



**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

May 18, 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





Call to Order

Public Comment

Trustee Advocacy Stories

Approval of April 20, 2023, Meeting Minutes of the Board of Trustees – [Action Item](#) pg. 5

Chief Financial Officer’s Report – Kim Strube pg. 10

Financial Reports

- Treasurer’s Report – Hannah Uhrig
- 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 - Community Navigator Program - Debbie Stanton, Public Services Manager and Lissa Staley, Community Connections Librarian

Chief of Staff Report – Thad Hartman pg. 30

New Business

- **Named Recognition Recommendation – [Action Item](#) pg. 41**
- **Public Comment Policy – [Action Item](#) pg. 43**

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

June 15, 2023

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

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

Board Members Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 20, 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 Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

Secretary Joan Hicks reported she attended the Foundation Board Meeting and it was a lively group. She said that there was a lot of excitement and she gave the Board of Trustees report.

Hicks stated her husband’s fraternity had an event at the library and started in the gallery at the Shades of Greatness exhibit. Hicks said that the service, meeting space, and food were all excellent and the event was great. People traveled from all over Kansas to attend this meeting at the library and they all enjoyed the library.

Approval of Minutes

On a motion by Joan Hicks, seconded by Jim Ramos, the March 16, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Audit Report

Stacy Hammond, Director with BT&Co., P.A., reviewed the 2022 Audit Report. She reported that the library received an unmodified audit opinion (the best report an organization can receive) without any findings or deficiencies. The audit was free from material misstatement and fairly presented with generally accepted auditing standards. Hammond noted no issues or problems. This year GASB Statement No. 87 took effect. Hammond reported that management was cooperative and transparent in answering questions. Hammond thanked Kim and her staff for their hard work during the audit. There were no questions for Hammond.

On a motion by Peg Dunlap, seconded by Joan Hicks, the 2022 Audit Report was accepted as presented.

The Audit Committee reviewed these documents and are confident that everything that Stacy Hammond reported is present in the reports.

Motion passed unanimously

Chief Financial Officer's Report

Chief Financial Officer Kim Strube reported that the audit is done and went well. The Finance team was kept busy as they were short staffed at the beginning of the audit.

Financial Reports

Board Treasurer Peg Dunlap reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for March 2023.

On a motion by Peg Dunlap and seconded by Joan Hicks, the Treasurer's Financial Report for March 2023 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton gave the Foundation report. The Foundation had their board meeting yesterday. Patton stated that the Foundation is happy to be fully staffed with Robin Moser accepting the role of Development Professional.

Patton stated that the Foundation audit was this week.

At the beginning of April, Foundation Executive Director Ashley Charest led her first Library Giving Day and raised money setting a goal to reach higher in the future. The Foundation also added one monthly recurring gift from this campaign. Ashley Charest and the Foundation got some good media coverage out of it as Charest was on KSNT and WIBW.

Patton shared the naming opportunity for Team Room 02 will go before the Foundation Board at their next meeting if the Board of Trustees accepts the resolution. Patton shared that the date of the Wilder Society event will be Sunday, August 20. The speaker will be Gretchen Eick from Wichita who wrote *Dissent in Wichita* about the Civil Rights Movement in the Midwest.

Friends of Topeka and Shawnee County Public Library

Friends Board President Christy Molzen reported that the Booktique extended its hours last month, so they are now open from 10:00 am – 5:00 pm, Monday through Saturday. The Booktique has seen increased foot traffic and sales numbers over the past few weeks.

The next book sale is coming up this weekend. As always, Friday is Friends members night from 5:00 pm – 8:00 pm. Saturday is open to the public from 9:00 am – 3:00 pm, and Sunday is bag day from 12:00 pm – 3:00 pm. Friends Executive Janel DeLeye had her first appearance on the

WIBW red couch on Monday and has been posting about the sale on social media, so the Friends are hoping for a good turnout.

The volunteers on the dock and in web sales have been working together to update and streamline the book sorting process. The Friends are always looking for additional volunteers to work in the Booktique and on the dock. Molzen urged those in attendance to have interested individuals contact DeLeye or Volunteer Coordinator Kari Zimmerman for a volunteer application.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, April 10.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko stated one of her performance goals is leadership roles within the library and focusing on those sitting at community tables. Pyko wants to let people know where our leaders are sitting in the community.

Pyko reported that she received the Dolly Parton's Imagination Library numbers on Monday, so they did not make it into the packet sent on Friday. She stated that close to 53% of children aged 0-5 are enrolled in that program and she is aiming for 60%. Pyko stated there are a lot of children aging into kindergarten and are leaving the program.

Pyko shared that when the Strategic Planning Committee was working with Ivy Group on the community survey Ivy Group stated that the library should expect 400 survey completions. The survey went out on April 11. Pyko shared she is very pleased with the engagement of the community and thankful to the stakeholders pushing out the survey. Pyko appeared on KSNT and Communications and Marketing Director Diana Friend appeared on WIBW to promote the survey. The link to complete the survey was also on the rail on KSNT. The library has also distributed 10-15 paper copies to Red Carpet sites. Pyko stated the new goal is for 1100 survey responses. This survey is open until May 5. Pyko stated that if anyone in attendance needs paper copies, she and Executive Assistant Aubrey Conner can distribute some. Pyko urged the board to save the date for May 23 as a tentative day for Ivy Group to come back for the second workday to look at all the data and develop focus areas.

Pyko wished a big thanks and congratulations to the four board members who were reappointed this month. Jim Edwards, Liz Post, Joan Hicks, and Beth Dobler were all reappointed by the City. Marie also thanked Jim Edwards for being Chair and for supporting her while she made the transition to Chief Executive Officer when she took the position in October of 2021.

Collections Director Paul Brennan provided a presentation about TSCPL @ School for Trustee Education. Brennan explained that USD450 was the first district that wanted library cards for their students. Brennan said there were a lot of hurdles and challenges to overcome, but by teaming up with the schools, Database Administrator Shannon Eddings, and a team of Library Liaisons, children who attend Topeka Public Schools, Auburn Washburn, Shawnee Heights, and Seaman School Districts in Topeka automatically have a library card number. The students' library card number and password consist of their student ID number and their birth year. Brennan

stated that his team plans to continue to develop and foster these relationships with the schools and will be present at school events to promote the program. He said TSCPL @ School is already gearing up for the next school year.

Chief of Staff Report

Chief of Staff Thad Hartman shared a bit about two action items for today's meeting, the New and Novel Construction and the New and Novel Shelving. Hartman reported that the resolution for the New and Novel Construction is presented with the lowest bid and the resolution for the New and Novel Shelving is the only bid they received. Hartman shared that he reached out to previous bidders, and they said they could not compete with the other bid. Hartman stated they looked at other shelving, but it didn't meet the needs of that space and wooden shelving would bow and chip over time. The shelving bid the library received was from the same company that did the shelving in the Movies and Music Lounge, and they did a wonderful job.

New Business

Election of Officers

Liz Post gave the Nominating Committee's report. The Nominating Committee consists of Jim Edwards, Liz Post, and Hannah Uhrig. The Nominating Committee wishes to nominate the following people:

Shawn Leisinger – Chair

Peg Dunlap – Vice Chair

Joan Hicks – Secretary

Hannah Uhrig – Treasurer

On a motion by Liz Post, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library approves the Nominating Committee Report.

Motion passed unanimously

Bid for New and Novel Renovations

On a motion by Hannah Uhrig, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kendall Construction as presented.

Motion passed unanimously

Bid for New and Novel Shelving

On a motion by Beth Dobler, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Library Furniture International, Inc as presented.

Motion passed unanimously

Public Comment Policy – First Reading

Marie Pyko and Jim Edwards discussed the changes to the policy which were primarily to address if someone wishes to make online public comment via Zoom at the Board of Trustee Meetings. The discussion and the vote on the policy will occur during the May 18, 2023, Board Meeting.

Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library – First Reading

Marie Pyko discussed Beverly Thompson, an educator in the community who taught for 40 years at Topeka Public Schools. Pyko shared that she and Ashley Charest worked closely with Beverly's son, Emmett Thompson. They identified Team Room 02 as a possible naming opportunity. The discussion and the vote on the policy will occur during the May 18, 2023, Board Meeting.

Amendment and Restatement of MOU with the United Way of Kaw Valley regarding the Dolly Parton's Imagination Library

Marie Pyko discussed the changes to the policy which were primarily to change the name.

On a motion by Peg Dunlap, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the amendment to the MOU as written.

Motion passed unanimously

Adjournment

On a motion by Jim Ramos, seconded by Beth Dobler, the meeting was adjourned at 4:50 pm.

Next Meeting

Thursday, May 18, 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

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

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 32.9% of the budget year completed, 53% of the budgeted revenue has been received and 30% of the approved budget has been expended/encumbered. This compares to 2022 in which 53% of the budgeted revenue had been received and 34% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 32.9% of the budget year completed, 52% of the budgeted revenue has been received and 27% of the approved budget has been expended/encumbered. This compares to 2022 in which 53% of the budgeted revenue had been received and 26% 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 \$5,348,229.

