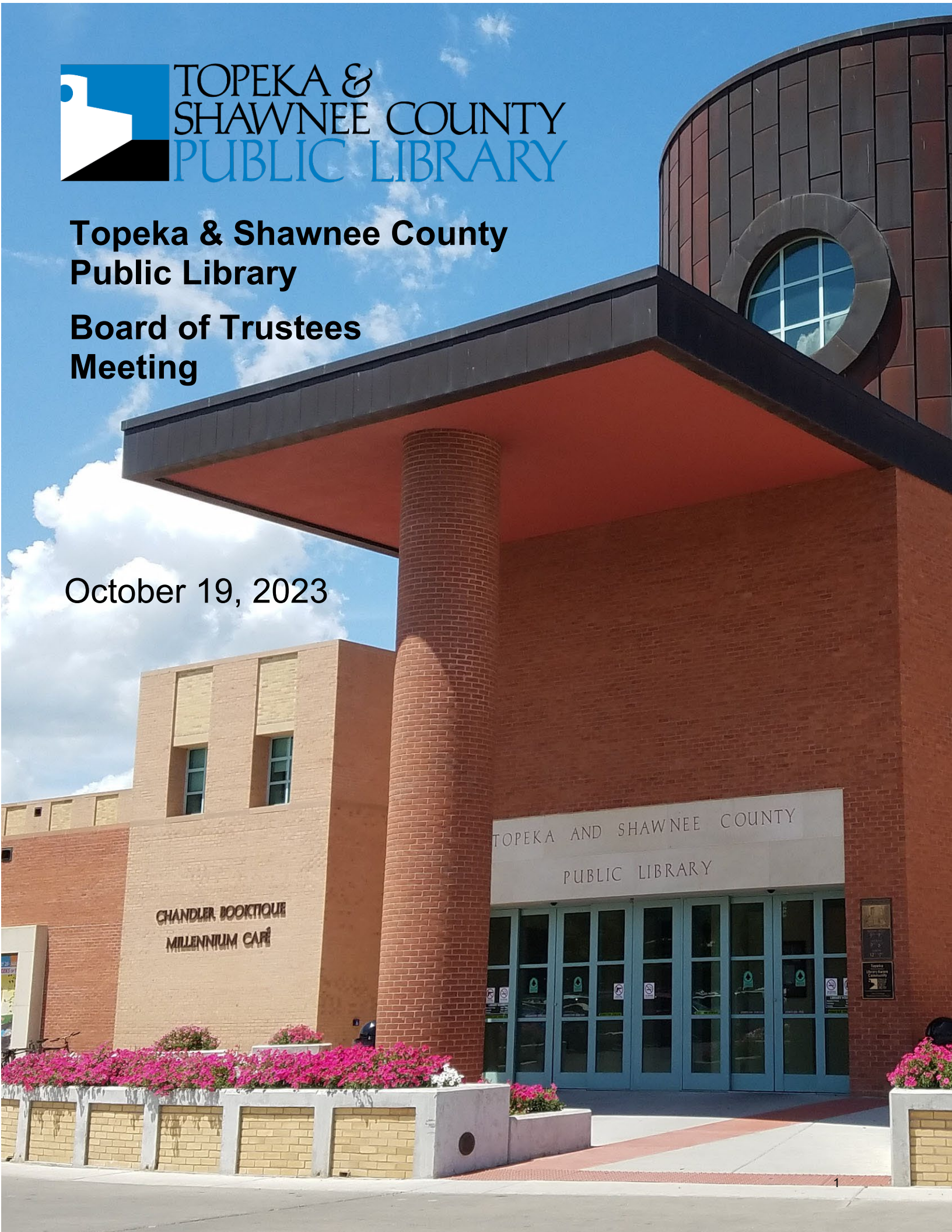




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

October 19, 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





October 19, 2023 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of September 21, 2023, Meeting Minutes of the Board of Trustees – **Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 26**

Chief Executive Officer Report – Marie Pyko **pg. 28**

Chief of Staff Report – Thad Hartman **pg. 31**

New Business

- Bid for Computer and Monitor Purchases **Action Item** **pg. 43**
- Bid for Readers Lounge and Wayfinding Signage **Action Item** **pg. 45**
- Bid for Readers Lounge Furniture **Action Item** **pg. 49**
- Bid for Readers Lounge Shelving **Action Item** **pg. 53**
- Request for FY2024 Friends of the Library Funding **Action Item** **pg. 57**

Executive Session

Adjournment

Public Comment

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

Next Meeting

November 16, 2023

4:00 pm

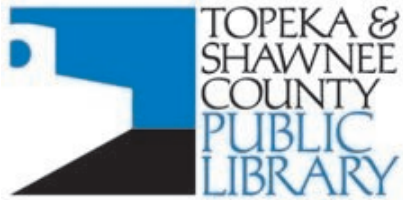
Menninger Room and Zoom meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Board Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhlig – Treasurer, Beth Dobler, Jim Ramos, Liz Post, Mark Zillinger

Board Members Absent

Jim Edwards

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 21, 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 Shawn Leisinger.

Introduction of New Trustee and Oath of Office

New Trustee Mark Zillinger took the oath of office, notarized by Executive Assistant Aubrey Conner. Zillinger is a retired auditor for Blue Cross and Blue Shield. He is excited to be part of the board.

Public Comment

There were two people signed in for public comment. Kathy Brown and Robert Williams spoke and then the public comment session was closed.

Trustee Advocacy Stories

Trustee Liz Post shared that she enjoyed reading in the board packet that the Dolly Parton Imagination Library books marked as undeliverable are sent back to the library and distributed throughout the community.

Trustee Beth Dobler shared she is on the board for the Kansas Book Festival and she would like to thank the library for their support this past weekend. The festival was a huge success due to those who work together to support the festival.

Approval of Minutes

On a motion by Peg Dunlap, seconded by Joan Hicks, the August 24, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

New Business

Bid for Dock Renovation

On a motion by Beth Dobler, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid by Kelley Construction as written.

Motion passed unanimously

Funding Request to The Library Foundation for the Kids Library Remodel

On a motion by Liz Post, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, approves the funding request as written.

Motion passed unanimously

Approval of Pledge Agreement Form, Federal Reserve Bank of Boston

On a motion by Joan Hicks, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the pledge agreement form as written.

Motion passed unanimously

Chief Financial Officer's Report

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

Financial Reports

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

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

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton shared that in August the Foundation held their Wilder Society event with guest speaker Gretchen Eick. Patton shared she appreciates the Wilder Society members and was glad to have them join the Foundation for this event. The Foundation is currently looking to revamp the way they receive gifts.

