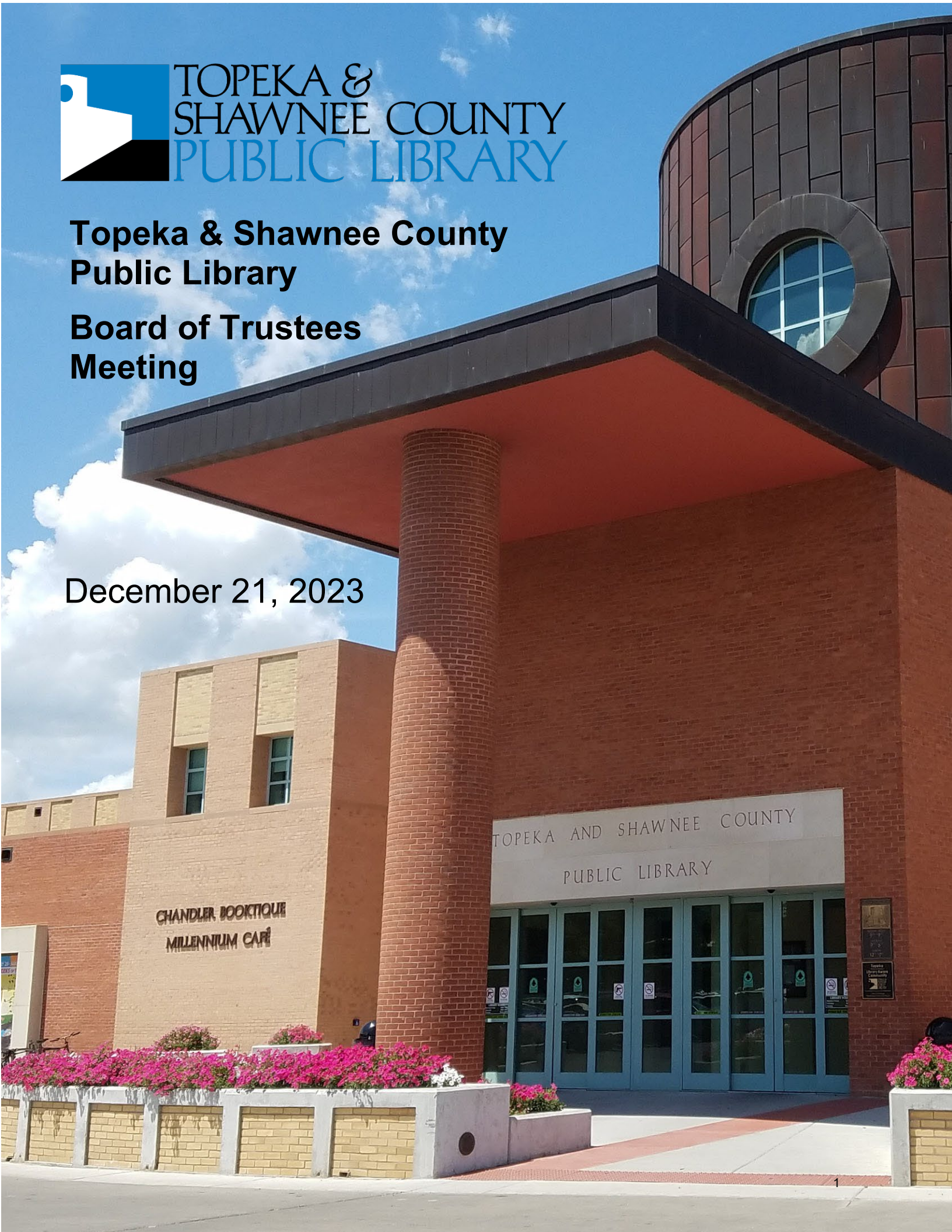


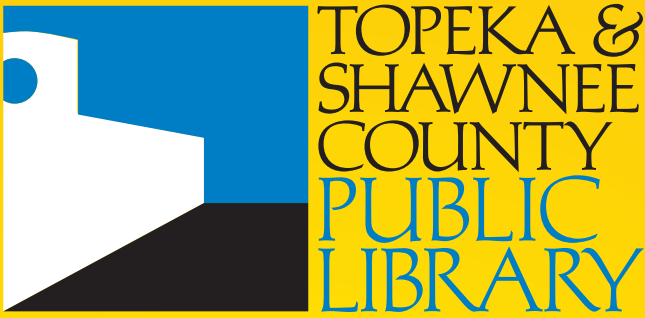


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

December 21, 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

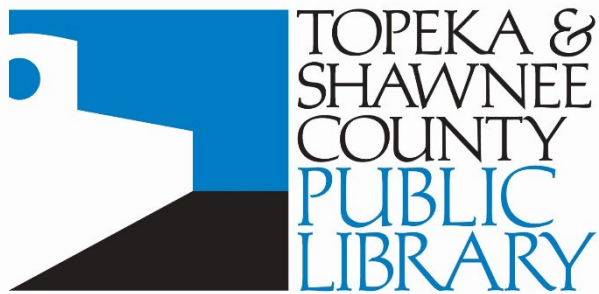
We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





December 21, 2023 – 4:00 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/83606679055>

Meeting ID: 836 0667 9055

Passcode: 617300

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of November 16, 2023, Meeting Minutes of the Board of Trustees
– Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 25**

Chief Executive Officer Report – Marie Pyko pg. 27

- **Trustee Education** – Outreach Services Mapping- Marie Pyko and Robert Soria

Chief of Staff Report – Thad Hartman pg. 32

New Business

- **Audit Committee – Action Item pg. 46**
- **Thank you to the Library Foundation – Action Item pg. 47**
- **Thank you to the Friends of the Library – Action Item pg. 48**
- **Memorandum of Understanding- Shawnee County Parks and Recreation – Action Item pg. 49**
- **Strategic Plan 2024 First Reading – pg. 53**

Executive Session

Adjournment

Public Comment

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

Next Meeting

January 18, 2024

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/83606679055>

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Board Members Present

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

Board Members Absent

Beth Dobler

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 16, 2023, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Vice Chair Peg Dunlap.

At 4:01 pm Peg Dunlap passed Chair duties to Chair Shawn Leisinger.

Public Comment

There were four people signed in for public comment. Arthur Schaper, Kathy Brown, Robert Williams, and Margaret Wescott spoke, then the public comment session was closed.

Trustee Advocacy Stories

Trustee Liz Post shared that she stopped by the DoPiKa gallery exhibit on her way to the board meeting. She really enjoyed it.

Approval of Minutes

On a motion by Jim Edwards, seconded by Jim Ramos, the October 19, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted no additions to her report.

Financial Reports

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

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

Motion passed unanimously.

Uhrig announced she is looking for Audit Committee volunteers. Interested board members should reach out to Uhrig to request to be on the committee. This committee will be announced at the December board meeting.

The Library Foundation

Library Foundation Chair Kim Patton shared that they are seeing results from the fall appeal and employee giving. She announced that 50 library employees signed up to donate to the Foundation which will bring them nearly \$10,000.

At the December Foundation meeting, the Foundation board will elect new officers and introduce new trustees.

The Foundation is working on a donor cultivation event in April. Patton hopes they could reach individuals in Topeka who may not know what the Foundation has to offer.

This Monday Team Room 02 will be named the Beverly J. Thompson Room. Thompson educated children in the 501 school district for 20 years and taught future teachers for 10 years at Emporia State.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Christy Molzen announced that the Friends had close to 100 people attend their Annual Event on November 5, 2023. Chief Executive Officer Marie Pyko led a moderated conversation with Author Alex Grecian. Representatives from Topeka's Round Table Bookstore were there selling copies of Alex's books and he was available for book signings. The Friends sold ten new Friends memberships to people who wanted to attend this event.

Molzen shared the Friends have three board members leaving this year and voted in six new or returning board members: Chuck Knapp, Ashlee Spring, Karen Sutton, Genevieve Akins and Nancy Tate are new and Carol Ball is returning.

The last book sale of 2023 was held in late October. The Friends netted over \$8,100.00 and had very few items left by the end of the day Sunday. The first sale of 2024 will be January 19-21, 2024.

At the Friends board meeting earlier this week, the library's request for funds was approved. Molzen will present that check at the December board meeting. The Friends also approved the loaned employee agreement for the Friends Executive position and approved their budget for next year.

Kallie Worthington is the new Friends Operations Manager. Kallie started November 7, 2023. Kallie worked in the Booktique five years ago. For the past three years she taught kindergarten for the 501 school district.

Molzen wished to give a shout out to Friends Executive Janel Deleye for all of her hard work this past year. In December of last year, the Friends had 504 members, and as of November this year,

they have 707. One of Janel's goals when she started as Friends Executive in January was to increase membership, and she has been extremely successful at that.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on November 6, 2023.

New Business

Friends of the Library Loaned Employee Agreement

On a motion by Jim Ramos, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement as written.

Motion passed unanimously

Library Foundation Loaned Employee Agreement

On a motion by Liz Post, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Library Foundation Loaned Employee Agreement as written.

Motion passed unanimously

Development and Management Agreement between the library and The Library Foundation

On a motion by Mark Zillinger, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Development and Management Agreement between the library and The Library Foundation as written.

Motion passed unanimously

Memorandum of Understanding- Kansas Children's Discovery Center

On a motion by Jim Edwards, seconded by Joan Hicks, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Memorandum of Understanding for the Kansas Children's Discovery Center as written.

Motion passed unanimously

Memorandum of Understanding- Friends of the Zoo

On a motion by Joan Hicks, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Memorandum of Understanding for the Friends of the Zoo as written.

Motion passed unanimously

Chair Shawn Leisinger then announced that he had to leave the meeting for another obligation. Leisinger left the meeting at 4:43 pm and passed Chair duties onto Vice Chair Peg Dunlap at that time.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko passed around a thank you card from TARC thanking the board for allowing staff to participate in one of their activities. Pyko also showed the board the new library-branded stickers Communications and Marketing had made.

Pyko thanked the board for all their work on the strategic plan on October 30, 2023. She noted there was good conversation and lots of feedback. Pyko is working on gathering all the information together to create actionable items to work on that can be measured by key performance indicators.

Pyko noted that the Public Library Conference will take place in April. Interested trustees should let her know if they are interested in attending.

New Trustee Mark Zillinger will have his library tour the afternoon of November 27, 2023. Interested trustees are welcome to join him on the tour.

Pyko announced the passing of Jim McHenry. McHenry was the first Library Foundation director. He was instrumental in all additional philanthropy that made the main building possible. There is no service time scheduled yet.

Chief of Staff Report

Chief of Staff Thad Hartman presented the 2024 Master Facilities Project. Hartman announced that the Automated Material Handler (AMH) is getting replaced. It is our understanding that the Topeka and Shawnee County Public Library has the oldest operational AMH in the United States. When the library received it 20 plus years ago, it was state of the art. Hartman shared plans for the Kids Library highlighting Teen and Tween spaces. Staff spaces will also be a priority for 2024 with an update to the main breakroom and some smaller updates in workspaces.

Executive Session

Board Chair Shawn Leisinger was not present so the Executive Session will be postponed until December.

Adjournment

On a motion by Jim Edwards, seconded by Jim Ramos, the meeting was adjourned at 5:12 pm.

Next Meeting

Thursday, December 21, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/83606679055?pwd=eDIaGh0MldDbnpYUHkyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund is temporarily negative due to a pending reimbursement from The Foundation.

General Fund – Pages 3 through 5

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 78% of the approved budget has been expended/encumbered. This compares to 2022 in which 99% of the budgeted revenue had been received and 80% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

All outstanding purchase orders currently reserving budgetary balances will be reviewed before year end and those no longer needed will be closed. This usually results in some additional savings. Some, such as Contracted-Equipment and Supplies-Facilities, are open purchase orders to allow for expected purchases throughout the year and ensure sufficient budget. However, those amounts are not always needed every year.

Employee Benefit Fund – Page 6

With 91.5% of the budget year completed, 100% of the budgeted revenue has been received and 72% of the approved budget has been expended/encumbered. This compares to 2022 in which 99% of the budgeted revenue had been received and 71% 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 \$5,505,111.56.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual Nutanix renewal	\$19,354.63	CDW Government, Inc.
Approved operating budget	Replace gas range in Café	\$8,024.00	Webstaurantstore.com
Approved operating budget	Annual renewal of digital asset management site	\$27,000.00	Canto Inc.
Approved operating budget	Annual renewal of Black Mountain Software	\$19,995.00	Black Mountain Software Inc.
Approved operating budget	Network closet battery upgrades	\$8,121.79	Premier One Data Systems Inc.
Change Order #1 – Facilities Master Plan budget	Additional gravel for dock renovation project	\$3,800.00	Kelly Construction Co., Inc.
Request for Proposal; Board resolution approved bid award on 10/19/2023	Reader’s Lounge construction and signage	\$842,300.00	Kelley Construction Co., Inc.
Request for Proposal; Board resolution approved bid award on 10/19/2023	Furniture for the Reader’s Lounge	\$93,789.84	Modern Business Interiors LLC
Request for Proposal; Board resolution approved bid award on 10/19/2023	Shelving for the Reader’s Lounge	\$254,189.00	Library Furniture International
Library Materials	Annual periodicals renewal	\$19,783.13	Ebsco Information Services
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Hoopla usage	\$33,536.38	Midwest Tape LLC
Library Materials	Annual renewal of Consumer Reports database	\$14,572.00	Ebsco Information Services

Other Items:

- The audit of the 2023 financial year will begin Monday, February 12th. The audit services will be provided by BT&Co., P.A. This is the second year of a three-year term for these audit services.

