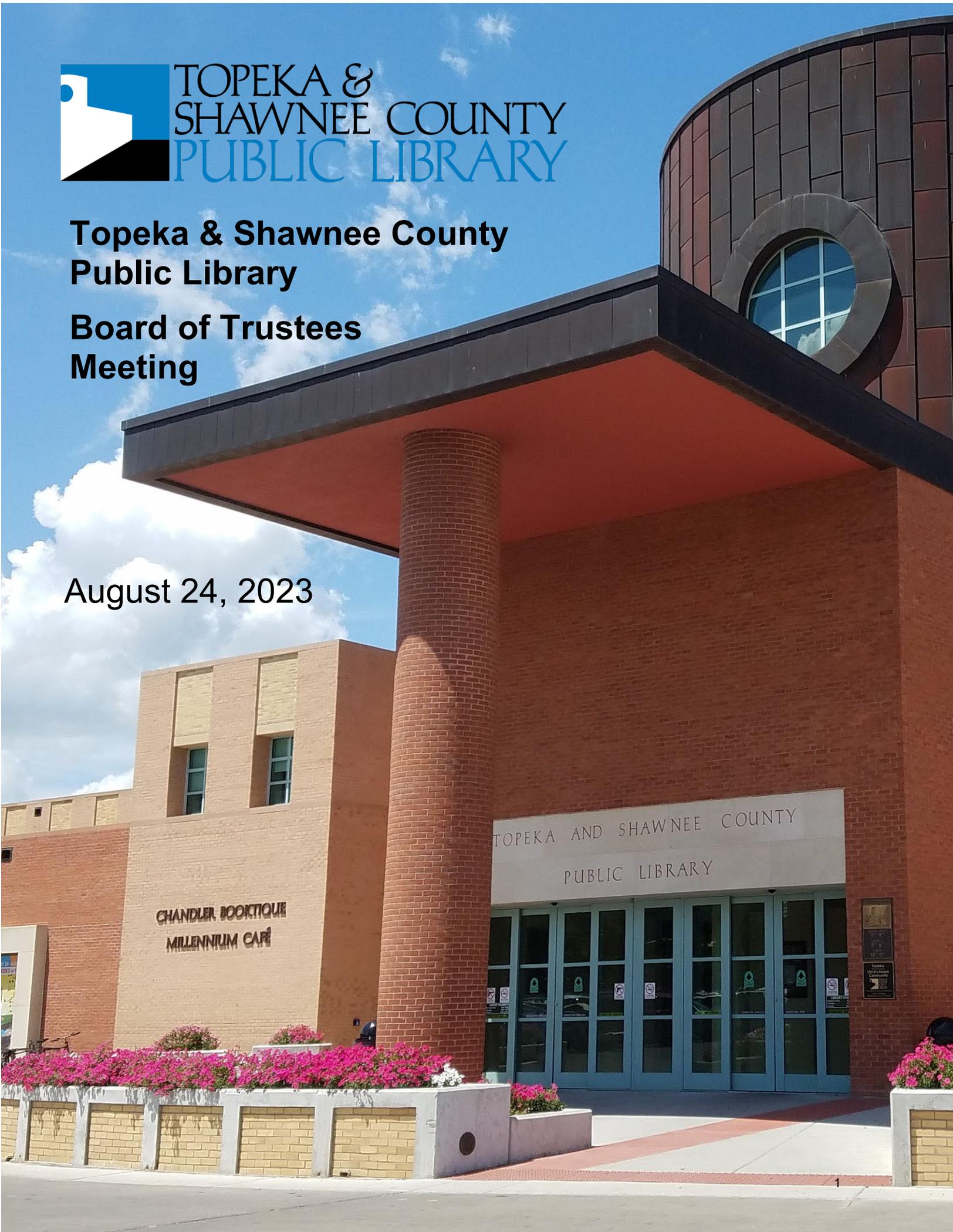


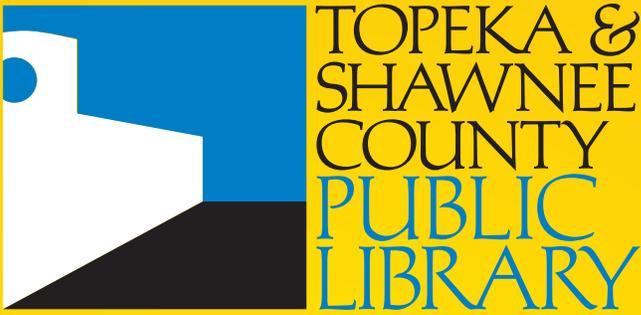


**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

August 24, 2023





# Core Values

## Excellence

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

## Accountability

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

## Literacy

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

## Freedom

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

## Teamwork

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

## Curiosity

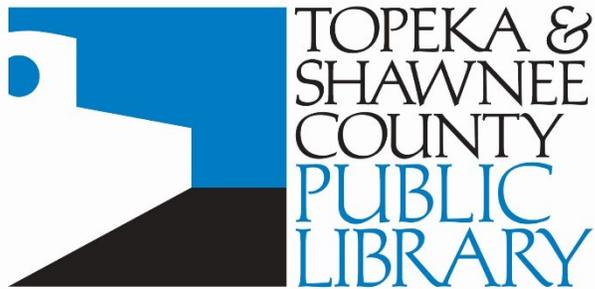
We are hungry to learn, create and innovate. We inspire our community to

# Mission

Sparking curiosity and connecting our community through literacy and learning

# Community Impact Goals





August 24, 2023 – 5:00 pm  
Marvin Auditorium 101C and Zoom Meeting  
[https://tscpl.zoom.us/j/83606679055?  
pwd=eDI GaHh0MldDbnpYUHkyUWVlcUJwZz09](https://tscpl.zoom.us/j/83606679055?pwd=eDI GaHh0MldDbnpYUHkyUWVlcUJwZz09)

Meeting ID: 836 0667 9055  
Passcode: 617300

**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of July 20, 2023, Meeting Minutes of the Board of Trustees –  
Action Item pg. 5**

**Chief Financial Officer’s Report – Kim Strube pg. 8**

**Financial Reports**

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

**Board Chair Report – Shawn Leisinger**

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

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

**Chief of Staff Report –Thad Hartman pg. 34**

**New Business**

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

**Call to Order**

**Presentation of the Proposed FY2024 Revenue Neutral Rate – Kim Strube**

**Public Hearing on the Proposed FY2024 Revenue Neutral Rate  
Close the Revenue Neutral Rate Hearing**

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

**New Business**

- Approval of the FY2024 Revenue Neutral Rate increase – **Action Item pg. 48**

**Recess to Public Budget Hearing - Action Item**

**Agenda**

**Call to Order**

**Presentation of the Proposed FY2024 Budget – Kim Strube**

## **Public Hearing on the Proposed FY2024 Budget**

### **Close the Public Budget Hearing**

#### **Reconvene to Board of Trustees Meeting – [Action Item](#)**

#### **New Business**

- Adoption of FY2024 Operating Budgets – [Action Item](#) pg. 49

#### **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](mailto:aconner@tscpl.org) to request their name be placed on the public comment listing.

##### **Next Meeting**

September 21, 2023

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**

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhrig – Treasurer, Jim Edwards, 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, July 20, 2023, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

**Public Comment**

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

**Trustee Advocacy Stories**

There were no Trustee Advocacy Stories shared.

**Approval of Minutes**

On a motion by Jim Edwards, seconded by Liz Post, the June 15, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

**Approval of Minutes**

On a motion by Beth Dobler, seconded by Peg Dunlap, the July 12, 2023, Meeting Minutes of the Second Trustee Budget Work Session were approved.

Motion passed unanimously.

**Chief Financial Officer’s Report**

Chief Financial Officer Kim Strube noted nothing to add to her report. Strube stated she is finishing up the budget.

**Financial Reports**

Board Treasurer Hannah Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for June 2023.

On a motion by Hannah Uhrig and seconded by Joan Hicks, the Treasurer’s Financial Report for June 2023 was accepted.

Motion passed unanimously.

### **The Library Foundation**

Library Foundation Vice Chair Haley DaVee gave the Foundation report. The Wilder Society event will be held on August 20. This event will feature the author of *Dissent in Wichita: The Civil Rights Movement in the Midwest*, Gretchen Eick. DaVee shared that RSVPs are due August 10.

In August the Foundation will be hosting a lunch and learn where Foundation Executive Director Ashley Charest and Foundation Development Professional Robin Moser will share information about the Foundation with library staff. The Foundation team is planning an Employee Appeal Week with fun activities. This week will provide entertainment to library staff and an opportunity to learn about the Foundation and how they support the library. DaVee shared that the Foundation is excited to hear about the library's strategic plan and what is to come for the library.

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

Friends President Christy Molzen shared the Friends of the Library report. The Friends of the Library annual event is scheduled for Sunday, November 5, from 1-3 pm in Marvin Auditorium. After the Friends' usual business meeting, there will be the special guest speaker, Alex Grecian. Grecian is a New York Times bestselling author who is best known for his Scotland Yard's Murder Squad series and graphic novel series, *Proof*. He has a new book coming out in September, *Red Rabbit*, that will be available for sale at the event. Grecian is a native of Topeka and "constantly tells people he has the best public library in the country." The Friends agree with that sentiment, and hope everyone will join this event.

The July book sale is happening this weekend. Tomorrow night is Friends night from 5:00 pm – 8:00 pm. Saturday is open to the public from 9:00 am – 3:00 pm, and Sunday is open from 12:00 pm – 3:00 pm. Sunday is bag day where you can fill a grocery bag for \$10.

### **Board Chair Reports**

Chair Shawn Leisinger stated he is interested in starting an ad hoc committee to focus on the review of the process of health insurance for library employees. Leisinger encouraged interested trustees to get in contact with him.

Leisinger reported the Executive Committee met via Zoom on July 10, 2023.

### **Chief Executive Officer Report**

Chief Executive Officer Marie Pyko highlighted some elements from her report. The internal strategic planning committee met and has begun making edits to the draft strategic plan that Ivy Group sent. Pyko will send this amended draft to Ivy Group today. Ivy Group will present the strategic plan at the September Board of Trustees Meeting.

Pyko shared the library is currently celebrating Red Carpet's 50<sup>th</sup> anniversary. Pyko ran the service for eight years and is very happy to celebrate its 50<sup>th</sup> year. There will be a reception on August 25 at 2:00 pm at the library to celebrate Red Carpet. Ashley Young is performing at the reception and all the retirement communities reached through Red Carpet are invited to this event.

Last night Pyko co-hosted a reception alongside the City of Topeka for an exhibit in collaboration with the Mexican Consulate. The exhibit features artist Mauricio Zúñiga. Many of his pieces are curated in the library in the hall by the Level 2 Tech Center and opposite the Kids Library.

Dolly Parton will be traveling to Kansas to celebrate Dolly Parton's Imagination Library. Pyko heard from United Way Kaw Valley that Dolly Parton will be making an appearance in Johnson County.

### **Chief of Staff Report**

Chief of Staff Thad Hartman and Facilities Manager Chris Cain shared about the upcoming dock project. Cain showed those in attendance photos of the dock and surrounding area. Cain pointed out areas of poor drainage and damage caused by the lack of drainage in the area. Cain showed a blueprint that HTK Architects developed for the dock. The updates to the dock would include French drains to help with the drainage issues. Hartman shared that this project has been budgeted for FY2023. He plans to have a bid recommendation at the September Board of Trustees Meeting.

### **New Business**

#### **FY2024 Budget Approval for Publication**

On a motion by Joan Hicks, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the publication of the FY2024 Budget.

Motion passed unanimously.

### **Adjournment**

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

### **Next Meeting**

August 24, 2023

5:00 pm

Topeka & Shawnee County Public Library

Marvin Auditorium 101C/Zoom Meeting

<https://tscpl.zoom.us/j/83606679055?pwd=eDIGaHh0MldDbnpYUHkyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

Passcode: 617300

\*Subject to change without notice

**Chief Financial Officer's Report**  
**August 2023**  
**Kim Strube**

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

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

**General Fund – Pages 3 through 5**

With 58.1% of the budget year completed, 88% of the budgeted revenue has been received and 48% of the approved budget has been expended/encumbered. This compares to 2022 in which 91% of the budgeted revenue had been received and 54% of the approved budget had been expended/encumbered.

The Insurance line item is over budget by \$12,298 due to adding additional cyber security coverage at the beginning of the year.

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

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

**Employee Benefit Fund – Page 6**

With 58.1% of the budget year completed, 88% of the budgeted revenue has been received and 48% of the approved budget has been expended/encumbered. This compares to 2022 in which 91% of the budgeted revenue had been received and 47% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,411,269.

## 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
Library Materials	Annual software renewal and support	\$10,800.00	A to Z Databases
Approved operating budget	Learn and Play Bus leased garage space – annual costs for lease, water/sewer/trash services and property tax increase	\$21,828.00	Starwood PH Properties, LLC
Library Materials	Annual software renewal for Creativebug	\$5,600.00	Jo-Ann Stores Holdings Inc.
Approved operating budget	Annual renewal for idea management software	\$5,510.00	QMarkets USA Inc.
Library Materials	Adult nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$9,000.00	Ingram Library Services
Library Materials	Hoopla online (June)	\$35,115.33	Midwest Tape LLC
Library Materials	Juvenile fiction and nonfiction books	\$7,000.00	Ingram Library Services
Library Materials	Annual software renewal and support for databases	\$11,955.00	Scholastic Library Publishing Inc.

### Other Items:

- The “Notice of Hearing/Budget Summary” document was published in the August 10<sup>th</sup> edition of the *Topeka Capital Journal*. This is a 14-day notice period before the revenue neutral rate hearing and the public budget hearing, scheduled for 5:00 pm on August 24<sup>th</sup> at the library. State law requires a minimum 10-day notice period.
- This month’s packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. There is also a separate link on TSCPL’s website under About Us, Budgets & Audit Reports, so that the public may view

only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL's website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions.

- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.
- Next steps in the budget process, if the Board approves the revenue neutral rate and the budget after the public hearing at the August 24<sup>th</sup> meeting, are: (1) deliver (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than October 1st. I will take care of both of these tasks.

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

7/31/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2023</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 5,322,622.64	\$ 13,810,769.96	\$ 8,067,080.76	\$ 11,066,311.84
Employee Benefits	1,963,139.59	3,643,497.49	2,289,716.41	\$ 3,316,920.67
Capital Improvement	5,275,079.91	136,189.29	-	\$ 5,411,269.20
Bond & Interest	-	1,339.00	-	\$ 1,339.00
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	49,186.93	-	\$ 49,186.93
Federal, State & Local Grants	3,649.47	-	3,605.44	\$ 44.03
Other Special Revenue	597,620.31	11,400.99	96,671.77	\$ 512,349.53
Permanent Funds	299,808.78	(48,523.69)	-	\$ 251,285.09
<b>Totals</b>	<b><u>\$ 13,461,920.70</u></b>	<b><u>\$ 17,603,859.97</u></b>	<b><u>\$ 10,457,074.38</u></b>	<b><u>\$ 20,608,706.29</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 776,143.85
Restricted Funds-CoreFirst Bank-Checking	512,438.56
Capital Improvement Fund-VisionBank-Money Market Account	5,411,269.20
Cash on Hand	3,061.07
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	2,757,143.26
Municipal Investment Pool - 30-day Fixed	11,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 20,711,561.03</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	7,152.69
Less Payroll Deduction and Employer Benefit Liabilities	16,700.58
Less Outstanding Checks	79,001.47
	<b><u>\$ 20,608,706.29</u></b>

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

7/31/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	7/31/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 5,322,622.64	\$ 13,810,769.96	\$ 721,516.89	\$ 7,345,563.87	\$ 11,066,311.84	\$ 999,297.18	\$ 10,067,014.66
Employee Benefit Fund	1,963,139.59	3,643,497.49	-	2,289,716.41	3,316,920.67	15,485.50	3,301,435.17
Capital Improvement Fund	5,275,079.91	136,189.29	-	-	5,411,269.20	-	5,411,269.20
Bond & Interest Fund	-	1,339.00	-	-	1,339.00	-	1,339.00
<b>Non Major Governmental Funds</b>							
State Aid Fund	-	49,186.93	-	-	49,186.93	-	49,186.93
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,680.49	19.02	-	-	10,699.51	-	10,699.51
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	3,050.18	(3,050.18)	73.77	(3,123.95)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.07	-	-	31.48	-	31.48
Friends	159,733.11	231.28	344.70	33,558.22	126,061.47	2,369.52	123,691.95
Fun Committee	5,483.31	1,376.01	-	-	6,859.32	-	6,859.32
Gallery Competitions/Exhibits	36,495.16	65.02	-	-	36,560.18	-	36,560.18
Gifts/Memorials (Undesignated)	347,421.41	7,292.38	20,770.79	29,225.17	304,717.83	319.00	304,398.83
Hathaway Trust - Library Materials	3,338.66	1,137.63	(9.64)	1,297.36	3,188.57	814.23	2,374.34
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	1,237.52	(23.47)	182.97	6,090.26	10.50	6,079.76
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	6.27	-	7,239.69	832.29	2,800.00	(1,967.71)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	7.15	-	-	4,022.34	2,999.95	1,022.39
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	10.23	-	-	5,758.61	-	5,758.61
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.07	-	-	36.53	-	36.53
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	3.90	-	-	2,198.33	-	2,198.33
Youth Services	8,905.66	14.44	476.59	559.21	7,884.30	77.97	7,806.33
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
<b>TOTALS</b>	<b>\$ 13,461,920.70</b>	<b>\$ 17,603,859.97</b>	<b>\$ 746,681.30</b>	<b>\$ 9,710,393.08</b>	<b>\$ 20,608,706.29</b>	<b>\$ 1,024,247.62</b>	<b>\$ 19,584,458.67</b>