Patton shared she is excited about the remodel of the Kids Library. The Foundation is eager to see how it all comes together over the next couple of years.

Foundation Executive Director Ashley Charest and Development Professional Robin Moser have created a fun week of events for library staff for Employee Giving Week. Patton appreciates their hard work and creativity on this project.

Patton wanted to share a personal note. She said that she is glad that the library is a leader in the Dolly Parton Imagination Library program and is happy to see the program expand through the state.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Christy Molzen shared that as of Monday, there were 207 people registered for the Craig Johnson author visit on October 9. As of now this event is full and there is a waiting list.

The Friends will soon be sending out invitations to members of all three boards for the Friends annual event on Sunday, November 5, at 1 pm. Alex Grecian will be the guest speaker and library Chief Executive Officer Marie Pyko will be moderating. This event also requires registration on the library's website.

The Friends had a successful book sale in July, netting over \$8,300. The next sale is coming up October 20-22, 2023.

Laura Anderson, who is the Booktique Manager/Online Sales Manager/Book Prep Coordinator, will be leaving the Friends but not the library. She has accepted a position in public services at the library starting on October 23. Molzen shared the Friends will miss her greatly.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on September 11, 2023.

There was not a quorum at the September Trustee Executive Committee meeting so August and September's Trustee Executive Committee minutes will be approved at the October meeting. There also wasn't action taken on the Chief Executive Officer evaluation. This will be discussed in October as well. Leisinger stated he will reach out to trustees via email.

Leisinger wished to compliment the Booktique. He stopped in there last week and bought a couple books about cats that he really enjoyed.

Shawn Leisinger then announced that he had to leave the meeting for another obligation. Leisinger left the meeting at 4:30 pm and passed Chair duties onto Vice Chair Peg Dunlap at that time.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko reported that Chief Human Resources Officer Jesse Maddox and Chief Financial Officer Kim Strube worked with Blue Cross Blue Shield to adjust the library's end of year for health care which will help immensely when it comes time for the library's annual budget. This change will mean that the library will receive final health care numbers before the second trustee budget work session.

Julia Prince and Sarah Hamfeldt from Ivy Group presented the library's 2024 Strategic Plan. Prince and Hamfeldt walked through the highlights of the plan and answered questions.

Chief Executive Officer Marie Pyko said that she would like to have a workshop with the board of trustees and the library management team to work through the plan to develop the next steps and timeline.

Chief of Staff Report

Chief of Staff Thad Hartman gave kudos to Technical Services Manager Scarlett Fisher-Herreman and her team. Work is beginning in the east and west wings soon. Fisher-Herreman and her team moved collections out of the west wing and into the east wing so this project can begin. Signage in the wings still makes items easy to find.

Maria Kutina from HTK presented on upcoming library projects. She presented the Readers Lounge and Wayfinding Signage projects. There will also be improvements to the gallery doors to prevent humidity entering the gallery. There will be bids brought before the board at the next board meeting.

Adjournment

On a motion by Joan Hicks, seconded by Beth Dobler, the meeting was adjourned at 5:15 pm.

Next Meeting

October 19, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/83606679055?pwd=eDI GaHh0MldDbnpYUHkyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

Passcode: 617300

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

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 62% of the approved budget has been expended/encumbered. This compares to 2022 in which 97% of the budgeted revenue had been received and 66% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2023 was received September 20th as scheduled. The total received for the General Fund was \$1,286,868.83. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 98% at this time in 2022.

The percentage of year-to-date motor vehicle tax collected is 70% in 2023 compared to 72% at this time in 2022.

Employee Benefit Fund – Page 6

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 60% of the approved budget has been expended/encumbered. This compares to 2022 in which 97% of the budgeted revenue had been received and 59% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2023 was received as scheduled. The total received for the Employee Benefit Fund was \$337,441.52. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 98% at this time in 2022.

The percentage of year-to-date motor vehicle tax collected is 70% in 2023 compared to 72% at this time in 2022.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,459,944.83.

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 subscription for Libre Ads (library marketing service)	\$6,902.00	Koios LLC
Approved operating budget	Large format printer	\$5,825.00	B & H Photo-Video
Approved operating budget	Copier contract overage charge	\$5,955.93	Century Business Technologies
Approved operating budget	(3) office cubicles for Administration area	\$19,547.47	Modern Business Interiors LLC
Request for Proposal; Board resolution approved bid award on 9/21/2023	Loading dock renovation	\$289,300.00	Kelley Construction Co., Inc.
Paid from Friends of the Library funds	Speaker fee for author event	\$7,000.00	Craig Johnson
Library Materials	Hoopla online	\$37,944.07	Midwest Tape LLC
Library Materials	Juvenile fiction and non-fiction books	\$7,000.00	Ingram Library Services
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult feature and TV	\$5,380.00	Ingram Library Services
Library Materials	Research database annual renewal	\$12,943.00	Morningstar

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

9/30/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2023</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 5,322,622.64	\$ 15,199,723.33	\$ 10,243,534.66	\$ 10,278,811.31
Employee Benefits	1,963,139.59	4,017,079.32	2,884,148.49	\$ 3,096,070.42
Capital Improvement	5,275,079.91	184,864.92	-	\$ 5,459,944.83
Bond & Interest	-	2,902.52	-	\$ 2,902.52
<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	15,028.69	110,975.46	\$ 501,673.54
Permanent Funds	299,808.78	(48,523.69)	-	\$ 251,285.09
Totals	<u>\$ 13,461,920.70</u>	<u>\$ 19,420,262.02</u>	<u>\$ 13,242,264.05</u>	<u>\$ 19,639,918.67</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 656,325.61
Restricted Funds-CoreFirst Bank-Checking	502,038.73
Capital Improvement Fund-VisionBank-Money Market Account	5,459,944.83
Cash on Hand	3,087.70
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	3,852,190.24
Municipal Investment Pool - 30-day Fixed	9,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 19,725,092.20</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,971.34)
Less Payroll Deduction and Employer Benefit Liabilities	11,861.37
Less Outstanding Checks	75,283.50
	<u>\$ 19,639,918.67</u>