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 renewal cyber security training and email phishing software subscription	\$7,345.12	KNOWBE4 INC.
Approved operating budget	Annual subscription renewal	\$5,715.00	Stackmap Inc.
Approved operating budget	Annual copier lease for Team Room, New Media and Youth Services and overages	\$6,671.23	Century Business Technologies
Approved operating budget	Annual subscription renewal for Walkie Talkie app	\$6,058.00	Zellow.com
Approved operating budget	Annual maintenance for Polaris	\$62,527.84	Innovative Interfaces, Inc.
RFP was posted and approved by the Board on 4/20/2023	Shelving for the New and Novel space	\$57,415.00	Library Furniture International
Approved operating budget	Annual subscription renewal for Syndetics	\$20,605.98	Innovative Interfaces, Inc.
Library Materials	Annual renewal of LinkedIn Learning Library database	\$20,000.00	LinkedIn Corporation
Library Materials	Juvenile fiction and non-fiction	\$7,000.00	Ingram Library Services
Library Materials	Annual renewal of the Literature Resource Center database	\$9,666.00	Gale/Cengage Learning Inc.
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Hoopla online	\$34,721.10	Midwest Tape LLC
Library Materials	Adult fiction	\$6,000.00	Ingram Library Services

Other Items:

- Copies of the 2022 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Dun and Bradstreet for bond ratings; and (3) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 6th, 9 to 11 in the Menninger Room 206
 - Wednesday, July 12th, 1 to 3 pm in the Menninger Room 206

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

4/30/2023

	<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	(11.74)	0%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.08	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 16.86</u>	0%
<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 4/30/2023	<u><u>\$ -</u></u>	<u><u>\$ 16.86</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**

4/30/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2023</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 5,322,622.64	\$ 8,275,989.38	\$ 4,578,503.69	\$ 9,020,108.33
Employee Benefits	1,963,139.59	2,161,087.55	1,281,906.66	2,842,320.48
Capital Improvement	5,275,079.91	73,148.73	-	5,348,228.64
Bond & Interest	-	16.86	-	16.86
<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	3,562.64	76,584.59	\$ 524,598.36
Permanent Funds	299,808.78	-	-	\$ 299,808.78
Totals	<u>\$ 13,461,920.70</u>	<u>\$ 10,562,992.09</u>	<u>\$ 5,940,600.38</u>	<u>\$ 18,084,312.41</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 219,900.18
Restricted Funds-CoreFirst Bank-Checking	526,022.39
Capital Improvement Fund-VisionBank-Money Market Account	5,348,228.64
Cash on Hand	3,186.55
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	4,733,032.52
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	7,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 18,130,399.06</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,166.59
Less Payroll Deduction and Employer Benefit Liabilities	5,439.56
Less Outstanding Checks	36,480.50
	<u>\$ 18,084,312.41</u>

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

4/30/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	4/30/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 5,322,622.64	\$ 8,275,989.38	\$ 578,072.05	\$ 4,000,431.64	\$ 9,020,108.33	\$ 1,397,887.96	\$ 7,622,220.37
Employee Benefit Fund	1,963,139.59	2,161,087.55	-	1,281,906.66	2,842,320.48	29,128.00	2,813,192.48
Capital Improvement Fund	5,275,079.91	73,148.73	-	-	5,348,228.64	-	5,348,228.64
Bond & Interest Fund	-	16.86	-	-	16.86	-	16.86
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	10.81	-	-	10,691.30	-	10,691.30
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	98.87	(98.87)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.04	-	-	31.45	-	31.45
Friends	159,733.11	134.22	344.70	30,013.41	129,509.22	9,063.60	120,445.62
Fun Committee	5,483.31	1,023.37	-	-	6,506.68	-	6,506.68
Gallery Competitions/Exhibits	36,495.16	36.97	-	-	36,532.13	-	36,532.13
Gifts/Memorials (Undesignated)	347,421.41	325.81	18,998.65	20,021.50	308,727.07	9,500.72	299,226.35
Hathaway Trust - Library Materials	3,338.66	1,135.10	45.97	684.02	3,743.77	740.40	3,003.37
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	870.23	-	-	5,882.47	(23.47)	5,905.94
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	5.57	-	5,562.89	2,508.39	2,226.80	281.59
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	4.07	-	-	4,019.26	-	4,019.26
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	5.81	-	-	5,754.19	-	5,754.19
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.04	-	-	36.50	-	36.50
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	2.22	-	-	2,196.65	-	2,196.65
Youth Services	8,905.66	8.38	476.59	436.86	8,000.59	84.39	7,916.20
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	-	-	-	299,808.78	-	299,808.78
TOTALS	\$ 13,461,920.70	\$ 10,562,992.09	\$ 601,543.40	\$ 5,339,056.98	\$ 18,084,312.41	\$ 1,448,707.27	\$ 16,635,605.14

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

4/30/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2023</u>
				32.9%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 7,903,814.74	\$ (6,035,222.26)	57%
Revitalization Rebates	(119,110.00)	(85,817.88)	\$ 33,292.12	72%
Back Tax	-	78,110.35	\$ 78,110.35	N/A
Motor Vehicle Tax	1,557,671.00	167,466.92	\$ (1,390,204.08)	11%
Recreational Vehicle Tax	17,297.00	1,602.30	\$ (15,694.70)	9%
16/20 M Vehicle Tax	5,960.00	5,971.56	\$ 11.56	100%
In Lieu of Tax	35,897.00	42,511.55	\$ 6,614.55	118%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	33,799.71	\$ (19,740.29)	63%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	10,681.54	\$ 7,681.54	356%
Miscellaneous Revenue - Recyclg	-	177.90	\$ 177.90	N/A
Salary Refunds-Foundation	100,678.00	17,514.07	\$ (83,163.93)	17%
Salary Refunds-Friends	33,155.00	12,880.43	\$ (20,274.57)	39%
Salary Refunds-Shawnee Cty	20,151.00	8,743.47	\$ (11,407.53)	N/A
Vending Machines	2,000.00	450.81	\$ (1,549.19)	23%
Overdue Fees*	15,000.00	9,242.39	\$ (5,757.61)	62%
Debt Collect	-	60.00	\$ 60.00	N/A
ILL Fees	100.00	115.81	\$ 15.81	116%
Mailing Fees	100.00	6.34	\$ (93.66)	6%
Non Resident Card Fee	340.00	340.00	\$ -	100%
Obituary Fees	350.00	25.00	\$ (325.00)	N/A
Meeting Room Charges	1,200.00	100.00	\$ (1,100.00)	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	68,192.37	\$ 48,192.37	341%
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>\$ 8,275,989.38</u>	<u>\$ (7,463,984.62)</u>	53%

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

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

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

4/30/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					32.9%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,476.88	\$ -	\$ 3,323.12	31%
Salaries-Facilities	670,789.00	193,539.02	-	477,249.98	29%
Salaries-Overtime	10,000.00	2,054.16	-	7,945.84	21%
Salaries-Security	313,379.00	88,028.28	-	225,350.72	28%
Salaries-Shelvers	102,545.00	8,122.63	-	94,422.37	8%
Salaries-Staff	7,705,190.00	2,202,119.94	-	5,503,070.06	29%
Conferences	144,217.00	21,177.18	50,258.67	72,781.15	50%
Staff Internal Dev/Trng - Web Based	15,000.00	3,022.00	2,848.54	9,129.46	39%
Staff Development & Training	15,000.00	10,879.73	-	4,120.27	73%
Mileage	7,600.00	1,904.14	4,802.94	892.92	88%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	654.86	10.00	1,835.14	27%
Materials-Periodicals	25,000.00	848.56	410.03	23,741.41	5%
Materials-Print/Non-Print <1 YR	730,200.00	213,180.19	607.58	516,412.23	29%
Materials-Print/Non-Print	1,220,380.00	315,820.01	111,131.85	793,428.14	35%
OPERATIONS:					
Art Purchases	8,000.00	620.00	-	7,380.00	8%
Cataloging and ILL Services	102,700.00	28,781.64	68,218.36	5,700.00	94%
Contracted-Digital Services	548,252.00	228,754.01	19,790.75	299,707.24	45%
Contracted-Facilities	301,700.00	139,413.73	78,189.95	84,096.32	72%
Contracted-Equipment	67,200.00	30,384.30	33,611.23	3,204.47	95%
Contracted-Professional	294,700.00	84,978.69	40,374.41	169,346.90	43%
Contracted-E-Rate Services	1,740.00	-	-	1,740.00	0%
Digital Services Support	464,152.00	48,485.93	5,575.22	410,090.85	12%
Furniture/Equipment	45,000.00	-	1,987.90	43,012.10	4%
Insurance	64,000.00	50,275.00	33,725.00	(20,000.00)	131%
Marketing & Communication	61,256.00	14,429.26	12,127.28	34,699.46	43%
Memberships/Dues	30,900.00	14,682.00	642.00	15,576.00	50%
Miscellaneous	5,000.00	2,069.62	90.93	2,839.45	43%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	28,399.74	1,757.69	29,628.57	50%
Printing	110,976.00	4,136.47	1,869.25	104,970.28	5%
Programming	103,480.00	6,655.94	3,456.12	93,367.94	10%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	46,422.04	64,581.20	1,591,496.76	7%
Supplies-Facilities	101,920.00	22,168.89	49,085.31	30,665.80	70%
Supplies-Office/Library	93,184.00	11,726.57	10,830.34	70,627.09	24%
Supplies-Processing	46,800.00	22,158.33	2,163.20	22,478.47	52%
Telecommunications	155,064.00	23,772.91	71,027.09	60,264.00	61%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	67,726.26	319,798.93	2,000.81	99%
Utilities-Gas	71,007.00	36,070.27	34,278.02	658.71	99%
Utilities-Water/Sewage	37,128.00	6,742.87	35,671.96	(5,286.83)	114%
Vehicle-Gas	43,870.00	9,584.84	-	34,285.16	22%
Vehicle-Repair	60,000.00	9,158.42	38,217.35	12,624.23	79%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	6.33	-	(6.33)	N/A
TOTALS	\$ 18,713,679.00	\$ 4,000,431.64	\$ 1,097,139.10	\$ 11,966,108.26	30%

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

4/30/2023

	<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	7,903,814.74	57%
Revitalization Rebates	(119,110.00)	(85,817.88)	72%
Back Tax	-	78,110.35	N/A
Motor Vehicle Tax	1,557,671.00	167,466.92	11%
Recreational Vehicle Tax	17,297.00	1,602.30	9%
16/20M Vehicle Tax	5,960.00	5,971.56	100%
In Lieu of Tax	35,897.00	42,511.55	118%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	33,799.71	63%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	21,021.89	93%
Reimbursements	153,984.00	39,315.87	26%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	68,192.37	341%
	<u>\$ 15,739,974.00</u>	<u>\$ 8,275,989.38</u>	53%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	2,495,340.91	28%
Other Staff Support Costs	181,817.00	94,893.20	52%
Library Collections	1,978,080.00	642,663.08	32%
Contracted Services	1,316,292.00	752,497.07	57%
Digital Services Support	464,152.00	54,061.15	12%
Furniture/Equipment/Art	53,000.00	2,607.90	5%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	111,003.24	7%
Utilities & Telecommunications	652,725.00	595,088.31	91%
Vehicles	103,870.00	56,960.61	55%
Other Operating Expenditures	677,301.00	292,455.27	43%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 5,097,570.74</u>	30%
Prior Year Canceled Purchase Orders		<u>\$ 27,869.29</u>	
Unencumbered Balance 4/30/2023	\$ -	<u><u>\$ 7,622,220.37</u></u>	