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

7/31/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 7/31/2023</u>
				58.1%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 12,820,642.13	\$ (1,118,394.87)	92%
Revitalization Rebates	(119,110.00)	(124,308.96)	\$ (5,198.96)	104%
Back Tax	-	129,069.38	\$ 129,069.38	N/A
Motor Vehicle Tax	1,557,671.00	562,900.57	\$ (994,770.43)	36%
Recreational Vehicle Tax	17,297.00	6,495.43	\$ (10,801.57)	38%
16/20 M Vehicle Tax	5,960.00	6,928.74	\$ 968.74	116%
In Lieu of Tax	35,897.00	42,511.55	\$ 6,614.55	118%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	46,219.05	\$ (7,320.95)	86%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	18,417.82	\$ 15,417.82	614%
Miscellaneous Revenue - Recyclg	-	177.90	\$ 177.90	N/A
Salary Refunds-Foundation	100,678.00	54,031.60	\$ (46,646.40)	54%
Salary Refunds-Friends	33,155.00	20,367.63	\$ (12,787.37)	61%
Salary Refunds-Shawnee Cty	20,151.00	14,703.85	\$ (5,447.15)	73%
Vending Machines	2,000.00	653.76	\$ (1,346.24)	33%
Overdue Fees*	15,000.00	15,337.11	\$ 337.11	102%
Debt Collect	-	60.00	\$ 60.00	N/A
ILL Fees	100.00	115.81	\$ 15.81	116%
Mailing Fees	100.00	8.33	\$ (91.67)	8%
Non Resident Card Fee	340.00	510.00	\$ 170.00	150%
Obituary Fees	350.00	120.00	\$ (230.00)	34%
Meeting Room Charges	1,200.00	1,637.50	\$ 437.50	136%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	194,170.76	\$ 174,170.76	971%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 18,713,678.00</u></b>	<b><u>\$ 13,810,769.96</u></b>	<b><u>\$ (1,929,204.04)</u></b>	<b>88%</b>

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

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

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

7/31/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					58.1%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,769.15	\$ -	\$ 2,030.85	58%
Salaries-Facilities	670,789.00	357,980.74	-	312,808.26	53%
Salaries-Overtime	10,000.00	4,481.53	-	5,518.47	45%
Salaries-Security	313,379.00	158,973.92	-	154,405.08	51%
Salaries-Shelvers	102,545.00	15,823.00	-	86,722.00	15%
Salaries-Staff	7,705,190.00	4,131,428.11	-	3,573,761.89	54%
Conferences	144,217.00	76,145.60	12,118.92	55,952.48	61%
Staff Internal Dev/Trng - Web Based	15,000.00	6,878.52	445.10	7,676.38	49%
Staff Development & Training	15,000.00	10,879.73	-	4,120.27	73%
Mileage	7,600.00	3,250.30	3,531.25	818.45	89%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	1,008.30	13.05	1,478.65	41%
Materials-Periodicals	25,000.00	2,734.69	146.42	22,118.89	12%
Materials-Print/Non-Print <1 YR	730,200.00	363,781.65	5,623.00	360,795.35	51%
Materials-Print/Non-Print	1,220,380.00	574,552.70	179,002.34	466,824.96	62%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	3,265.00	-	4,735.00	41%
Cataloging and ILL Services	102,700.00	88,179.76	8,820.24	5,700.00	94%
Contracted-Digital Services	548,252.00	403,897.37	24,111.95	120,242.68	78%
Contracted-Facilities	301,700.00	186,657.92	86,770.24	28,271.84	91%
Contracted-Equipment	67,200.00	45,897.21	23,694.16	(2,391.37)	104%
Contracted-Professional	294,700.00	141,884.74	64,158.09	88,657.17	70%
Contracted-E-Rate Services	1,740.00	-	-	1,740.00	0%
Digital Services Support	464,152.00	69,467.19	4,630.69	390,054.12	16%
Furniture/Equipment	45,000.00	12,435.30	3,929.41	28,635.29	36%
Insurance	64,000.00	76,298.00	-	(12,298.00)	119%
Marketing & Communication	61,256.00	34,873.66	12,080.30	14,302.04	77%
Memberships/Dues	30,900.00	18,651.00	1,112.00	11,137.00	64%
Miscellaneous	5,000.00	2,946.48	17.99	2,035.53	59%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	55,994.97	1,890.39	1,900.64	97%
Printing	110,976.00	7,102.60	2,433.93	101,439.47	9%
Programming	103,480.00	40,820.41	3,205.34	59,454.25	43%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	76,833.56	72,766.50	1,552,899.94	9%
Supplies-Facilities	101,920.00	36,938.66	44,718.64	20,262.70	80%
Supplies-Office/Library	93,184.00	24,023.80	5,098.99	64,061.21	31%
Supplies-Processing	46,800.00	29,875.53	1,834.20	15,090.27	68%
Telecommunications	155,064.00	50,463.16	44,336.84	60,264.00	61%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	142,505.98	226,352.41	20,667.61	95%
Utilities-Gas	71,007.00	41,654.68	27,741.55	1,610.77	98%
Utilities-Water/Sewage	37,128.00	15,791.33	26,623.50	(5,286.83)	114%
Vehicle-Gas	43,870.00	15,993.09	-	27,876.91	36%
Vehicle-Repair	60,000.00	12,452.16	38,109.94	9,437.90	84%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(27.63)	-	27.63	N/A
<b>TOTALS</b>	<b>\$ 18,713,679.00</b>	<b>\$ 7,345,563.87</b>	<b>\$ 925,317.38</b>	<b>\$ 8,792,797.75</b>	<b>48%</b>

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

7/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2023</b>	<b>\$ 2,973,704.00</b>	<b>\$ 4,415,932.44</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	12,820,642.13	92%
Revitalization Rebates	(119,110.00)	(124,308.96)	104%
Back Tax	-	129,069.38	N/A
Motor Vehicle Tax	1,557,671.00	562,900.57	36%
Recreational Vehicle Tax	17,297.00	6,495.43	38%
16/20M Vehicle Tax	5,960.00	6,928.74	116%
In Lieu of Tax	35,897.00	42,511.55	118%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	46,219.05	86%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	36,860.33	163%
Reimbursements	153,984.00	89,280.98	58%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	194,170.76	971%
	<u>\$ 15,739,974.00</u>	<u>\$ 13,810,769.96</u>	88%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	4,671,456.45	53%
Other Staff Support Costs	181,817.00	113,249.42	62%
Library Collections	1,978,080.00	1,126,862.15	57%
Contracted Services	1,316,292.00	1,074,071.68	82%
Digital Services Support	464,152.00	74,097.88	16%
Furniture/Equipment/Art	53,000.00	19,629.71	37%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	149,600.06	9%
Utilities & Telecommunications	652,725.00	575,469.45	88%
Vehicles	103,870.00	66,555.19	64%
Other Operating Expenditures	677,301.00	399,889.26	59%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 8,270,881.25</u>	48%
Prior Year Canceled Purchase Orders		<u>\$ 111,193.51</u>	
<b>Unencumbered Balance 7/31/2023</b>	<b>\$ -</b>	<b><u>\$ 10,067,014.66</u></b>	

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

7/31/2023

**EMPLOYEE BENEFITS**

	<b>2023 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2023</b>	<b>\$ 1,121,486.00</b>	<b>\$ 1,962,696.59</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,626,746.00	\$ 3,337,686.78	92%
Revitalization Rebates	(30,991.00)	(32,370.02)	104%
Back Tax	-	31,980.96	N/A
Motor Vehicle Tax	414,748.00	148,471.16	36%
Recreational Vehicle Tax	4,605.00	1,718.60	37%
16/20M Vehicle Tax	1,587.00	1,640.26	103%
In Lieu of Tax	11,684.00	11,064.82	95%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	12,157.43	85%
Refund-Fringe Benefits-Foundation	48,256.00	25,236.30	52%
Refund-Fringe Benefits-Friends	20,829.00	9,800.27	47%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	5,690.77	63%
Refund FICA	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	6,585.74	N/A
Interest on Idle Funds	5,000.00	83,834.42	1677%
	<b>\$ 4,128,019.00</b>	<b>\$ 3,643,497.49</b>	<b>88%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,503.00	\$ 7,951.00	106%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	330,191.50	49%
Ks Public Employees Retirement Sys	809,090.00	427,547.75	53%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	30,593.41	34%
Health/Dental Insurance	3,213,526.00	1,458,980.34	45%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 5,249,505.00</b>	<b>\$ 2,305,004.91</b>	<b>48%</b>
Prior Year Canceled Purchase Orders		\$ 246.00	
<b>Unencumbered Balance 7/31/2023</b>	<b>\$ -</b>	<b>\$ 3,301,435.17</b>	

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

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2023</b>	<b>\$ 5,275,079.91</b>
<b>Revenue:</b>	
Transfer In	\$ -
Interest received	136,189.29
	<b>\$ 136,189.29</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 7/31/2023</b>	<b>\$ 5,411,269.20</b>

**STATE AID**

<b>Balance 01/01/2023</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,186.93
	<b>\$ -</b>	<b>\$ 49,186.93</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	<b>\$ 52,000.00</b>	<b>\$ -</b>
<b>Unencumbered Balance 7/31/2023</b>		<b>\$ 49,186.93</b>

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

7/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2023</b>	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	1,237.97	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.65	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	71.86	144%
	<u>\$ 25,050.00</u>	<u>\$ 1,339.00</u>	5%
<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%
<b>Unencumbered Balance 7/31/2023</b>	<u><u>\$ -</u></u>	<u><u>\$ 1,339.00</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 July 31, 2023**

**Capital Improvement Funds - Community National Bank**

\$ 5,411,269.20 at 5.0007% (money market account)

**Municipal Investment Pool**

\$ 2,757,143.26 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

10,000,000.00 General fund; 30-day 7/24/2023 at 4.58%,  
maturity 8/23/2023

1,000,000.00 Employee benefit fund; 30-day 7/24/2023 at  
4.58%, maturity 8/23/2023

\$13,757,143.26

\* rates vary by day - average July 1 - 31, 2023 was 3.76%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	7/14/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,222.55	-97185
15	21516	0	7/14/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,602.79	-97185
15	21517	0	7/14/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,037.02	-97185
10	21513	0	7/14/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,452.46	-97185
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 48,314.82	<b>-97185 Total</b>
10	21501	0	7/13/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,449.49	-97181
10	21502	0	7/13/23	PAYCOM PAYROLL LLC	State W/H	\$ 10,796.33	-97181
15	21521	0	7/13/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,228.67	-97181
10	21503	0	7/13/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,695.43	-97181
15	21504	0	7/13/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,695.43	-97181
10	21503	0	7/13/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,138.40	-97181
15	21504	0	7/13/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,138.40	-97181
10	21514	0	7/13/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97181
10	21518	0	7/13/23	PAYCOM PAYROLL LLC	Garnishments	\$ 702.39	-97181
10	41000	313	7/13/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,254.31	-97181
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,528.38	<b>-97181 Total</b>
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,094.08	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,367.60	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 820.56	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,218.48	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,367.60	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,641.12	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,094.08	-97177
10	41000	340	7/14/23	COREFIRST BANK & TRUST	Hotel	\$ 1,367.60	-97177
				<i>Conference hotel charges paid with credit card</i>		\$ 9,971.12	<b>-97177 Total</b>
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Pipe Cleaners	\$ 6.99	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Calisto 240	\$ 19.79	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	spoons - 100	\$ 7.91	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	nature stickers - 200	\$ 7.99	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	outdoor stickers - 160	\$ 8.55	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Stick n Tac - 4 packs	\$ 12.00	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	translucent white pony be	\$ 6.89	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	nature stickers - 200	\$ 10.99	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 5.99	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	World coloring map	\$ 13.79	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	World laminated map	\$ 20.90	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	plastic cups - 100	\$ 13.99	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	pipe cleaners - 360	\$ 12.99	-97176

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	7/19/23	COREFIRST BANK & TRUST	folders - 100	\$ 15.19	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	orange pony beads	\$ 9.89	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	dark blue pony beads	\$ 8.12	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	yellow pony beads - 900	\$ 8.91	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	red pony beads	\$ 9.67	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	plastic bags - 300	\$ 15.82	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	white pony beads	\$ 6.67	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Sharpie multi - 12	\$ 19.94	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	baby blue pony beads	\$ 9.88	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Sharpie black - 12	\$ 18.48	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	brown pony beads	\$ 7.08	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	royal blue pony beads	\$ 6.56	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	green pony beads	\$ 14.39	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	glue sticks - 12 pack	\$ 14.89	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	waterproof notebooks - 16	\$ 18.39	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	24 pack journals	\$ 83.96	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	notebooks for kids - 20 p	\$ 47.01	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	craft paper - 50 sheets	\$ 11.00	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	candy corn - 2 lbs	\$ 17.99	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	ipad pro	\$ 769.00	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 2.97	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	mifi chargers	\$ 95.90	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 5.99	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	12 pck spray bottles	\$ 29.99	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Patio umbrella	\$ 45.00	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Battery tester	\$ 37.82	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 5.99	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	white out	\$ 15.72	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	rbber bands	\$ 17.08	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	4x4 post it notes	\$ 18.82	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	pens blue	\$ 5.10	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	pens black	\$ 5.89	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	sticky notes	\$ 16.99	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	5x8 perforated pads	\$ 21.21	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	10 pack locks	\$ 54.15	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	key	\$ 13.16	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Iron Man VR Game	\$ 44.13	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	multicolour earbuds	\$ 67.99	-97176

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Mouse	\$ 87.49	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Micro USB chargers	\$ 11.99	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	USB C Chargers	\$ 8.99	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	iPhone Chargers	\$ 11.99	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	legal sz laminating pouch	\$ 61.56	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	legal sz 3mil laminating	\$ 95.88	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Giant 4 in a Row Game	\$ 97.99	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Giant Tumbling Tower	\$ 55.00	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	paper	\$ 13.12	-97176
10	41000	310	7/19/23	COREFIRST BANK & TRUST	Wordpress hosting	\$ 1,000.00	-97176
10	41000	323	7/19/23	COREFIRST BANK & TRUST	membership fee	\$ 179.00	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Elcoho Jump Ropes	\$ 55.96	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	CO monitor	\$ 308.00	-97176
10	41000	310	7/19/23	COREFIRST BANK & TRUST	Flattening service	\$ 27.00	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	200 pieces wiggle eyes	\$ 7.95	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Tissue paper, orange, 60	\$ 19.38	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Crepe paper streamers, 8	\$ 13.76	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	3.5mm splitter	\$ 3.80	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Scanners	\$ 69.92	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	AC adapter power supply	\$ 14.64	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Black Paper 100 sheets	\$ 3.99	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Zep alcohol sanitizer	\$ 135.98	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	3 gallon clear bags	\$ 63.56	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	hospeco citrus grove	\$ 110.58	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Audio-Tech LP Player	\$ 209.25	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Audio Cable	\$ 5.95	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Power supply	\$ 15.99	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	headset	\$ 69.99	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	2 pack blue tarps	\$ 26.49	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Silver HVAC tape	\$ 9.69	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	6 in sheet metal connecto	\$ 30.32	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 9.93	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	1 gallon ultra sonic solu	\$ 44.98	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	baby changing stations	\$ 259.98	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	XL nitrile gloves	\$ 84.95	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	Isonic P4820 cleaner	\$ 135.99	-97176
10	41000	410	7/19/23	COREFIRST BANK & TRUST	4 piece pick set	\$ 20.97	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	cmprss air 10 oz 2 pk	\$ 16.40	-97176

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	7/19/23	COREFIRST BANK & TRUST	clorox wipes 75/pk 3	\$ 11.79	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	16 oz empty bottle	\$ 6.99	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	Avery 11109 dividers	\$ 4.39	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	11 inch cable ties 100	\$ 9.50	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	91% alcohol 32o 2pk	\$ 31.98	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Stomp rocket, 8 rockets,	\$ 19.99	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	Cordless Electric Kettle	\$ 24.99	-97176
10	41000	911	7/19/23	COREFIRST BANK & TRUST	Far Too Near 25 x 31"	\$ 1,350.00	-97176
10	41000	911	7/19/23	COREFIRST BANK & TRUST	Valley of the Shadow 5x5"	\$ 1,170.00	-97176
10	41000	911	7/19/23	COREFIRST BANK & TRUST	SHIPPING ESTIMATE	\$ 125.00	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	ASUS Bluetooth Adapter	\$ 82.60	-97176
10	41000	330	7/19/23	COREFIRST BANK & TRUST	Birders Journal Rite in t	\$ 171.00	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	monitor wall mounts	\$ 112.83	-97176
10	41000	320	7/19/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 5.99	-97176
10	41000	420	7/19/23	COREFIRST BANK & TRUST	4x6 Post it notes	\$ 25.98	-97176
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,316.95	<b>-97176 Total</b>
10	21509	0	7/28/23	ONEAMERICA BENEFIT PLANS	Deferred Comp EE Portion	\$ 6,567.93	-97167
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,567.93	<b>-97167 Total</b>
10	21501	0	7/27/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,473.51	-97165
10	21502	0	7/27/23	PAYCOM PAYROLL LLC	State W/H	\$ 10,856.87	-97165
15	21521	0	7/27/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 56.61	-97165
10	21503	0	7/27/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,869.94	-97165
15	21504	0	7/27/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,869.94	-97165
10	21503	0	7/27/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,179.34	-97165
15	21504	0	7/27/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,179.34	-97165
10	21514	0	7/27/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97165
10	21518	0	7/27/23	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97165
10	41000	313	7/27/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,264.70	-97165
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 79,515.61	<b>-97165 Total</b>
10	21505	0	7/28/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,296.96	-97164
15	21516	0	7/28/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,707.33	-97164
15	21517	0	7/28/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,049.43	-97164
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 47,053.72	<b>-97164 Total</b>
10	21515	0	7/28/23	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 36,379.58	-97162
15	21515	0	7/28/23	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 179,407.00	-97162
15	21515	0	7/28/23	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97162
						\$ 216,683.24	<b>-97162 Total</b>
10	21509	0	7/17/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,567.93	-97154