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

9/30/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 5,322,622.64	\$ 15,199,723.33	\$ 728,161.89	\$ 9,515,372.77	\$ 10,278,811.31	\$ 1,097,154.93	\$ 9,181,656.38
Employee Benefit Fund	1,963,139.59	4,017,079.32	-	2,884,148.49	3,096,070.42	1,878.50	3,094,191.92
Capital Improvement Fund	5,275,079.91	184,864.92	-	-	5,459,944.83	-	5,459,944.83
Bond & Interest Fund	-	2,902.52	-	-	2,902.52	-	2,902.52
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	24.45	-	-	10,704.94	-	10,704.94
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	3,121.74	(3,121.74)	-	(3,121.74)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.09	-	-	31.50	-	31.50
Friends	159,733.11	293.52	344.70	39,996.32	119,685.61	9,261.11	110,424.50
Fun Committee	5,483.31	1,376.01	-	-	6,859.32	-	6,859.32
Gallery Competitions/Exhibits	36,495.16	83.57	-	-	36,578.73	-	36,578.73
Gifts/Memorials (Undesignated)	347,421.41	8,264.47	20,770.79	28,022.17	306,892.92	5,454.60	301,438.32
Hathaway Trust - Library Materials	3,338.66	2,270.87	(9.64)	1,689.70	3,929.47	1,145.60	2,783.87
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	1,240.61	(23.47)	182.97	6,093.35	-	6,093.35
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	6.27	-	11,239.69	(3,167.71)	6,800.00	(9,967.71)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	7.38	-	4,022.57	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	13.15	-	-	5,761.53	-	5,761.53
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.09	-	-	36.55	-	36.55
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	5.02	-	-	2,199.45	-	2,199.45
Youth Services	8,905.66	1,443.19	476.59	1,141.33	8,730.93	43.94	8,686.99
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
TOTALS	\$ 13,461,920.70	\$ 19,420,262.02	\$ 753,326.30	\$ 12,488,937.75	\$ 19,639,918.67	\$ 1,121,738.68	\$ 18,518,179.99

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

9/30/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2023</u>
				74.8%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 13,518,980.43	\$ (420,056.57)	97%
Revitalization Rebates	(119,110.00)	(126,245.86)	\$ (7,135.86)	106%
Back Tax	-	180,272.37	\$ 180,272.37	N/A
Motor Vehicle Tax	1,557,671.00	1,089,640.28	\$ (468,030.72)	70%
Recreational Vehicle Tax	17,297.00	12,987.25	\$ (4,309.75)	75%
16/20 M Vehicle Tax	5,960.00	7,125.82	\$ 1,165.82	120%
In Lieu of Tax	35,897.00	45,534.96	\$ 9,637.96	127%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	49,031.47	\$ (4,508.53)	92%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	34,612.06	\$ 31,612.06	1154%
Miscellaneous Revenue - Recyclg	-	219.40	\$ 219.40	N/A
Salary Refunds-Foundation	100,678.00	76,383.60	\$ (24,294.40)	76%
Salary Refunds-Friends	33,155.00	24,646.03	\$ (8,508.97)	74%
Salary Refunds-Shawnee Cty	20,151.00	17,881.46	\$ (2,269.54)	89%
Vending Machines	2,000.00	899.56	\$ (1,100.44)	45%
Overdue Fees*	15,000.00	19,600.35	\$ 4,600.35	131%
Debt Collect	-	63.98	\$ 63.98	N/A
ILL Fees	100.00	146.89	\$ 46.89	147%
Mailing Fees	100.00	8.33	\$ (91.67)	8%
Non Resident Card Fee	340.00	595.00	\$ 255.00	175%
Obituary Fees	350.00	311.02	\$ (38.98)	89%
Meeting Room Charges	1,200.00	1,975.00	\$ 775.00	165%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	245,053.93	\$ 225,053.93	1225%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
TOTALS	<u>\$ 18,713,678.00</u>	<u>\$ 15,199,723.33</u>	<u>\$ (540,250.67)</u>	97%

* 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**

9/30/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.8%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,507.59	\$ -	\$ 1,292.41	73%
Salaries-Facilities	670,789.00	450,998.82	-	219,790.18	67%
Salaries-Overtime	10,000.00	6,221.35	-	3,778.65	62%
Salaries-Security	313,379.00	201,671.41	-	111,707.59	64%
Salaries-Shelvers	102,545.00	21,838.18	-	80,706.82	21%
Salaries-Staff	7,705,190.00	5,268,783.75	-	2,436,406.25	68%
Conferences	144,217.00	95,765.77	17,737.60	30,713.63	79%
Staff Internal Dev/Trng - Web Based	15,000.00	9,252.42	2,167.96	3,579.62	76%
Staff Development & Training	15,000.00	10,879.73	-	4,120.27	73%
Mileage	7,600.00	3,787.77	3,250.42	561.81	93%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,118.27	76.35	1,305.38	48%
Materials-Periodicals	25,000.00	3,149.49	160.15	21,690.36	13%
Materials-Print/Non-Print <1 YR	730,200.00	469,164.28	3,600.00	257,435.72	65%
Materials-Print/Non-Print	1,220,380.00	788,934.95	149,156.05	282,289.00	77%
OPERATIONS:					
Art Purchases	8,000.00	3,265.00	-	4,735.00	41%
Cataloging and ILL Services	102,700.00	101,206.52	8,820.24	(7,326.76)	107%
Contracted-Digital Services	548,252.00	540,369.59	20,467.47	(12,585.06)	102%
Contracted-Facilities	301,700.00	213,594.23	60,403.99	27,701.78	91%
Contracted-Equipment	67,200.00	62,722.05	15,962.25	(11,484.30)	117%
Contracted-Professional	294,700.00	160,335.09	52,007.58	82,357.33	72%
Contracted-E-Rate Services	1,740.00	-	1,278.72	461.28	73%
Digital Services Support	464,152.00	89,647.56	21,941.36	352,563.08	24%
Furniture/Equipment	45,000.00	12,435.30	23,476.88	9,087.82	80%
Insurance	64,000.00	76,298.00	17.00	(12,315.00)	119%
Marketing & Communication	61,256.00	52,337.61	8,381.47	536.92	99%
Memberships/Dues	30,900.00	19,710.00	950.00	10,240.00	67%
Miscellaneous	5,000.00	3,115.66	17.99	1,866.35	63%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	53,305.32	1,382.65	5,098.03	91%
Printing	110,976.00	9,582.63	6,386.84	95,006.53	14%
Programming	103,480.00	48,417.23	7,957.67	47,105.10	54%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	229,358.30	334,539.50	1,138,602.20	33%
Supplies-Facilities	101,920.00	49,230.92	42,900.91	9,788.17	90%
Supplies-Office/Library	93,184.00	30,292.01	10,806.89	52,085.10	44%
Supplies-Processing	46,800.00	34,547.90	4,239.81	8,012.29	83%
Telecommunications	155,064.00	70,620.31	24,179.69	60,264.00	61%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	204,096.46	137,543.14	47,886.40	88%
Utilities-Gas	71,007.00	44,838.52	24,557.71	1,610.77	98%
Utilities-Water/Sewage	37,128.00	30,139.09	12,275.74	(5,286.83)	114%
Vehicle-Gas	43,870.00	20,724.79	-	23,145.21	47%
Vehicle-Repair	60,000.00	20,188.45	33,657.57	6,153.98	90%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(79.55)	-	79.55	N/A
TOTALS	\$ 18,713,679.00	\$ 9,515,372.77	\$ 1,030,301.60	\$ 6,518,004.63	62%