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

4/30/2023

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	\$ 2,057,904.69	57%
Revitalization Rebates	(30,991.00)	(22,351.66)	72%
Back Tax	-	19,409.71	N/A
Motor Vehicle Tax	414,748.00	43,176.71	10%
Recreational Vehicle Tax	4,605.00	415.71	9%
16/20M Vehicle Tax	1,587.00	1,414.56	89%
In Lieu of Tax	11,684.00	11,064.82	95%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	8,850.46	62%
Refund-Fringe Benefits-Foundation	48,256.00	6,821.40	14%
Refund-Fringe Benefits-Friends	20,829.00	4,889.21	23%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	3,689.21	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	3,763.28	N/A
Interest on Idle Funds	5,000.00	22,039.45	441%
	\$ 4,128,019.00	\$ 2,161,087.55	52%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,503.00	\$ 7,951.00	106%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	167,257.44	25%
Ks Public Employees Retirement Sys	809,090.00	229,144.57	28%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	35,697.85	40%
Health/Dental Insurance	3,213,526.00	821,045.89	26%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,249,505.00	\$ 1,310,837.66	27%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 4/30/2023	\$ -	\$ 2,813,192.48	

* 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	73,148.73
	\$ 73,148.73
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 4/30/2023	\$ 5,348,228.64

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	-
	\$ 52,000.00	\$ -
Unencumbered Balance 4/30/2023		\$ 49,186.93

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of April 30, 2023

Capital Improvement Funds - Community National Bank

\$ 5,348,228.64 at 4.4474% (money market account)

Municipal Investment Pool

\$ 4,733,032.52 Operating funds in "overnight pool"*;
available for transfer whenever needed

5,500,000.00 General fund; 90-day 2/22/2023 at 4.31%,
maturity 5/23/2023

1,500,000.00 Employee benefit fund; 90-day 2/22/2023 at
4.31%, maturity 5/23/2023

\$11,773,032.52

* rates vary by day - average April 1 - 30, 2023 was 3.48%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	4/10/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,172.36	-97291
15	21516	0	4/10/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,937.22	-97291
15	21517	0	4/10/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,195.34	-97291
10	21513	0	4/10/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,467.31	-97291
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,772.23	-97291 Total
10	21509	0	4/11/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,373.89	-97287
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,373.89	-97287 Total
10	21505	0	4/21/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,805.21	-97286
15	21516	0	4/21/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,016.41	-97286
15	21517	0	4/21/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,967.47	-97286
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 45,789.09	-97286 Total
10	21509	0	4/21/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,673.89	-97283
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,673.89	-97283 Total
10	21515	0	4/24/23	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 36,345.86	-97282
15	21515	0	4/24/23	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 173,573.78	-97282
15	21515	0	4/24/23	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97282
						\$ 210,816.30	-97282 Total
10	41000	310	4/14/23	COREFIRST BANK & TRUST	2023 LibSyn renewal	\$ 20.00	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 147.00	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	ISSUU monthly newsletter	\$ 19.00	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 15.99	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	MailChimp 2022	\$ 540.00	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	Messaging service	\$ 31.00	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	zoom renewal	\$ 4,997.50	-97280
10	41000	310	4/14/23	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 147.00	-97280
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,966.49	-97280 Total
10	41000	320	4/21/23	COREFIRST BANK & TRUST	Nook device	\$ 129.99	-97267
10	41000	320	4/21/23	COREFIRST BANK & TRUST	Tax	\$ 11.89	-97267
10	41000	320	4/21/23	COREFIRST BANK & TRUST	hard drive	\$ 1,229.72	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	white utility cart 200lb.	\$ 227.00	-97267
10	41000	341	4/21/23	COREFIRST BANK & TRUST	Online Course Registratio	\$ 1,372.00	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	zip ties	\$ 6.59	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	Acecap AC1210 implants	\$ 83.08	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	MM55 carburetor	\$ 18.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	bouncy ball assortment	\$ 27.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	mini beach ball assortmen	\$ 44.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	i love reading pencils	\$ 32.99	-97267

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/21/23	COREFIRST BANK & TRUST	watercolor bookmarks	\$ 23.97	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 5.00	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	sweet pea seeds	\$ 11.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	small flat painting rocks	\$ 18.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	plastic buttons, large	\$ 12.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	terra cotta pots	\$ 51.56	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	paint kit	\$ 23.97	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	shipping boxes	\$ 21.94	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	rubber ducks	\$ 13.59	-97267
10	41000	322	4/21/23	COREFIRST BANK & TRUST	Exhibitor table	\$ 50.00	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	Magic Spring Dog Craft	\$ 59.95	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Mr Clean Magic Eraser	\$ 17.68	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Goo Gone 24 oz 2 pk	\$ 21.98	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Clorox wipes 75 pk 3	\$ 41.28	-97267
10	41000	322	4/21/23	COREFIRST BANK & TRUST	foam core	\$ 1,014.00	-97267
10	41000	322	4/21/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 114.66	-97267
10	41000	320	4/21/23	COREFIRST BANK & TRUST	Anker USB hub	\$ 71.95	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	zip ties	\$ 6.99	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	XL nitrile glove 1000	\$ 149.97	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	300 stickers	\$ 21.58	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	inspirational stickers	\$ 13.80	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	ribbon	\$ 8.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	assorted pom poms	\$ 6.57	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	medium pom poms	\$ 6.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	googly eyes	\$ 7.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	lilac pony beads	\$ 11.80	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	denim pony beads	\$ 5.41	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	green pony beads	\$ 10.70	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	yellow pony beads	\$ 5.91	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	orange pony beads	\$ 8.83	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	starburst fruit chews	\$ 26.78	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	mini brads	\$ 9.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	seeds	\$ 12.98	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	soil pods	\$ 57.96	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	seed tape	\$ 10.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	magnets	\$ 103.92	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	tape	\$ 19.50	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	rice	\$ 6.98	-97267

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

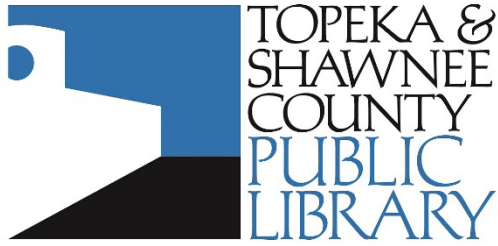
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/21/23	COREFIRST BANK & TRUST	paper clips	\$ 9.78	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	gallon zip bags	\$ 47.94	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	sandwich bags	\$ 41.48	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	paper bags	\$ 29.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	ball & chain necklace	\$ 49.95	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	animal beads	\$ 12.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	rainbow heart beads	\$ 3.74	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	football beads	\$ 8.79	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	baseball beads	\$ 8.79	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	teddy bear beads	\$ 8.99	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	flower beads	\$ 13.94	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	sea animal beads	\$ 23.76	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	pink pony beads	\$ 5.89	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	paper mini cups	\$ 24.79	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	alcohol wipes 400 c	\$ 23.90	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Gwybkq Cutting Mat for Cr	\$ 22.94	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Cricut Explore Air 2 Blue	\$ 9.79	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Cricut Explore Air 2 Blue	\$ 4.99	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Cricut Explore Air 2 Blue	\$ 169.00	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	Mini Baseball Bat 8 Inch	\$ 50.97	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Amazon basic c batteries	\$ 35.32	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	Hygloss Products Colored	\$ 39.92	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Amazon Basic 9v batteries	\$ 59.35	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	50 wooden clothes pins	\$ 8.34	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	50 peat pots	\$ 69.42	-97267
10	41000	330	4/21/23	COREFIRST BANK & TRUST	4 lb bag black beans	\$ 9.96	-97267
10	41000	320	4/21/23	COREFIRST BANK & TRUST	Green Screen	\$ 186.75	-97267
10	41000	320	4/21/23	COREFIRST BANK & TRUST	Nintendo Switch charger	\$ 14.98	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	roller/tray kit	\$ 128.00	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	small heart die	\$ 45.00	-97267
10	41000	420	4/21/23	COREFIRST BANK & TRUST	Shipping & Handling	\$ 20.00	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	1/2 Solenoid Valve	\$ 202.68	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	Baseball Catcher Stamp	\$ 16.95	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	Baseball Batter Stamp	\$ 16.95	-97267
10	41000	410	4/21/23	COREFIRST BANK & TRUST	Baseball Batter Stamp	\$ 15.25	-97267
10	41000	320	4/21/23	COREFIRST BANK & TRUST	Aux cables	\$ 29.68	-97267
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,746.32	-97267 Total
10	21501	0	4/20/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 19,729.60	-97264