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,567.93	<b>-97154 Total</b>
10	41000	325	7/7/23	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-97153
10	41000	313	7/7/23	RESERVE ACCOUNT	Wire Fee	\$ 10.00	-97153
				<i>2023 approved operating budget - postage</i>		\$ 30,010.00	<b>-97153 Total</b>
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 56.96	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24.09	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 22.73	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 190.86	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 1,981.80	99614
10	41000	351	7/6/23	EVERGY	Electric Service	\$ 24,677.79	99614
						\$ 27,212.42	<b>99614 Total</b>
10	41000	350	7/6/23	VERIZON WIRELESS	mobile mifi cards	\$ 6,475.55	99635
				<i>2023 approved operating budget - telecommunications expense</i>		\$ 6,475.55	<b>99635 Total</b>
10	41000	310	7/13/23	BLACK DIAMOND SOLUTIONS, INC.	Microsoft Office suite	\$ 11,508.90	99638
				<i>2023 approved operating budget - software support/subscription</i>		\$ 11,508.90	<b>99638 Total</b>
10	41000	311	7/13/23	TK ELEVATOR CORPORATION	Elevator certifications	\$ 15,420.00	99662
10	41000	311	7/13/23	TK ELEVATOR CORPORATION	Additional funds for PM contract	\$ 771.14	99662
				<i>2023 approved operating budget - contract facilities expense</i>		\$ 16,191.14	<b>99662 Total</b>
						\$ 595,917.71	<b>Grand Total</b>

**Topeka and Shawnee County Public Library**  
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<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
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**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended July 31, 2023**

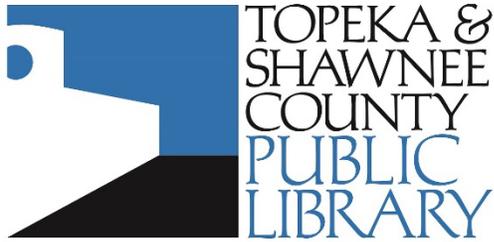
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$	595,917.71 <b>Grand Total</b>

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
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**Topeka and Shawnee County Public Library**  
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Board of Trustees Executive Committee  
Meeting  
August 7, 2023 – 4:00pm  
Zoom Meeting

**Executive Committee Members Present**

Shawn Leisinger – Chair, Hannah Uhrig – Treasurer

**Executive Committee Members Absent**

Peg Dunlap – Vice Chair, Joan Hicks – Secretary

**Staff Present**

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Aubrey Conner – Executive Assistant

**Call to order**

The meeting of the Board of Trustees Executive Committee was held on August 7, 2023, via Zoom, and was called to order at 4:00 pm by Chair Shawn Leisinger.

**Review Minutes and Agenda**

The minutes from the July 10, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhrig, seconded by Shawn Leisinger, the minutes from the July 10, 2023, Board of Trustees Executive Committee Meeting were approved.

Motion passed unanimously.

The minutes from the July 20, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees August 24, 2023, meeting were reviewed.

**Other Items**

Strube spoke about the budget hearing. She wished to visit with Leisinger and the other trustees on the Executive Committee about how the budget hearing information will be presented. The trustees recommended that Strube speak more about what a mill levy is. Uhrig posed the question of the possibility of accepting the budget at the September Board of Trustees meeting rather than in August in the future. Discussion followed. Strube shared that the library's budget will be in the Capital Journal on Thursday.

Chief Executive Officer Marie Pyko shared that we may have additional public comment related to current national library issues at our August Board meeting.

**Adjournment**

On a motion by Hannah Uhlrig, seconded by Shawn Leisinger, the meeting was adjourned at 4:21 pm.

**Next Meeting**

September 11, 2023

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

## CHIEF EXECUTIVE OFFICER'S REPORT August 2023

### News and Updates

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

There was big news in the Imagination Library world for Kansas in July. In mid-July it was announced that Dolly Parton would be visiting Kansas to celebrate Kansas becoming the 15<sup>th</sup> state in the United States to expand to all 105 counties. With the added publicity, our community responded by enrolling 186 more children in the county. At the beginning of August, **we had 5927 children enrolled in the program**. Based on the 2020 Census data for children 0-5 years of age, we now have 56% of children in Shawnee County enrolled in the Imagination Library.

#### **Strategic Plan 2023**

We continue to finalize the draft of the Strategic Plan. As previously mentioned, Sarah Hamfeldt and Julia Prince, Ivy Group, Inc. will present the plan at our September Board of Trustees meeting over Zoom. The Communications and Marketing team have a preliminary draft of the plan and are identifying local library images to include in the presentation and also in the draft plan. After the September presentation, we will discuss the next steps with the board members to develop the formal plan and develop priorities and timelines for the direction and implementation for 2024-2028.

#### **Performance Goals 2022-2023**

##### **Library Service Growth**

Increase the usage of the library through collections, services, and engagement by at least 3%. Growth can include both qualitative and quantitative data. In March I shared the first quarter results of key data sets I had identified to begin our work on increasing library service growth.

- Check out of items-Circulation, Bookmobile, Red Carpet
- Cardholders (all) and Red Carpet
- Gate Count- visitors to the library building
- Activities in the library building and outreach- meeting room bookings, programs, Gallery attendance, computer use.

Here are the same service areas and the percentage of growth change in July.

<b>Service Response</b>	<b>2022 (July)</b>	<b>2023 (July)</b>	<b>% Change</b>
Circulation	1,060,196	1,100,674	3.8
Bookmobile	46,844	38,876	20.5
Red Carpet	36,360	33,631	-7.5
<b>Cardholders (all)</b>	112,297.00	116,606	3.8
Red Carpet	1,252.00	1,326	5.9
Gate Count	193,498	265,783	37.4
Programs	29,671	54,821	86.9
Gallery attendance	16,063	21,291	32.50
Computer Use	82,667	105,365	27.50

We continue to see growth in most of the areas of the services, program attendance and collection usage. The gate count for the library has bounced back significantly since 2022 and has maintained a consistent higher level through July 2023. Several service changes and increased access has contributed to these changes. We have had a strong six months of usage for our Adventure mobile service to schools and have developed strong summer programs with our community services. Our customers have begun to incorporate visits to the library on a more regular basis after a couple of years of reduced participation through the pandemic. Our program numbers have jumped dramatically due to several factors including increased number of large events like Blockbuster Wednesdays, change up in time/date of school age programs like Fun at One for families and community camps coming back and attending programs.

Red Carpet Services offers a different perspective to our growth as of the end of July. While we have had an increase in our RC cardholders, the number of items that are checked out so far in 2023 remains at a decrease to 2022. Several factors could be at play including several sites in the summer needed to scale back access for library staff to residents due to a resurgence of Covid and we are helping more residents transition to our digital resources rather than large print. We do not capture those customers as RC customers if they are new to the library and are borrowing digital collections. With the 50<sup>th</sup> anniversary celebration, I would look to an increase in cardholders due to increased promotion. That will be an aspect I will be paying attention to in the next couple of months.

Finally, we have been strategic in our marketing campaigns to focus on engagement, reintroduction and the new ways customers can participate with the library. The Libraries Are For Everyone Campaign put customer stories at the forefront, and we heard numerous times that the campaign resonated with them. We will continue to look at strategies to convert our library supporters into library users with more public awareness campaigns.

## **Fiscal Responsibility**

Evaluate each position and department team staff complement to ensure we are optimizing our staffing level and structure to meet the needs of the library and community.

As is part of every open position and recruitment process, we review our staff level complement. We continue to see an increase in mobility of employees in the workforce. As of August 1, 2023 we have reviewed, evaluated department need, and classification level for **27 open positions**. While this deep review lengthens the hiring process, it is essential to consistently review each position prior to beginning the recruitment process. It also ensures that staffing levels are determined in response to the current needs and activities for each department and remain in alignment with being fiscally responsible.

Thad shares in his report a good example of due diligence of utilization of employee fund and the changing needs and requirements with the current hiring market. This reallocation of department positions supports an immediate and real need but also positions the library to increase flexibility and redundancy in our staffing needs for the future.

## **New Business**

### **Adoption of the FY 2024 Operating Budgets**

This is the official board action that approves the budget for FY 2024. We will hold the Revenue Neutral Rate Hearing and then the Public Hearing on the proposed budget as part of the August Board meeting. Following the hearings, the Board will vote on the proposed budget.

## **Professional Activities/Community Contacts**

August 1, 2023	Attend and Present at the Library Emerging Leaders Class
August 2, 2023	Host All Staff Meetings 9:00 am, 3:00 pm, 5:15 pm
August 3, 2023	Meet with Ashlee Spring, Greater Topeka Partnership on the upcoming Power Breakfast at the library.
August 3, 2023	Participated in the Social Workers in libraries online seminar.
August 4, 2023	Attend National Issues Forum Institute Board meeting.
August 7, 2023	Attend Capper Foundation Board of Trustees meeting.
August 7, 2023	Attend Library Board of Trustees Executive meeting.
August 9, 2023	Met with Dene' Mosier, Kansas Children's Discovery Center

August 9, 2023      Attended the Kansas Library Director's training online seminar.

August 10, 2023    Met with Alan Bearman, Dean of Washburn Libraries and Sean Bird,  
Mabee Library

August 11, 2023    Discussed Topeka Genealogical Society long range plan.

August 14, 2023    Attended with Sherry Hess the Kansas Imagination Library event for Dolly  
Parton

Marie Pyko, Chief Executive Officer  
Topeka and Shawnee County Public Library 8/18/23

## Chief of Staff Report

**Thad Hartman**

**August 17, 2023**

### ***New and Novel***

The New and Novel section is almost complete except for a few finishing touches. Please see Scarlett's report below for more details and pictures!

Compared to some of our other projects, this has been relatively small, but I think it has been an extremely positive change. Moving the New Books back into this area brings our adult collections into closer proximity and sets the stage for the changes that are coming in the wings. Thanks to everyone who worked on the project!

### ***Custodial***

Over the past few months we've been able to fill a number of positions in the library which has helped tremendously with some of our staffing issues. However, we have continued to experience staff shortages in a couple of areas, one of which is our custodial department. This of course means that our current custodians have had more areas to cover, additional meeting room setups, and increased book donations to unload.

Facilities Manager Chris Cain and Supervisor Ivan Johnson have been working hard to find ways to keep staff workloads manageable and still maintain cleanliness in the building. Chris and Ivan are working with other supervisors to identify areas that other staff could assist, such as helping with book donations. Helping with donations can be time consuming and they can arrive at any time throughout the day. Chris and Ivan are also working with Jesse in HR to find ways to increase the number of applicants for these positions and exploring other alternatives to help keep the building clean.

A big thank you goes to our current custodial staff who have kept the building looking great, despite being short-staffed for quite some time. Other facilities staff have also pitched in to make sure we stay on top of everything. We really appreciate it!

### ***Bookmobile***

The other area that has been hit hardest by staff shortages is the Bookmobile department. While there could be a number of reasons for this, the most obvious one is the requirement of a CDL to drive the Alice and Sherlock Bookmobiles. Because of this requirement and a shortage of staff, our current Bookmobile staff have been going out at a higher rate than we would prefer.

Community Services Supervisor Patrick Berry has been working diligently to find an immediate solution to this issue, as well as a long-term solution. Beginning in late September, Circulation staff will begin helping to staff the vehicles as the non-driving staff member on the vehicles. This will reduce the number of days each week that our CDL drivers need to go out, but still allow us to visit the same number of stops. Two of the current unfilled BKM positions will be transferred to the Circulation department, so that the increased scheduling doesn't impact their current duties. I really appreciate everyone's work on this, including Pat and Circulation Supervisors Angie Hardy-Foltz and Kelli Smith, and

of course the staff in Bookmobile who have been keeping the service running and the staff in Circulation who will be helping out.

## Department Highlights

### Public Services

**Debbie Stanton, Manager**

#### ***Streamlining Public Services***

The Public Services Supervisors and I have been working diligently to streamline our operational processes. This will allow us to work more effectively together.

Here are some of the specific things we're working on:

- A schedule rotation for 2024 that will include all of Public Services (Youth Services, Readers Services, and Information & Learning). This will improve consistency for staff and ensure that we have the coverage we need to meet the needs of our customers.
- Creating "Source of Truth" documents for standard operating protocols. This will help to ensure that staff know our core procedures and where there is room for discretion.
- Empowering librarians to lead operational planning for individual service teams. This will give our librarians more ownership of their work and allow them to come up with creative solutions to meet the needs of their customers.

I am excited to see the fruit of our labor lead to a more efficient and effective department. These changes will allow us to better serve our customers and make a positive impact on our community. We expect to have all of these changes in place or ready to go by the end of the year.

#### ***Hitting the Street***

In the past month, I have had the opportunity to explore some of our mobile Public Services service areas:

- I worked alongside Youth Services Supervisor LeAnn Brungardt, Librarians Sherry Hess and Luanne Webb, and our Facilities crew to pack up and move the Learn and Play Bus to a new garage in the same storage facility. It was great to watch this knowledgeable crew in action.
- I drove out with Red Carpet Specialist Dave Coleman on two Red Carpet deliveries. The joy and excitement he brought to these facilities was palpable.
- I helped facilitate a Leadership Greater Topeka Bookclub meeting on the Kansas Leadership Center book *When Everyone Leads* along with Community Connections Librarian Lissa Staley and Staff Development Coordinator Brenda Hough. This is a book we've been using in Management

Team and focuses on KLC training that Lissa has been part of, so it was wonderful to get to share our leadership journey with other LGT alumni.

I am grateful for the opportunity to learn more about our mobile Public Services service areas and to collaborate with such talented and dedicated colleagues. I'm excited to continue exploring these areas and to find new ways to connect with our community.

### ***Collaboration Spotlight***

The library is excited to re-establish our collaboration with Housing and Credit Counseling, Inc.! HCCI provides education and counseling on a variety of topics, including financial literacy, buying a home, and tenant & landlord rights. We're kicking off our reinvigorated relationship with HCCI with a series of classes at the library, starting with a class on medical debt on October 10th. Additional financial topics will be offered in November and January. In April, we're working with HCCI to offer a special program for Money Smart Week – a fun day for kids with an educational component for parents. We appreciate the organizations that work with us to make Topeka and Shawnee County a place to thrive!

## **Public Services**

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

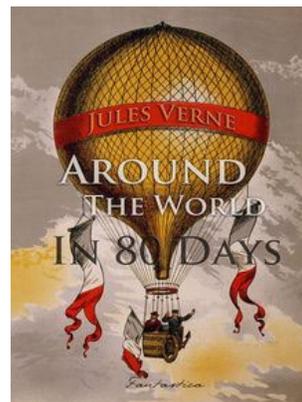
#### ***Summer Reading Challenge***

July 31<sup>st</sup> ended the 2023 Summer Reading Challenge and for teens and adults it was our best summer reading showing in YEARS. A total of 934 readers ages 12 and up completed the challenge. In fact that same age range logged 9202 books total from June 1 through July 31. This year the summer reading challenge for ages 12 and up changed from logging minutes read to logging books completed. A prize (a cute little tote bag or a grow-your-own lavender kit) was rewarded for reading 3 books and another prize (a fun water bottle) was awarded for reading 6 books and completing the challenge. We exceeded our expectations and gave out ALL of the prizes and had to substitute additional items! Want to join in the on the Reading Challenge? October 1-31<sup>st</sup> will be our annual Fall Reading Challenge! Look for more details soon!

#### ***Librarian Updates***

##### **Deb Ellerbrook, Librarian**

The Library's Top City Reads Facebook group had a lively discussion of **Around the World in 80 Days** by Jules Verne during the month of July. We encouraged our reading community to read this book with a banner in the Libby app and via our Facebook page. One group member remarked that she and her husband were reading the book together. They, along with many of the other group members, agreed that Phileas Fogg's manservant Passepartout was much more interesting than the main character and would make a better traveling companion. We also discussed the racial stereotypes in the book, the way women were treated, and the varying modes of transportation and how they compare



to the modern day. Many group members were surprised to learn that the Worlds of Fun theme park in Kansas City was inspired by the 1956 movie version of *Around the World in 80 Days*. Our group is looking forward to doing another common read this fall during the month of October.

**Miranda Ericsson, Readers Librarian,**

Our Book Group in a Bag team recently completed a diversity audit. The team was tasked with examining all of the books in the collection to determine our level of representation in a number of categories such as ethnicity, culture, gender identity, and more. The team met recently to examine the data and set actionable goals for the next several years of work. Our Book Group in a Bag options are already stellar, but with this additional planning and oversight we will ensure that book clubs and educators in our community will have access to a collection that offers a wide range of perspectives and voices.