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

9/30/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ 2,973,704.00	\$ 4,415,932.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	13,518,980.43	97%
Revitalization Rebates	(119,110.00)	(126,245.86)	106%
Back Tax	-	180,272.37	N/A
Motor Vehicle Tax	1,557,671.00	1,089,640.28	70%
Recreational Vehicle Tax	17,297.00	12,987.25	75%
16/20M Vehicle Tax	5,960.00	7,125.82	120%
In Lieu of Tax	35,897.00	45,534.96	127%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	49,031.47	92%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	58,212.19	258%
Reimbursements	153,984.00	119,130.49	77%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	245,053.93	1225%
	<u>\$ 15,739,974.00</u>	<u>\$ 15,199,723.33</u>	97%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	5,953,021.10	68%
Other Staff Support Costs	181,817.00	142,841.67	79%
Library Collections	1,978,080.00	1,415,359.54	72%
Contracted Services	1,316,292.00	1,237,167.73	94%
Digital Services Support	464,152.00	111,588.92	24%
Furniture/Equipment/Art	53,000.00	39,177.18	74%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	563,897.80	33%
Utilities & Telecommunications	652,725.00	548,250.66	84%
Vehicles	103,870.00	74,570.81	72%
Other Operating Expenditures	677,301.00	459,798.96	68%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 10,545,674.37</u>	62%
Prior Year Canceled Purchase Orders		<u>\$ 111,674.98</u>	
Unencumbered Balance 9/30/2023	\$ -	<u>\$ 9,181,656.38</u>	

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

9/30/2023

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	\$ 3,519,456.77	97%
Revitalization Rebates	(30,991.00)	(32,877.11)	106%
Back Tax	-	44,590.86	N/A
Motor Vehicle Tax	414,748.00	288,728.80	70%
Recreational Vehicle Tax	4,605.00	3,447.12	75%
16/20M Vehicle Tax	1,587.00	1,687.01	106%
In Lieu of Tax	11,684.00	11,851.75	101%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	12,906.31	91%
Refund-Fringe Benefits-Foundation	48,256.00	35,197.71	73%
Refund-Fringe Benefits-Friends	20,829.00	13,459.00	65%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	7,166.80	80%
Refund FICA	-	452.41	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	8,467.38	N/A
Interest on Idle Funds	5,000.00	102,544.51	2051%
	\$ 4,128,019.00	\$ 4,017,079.32	97%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,503.00	\$ 7,426.00	99%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	423,687.99	63%
Ks Public Employees Retirement Sys	809,090.00	545,420.14	67%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	27,445.05	31%
Health/Dental Insurance	3,213,526.00	1,832,109.90	57%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,249,505.00	\$ 2,885,829.99	60%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 9/30/2023	\$ -	\$ 3,094,191.92	

* 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	184,864.92
	\$ 184,864.92
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 9/30/2023	\$ 5,459,944.83

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 9/30/2023	\$ -	\$ 49,186.93

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

9/30/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	2,790.37	11%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.89	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	82.74	165%
	<u>\$ 25,050.00</u>	<u>\$ 2,902.52</u>	12%
<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 9/30/2023	<u><u>\$ -</u></u>	<u><u>\$ 2,902.52</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of September 30, 2023

Capital Improvement Funds - Community National Bank

\$ 5,459,944.83 at 5.20% (money market account)

Municipal Investment Pool

\$ 3,852,190.24 Operating funds in "overnight pool"*;
available for transfer whenever needed

8,000,000.00 General fund; 30-day 8/31/2023 at 4.83%,
maturity 10/2/2023

1,000,000.00 Employee benefit fund; 30-day 8/31/2023 at
4.83%, maturity 10/2/2023

\$12,852,190.24

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	2023 LibSyn renewal	\$ 20.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	ISSUU monthly newsletter	\$ 19.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 15.99	-97118
10	41000	311	9/7/2023	COREFIRST BANK & TRUST	Monthly Rental Fee	\$ 178.50	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	REPAIR	\$ 118.80	-97118
10	41000	323	9/7/2023	COREFIRST BANK & TRUST	annual subscription	\$ 299.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-97118
10	41000	313	9/7/2023	COREFIRST BANK & TRUST	TB Test	\$ 20.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	MailChimp 2022	\$ 540.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	SurveyMonkey renewal	\$ 468.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-97118
10	41000	341	9/7/2023	COREFIRST BANK & TRUST	online course	\$ 116.10	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	Messaging service	\$ 32.00	-97118
10	41000	341	9/7/2023	COREFIRST BANK & TRUST	Online course registration	\$ 1,873.95	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	ARCGIS	\$ 2,065.00	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	Server backups	\$ 294.28	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	added 2 users	\$ 71.42	-97118
10	41000	310	9/7/2023	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-97118
				<i>Miscellaneous online orders paid with credit card</i>		\$ 6,441.04	-97118 Total
10	21505	0	9/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,293.72	-97115
15	21516	0	9/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,702.74	-97115
15	21517	0	9/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,048.90	-97115
10	21513	0	9/8/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,434.71	-97115
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,480.07	-97115 Total
10	21509	0	9/8/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,709.20	-97112
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,709.20	-97112 Total
10	21501	0	9/7/2023	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,381.86	-97111
10	21502	0	9/7/2023	PAYCOM PAYROLL LLC	State W/H	\$ 11,104.04	-97111
15	21521	0	9/7/2023	PAYCOM PAYROLL LLC	State Unemployment	\$ 45.16	-97111
10	21503	0	9/7/2023	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,051.30	-97111
15	21504	0	9/7/2023	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,051.30	-97111
10	21503	0	9/7/2023	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,221.80	-97111
15	21504	0	9/7/2023	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,221.80	-97111
10	21514	0	9/7/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97111
10	21518	0	9/7/2023	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97111
10	41000	313	9/7/2023	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,243.32	-97111
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,085.94	-97111 Total
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Logitech computer speaker	\$ 33.64	-97106