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

11/30/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	2,962.44	12%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	34.76	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	116.69	233%
	<u>\$ 25,050.00</u>	<u>\$ 3,134.41</u>	13%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 11/30/2023	<u><u>\$ -</u></u>	<u><u>\$ 3,134.41</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 and Shawnee County Public Library
Financial Summary**

11/30/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 11/30/2023</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 5,322,622.64	\$ 15,562,572.41	\$ 12,397,517.99	\$ 8,487,677.06
Employee Benefits	1,963,139.59	4,109,896.42	3,472,676.45	\$ 2,600,359.56
Capital Improvement	5,275,079.91	230,031.65	-	\$ 5,505,111.56
Bond & Interest	-	3,134.41	-	\$ 3,134.41
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
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	37,593.26	139,732.37	\$ 495,481.20
Permanent Funds	299,808.78	(48,523.69)	-	\$ 251,285.09
Totals	<u>\$ 13,461,920.70</u>	<u>\$ 19,943,891.39</u>	<u>\$ 16,013,532.25</u>	<u>\$ 17,392,279.84</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,110,468.94
Restricted Funds-CoreFirst Bank-Checking	498,667.08
Capital Improvement Fund-VisionBank-Money Market Account	5,505,111.56
Cash on Hand	3,087.07
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	10,090,161.87
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 17,459,001.61</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,594.69)
Less Payroll Deduction and Employer Benefit Liabilities	2,180.20
Less Outstanding Checks	66,136.26
	<u>\$ 17,392,279.84</u>

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

11/30/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	11/30/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 5,322,622.64	\$ 15,562,572.41	\$ 754,629.89	\$ 11,642,888.10	\$ 8,487,677.06	\$ 1,787,248.91	\$ 6,700,428.15
Employee Benefit Fund	1,963,139.59	4,109,896.42	-	3,472,676.45	2,600,359.56	795.85	2,599,563.71
Capital Improvement Fund	5,275,079.91	230,031.65	-	-	5,505,111.56	-	5,505,111.56
Bond & Interest Fund	-	3,134.41	-	-	3,134.41	-	3,134.41
Non Major Governmental Funds							
State Aid Fund	-	49,186.93	-	-	49,186.93	49,186.93	-
<i>Federal & 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	29.96	-	-	10,710.45	-	10,710.45
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	3,121.74	(3,121.74)	-	(3,121.74)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.11	-	-	31.52	-	31.52
Friends	159,733.11	349.72	344.70	51,917.87	107,820.26	1,825.20	105,995.06
Fun Committee	5,483.31	1,330.28	-	1,684.99	5,128.60	65.00	5,063.60
Gallery Competitions/Exhibits	36,495.16	102.39	-	-	36,597.55	-	36,597.55
Gifts/Memorials (Undesignated)	347,421.41	8,418.46	20,770.79	37,942.10	297,126.98	8,108.01	289,018.97
Hathaway Trust - Library Materials	3,338.66	2,272.63	(9.64)	2,385.17	3,235.76	786.39	2,449.37
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	1,664.39	(23.47)	182.97	6,517.13	360.00	6,157.13
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	21,947.90	-	15,739.69	14,273.92	1,500.00	12,773.92
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	7.38	-	4,022.57	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	16.11	-	-	5,764.49	-	5,764.49
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.11	-	-	36.57	-	36.57
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	6.15	-	-	2,200.58	-	2,200.58
Youth Services	8,905.66	1,447.67	476.59	1,176.30	8,700.44	76.14	8,624.30
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
TOTALS	\$ 13,461,920.70	\$ 19,943,891.39	\$ 779,794.30	\$ 15,233,737.95	\$ 17,392,279.84	\$ 1,849,952.43	\$ 15,542,327.41

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

11/30/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 11/30/2023</u>
				91.5%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 13,556,173.09	\$ (382,863.91)	97%
Revitalization Rebates	(119,110.00)	(125,352.97)	\$ (6,242.97)	105%
Back Tax	-	197,854.61	\$ 197,854.61	N/A
Motor Vehicle Tax	1,557,671.00	1,281,939.41	\$ (275,731.59)	82%
Recreational Vehicle Tax	17,297.00	15,078.91	\$ (2,218.09)	87%
16/20 M Vehicle Tax	5,960.00	7,366.05	\$ 1,406.05	124%
In Lieu of Tax	35,897.00	45,534.96	\$ 9,637.96	127%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	50,078.05	\$ (3,461.95)	94%
E-Rate Reimbursement	19,329.00	18,680.11	\$ (648.89)	97%
Miscellaneous Revenue	3,000.00	40,122.45	\$ 37,122.45	1337%
Miscellaneous Revenue - Recyclg	-	219.40	\$ 219.40	N/A
Salary Refunds-Foundation	100,678.00	57,942.58	\$ (42,735.42)	58%
Salary Refunds-Friends	33,155.00	28,924.43	\$ (4,230.57)	87%
Salary Refunds-Shawnee Cty	20,151.00	21,059.06	\$ 908.06	105%
Vending Machines	2,000.00	1,209.66	\$ (790.34)	60%
Overdue Fees*	15,000.00	23,529.85	\$ 8,529.85	157%
Debt Collect	-	69.98	\$ 69.98	N/A
ILL Fees	100.00	146.89	\$ 46.89	147%
Mailing Fees	100.00	10.32	\$ (89.68)	10%
Non Resident Card Fee	340.00	805.00	\$ 465.00	237%
Obituary Fees	350.00	366.02	\$ 16.02	105%
Meeting Room Charges	1,200.00	2,387.50	\$ 1,187.50	199%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	338,427.05	\$ 318,427.05	1692%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
TOTALS	<u>\$ 18,713,678.00</u>	<u>\$ 15,562,572.41</u>	<u>\$ (177,401.59)</u>	99%

* 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**

11/30/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 4,246.03	\$ -	\$ 553.97	88%
Salaries-Facilities	670,789.00	528,868.43	-	141,920.57	79%
Salaries-Overtime	10,000.00	8,529.03	-	1,470.97	85%
Salaries-Security	313,379.00	241,153.05	-	72,225.95	77%
Salaries-Shelvers	102,545.00	28,039.16	-	74,505.84	27%
Salaries-Staff	7,705,190.00	6,424,397.73	-	1,280,792.27	83%
Conferences	144,217.00	105,957.82	10,665.60	27,593.58	81%
Staff Internal Dev/Trng - Web Based	15,000.00	12,294.16	279.93	2,425.91	84%
Staff Development & Training	15,000.00	10,879.73	-	4,120.27	73%
Mileage	7,600.00	6,233.18	2,307.69	(940.87)	112%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,201.71	-	1,298.29	48%
Materials-Periodicals	25,000.00	23,473.71	1,277.73	248.56	99%
Materials-Print/Non-Print <1 YR	730,200.00	620,222.75	76.00	109,901.25	85%
Materials-Print/Non-Print	1,220,380.00	984,830.05	143,725.86	91,824.09	92%
OPERATIONS:					
Art Purchases	8,000.00	4,340.00	3,615.00	45.00	99%
Cataloging and ILL Services	102,700.00	101,217.16	-	1,482.84	99%
Contracted-Digital Services	548,252.00	638,569.18	32,880.18	(123,197.36)	122%
Contracted-Facilities	301,700.00	254,910.61	39,145.02	7,644.37	97%
Contracted-Equipment	67,200.00	63,961.14	11,211.59	(7,972.73)	112%
Contracted-Professional	294,700.00	178,641.49	36,962.83	79,095.68	73%
Contracted-E-Rate Services	1,740.00	1,278.72	-	461.28	73%
Digital Services Support	464,152.00	168,432.56	25,184.16	270,535.28	42%
Furniture/Equipment	45,000.00	31,982.77	13,017.23	-	100%
Insurance	64,000.00	76,315.00	-	(12,315.00)	119%
Marketing & Communication	61,256.00	58,111.32	8,738.72	(5,594.04)	109%
Memberships/Dues	30,900.00	20,698.00	2,132.00	8,070.00	74%
Miscellaneous	5,000.00	4,061.70	17.99	920.31	82%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	50,265.83	1,232.90	8,287.27	86%
Printing	110,976.00	16,181.75	5,598.97	89,195.28	20%
Programming	103,480.00	63,972.77	6,840.56	32,666.67	68%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	253,655.96	1,194,550.48	254,293.56	85%
Supplies-Facilities	101,920.00	59,557.53	39,754.90	2,607.57	97%
Supplies-Office/Library	93,184.00	51,827.39	8,977.58	32,379.03	65%
Supplies-Processing	46,800.00	40,550.03	3,460.96	2,789.01	94%
Telecommunications	155,064.00	104,971.91	25,529.20	24,562.89	84%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	256,232.40	85,407.20	47,886.40	88%
Utilities-Gas	71,007.00	48,303.00	17,353.33	5,350.67	92%
Utilities-Water/Sewage	37,128.00	38,800.95	3,613.88	(5,286.83)	114%
Vehicle-Gas	43,870.00	26,407.40	-	17,462.60	60%
Vehicle-Repair	60,000.00	29,393.60	26,147.56	4,458.84	93%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(78.61)	-	78.61	N/A
TOTALS	\$ 18,713,679.00	\$ 11,642,888.10	\$ 1,749,705.05	\$ 3,671,085.85	78%

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

11/30/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ 2,973,704.00	\$ 4,415,932.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	13,556,173.09	97%
Revitalization Rebates	(119,110.00)	(125,352.97)	105%
Back Tax	-	197,854.61	N/A
Motor Vehicle Tax	1,557,671.00	1,281,939.41	82%
Recreational Vehicle Tax	17,297.00	15,078.91	87%
16/20M Vehicle Tax	5,960.00	7,366.05	124%
In Lieu of Tax	35,897.00	45,534.96	127%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	50,078.05	94%
E-Rate Reimbursement	19,329.00	18,680.11	97%
Fees and Charges	22,590.00	68,647.67	304%
Reimbursements	153,984.00	108,145.47	70%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	338,427.05	1692%
	<u>\$ 15,739,974.00</u>	<u>\$ 15,562,572.41</u>	99%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	7,235,233.43	82%
Other Staff Support Costs	181,817.00	148,618.11	82%
Library Collections	1,978,080.00	1,774,807.81	90%
Contracted Services	1,316,292.00	1,358,777.92	103%
Digital Services Support	464,152.00	193,616.72	42%
Furniture/Equipment/Art	53,000.00	52,955.00	100%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	1,448,206.44	85%
Utilities & Telecommunications	652,725.00	580,211.87	89%
Vehicles	103,870.00	81,948.56	79%
Other Operating Expenditures	677,301.00	518,217.29	77%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 13,392,593.15</u>	78%
Prior Year Canceled Purchase Orders		<u>\$ 114,516.45</u>	
Unencumbered Balance 11/30/2023	\$ -	<u>\$ 6,700,428.15</u>	

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

10/31/2023

EMPLOYEE BENEFITS

	2023 Budget	Year To Date	%
Balance 01/01/2023	\$ 1,121,486.00	\$ 1,962,696.59	
Revenue:			
Ad Valorem Property Tax	\$ 3,626,746.00	\$ 3,529,134.64	97%
Revitalization Rebates	(30,991.00)	(32,644.72)	105%
Back Tax	-	49,159.14	N/A
Motor Vehicle Tax	414,748.00	339,933.32	82%
Recreational Vehicle Tax	4,605.00	4,004.09	87%
16/20M Vehicle Tax	1,587.00	1,738.72	110%
In Lieu of Tax	11,684.00	11,851.75	101%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	13,184.98	92%
Refund-Fringe Benefits-Foundation	48,256.00	28,235.96	59%
Refund-Fringe Benefits-Friends	20,829.00	16,611.09	80%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	8,509.96	95%
Refund FICA	-	452.41	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	10,349.02	N/A
Interest on Idle Funds	5,000.00	129,376.06	2588%
	\$ 4,128,019.00	\$ 4,109,896.42	100%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,503.00	\$ 7,426.00	99%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	517,354.79	77%
Ks Public Employees Retirement Sys	809,090.00	662,857.59	82%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	30,075.11	34%
Health/Dental Insurance	3,213,526.00	2,205,820.90	69%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,249,505.00	\$ 3,473,275.30	72%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 11/30/2023	\$ -	\$ 2,599,563.71	

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

CAPITAL IMPROVEMENT

Balance 01/01/2023	\$ 5,275,079.91
Revenue:	
Transfer In	\$ -
Interest received	230,031.65
	\$ 230,031.65
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 11/30/2023	\$ 5,505,111.56

STATE AID

Balance 01/01/2023	\$ -	\$ -
Revenue:		
State Aid	-	49,186.93
	\$ -	\$ 49,186.93
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,186.93
	\$ 52,000.00	\$ 49,186.93
Unencumbered Balance 11/30/2023		\$ -

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of November 30, 2023

Capital Improvement Funds - Community National Bank

\$ 5,505,111.56 at 5.42% (money market account)

Municipal Investment Pool

\$10,090,161.87 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average November 1 - 30, 2023 was 4.02%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	11/3/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,559.88	-97056
15	21516	0	11/3/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,076.69	-97056
15	21517	0	11/3/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,093.27	-97056
10	21513	0	11/3/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,352.39	-97056
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,082.23	-97056 Total
10	21509	0	11/3/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,811.18	-97053
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,811.18	-97053 Total
10	21501	0	11/2/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,211.42	-97052
10	21502	0	11/2/23	PAYCOM PAYROLL LLC	State W/H	\$ 12,006.31	-97052
15	21521	0	11/2/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 34.54	-97052
10	21503	0	11/2/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,941.68	-97052
15	21504	0	11/2/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,941.68	-97052
10	21503	0	11/2/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,429.86	-97052
15	21504	0	11/2/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,429.86	-97052
10	21514	0	11/2/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,321.73	-97052
10	21518	0	11/2/23	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97052
10	41000	313	11/2/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,243.92	-97052
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,896.83	-97052 Total
10	21509	0	11/17/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,499.92	-97048
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,499.92	-97048 Total
10	21505	0	11/17/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,761.30	-97047
15	21516	0	11/17/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,359.61	-97047
15	21517	0	11/17/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,126.83	-97047
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,247.74	-97047 Total
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Bilingual Memory	\$ 29.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	cotton candy machine	\$ 39.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	stuffies	\$ 16.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	toys	\$ 36.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Paint - phthalo blue	\$ 7.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Paint - cobalt blue	\$ 7.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	paint brushes	\$ 7.95	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	cases	\$ 44.97	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	screens	\$ -	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	cords1	\$ 207.00	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	cords2	\$ 14.99	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Chargin station	\$ 452.99	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Clorox wipes 75ct 3 pk	\$ 38.97	-97045

