157,664	133,332	18.2%								
Juvenile Material															
Juvenile Fiction	17,708	16,830	21,228	0	0	0	0	0	0	0	0	0	55,766	43,240	29.0%
Juvenile Nonfiction	4,911	4,573	5,619	0	0	0	0	0	0	0	0	0	15,103	11,776	28.3%
Juvenile Audiobooks	262	243	337	0	0	0	0	0	0	0	0	0	842	626	34.5%
Juvenile Music	204	151	191	0	0	0	0	0	0	0	0	0	546	483	13.0%
Juvenile Videos / DVDs	4,227	4,013	4,406	0	0	0	0	0	0	0	0	0	12,646	10,618	19.1%
JUVENILE CIRCULATION	27,312	25,810	31,781	0	84,903	66,743	27.2%								
Red Carpet Material															
RC Print Materials	6,251	5,641	6,233	0	0	0	0	0	0	0	0	0	18,125	17,131	5.8%
RC Realia	106	72	83	0	0	0	0	0	0	0	0	0	261	262	-0.4%
RED CARPET CIRCULATION	6,357	5,713	6,316	0	18,386	17,393	5.7%								
Young Adult Material															
YA Print Materials	2,556	2,361	2,483	0	0	0	0	0	0	0	0	0	7,400	8,069	-8.3%
YA AV	15	12	33	0	0	0	0	0	0	0	0	0	60	93	-35.5%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	0	7,460	8,162	-8.6%								
Overdrive	35,891	32,773	35,581										104,245	103,461	0.8%
Hoopla	15,010	13,681	14,473										43,164	42,362	1.9%
Flipster	1,306	1,199	1,332										3,837	4,455	-13.9%
DIGITAL DOWNLOADS	52,207	47,653	51,386	0	151,246	150,278	0.6%								
Adult ebook Fiction	18,220	16,697	17,594										52,511	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713										11,118	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640										53,034	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776										5,210	n/a	n/a
Juvenile ebook Nonfiction	237	264	221										722	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012										5,736	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254										3,696	n/a	n/a
Young Adult ebook Nonfiction	23	29	32										84	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173										3,437	n/a	n/a
DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415										135,548	n/a	n/a

	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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,049,511
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,945
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,710
DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$319,880
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,370
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$225,386
Programming (\$10)	\$23,180	\$18,080	\$27,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,550
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,700
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$365,808
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$4,148,901