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Security cards	\$ 44.55	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	L nitrile gloves	\$ 130.50	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	palmer 4 roll dispenser	\$ 54.52	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	palmer 4 roll dispenser	\$ 54.52	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	commercial squeegee	\$ 11.54	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	palmer 4 roll dispenser	\$ 54.52	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	palmer 4 roll dispenser	\$ 54.52	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	3 gal clear liners 300 ct	\$ 57.20	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	broom pan combo	\$ 19.19	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Cricut easypress mat	\$ 14.17	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	HP 64	\$ 41.89	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Samsung 43 inch TV	\$ 341.77	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	laptop battery	\$ 414.36	-97106
10	41000	310	9/12/2023	COREFIRST BANK & TRUST	users	\$ 483.74	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Sony BluRay	\$ 98.00	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	transfer paper	\$ 6.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	google eyes	\$ 6.99	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Amazon basic 300ct AAA ba	\$ 172.44	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	LED Power Adapter	\$ 35.96	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	size 4 embroidery needles	\$ 39.29	-97106
10	41000	410	9/12/2023	COREFIRST BANK & TRUST	Mop heads 3 pack	\$ 50.97	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	91% alcohol 32 fl oz	\$ 10.86	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	22canvas tote mint"	\$ 13.85	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	192 markers in 8 colors	\$ 88.55	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	3 inflatable earth globes	\$ 7.79	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Peroxide, 6%, 16 oz	\$ 11.75	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	paper drinking straws	\$ 6.92	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Rubber bands, 700	\$ 5.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	1035 ft. Butchers Twine 1	\$ 7.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Star Beads	\$ 6.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Silver star stickers	\$ 5.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Flexible straws, 500	\$ 9.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Tissue paper squares, 54T	\$ 20.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	White Inflatable ball 12W	\$ 3.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Balloons, pack of 6	\$ 1.50	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	200 pc Cardboard tubes 12	\$ 43.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Box of 12, Pack of 3 penc	\$ 50.64	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Knitting needles, 6	\$ 12.97	-97106

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	606 pcs Party Favors for6	\$ 22.39	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	250 PomPoms Assorted Colo	\$ 9.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	cotton balls, 600	\$ 11.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	6 Pack condiment squeeze	\$ 17.50	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	6 Magnetic Wands	\$ 64.14	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Light green craft caddyLi	\$ 17.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Cardboard tubes, 100	\$ 28.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Tongs, 2 10-inch	\$ 10.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	sandwich storage bags, 3s	\$ 6.83	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Life Cycle Figurines Set	\$ 16.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	120 pcs mini plastic flie	\$ 15.96	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Set of 36 compasses	\$ 13.79	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Tuning fork with resonatT	\$ 14.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Small Neodymium MagnetsSm	\$ 20.86	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Copper wire 68 ft, 18 ga	\$ 14.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Pencils, pack of 10	\$ 8.39	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	6x12" felt 38 pk"	\$ 196.25	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	needle threaders	\$ 7.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	embroidery floss	\$ 11.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	plastic yarn needles	\$ 6.45	-97106
10	41000	310	9/12/2023	COREFIRST BANK & TRUST	Flattening service	\$ 27.00	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	AUBERGINE BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	BLUE BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	SUN DROP BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	ORANGE BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	TEAL BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	LIME GREEN BKTRK 6 SHELVE	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	TURQ BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	RED BKTRK 6 SHELVES	\$ 409.20	-97106
10	41000	736	9/12/2023	COREFIRST BANK & TRUST	S&H Display shelves	\$ 414.14	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Circuit 3 Explore	\$ 299.00	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	black card stock	\$ 16.29	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	foam stickers	\$ 7.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	dot markers	\$ 44.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	orange paper plates	\$ 10.43	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	glitter foam stickers	\$ 6.74	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	\$10 gift card	\$ 160.00	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	brown craft paper	\$ 5.68	-97106

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	100 Sheets black cardstoc	\$ 27.76	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	144 Drawing Chalk sticks	\$ 42.56	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	6 Rolls multicolor tape	\$ 4.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Craft Paint, Bright Red	\$ 4.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Craft Paint, Bright Yello	\$ 4.47	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Craft Paint, Caribbean	\$ 4.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Craft Paint, Fuchsia	\$ 4.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Craft Paint, Purple Iris	\$ 4.47	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Craft Paint, Spring Green	\$ 4.97	-97106
10	41000	341	9/12/2023	COREFIRST BANK & TRUST	Duplicate Charge Refund	\$ (61.25)	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	43 Samsung TV"	\$ 377.99	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	clear tape	\$ 9.98	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	flag tabs	\$ 13.98	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	small sticky notes	\$ 9.91	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	pop op sticky notes	\$ 19.99	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	post it 4x6	\$ 10.77	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Extra large binder clips	\$ 9.99	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	clorox wipes	\$ 25.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	bobs sweet stripes	\$ 14.98	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	outlet covers	\$ 8.50	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	paper shapes	\$ 40.78	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	shipping	\$ 9.95	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Mouse Wrist Rest	\$ 12.99	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Mousepad	\$ 13.99	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	Keyboard Wrist Rest	\$ 16.81	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	air dry clay	\$ 12.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	yellow pony beads 1000pk	\$ 6.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	black pony beads 1000pk	\$ 4.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	white pony beads 1000pk	\$ 6.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	green craft sticks	\$ 9.98	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	RED File-EZ	\$ 88.16	-97106
10	41000	361	9/12/2023	COREFIRST BANK & TRUST	Gasket set	\$ 48.00	-97106
10	41000	361	9/12/2023	COREFIRST BANK & TRUST	Breakers for AC units	\$ 32.92	-97106
10	41000	361	9/12/2023	COREFIRST BANK & TRUST	Rooftop AC unit	\$ 2,149.98	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	NVMe to USB	\$ 53.97	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Fold Flap Sleeves 8x10	\$ 134.85	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Fold Flap Sleeves 5x7	\$ 60.90	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Envelopes 10x13	\$ 176.10	-97106