**LaVoyce Ewing, Older Adults Librarian,**

It started out with an idea that a need was not being met here in Topeka. This realization was then nurtured and supported by Mr. Marvin and Jean Tevis. 50 years later we are celebrating the anniversary of Red Carpet service in Topeka Kansas. This service is unique to Topeka, most libraries no matter how small have some kind of program for children. Then when adults need something, they remember the library and return with their children. But for the majority of Older Adults in the United States, library service stops when they can no longer physically make it into the library. 50 years ago, this was not good enough for our Topeka older adults. The service of taking materials out to nursing homes, meal sites and the homebound was begun. The library management, the Friends of the Library, and numerous volunteers worked to bring this idea into reality. Thru these 50 years we have traveled to most of the residential nursing facilities, senior housing and senior meal sites bringing library materials to those who aren't able to make the trip to the library building. The look of the service has changed throughout these 50 years, but the underlying mission is the same. Great library service even if you can't physically come into the building. The following anecdote happened just a few months ago - I (Liza Charay) received an email last week from Angela Anderson, the Quality of Life Coordinator for Brewster Health Unit. They have a new resident, Gerald Hinton, who wanted to sign up for a library card. Mr. Hinton is 104 years old, and when I brought in three Westerns for him to read, he was very excited! He assured me that he would have them read and will be ready for 3 more books in two weeks.

Even at 104, reading is exciting!

You have the opportunity to see what Red Carpet is about! August 21-25 the Red Carpet team members will be showcasing what it is that they do on deliveries.

**CELEBRATE**  
**50**  
1973  
2023  
**YEARS**

of bringing the library to older adults in Shawnee County through Red Carpet services!

**FRIENDS & CAREGIVERS,**  
this is a great opportunity to see all the ways the library can help your loved one.

**MON, AUG 21** 9-11am **The Red Carpet Experience**  
Older adults, caregivers and family discover what happens at a Red Carpet visit

**TUE, AUG 22** 10am-Noon **Trivia Through the Ages**  
Play inter-generational trivia & learn about service

**WED, AUG 23** 9-11am **Site Hop**  
Experience FUN Red Carpet customer activities

**THU, AUG 24** 1-3pm **Carnival**  
Play party games you can check out

**FRI, AUG 25** 2-4pm **Celebration Reception**  
Live music & refreshments

## Public Services

### Zan Popp, Supervisor – Information & Learning

#### Librarian Updates

#### Lissa Staley – Community Connections Librarian

Since May of 2022, the library has provided 2 MiFi hotspots to the community partners staffing the Mobile Access Partnership (MAP) sites. This allows the MAP locations to offer free Wi-Fi to neighbors visiting the location to access community resources. On Tuesdays and Thursdays, the MAP trailer and other community partner trailers convene a resource gathering in the community to reach unsheltered individuals and others in need. The library is also working to provide relevant information about library services to be distributed to MAP neighbors who visit the locations.

“I first want you to know we are so grateful for the WiFi jetpacks and continue to utilize them at each MAP deployment. There have been times that I have forgotten to turn them on and our neighbors are quick to come remind me or ask if they are on! I did get a chance to talk with one of our neighbors about their use of the units and they told me their phone works only via WiFi so the only time they have a working phone is when they can access free Wifi. They said the use it to communicate and update the phone/apps.” - Jenny Falk

Director of MAP Operations and Outreach Advocate with Topeka Rescue Mission Ministries



The library's provision of free Wi-Fi and information about library services has helped to make the MAP sites a valuable resource for unsheltered individuals and others in need.

### **Brea Black and Sherry Best – Alice C. Sabatini Gallery**

The summer exhibit "Unexpected Friends" has been a huge success, with over 12,700 visitors from May to July. The exhibit featured a variety of activities and experiences for children of all ages.

The exhibit was well-received by visitors of all ages. Children loved the interactive activities and the opportunity to learn about spiders in a fun and engaging way. Adults also enjoyed the exhibit, and many commented on how educational and informative it was.

Here are some quotes from visitors:

- "Oh my gosh. I need to find some little people to bring to this. It looks like so much fun!"
- "I didn't know the glass walls could go away (Reed Studio). That's so cool!"
- "This is so great! The kids must love it. It's never too early to get them interested in art."
- "Thank you! This was so fun!" (said by adult)
- "2 little girls have been in several times, working up their courage to go into the tarantula den. I told them how we made it. Tonight, they did it! Then lots of questions about how we made the bridge and other parts of the exhibit."

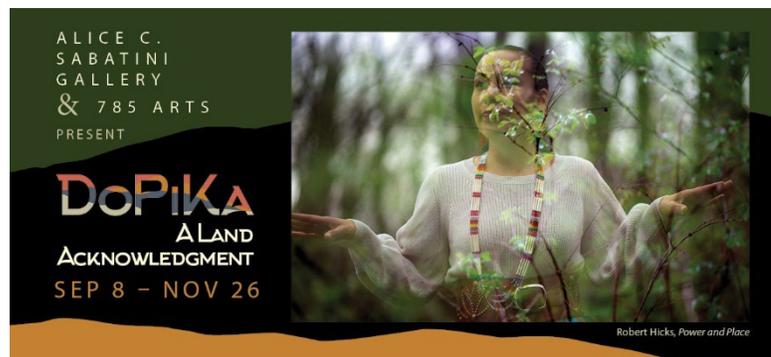
These quotes show that the exhibit was a hit with visitors of all ages. Children and adults alike enjoyed the interactive activities, the educational content, and the overall atmosphere of the exhibit. The exhibit has been a great success, so much so that we extended the exhibit by an extra week.

In other art-related news, a great article about the exhibit "Simple Memories of Routine Life," features work from artist and curator Mauricio Zúñiga, made the news.

<https://www.kake.com/story/49224256/topeka-library-gives-viewers-a-glimpse-into-mexican-culture-through-tactile-art>

Something to keep on your radar is the next exhibit, "Do Pi KA: A Land Acknowledgement" (Sept 8 – Nov 26). This exhibit will explore the art and culture of the Indigenous people and artists who made, and continue to make, Topeka and Shawnee County home.

This exhibit is a collaboration with 785 Arts, a Native-Woman owned art gallery here in town.



We will have an opening reception on Sept 8 from 5:30 – 7:30 pm.

### **Katie Keckeisen – Local History Librarian**

As you might remember, before joining the Local History team here at Topeka & Shawnee County Public, Katie was with the Kansas Historical Society. In that role, she worked with J. Schafer with KPR to create short historical commentaries that would air monthly.

Earlier this month Katie was informed that she had won second place in the Editorial Commentary category in the Medium Market Radio Division for the Kansas Association of Broadcasters Annual Awards. The award was for her piece "Remembering Black Sunday: April 14, 1935". The awards will be given out at their annual conference in October. You can go click this link and go under the "Medium Market Radio" tab to scroll down and see the other winners. <https://kab.net/events/awards/station-award-winners/>

*Welcome to our newest Librarian, Meg Porteous*

### **Meg Porteous – Core Technology Librarian**

Meg Porteous is the new Core Technology Librarian at the Topeka and Shawnee County Public Library. She has worked at the library for 11 years, and in her previous role in Public Services, she helped patrons find information and resources on a variety of topics. In her new role, Meg will focus on helping Topeka and Shawnee County residents build the practical technology skills they need to lead their best lives.

### **Youth Services**

#### **LeAnn Brungardt, Youth Services Supervisor**

#### ***Dolly Parton in Kansas***

On Monday August 14, Dolly Parton herself will visit Kansas for a closed event to celebrate the success of the Dolly Parton's Imagination Library in the state of Kansas. Availability in Shawnee County is financially supported by the Topeka and Shawnee County Public Library Foundation and Friends, United Way of Kaw Valley. Expansion across the state is supported by the Children's Cabinet and each county's affiliate(s). In July, we had a spike in registration which is typical of summer. We hope the additional media attention to the initiative will encourage a continued uptick in new registration and maybe reach people who have not heard about the it until now. Marie Pyko and Sherry Hess will attend the event.

#### ***Social Connection***

Social connection and relationship building is an ever-present opportunity with customers. Marlana Hodgkinson, Kid Specialist, shared these recent afternoon interactions. They give insight into who we meet, how we encourage them and how they encourage us.

"I felt like I had a really good day building connection. First, a grandmother came in with two of her visiting grandchildren hoping for them to find something to read while they are in town. At first, they were just going to look around the building, but I helped both kids find books they liked. By the time they left, she had decided to get a card for herself so they could check out those items. And before the same woman left, we also had a lovely conversation. It started with her telling me how impressed she is with her daughter as a mother because look how smart her grandchildren are. Before our conversation was over, I also learned that her sister is a published Kansas author (picture books and western novels for adults) and that she is a vet. The "old guy" who trained her worked with Louis Pasteur! She indicated that she made her own penicillin for cattle because most of the penicillin was being shipped overseas in the war effort. Amazing!

Later I talked for a long time with Mya, one of our regular kids who spent part of her summer in New Zealand. I was interested in hearing about her travels, and she shared some beautiful pictures of the Tasman sea. This somehow led to her telling me that she is very interested in TSCPL having a Warrior Cats Fan/Book Club. She was interested enough to share that she would like to lead that club (with our help) and that said club should include book discussions, cat art, "Prey" snacks, and Warrior Cat video games through the series' website, Roblox, and Scratch. I mentioned to Emily Bays that I would work with her on something like that if she's interested and would like my help. Now it is in development.

And there was an 81-year-old woman who comes in regularly for Boxcar Children books that stopped to chat."



***New Staff***

**Jacee Gleason, Teen Specialist**

I am a proud Topeka resident with many years of experience working with children of all ages. My hobbies include anything outdoors! I love to travel, my two cats, the color purple and a good couch nap. A fun fact about me is I had a pet alligator that you can now find in the Omaha Zoo!

**Community Services**

**Patrick Berry, Community Services Supervisor**

***Adventuremobile***

The Adventuremobile team has been busy this summer. We visited 6 different locations in the months of June and July. During this time, our team checked out over 3800 items while also delivering new and exciting weekly crafts for the kids. It was another great summer visiting stops in our communities!



### ***TSCPL@Home delivery***

We had another great month where we circulated over 3400 items during July. Way to go team!!!!

### ***Bookmobile***

We had back-to-back great months on our bookmobiles. For the month of July, our team circulated over 5500 items. This makes two straight months with over 5500 items checked out across our 18 different stops.

### **Technical Services**

**Scarlett Fisher-Herreman, Technical Services Manager**

### ***New & Novel Room***

I'm pleased to announce that we have some beautiful new shelving in the library. Library Furniture International ("LFI") installed four units of shelving in our New & Novel room which is home to the adult collections for new fiction, new nonfiction, new audiobooks on CD and Playaways. Working with the library's architect firm HTK, we selected a curved shelving system to break up the space and to try something new and different with collection shelving. The installation with LFI went smoothly and the collections look outstanding in their new arrangement. We received several comments from customers during the installation about how pleased they were to see new shelving and that we were good stewards of public resources in completing this project.

The entire room is opened up with the installation of the curved shelving. The staff desk is also installed and should soon be up and running. There are a few other smaller details for the room that we're still working on but the main event with the shelving installation is complete and we're pleased with the results. We look forward to moving into the wings, the next major project for adult collections.



*View of New and Novel looking north*



*View of New and Novel looking south*

### ***Overdrive Digipalooza***

Autumn Friedli, Ginger Park and I participated in Overdrive's Digipalooza 2023 conference held in Overdrive's hometown of Cleveland, OH on August 9<sup>th</sup> through the 11<sup>th</sup>. This was the first in-person conference Overdrive has held in 4 years. It was good to participate in an in-person conference experience and to connect with other librarians from across the US and Canada. Book challenges and the current national situation regarding intellectual freedom in public and school libraries were a major

area of focus. Overdrive also shared about some promising new developments with their Libby platform and the Marketplace which is the admin and ordering side of Overdrive/Libby. I represented our library on a panel discussion about audiobooks along with a librarian from Alberta, Canada and three leaders working in the audiobook publishing industry.

Leaving the conference, I felt a reassurance I didn't expect to feel about Overdrive's role in helping libraries navigate these turbulent waters we're currently in with challenges to intellectual freedom. Overdrive is working with libraries to find solutions that will help them continue to serve readers even as the challenges and attempts to restrict access to some readers keeps accelerating. I left with some practical ideas about next steps we could take here at TSCPL to further prepare ourselves in a proactive way to this challenging issue facing libraries. I will be working with others in our organization to put those ideas into action.

## **Circulation Department**

### **Angie Hardy-Foltz & Kelli Smith, Circulation Supervisors**

#### ***Mailroom Equipment Update***

The Mailroom received new mailing equipment and software in June 2023. The equipment was needed to comply with the new USPS regulations that went into effect this summer. Pitney Bowes was able to provide the new equipment and software at a cost that was below our current payment. Julie Carpenter our Mailroom Associate has done an amazing job learning the software and new equipment and she has created a training manual for staff who fill in when she is on vacation.

The new mailing equipment and software upgrade have been beneficial. In addition to USPS compliance, many internal mail processing procedures have been streamlined.

#### ***Summer Checkouts***

It's always interesting to see what titles library customers check out the most during the summer. We explored check out data to see what was popular in the library's entertainment DVD collections. Please note that no digital check out data was included. Check out data from June 1 through July 31.

#### **Juvenile Entertainment DVDs**

1. Encanto
2. Minions: The Rise of Gru
3. Sing 2
4. Lyle, Lyle, Crocodile
5. Lightyear
6. The Lion King
7. DC League of Super-pets
8. The Super Mario Bros. Movie
9. Ralph Breaks the Internet
10. Toy Story 4

### **Adult Entertainment DVDs**

1. Shazam!: Fury of the Gods
2. Black Adam
3. John Wick: Chapter 4
4. Ant-Man and the Wasp: Quantumania
5. Creed III
6. Plane
7. Dungeons & Dragons: Honor Among Thieves
8. Black Panther: Wakanda Forever
9. M3GAN
10. Top Gun: Maverick

### **Digital Services**

#### **David King, Digital Services Director**

#### ***Self-Check Kiosk upgrade***

Library staff had our first meeting about upgrading our self-check kiosks in 2024. Our kiosks are at end of life and will need to be upgraded next year. There are many options for self-check kiosks, and we are looking forward to continued ease-of-use and simple functionality in new kiosks.

#### ***Staff Intranet Project Update***

Our staff intranet update project is moving along nicely. We are starting to move content over to the new site, and are working on creating mock-ups.

#### ***Top Web Pages for July 2023***

1. Services Page: 4029 Pageviews
2. Library Catalog: 3527 Pageviews
3. Summer Reading: 2163 Pageviews
4. Search: 2053 Pageviews
5. Work at the Library Page: 1615 Pageviews
6. About Page: 1510 Pageviews
7. Team Rooms: 1478 Pageviews
8. Get a Library Card: 1354 Pageviews
9. My Account: 1255 Pageviews
10. Meeting Room Page: 1067 Pageviews

#### ***Social Media Highlights for July 2023***

##### **Facebook**

- Washing play food in the Kids Library – reached 6090 people

- I'm a procrastinator – reached 4283 people
- What are you reading? – reached 4219 people

### **Twitter/X**

- Library closed for July 4 – 182 impressions
- Bookmobile not running – 182 impressions
- Reminder to log books for summer reading – 128 impressions

### **Instagram**

- Meet a library staffer - Cathy – reached 596 people
- Meet a library staffer - Nick – reached 539 people
- Meet a library staffer - Krystal – reached 509 people

# Communications & Marketing Report

August 17, 2023

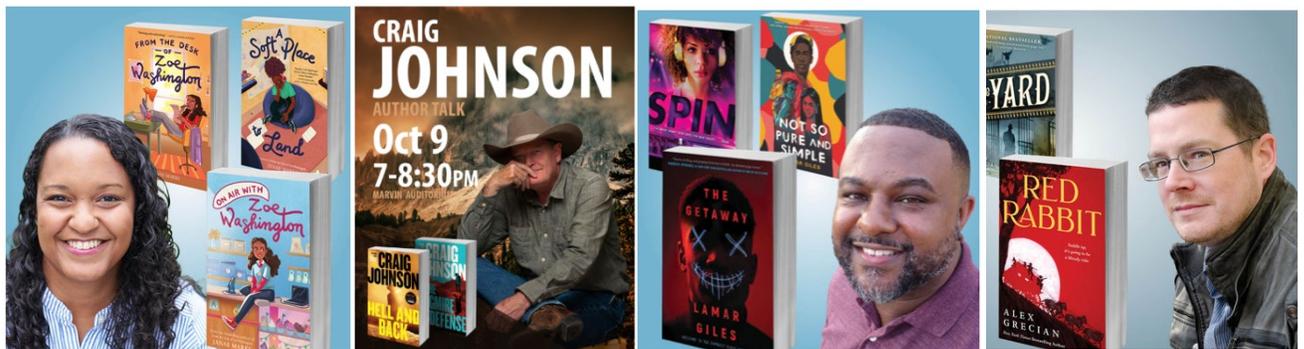
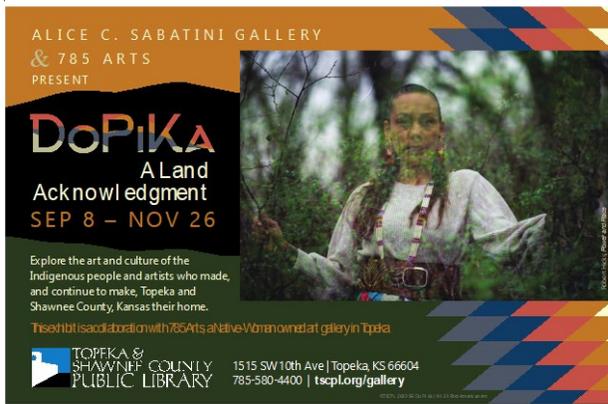
## Communications & Marketing Team

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

### Events dominate third and fourth quarter work

Best Selling authors, cultural exhibits, film festivals, music concerts and a book sale are a few of the events that dominate the library's [event schedule](#) this fall through the end of 2023. If you haven't visited the event schedule, you will be delighted in the variety of special events that are planned—in addition to our regular schedule. The C&M staff have created marketing campaigns that will help you remember to mark your calendar. Here's a sample:

Sept 8 – Nov 26 – the Alice C. Sabatini Gallery's [DoPiKa: a Land Acknowledgment](#) exhibit that is being marketed locally and featured in a national art magazine, *First American Art*. The [Lowrider Car show](#) returns for its third year at the library.