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	11/9/23	COREFIRST BANK & TRUST	USB hubs	\$ 191.96	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	white cardstock ream	\$ 114.32	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	8x14 copy paper	\$ 96.12	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Power Strick 10-pack	\$ 59.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	artificial sunflowers, 2	\$ 9.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	yellow pony beads	\$ 5.58	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	black pony beads	\$ 4.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	white pony beads	\$ 5.58	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	HDMI 3-Pack	\$ 14.34	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	white clay 25 lb.	\$ 54.45	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	white clay shipping	\$ 7.95	-97045
10	41000	736	11/9/23	COREFIRST BANK & TRUST	RETRACABLE BARRIER (BLACK	\$ 213.96	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Office Chair mat	\$ 31.32	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	mini binder clips	\$ 4.92	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	large binder clips	\$ 20.93	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	extra large	\$ 21.68	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	small paper clips	\$ 17.08	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Brochure display	\$ 32.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Opal Vinyl Glow in the da	\$ 14.99	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	USB Mic	\$ 118.50	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	iPad Stand - returned	\$ (153.31)	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	ProCase Blue	\$ 14.90	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	TechArmor Ballistic 10.9"	\$ 44.85	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	18-inch traffic cones	\$ 171.90	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Logitech C270 Webcam	\$ 159.20	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	HyperX Stinger S	\$ 247.00	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Dice Set	\$ 12.79	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	GM Dice Set	\$ 14.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	GM Dice Set	\$ 25.49	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	GM Dice Set	\$ 7.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Game Board	\$ 43.48	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	GM Screen	\$ 31.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Disposable Tablecloth	\$ 23.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	100Lip Balm	\$ 57.49	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Kopul Studio XLR Cable	\$ 78.70	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Photo Black 700ml	\$ 453.60	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Cyan 700ml	\$ 453.60	-97045

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Magenta 700ml	\$ 453.60	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Yellow 700ml	\$ 453.60	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Matte Black 700ml	\$ 453.60	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Gray 700ml	\$ 453.60	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	ipad kiosk	\$ 149.25	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Dell 3-cell 42Wh Battery	\$ 91.99	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	HDMI to Display	\$ 74.99	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	APC UPS	\$ 385.84	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	USB Multiport Dock	\$ 29.95	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	USB Extensions	\$ 44.97	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	3mm macrame cord	\$ 13.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	orange amber beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	daffodil beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	pea green beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	navy blue beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	turquoise beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	glamour mix beads	\$ 3.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	sliver glitter beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	ivory beads	\$ 5.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	Shipping beads	\$ 16.74	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Ticket Holder clear	\$ 38.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	white macrame cord 2mm	\$ 8.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	black macrame cord 2mm	\$ 8.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	plastic yarn needles	\$ 5.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	10mm jump rings	\$ 6.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	jewelry findings kit	\$ 9.95	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	matte black pony beads	\$ 5.98	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	red pony beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	plum neon bright beads	\$ 2.99	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	shipping pony beads	\$ 7.79	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	Plotter Paper	\$ 745.20	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	logitech M720	\$ 33.99	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Lightning Cable 3' pack	\$ 27.95	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	USB C 5 pack	\$ 29.97	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	hdmi to display	\$ 95.90	-97045
10	41000	410	11/9/23	COREFIRST BANK & TRUST	filter NSS pacer 15UE	\$ 123.05	-97045
10	41000	330	11/9/23	COREFIRST BANK & TRUST	white cart	\$ 269.05	-97045

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	11/9/23	COREFIRST BANK & TRUST	dish soap - pk of 6	\$ 19.92	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	1st gen pencil adapter	\$ 9.00	-97045
10	41000	420	11/9/23	COREFIRST BANK & TRUST	holographic wrapping paper	\$ 8.99	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Cat6 7ft	\$ 18.35	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Cat6 10ft	\$ 114.20	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Cat6 14ft	\$ 31.25	-97045
10	41000	320	11/9/23	COREFIRST BANK & TRUST	Cat6 20ft	\$ 38.20	-97045
10	41000	301	11/9/23	COREFIRST BANK & TRUST	Shipping	\$ 10.64	-97045
				<i>Miscellaneous online orders paid by credit card</i>		\$ 7,962.39	-97045 Total
10	21501	0	11/16/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,030.02	-97038
10	21502	0	11/16/23	PAYCOM PAYROLL LLC	State W/H	\$ 11,545.02	-97038
15	21521	0	11/16/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 29.32	-97038
10	21503	0	11/16/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,339.97	-97038
15	21504	0	11/16/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,339.97	-97038
10	21503	0	11/16/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,289.24	-97038
15	21504	0	11/16/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,289.24	-97038
10	21514	0	11/16/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-97038
10	21518	0	11/16/23	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97038
10	41000	313	11/16/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,182.18	-97038
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,560.66	-97038 Total
10	21515	0	11/22/23	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,278.14	-97037
15	21515	0	11/22/23	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 175,097.03	-97037
15	21515	0	11/22/23	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97037
						\$ 211,271.83	-97037 Total
10	41000	353	11/2/23	CITY OF TOPEKA	2023 Fire/Storm	\$ 91.56	100114
10	41000	353	11/2/23	CITY OF TOPEKA	2023 Water/Sewer	\$ 15.73	100114
10	41000	353	11/2/23	CITY OF TOPEKA	2023 Water/Sewer	\$ 193.85	100114
10	41000	353	11/2/23	CITY OF TOPEKA	2023 Water/Sewer	\$ 15.73	100114
10	41000	353	11/2/23	CITY OF TOPEKA	2023 Water/Sewer	\$ 4,874.43	100114
10	41000	353	11/2/23	CITY OF TOPEKA	2023 Water/Sewer	\$ 15.73	100114
						\$ 5,207.03	100114 Total
10	21512	0	11/2/23	DELTA DENTAL OF KANSAS, INC	EE November Premiums	\$ 2,330.70	100116
15	21512	0	11/2/23	DELTA DENTAL OF KANSAS, INC	ER November Premiums	\$ 9,309.62	100116
15	21512	0	11/2/23	DELTA DENTAL OF KANSAS, INC	Retiree November Premiums	\$ 44.16	100116
						\$ 11,684.48	100116 Total
10	41000	320	11/2/23	HYPERTEC USA, INC	Dell Latitude 5440 Laptop	\$ 7,590.10	100121
10	41000	320	11/2/23	HYPERTEC USA, INC	OptiPlex Tower Plus	\$ 13,936.72	100121

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>RFP was issued and approved by the Board on 10/19/2023 - approved operating budget</i>		\$ 21,526.82	100121 Total
10	41000	736	11/2/23	KELLEY CONSTRUCTION CO., INC.	DOCK REMODEL	\$ 5,670.00	100126
						\$ 5,670.00	100126 Total
10	41000	350	11/2/23	VERIZON WIRELESS	mobile mifi cards	\$ 2,535.74	100135
10	41000	350	11/2/23	VERIZON WIRELESS	mobile mifi cards	\$ 4,069.99	100135
						\$ 6,605.73	100135 Total
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 24.09	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 48.69	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 24.60	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 24.60	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 198.24	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 58.87	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 24.60	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 1,993.01	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 21,766.03	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 24.09	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
10	41000	351	11/9/23	EVERGY	Electric Service	\$ 22.73	100151
						\$ 24,323.20	100151 Total
10	41000	310	11/17/23	CDW GOVERNMENT, INC.	Support	\$ 5,709.64	100176
10	41000	310	11/17/23	CDW GOVERNMENT, INC.	Support	\$ 909.99	100176
10	41000	310	11/17/23	CDW GOVERNMENT, INC.	License	\$ 3,411.79	100176
10	41000	310	11/17/23	CDW GOVERNMENT, INC.	License	\$ 9,323.21	100176
				<i>2023 approved operating budget - annual software/subscription renewal for Nutanix servers</i>		\$ 19,354.63	100176 Total
10	41000	320	11/17/23	HYPERTEC USA, INC	OptiPlex 7010 Computer	\$ 29,336.76	100183
10	41000	320	11/17/23	HYPERTEC USA, INC	Dell 22 Monitor"	\$ 1,606.20	100183
10	41000	320	11/17/23	HYPERTEC USA, INC	Dell 24 Monitor"	\$ 754.65	100183
10	41000	320	11/17/23	HYPERTEC USA, INC	Dell Ultrasharp 27 Monit"	\$ 2,474.56	100183
10	41000	320	11/17/23	HYPERTEC USA, INC	OptiPlex 7010 Computer	\$ 2,553.60	100183
10	41000	320	11/17/23	HYPERTEC USA, INC	OptiPlex 7010 Computer	\$ 855.89	100183
				<i>RFP was issued and approved by the Board on 10/19/2023 - approved operating budget</i>		\$ 37,581.66	100183 Total
10	41000	910	11/17/23	MODERN BUSINESS INTERIORS LLC	CUBICLES FOR ADMIN OFFICE	\$ 19,547.47	100189
				<i>2023 approved operating budget - furniture/equipment</i>		\$ 19,547.47	100189 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	11/30/23	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual ren	\$ 19,995.00	100220
					<i>2023 approved operating budget - financial system software support annual agreement</i>	\$ 19,995.00	100220 Total
10	21512	0	11/30/23	DELTA DENTAL OF KANSAS, INC	<i>EE December Premiums</i>	\$ 2,413.02	100225
15	21512	0	11/30/23	DELTA DENTAL OF KANSAS, INC	<i>ER December Premiums</i>	\$ 9,665.22	100225
15	21512	0	11/30/23	DELTA DENTAL OF KANSAS, INC	<i>Retiree Dec Prem</i>	\$ 44.16	100225
						\$ 12,122.40	100225 Total
						\$ 681,951.20	Grand Total



Executive Committee Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Hannah Uhrig – Treasurer

Executive Committee Members Absent

Joan Hicks – Secretary

Staff Members Present

Marie Pyko – Chief Executive Officer, Kim Strube – Chief Financial Officer, Jesse Maddox – Chief Human Resource Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on December 11, 2023, via Zoom, and was called to order at 4:03 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the November 6, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhrig, seconded by Shawn Leisinger, the minutes from the November 6, 2023, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the November 16, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees December 21, 2023, meeting were reviewed.

Chief Executive Officer Marie Pyko explained that the first reading of the strategic plan for Trustees will occur at the December meeting. Pyko shared that alongside Senior Directors and Management Team the plan was restructured to be more measurable and focused.

Chief Financial Officer Kim Strube noted that there was nothing out of the ordinary in her report. She will recommend a date or two as the kickoff date for the Audit Committee. Strube shared that she will receive final insurance numbers by July 1 which is prior to the second budget work session for the trustees.

Pyko stated that Chief of Staff Thad Hartman will share a status report on ongoing projects. The construction crew is on schedule for the dock project. Hartman will talk about that project wrapping up and provide an update on the Readers Lounge project.

Pyko shared that the updated MOU with Shawnee County Parks and Recreation will be in the board packet this month. This is something that the library revisits with Parks and Recreation every two years. This MOU encompasses the computer labs at the community centers.

Trustee Education

Pyko shared that the Trustee Education will be Statistical Analyst Robert Soria presenting an overlay of where all library Community Services, remote lockers and computer centers are deployed in the community.

Other Items

Pyko announced that the library has a new Facilities Manager starting December 26. Joe Hobbs is currently the Facilities Manager at Shawnee Heights school district and comes with a wealth of experience.

No other items were discussed

Executive Session

On a motion by Hannah Uhrig, seconded by Peg Dunlap for the Trustee Executive Committee of the Topeka and Shawnee County Public Library to go into an Executive Session at 4:33 pm for a period of 10 minutes to discuss a personnel matter. Participants will include members of the Trustee Executive Committee.

Motion Passed.

A motion was made by Hannah Uhrig, seconded by Shawn Leisinger at 4:50 pm to end the Executive Session and return to the Trustee Executive Committee meeting.

Motion Passed.

Adjournment

On a motion by Hannah Uhrig, seconded by Shawn Leisinger, the meeting was adjourned at 4:50 pm.

Next Meeting

January 8, 2024

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER'S REPORT December 2023

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley The enrollment numbers are remaining steady in November with a slight decrease of enrollees and an increase number of children who have reached five years of age so have received their last book with the program. In reviewing the data, it appears that most of the age ranges are similar in use however the children 0-1 remain lower. This presents opportunities to grow the program through intentional collaborations with our two major hospitals. We have begun discussing new ways to strengthen our relationship with Stormont Vail Health Care in 2024.

Strategic Plan 2023

The December Board of Trustees meeting includes a presentation and discussion item the Strategic Plan 2024-2029- first reading. The plan has been developed based on the research and plan report from the Ivy Group, the board workshop on October 30, 2023 and feedback from the management team. The plan is prepared around five focus areas and targeted strategic initiatives that are forward thinking, community focused and directly in alignment with the mission of the library. Each Action- new and expanded projects have preliminary progress benchmarks or key performance indicators that are measurable. During the discussion, I look forward to all contributions, ideas, and additions of the board members.

Collaborations/ Activities/Accolades

ArtsConnect- 2023 Arty Award

On December 6th, the Alice C. Sabatini Gallery was recognized with a People's Choice Award. Zan Popp, Public Services supervisor and I received the award during the 13th annual Arty Awards event at the Beacon. Gallery staff- Brittany Keegan, Travis Garwood and Laura Anderson joined us on the stage as we thanked the community and specifically ArtsConnect for this honor. The Arty Awards was created to celebrate the best and the brightest of the arts across

Topeka. Other honors included Sean Dixon, Visit Topeka, Inc., Living the Dream, Inc., Kansas Book Festival, Dennis Rogers, and Dane' Shobe. We were in very good company.

Ballet Midwest En Pointe award

The library was recognized by Ballet Midwest before each performance of the Nutcracker December 8-10, 2023. Ballet Midwest chose the library for the En Pointe award in recognition of the ongoing relationship and support for the ballet for many years. Historically, Ballet Midwest performs during Storytime with Kyler in both December and in the spring. The library has also showcased the costume in the Rotunda for key anniversaries of the ballet. It is always a wonderful event when the ballet comes to the library. Our families enjoy having the chance to watch a brief performance and also spend time with our local ballerinas. Kelli Smith, Debbie Stanton, Jacee Gleason and I had the opportunity to receive the award prior to each performance.

New Business

Resolution- Audit Committee appointments

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee: "The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board." Hannah Uhrig will present the names of the proposed committee members at the board meeting.