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Archival L-Velopes	\$ 57.80	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Shipping & Handling	\$ 131.82	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	mifi chargers	\$ 143.85	-97106
10	41000	420	9/12/2023	COREFIRST BANK & TRUST	Standing Desk	\$ 446.25	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	12 Pack green craft tray1	\$ 179.97	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	100ft Ethernet	\$ 37.80	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	150ft Ethernet	\$ 61.80	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	200ft Ethernet	\$ 34.90	-97106
10	41000	320	9/12/2023	COREFIRST BANK & TRUST	48 PORT SWITCH	\$ 541.80	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Air dry Clay 56 colors	\$ 13.59	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	60 piece mini round brush	\$ 5.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	8 color acrylic paint	\$ 16.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	3x3 canvas 24 pack	\$ 27.78	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Washi tape, gold/silver	\$ 3.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	White electrical tape	\$ 4.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Tension curtain rod	\$ 13.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Polka dot valence curtain	\$ 16.97	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Small tension rods	\$ 9.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	400 pc star spacer beads	\$ 9.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Copper tape, 1"	\$ 5.98	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	Energy ball	\$ 14.99	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	250 PomPoms Assorted Colo	\$ 12.32	-97106
10	41000	330	9/12/2023	COREFIRST BANK & TRUST	200 pc Cardboard tubes 12	\$ 43.99	-97106
				<i>Miscellaneous online orders paid with credit card</i>		\$ 12,581.03	-97106 Total
10	21509	0	9/22/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,709.20	-97101
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,709.20	-97101 Total
10	21501	0	9/21/2023	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,338.76	-97100
10	21502	0	9/21/2023	PAYCOM PAYROLL LLC	State W/H	\$ 11,177.61	-97100
15	21521	0	9/21/2023	PAYCOM PAYROLL LLC	State Unemployment	\$ 47.49	-97100
10	21503	0	9/21/2023	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,083.89	-97100
15	21504	0	9/21/2023	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,083.89	-97100
10	21503	0	9/21/2023	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,229.24	-97100
15	21504	0	9/21/2023	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,229.24	-97100
10	21514	0	9/21/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97100
10	21518	0	9/21/2023	PAYCOM PAYROLL LLC	Garnishments	\$ 335.83	-97100
10	41000	313	9/21/2023	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,301.01	-97100
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,256.49	-97100 Total
10	21505	0	9/22/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,398.64	-97099

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15	21516	0	9/22/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,850.06	-97099
15	21517	0	9/22/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,066.37	-97099
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 47,315.07	-97099 Total
10	21515	0	9/22/2023	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,106.08	-97097
15	21515	0	9/22/2023	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 172,766.64	-97097
15	21515	0	9/22/2023	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97097
						\$ 208,769.38	-97097 Total
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 2,786.05	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 22.73	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 202.25	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 60.43	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 27,937.86	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 22.73	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 22.73	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 22.73	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 24.10	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 22.73	99868
10	41000	351	9/7/2023	EVERGY	Electric Service	\$ 22.73	99868
						\$ 31,291.67	99868 Total
10	41000	736	9/7/2023	KENDALL CONSTRUCTION INC	NEW AND NOVEL CONSTRUCTION	\$ 38,607.00	99879
						\$ 38,607.00	99879 Total
10	41000	312	9/7/2023	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462	\$ 3,343.92	99885
10	41000	312	9/7/2023	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0041072429	\$ 2,337.33	99885
				<i>2023 approved operating budget - contracted equipment</i>		\$ 5,681.25	99885 Total
10	41000	310	9/7/2023	QMARKETS USA INC	annual maint contract	\$ 5,510.00	99886
				<i>2023 approved operating budget - Idea Management renewal</i>		\$ 5,510.00	99886 Total
10	41000	350	9/7/2023	VERIZON WIRELESS	mobile mifi cards	\$ 6,389.58	99891
				<i>2023 approved operating budget - telecommunications expense</i>		\$ 6,389.58	99891 Total
10	41000	736	9/21/2023	HTK ARCHITECTS INC.	ARCHITECTS READERS LOUNGE	\$ 22,800.00	99937
10	23800	0	9/21/2023	HTK ARCHITECTS INC.	ARC FEES NEW & NOVEL	\$ 460.00	99937
10	41000	736	9/21/2023	HTK ARCHITECTS INC.	WAYFINDING ARC FEES	\$ 3,740.00	99937
						\$ 27,000.00	99937 Total

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15	41000	260	9/21/2023	THE CINCINNATI INSURANCE COMPANY	4th qtr workers comp insurance	\$ 11,961.00	99950
						\$ 11,961.00	99950 Total
10	41000	312	9/28/2023	CENTURY BUSINESS TECHNOLOGIES	Equip & Service Lease	\$ 94.00	99958
10	41000	312	9/28/2023	CENTURY BUSINESS TECHNOLOGIES	Equip & Service Lease	\$ 313.00	99958
10	41000	312	9/28/2023	CENTURY BUSINESS TECHNOLOGIES	Lease Charge Per Mo.	\$ 37.54	99958
10	41000	312	9/28/2023	CENTURY BUSINESS TECHNOLOGIES	2022-2023 Overage Charge	\$ 5,955.93	99958
					<i>2023 approved operating budget - contracted equipment</i>	\$ 6,400.47	99958 Total
10	41000	310	9/28/2023	KOIOS LLC	koios annual payment	\$ 6,902.00	99965
					<i>2023 approved operating budget - annual marketing subscription</i>	\$ 6,902.00	99965 Total
10	41000	320	9/28/2023	PREMIER ONE DATA SYSTEMS INC.	APC UPS BATTERY	\$ 3,500.00	99970
10	41000	320	9/28/2023	PREMIER ONE DATA SYSTEMS INC.	UPS F CLOSET	\$ 1,385.02	99970
10	41000	310	9/28/2023	PREMIER ONE DATA SYSTEMS INC.	PDF software	\$ 79.47	99970
10	41000	310	9/28/2023	PREMIER ONE DATA SYSTEMS INC.	Adobe Creative Suite	\$ 723.51	99970
					<i>2023 approved operating budget - digital services support</i>	\$ 5,688.00	99970 Total
						\$ 642,778.39	Grand Total



Executive Committee Members Present

Shawn Leisinger – Chair, Peg Dunlap - Vice-Chair, Joan Hicks – Secretary, and Hannah Uhrig - Treasurer

Staff Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Jesse Maddox- Chief Human Resources Officer

Call to order

The meeting of the Board of Trustees Executive Committee was held on October 9, 2023, via Zoom, and was called to order at 4:02 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the September 11, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the September 11, 2023, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the August 7, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhrig, seconded by Shawn Leisinger, the minutes from the August 7, 2023, Board of Trustees Executive Committee Meetings were approved.