It's the season for bestselling [authors](#) at the library: Oct 2, Janae Marks | Oct 9, Craig Johnson | Nov 2, Lamar Giles | Nov 5, Alex Grecian. Three have newly released books and one book will be a Disney movie!

## Facebook top posts

Facebook changed the way it shows the stats, so the image is here, but the stats are added manually.

**Topeka & Shawnee County Public Library**  
Published by Natalie Moreland · July 21 at 8:13 PM · 🌐

#behindthescenes

It sounds a little strange when you say it out loud, but washing the food is a regular part of the work in the Kids Library!

#healthyhabits



**Post Insights**

Total Insights  
See more details about your post.

Post Impressions	Post reach	Post Engagement
6,080	6,080	207

**Topeka & Shawnee County Public Library**  
Published by Ginger Park · July 26 at 10:00 AM · 🌐

Special Event Thursday, July 27, 2-4pm, Marvin A! 🎤 Jason McGowan, "The Oral History Guy," will talk about his project with the Brown v Board National Historical Park to build the historic record via interviews that depict the lives and diverse experiences of African Americans educated during the post-Brown v Board era.

Sorry for the short notice, but this was a last-minute opportunity. Hope you can join us. Please help spread the word. 🙏



Jason McGowan  
The Oral History Guy

**Post Insights**

Total Insights  
See more details about your post.

Post Impressions	Post reach	Post Engagement
4,667	4,135	343

**Topeka & Shawnee County Public Library**  
Published by Karen Watson · July 18 at 10:33 AM · 🌐

👉 Yes, I'm a true procrastinator! Raise your hand if you also wait until July 31 to log all 6 books you have already read this summer? 🙋

It's not too late to log those books you've already read since June 1! So log those books at [tscpl.org/summer](https://tscpl.org/summer) [tscpl.org/summer](https://tscpl.org/summer)

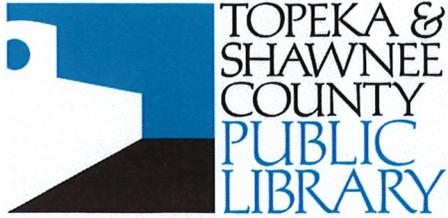
.... um... why are you still here... 🙄🙄🙄🙄 You can earn this hip tote! 🙌🙌🙌🙌

#pointthe... See more



**Total Insights**  
See more details about your post.

Post Impressions	Post reach	Post Engagement
4,406	4,275	378



**Resolution – Levy a Property Tax Rate Exceeding the Revenue Neutral Rate for the FY 2024 Operating Budgets**

**BOARD OF TRUSTEES  
August 24, 2023**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, shall levy a property tax rate exceeding the Revenue Neutral Rate for the FY 2024 operating budgets.**

The Revenue Neutral Rate for the Topeka and Shawnee County Public Library was calculated as 8.105 mills by the Shawnee County Clerk.

The FY 2024 budget proposed by the Board of Trustees will require the levy of a property tax rate of 8.179 mills. The FY 2024 levy is .711 mills less than the FY 2023 rate of 8.890.

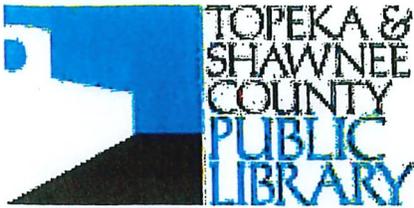
The Board has held a hearing on August 24, 2023 to allow all interested taxpayers desiring to be heard an opportunity to give oral testimony. Having heard any testimony, the Board still finds it necessary to exceed the Revenue Neutral Rate.

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

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

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

Date \_\_\_\_\_



**Resolution – Adoption of FY2024 Operating Budgets**

**BOARD OF TRUSTEES  
August 24, 2023**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2024 operating budgets as presented/published in the Topeka Capital Journal on August 10, 2023.**

State of Kansas  
Special District

**NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING**

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

will meet on August 24, 2023 at 5:00 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of tax payers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate. Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing

**SUPPORTING COUNTIES**  
Shawnee County (home county)

**BUDGET SUMMARY**

Proposed Budget 2024 Expenditures and Amount of Current Year Estimate for 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2022		Current Year Estimate for 2023		Proposed Budget Year for 2024		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	15,228,669	7.665	17,083,975	7.054	18,848,897	14,161,388	6.535
Debt Service	4,463		2,039		10,010		
Employee Benefits	3,568,341	2.041	4,445,505	1.836	5,757,209	3,569,419	1.644
State Aid	49,293		49,187		52,000		
Non-Budgeted Funds	163,110						
<b>Totals</b>	<b>19,013,876</b>	<b>9.706</b>	<b>21,580,706</b>	<b>8.890</b>	<b>24,668,116</b>	<b>17,710,807</b>	<b>8.179</b>
						<i>Revenue Neutral Rate**</i>	<b>8.105</b>

Less: Transfers	554,463	1,002,039	10,010
Net Expenditures	18,459,413	20,578,667	24,658,106
Total Tax Levied	17,421,034	17,565,783	xxxxxxxxxxxx
Assessed Valuation	1,800,830,703	1,976,304,148	2,165,544,676

Outstanding Indebtedness,

	2021	2022	2023
Jan. 1,			
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

\* Tax rates are expressed in mills.

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

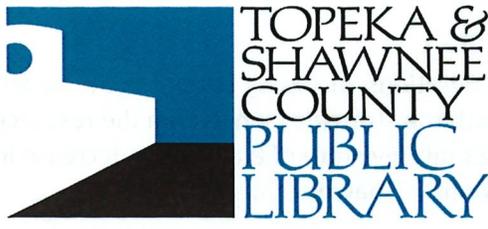
Joan Hicks  
Secretary

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

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

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

Date \_\_\_\_\_



## 2024 Budget Summary

### Public Hearing – August 24, 2023, 5:00 pm, Marvin Auditorium 101C

Zoom Meeting: <https://tscpl.zoom.us/j/83606679055?pwd=eDI GaHh0MldDbnpYUHKyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

### Overview

The Board of Trustees and Library management have developed a budget review and preparation process that is based on a comprehensive assessment of operational and strategic needs. The process involves two extensive Board Budget Work Sessions which are held in June and July. This is a logical and responsible progression for funding, and more importantly accomplishing, the initiatives within strategic, community and facilities plans, as well as fulfilling Topeka and Shawnee County Public Library's (TSCPL's) mission and goals. This methodology will be particularly important as the Library implements a new strategic plan in 2024 and makes decisions regarding prioritization of projects in the multi-year Facilities Master Plan. Further, the Library's past success has been accomplished by wisely using its resources and maintaining a stable mill levy rate.

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

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only 1.619 mills in the past eleven years (high to low) and a fluctuation of only .896 mills for the past five years' actual rates. Further, the decline in the local economy, coupled with an increase in the portion of resources needed for the rising costs of employment benefits, is recognized and managed with an approved nearly flat mill levy in 2014-2023. The use of additional strategic and financial tools to anticipate and plan for needs will enhance this pattern of excellent stewardship.

Please refer to Schedule A which provides a graphical depiction of mill levy rates for the three funds with taxing authority for the past 10 years, as well as the 2024 proposed budget. Schedule B provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2024 proposed budget.

TSCPL has crafted a 2024 budget that decreases the total mill levy and actually expands services including a reconfiguration and expansion of library spaces to better accommodate the needs of 21<sup>st</sup> century customers and their usage of the building. The TSCPL 2024 "Budget Summary", published in the August 10, 2023 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2024 budget year operations, including several of the design projects on the Facilities Master Plan in accordance with the strategic plan, within the resources provided at mill levy of 8.179 which is below the 2023 mill levy rate of 8.890. The decrease in the mill levy rate is based on increased property valuations in Shawnee County.

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

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

Unfortunately, the latest review of health plan usage with Blue Cross Blue Shield resulted in instructions to expect a rate increase for the 2024 plan year of about 15%. Because there are a number of months remaining in this review period, a conservative estimate of a 20% increase is budgeted. The dental plan has an increase cap of 5% for the 2024 plan year.

- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; and (2) allow for unforeseen situations.
- Continue the design concept projects on the Facilities Master Plan in phases in accordance with the specific funding matrix and timeline. Infrastructure projects are expected to be funded by the General Fund and the Capital Improvement Fund (not a budgeted fund) if needed. The available balance in the Capital Improvement Fund as of July 31, 2023 is \$5,411,269.
- Use existing resources with a focus on supporting strategies and tactics for implementation of the Community Impact Goals:
  1. Every child will be ready for kindergarten.
  2. Everyone will discover their passion for learning.
  3. Everyone will continue learning new ways to live their best life.
  4. Topeka & Shawnee County will be an engaged community of readers.
  5. The Library will be a learning organization committed to excellence in: leadership, planning, customer focus, process management and partner focus.

- Lead and fund technological advancements, including electronic materials, to support the expectations and requirements of customers and the community, and to demonstrate how technology can enhance learning and living.

The total ad valorem tax to be levied is proposed to be \$17,710,807 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2023 will produce \$189,241 more per mill above the 2023 final valuations. At a combined levy of 8.179, revenue increases by \$145,024 for the two taxed funds and is entirely due to increased property valuations at a decreased total mill levy from the prior year.

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are \$256,551 less than 2023.

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

When comparing 2024 and 2023 total budgeted expenditures, the increase appears to be about \$3.1 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a “miscellaneous expenditure” or “cash basis reserve” (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for the two taxed funds includes \$2,050,000.

Expenditure authority increase – Budget Summary	\$3,087,000
Add difference in cash transfer amount from General Fund to Capital Improvement Fund in 2024	992,000
Less portion in 2024 expenditures for cash carry forward	<u>(2,050,000)</u>
Adjusted increase from 2023 to 2024	<u>\$ 2,029,000</u>

Expected 2023 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	305,000
Unemployment tax decrease	40,000
Other employment benefits decrease	59,000
Insurance cost increase	( 20,000)
State Aid reduction to actual	<u>3,000</u>
Total 2023 Adjustments	<u>\$ 387,000 (1)</u>

2024 changes in expenditure authority from 2023:	
Decrease Facilities Master Plan projects using <i>one-time</i> funding	( 3,000)
Net increase employee benefits	507,000
Net increase digital services support	279,000
Net increase in salaries	571,000
Net increase in library materials	96,000
Net increase operating expenditures from 2023	<u>192,000</u>
Total Change from 2023 Estimate to 2024 per Budget Summary	<u>\$2,029,000 (2)</u>

Total Change from Approved 2023 Budget to 2024 Proposed (2-1) \$1,642,000

Please refer to the enclosed Schedule C “Key to 2023 and 2024 Comparison-Notice of Budget Hearing” to assist with understanding TSCPL’s budget year-to-year.

Additionally, the reported 2023 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments based on 2022 actual and to-date in 2023 (\$13,360); (2) increase in interest earnings (\$280,000); (3) a 2% uncollectible tax revenue allowance (\$390,879-); and (4) reduction in State Aid revenues to actual (\$2,813-).

These revisions are important to the 2024 budget to recognize cash transfers to other funds and carry forward cash available to apply to budget year expenditures, instead of finding new-year revenue, but gives the appearance of a larger change between 2023 and 2024 budgets.

Schedule D provides revenue source definitions to help with understanding that portion of the budget. Neighborhood revitalization rebates are a reduction of expected tax revenues and are projected to increase (decrease total revenue) by about \$7,858 in 2024.

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

### **How Was the 2024 Budget Accomplished and Will this Continue Every Year?**

- The continued use of data-driven, process improvement techniques and the objective review of each vacant position have stabilized the amount of the budget spent on salaries, without a sacrifice in the quality or quantity of customer services. This is now a standard and proven practice at TSCPL with tangible benefits and should provide budget flexibility in the future as retirements and opportunities occur.
- Process improvement will be even more important as technology drives the use of the Library and the needs of its customers.
- The entire budget is proposed to carefully use one-time funding sources for one-time expenditures so the mill levy remains stable. When a budget includes one-time expenditures, it can be difficult to compare the current and prior years' base budgets.
- Overall, expenditures for the three budgeted funds increase from the 2023 *approved* budget by \$1,642,923 and provides funding for: (1) \$1,700,000 in projects on the Facilities Master Plan, if needed; (2) an increase of \$158,900 in digital services support which includes self-check kiosk replacements; (3) an increase in salaries to include staff merit pay increases from 1% - 3% to 3% -5% and to fund several vacant positions (\$570,747); (4) an increase for health insurance premiums (\$405,244); (5) an increase in employer paid fringe benefits (\$102,460); and (6) an increase in library materials (\$95,920). This increase is mostly funded by: (1) expenditure savings in other areas, such as increasing shrinkage and not funding thirteen part time (not eligible for benefits) positions; (2) a decrease in the mill levy from 2023; and (3) an increase in

ad valorem property tax of \$145,024 solely from increased valuations and not at the Library's request.

- The rising cost of medical insurance premiums must eventually be addressed and plan modifications or other actions taken to contain costs and stabilize rates for both the employees and the Library. Actual results for the one-year usage review period will be available post-budget-approval in September/October when renewal rates will be known. Unfortunately, the 2024 plan year is expected to have another significant increase. This is based solely on usage, as well as the way in which the current providers project costs and necessary reserves. A 20% premium increase is projected for health insurance and a 5% increase is expected with dental insurance. The Board of Trustees and Library's management team will work together to develop a plan to manage these costs.

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

- The shrinkage concept, to anticipate expected salary savings in advance for budget reallocation, was piloted in 2014 with no adverse effects (actual turnover seems to be in alignment with expected turnover). A shrinkage factor of 1.85% was applied to 2024 gross salaries, allowing about \$156,500 to be directed elsewhere in the budget. This is possible due to several retirements of professional level staff who will likely be replaced with lower paid staff.
- The 2024 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan and other initiatives funding matrices, and the benefit of increased property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

### **What does the Community Receive for its Funding Dollars?**

- The Library's beautiful and spacious facility is normally open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The Board of Trustees approved the 10-year, multi-phase Facilities Master Plan as a responsible approach to prioritization and funding of building and infrastructure projects. These projects are expected to optimize people space, customer experience and service, enhance wayfinding and the amenities within the building, meet the expectations and requirements of 21<sup>st</sup> century library users, and optimally maintain the facilities.
- The front entryway renovation was completed providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.

- The first phase of the interior renovation/remodel projects was completed providing eight collaborative work rooms with technology equipment in each and a new entryway between the Millennium Café and New Books/Media area.
- Phase II of the Facilities Master Plan for interior renovation/remodel projects was completed in 2020. These projects include the renovation of the Circulation Plaza and Learning Center and the installation of new flooring in the rotunda, the main library corridor and in the east and west hallways. Claire's Courtyard was also completed and includes an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- Several projects, including renovating the public restrooms and café, demolition of the Hearing Aid building, and paving and landscaping of the area at 1001 Garfield were completed in 2021.
- Technical Services Department has been relocated from the second level to a renovated space in the lower level of the Library. The project to reconfigure this second floor space for the public was completed in 2022. Other projects completed in 2022 include the fire panel replacement, meeting room audio/visual upgrade, phase 1 of the wayfinding project (library signage), redesigning the Living Room area, replacing the air conditioning chillers and replacing the boilers. The projects currently underway are: (1) re-working and improving the Wings; (2) resurfacing the parking lot and dock drive; and (3) phase 2 of the wayfinding project.
- The 2024 Facilities Master Plan budget includes renovating the Kids Library (phase I), replacing the Automated Material Handling (AMH) system, redesigning staff spaces, updates to the sunroom in Claire's Courtyard, landscaping, and architectural fees. These projects will be funded from the General Fund.
- The Board of Trustees approved five Community Impact Goals designed to have a real, lasting impact on making the community a better place to live, work, learn and play. These goals articulate the Library's priorities for the Next Decade: literacy, learning, reading and organizational excellence.
- An extraordinary Kids' Library has transformed into an engaging space just for kids, with more exciting changes forthcoming. Bin shelving allows kids to browse picture books by their front covers, enticing more interest and check-out of this collection. Families also were given the opportunity to check out passports to the Kansas Children's Discovery Center to enhance learning with an emphasis on science, technology, engineering, art and math.
- The Learn and Play bus provides two-hour stops at two locations in the County, with more stops planned. This is thanks to a joint funding effort between the Library and The Library Foundation. The bus serves pre-school aged children and their families by allowing a remote physical location in which programming and learning can occur within customers' neighborhoods.
- The new AdventureMobile was placed in service in March 2019. This vehicle is a library on wheels delivering some of the library's most popular books, audio-books, movies, magazines, and other materials to children and their caregivers in the community. The AdventureMobile visits all places where children can be found, including schools, day care centers, community centers, parades, festivals, and other community events.
- 38% of all households in Shawnee County have an active library cardholder.