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21502	0	4/20/23	PAYCOM PAYROLL LLC	State W/H	\$ 10,679.78	-97264
15	21521	0	4/20/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 4,075.20	-97264
10	21503	0	4/20/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,424.89	-97264
15	21504	0	4/20/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,424.89	-97264
10	21503	0	4/20/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,075.21	-97264
15	21504	0	4/20/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 228.47	-97264
10	21514	0	4/20/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97264
10	21518	0	4/20/23	PAYCOM PAYROLL LLC	Garnishments	\$ 254.64	-97264
10	41000	313	4/20/23	PAYCOM PAYROLL LLC	Paycom bundle	\$ 2,243.32	-97264
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 77,565.53	-97264 Total
10	21501	0	4/6/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 28,083.95	-97256
10	21502	0	4/6/23	PAYCOM PAYROLL LLC	State W/H	\$ 12,527.31	-97256
15	21521	0	4/6/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 4,572.74	-97256
10	21503	0	4/6/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,552.21	-97256
15	21504	0	4/6/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,552.38	-97256
10	21503	0	4/6/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,572.89	-97256
15	21504	0	4/6/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 295.63	-97256
10	21514	0	4/6/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97256
10	21518	0	4/6/23	PAYCOM PAYROLL LLC	Garnishments	\$ 150.92	-97256
10	41000	313	4/6/23	PAYCOM PAYROLL LLC	Paycom bundle	\$ 3,795.52	-97256
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 94,533.08	-97256 Total
10	41000	410	4/7/23	BORDER STATES INDUSTRIES INC	Open PO for materials	\$ 220.14	99173
10	41000	311	4/7/23	BORDER STATES INDUSTRIES INC	LX2044-T1910 Fixture	\$ 7,666.70	99173
10	41000	311	4/7/23	BORDER STATES INDUSTRIES INC	Estimated shipping costs	\$ 107.40	99173
10	41000	410	4/7/23	BORDER STATES INDUSTRIES INC	Estimated purchases	\$ (247.20)	99173
				<i>2023 approved operating budget - gallery lighting and supplies</i>		\$ 7,747.04	99173 Total
10	21512	0	4/7/23	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,605.52	99179
15	21512	0	4/7/23	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 9,665.66	99179
15	21512	0	4/7/23	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 44.16	99179
						\$ 12,315.34	99179 Total
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 61.49	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 22.73	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 22.73	99183

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 22.73	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 22.73	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 22.73	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 24.09	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 22.73	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 213.71	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 1,190.40	99183
10	41000	351	4/7/23	EVERGY	Electric Service	\$ 20,430.46	99183
						\$ 22,201.07	99183 Total
10	41000	310	4/7/23	FARONICS TECHNOLOGIES USA INC.	ULTIMATE CLOUD	\$ 26,189.93	99184
					<i>2023 approved operating budget - annual subscription and support</i>	\$ 26,189.93	99184 Total
10	41000	736	4/7/23	MIDWEST COATING, INC.	REROOF OF 1020 BUILDING	\$ 45,900.00	99196
					<i>RFP was posted and bid was approved by the Board of Trustees on 2/16/2023</i>	\$ 45,900.00	99196 Total
10	41000	301	4/7/23	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	99199
					<i>2023 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 7,195.41	99199 Total
10	23800	0	4/13/23	AMERICAN DIGITAL SECURITY LLC	Garfield parking lot security cameras	\$ 6,921.98	99213
10	41000	320	4/13/23	AMERICAN DIGITAL SECURITY LLC	Garfield parking lot security cameras	\$ 1,181.35	99213
					<i>2022 approved operating budget - digital services support</i>	\$ 8,103.33	99213 Total
10	41000	310	4/13/23	KNOWBE4 INC	Security Training Sub	\$ 5,243.20	99228
10	41000	310	4/13/23	KNOWBE4 INC	Email phishing sub	\$ 2,101.92	99228
					<i>2023 approved operating budget - annual subscription and support</i>	\$ 7,345.12	99228 Total
10	41000	310	4/13/23	STACKMAP INC	stackmap catalog find it	\$ 5,715.00	99233
					<i>2023 approved operating budget - annual subscription and support</i>	\$ 5,715.00	99233 Total
10	23800	0	4/13/23	THE IVY GROUP LTD	Strategic Planning	\$ 9,145.00	99234
					<i>2022 approved operating budget - consulting fees</i>	\$ 9,145.00	99234 Total
10	41000	313	4/21/23	BT&CO., PA	Audit for YE 12/31/2022	\$ 16,000.00	99245
					<i>2023 approved operating budget - 1st of 3 year agreement; final 2023 payment</i>	\$ 16,000.00	99245 Total
10	41000	310	4/21/23	INNOVATIVE INTERFACES, INC.	Polaris annual maintenance	\$ 62,527.84	99262
10	41000	310	4/21/23	INNOVATIVE INTERFACES, INC.	Syndetics subscription	\$ 20,605.98	99262
					<i>2023 approved operating budget - annual subscription and support</i>	\$ 83,133.82	99262 Total
10	41000	311	4/27/23	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 5,229.75	99294
					<i>2023 approved operating budget - contracted facilities</i>	\$ 5,229.75	99294 Total
						\$ 759,457.63	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
May 8, 2023 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary

Executive Committee Members Absent

Hannah Uhrig – Treasurer

Call to order

The meeting of the Board of Trustees Executive Committee was held on May 8, 2023, via Zoom, and was called to order at 4:01 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

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

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the April 10, 2023, Board of Trustees Executive Committee Meeting were approved.

Motion passed unanimously.

The minutes from the April 20, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees May 18, 2023, meeting were reviewed.

Other Items

Chief Financial Officer Kim Strube noted no surprises, and she will not have anything out of the ordinary to include in her reports.

Chair Shawn Leisinger will speak about the minutes and the next steps and where the library is at with Strategic Planning.

Chief Executive Officer Marie Pyko will speak about Strategic Planning. Pyko hopes to have some information from Ivy Group about the public survey. She will speak about the May 23 work session. There will be trustee education about the Community Navigator presented by Debbie Stanton and Lissa Staley. The Community Navigator program involves the collaboration of about 15-20 individuals to help people work through tough documents or other life challenges they may be experiencing. Pyko will also speak with the board about her goals.

Chief of Staff Thad Hartman will speak about staff changes in management. He shared that the Public Services Supervisor position was filled by Zan Popp. Hartman announced that Program Manager Jacqueline Belden left the library to work in Kansas City at KU Med. Hartman is taking care of her staff in the interim. The library hired a new Event Spaces Specialist who is starting Monday. Chief Human Resources Officer Jesse Maddox and Hartman will speak about library turnover at the board meeting.

Pyko shared about the two resolutions that will go before the board. She stated that she is eager to have Team Room 02 named in honor of Beverly Thompson. Pyko noted that the Public Comment Policy amendment will address people who wish to make public comment virtually.

Pyko spoke about the RFQ for Comanaged IT. She said that they went through the process and each company presented services on a larger scale than what is required for the library. Pyko stated that this may lead to an opportunity for providing more training for the administrators on staff.

No other items were discussed

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:20 pm.

Next Meeting

June 5, 2023

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER'S REPORT
May 2023

News and Updates

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

We are still waiting on the data from United Way of Kaw Valley due to the change in their title. As soon as we receive the data, I will include it in my report.

National Library Week

April 24-29, 2023 was the American Library Association's national celebration of libraries. We launched the "Libraries are for everyone" public campaign during that week focusing on the value of all libraries for our Topeka and Shawnee County community. The May Communications and Marketing Board report includes some of the people and testimonials which were part of the campaign. In addition to our community focused approach, we also use that week to celebrate our staff. We offer daily snacks and treats for staff to celebrate the amazing ways that each staff member contributes to the success of the library. This year we were also able to offer a staff and family bowling and mini-golf night after-hour event on April 29, 2023. We filled Westridge Bowling Center that evening with staff and their families. It was a wonderful way to come together and laugh and play. We had not been able to offer these events for the past few years due to Covid. The events were made possible from the generous gift of the Friends of the Library.

Apple Training- Applied Public Education Training for Directors

As part of my goal to increase my knowledge and network as a CEO, I am participating in a year-long training with new directors in Kansas. I attended my second session on Library Planning May 10, 2023. Areas discussed included Strategic Planning, Integrated Library Planning, Emergency/Disaster Plans and Technology Plans. It was a really practical session, and I will now be reviewing each of our plans to see if they need to be updated. We do have each of these plans in place however it is critical that I review and ensure they are all still current especially as we move through our strategic plan.

Strategic Plan 2023

The staff and community surveys are complete, and we should be receiving the aggregated research in the next few days. We had 113 staff complete the survey and as of 5/12/23 we had 1560 community surveys completed. On May 23rd, the Ivy Group, the library strategic plan consultant will be in Topeka. We will host two sessions focused on reviewing the research and establishing the focus areas for the strategic plan. The morning session will be a smaller group which will include the Board of Trustees who will determine 3-5 focus areas based on the responses from the staff and community surveys. The afternoon session will include the

strategic planning stakeholder members and a large number of library staff. The afternoon session will begin to identify strategies for the identified focus areas.

The next steps of the strategic plan process will be Ivy Group developing a draft strategic plan document based on the work of the May 23rd workshops. The final presentation of the plan will be presented to the Board of Trustees at the July board meeting.

Collaborations and Partnerships

Volunteer Income Tax Assistance (VITA)

We have offered VITA service during the tax season for over 35 years and this collaboration with Shawnee County Extension Office remains an essential service for many of our community members. Annually after the season, Susan Fangman, SC Family and Consumer Sciences Agent sends us the end of season report.

The report covers VITA's impact across the county.

- 720 state returns filed.
- 702 Federal returns filed.
- \$162,000 saved in tax preparation fees (Using \$225 per return as recommended by the IRS)
- \$818,969 in total refunds received by clients.

Susan also shared a big thank you to our Digital Services team who help with all the technology coordination. She shared that the coordinators are impressed with how quickly they receive help with technology in the moment when needed.

New Business

Public Comment Policy

In an effort to provide access to public comment in the current hybrid meeting model, I am bringing to the Board amended language to include electronic means in addition to in person. The policy and procedures for participation in public comment remain the same.

Named Recognition Recommendation to the Board of Trustees

In accordance with the Named Recognition Policy, I am submitting a naming recognition for your review and approval. In August 2022, I began speaking with Emmett Thompson about the potential of leaving a legacy gift to the library in honor of his mother Beverly Thompson. In April 2023, Ashley Charest discussed the legacy gift and the pledge process with Emmett, and he made a gift that meets the threshold needed to name Team Room #2. We are recommending that Team Room #2 of the collaboration spaces will be named the Beverly J. Thompson Room. Please see the resolution sheet for additional details.