The minutes from the September 21, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees October 19, 2023, meeting were reviewed.

Leisinger requested an Executive Session be added to the October 19, 2023, meeting agenda to discuss a personnel matter.

Pyko indicated she will discuss the upcoming Strategic Plan workshop schedule at the Board meeting.

Hartman indicated there are several items under New Business related to the Master Facility Plan at the upcoming board meeting.

No other items were discussed

Adjournment

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:19 pm.

Next Meeting

November 6, 2023

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER'S REPORT
October 2023

News and Updates

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

I didn't receive the September DPIL data in time for the Board packet. If I receive it in time for the meeting, I will include it in the packet.

Strategic Plan 2023

Prior to finalizing our Strategic Plan, we will have a workshop to determine priorities, set goals and establish the timeline, and discuss activities to be included in the new strategic plan. The workshop set for October 30, 2023 will include the Board of Trustees and library leadership. After the workshop, the goal is to begin developing 2024 work plans and finalize the implementation dashboard which was included as a deliverable from the Ivy Group, Inc.

Collaborations and Activities

Kansas Book Festival and Washburn University

As an aspect of our Community Impact Goal- Topeka and Shawnee County will continue to be an engaged community of readers, we continue to participate and sponsor aspects of the Kansas Book Festival. Thank you to all the staff and board members who also supported this wonderful annual event. It continues to grow in size and diverse activities, and I truly love that it is now occurs at Washburn University which is a perfect venue to support readers and learners. It is my intention for our library to continue to work alongside this book rich annual event. The keynote speaker for the Book Festival Ling Ma shared with the audience that not only did she live in Topeka during her high school years but her first job was as a shelver at the Topeka and Shawnee County Public Library. It was great to get a little shout out and see the literary journey of one of our former colleagues.

Digital Inclusion Week- October 2-6, 2023

We had the opportunity to host and participate in two events tied to Digital Inclusion Week. On October 2, 2023 we hosted a Proclamation Party for the members of the Digital Equity Advisory Board in the Level 2 Tech Center. Morgan Barnes, Engagement and Outreach manager with the Kansas Department of Commerce coordinated the event and over 30 members of the Advisory Board attended. It was wonderful to be able to showcase the space where we help our community members with digital skills training and also celebrate the Governor's proclamation. Morgan requested to have the event at the library because she was very impressed with our digital inclusion work.

I had the opportunity to speak about how our library is committed to ensuring that all citizens have access and training of digital tools so they can stay actively involved in today's economic ecosystem and digital life.

2023 Fall Author Series- Craig Johnson

With special thanks to the Friends of the Library who sponsored the event, we had two wonderful events on October 9, 2023 for our Fall Author Series. The Friends members had a special invitation reception to meet New York times bestselling author Craig Johnson prior to his speaking engagement. Over 40 members enjoyed the reception out in Claire's Courtyard. I want to thank Janel DeLeye, Friends Executive for her leadership in creating a very special event for our Friends of the Library members.

After the reception, over 250 registered library guests attended a lively discussion moderated by KPR's Kaye McIntyre with Craig Johnson. It was a great success and we received numerous compliments about the event. I would like to specially thank the author planning team Autumn Friedli, Miranda Ericsson, Debbie Stanton, and Diana Friend who each played a significant part in making the event a true success.

New Business

Resolution- Bid for Computer and Monitor Purchases

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

Resolution- Bid for Readers Lounge and Wayfinding Signage

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

Resolution- Bid for Readers Lounge Furniture

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

Resolution- Bid for Readers Lounge Shelving

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

Resolution- Request for FY2024 Friends of the Library Funding

This is the request submitted to the Friends of the Library each year. During the development of the FY2024 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, larger programming initiative (annual signature author events and summer reading professional presenters), continued support for the Dolly Parton's Imagination Library and Strategic Planning implementation.

Professional Activities/Community Contacts

September 15, 2023	Attended the 11 th annual Kansas Book Festival
September 18, 2023	Welcomed and coordinated the Trustee Board Orientation for Mark Zillinger, new board member.
September 18, 2023	Met with Kansas Library Directors for the Community of Practice meeting over Zoom.
September 19, 2023	Attended the Intergovernmental Cooperative Committee meeting at Washburn University.
September 21, 2023	Attended the Board of Trustees Board meeting.
September 25, 2023	Attended the Capper Foundation Board of Trustees meeting.
September 25, 2023	Attended the National Issues Forum Institute committee meeting.
September 27, 2023	Met with Sherry Hess and LeAnn Brungardt regarding NICU project with Stormont Vail Health Center.
September 27, 2023	Attended the GTP Advisory Board meeting.
September 28, 2023	Met with Dene' Mosier Kansas Children's Discovery Center
October 3, 2023	Met with the Library retirees' group.
October 5, 2023	Participated and welcomed the attendees at the Statewide Digital Inclusion Proclamation event.
October 9, 2023	Introduced author Craig Johnson and moderator Kaye McIntyre at the Fall Author series event.
October 11, 2023	Attended the United Way Shawnee County Advisory Committee.
October 11, 2023	Attended the Women's Fund Luncheon.
October 12, 2023	Met with Washburn University Dean of Libraries Alan Bearman and Sean Bird to discuss collaboration opportunities.
October 12, 2023	Attended the GTP Childcare Taskforce meeting.
October 13, 2023	Met with Ivy Group, Inc on the Implementation Dashboard.
October 13, 2023	Attended the Kansas Book Festival Board meeting.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 10/13/23

Chief of Staff Report

Thad Hartman

October 12, 2023

Readers Lounge

This month we have the bid recommendations for the Readers Lounge remodel, wayfinding signage, and addition of doors to the entrance to the Gallery. These are broken up into three separate resolutions. One is for construction of the remodeled Readers Lounge, installation of Gallery doors, and installation of the new wayfinding signage. The second resolution covers new furniture for the Readers Lounge. The third resolution is covers shelving in the Readers Lounge, including moving and modifying our current shelving and the purchase and installation of new shelving.

As discussed at our meeting last month, this is the culmination of work that began over a year ago to remodel the section of the library that houses the bulk of our adult book collections. This remodel will update the footprint of the collection to more accurately reflect the changing use patterns of our customers. This will allow us to create more space for readers conversations, collection merchandising, and casual seating. It will also update aspects of the space that are long overdue, such as flooring replacement and updating the cove lighting to LED.