- With the help of The Library Foundation and the United Way, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 1-5. There are already over 5,770 children enrolled. This program provides the opportunity for an economical way to scale services community-wide in support of the goal that every child is ready for kindergarten.
- During 2022, about 350,000 visitors came to the building, including nearly 4,700 using the meeting rooms, almost 41,000 attending programs and over 25,000 attending The Sabatini Art Gallery.
- Countless visitors used the public computers more than 86,000 sessions to search and apply for jobs, research, learn and correspond.
- Over 1.8 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2022. This is an increase of 5.4% from 2021.
- Last year, about 167,000 reference questions were answered by Library staff through various formats including in person or by telephone, text, email and online chat.
- The Digital Branch welcomed about 683,000 visitors, of which about 447,000 were unique visits in 2022, with 466,000 visits to the catalog of which nearly 213,000 were unique visits. A new catalog was implemented which has many new features including one-click hold requests, the ability to create lists, a summary of items checked out and on hold, and the ability to view borrowing history.
- Over 608,000 digital downloads of movies, ebooks and audiobooks occurred in 2022; an increase of 4.2% over 2021. Digital downloads accounted for 33.5% of all checkouts.
- Social media continues to expand with over 20,000 people who like us on Facebook, over 1.4 million YouTube views, and about 7,100 people who follow us on Twitter. The new catalog also provides a social media feature that allows users to connect with others regarding all types of materials in all types of formats.
- Bookmobiles stop 22 times per week during the day and evening in 18 locations throughout the city and county, with the Adventuremobile visiting many schools, day cares and community centers throughout the year to provide services and programs to children. Red Carpet serves 50 facilities, as well as over 100 individuals, to provide library services to elderly and homebound customers.
- Although COVID-19 impacted traditional Bookmobile services, new services were launched to reach our community. In addition to the 22 Bookmobile stops, TSCPL@Home, a new home delivery service began in August 2020. About 37,000 items were checked out with TSCPL@Home in 2022.
- Summer Learning continues to be an essential time for students and even parents to do some recreational reading. Students and parents read 1,491,970 minutes as part of the Summer Reading challenge. In addition, summer programs and packets distributed at the library and community sites in June and July saw 12,152 attendees. The Alice C. Sabatini Gallery welcomed 13,381 visitors to enjoy the Oceans of Possibilities summer children's exhibit.

- The Library at Work service, in which materials are brought to and picked up from the workplace, has 27 participating work sites.
- Existing services continued their success: (1) library programs, including computer services, at the city community centers; and (2) checkout of materials via the Smartlockers located inside the Oakland Community Center and the Fairlawn Plaza. Another partnership was formed with the Topeka Housing Authority to open a training center and improve access to digital learning at the Deer Creek Community Center.
- The community can share in, and be proud of, the honor of its Library being chosen the 2016 *Library of the Year* in the United States and Canada. Although the designation is only for one year, the community will always have the distinction of having a Library that received this prestigious award.

## Understanding the Budget Document

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

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

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

The Debt Service Fund is used to pay the principal and interest on the bond issue for the building expansion project (opened in January 2002). The 2024 budget includes a cash transfer from the Debt Service Fund to the General Fund to close out the fund; the debt payment concluded in 2019.

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

### General Fund Budget (pages 6, 6a)

Page 10 shows the estimated tax rate for the 2024 General Fund budget is 6.535 mills; a decrease of .519 mills from the actual 2023 General Fund tax rate of 7.054 mills. The net total mill levy decreases slightly between 2022 and 2023 for the three taxing funds.

## Revenues

- Ad valorem property tax (net of revitalization rebates) is 88.4% of the total projected revenue for 2024; 88.0% in 2023.
- Vehicle taxes are 9.1% of the total projected revenue for 2024; 10.5% in 2023. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .25% of total revenues in 2023.
- Tax revenues represent the amount if 100% is collected, but historically there is an uncollectible amount of less than 5%. However, this can range from a few thousand dollars to a few hundred thousand dollars so careful review occurs during the year.
- Other revenue sources from fines, fees, reimbursements and interest are 2% of the total projected revenue for 2024. The decision to no longer charge overdue fines on children and young adult materials reduces projected fee/fine revenue but will benefit customers.
- Revenues from e-rate reimbursement decrease by \$5,120 due to more certainty about the cost of qualifying services. Qualifying expenditures are budgeted at 100% of the cost since e-rate reimburses from 50% to 90% of the cost. Revenues are not netted against expenditures.

## Expenditures

The total General Fund budgeted expenditures for 2024 are \$18,848,897 (including an allowable fund balance carry forward of \$1.655 million classified as “miscellaneous expense”). This is a 6.2% increase (\$1,135,219) from the 2023 adopted budget of \$17,713,678 (including fund balance carry forward). The 2023 budget had one-time expenditures of about \$1,702,500 included in the total expenditures, but the additional allowable revenues from increased property valuations allow some one-time expenditures in 2024 as well.

The “miscellaneous expense” of \$1.65 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2025, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL’s combined percentage is 8.8%.

K.S.A. 12-1268 allows the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund. There is no cash transfer planned from the General Fund to the Capital Improvement fund (non-budgeted) in 2024.

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

The budget includes 222 full-time and part-time employees (this does not represent an actual FTE position count, but rather a count of positions in which each represents one, regardless of the percentage of time assigned). The 2023 budget included 226 full-time and part-time positions. At any given time, approximately 185 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 49.8% of the expenditure budget in 2024; 47.1% of the expenditure budget in 2023; (or 54.5% and 51.6% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The careful consideration and review of every vacant position, as well as nine retirements in 2022 and at least three in 2023, have kept gross salaries starting about \$570,000 more than those budgeted for 2023 (with the annualization of 2023 merit pay, but before any 2024 merit raise).

- Merit pay ranges were adjusted from 1% - 3% to 3% - 5% effective with the 2023 budget. The budget is created using a 4.8% increase on each employee's job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increases to be paid in 2024 is estimated at about \$240,000.
- The shrinkage concept, which in previous years funded 98.15% of the gross salaries and related percentage-based fringe benefits for regular staff, has been continued for 2023 as a way to anticipate savings and better plan/fund library operations and the funding matrix initiatives to fulfill the strategic plan. It will also assist with avoiding last minute, end-of-year spending decisions and projects or the one-year delay or budget amendment required to obtain authority to spend the savings.
- For the 2024 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$156,482 in gross salary to be budgeted elsewhere.
- At the end of 2022, at least 45 employees were eligible to accept KPERS full or reduced retirement so salary savings should be expected.

### **Information Technology (Digital Branch) Plan and Expenditures**

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

- The Contracted – Digital Services and Digital Services Support line items contain funding for projects, annual support and maintenance costs and hardware and software that change from year-to-year, but for which the base budget generally funds. The Contracted line item increases by \$119,739 and will fund: (1) annual SmartLocker lease; (2) business marketing software system for the Communications & Marketing team; (3) staff training software; and (4) co-managed IT services. The Support line item increases by \$158,960 and will fund: (1) 80 replacement computers on the regular 4-year cycle; (2) replacement of the self-check kiosks; (3) two high lumen projectors for the Gallery; and (4) Level 2 Tech Center equipment. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.
- The 80 computer replacements allow staff and public computers to offer current technology, including larger screens.

### **Strategic, Community and Facilities Plans**

The 2024 budget continues the incorporation of an emphasis on strategic planning based on the Community Impact Goals. This is a logical and responsible progression for funding the approved initiatives in the strategic, information technology and facilities plans, as well as fulfilling the Library's mission and goals. This methodology will be particularly important as the Library implements a new strategic plan in 2024 and makes decisions regarding prioritization of projects.

Please refer to Schedule E for funding matrices for Facilities Master Plan projects for 2024. This document reports all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- In July 2016, the Board approved the Facilities Master Plan. This approval was contingent upon it being a multi-year plan, to be done in phases likely over 10 years, and subject to available public and private funding, with each project specifically approved by the Board. The Plan encompasses both infrastructure needs and building remodeling and renovation to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the Community Impact Goals.
- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes the following projects. This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations.
- These design projects are planned for 2024:
  - Renovate the Kids Library (part 1), \$750,000
  - Replace Automated Material Handling (AMH) system, \$710,000
  - Staff space redesign, \$100,000
  - Sunroom updates, \$5,000
  - Landscaping, \$15,000
  - Architectural fees and other, \$120,000

Total Special Projects line item for all funds is \$1,700,000. Other portions of these projects may be funded from The Library Foundation, Friends of the Library or State Aid funds. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget increases by \$500 and is comprised of: (1) public chair replacement (\$20,000); (2) an activity table for Youth Services (\$5,000); (3) breakroom equipment for Community Services (\$5,500); and (4) base for overall Library needs (\$15,000). Most furnishings will be part of the Facilities Master Plan.
- A line item for the purchase of art for the Gallery was restored in 2015 and continues in the base 2024 budget (\$8,000).
- The Contracted Facilities budget increases by \$46,900 (based on projections starting with 2022 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget decreases by \$300 (based on projections starting with 2022 actual expenditures). This line item is primarily for public and staff copies and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-off needs.
- The Contracted Professional Services budget decreases by \$12,700 (based on projections starting with 2022 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.

- Professional service needs in 2024 include: (1) a compensation study; (2) commercial driver's license training; (3) additional funding for job postings/drug screenings; and (4) a \$25,000 placeholder for unexpected professional needs.

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

### Library Materials

- The 2024 budget for library materials has increased by \$95,920. The materials' budget represents 12.1% of the total General Fund budget (and 13.4% without Special Projects) but drops to 9.1% of the four budgeted funds.
- The library materials budget for 2024 reflects the library's response in providing high quality, diverse physical and digital library collections. There continues to be a budget shift from physical to digital collections.
- If the State Library's funding to public libraries continues to decline, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years, sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

### Other Expenditures

- Cataloging and interlibrary loan service database costs increase by \$2,259 based on communications from the vendor (OCLC) and 2023 year-to-date actuals.
- Conferences – Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. Managers submitted specific proposals for conferences for 2024 and the CEO requested funds for Trustees to attend national conferences. Several staff serve on national councils and boards and must attend the conferences. The Public Library Association conference is held every other year and 2024 is a conference year. Thus, the budget for this line item is increased by \$29,783.
- Insurance is increased by \$23,000 based on 2023 actual expenditures to-date. Additional cyber security coverage and an umbrella policy were added in 2023. No addition in the vehicle fleet is anticipated in 2024.
- By Kansas statute, TSCPL is required to support 50% of the budget requests for the libraries in Rossville and Silver Lake. These costs continue to increase. An additional 7.5% increase from 2023 actual now known (\$10,296) is budgeted at a total of \$144,411 for both libraries.
- Market increases are budgeted for postage/shipping and printing. The publication and mailing of *Library News* was discontinued in 2020 and may be replaced with a new publication. Total increase from 2023 for these items is \$9,916.
- Programming is increased by \$9,747 for added services and events.

- Membership/dues budget remains flat from 2023.
- Staff training is increased by \$20,000 to provide additional training resources.
- Supplies increase by \$21,628 based on 2022 actual expenditures. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Electric costs have been increased by 3% or \$11,686 per the state budget indices. However, the utility market can become volatile and is subject to weather.
- Vehicle repair budget line item is based on 2023 actual expenditures to-date and remains flat. The base budget for vehicle fuel has been increased 3.5% or \$1,535, per the state budget indices. No fleet additions are projected.

### **Debt Service Fund Budget (page 7)**

#### **Reserve Fund**

The debt incurred with the bond issue was paid in full in September 2019. A one-time cash transfer has been budgeted in 2023 from the Debt Service Fund to the General Fund in the amount of \$25,050 to close the fund. This amount includes the 2022 projected cash forward and an estimate for delinquent taxes which may be received. This amount also includes estimated interest earnings. Because residual back taxes continue to be deposited to the Debt Service Fund, another transfer of \$10,010 is budgeted in 2024. This transfer will be from the Debt Service Fund to the General Fund.

### **Employee Benefit Fund (page 7)**

Page 10 shows the estimated tax rate for the 2024 Employee Benefit Fund budget is 1.644 mills; a decrease of .192 mills from the 2023 rate of 1.836. The net total mill levy decreases slightly between 2023 and 2024 for the three taxing funds.

As previously described, significant medical insurance premium increases are expected in 2024. A 20% increase in health insurance premiums is projected by Blue Cross Blue Shield and a 5% increase is expected with dental insurance.

Some plan changes may be needed, but these decisions cannot be made until closer to renewal and the conclusion of the review period in August. At this point, the budget has been conservatively projected to account for the potential worst case. Funding to offset these costs is sourced from: (1) additional funding dollars from the increased valuations; (2) salary savings through not funding thirteen part-time positions; and (3) maintaining the shrinkage rate for expected employee turnover and the length of time positions are held open.

#### **Revenue**

- Ad valorem property tax (net of revitalization rebates) is 86.0% of the total projected revenue in 2024; in 2023 it was 87.2%.
- Motor/commercial/watercraft vehicle taxes and fees are 9.5% of the total projected revenue in 2024 ; in 2023 they were 10.6% of the total projected revenue. (Estimates are from Shawnee County.)

- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2024 are 2.4% of the total projected revenue; in 2022 they were 1.7%.
- The changes in the *Group Health Care Benefits for Qualified Retirees* policy approved by the Board in April 2015 allow for a medical premium subsidy by the Library that will continue at \$300 per month. However, the policy also requires all Medicare-eligible retirees leave the plan and enroll in Medicare supplemental insurance, or when the qualified retiree reaches the age of 65.

### Expenditures

The total budget for 2023 is \$5,757,209 (including fund balance carry forward “Miscellaneous Expense” of \$400,000). This is an increase of \$507,704 or 8.7% from the 2023 adopted budget of \$5,249,505 (including fund balance carry forward).

The “miscellaneous expense” of \$400,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2025, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL’s combined percentage is 6.9%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2024 as in 2023.
- Kansas Public Employees Retirement System (KPERS) – The 2024 employer rate will be 9.26% compared to 8.43% in 2023. The rate for death and disability insurance benefits will continue at 1.0%. The net increase in KPERS rates for 2024 is .83%.
- KPERS Working After Retirement - The 2018 Kansas Legislature passed a bill that impacts those employees working after retirement (WAR). The Library currently has three WAR employees. The intent of the legislative changes is to simplify the rate and earnings limit structures for KPERS retirees who return to work for the same or a different KPERS employer but retain some punitive costs for employers. Employees will no longer be subject to the \$25,000 earnings limit cap and will continue to not pay into the plan. Instead, employers will now pay rates of 9.26% on all wages up to \$25,000 and 30% on all wages over \$25,000.
- Workers Compensation Insurance – Ratings continue to be low and no increase is expected in 2024.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and has been budgeted at .16% of gross wages which is the same as 2023.
- Health/Dental Insurance – Rates are projected to increase due to the most recent claims experience review by the current insurance provider. The actual rates will not be known until September or October. Both plans were offered for competitive bid for the 2016 plan year. This resulted in staying with the current medical provider at nearly flat rates and a 25% decrease in dental rates. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 58.4% of eligible employees enrolling in the qualified high-deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.
- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$28,276 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

## State Aid Fund (Page 8)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. This amount has been flat since 2019. However, the budget is estimated at a maximum amount to set sufficient budget authority (\$52,000) without the need for a later budget amendment. Actual 2024 revenues are expected to be about the same as those received in 2023 based on recent trends. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2024, this will be a Special Projects line item.

## Non-Budgeted Funds (Page 9)

Only the actual revenues and expenditures for 2022 are required to be reported.

- (1) Capital Improvement Fund:** A special accruing fund established under K.S.A. 12-1268 which provides for an amount, not to exceed 20% of any annual General Fund budget prepared, published and approved by the Board of Trustees, to be set aside in a special fund for major capital improvements or major equipment purchases. A cash transfer from the General Fund to the Capital Improvement Fund has not been budgeted in 2024. Some infrastructure projects on the Facilities Master Plan may be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.
- (2) Other Special Revenue:** Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.
- (3) Permanent Funds:** Endowment funds under which TSCPL can spend the interest received on the funds but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library instead of the Library Foundation. One permanent fund that had been previously reported on the Library's financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library's reporting.

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

These documents establish the maximum expenditure authority for the budgeted funds for 2024. Only estimated mill levy rates are presented. The TSCPL Board of Trustees sets the budgeted expenditures but does not establish the actual mill levy rates. The actual tax rates will be determined by the County Clerk based on a Revenue Neutral Rate formula which includes the total assessed valuation as of July 1 for the TSCPL District and the amount of ad valorem tax generated.

## Allocation of MV, RV, 16/20M, Commercial Vehicle and Watercraft Tax Estimates (page 2) and 2024 Neighborhood Revitalization Rebate (page 11)

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

**What does the TSCPL 2024 budget proposal mean to a residential taxpayer in Shawnee County?**

The following table displays the annual cost of the TSCPL total mill levy of 8.179 for property at various values. The formula is provided so that property taxes in support of TSCPL can be calculated based on specific property values.