Thank you to the Friends of the Library and The Library Foundation

The Friends of the Library and The Library Foundation are essential partners in providing resources and advocacy for the Library. While we thank them throughout the year, this is a formal expression of appreciation to The Library Foundation and Friends of TSCPL for all they do for the Library.

Resolution- Memorandum of Understanding between the Shawnee County Parks and Recreation and the Library

We continue to have a strong collaboration with Shawnee County Parks and Recreation for the 6 computer centers. We are renewing this agreement for 2024.

Professional Activities/Community Contacts

November 13, 2023,	Presented an overview of what is new at the library at the Kiwanis Club.
November 14, 2023,	Attended the Intergovernmental Coalition Cooperative at Washburn University.
November 14, 2023,	Attended the GTP Business Unwind event at WIBW to celebrate.
November 15, 2023,	Hosted the Topeka Collegiate Equity and Justice committee.
November 16, 2023	Attended the Board of Trustees meeting.
November 20, 2023	Served as a judge for the SLI Festival of Trees
November 20, 2023	Spoke at the Beverly J. Thompson Room dedication for Team Room 2
November 27, 2023	Met with Mark Zillinger for his orientation library tour.
November 29, 2023	Participated in the Staff Day 2024 Planning
November 29, 2023	Met with the web team and Imagemakers on the final details for the new website.
December 4, 2023	Participated in the Kansas Library Director zoom call.
December 5, 2023	Met with Shawnee County Parks and Recreation directors on the updates to the MOU and future opportunities to collaborate.
December 5, 2023	Attended the Emerging Library Leaders Presentation session.

- December 5, 2023 Attended Glenda Washington’s retirement party at the Greater Topeka Partnership.
- December 6, 2023 Attended ArtsConnect annual Arty Party with Diana Friend and the Gallery staff to receive the People’s Choice award for the Alice C. Sabatini Gallery.
- December 9, 2023 Attended Midwest Ballet’s performance of the Nutcracker and receive an award from the ballet in recognition of our continuing collaboration together.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 12/12/23

Dolly Parton Imagination Library November 2023

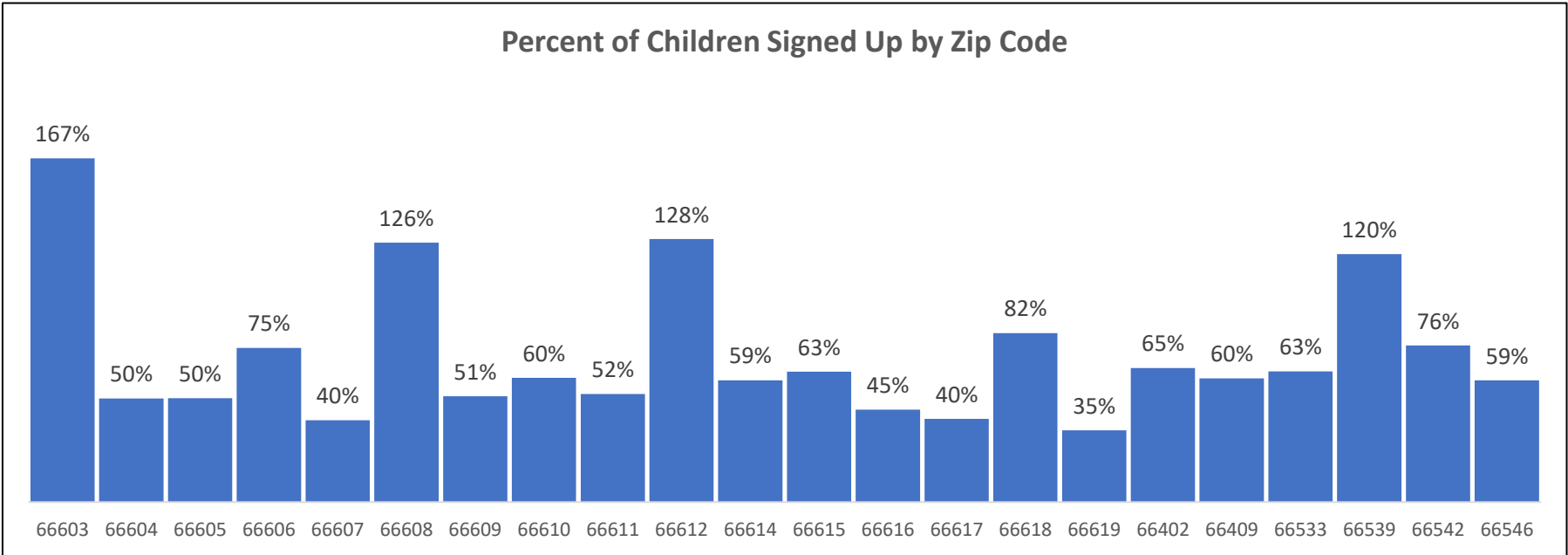
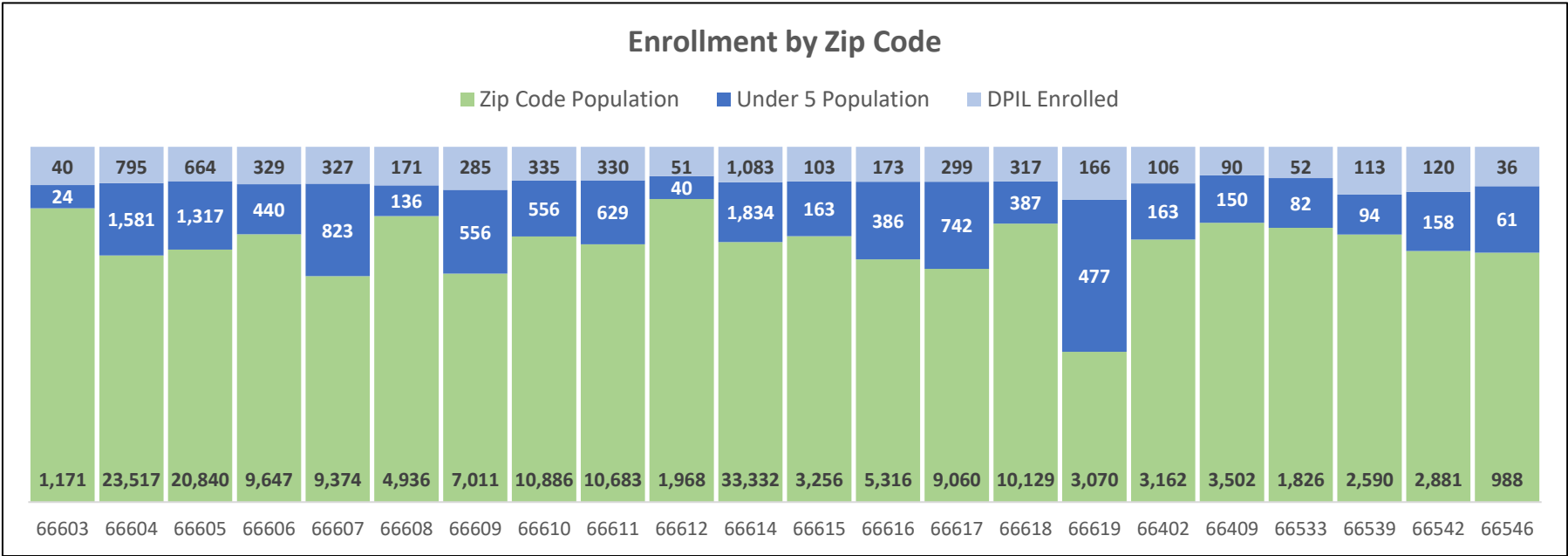
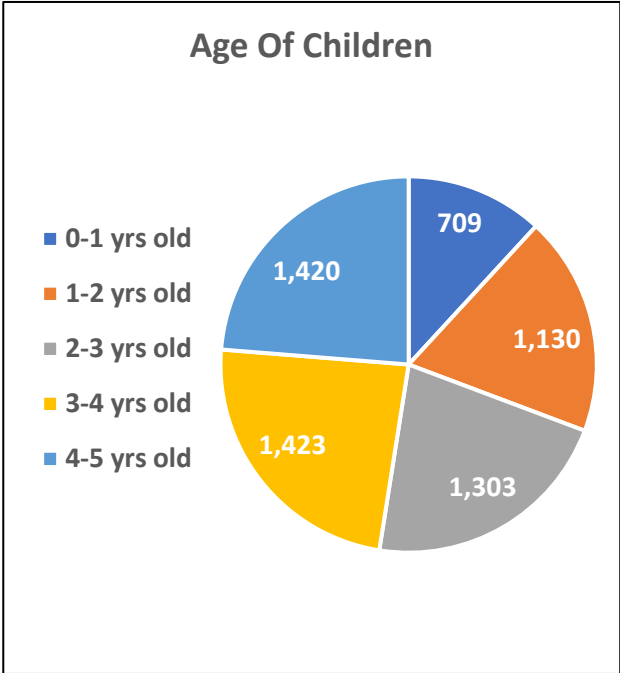
Total Enrolled

5,985



Total Graduated

7,807



Sources: Dolly Parton Imagination Library; 2021 American Community Survey 5-Year Estimates, Table DP05

Chief of Staff Report

Thad Hartman

December 14, 2023

Staffing

We have a number of staff changes coming within our management team in the next month. We were pleased to hire Joe Hobbs as our new Facilities Manager, who will start on December 26. Joe comes to the library from USD 450 with a wealth of experience in facility management and we are thrilled to have him join the library.

We recently completed final interviews for our open Program Coordinator position and should have a selection and announcement coming soon. This position is responsible for setting the vision for library programming and coordinating the implementation of programs and events. Once this position is filled, we will have a full complement of staff on our management team.

Unfortunately, that won't last long. Collections Director Paul Brennan has announced his retirement and his last day will be January 8, 2024. Paul has been with the library for over 31 years and has played a major role in numerous major library services and initiatives. This includes overseeing the implementation of the Automated Material Handling System and the conversion from barcodes to RFID, just to name a couple. However, one of Paul's greatest legacies is the impact he had on library staff. As the supervisor and manager in Circulation and later Collections Director, Paul was the person who originally hired a large number of staff and was the first supervisor many people had at the library. His mentorship and leadership was a major factor in numerous staff who went on to have long careers at the library or at other libraries all over the country. He has had a major impact on the library, and we are extremely thankful for everything he has done. He will be greatly missed.

2024 Projects

The Readers Lounge and Dock projects are both proceeding well and are currently on schedule. Even with some snow and rain a few weeks ago, the dock is still scheduled to be completed by the end of the year. Concrete is scheduled to be poured next week with the punch list and substantial completion date still looking good for the end of the month. Right now, the weather forecast looks favorable for concrete next week, and if that holds true, we'll be in good shape. If it rains or snows it will push back concrete a little, but we are nearing completion.

On Monday, December 18, LFI will be in town to move shelving out of the west wing, which will then clear the way for Kelley Construction to begin removing carpeting and renovating the space. They are scheduled to finish work in the west wing in early February. We will then move everything back into the west wing and move everything out of the east wing. They will then follow the same process in the east wing, with the project scheduled to be completed by May 2024. As Scarlett mentions in her report, all of this involved a lot of the moving of collections, and there are few large collection moves still to come. We are extremely thankful for all the hard work of the staff involved in this project and look forward to when the renovation is complete. I think people are really going to love it.

Department Highlights

Public Services

Debbie Stanton, Manager

Leadership Greater Topeka

I'm excited to announce our Youth Services Supervisor LeAnn Brungardt will be representing the library in the 2024 Leadership Greater Topeka class! LeAnn brings decades of library and community experience into her work with our youth-focused team and our library and I know she'll represent us well in the class. In other LGT news, I'll be stepping into the role of Chair of the Leadership Greater Topeka Advisory Committee for 2024. It's a very fun group of community leaders and I look forward to the opportunity to put our facilitation training to use in helping the committee focus all those great ideas into actionable steps.

Collaboration Spotlight

This month, we're celebrating our exceptional partnership with Shawnee County. Together, we're actively expanding library services beyond our physical walls, reaching more residents across the county.

Bringing Tech to the Community:

One prime example is our computer lab program in each community center. We equip these labs with updated technology and software, including time management tools, and ensure reliable operation through regular maintenance by our dedicated staff. During library open hours, on-call tech assistance is also available. We're looking forward to reintroducing library programming at community centers as well, collaborating with center managers to tailor offerings to each audience's interests.

Beyond Computer Labs, our collaboration extends to:

- **Book Lockers:** Oakland Community Center boasts a convenient Book Locker for easy holds pickup.
- **Bookmobile Stops:** We bring the library directly to residents through regular bookmobile stops at Shawnee North and Oakland Community Centers.
- **TSCPL@Work:** Shawnee County Courthouse employees enjoy direct access to library materials through our TSCPL@Work program.

As a countywide library, we deeply value our collaboration with Shawnee County. We're committed to working strategically and responsibly to sustain and grow our service offerings for all residents, ensuring everyone has access to the resources they need.

Public Services

Autumn Friedli, Supervisor – Readers Services

Winter Reading Challenge

Mark your calendars and get ready to cozy up with three good books in January because – IT'S WINTER

READING SEASON! The Winter Reading Challenge starts January 1st and runs through the 31st. Read three books, log them in Beanstack, and get a cute, little mug! Sign up start December 26th!!

Red Carpet Update

Red Carpet team doesn't take a break over the holidays! They are busy taking books, movies and other materials out to the delight of their patrons.

The Gerifit class is catching on. We have started having several people attending constantly. The Sheltered Living facility has been bringing several people along with staff for the workout. Since this is all based on what the individual can do, everyone is able to participate to their ability. Even people who regularly exercise are finding that the movements in this program work different muscles and that they are feeling stronger by participating in this program. Gerifit Classes take place on Wednesday mornings in the Learning Center from 10:30am to 11:30am.