Professional Activities/Community Contacts

April 18, 2023	Attended Intergovernmental Coalition meeting.
April 18, 2023	Attended City Council Meeting for board appointments.
April 20, 2023	Spoke at Association for Business Women's (ABWA) quarterly meeting.
April 25, 2023	Met with Zac Surrutt from Forge of Greater Topeka Partnership about opportunities to grow library relationship with young professionals.
April 27, 2023	Hosted British Tea with the CEO for the Afterschool Program at the Library.
April 28, 2023	Met with Scotty Gage from FE Technologies about future automation needs.
April 29, 2023	Attended National Library Week celebration with library staff and family at Westridge Bowling.
May 3, 2023	Spoke at U.S Citizenship Class regarding process to become an American citizen.
May 4, 2023	Attended the Leadership Greater Topeka Graduation and Gala supporting our student in the 2023 class.
May 5, 2023	Attended the Red Carpet 50 th Anniversary Celebration planning session.
May 8, 2023	Hosted a tour of the library for the Capitol Federal Marketing team with our Communications team.
May 8, 2023	Attended the National Issues Forum Institute May Board meeting.
May 8, 2023	Attended the Kansas Director Community of Practice meeting.
May 9, 2023	Attended the quarterly PLA Advocacy and Strategic Partnership meeting.
May 9, 2023	Attended the Friends of the Library Board meeting.
May 10, 2023	Attended the United Way of Kaw Valley Community Impact Committee meeting.
May 10, 2023	Met with Dene' Mosier Kansas Children's Discovery Center
May 10, 2023	Participated in the second class of Applied Public Library Education Training.
May 11, 2023	Met with Alan Bearman and Sean Bird Washburn University
May 12, 2023	Me with Chief of Police Bryan Wheelles.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 5/12/23

Chief of Staff Report

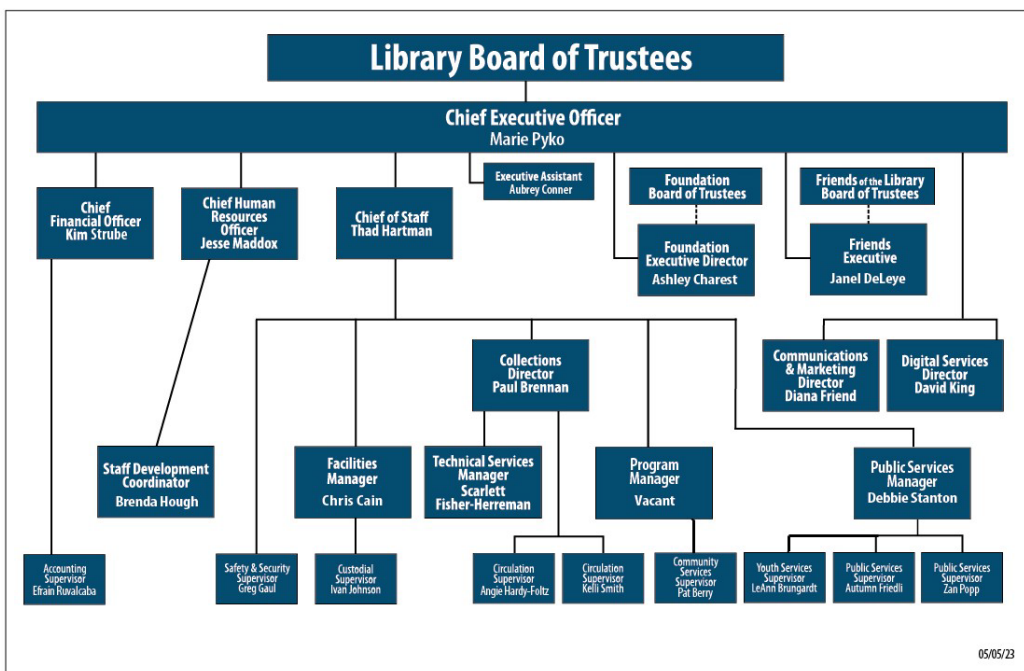
Thad Hartman

May 11, 2023

Staffing

As noted by some of the reports below, we've had several staffing changes throughout the organization over the last few months. We were saddened to lose Program Manager Jacqueline Belden to a position at KU Med this past month. Whenever a position opens, we evaluate that position to see if it needs to be filled and if any changes need to be made. This position was not exception.

After much deliberation it was determined to restructure some of management to make the responsibilities and workload among managers a little more consistent. We have moved the Youth Services Department under Public Services Manager Debbie Stanton. This will allow us to have a more consistent service model throughout the main building. We will soon post a Program and Community Services Manager position (exact title TBD). In addition, we have made some changes to Shari Schawo's position, who will now be our Program Coordinator. Shari will be able to take a more active role in a wide range of programs throughout the library, and will be able to help the new Program and Community Services Manager with the oversight of programming. Finally, we will soon post for a new Core Technology Librarian, who will oversee our efforts in helping community members with basic computer and technology skills.



While we have had a number of openings, we have been able to fill quite a few positions and continue to get a solid pool of applicants for more postings. Some of our openings have also been caused by internal movement. For example, Mary Campbell retired in December, her position was filled by Janel in the Foundation, whose position was filled by Robin in Event Resources, whose position was filled by

Jennifer in Youth Services. We now have Jennifer's position open in Youth Services. While we've filled several positions in this instance, we still have had an opening somewhere in the library this entire time. The good news is that staff have been able to grow their talent and skills and have had chances to move into positions they preferred. This highlights the talent and abilities of our staff.

Department Highlights

Public Services

Debbie Stanton, Manager

Zan Popp Promoted to Public Services Supervisor

Zan Popp, former Curator of Exhibitions for the library, has been promoted to Public Services Supervisor for the Information and Learning Team. Zan has worked at the library for 20 years, and during that time she has held a variety of positions including Associate Curator, Collections Manager and Curator. She is also a past president of the Kansas Museums Association.

Zan is a native of Minnesota and holds a BA in Art History from Lawrence University in Appleton, WI and an MA in Art History from George Washington University in Washington, DC. She lives in Lawrence with her husband, teenage son, and slightly crazy cat. In her free time, she enjoys reading, attending school cross country and track meets and watching bad TV.

Random Trivia Question: *Which came first... Lawrence University in Appleton WI or Lawrence, KS?*

Answer: Lawrence University was founded in 1847, while Lawrence, KS, was founded in 1854.

Bonus: *Who was their founder?*

Answer: Both Lawrence University and Lawrence, KS, were founded by Amos Lawrence.

Zan is excited to begin her new role and looks forward to working with the Information and Learning Team to create a vibrant and engaging library experience for all.

Public Services

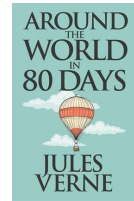
Autumn Friedli, Supervisor – Readers Services

My teams have been up to a variety of things this past month and are planning some very exciting things to come this summer!

Deb Ellerbrook, Librarian

Summer 2023 is going to be filled with fun activities for all ages. Readers both in and out of the building

will be challenged to read around the world. Visitors to the library may encounter a librarian who will chat with them about what global destination interests them the most. If they can't think of one, then they can spin the globe and let their finger land on a random country. Our librarians will be prepared with some book suggestions based on whatever destination is chosen. The librarians will also chat up our summer reading program, teens and adults will be able to earn two great prizes for reading 6 books in June and July.



In keeping with our global travel theme, we are going to be promoting a group read along of **Around the World in Eighty Days** by Jules Verne this July in the Top City Reads Facebook group. This family friendly read lends itself to discussions about how travel affects our lives and whether people should live by a rigid timetable. Interactive activities – like learning how to play Whist – will also be a part of the fun as we delve into the world of Phileas Fogg and the late 19th century. Join in on the fun at <https://www.facebook.com/groups/topcityreads>

Miranda Ericsson, Readers Librarian

On May 2nd the library welcomed over 60 readers to author Marcia Cebulka's memoir launch. Her book, *Lovers, Dreamers & Thieves*, is about the author's childhood in a Polish neighborhood in Chicago, where her family ran a popular bakery. The cast of characters includes nuns, a grandmother who was a blacksmith, and a father taken away in handcuffs. Cebulka shared stories and read from her book, took audience questions, then visited with readers after the event about childhood memories, writing, and memoir recommendations. Check out the book from our library here: <https://tscpl.bibliocommons.com/v2/record/S112C1176601>

LaVoyce Ewing, Older Adult Librarian

The 25th of April I attended the Age Positive: Ideas for an Age-Friendly Future Conference, which was sponsored by the Mid-American Regional Council Department of Aging and Adult Services. The 2023 Age Positive conference was a forum for innovative program ideas to enhance current older adult programming, develop new programs and offer workshops to help participants hone leadership skills. The theme for this year's conference was "Reflect / Reinvent." Hosted by a partnership of regional organizations, this conference was for professionals and volunteers working in senior centers, community centers, libraries, park districts and other venues that offer programs for older adults. With the wide range of service professionals who attended this conference there was the opportunity to see how others are reaching the older adult population in their area. One of the detriments of health for older adults is the time spent watching TV. One source that the presenter quoted said that "Adults aged 65 and above spent the most time watching TV at over 4 hours a day". The journal Scientific Reports states that "Results of the study show that participants who watched more than 24.5 hours of TV per week – or 3.5 hours a day – saw an average of 8 to 10% decrease in verbal memory (dementia)".

We don't have to fill all the time for older adults but if they want to get out and learn new skills, socialize with others (all ages), or reenter the workforce then what can we do as their library is to help them feel useful and needed in our society today. With extended lifespans most people are not content with the rocking chair as a full-time occupation.

The changes in our working lives will need to be addressed by the library in ways that support the older worker and maybe help in learning new skills or retooling for a second career. This is an exciting time to be working with this demographic as this is a whole library issue not just Red Carpet issue.

Melissa Vincent, Community Impact Librarian

On May 11th, eight students completed the first U.S. Citizenship Preparation Class. Two of those students have already applied and begun the process to become a citizen, with the others planning on applying in the near future. Jorge Soto, a volunteer with VIDA Ministry who taught the class, was very pleased with the class and is confident that they are prepared to move forward. He would like to thank Marie Pyko for coming to speak about her experience in such "vivid detail." He told me that, "The group thoroughly enjoyed it!" Jorge also wants to thank the library for accommodating the class. He shared that: "Having the ability to have a screen for students to follow along and access to the internet in an inviting classroom environment was more than I imagined." Jorge is already making plans for having the class in the fall!

This successful collaboration has resulted in VIDA Ministry wanting to hold an English/Spanish conversation language class this summer at the library. The class will be held every Wednesday from 6:30-8 p.m. during the months of June and July. These classes are designed for beginning to intermediate learners who want to improve and build confidence with their conversational skills in either English or Spanish.