**Total Assessed Valuation for 2024 Budget Purposes per the Shawnee County Clerk:  
\$2,165,544,676 (value of one mill = \$2,165,545)**

**Impact of Mill Levy on Residential Properties\*\***

		\$50,000	\$100,000	\$200,000	\$300,000
8.179	Total Proposed Mill	\$47.03	\$94.06	\$188.12	\$282.18
<b>Formulas:</b>					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

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

**Impact of Mill Levy on Residential Properties\*\***

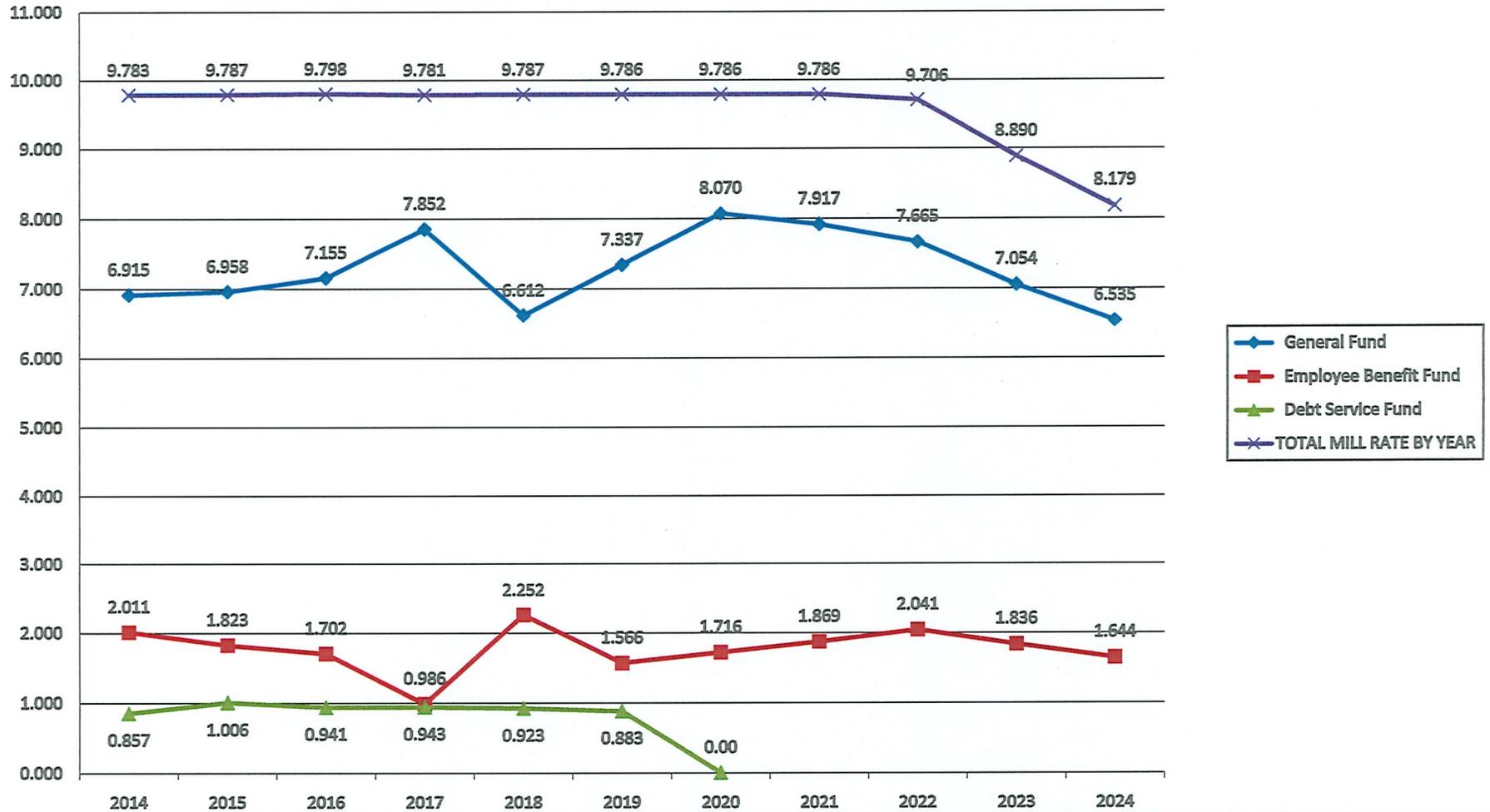
		\$50,000	\$100,000	\$200,000	\$300,000
8.885	Total Proposed Mill	\$51.09	\$102.18	\$204.36	\$306.53
<b>Formulas:</b>					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

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

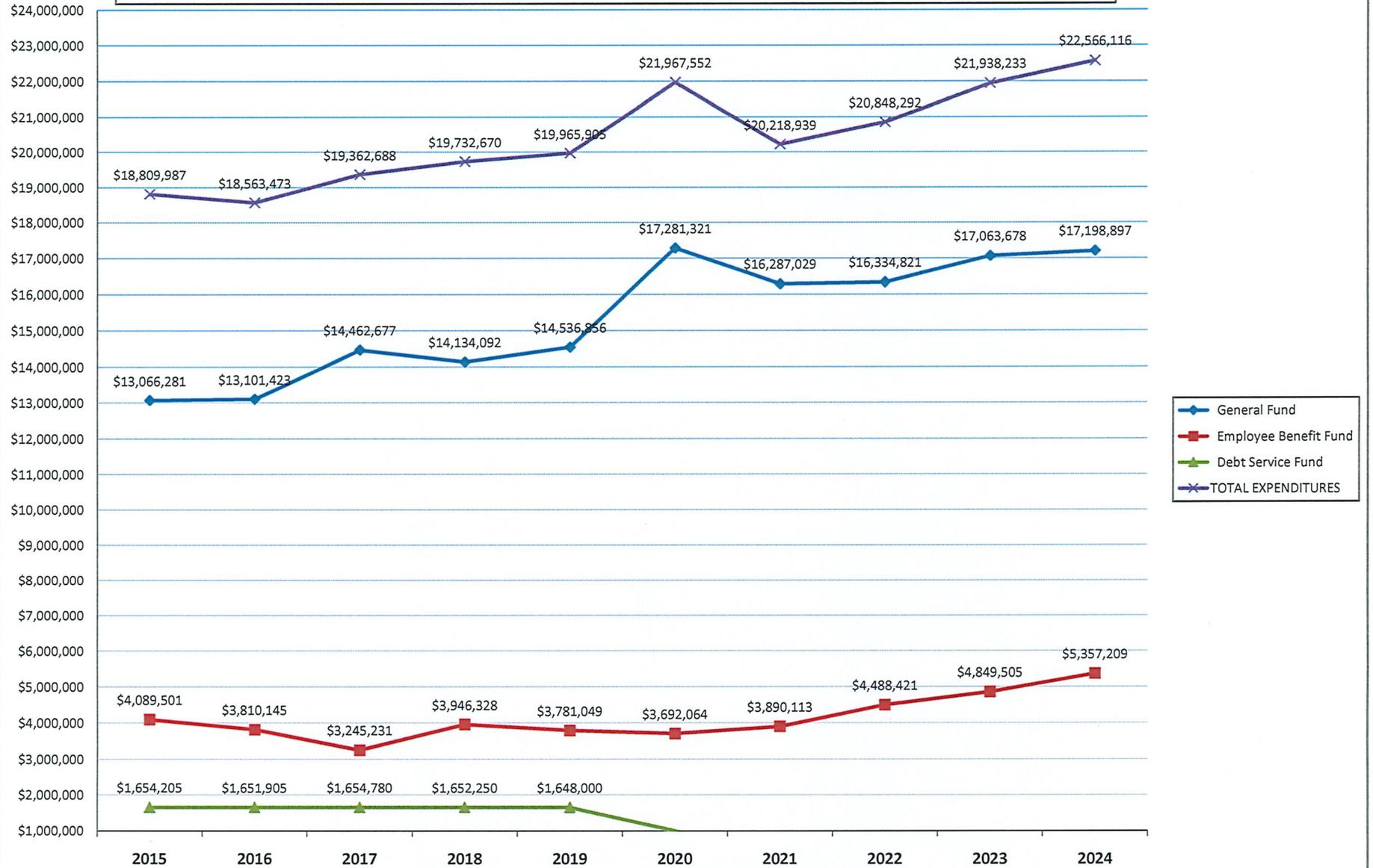
Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2024 Proposed Budget
- Schedule B - Graph of TSCPL Expenditures – 10-year Retrospective and 2024 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E - Funding Matrices for 2024 for Facilities Master Plan projects

**TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2024 Budget - Schedule A**



**TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2024 Budget - Schedule B**



**Topeka and Shawnee County Public Library  
Key to 2023 and 2024 Budget Comparison  
2024 Budget - Public Hearing - August 24, 2023**

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

1 - Actual Tax Rate 2023	8.890	
2 - Estimated Tax Rate 2024	8.179	<i>RNR is 8.105</i>
<b>Net Change</b>	<b>-0.711</b>	

**Ad valorem tax dollars by year.**

3 - Total Amount of 2023 (2024) Budget Ad Valorem Tax	\$ 17,710,807
4 - Total Tax Levied 2023	\$ 17,565,783
<b>Total Increase in Annual Ad Valorem Tax Revenues</b>	<b>\$ 145,024</b>

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

7 - Assessed Valuation - 2024	\$ 2,165,544,676
8 - Assessed Valuation - 2022 (final)	\$ 1,976,304,148
<b>Total Increase in Assessed Valuation</b>	<b>\$ 189,240,528</b>
<b>Increased Value of One Mill</b>	<b>\$ 189,241</b>
<b>Increased Revenues based on Budgeted Valuation</b>	<b>\$ 1,547,802</b>
<b>Reduction in Revenues due to Statutory Computation of Maximum Tax*</b>	<b>\$ -</b>
<b>Decrease due to Final Valuation &amp; Setting of 2023 Mill Levy by Cty Clerk</b>	<b>\$ (1,402,778)</b>
<b>Increased Revenues When RNR is Increased</b>	<b>\$ 145,024</b>

**Why does the Library need an over \$20 million budget and why did it increase over 2023?**

5 - Net Expenditures 2023	\$ 20,578,667
Add Back Revisions to 2023 Estimates for 2024 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ -
General Fund estimated cost increases - net	\$ (20,296)
Employee Benefit Fund - 2023 health plan cost decrease	\$ 305,000
Employee Benefit Fund - 2023 SUTA decrease	\$ 40,000
Employee Benefit Fund - 2023 KPERS and W/C decrease	\$ 29,000
Employee Benefit Fund - 2023 SS/Medicare decrease	\$ 30,000
State Aid Reduction to Actual	\$ 2,813
<b>Original 2023 Expenditure Authority - excluding cash carry forward and transfers</b>	<b>\$ 20,965,184</b>
6 - Net Expenditures 2024	\$ 24,658,106
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	\$ (400,000)
<b>2024 Actual Authority for Expenditures</b>	<b>\$ 22,608,106</b>
<b>Actual Increased Expenditure Authority in 2024</b>	<b>\$ 1,642,922</b>
<b>% Increase in Expenditure Authority in 2024*</b>	<b>7.84%</b>
<b>Actual Increased Taxes due to Increased RNR</b>	<b>\$ 145,024</b>
<b>% Increase in Ad Valorem Tax Revenues in 2024*</b>	<b>0.83%</b>

**NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING**

The governing body of  
**Topeka and Shawnee County Public Library**  
**Shawnee County**

will meet on August 24, 2023 at 5:00 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate. Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

**SUPPORTING COUNTIES**  
Shawnee County (home county)

**BUDGET SUMMARY**

Proposed Budget 2024 Expenditures and Amount of Current Year Estimate for 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2022		Current Year Estimate for 2023		Proposed Budget Year for 2024		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for	Amount of 2023 Ad Valorem	Proposed Estimated Tax
General	15,228,669	7.665	17,083,975	7.054	18,848,897	14,151,388	6.535
Debt Service	4,463		2,039		10,010		
Employee Benefits	3,568,341	2.041	4,445,505	1.836	5,757,209	3,559,419	1.644
State Aid	49,293		49,187		52,000		
Non-Budgeted Funds	163,110						
Totals	19,013,876	9.706	21,580,706	8.890	24,668,116	17,710,807	8.179
<i>Revenue Neutral Rate **</i>				1		3	8.105
Less: Transfers	554,463		1,002,039		10,010		
Net Expenditures	18,459,413		20,578,667	5	24,658,106	6	
Total Tax Levied	17,421,034		17,565,783	4	xxxxxxxxxxxxxx		
Assessed Valuation	1,800,830,703		1,976,304,148		2,165,544,676		
			8		7		

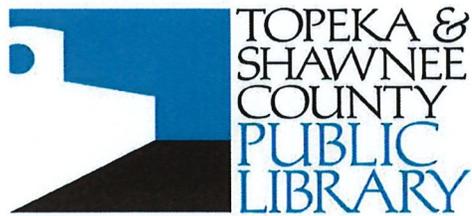
Outstanding Indebtedness,

Jan 1,	2021	2022	2023
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

\*Tax rates are expressed in mills.

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

Joan Hicks  
Secretary



### **Revenue Source Definitions**

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

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

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

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

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

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

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

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

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

New in 2013 was the reimbursement for a technical position as a result of a partnership agreement with Shawnee County Parks and Recreation. This partnership provides computer training and access, as well as programming, in the community centers to best utilize computer facilities, equipment and instructors. This cost-effectively boosts service equity to TSCPL customers without the need to invest in “bricks and mortar.” This agreement ends December 2023, subject to a two year renewal by Shawnee County, and is expected to be renewed in 2024.

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

Fees – TSCPL charges fees for a number of services or for non-compliance with library policies. These fees include: (1) debt collection (recovery of cost to TSCPL for using an outside debt collection service for unpaid debts); (2) interlibrary loan mailing fees; (3) mailing fees for customer-requested items; (4) non-resident library card fees; (5) copies/printing fees; (6) obituary lookup fees; (7) meeting room and/or equipment usage fees; (8) vending machine income and from the purchase of supplies such as headphones and flash drives by customers; and (9) charges for lost and damaged materials.

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

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

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

Neighborhood Revitalization Rebates – Neighborhood revitalization districts may qualify for property tax rebates based only on the valuation of new improvements to the property. Since the rebates represent the ad valorem property tax that TSCPL will not receive, these are reported as a revenue reduction.

# Facilities Master Plan

PROJECT TASKS	EST COST	FUNDING SOURCES				TOTAL FUNDING
		GENERAL	FRIENDS	FOUNDATION	STATE AID	
2024 Kids Library (part 1) Replace AMH System Arch Fees Staff Spaces (including 1020) Sunroom updates Landscaping Other	\$750,000.00	\$750,000.00				
	\$710,000.00	\$710,000.00				
	\$95,000.00	\$95,000.00				
	\$100,000.00	\$100,000.00				
	\$5,000.00	\$5,000.00				
	\$15,000.00	\$15,000.00				
	\$25,000.00	\$25,000.00				
<b>Subtotal</b>	<b>\$1,700,000.00</b>	<b>\$1,700,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,700,000.00</b>
<b>Budget</b>		<b>\$1,700,000.00</b>				<b>\$1,700,000.00</b>
<b>Remaining</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