Book Group in a Bag Team

The Book Group in a Bag team is working behind the scenes to get new kits into the hands of readers. As orders come in the team prepares discussion guides for each kit with information about the author and the book, along with questions to guide discussion. These new titles have just been added to KitKeeper for 2024 reservations, more kits will be added as their books arrive:

- Afterlife by Julia Alvarez
- The Lonely Hearts Book Club by Lucy Gilmore
- The Girl With the Louding Voice by Abi Dare
- This Tender Land by William Kent Krueger
- Pretending to Dance by Diane Chamberlain (donated by one of our local book groups)
- Firekeepers Daughter by Angelina Boulley
- Freewater by Amina Luqman-Dawson

Readers Team

Our community read thousands of books in 2023! At the end of each year we gather together lists of staff favorites, community favorites, and top checkouts to share. Readers look forward to seeing what others loved over the year and adding new discoveries to their to-be-read lists. Our staff sent in so many recommendations this year that we created one for fiction and one for nonfiction and poetry. Check out all of the best of the year lists in one place on our books blog:

<https://tscpl.org/books-movies-music/best-books-of-2023>

Public Services

Zan Popp, Supervisor – Information & Learning

Earlier this month, the library and the Alice C. Sabatini Gallery received exciting news: The Sabatini Gallery won the "People's Choice" category at this year's Arty Awards. The award ceremony was a wonderful night, and it felt rewarding to know that the hard work and effort we put into our exhibits is noticed. It's gratifying that the arts community of Topeka recognizes our dedication to furthering the arts in the city. A special thank you to the Gallery staff who attended the award ceremony—Brittany Keegan, Travis Garwood, and Laura Anderson. Also, heartfelt thanks to Marie and Diana for contributing to making the night special.



Alice C. Sabatini Gallery

We are delighted to share the news that the Sabatini Gallery's "DoPiKa: A Land Acknowledgment" exhibit successfully concluded on November 26. The exhibit garnered a positive response, and November closed with a series of engaging programs that drew substantial attendance. Over the period from September 8 to November 26, the exhibit welcomed a total of 6,055 visitors.

We extend our gratitude to the library's outreach efforts and the dedicated educators from USD 501, who played a crucial role in bringing several school groups to experience "DoPiKa." The teachers utilized the historical content within the exhibit to foster discussions among students, covering topics such as art depicting Indigenous identity and ongoing challenges faced by Indigenous communities.



Additionally, we're thrilled to announce that our new exhibit, "Light and Shadow," is set to open on December 15. Discover how light and the human eye work together to see the world, explore the many dynamics of light through hands-on activities, and examine how artists interpret light to communicate their unique perception of the world.

Community Navigators

In a noteworthy development, Community Connections Librarian Lissa Staley, after more than a decade of prior service on the Leadership Team of the Heartland Healthy Neighborhoods coalition, enthusiastically rejoined the group at its Annual Action Summit on December 8.

The local health coalition has rebranded as LiveWell Shawnee County (<https://www.livewellsnco.org/>) and invited Lissa to facilitate six topical workgroups focusing on Successes and 2024 Plan Development during the summit.



Lissa employed innovative groupwork techniques, including oversized fill-in-the-blank worksheets and colorful markers, to maintain focus and encourage collaboration among participants. The lively report-out session post-lunch fostered an interactive environment where participants expressed joy through applause and cheers for successes or conveyed concerns through sad and worried expressions, fostering a collective acknowledgment of progress and challenges ahead.



Notably, the library's facilitation role at such events is well-received by diverse community groups. Our facilitators help bring together intelligent minds to work more effectively on strategies and actions aimed at enhancing our community. As we collectively address and improve social determinants of health in Shawnee County, the library remains a consistent and valuable resource, ensuring that library services, resources, and spaces remain at the forefront of participants' minds.

Level 2 Tech Center

This team is hard at work helping patrons daily. Some days it's the small actions that provide heartfelt thanks. This lovely drawing was gifted to the Level 2 Tech team after they provided the patron with crayons and coloring sheets while their adults and siblings worked on the computers.



Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Changes

Melissa Meinhardt is our newest Outreach Storyteller. She brings with her close to 20 years of early childhood experience. She is familiar with Boomer as he visited her classrooms. Within a month, she will be sharing him with others.

Jacee Gleason was promoted from Teen Specialist to School Age Librarian. Her role will be focused on services we provide to this age group out in the community, especially through the TSCPL@School. Jacee has work history that includes school systems and parks and recreation.

Deanna Niles will be starting with us as a School Age Librarian on December 18. Her role will be focused on services and programming we provide this age group within the building. She likewise has experience in school systems as well as mental health.

Katie Simmons is transferring from a part time Outreach Storyteller to a full time Teen Specialist role on December 26. We are excited to have them in the new position as they have a background that includes secondary education. Also worth a shout out, Katie just completed their MLIS through the University of Alabama this month.

Librarian Updates

Early Childhood Learning Coordinator and Early Childhood Librarian

From Tuesday, November 14 through Saturday, November 18, we attended the annual conference for the National Association for the Education of Young Children (NAEYC) in Nashville, Tennessee. We were among several thousand early childhood educators and supporters. We were engaged in sessions throughout our stay with topics that included: executive function, resilience, DEI (diversity, equity, & inclusion), and banned books. There was also an expo that had a variety of vendors to visit with too. Our keynote presenter was DJ Pryor. He was both entertaining and inspiring. Check out this conversation with his youngest son that went viral, <https://www.youtube.com/watch?v=CejhQC9hUO8>.



Teen Librarian

Annual Teen Author Event: Lamar Giles

We welcomed popular author Lamar Giles to Topeka in November. He presented at Washburn Rural High School where I heard from several teens that he was their favorite author. Giles' presentation held the school library full of students' attention as he told them about his writing and publishing journey. Lamar took the time to talk to each student who wanted his time after the event. Many shared that they do not have the opportunity to have authors come to their school often and were so thankful for the time he spent making them all feel seen.

Part two of the event saw Lamar Giles presenting to a group of mostly adult attendees at our evening event here at the library. We heard from parents thanking him for his series highlighting Black protagonists and from Lamar about the books he needed growing up. He shared about his behind the scenes of work with DC comics to write the character *Static Shock* and, perhaps most importantly, we tried to get to the bottom of Lamar's most puzzling question: "Is cereal soup?"



YALSA Symposium

I had the opportunity to attend the Young Adult Library Services Association Symposium in St. Louis in November. Beyond the wonderful networking opportunities, I also attended several remarkable sessions. One had a resource to share. The Brooklyn Public Library has a program called "Books Unbanned" that supplies teens with access to e-cards. They provided me with a document with some of the stories from Kansas teens telling them why an e-card from a New York library would improve their lives. [Here is a link to those stories.](#)

Community Services

Patrick Berry, Community Services Supervisor

Adventuremobile

The Adventuremobile team had another fabulous month. They checked out over 3700 items in the month of November. Way to go team!

Parades and Events

The team, along with many festive volunteers, participated in the Miracle on Kansas Avenue parade on December 2nd. It was a great time for everyone! Estimates are 20,000 spectators, 217 floats, and roughly 2000 walking in the parade.



Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Reader's Lounge Renovation

It's hard to believe we're nearly at the end of the year. It's been a busy one especially with the exciting renovation work for the Reader's Lounge. We moved the new books collection to the Movies & Music Lounge at the end of November and completed final preparations for temporary shelving placements for this first phase of the project. For the next couple of months, collections will remain in their current locations and then it will be moving time once more when the west wing is ready. We couldn't achieve this scale of collection movement without a hard-working team of library staff. They arrive early in the morning and knock out these projects with amazing speed and efficiency. As we advance into the next year, we know we have a lot of work ahead of us but also the confidence to know we can get it done. That's a great position to be in with this project.

Retirement

After nearly 28 years of service, Collection Development Professional Jennifer Jones, is retiring on January 3. Jennifer began her career working in Bookmobile and moved over to Technical Services to become the adult fiction and large print selector when the library moved to a centralized selection model in 2002. For over 20 years, she's been connecting readers to great books and doing it with grace, kindness, and a keen eye to titles beyond the bestseller lists. Her Fiction Five selections in Library News are very popular with our readers. She goes out on Bookmobiles and assists with Red Carpet deliveries so that she can connect personally with readers, who also love connecting with her. She can be found most mornings, "fluffing the books," as she likes to say, which means rotating titles to catch the eye of readers. She is my most trusted source for personalized reading recommendations and is truly gifted in her ability to connect with readers. While we are going to miss her very much, we are so happy for her as she heads into her next adventure and wish her the very best. Thank you, Jennifer!

Collections

As we've nearly reached the end of 2023, I'd like to share information about the top circulating titles of newly published materials. Digital collections (ebooks and digital audiobooks) continue to experience strong circulation for adult collections. Digital audiobook checkouts have again been strong this year and have outpaced other collections with circulation growth for adult and juvenile/YA collections. These lists include adult fiction with more than 100 checkouts per title and adult nonfiction and juvenile/young adult titles with more than 30 checkouts. In the titles shared below, it is interesting to note similarities between print and digital and where the lists diverge. There is a slightly wider representation of authors with digital content as compared to print for adult collections. I believe these lists reflect the engagement our community of readers has with library collections and with our ability to meet their needs through excellent selection and collection management practices. I wish to thank every staff member, both those on my own team and those on other teams, who contribute to bringing physical and digital collections to our customers through hard work, personal book recommendations, and a continued commitment to building a thriving community of readers and learners.

Adult Print Non-Fiction 2023

(Includes New Books, Bestseller Express, and Large Print)

Top 10 Highest Circulating Print Books published this year

Spare by Prince Harry, Duke of Sussex

The Wager: A Tale of Shipwreck, Mutiny and Murder by David Grann

I'm Glad My Mom Died by Jennette McCurdy

The Light We Carry: Overcoming in Uncertain Times by Michelle Obama

Friends, Lovers, and the Big Terrible Thing: a Memoir by Matthew Perry

Walk the Blue Line by James Patterson

The Extraordinary Life of an Ordinary Man: A Memoir by Paul Newman

Dinners with Ruth: A Memoir on the Power of Friendships by Nina Totenberg

Go-to Dinners: Make Ahead, Freeze Ahead, Prep Ahead, Easy Assembled by Ina Garten

A Fever in the Heartland: The Ku Klux Klan's Plot to Take Over America, and the Woman Who Stopped Them by Timothy Egan

Adult eBook Non-Fiction 2023

(ebooks checked out through Overdrive + Libby)

Top 10 Highest Circulating eBooks published this year

Spare by Prince Harry, Duke of Sussex

The Light We Carry: Overcoming in Uncertain Times by Michelle Obama

The Wager: A Tale of Shipwreck, Mutiny and Murder by David Grann

Becoming Free Indeed: My Story of Disentangling from Fear by Jinger Vuolo

Counting the Cost by Jill Duggar

American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer by Kai Bird

All My Knotted-Up Life: A Memoir by Beth Moore

Fast Like a Girl: A Woman's Guide to Using the Healing Power of Fasting to Burn Fat, Boost Energy, and Balance Hormone by Dr. Mindy Pelz

The Woman in Me by Britney Spears

Master Slave Husband Wife: An Epic Journey from Slavery to Freedom by Ilyon Woo

Adult eAudiobook Non-Fiction 2023	(digital audiobooks checked out through Overdrive + Libby)
Top 10 Highest Circulating eAudio published this year	
<i>Spare</i> by Prince Harry, Duke of Sussex	
<i>The Light We Carry: Overcoming in Uncertain Times</i> by Michelle Obama	
<i>The Wager: A Tale of Shipwreck, Mutiny and Murder</i> by David Grann	
<i>Becoming Free Indeed: My Story of Disentangling from Fear</i> by Jinger Vuolo	
<i>Counting the Cost</i> by Jill Duggar	
<i>The Woman in Me</i> by Britney Spears	
<i>Have I Told You This Already?: Stories I Don't Want to Forget to Remember</i> by Lauren Graham	
<i>Pageboy: A Memoir</i> by Elliot Page	
<i>Surrender: 40 Songs, One Story</i> by Bono	
<i>Poverty, By America</i> by Matthew Desmond	

Juvenile and Young Adult Print Fiction 2023	(Includes New Books & Bestseller Express)
Top 10 Highest Circulating Print Books published this year	
(Juv) <i>All the Love on This Island (Disney Moana)</i> by Natalie Davis	
(Juv) <i>Mystery in the Rain Forest (Disney Encanto)</i> by Susana Illera Martínez	
(Juv) <i>Sox on a Mission</i> by Meredith Rusu	
(Juv) <i>Diper överlöde</i> by Jeff Kinney	
(Juv) <i>Marvel Spidey and his Amazing Friends</i> by Christos Gage	
(YA) <i>Long Live the Pumpkin Queen</i> by Shea Ernshaw	
(YA) <i>The Ballad of Never After</i> by Stephanie Garber	
(YA) <i>A Thousand Heartbeats</i> by Kiera Cass	
(YA) <i>Lightlark</i> by Alex Aster	
(YA) <i>Five Survive</i> by Holly Jackson	

Juvenile and Young Adult eBook Fiction 2023 (ebooks checked out through Overdrive + Libby)	
Top 10 Highest Circulating eBooks published this year	
(Juv)	<i>Twenty Thousand Fleas Under the Sea</i> by Dav Pilkey
(Juv)	<i>Moon Rising</i> by Tui T. Sutherland
(Juv)	<i>Stellarlune</i> by Shannon Messenger
(Juv)	<i>Mary Anne's Bad Luck Mystery: A Graphic Novel</i> by Ann M. Martin
(Juv)	<i>Collaborations: A Graphic Novel (Cat Kid Comic Club #4)</i> by Dav Pilkey
(YA)	<i>Divine Rivals: A Novel</i> by Rebecca Ross
(YA)	<i>The Do-Over</i> by Lynn Painter
(YA)	<i>Five Survive</i> by Holly Jackson
(YA)	<i>The Stolen Heir</i> by Holly Black
(YA)	<i>Charm</i> by Tracy Wolff

Juvenile & Young Adult eAudiobook Fiction 2023 (digital audiobooks checked out through Overdrive + Libby)	
Top 10 Highest Circulating eAudio published this year	
(Juv)	<i>The Sun and the Star: A Nico di Angelo Adventure</i> by Rick Riordan
(Juv)	<i>The Red Pyramid: The Kane Chronicles, Book One</i> by Rick Riordan
(Juv)	<i>Chalice of the Gods</i> by Rick Riordan
(Juv)	<i>The One and Only Ruby</i> by Katherine Applegate
(YA)	<i>The Brothers Hawthorne</i> by Sarah J. Maas
(YA)	<i>Foxglove</i> by Adalyn Grace
(YA)	<i>One of Us is Back</i> by Karen M. McManus
(YA)	<i>Shatter Me/Unravel Me/Ignite Me Book Set</i> by Teherah Mafi
(YA)	<i>Cherish Me</i> by Tracy Wolff
(YA)	<i>Where Secrets Lie</i> by Eva V. Gibson

Circulation Department

Angie Hardy-Foltz & Kelli Smith, Circulation Supervisors

New TSCPL@Work Location

Advisors Excel has added a second delivery location to their Gage campus that the library will be delivering to. Employees working in the new site can request library materials be delivered to them by selecting TSCPL at Work – Advisors Excel Gage B as their pickup location. Currently, the additional delivery site can be selected by customers using the library’s app. Bibliocommons is still in the process of adding it as an option, but it will be available soon so customers can choose it when placing holds through the online catalog.