Public Services

Zan Popp, Supervisor – Information & Learning

Shades of Greatness

"Shades of Greatness" wrapped up this week with a final visitor count of 5,119 visitors. It was a strong exhibit and well received by our public. The staff had amazing conversations with our patrons about their memories of great players like Satchel Paige and Buck O'Neal.

Brea Black shared this interaction with the public on one of our last days of the exhibit:

A person affiliated with K-State came in to see Shades of Greatness. There was already a person in the back Gallery. They started chatting and it turns out that the other person works at KU. I didn't catch much of their conversation, but I did hear them talking about scholarships and making connections. They exchanged contact info. so that they could follow up with each other. This happened the Saturday before we closed so I'm glad they were able to make it in before the exhibit closed!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Early Childhood Learning Coordinator, Sherry Hess, reached out to community agencies about their interest in regularly visiting Learn and Play Bus stops. The current interested organizations include K-State Extension, Shawnee County Health Department, Grace Med, and Parents as Teachers through Auburn Washburn. Their visits put area professionals in front of families in a nonchalant way where they can answer questions, make referrals, and provide support.

Día is an annual celebration of children, families and reading that highlights literacy for all children of all backgrounds. Our performers this year included Ballet folklórico de Topeka, Bibiana Jaramillo (Columbian dancer), Filipino dancers, and Grupo Axe Capieora (Brazilian martial artists). The event also included crafts, games, and a book giveaway. We had 290 attendees.

Jenn Grammer, long time Teen Specialist, has taken a new position at the library as the Event Spaces Specialist. We are wishing her the best in her new role and know where to find her when we miss her laughter.

Community Services

Patrick Berry, Community Services Supervisor

Bookmobile

For bookmobile, it was another month with checkouts totaling over 5000 items.

We will also be shutting down Bookmobile service from May 22-27. This will allow for vehicles to be serviced and staff to undergo additional training.

@Home Delivery Service

May saw this focus team deliver a little over 2900 items. This is good, but slightly off last month's circulation totals.

Kansas Connections

We had a good month for our Kansas Connections programming. Even with all the testing and end of the

school year issues that schools were dealing with, we were still able to present 4 programs which impacted over 100 children. YAY!

Adventuremobile

The Adventuremobile service has shut down for the year and we will begin the summer Adventuremobile service on June 3rd at the big Summer Reading Kickoff Party. Stop by that day, join the party, and pick up your Curiosity Club Card at the Adventuremobile which will be parked in front of the library.

Circulation Department

Angie Hardy-Foltz, Circulation Supervisor

Kelli Smith, Circulation Supervisor

2023 WIFI Film Festival

This year's WIFI Film Festival was April 21-23. The festival organizers, Washburn University's Mass Media program faculty and students, worked with various community organizations, including the Topeka and Shawnee County Public Library, to host [multiple events](#) for the weekend-long celebration of film production and education. The festival events were free for anyone to attend, and the ones hosted by the library were held on Saturday, April 22.



- Film screenings were shown in The Edge from 10AM-5:30PM.
 - Festival screened 30 films
 - 12 of the 30 films were from Kansas
 - 75 attendees reported
- Four educational workshops were held in Anton Room 202 throughout the day and livestreamed on WIFI Film Festival's Facebook page. Reported attendance for the workshops was 43 live and 743 virtual.
 - Health & Healing through Film by Dennis Etzel, Jr.
 - Health & Healing through Film Editing by Allan Holzman
 - Entrepreneurship in Film by Rick LeJeune
 - "The Pulpit" Q&A with the film's producers Chris Commons, Mary Kay Cook, Tosin Morohunfola, Christian Watkins, and Kevin Willmott
- The Women's Panel was in the Learning Center from 3:30-5PM and moderated by Sue Vicory, Washburn University alum and well-known filmmaker. She asked the guests questions about filmmaking in the Midwest. 40 people attended the discussion while another 142 watched the livestream. Panelists were:
 - Darria Dennison
 - Jill Gevorgizian
 - Lolo Loren
 - Jamie Morrow
 - Mary Pruitt

The film festival organizers really enjoy having the library help with this annual event. The group's mission is to promote filmmaking in the Midwest and provide a platform for Kansas and student filmmakers to screen their work. They believe education is an important component to grow interest in filmmaking in the region. Because of that mission, they believe all the WIFI Film Festival events should be free and open to anyone in the community to attend. They use library meeting rooms for the film screenings, educational workshops, and panel discussion since we are a community gathering place and the technology set up in the spaces meets their needs.

Multiple circulation staff helped with the event. Stephen Ferrell, Interlibrary Loan Public Service Specialist, coordinated and met with festival organizers multiple times throughout the year to determine room setup and technical needs for the festival. Jacob Ziegler, Interlibrary Loan Public Service Specialist, worked the film screenings that Saturday while Patrick Abbott, Interlibrary Loan Public Service Specialist, checked in on the workshops occasionally to make sure things were going well. Jacob and Patrick also tore down the room setup in the Learning Center once the Women's Panel was done with the space that evening.

Please explore the 2023 program to learn more about the WIFI Film Festival.

<https://tower.washburn.edu/wifi/files/2023/WIFI-Program-2023.pdf>

Digital Services

David King, Digital Services Director

Hiring DS Staff

David was focused on interviewing and hiring two Technology Support Specialists. We had some great candidates and were able to hire two people from those – they're both starting in May. Our Technology Support Specialists are the first line of tech support at the library – when library staff have a technology issue, they call our techs first. Also, our techs are on-site all hours the library are open, and have many projects they focus on, like setting up new computers, keeping up with our ever-changing inventory of technology supplies, and helping to keep technology up-to-date and functioning great at the library.

Annual DS budget work

Digital Services finalized our budget requests and sent them on to Kim and Marie. Our budget covers all technology needs at the library, and includes a lot of annual support contracts, annual software subscriptions, and a variety of equipment needs for the library. We cover everything from our broadband internet connection, to all the library's computers, to VR headsets and 3D printers.

Top Web Pages for April 2023

1. Work at the Library Post: 4058 Pageviews
2. Services Page: 3606 Pageviews
3. Library Catalog: 3267 Pageviews
4. Discussion Questions for The Great Gatsby: 2521 Pageviews

5. Search: 1916 Pageviews
6. About Page: 1873 Pageviews
7. Book and Media Sales: 1805 Pageviews
8. Team Rooms: 1292 Pageviews
9. Work at the Library Page: 1807 Pageviews
10. Local History Librarian Job Ad: 1217 Pageviews

Social Media Highlights for April 2023

Facebook

- Do you love learning about History – reached 8999 people
- Storytime at the Topeka Zoo – reached 8795 people
- Favorite place – reached 7475 people

Twitter

- Negro Leagues Baseball Museum event – 5701 impressions
- Kyler at the Topeka Zoo – 532 impressions
- New feature in Libby – 224 impressions

Instagram

- Favorite place – reached 723 people
- New books – reached 584 people
- WIFI Film Festival – reached 561 people

Communications & Marketing Board Report

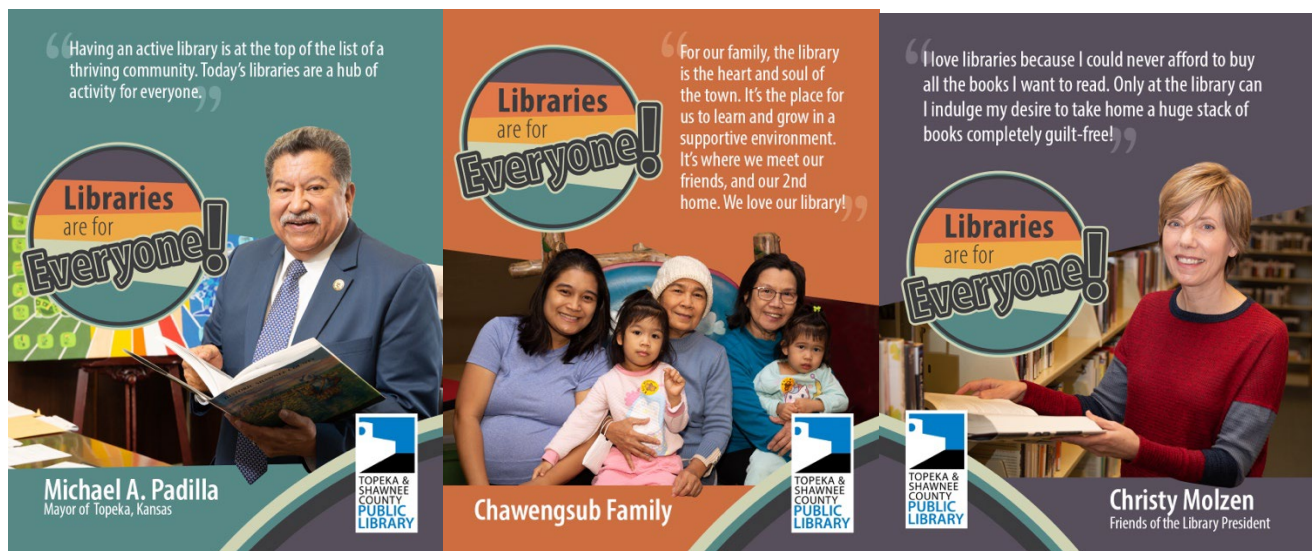
May 12, 2023

Communications & Marketing Team

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

Libraries are for Everyone

During National Library Week we started our Libraries are for Everyone campaign to promote Topeka and Shawnee County residents using the library and talking about why the library is important to them. Michael Perkins took photos, collected quotes and designed the social media posts for this project using a logo Karen Watson created. We shared these on Facebook, Instagram and on digital monitors in the library. We will continue to use these features on social media during the next few months. Library staff also had the opportunity to order a t-shirt with the Libraries are for Everyone logo, which will be distributed soon.