2023													2022		% Change
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
<b>Net Promoter Score (NPS)</b>															
Monthly NPS	84.3	86	78.9	88.4	84.1	89.7	86.7						84.9	91.9	-7.6%
Monthly # of Responses	51	57	57	43	44	29	31						312	770	-59.5%
Current NPS	86.3	86.3	86.2	86.2	86.2	86.2	86.2						86.2	86.3	-0.1%
<b>GATE COUNT</b>	<b>36,300</b>	<b>34,452</b>	<b>40,310</b>	<b>37,110</b>	<b>36,461</b>	<b>41,846</b>	<b>39,304</b>						<b>265,783</b>	<b>193,498</b>	<b>37.4%</b>
<b>CIRCULATION*</b>															
<b>Main Library</b>															
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509	1,577	1,369						11,178	21,937	-49.0%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900	40,280	44,889						284,671	244,054	16.6%
Interlibrary Loan	1,209	939	1,350	1,056	1,227	1,270	1,272						8,323	8,198	1.5%
Self-Check	45,595	40,053	44,909	25,083	45,147	52,507	51,944						305,238	323,259	-5.6%
<b>Bookmobile</b>															
TSCPL @ Home	3,388	3,207	3,500	2,927	3,384	3,406	3,434						23,246	21,005	10.7%
<b>Red Carpet</b>	<b>4,994</b>	<b>4,576</b>	<b>5,089</b>	<b>4,616</b>	<b>5,101</b>	<b>4,599</b>	<b>4,656</b>						<b>33,631</b>	<b>36,360</b>	<b>-7.5%</b>
<b>Digital Downloads</b>	<b>55,686</b>	<b>49,990</b>	<b>52,903</b>	<b>50,870</b>	<b>55,393</b>	<b>54,498</b>	<b>57,509</b>						<b>376,849</b>	<b>355,389</b>	<b>6.0%</b>
<b>Library @ Work / Smartlocker</b>	<b>1,390</b>	<b>1,450</b>	<b>1,679</b>	<b>1,635</b>	<b>1,604</b>	<b>1,503</b>	<b>1,433</b>						<b>10,694</b>	<b>11,118</b>	<b>-3.8%</b>
<b>TOTAL CIRCULATION</b>	<b>155,149</b>	<b>140,880</b>	<b>158,446</b>	<b>148,200</b>	<b>156,686</b>	<b>167,391</b>	<b>173,922</b>	-	-	-	-	-	<b>1,100,674</b>	<b>1,060,196</b>	<b>3.8%</b>
* Includes first-time checkouts and renewals															
<b>FIRST-TIME CHECKOUTS</b>	<b>60,769</b>	<b>53,727</b>	<b>64,525</b>	<b>56,151</b>	<b>60,094</b>	<b>69,508</b>	<b>67,996</b>						<b>432,770</b>	<b>421,738</b>	<b>2.6%</b>
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>	<b>65,568</b>	<b>60,201</b>	<b>72,556</b>	<b>63,755</b>	<b>65,511</b>	<b>75,574</b>	<b>77,842</b>	-	-	-	-	-	<b>481,007</b>	<b>463,132</b>	<b>3.9%</b>
<b>Audio/Visual Material</b>	<b>26,904</b>	<b>24,517</b>	<b>30,057</b>	<b>26,885</b>	<b>29,089</b>	<b>30,468</b>	<b>31,620</b>	-	-	-	-	-	<b>199,540</b>	<b>205,222</b>	<b>-2.8%</b>
<b>Adult Materials</b>	<b>52,264</b>	<b>47,370</b>	<b>56,738</b>	<b>50,065</b>	<b>51,955</b>	<b>53,930</b>	<b>56,024</b>	-	-	-	-	-	<b>368,346</b>	<b>375,825</b>	<b>-2.0%</b>
<b>Children's Materials</b>	<b>30,779</b>	<b>28,685</b>	<b>35,569</b>	<b>31,477</b>	<b>33,110</b>	<b>41,438</b>	<b>42,931</b>	-	-	-	-	-	<b>243,989</b>	<b>228,632</b>	<b>6.7%</b>
<b>Young Adult Materials</b>	<b>2,851</b>	<b>2,561</b>	<b>3,290</b>	<b>3,065</b>	<b>3,295</b>	<b>3,940</b>	<b>3,679</b>	-	-	-	-	-	<b>22,681</b>	<b>20,656</b>	<b>9.8%</b>
<b>Red Carpet Materials</b>	<b>6,543</b>	<b>6,078</b>	<b>6,993</b>	<b>6,013</b>	<b>6,217</b>	<b>6,663</b>	<b>6,736</b>	-	-	-	-	-	<b>45,243</b>	<b>43,011</b>	<b>5.2%</b>
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	752	543	693	593	593	718	749						4,641	3,349	38.6%
Children (ages 17 and under)	165	126	200	168	190	303	189						1,341	1,097	22.2%
<b>Red Carpet Outreach</b>	<b>11</b>	<b>13</b>	<b>17</b>	<b>27</b>	<b>6</b>	<b>7</b>	<b>8</b>						<b>89</b>	<b>53</b>	<b>67.9%</b>
<b>NEKL</b>	<b>48</b>	<b>33</b>	<b>53</b>	<b>35</b>	<b>56</b>	<b>61</b>	<b>51</b>						<b>337</b>	<b>590</b>	<b>-42.9%</b>
<b>Non-Resident</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>						<b>5</b>	<b>2</b>	<b>150.0%</b>
<b>Total New Registrations</b>	<b>978</b>	<b>716</b>	<b>963</b>	<b>823</b>	<b>846</b>	<b>1,090</b>	<b>997</b>	-	-	-	-	-	<b>6,413</b>	<b>5,091</b>	<b>26.0%</b>
<b>PATRONS DELETED</b>	<b>135</b>	<b>83</b>	<b>1,081</b>	<b>453</b>	<b>351</b>	<b>199</b>	<b>193</b>						<b>2,495</b>	<b>1,545</b>	<b>61.5%</b>
<b>Cardholders</b>															
<b>Topeka / Shawnee County</b>															
Adults	60,506	60,963	60,832	61,101	61,571	62,263	62,649						62,649	59,695	4.9%
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061	15,248	15,244						15,244	14,809	2.9%
TSCPL @ School	27,796	27,850	27,847	27,858	27,857	27,851	27,851						27,851	27,781	0.3%
<b>Red Carpet Outreach</b>	<b>1,259</b>	<b>1,277</b>	<b>1,282</b>	<b>1,312</b>	<b>1,323</b>	<b>1,319</b>	<b>1,326</b>						<b>1,326</b>	<b>1,252</b>	<b>5.9%</b>
<b>NEKL</b>	<b>8,615</b>	<b>8,752</b>	<b>8,596</b>	<b>8,733</b>	<b>8,851</b>	<b>8,915</b>	<b>9,327</b>						<b>9,327</b>	<b>8,563</b>	<b>8.9%</b>
<b>Non-Resident</b>	<b>102</b>	<b>105</b>	<b>108</b>	<b>108</b>	<b>108</b>	<b>109</b>	<b>106</b>						<b>106</b>	<b>100</b>	<b>6.0%</b>
<b>Delinquent</b>	<b>92</b>	<b>93</b>	<b>89</b>	<b>93</b>	<b>94</b>	<b>104</b>	<b>103</b>						<b>103</b>	<b>97</b>	<b>6.2%</b>
<b>TOTAL CARDHOLDERS</b>	<b>113,214</b>	<b>113,921</b>	<b>113,637</b>	<b>114,184</b>	<b>114,865</b>	<b>115,809</b>	<b>116,606</b>	-	-	-	-	-	<b>116,606</b>	<b>112,297</b>	<b>3.8%</b>
<b>Active Cardholders (Savannah)</b>															
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043	52,184	52,738						52,738	47,782	10.4%
Student Cardholders	5,151	5,225	5,196	4,793	4,621	4,582	4,577						4,577	5,053	-9.4%
<b>TOTAL ACTIVE CARDHOLDERS</b>	<b>53,997</b>	<b>54,502</b>	<b>55,020</b>	<b>55,397</b>	<b>55,664</b>	<b>56,766</b>	<b>57,315</b>						<b>57,315</b>	<b>52,835</b>	<b>8.5%</b>

	2023													2022 YTD	Change 22 TO 23%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
<b>Unique Borrowers</b>																
Physical	7,918	7,378	6,244	7,353	7,008	8,550	8,145							20,073	23,386	-14.2%
Digital	9,362	9,081	8,681	9,115	9,141	9,464	9,636							16,095	17,671	-8.9%
Both	1,442	1,337	1,142	1,345	1,296	1,630	1,579							5,051	6,112	-17.4%
<b>TOTAL UNIQUE BORROWERS</b>	<b>15,838</b>	<b>15,122</b>	<b>13,783</b>	<b>15,123</b>	<b>14,853</b>	<b>16,384</b>	<b>16,202</b>	-	-	-	-	-	-	<b>31,117</b>	<b>34,945</b>	<b>-11.0%</b>
<b>Holds Satisfied</b>	<b>15,683</b>	<b>13,273</b>	<b>15,285</b>	<b>12,642</b>	<b>14,713</b>	<b>14,587</b>	<b>14,297</b>							<b>100,480</b>	<b>102,996</b>	<b>-2.4%</b>
<b>TOTAL CHECK-IN</b>	<b>58,606</b>	<b>54,105</b>	<b>62,308</b>	<b>58,055</b>	<b>60,058</b>	<b>63,325</b>	<b>69,204</b>							<b>425,661</b>	<b>411,462</b>	<b>3.5%</b>
<b>COLLECTION</b>																
Materials Added	2,954	3,009	3,458	3,008	3,720	2,798	2,486							21,433	23,889	-10.3%
Materials Discarded	3,426	3,253	3,919	2,734	3,716	3,967	3,750							24,765	30,961	-20.0%
<b>TOTAL COLLECTION</b>	<b>354,141</b>	<b>353,897</b>	<b>353,436</b>	<b>353,710</b>	<b>353,714</b>	<b>352,545</b>	<b>351,281</b>	<b>354,613</b>	<b>-0.9%</b>							
<b>WEBSITE</b>																
tscpl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877	34,855	33,813							270,226	256,527	5.3%
tscpl.org Total Visits	66,457	56,800	64,097	60,709	61,464	57,484	57,553							424,564	395,848	7.3%
catalog.tscpl Unique Visitors	19,102	26,553	18,220	16,256	15,664	17,514	17,156							130,465	131,323	-0.7%
catalog.tscpl Total Visits	43,041	46,248	41,322	36,448	36,027	39,532	43,180							285,798	281,683	1.5%
<b>COMPUTER USE</b>																
MiFi Hotspot Data Usage (TB)														0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853	8,074	8,965	8,688							58,429	49,055	19.1%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54	0:54:35	0:54:00	0:58:00							0:55:08	0:50:50	8.4%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345	8,144	8,382							53,683	41,561	29.2%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555	36,389	37,949							231,515	178,070	30.0%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00	0:12:00	0:13:00	0:12:00							0:13:24	0:13:51	-3.3%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629	8,108	8,005							51,682	41,106	25.7%
<b>TOTAL HOURS</b>	<b>13,960</b>	<b>14,065</b>	<b>15,529</b>	<b>15,198</b>	<b>13,974</b>	<b>16,252</b>	<b>16,387</b>	-	-	-	-	-	-	<b>105,365</b>	<b>82,667</b>	<b>27.5%</b>
<b>NOTARY SERVICE</b>	<b>137</b>	<b>136</b>	<b>128</b>	<b>104</b>	<b>126</b>	<b>150</b>	<b>148</b>							<b>929</b>	<b>934</b>	<b>-0.5%</b>
<b>REFERENCE QUESTIONS</b>																
<b>Public Services</b>	<b>15,302</b>	<b>13,974</b>	<b>17,391</b>	<b>15,014</b>	<b>16,036</b>	<b>17,973</b>	<b>18,401</b>	-	-	-	-	-	-	<b>114,091</b>	<b>65,558</b>	<b>74.0%</b>
Media	2,011	1,685	2,324	1,668	1,895	1,928	1,857							13,368	27,609	-51.6%
Call Center	4,656	4,310	5,149	3,842	4,337	3,986	4,074							30,354	28,947	4.9%
Stacks/Team RM (New and Novel)	1,506	1,532	1,658	1,381	1,789	2,097	2,127							12,090	2,861	322.6%
Topeka Room	559	613	789	532	527	710	676							4,406	1,883	134.0%
Gallery	232	132	266	281	196	389	252							1,748	1,580	10.6%
L2TC	5,813	5,350	6,674	6,896	6,929	8,407	9,009							49,078	-	N/A
LibAnswers	525	352	531	414	363	456	406							3,047	2,678	13.8%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461	5,022	7,727	5,676							36,835	17,979	104.9%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>20,626</b>	<b>17,533</b>	<b>22,457</b>	<b>19,475</b>	<b>21,058</b>	<b>25,700</b>	<b>24,077</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,926</b>	<b>83,537</b>	<b>80.7%</b>

	2023												2023 YTD	2022 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>MEETING ROOMS</b>																
Meeting Room Bookings	388	406	532	470	508	460	419							3,183	2,862	11.2%
Team Room Bookings	815	776	876	723	805	678	784							5,457	6,052	-9.8%
L2TC Bookings	663	697	823	677	684	680	580							4,804	-	N/A
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915	4,357	4,162							32,136	20,529	56.5%
<b>TOTAL ATTENDANCE</b>	<b>5,041</b>	<b>5,445</b>	<b>6,848</b>	<b>5,741</b>	<b>6,932</b>	<b>4,387</b>	<b>3,915</b>							<b>38,309</b>	<b>23,373</b>	<b>63.9%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>134</b>	<b>139</b>	<b>120</b>	<b>136</b>	<b>195</b>	<b>146</b>	<b>94</b>							<b>964</b>	<b>633</b>	<b>52.3%</b>
<b>PROGRAM ATTENDANCE</b>																
Adult - General	1,105	876	1,279	2,012	1,701	2,428	1,666							11,067	11,120	-0.5%
Kids - Early Learners	480	531	486	669	554	549	456							3,725	6,037	-38.3%
Kids - Elementary	432	340	287	143	279	2,107	1,288							4,876	6,730	-27.5%
Teens	275	267	80	100	79	95	282							1,178	4,739	-75.1%
Unknown	711	412	1,203	2,588	180	3,955	8,924							17,973	0	N/A
Outreach	4,073	2,586	2,465	2,496	2,251	2,131	645							16,647	1,045	1493.0%
<b>TOTAL ATTENDANCE</b>	<b>7,076</b>	<b>5,012</b>	<b>5,800</b>	<b>8,008</b>	<b>5,044</b>	<b>11,265</b>	<b>13,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>55,466</b>	<b>29,671</b>	<b>86.9%</b>
<b>GALLERY ATTENDANCE</b>	<b>2,413</b>	<b>1,543</b>	<b>2,678</b>	<b>1,564</b>	<b>1,311</b>	<b>6,567</b>	<b>5,215</b>							<b>21,291</b>	<b>16,063</b>	<b>32.5%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,807</b>	<b>5,824</b>	<b>5,837</b>	<b>5,790</b>	<b>5,761</b>	<b>5,741</b>	<b>5,927</b>							<b>5,927</b>	<b>5,778</b>	<b>2.6%</b>

	2023												2022 YTD	% Change YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007						91,340	90,923	0.5%
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654	14,829	15,664						106,684	109,106	-2.2%
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802						163,557	153,119	6.8%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926						45,092	40,475	11.4%
Magazines	803	796	1,139	966	846	934	1,050						6,534	5,984	9.2%
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618						44,618	42,430	5.2%
RC Realia	93	68	82	87	74	103	118						625	581	7.6%
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657						22,557	20,514	10.0%
<b>PRINT CIRCULATION</b>	<b>65,568</b>	<b>60,201</b>	<b>72,556</b>	<b>63,755</b>	<b>65,511</b>	<b>75,574</b>	<b>77,842</b>	-	-	-	-	-	<b>481,007</b>	<b>463,132</b>	<b>3.9%</b>
<b>Audio / Visual Material</b>															
MiFi Hotspots	35	24	23	20	23	71	92						288	230	25.2%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714						11,497	13,406	-14.2%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918						14,055	15,628	-10.1%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671						138,236	140,778	-1.8%
Juvenile Audiobooks	272	230	305	252	323	356	382						2,120	2,146	-1.2%
Juvenile Music	221	177	215	191	215	276	291						1,586	1,517	4.5%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530						31,634	31,375	0.8%
YA A/V	17	9	13	16	17	30	22						124	142	-12.7%
<b>A/V CIRCULATION</b>	<b>26,904</b>	<b>24,517</b>	<b>30,057</b>	<b>26,885</b>	<b>29,089</b>	<b>30,468</b>	<b>31,620</b>	-	-	-	-	-	<b>199,252</b>	<b>204,992</b>	<b>-2.8%</b>
<b>Adult Material</b>															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	-	-	-	-	-	91,340	90,923	0.5%
Magazines	803	796	1,139	966	846	934	1,050	-	-	-	-	-	6,534	5,984	9.2%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	-	-	-	-	-	11,497	13,406	-14.2%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	-	-	-	-	-	14,055	15,628	-10.1%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	-	-	-	-	-	138,236	140,778	-1.8%
<b>ADULT CIRCULATION</b>	<b>52,264</b>	<b>47,370</b>	<b>56,738</b>	<b>50,065</b>	<b>51,955</b>	<b>53,930</b>	<b>56,024</b>	-	-	-	-	-	<b>368,346</b>	<b>375,825</b>	<b>-2.0%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	-	-	-	-	-	163,557	153,119	6.8%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	-	-	-	-	-	45,092	40,475	11.4%
Juvenile Audiobooks	272	230	305	252	323	356	382	-	-	-	-	-	2,120	2,146	-1.2%
Juvenile Music	221	177	215	191	215	276	291	-	-	-	-	-	1,586	1,517	4.5%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	-	-	-	-	-	31,634	31,375	0.8%
<b>JUVENILE CIRCULATION</b>	<b>30,779</b>	<b>28,685</b>	<b>35,569</b>	<b>31,477</b>	<b>33,110</b>	<b>41,438</b>	<b>42,931</b>	-	-	-	-	-	<b>243,989</b>	<b>228,632</b>	<b>6.7%</b>
<b>Red Carpet Material</b>															
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	-	-	-	-	-	44,618	42,430	5.2%
RC Realia	93	68	82	87	74	103	118	-	-	-	-	-	625	581	7.6%
<b>RED CARPET CIRCULATION</b>	<b>6,543</b>	<b>6,078</b>	<b>6,993</b>	<b>6,013</b>	<b>6,217</b>	<b>6,663</b>	<b>6,736</b>	-	-	-	-	-	<b>45,243</b>	<b>43,011</b>	<b>5.2%</b>
<b>Young Adult Material</b>															
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	-	-	-	-	-	22,557	20,514	10.0%
YA A/V	17	9	13	16	17	30	22	-	-	-	-	-	124	142	-12.7%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,851</b>	<b>2,561</b>	<b>3,290</b>	<b>3,065</b>	<b>3,295</b>	<b>3,940</b>	<b>3,679</b>	-	-	-	-	-	<b>22,681</b>	<b>20,656</b>	<b>9.8%</b>
<b>Digital Downloads</b>															
Overdrive	37,886	33,441	36,136	34,909	37,303	37,770	39,887						257,332	246,339	4.5%
Hoopla	16,568	15,614	15,865	15,130	16,965	15,904	16,806						112,852	100,461	12.3%
Flipster	1,232	935	902	831	1,125	824	816						6,665	8,589	-22.4%
<b>DIGITAL DOWNLOADS</b>	<b>55,686</b>	<b>49,990</b>	<b>52,903</b>	<b>50,870</b>	<b>55,393</b>	<b>54,498</b>	<b>57,509</b>	-	-	-	-	-	<b>376,849</b>	<b>355,389</b>	<b>6.0%</b>
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447	17,716	19,154						123,426	122,780	0.5%
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675	3,455	3,567						25,490	25,340	0.6%
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239	21,944	23,034						150,072	128,033	17.2%
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608	1,546	1,652						11,207	11,216	-0.1%
Juvenile ebook Nonfiction	296	239	269	245	260	223	212						1,744	1,738	0.3%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293	2,178	2,278						15,141	13,387	13.1%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286	1,461	1,419						8,936	9,061	-1.4%
Young Adult ebook Nonfiction	28	31	30	18	34	29	28						198	197	0.5%

Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659	1,744	1,899						10,866	8,505	27.8%
<b>DIGITAL CIRCULATION DETAILS</b>	<b>51,697</b>	<b>45,542</b>	<b>48,853</b>	<b>46,948</b>	<b>50,501</b>	<b>50,296</b>	<b>53,243</b>	-	-	-	-	-	<b>347,080</b>	<b>320,257</b>	<b>8.4%</b>