Digital Services

David King, Digital Services Director

Nutanix RFP for January

Digital Services staff worked on an RFP for our Nutanix back-end in our data center. It's time to update the hardware for the system. Our Nutanix system runs most of the library – it houses over 40 virtual servers, our local storage, and much of our computing power. We are looking forward to upgrading that system in the first quarter of 2024!

Library Website Upgrade

The web team has been working diligently with Imagemakers on finalizing the website and getting it ready to launch. We are close! Our current plan is to launch the site at the end of January. The new website will work better on mobile devices, will have a much better search interface, and has an updated, modern visual design.

Top Web Pages for November 2023

1. Services Page: 2470 Pageviews
2. Library Catalog: 2059 Pageviews
3. Election & Voting Information Page: 1743 Pageviews
4. Great Gatsby Discussion Questions: 1718 Pageviews
5. Search: 1389 Pageviews
6. Work at the Library Page: 1191 Pageviews
7. Get a Library Card: 1004 Pageviews
8. My Account: 998 Pageviews
9. About Page: 992 Pageviews
10. Meeting Room Page: 862 Pageviews

Social Media Highlights for November 2023

Facebook

- Meet a library staffer – reached 12,635 people
- Meet a library staffer – reached 11,253 people
- This vinyl record was recently returned – reached 10,495 people

Instagram

- This vinyl record was recently returned – reached 683 people
- Meet a library staffer – reached 531 people
- Meet a library staffer – reached 415 people

Communications & Marketing Report

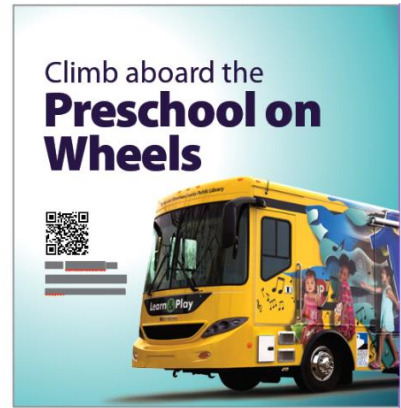
December 14, 2023

Communications & Marketing Team

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

Window dressing

Karen is wrapping up end-of-year projects by designing new banners for the soffits for the front and back of the library. The banners help our customers discover library services and resources as they walk into the building. Using the library's brand colors also energizes the building's brick façade.



Holiday card 2023



The library has a tradition of creating an annual holiday card that is unique to the library. Karen and Marie worked on the concept for the 2023 card which features the talented people who helped make our years successful.

Watch for your card in the mail.

2023 memories

Michael’s skill as a photographer is limitless as he is called upon to photograph or record all sorts of things at the library and beyond. This year he has created a [photo memory](#) video that looks back at the moments that made the library experience special this year.

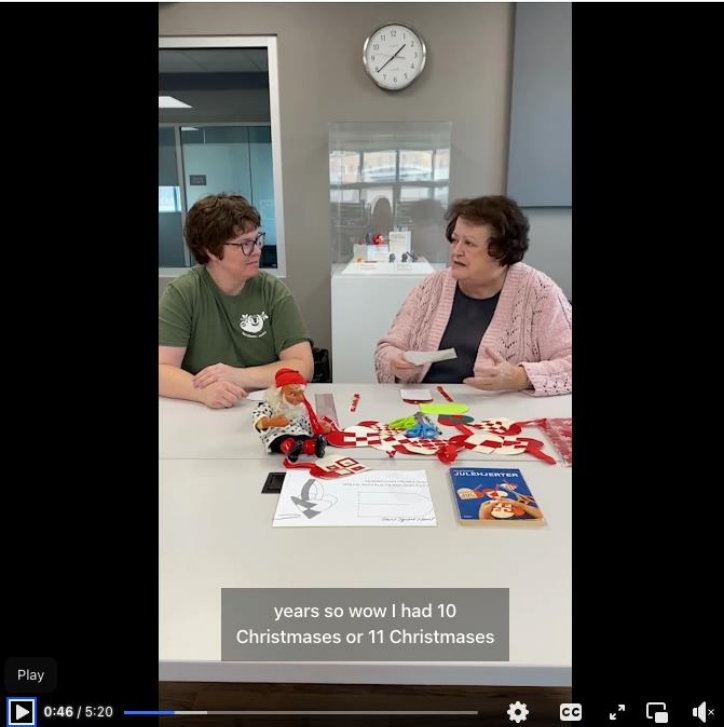
Stories

Jayna has only been with us for three weeks and she is already telling library stories. Ginger is providing great mentorship for her as she gets her “library legs” established.

Topeka & Shawnee County Public Library
Published by Jayna McFarland · 1d · 🌐

On December 13, people throughout the Scandinavian and Nordic countries observe St. Lucia Day. Librarians Kate Hughes (who spent many Christmases in Norway) and Carrie Cummings (who is from Norway, but not the one you are thinking of) show us how to make Julehjerter, a traditional Scandinavian holiday craft.

You can find the full instructions and templates on our website.
<https://tscpl.org/.../artsy-crafty-library-scandinavian.....> See more



years so wow I had 10
Christmases or 11 Christmases

Play
0:46 / 5:20



Resolution - Audit Committee Appointments

**BOARD OF TRUSTEES
December 21, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.

Hannah Uhlrig, Chair

Members to be named at board meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Thank you to The Library Foundation

BOARD OF TRUSTEES

December 21, 2023

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation President Kim Patton, the officers and members of the Board, Executive Director Ashley Charest, Development Professional Robin Moser and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Thank you to the Friends of the Topeka and Shawnee County Public Library

**BOARD OF TRUSTEES
December 21, 2023**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Christy Molzen, the members of the Board, Executive Janel DeLeye, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Memorandum of Understanding with Shawnee County Parks and Recreation Department, renewal

**BOARD OF TRUSTEES
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
December 21, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the updated Memorandum of Understanding with Shawnee County Parks and Recreation Department as presented.

Background information:

In 2012 the Topeka and Shawnee County Public Library and the Shawnee County Parks and Recreation Department signed a Memorandum of Understanding (MOU) establishing a partnership and agreement for an exchange of services and staff support with Shawnee County. This successful collaboration between the Library and the County allowed the County to continue providing public computers in the community centers that they were not staffed or equipped to maintain. The MOU provided the Library with the opportunity to extend its reach to some of the most underserved community members without investing in facilities. Shawnee County pays for one half of a computer technician to maintain the hardware and software.

This MOU renews the agreement for an additional year and updates the salary schedule for 2024.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding hereinafter referred to as the “Agreement,” is made on this ____ day of _____, 2023, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library;” and The Board of County Commissioners of the County of Shawnee, Kansas, a Kansas municipal corporation, hereinafter referred to as the “County”, together known as the “Parties”.

WHEREAS, the Library and the county entered into a Memorandum of Understanding on November 29, 2021 as Shawnee County Contract No. C446-2021 hereinafter referred to as the MOU; and

WHEREAS, the Library and the county seek to amend and extend the MOU as amended herein; and

NOW THEREFORE, in consideration of the premises and the mutual promises and agreements herein set forth, the Library and the County agree as follows:

1. ARTICLE I of the MOU shall be amended to read as follows:

ARTICLE I - Term

The Term of this Agreement shall be for the period beginning on January 1, 2024, and ending on December 31, 2024, provided however, the County shall have the right to renew this Agreement for an additional two (2) years following the expiration of the Term, provided that the County has substantially complied with all of the terms and conditions of this Agreement.”

2. “Exhibit A” attached heren, referencing the salary and benefits to be paid to the Library Technician is hereby updated reflecting the salary and benefit amounts through December 31, 2024. Specified payments shall be made on a monthly basis within thirty (30) days following delivery of an invoice from the Library. The County further acknowledges that the Library employee(s) providing technical support shall at all times be Library employees and report only to their respective Library supervisors regarding the means and methods of providing support under this Agreement.
3. All of the other provisions of the MOU shall remain as initially written and in full force and effect.

WHEREFORE, the parties hereto have executed this Agreement as of the day and year first above mentioned.

(Signature page follows)

**TOPEKA AND SHAWNEE COUNTY
PUBLIC LIBRARY**

Shawn Leisinger, Chair

**SHAWNEE COUNTY
PARKS + RECREATION**

Tim L. Laurent, Director

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

William D. Riphahn, Chair

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

**Topeka and Shawnee County Public Library
Community Center Technical Services Agreement with Shawnee County Parks and Recreation
Estimated Monthly Salary and Fringe Benefit Expenditures at 50% Share
Renewal - January 2024 - December 2025**

	All 2024	All 2025
Hourly Rate	\$ 20.43	\$ 21.45
Potential Performance Pay Raise	5.00%	5.00%
Revised Hourly Rate Eff. 06/01	\$ 21.45	\$ 22.52
Annual Gross Salary	\$ 42,739	\$ 44,873
Social Security/Medicare	\$ 3,270	\$ 3,433
Retirement - KPERS	\$ 4,385	\$ 5,053
Medical Insurance*	\$ 10,367	\$ 10,367
Employee Assistance Program	\$ 38	\$ 39
Unemployment Insurance	\$ 43	\$ 45
Workers Comp Insurance	\$ 64	\$ 67
Subtotal Benefits	\$ 18,103	\$ 18,937
Total Estimated Salary & Benefits	\$ 60,842	\$ 63,810
Total Billing Amount @ 50%	\$ 30,421	\$ 31,905
Maximum Amount per Pay Period	\$ 1,170	\$ 1,227
Maximum Monthly Billing - 2 Pay Date Months	\$ 2,340	\$ 2,454
Maximum Monthly Billing - 3 Pay Date Months	\$ 3,510	\$ 3,681
Percentage Increase		4.87%

* Currently assigned employee is enrolled in the high-deductible health plan with health savings accounts for which the Library contributes.



CONNECTION

The Library will help facilitate meaningful connections within the community and between individuals.

SPACE

The Library will provide welcome and inclusive spaces in which people have easy access to learning, connections, and joy.

LEARNING

The Library will ensure equitable access to educational resources and experiences.

JOY

The Library will support and offer opportunities to experience entertainment, culture, and joy.

PEOPLE

The Library will be the employer of choice in which staff and volunteers feel confident, trusted, fulfilled, and appreciated in their work.

DIGITAL EQUITY

The library will help equip individuals with the technology skills and access to resources needed to function in a modern society



TRAINING

STRATEGIC INITIATIVES

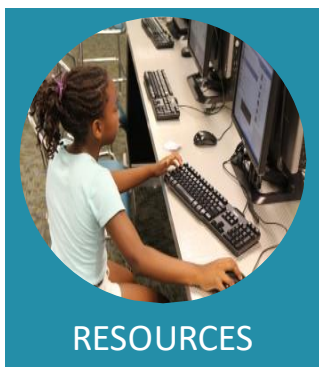
Increase digital skills in the community.

ACTIONS

- Expand digital skills training classes (2024)
- Start a digital skills training On the Road program (2025)

KEY PERFORMANCE INDICATORS

- # of digital skills training classes offered
- Customer reports in survey they have improved their digital skills.



RESOURCES

STRATEGIC INITIATIVES

Increase access to digital tools and equipment.

ACTIONS

- Expand device loan program (2025)
- Expand Get Digital Partnership (2025-2026)

KEY PERFORMANCE INDICATORS

- # devices available for checkout
- Customer report on survey they have used the digital loan program to increase their access.



INNOVATION

STRATEGIC INITIATIVES

Increase opportunities for community members to stay on top of emerging technology trends.

ACTIONS

- Visit area innovation centers to strengthen local best practices and offerings (2024)
- Offer next-level emerging tech classes (2024-2025)

KEY PERFORMANCE INDICATORS

- # of emerging tech classes offered at various skill levels

SOCIALIZATION & COMMUNITY CONNECTIONS

The library will help cultivate and strengthen community connections and resources for all of Topeka and Shawnee County



PROGRAMS

STRATEGIC INITIATIVES

Prioritize programming and events that build community and offer opportunities to engage with others

ACTIONS

- Update program review process to support social events for the public (2024)
- Expand civic engagement events and resources (2025)

KEY PERFORMANCE INDICATORS

- # attendees who report having made a social connection at a library program
- # attendees of events have increased by 10%



RESOURCES

STRATEGIC INITIATIVES

Expand access to community resources, especially those that build connections and support mental health.

ACTIONS

- Expand the number of organizations that offer Community Office Hours at the library (2025)
- Expand use of health information and referral program among staff and the public (2024-2025)

KEY PERFORMANCE INDICATORS

- # office hours provided by local organizations at the library
- # referrals generated by the library through WellSky program



COMMUNITY

STRATEGIC INITIATIVES

Expand opportunities for customers to engage in services, collections and events that reflect our diverse community.

ACTIONS

- Explore opportunities for emerging communities to feel connected with the library (2025)
- Expand marketing of Spanish language collections to community (2024)

KEY PERFORMANCE INDICATORS

- # of new community members have registered for library cards and are actively using the library.
- Increase in circulation and engagement with Spanish language resources

ACCESS

The Library will explore new models throughout the community to help create easy access to library resources and continue to review improvements for the main library.



EXPAND

STRATEGIC INITIATIVES

Develop plan to expand the Library's physical presence in the county, with a focus on the feasibility of satellites, kiosks, and other service options.