Enews

Our email newsletter created by Ginger Park continues to have a high open rate and click through rate (selecting a link in the newsletter). Three versions of the newsletter are distributed to library cardholders every two weeks: Bedtime Stories (adults who check out children's materials), Bright Futures (13–17-year-olds) and general adults (all adults who do not fit in Bedtime Stories). Here are the averages for January – April 2023:

- Bedtime Stories avg open rate = 36.7%, avg click through rate = 12.5%
- Bright Futures avg open rate = 25.6%, avg click through rate = 3.3%
- General adult avg open rate = 25%, avg click through rate = 5.9%

Summer Reading & Exhibit

We have all been busy preparing for Summer Reading and the summer art exhibit for children. Visit the Summer Reading website tscpl.org/summer to see all the information available. In addition to promotion on our social media we will run ads on social media and KSNT and their streaming stations.

For the summer art exhibit communications and marketing is working on a gallery exterior wrap, banners within the exhibit, a website article, social media ads, social media posts and appearances on local TV news programs the last week of May.



Facebook


Our top Facebook posts in the last month were about working at the library, audiobook preferred speed and a staff profile. The Libraries are for Everyone posts also had very high reach and likes.

A screenshot of a Facebook post. The post is from a library staff member, Jennifer, with the job title "Collection selector (reads book review...)". The post is dated April 27, 2023, at 3:12 PM. It has 55 likes and 2 comments. The post content is partially obscured but appears to be about a library staff member. There is a "Boost post" button at the top right of the post area.

Performance

Reach	Like, comments and shares	Results
Total 495	Total 57	Total ---
Worst Best	Worst Best	Link clicks
This post reached more Accounts Center accounts than 86% of your 50 most recent Instagram posts and stories.	This post received more likes, comments and shares than 82% of your 50 most recent Instagram posts and stories.	
Reach: 495	Likes: 55 Comments: 2 Shares: n	




Boost post



Audiobook readers, I'm curious...do you listen at standard speed (1.0) or do y...

April 26, 2023 at 7:00 PM
ID: 606770998152108


Interactions

 46 reactions
 165 comments
 2 shares

Performance

Reach	Reactions, comments and shares	Results								
<p>Total</p> <p>5,654</p> <p>Worst Best</p> <p>This post reached more Accounts Center accounts than 100% of your 50 most recent Facebook posts and stories.</p>	<p>Total</p> <p>213</p> <p>Worst Best</p> <p>This post received more reactions, comments and shares than 100% of your 50 most recent Facebook posts and stories.</p>	<p>Total</p> <p>--</p> <p>Link clicks</p>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reach</td> <td style="width: 50%; text-align: right;">5,654</td> </tr> </table>	Reach	5,654	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reactions</td> <td style="width: 50%; text-align: right;">46</td> </tr> <tr> <td>Comments</td> <td style="text-align: right;">165</td> </tr> <tr> <td>Shares</td> <td style="text-align: right;">2</td> </tr> </table>	Reactions	46	Comments	165	Shares	2	
Reach	5,654									
Reactions	46									
Comments	165									
Shares	2									




Boost post



Your favorite place to spend free time could become your favorite place to w...

April 18, 2023 at 7:00 PM
ID: 602219201940621

Interactions

 135 reactions
 37 comments
 14 shares

Performance

Reach	Reactions, comments and shares	Results
<p>Total</p> <p>7,477</p> <p>Worst Best</p> <p>This post reached more Accounts Center accounts than 100% of your 50 most recent Facebook posts and stories.</p>	<p>Total</p> <p>186</p> <p>Worst Best</p> <p>This post received more reactions, comments and shares than 93% of your 50 most recent Facebook posts and stories.</p>	<p>Total</p> <p>383</p> <p>Worst Best</p> <p>This post received more link clicks than 98% of your 50 most recent Facebook posts and stories.</p>



Resolution - Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library

**BOARD OF TRUSTEES
May 18, 2023**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees accepts the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer Marie Pyko that in recognition of financial gifts and pledges, Team Room #2 of the collaboration spaces be named The Beverly J. Thompson Room in honor of former Topeka educator and community leader Beverly Jean Thompson.

Background:

The eight Team Rooms located in the collaborative spaces area of the library were created in a renovation project in 2017. These spaces provide an ideal location for small groups of 2-4 people to meet in a semi-private environment. Technology is available in each of the Team Rooms to allow for Zoom meetings, online training, and meet other online needs. These rooms are extremely popular and have been expanded to include an additional five collaborative rooms in the Level 2 Tech Center on the 2nd floor of the library. The Foundation has set a naming of \$20,000 for each of these room. At this time Team Room #1 and #3 have been named and this will be the third Team Room to be named in honor of an individual.

In appreciation for gifts and pledges made in memorial of Beverly Jean Thompson by her family in the amount of \$20,000 to be paid from 2023 to 2025, it is recommended that Team Room #2 be renamed in her honor until such time as the Team Room is no longer used for this purpose. Beverly was a USD 501 educator throughout her career and served on several community boards including the Kansas Children's Discovery Center.

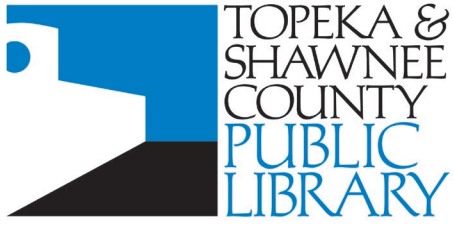
Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation appeared on the agenda on the April 20, 2023 and May 18, 2023 Board of Trustees with action on the resolution taking place at the May 18, 2023 meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



**Resolution- Public Comment Policy
BOARD OF TRUSTEES
May 18, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Comment Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Public Comment Policy

Time shall be available to all individuals wishing to address the Library Board of Trustees at their monthly meeting in person or through electronic means by which all present at the meeting may hear each other.

Pre-meeting Procedure

Speakers should sign the public comment sheet prior to the start of the meeting. Persons needing special accommodation or unable to arrive prior to the start of the meeting or who intend to address the Board electronically must contact the Executive Assistant to the CEO at least 30 minutes before the meeting at 580-4484 and request their name be entered on the Sign-In Sheet. At the discretion of the Board Chair, persons unable to sign-in prior to the start of the meeting, may be allowed to sign in for the purpose of public comment.

Public Comment Session

Once recognized by the Chair, speakers are to proceed as follows:

- All comments will be directed to the Chair.
- Unless otherwise provided by the Chair, speakers will be allowed 5 minutes to address the Board.
- Members of a group will identify a spokesperson who, unless otherwise provided by the Chair, will be allowed 5 minutes to address the Board as the primary representative. Unless otherwise provided by the Chair, other members of the group wishing to speak will be allowed 3-minutes to address the Board.
- Speakers will be notified when one-minute remains in their allotted time.
- When all listed speakers have been heard, the Chair will declare public comment closed and resume the meeting agenda. Speakers are not to expect the Board to comment or to take any action once your comments have been heard.
- During the remainder of the Board meeting, comments will not be accepted from the audience.

Approved: March 19, 1998

Revised and Approved by the Topeka and Shawnee County Library Board of Trustees, February 20, 2020; and May 18, 2023.

	2023												2023 YTD	2022 % Change YTD		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)														84.1	91.9	-8.5%
Monthly NPS	84.3	86	78.9	88.4										84.1	91.9	-8.5%
Monthly # of Responses	51	57	57	43										208	770	-73.0%
Current NPS	86.3	86.3	86.2	86.2										86.2	86.3	-0.1%
GATE COUNT	36,300	34,452	40,310	37,110										148,172	99,709	48.6%

	2023												2023 YTD	2022 Annual % YTD		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION*																
Main Library																
TSCPL Curbside	2,150	1,673	1,528	1,372										6,723	14,504	-53.6%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845										161,602	130,588	23.7%
Interlibrary Loan	1,209	939	1,350	1,056										4,554	4,740	-3.9%
Self-Check	45,595	40,053	44,909	25,083										155,640	169,339	-8.1%
Bookmobile	6,631	5,790	7,039	6,796										26,256	20,836	26.0%
TSCPL@Home	3,388	3,207	3,500	2,927										13,022	12,212	6.6%
Red Carpet	4,994	4,576	5,089	4,616										19,275	20,958	-8.0%
Digital Downloads	55,686	49,990	52,903	50,870										209,449	200,012	4.7%
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635										6,154	7,209	-14.6%
TOTAL CIRCULATION	155,149	140,880	158,446	148,200	-	-	-	-	-	-	-	-	-	602,675	580,398	3.8%

* Includes first-time checkouts and renewals

FIRST-TIME CHECKOUTS	60,769	53,727	64,525	56,151										235,172	225,207	4.4%
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CIRCULATION DETAILS																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 YTD	2022 YTD	% Change	
Print Material	65,568	60,201	72,556	63,755	-	-	-	-	-	-	-	-	262,080	244,249	7.3%	
Audio/Visual Material	26,904	24,517	30,057	26,885	-	-	-	-	-	-	-	-	108,363	114,621	-5.5%	
Adult Materials	52,264	47,370	56,738	50,065	-	-	-	-	-	-	-	-	206,437	209,153	-1.3%	
Children's Materials	30,779	28,685	35,569	31,477	-	-	-	-	-	-	-	-	126,510	115,225	9.8%	
Young Adult Materials	2,851	2,561	3,290	3,065	-	-	-	-	-	-	-	-	11,767	10,041	17.2%	
Red Carpet Materials	6,543	6,078	6,993	6,013	-	-	-	-	-	-	-	-	25,627	24,322	5.4%	

NEW Patrons																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 YTD	2022 YTD	% Change	
Topeka / Shawnee County																
Adults	752	543	693	593										2,581	1,305	97.8%
Children (ages 17 and under)	165	126	200	168										659	280	135.4%
Red Carpet Outreach	11	13	17	27										68	22	209.1%
NEKL	48	33	53	35										169	215	-21.4%
Non-Resident	2	1	0	0										3	0	N/A
Total New Registrations	978	716	963	823	-	-	-	-	-	-	-	-	-	3,480	1,822	91.0%