ACTIONS

- Expand Remote lockers to at least two more areas of the community. (2025)
- Satellite/Colocation of library services (2025-2029)

KEY PERFORMANCE INDICATORS

- Progress has been made on two remote locker locations and the funding source (2025)
- Plan has been developed and progress made on satellites, kiosks, and other service options by Q4 2024.



OUTREACH

STRATEGIC INITIATIVES

Develop and implement long-range plan for the future of vehicle-based services and TSCPL@ School

ACTIONS

- Evaluate current Mobile Delivery Plan (2024)
- Review all outreach services to school to determine optimal service model including @School and the Adventuremobile. (2025)
- Organization structure of mobile services. (2025)

KEY PERFORMANCE INDICATORS

- Customer survey of bookmobile users



FACILITIES

STRATEGIC INITIATIVES

Update the Facilities Master Plan to include deferred maintenance projects and next phase improvements to library facilities.

ACTIONS

- Review all library spaces and systems to develop next phase of the comprehensive Facilities Plan. (2025-2027)

KEY PERFORMANCE INDICATORS

- Individual Facilities Plan projects are reviewed and if implemented are on time and within budget.

DIGITAL LIBRARY

The Library will support our Digital Library customers with an exceptional and seamless experience



STRATEGIC

STRATEGIC INITIATIVES

Develop a strategic work plan focused on improving the customer experience for the digital library.

ACTIONS

- Improve the customer experience at major touchpoints;
- Provide easy to use services across platforms. (2025)

KEY PERFORMANCE INDICATORS

- Progress benchmarks for the plans are on schedule and focused on improving the customer experience.



DIGITAL CUSTOMERS

STRATEGIC INITIATIVES

Provide a positive and dynamic experience with digital library resources.

ACTIONS

- Market and promote library digital resources to the community in a fun way (2024)
- Provide an inclusive search solution that makes database searching easy (2025)
- Develop a customer feedback tool (2025)

KEY PERFORMANCE INDICATORS

- Database and learning product usage increases by 25%
- # of customers who use the library indicate they would refer a friend to the digital resources



DIGITAL PLATFORMS

STRATEGIC INITIATIVES

Improve customer experience with the complement of digital platforms (library app, digital content apps, electronic resources).

ACTIONS

- Perform usability testing on the new website and on the library app, and make improvements (2024)
- Complete Platform Analysis Project (2025)

KEY PERFORMANCE INDICATORS

- Customer would recommend the library website, the digital content applications and the electronic resources to a friend-surveys

READERS & READING

The library will grow and support an engaged community of readers



LITERACY

STRATEGIC INITIATIVES

Expand programs and services that build readers and a love of reading in the community.

ACTIONS

- Introduce community story times beyond daycares and preschools (2025)
- Create Juvenile Detention Center (JDC) program to support young readers (2024)
- Reading Challenge Project

KEY PERFORMANCE INDICATORS

- # attendees at story time programs
- % of readers at JDC grows and indicate they like the books available
- # of people participate in the Reading Challenges grow and indicate they are reading more.



CONVERSATIONS

STRATEGIC INITIATIVES

Explore new services that foster reading and conversation.

ACTIONS

- Implement book talks and readers conversations in the newly renovated Readers Lounge (2024)
- Reprioritize book club offerings to focus on role as catalyst and hub for book discussion groups (2026)

KEY PERFORMANCE INDICATORS

- # new book clubs started
- # of people who attend a book talk in the new Reader's Lounge



COLLECTIONS

STRATEGIC INITIATIVES

Curate collections that reflect the interests of our diverse community.

ACTIONS

- Research feasibility of introducing community advisory groups for curating specialized collections, including those of identified emerging communities. (2024)

KEY PERFORMANCE INDICATORS

- Circulation #s for specialized collections
- # of searches for items in new curated collections increases

PLAY & EXPERIENTIAL LEARNING

The Library will cultivate play and experiential learning activities in library spaces for all age groups.



YOUTH

STRATEGIC INITIATIVES

Cultivate play-based learning activities in library spaces and through outreach focused on family engagement.

ACTIONS

- Ensure that the updated Kids Library design is infused with play-based learning opportunities (2024-2025)
- Expand hands-on STEM programming for school age children (2025)

KEY PERFORMANCE INDICATORS

- # families visiting and playing in the Kids Library grows
- # of school age children attendance increases by 10% in STEM programming.



YOUNG ADULT

STRATEGIC INITIATIVES

Expand opportunities for engaging hands-on activities for young adults.

ACTIONS

- Ensure that the updated Teen Space is infused with experiential learning opportunities (2024-2025)
- Establish relationships with local teen focus groups (2024)

KEY PERFORMANCE INDICATORS

- Teens report that they enjoyed the experiential learning opportunities in after program surveys
- # of collaborations with local teen focus groups has increased.



ADULT

STRATEGIC INITIATIVES

Infuse fun into learning for adults.

ACTIONS

- Prioritize tactile experiences in gallery exhibitions that appeal to adult visitors (2025)
- Expand experiential program offerings for adults (2025)

KEY PERFORMANCE INDICATORS

- # tactile experiences offered during non-summer exhibitions

DISCOVER & GROW PASSIONS

The library will support and provide opportunities to experience entertainment, culture, and personal growth.



DISCOVER

STRATEGIC INITIATIVES

Prioritize programs and services that offer unique experiences for all interests, learning styles, and age groups.

ACTIONS

- Update program review process to support unique offerings that can't be found elsewhere (2024)
- Develop a program/service focus for young adults beyond 18 years old. (2024)

KEY PERFORMANCE INDICATORS

- # of people who attend unique library offerings increases
- Customers report they appreciate events and classes that connect with their interests increases.
- # of young adults participating in experience geared to their interests increases.



ART

STRATEGIC INITIATIVES

Expand offerings that nurture the next generation of artists and art lovers in the community.

ACTIONS

- Expand the variety of art creation activities offered to adults as class and workshops. (2025)
- Share vision for traveling and community-based exhibits. (2025-2026)
- Develop next phases for Artist in Residence and Curate This program. (2026)

KEY PERFORMANCE INDICATORS

- # of adults attending art creation activities increases by 10%
- # of visitors for traveling and community-based exhibits increases by 10%
- Visitors indicate they would recommend the art exhibits to a friend in library surveys.



CREATION

STRATEGIC INITIATIVES

Offer programs, resources and spaces to support and showcase local creators and hobbyists.

ACTIONS

- Host skill sharing workshops and groups covering a variety of creative disciplines. (2025)
- Research the feasibility of starting a local creators showcase. (2025)

KEY PERFORMANCE INDICATORS

- Creative professionals participate in workshops at a higher pace than previously.

CELEBRATE LOCAL STORIES

The Library will amplify the voices of Topeka and Shawnee County through programming, events and resources to honor our culture, heritage and history.



DIVERSITY

STRATEGIC INITIATIVES

Offer opportunities for the community to find their story and experience at the library.

ACTIONS

- Expand library presence at community events focused on culture (2024)
- Expand collaborations with community groups. (2024)

KEY PERFORMANCE INDICATORS

- # of outreach events attended by the library has increased



GENEALOGY

STRATEGIC INITIATIVES

Expand collaborate with community partners to be the best, first and most accessible choice for genealogy research.

ACTIONS

- Reprioritize genealogy services and collections to serve as a local Genealogy Hub (2025)
- Build a dynamic Genealogy & Local History webpage (2024)

KEY PERFORMANCE INDICATORS

- Usage of online genealogy resources will increase by 20%



HISTORY

STRATEGIC INITIATIVES

Expand resources and events that celebrate the rich history of Topeka and Shawnee County.

ACTIONS

- Prioritize digitization projects that celebrate our rich history (2025)
- Build a Digital Memory Lab in the Level 2 Tech Center (2024-2025))
- Expand number of Local History Programs that highlight diverse history (2025-2026)

KEY PERFORMANCE INDICATORS

- # of people using the digitized local history increases.
- # of people recording their personal stories using the Digital Memory.

TRAINING

Staff and volunteers will have the skills and knowledge to feel confident and empowered to perform their duties and responsibilities effectively.



PROCESSES

STRATEGIC INITIATIVES

Develop processes and documentation for customer service best practices for all service points.

ACTIONS

- Organize staff intranet to prioritize coordinated workflows and documentation (2024)

KEY PERFORMANCE INDICATORS

- Staff report they are finding the information and resources they need for each service point/area.



FOCUS

STRATEGIC INITIATIVES

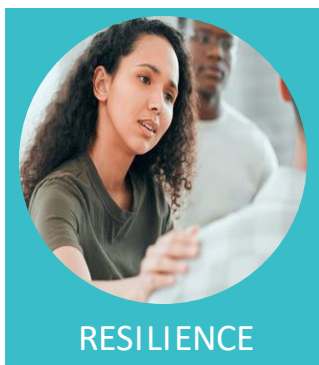
Incorporate with staff development a focus on principles of inclusion and belonging.

ACTIONS

- Respond to staff feedback on training needs and focus (2025)

KEY PERFORMANCE INDICATORS

- # of staff who participate in training opportunities increases
- Staff indicate they feel more confident in their role based on the training classes



RESILIENCE

STRATEGIC INITIATIVES

Expand training focused on social-emotional learning for staff.

ACTIONS

- Provide training on de-escalation and trauma-informed practices (2024)

KEY PERFORMANCE INDICATORS

- # of staff attending trainings has increased
- Staff report feeling more confident in helping customers who may be more challenging.

RECRUITMENT & RETENTION

The Library will be the employer of choice in which staff and volunteers feel confident, trusted, fulfilled, and appreciated in their work.



STUDY

STRATEGIC INITIATIVES

Review marketplace to ensure equitable compensation.

ACTIONS

- Engage in a compensation study (2024)
- Budget Review

KEY PERFORMANCE INDICATORS

- Compensation study stays on schedule



CAREER PATH

STRATEGIC INITIATIVES

Investigate potential career paths and plan.

ACTIONS

- Research feasibility of expanded career path for individual classification levels (2025)
- Research feasibility of skills-based pay differentials, (2026)
- Research education and/or training opportunities i.e. certifications (2024-2025)

KEY PERFORMANCE INDICATORS

- # of staff indicate there is a career pathway for their job grows.
- # of staff consider certification opportunities



STRUCTURE

STRATEGIC INITIATIVES

Evaluate the organizational structure.

ACTIONS

- Organizational chart analysis (2024-2025)

KEY PERFORMANCE INDICATORS

- Progress is made to develop a structure that optimizes service focus and reporting structure

2023													2022	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
Net Promoter Score (NPS)															
Monthly NPS	84.3	86	78.9	88.4	84.1	89.7	86.7	83.2	92.5	87	92.7		87.4	91.9	-4.9%
Monthly # of Responses	51	57	57	43	44	29	31	133	149	92	125		811	770	5.3%
Current NPS	86.3	86.3	86.2	86.2	86.2	86.2	86.2	86.1	86.4	86.4	86.6		86.6	86.3	0.3%
GATE COUNT	36,300	34,452	40,310	37,110	36,461	41,846	39,304	40,588	36,467	40,441	35,896		419,175	321,334	30.4%
CIRCULATION*															
Main Library															
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509	1,577	1,369	1,505	1,429	1,300	1,235		16,647	32,036	-48.0%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900	40,280	44,889	42,334	39,103	38,315	34,385		438,808	396,805	10.6%
Interlibrary Loan	1,209	939	1,350	1,056	1,227	1,270	1,272	1,280	1,149	1,150	1,067		12,969	13,036	-0.5%
Self-Check	45,595	40,053	44,909	25,083	45,147	52,507	51,944	48,767	42,050	41,651	39,124		476,830	505,677	-5.7%
Bookmobile															
TSCPL@Home	6,631	5,790	7,039	6,796	5,421	7,751	7,416	5,324	5,604	7,692	8,226		73,690	62,734	17.5%
Red Carpet	3,388	3,207	3,500	2,927	3,384	3,406	3,434	3,453	3,139	3,420	3,389		36,647	34,238	7.0%
Red Carpet	4,994	4,576	5,089	4,616	5,101	4,599	4,656	5,107	4,452	5,045	4,715		52,950	56,566	-6.4%
Digital Downloads	55,686	49,990	52,903	50,870	55,393	54,498	57,509	56,941	53,696	54,433	53,598		595,517	559,600	6.4%
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635	1,604	1,503	1,433	1,354	1,358	1,536	1,314		16,256	15,352	5.9%
TOTAL CIRCULATION	155,149	140,880	158,446	148,200	156,686	167,391	173,922	166,065	151,980	154,542	147,053		1,720,314	1,676,044	2.6%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	60,769	53,727	64,525	56,151	60,094	69,508	67,996	63,513	55,305	57,519	55,281		664,388	660,643	0.6%
CIRCULATION DETAILS															
Print Material	65,568	60,201	72,556	63,755	65,511	75,574	77,842	70,794	63,240	63,923	58,763	-	737,727	734,503	0.4%
Audio/Visual Material	26,904	24,517	30,057	26,885	29,089	30,468	31,620	32,048	28,679	28,759	27,125	-	316,151	321,734	-1.7%
Adult Materials	52,264	47,370	56,738	50,065	51,955	53,930	56,024	55,997	50,571	50,491	46,570	-	571,975	591,301	-3.3%
Children's Materials	30,779	28,685	35,569	31,477	33,110	41,438	42,931	36,423	32,354	32,912	30,574	-	376,252	363,939	3.4%
Young Adult Materials	2,851	2,561	3,290	3,065	3,295	3,940	3,679	3,533	2,798	2,855	2,865	-	34,732	32,480	6.9%
Red Carpet Materials	6,543	6,078	6,993	6,013	6,217	6,663	6,736	6,814	6,134	6,355	5,818	-	70,364	68,171	3.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	752	543	693	593	593	718	749	699	704	569	589		7,202	5,467	31.7%
Children (ages 17 and under)	165	126	200	168	190	303	189	162	214	116	117		1,950	1,600	21.9%
Red Carpet Outreach	11	13	17	27	6	7	8	11	10	11	13		134	85	57.6%
NEKL	48	33	53	35	56	61	51	32	42	42	35		488	899	-45.7%
Non-Resident	2	1	0	0	1	1	0	3	0	1	0		9	11	-18.2%
Total New Registrations	978	716	963	823	846	1,090	997	907	970	739	754		9,783	8,062	21.3%
PATRONS DELETED	135	83	1,081	453	351	199	193	1,326	115	287	346		4,569	4,540	0.6%
Cardholders															
Topeka / Shawnee County															
Adults	60,506	60,963	60,832	61,101	61,571	62,263	62,649	63,297	64,045	64,319	64,986		64,986	59,695	8.9%
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061	15,248	15,244	15,238	15,381	15,405	15,454		15,454	14,809	4.4%
TSCPL @ School	27,796	27,850	27,847	27,858	27,857	27,851	27,851	28,644	28,644	33,131	28,785		28,785	27,781	3.6%
Red Carpet Outreach	1,259	1,277	1,282	1,312	1,323	1,319	1,326	1,347	1,362	1,375	1,378		1,378	1,252	10.1%
NEKL	8,615	8,752	8,596	8,733	8,851	8,915	9,327	9,507	9,527	9,499	9,495		9,495	8,563	10.9%
Non-Resident	102	105	108	108	108	109	106	108	108	104	104		104	100	4.0%
Delinquent	92	93	89	93	94	104	103	100	96	105	109		109	97	12.4%
TOTAL CARDHOLDERS	113,214	113,921	113,637	114,184	114,865	115,809	116,606	118,241	119,163	123,938	120,311		120,311	112,297	7.1%

Active Cardholders (Savannah)														
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043	52,184	52,738	52,981	53,218	53,429	53,326	53,326	47,782	11.6%
Student Cardholders	5,151	5,225	5,196	4,793	4,621	4,582	4,577	4,497	4,419	7,617	8,005	8,005	5,053	58.4%
TOTAL ACTIVE CARDHOLDERS	53,997	54,502	55,020	55,397	55,664	56,766	57,315	57,478	57,637	61,046	61,331	61,331	52,835	16.1%

	2023												2022 YTD	Change 22 TO 23%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
Unique Borrowers													24,483	23,386	4.7%
Physical	7,918	7,378	6,244	7,353	7,008	8,550	8,145	7,710	7,560	8,095	7,188		24,483	23,386	4.7%
Digital	9,362	9,081	8,681	9,115	9,141	9,464	9,636	9,687	9,897	9,448	9,379		18,654	17,671	5.6%
Both	1,442	1,337	1,142	1,345	1,296	1,630	1,579	1,528	1,481	1,308	1,139		6,476	6,112	6.0%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	15,123	14,853	16,384	16,202	15,869	15,976	16,235	15,428	-	36,661	34,945	4.9%
Holds Satisfied	15,683	13,273	15,285	12,642	14,713	14,587	14,297	15,383	13,649	13,825	13,460		156,797	161,220	-2.7%
TOTAL CHECK-IN	58,606	54,105	62,308	58,055	60,058	63,325	69,204	66,776	56,220	57,782	56,518		662,957	656,142	1.0%
COLLECTION													33,758	37,118	-9.1%
Materials Added	2,954	3,009	3,458	3,008	3,720	2,798	2,486	3,691	2,737	2,963	2,934		33,758	37,118	-9.1%
Materials Discarded	3,426	3,253	3,919	2,734	3,716	3,967	3,750	2,469	4,786	3,219	3,766		39,005	49,655	-21.4%
TOTAL COLLECTION	354,141	353,897	353,436	353,710	353,714	352,545	351,281	352,503	350,454	350,198	349,366	349,366	349,366	354,613	-1.5%
WEBSITE													391,797	410,965	-4.7%
tscpl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877	34,855	33,813	31,340	31,225	30,767	28,239		391,797	410,965	-4.7%
tscpl.org Total Visits	66,457	56,800	64,097	60,709	61,464	57,484	57,553	52,324	49,158	49,825	45,239		621,110	629,745	-1.4%
catalog.tscpl Unique Visitors	19,102	26,553	18,220	16,256	15,664	17,514	17,156	19,687	20,343	19,584	18,440		208,519	197,241	5.7%
catalog.tscpl Total Visits	43,041	46,248	41,322	36,448	36,027	39,532	43,180	50,259	52,590	52,577	49,413		490,637	432,138	13.5%
COMPUTER USE													0	1.41	-100.0%
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	8,388	7,651	8,556	7,019		90,043	80,078	12.4%
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	0:55:20	0:57:26	0:55:07	1:03:13		0:55:59	0:51:23	8.9%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345	8,144	8,382	7,738	7,326	7,860	7,397		84,004	68,572	22.5%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555	36,389	37,949	33,639	34,752	29,448	25,609		354,963	299,197	18.6%
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	0:14:00	0:13:00	0:13:00	0:13:00		0:13:29	0:13:18	1.4%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629	8,108	8,005	7,900	7,966	6,549	5,703		79,800	66,328	20.3%
TOTAL HOURS	13,960	14,065	15,529	15,198	13,974	16,252	16,387	15,638	15,292	14,409	13,100	-	163,804	134,900	21.4%
NOTARY SERVICE	137	136	128	104	126	150	148	242	115	108	123		1,517	1,414	7.3%
REFERENCE QUESTIONS													179,340	116,975	53.3%
Public Services	15,302	13,974	17,391	15,014	16,036	17,973	18,401	17,682	15,653	17,269	14,645	-	179,340	116,975	53.3%
Media	2,011	1,685	2,324	1,668	1,895	1,928	1,857	1,871	1,395	1,772	1,629		20,035	38,440	-47.9%
Call Center	4,656	4,310	5,149	3,842	4,337	3,986	4,074	4,150	3,292	3,890	3,669		45,355	45,589	-0.5%
Stacks/Team RM (New and Novel)	1,506	1,532	1,658	1,381	1,789	2,097	2,127	2,095	1,831	2,394	1,729		20,139	7,827	157.3%
Topeka Room	559	613	789	532	527	710	676	808	610	668	531		7,023	3,955	77.6%
Gallery	232	132	266	281	196	389	252	146	190	349	265		2,698	2,409	12.0%
L2TC	5,813	5,350	6,674	6,896	6,929	8,407	9,009	8,150	7,994	7,788	6,450		79,460	14,514	447.5%
LibAnswers	525	352	531	414	363	456	406	462	341	408	372		4,630	4,241	9.2%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461	5,022	7,727	5,676	4,373	3,304	4,727	3,415		52,654	34,806	51.3%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	19,475	21,058	25,700	24,077	22,055	18,957	21,996	18,060	0	231,994	151,781	52.8%

	2023												2023 YTD	2022 YTD	% Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
MEETING ROOMS																	
Meeting Room Bookings	388	406	532	470	508	460	419	401	439	546	456		5,025	4,382	14.7%		
Team Room Bookings	815	776	876	723	805	678	784	802	766	826	791		8,642	9,270	-6.8%		
L2TC Bookings	663	697	823	677	684	680	580	579	669	714	684		7,450	1,270	486.6%		
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915	4,357	4,162	4,116	4,307	5,073	4,544		50,176	35,006	43.3%		
TOTAL ATTENDANCE	5,041	5,445	6,848	5,741	6,932	4,387	3,915	5,690	4,974	5,491	5,675		60,139	43,294	38.9%		
LEARN & PLAY BUS VISITS	134	139	120	136	195	146	94	75	107	115	50		1,311	1,095	19.7%		
PROGRAM ATTENDANCE																	
Adult - General	1,105	876	1,279	2,012	1,701	2,428	1,666	1,156	2,378	1,766	1,520		17,887	16,059	11.4%		
Kids - Early Learners	480	531	486	669	554	549	456	501	2,376	470	1,868		8,940	7,478	19.6%		
Kids - Elementary	432	340	287	143	279	2,107	1,288	13	704	426	738		6,757	7,728	-12.6%		
Teens	275	267	80	100	79	95	282	21	78	66	79		1,422	5,666	-74.9%		
Unknown	711	412	1,203	2,588	180	3,955	8,924	1,599	3,872	803	1,866		26,113	2,035	1183.2%		
Outreach	4,073	2,586	2,465	2,496	2,251	2,131	645	26	2,870	3,608	2,764		25,915	5,227	395.8%		
TOTAL ATTENDANCE	7,076	5,012	5,800	8,008	5,044	11,265	13,261	3,316	12,278	7,139	8,835	-	87,034	44,193	96.9%		
GALLERY ATTENDANCE	2,413	1,543	2,678	1,564	1,311	6,567	5,215	2,144	1,843	2,650	1,562		29,490	23,597	25.0%		
DOLLY PARTON ENROLLMENT	5,807	5,824	5,837	5,790	5,761	5,741	5,927	5,992	6,002	6,043	5,985		5,985	5,778	3.6%		

2023														2022		% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
CIRCULATION DETAILS																
Print Material																
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	12,409	12,317	11,340		141,076	144,217	-2.2%	
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654	14,829	15,664	15,160	13,890	13,834	11,926		161,494	173,334	-6.8%	
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	21,159	21,279	20,230		250,548	244,172	2.6%	
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	6,115	6,574	5,820		70,079	63,110	11.0%	
Magazines	803	796	1,139	966	846	934	1,050	846	751	724	780		9,635	9,228	4.4%	
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	6,033	6,247	5,753		69,352	67,167	3.3%	
RC Realia	93	68	82	87	74	103	118	113	101	108	65		1,012	1,004	0.8%	
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	2,782	2,840	2,849		34,531	32,271	7.0%	
PRINT CIRCULATION	65,568	60,201	72,556	63,755	65,511	75,574	77,842	70,794	63,240	63,923	58,763	-	737,727	734,503	0.4%	
Audio / Visual Material																
MiFi Hotspots	35	24	23	20	23	71	92	75	62	69	61		555	346	60.4%	
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	1,501	1,455	1,385		17,371	20,863	-16.7%	
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	2,185	2,333	2,230		23,144	23,761	-2.6%	
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	19,835	19,828	18,909		219,255	219,898	-0.3%	
Juvenile Audiobooks	272	230	305	252	323	356	382	304	266	267	210		3,167	3,351	-5.5%	
Juvenile Music	221	177	215	191	215	276	291	218	208	192	170		2,374	2,430	-2.3%	
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	4,606	4,600	4,144		50,084	50,876	-1.6%	
YA A/V	17	9	13	16	17	30	22	30	16	15	16		201	209	-3.8%	
A/V CIRCULATION	26,904	24,517	30,057	26,885	29,089	30,468	31,620	32,048	28,679	28,759	27,125	-	315,596	321,388	-1.8%	
Adult Material																
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	12,409	12,317	11,340	-	141,076	144,217	-2.2%	
Magazines	803	796	1,139	966	846	934	1,050	846	751	724	780	-	9,635	9,228	4.4%	
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	1,501	1,455	1,385	-	17,371	20,863	-16.7%	
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	2,185	2,333	2,230	-	23,144	23,761	-2.6%	
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	19,835	19,828	18,909	-	219,255	219,898	-0.3%	
ADULT CIRCULATION	52,264	47,370	56,738	50,065	51,955	53,930	56,024	55,997	50,571	50,491	46,570	-	571,975	591,301	-3.3%	
Juvenile Material																
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	21,159	21,279	20,230	-	250,548	244,172	2.6%	
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	6,115	6,574	5,820	-	70,079	63,110	11.0%	
Juvenile Audiobooks	272	230	305	252	323	356	382	304	266	267	210	-	3,167	3,351	-5.5%	
Juvenile Music	221	177	215	191	215	276	291	218	208	192	170	-	2,374	2,430	-2.3%	
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	4,606	4,600	4,144	-	50,084	50,876	-1.6%	
JUVENILE CIRCULATION	30,779	28,685	35,569	31,477	33,110	41,438	42,931	36,423	32,354	32,912	30,574	-	376,252	363,939	3.4%	
Red Carpet Material																
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	6,033	6,247	5,753	-	69,352	67,167	3.3%	
RC Realia	93	68	82	87	74	103	118	113	101	108	65	-	1,012	1,004	0.8%	
RED CARPET CIRCULATION	6,543	6,078	6,993	6,013	6,217	6,663	6,736	6,814	6,134	6,355	5,818	-	70,364	68,171	3.2%	
Young Adult Material																
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	2,782	2,840	2,849	-	34,531	32,271	7.0%	
YA A/V	17	9	13	16	17	30	22	30	16	15	16	-	201	209	-3.8%	
YOUNG ADULT CIRCULATION	2,851	2,561	3,290	3,065	3,295	3,940	3,679	3,533	2,798	2,855	2,865	-	34,732	32,480	6.9%	
Digital Downloads																
Overdrive	37,886	33,441	36,136	34,909	37,303	37,770	39,887	38,562	38,067	38,444	37,010		409,415	387,194	5.7%	
Hoopla	16,568	15,614	15,865	15,130	16,965	15,904	16,806	17,569	14,834	15,077	15,729		176,061	159,691	10.3%	
Flipster	1,232	935	902	831	1,125	824	816	810	795	912	859		10,041	12,715	-21.0%	
DIGITAL DOWNLOADS	55,686	49,990	52,903	50,870	55,393	54,498	57,509	56,941	53,696	54,433	53,598	-	595,517	559,600	6.4%	
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447	17,716	19,154	18,331	17,659	17,498	16,843		193,757	191,238	1.3%	
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675	3,455	3,567	3,575	3,463	3,507	3,491		39,526	38,973	1.4%	
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239	21,944	23,034	23,199	21,769	22,364	22,103		239,507	206,422	16.0%	
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608	1,546	1,652	1,642	1,652	1,565	1,595		17,661	17,369	1.7%	
Juvenile ebook Nonfiction	296	239	269	245	260	223	212	198	237	235	249		2,663	2,709	-1.7%	
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293	2,178	2,278	2,197	2,100	2,192	2,138		23,768	20,978	13.3%	
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286	1,461	1,419	1,467	1,417	1,416	1,364		14,600	14,142	3.2%	
Young Adult ebook Nonfiction	28	31	30	18	34	29	28	29	33	42	34		336	290	15.9%	

Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659	1,744	1,899	1,835	1,711	1,858	1,635		17,905	13,569	32.0%
DIGITAL CIRCULATION DETAILS	51,697	45,542	48,853	46,948	50,501	50,296	53,243	52,473	50,041	50,677	49,452	-	549,723	505,690	8.7%