PATRONS DELETED	135	83	1,081	453										1,752	704	148.9%
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Cardholders																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 YTD	2022 YTD	% Change	
Topeka / Shawnee County																
Adults	60,506	60,963	60,832	61,101										61,101	59,695	2.4%
Children (age 0 - 17)	14,844	14,881	14,883	14,979										14,979	14,809	1.1%
TSCPL @ School	27,796	27,850	27,847	27,858										27,858	27,781	0.3%
Red Carpet Outreach	1,259	1,277	1,282	1,312										1,312	1,252	4.8%
NEKL	8,615	8,752	8,596	8,733										8,733	8,563	2.0%
Non-Resident	102	105	108	108										108	100	8.0%
Delinquent	92	93	89	93										93	97	-4.1%
TOTAL CARDHOLDERS	113,214	113,921	113,637	114,184	-	-	-	-	-	-	-	-	-	114,184	112,297	1.7%

Active Cardholders (Savannah)																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 YTD	2022 YTD	% Change	
Non-Student Cardholders	48,826	49,277	49,824	50,604										50,604	47,782	5.9%
Student Cardholders	5,151	5,225	5,196	4,793										4,793	5,053	-5.1%
TOTAL ACTIVE CARDHOLDERS	53,997	54,502	55,020	55,397										55,397	52,835	4.8%

	2023												2023 Total	2022 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Unique Borrowers																
Physical	7,918	7,378	6,244	7,353										10,614	23,386	-54.6%
Digital	9,362	9,081	8,681	9,115										11,117	17,671	-37.1%
Both	1,442	1,337	1,142	1,345										2,216	6,112	-63.7%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	15,123	-	-	-	-	-	-	-	-	-	19,515	34,945	-44.2%
Holds Satisfied	15,683	13,273	15,285	12,642										56,883	59,386	-4.2%
TOTAL CHECK-IN	58,606	54,105	62,308	58,055										233,074	222,695	4.7%
COLLECTION																
Materials Added	2,954	3,009	3,458	3,008										12,429	12,794	-2.9%
Materials Discarded	3,426	3,253	3,919	2,734										13,332	14,059	-5.2%
TOTAL COLLECTION	354,141	353,897	353,436	353,710	353,710	353,710	353,710	353,710	353,710	353,710	353,710	353,710	353,710	353,710	354,613	-0.3%
WEBSITE																
tscpl.org Unique Visitors	42,341	37,490	41,979	39,871										161,681	144,393	12.0%
tscpl.org Total Visits	66,457	56,800	64,097	60,709										248,063	222,510	11.5%
catalog.tscpl Unique Visitors	19,102	26,553	18,220	16,256										80,131	68,561	16.9%
catalog.tscpl Total Visits	43,041	46,248	41,322	36,448										167,059	151,986	9.9%
COMPUTER USE																
MIFI Hotspot Data Usage (TB)														0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853										32,702	25,109	30.2%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54										0:54:42	0:49:26	10.6%
Total Computer Hours	7,480	7,062	7,953	7,317										29,812	20,687	44.1%
Wireless Sessions	29,530	31,186	31,670	32,236										124,622	88,287	41.2%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00										0:13:56	0:15:05	-7.7%
Total Wireless Hours	6,480	7,003	7,576	7,881										28,940	22,201	30.4%
TOTAL HOURS	13,960	14,065	15,529	15,198	-	-	-	-	-	-	-	-	-	58,752	42,888	37.0%
NOTARY SERVICE	137	136	128	104										505	599	-15.7%
REFERENCE QUESTIONS																
Public Services	15,302	13,974	17,391	15,014	-	-	-	-	-	-	-	-	-	61,681	35,764	72.5%
Media	2,011	1,685	2,324	1,668										7,688	14,385	-46.6%
Call Center	4,656	4,310	5,149	3,842										17,957	16,410	9.4%
Stacks/Team RM	1,506	1,532	1,658	1,381										6,077	1,715	254.3%
Topeka Room	559	613	789	532										2,493	877	184.3%
Gallery	232	132	266	281										911	908	0.3%
L2TC	5,813	5,350	6,674	6,896										24,733	-	N/A
LibAnswers	525	352	531	414										1,822	1,469	24.0%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461										18,410	7,015	162.4%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	19,475	0	0	0	0	0	0	0	0	0	80,091	42,779	87.2%
MEETING ROOMS																
Meeting Room Bookings	388	406	532	470										1,796	1,576	14.0%
Team Room Bookings	815	776	876	723										3,190	3,533	-9.7%
L2TC Bookings	663	697	823	677										2,860	-	N/A
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442										18,702	9,998	87.1%
TOTAL ATTENDANCE	5,041	5,445	6,848	5,741										23,075	12,675	82.1%
LEARN & PLAY BUS VISITS	134	139	120	136										529	312	69.6%
PROGRAM ATTENDANCE																
Adult - General	1,105	876	1,279	2,012										5,272	6,199	-15.0%
Kids - Early Learners	480	531	486	669										2,166	2,523	-14.1%
Kids - Elementary	432	340	287	143										1,202	2,856	-57.9%
Teens	275	267	80	100										722	2,355	-69.3%
Unknown	711	412	1,203	2,588										4,914	0	N/A
Outreach	4,073	2,586	2,465	2,496										11,620	276	4110.1%
TOTAL ATTENDANCE	7,076	5,012	5,800	8,008	-	-	-	-	-	-	-	-	-	25,896	14,209	82.3%

GALLERY ATTENDANCE	2,413	1,543	2,678	1,564															8,198	4,828	69.8%
DOLLY PARTON ENROLLMENT	5,807	5,824	5,837																5,837	5,778	1.0%
CIRCULATION DETAILS																					
Print Material																					
Adult Fiction	13,133	11,699	14,140	12,217															51,189	49,731	2.9%
Adult Nonfiction	16,177	14,628	16,325	14,407															61,537	60,398	1.9%
Juvenile Fiction	20,386	18,906	23,690	21,229															84,211	75,685	11.3%
Juvenile Nonfiction	5,692	5,542	6,992	5,874															24,100	20,776	16.0%
Magazines	803	796	1,139	966															3,704	3,372	9.8%
RC Print Materials	6,450	6,010	6,911	5,926															25,297	23,971	5.5%
RC Realia	93	68	82	87															330	351	-6.0%
YA Print Materials	2,834	2,552	3,277	3,049															11,712	9,965	17.5%
PRINT CIRCULATION	65,568	60,201	72,556	63,755	-	-	-	-	-	-	-	-	-	-	-	-	-	-	262,080	244,249	7.3%
Audio / Visual Material																					
MFi Hotspots	35	24	23	20															102	129	-20.9%
Adult Audiobooks	1,735	1,514	1,725	1,515															6,489	7,507	-13.6%
Adult Music	1,879	1,676	2,222	2,143															7,920	8,993	-11.9%
Adult Videos / DVDs	18,537	17,057	21,187	18,817															75,598	79,152	-4.5%
Juvenile Audiobooks	272	230	305	252															1,059	1,115	-5.0%
Juvenile Music	221	177	215	191															804	733	9.7%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931															16,336	16,916	-3.4%
YA AV	17	9	13	16															55	76	-27.6%
AV CIRCULATION	26,904	24,517	30,057	26,885	-	-	-	-	-	-	-	-	-	-	-	-	-	-	108,261	114,492	-5.4%
Adult Material																					
Adult Fiction	13,133	11,699	14,140	12,217	-	-	-	-	-	-	-	-	-	-	-	-	-	-	51,189	49,731	2.9%
Magazines	803	796	1,139	966	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,704	3,372	9.8%
Adult Audiobooks	1,735	1,514	1,725	1,515	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,489	7,507	-13.6%
Adult Music	1,879	1,676	2,222	2,143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,920	8,993	-11.9%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,598	79,152	-4.5%
ADULT CIRCULATION	52,264	47,370	56,738	50,065	-	-	-	-	-	-	-	-	-	-	-	-	-	-	206,437	209,153	-1.3%
Juvenile Material																					
Juvenile Fiction	20,386	18,906	23,690	21,229	-	-	-	-	-	-	-	-	-	-	-	-	-	-	84,211	75,685	11.3%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,100	20,776	16.0%
Juvenile Audiobooks	272	230	305	252	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,059	1,115	-5.0%
Juvenile Music	221	177	215	191	-	-	-	-	-	-	-	-	-	-	-	-	-	-	804	733	9.7%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,336	16,916	-3.4%
JUVENILE CIRCULATION	30,779	28,685	35,569	31,477	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126,510	115,225	9.8%
Red Carpet Material																					
RC Print Materials	6,450	6,010	6,911	5,926	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,297	23,971	5.5%
RC Realia	93	68	82	87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	330	351	-6.0%
RED CARPET CIRCULATION	6,543	6,078	6,993	6,013	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,627	24,322	5.4%
Young Adult Material																					
YA Print Materials	2,834	2,552	3,277	3,049	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,712	9,965	17.5%
YA AV	17	9	13	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55	76	-27.6%
YOUNG ADULT CIRCULATION	2,851	2,561	3,290	3,065	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,767	10,041	17.2%
Overdrive	37,886	33,441	36,136	34,909															142,372	137,625	3.4%
Hoopla	16,568	15,614	15,865	15,130															63,177	57,347	10.2%
Flipster	1,232	935	902	831															3,900	5,040	-22.6%
DIGITAL DOWNLOADS	55,686	49,990	52,903	50,870	-	-	-	-	-	-	-	-	-	-	-	-	-	-	209,449	200,012	4.7%
Adult ebook Fiction	18,416	16,406	17,700	16,587															69,109	68,998	0.2%
Adult ebook Nonfiction	4,100	3,656	3,530	3,507															14,793	14,455	2.3%
Adult digital audiobooks	21,923	19,404	20,964	20,564															82,855	70,838	17.0%
Juvenile ebook Fiction	1,948	1,536	1,523	1,394															6,401	6,685	-4.2%
Juvenile ebook Nonfiction	296	239	269	245															1,049	992	5.7%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024															8,392	7,550	11.2%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161															4,770	4,968	-4.0%
Young Adult ebook Nonfiction	28	31	30	18															107	113	-5.3%
Young Adult digital audiobooks	1,356	1,269	1,491	1,448															5,564	4,662	19.3%
DIGITAL CIRCULATION DETAILS	51,697	45,542	48,853	46,948	-	-	-	-	-	-	-	-	-	-	-	-	-	-	193,040	179,261	7.7%