The other aspects of these projects are updating wayfinding signage and the addition of doors to the entrance of the Gallery. We have been making changes in-house to our signage as our services and building has changed over the past 20 years. Updating the signage will make for more consistent and more accurate wayfinding throughout the entire library.

The addition of the Gallery doors is a solution to the humidity problems that have been difficult to control. The proximity of the entrance to the Gallery to the front doors of the library, leads to outside air migrating into the Gallery. The addition of the doors to the Gallery will help maintain proper humidity levels in the Gallery. More information about the bids and the recommendations is contained in the bid resolution documents.

TSC Get Digital

The Federal Communications Commission (FCC)'s Taskforce to Prevent Digital Discrimination hosted a listening session in Topeka on Thursday, October 5. This session was one of several held around the nation used to gather information to help with the establishment of rules and policies to prevent and eliminate digital discrimination.

Topeka Shawnee County (TSC) Get Digital helped support the Taskforce's visit, including several presenters which included representatives from the FCC, NTIA, State of Kansas, stakeholders throughout Kansas and a few of our coalition members. Program Coordinator Shari Schawo presented on the work TSCPL has done to provide computer training to community members. Several speakers mentioned that getting computers and broadband access was only part of the issue. Just as important is helping people become computer literate. This was a great opportunity to highlight the



work that Shari and Emerging Technologies Librarian Meg Porteous have done to help our community in this vital aspect of digital equity, and the role that we play within the TSC Get Digital initiative.

Department Highlights

Public Services

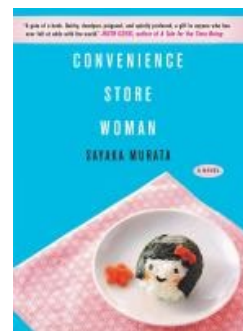
Autumn Friedli, Supervisor – Readers Services

Fall Reading Challenge

Get Ready to READ! Our Third Annual Fall Reading Challenge begins October 1st! Read three books in the month of October, log them in to Beanstack, earn a super cool collectible glass.

Top City Reads

The Top City Reads online reading group is discussing **Convenience Store Woman** by Sayaka Murata this month. This book by a Japanese author features a woman who has spent her entire adult life working at the Smile Mart convenience store. The setting of the book ties into the “read around the world” theme the group has been enjoying all year long. The book has lent to discussions on how society views people who are “out of the norm”, the difference in various work cultures, and what we would like to eat at a Japanese convenience store. There will even be some Convenience Store Woman inspired activities at the Top City Reads Fall Social event for book lovers, which is Saturday October 21st.



Author Visits

On October 9, the library hosted Craig Johnson, the bestselling author of the Longmire series, in partnership with the Friends of the Library. The evening started out with an exclusive meet and greet for the Friends of the Library in Claire's Courtyard, then 250 readers attended a lively conversation moderated by Kaye McIntyre of Kansas Public Radio. Readers in the room laughed a great deal, chatted with each other about books, and stayed after to meet the author. Feedback from attendees has been overwhelmingly positive, with many commenting on the relaxed and engaging atmosphere of the event. One reader said, "It felt like a conversation and not a lecture."

Red Carpet Services

The Red Carpet Team has been busy since the kickoff of the celebration of the 50th year of Red Carpet Service. We have been taking books out as usual but the books are being delivered in beautiful new tote bags celebrating the anniversary. The residents are using these to keep, protect and transport their books around the facilities.

This is a picture from Plaza West Rehab showing where they choose to display their certificate of appreciation from the Red Carpet Team for their support over the years.

Still the best part of the delivery are the smiles and happy comments we receive when the books are delivered.



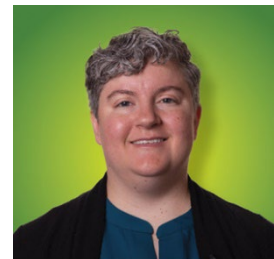
Public Services

Zan Popp, Supervisor – Information & Learning

It's been another strong month for the team, from new staff to new teams, from the annual Lowrider show to engaging book displays. While installing the current "Deep into the Darkness Peering" display, the team was approached by a veteran who looked at the display case and started reciting the first stanza of the Raven, which is the poem that the display was quoted from!

Welcome to the newest member of the Information and Learning Team, Brittany Keegan, our new Curator of Exhibitions.

Brittany is a graduate of KU with a B.A. in History and an M.A. in Museum Studies. She brings over a decade of experience in the museum world as a collections curator and exhibit developer. Her passion lies in exhibition research and design, and she has shared her expertise with students as an instructor for the University of Kansas' Museum Studies Program, teaching museum collections management and exhibit development.



Alice C. Sabatini Gallery | Arts & Craft

The 3rd Annual Lowrider Car Show on Sat., Sept. 16 was a huge success, with 579 visitors enjoying the beautiful cars, trucks, and bicycles on display. Highlights included the Olathe Police Department lowrider car and lowrider bikes by the Olathe Leadership Lowrider Bike Club from Olathe North High School. This family-friendly event, held in recognition of Hispanic Heritage Month, also featured the library's Book Bike with Bookmobile staff to answer questions and the TopCity sign.



It's almost time for Fiber Arts Month! Every October, we celebrate the fiber arts with a month of free craft kits, book displays, and craft programs. Our craft kits contain all the materials needed for a small project. This year, we're expanding our offerings with weekly kits, featuring appliqué on felt, origami, knitting, and wet felting. Due to their popularity, we're increasing the weekly kit distribution from 75 to 100 this year. Additionally, each week will feature a hands-on program, providing people with an opportunity to learn that week's craft.

We've had a fantastic response to DoKiPa: A Land Acknowledgment, with over 40 visitors attending our "History of the Citizen Potawatomi Nation" program last week. Many were from a Washburn University English class, and we've also welcomed students from Royal Valley High School and Topeka High School through the exhibit. Here are some of the comments captured by gallery staff:

A family visited DoKiPa; the children did the weaving and were fascinated by the touching board. The 4-year-old stroked the Navajo wool and said, "Mom, I KNOW that everything at the library is real."

An enthusiastic visitor commented, "A-MAZE-ING! Wonderful job. Summer Solstice is my favorite. Circle of the Missing gave me chills, and I almost cried."

"This exhibit is phenomenal and so important and needed!" said another impressed guest.

"I am Cree, visiting from Arkansas, and I didn't know you had a gallery here or this exhibit. The staff and artists have done an excellent job."

Community Connections

At Library Trivia on the weekend of September 29-30th, we hosted 124 people on Friday evening and another 67 on Saturday afternoon. Some highlights include community camaraderie and the ongoing popularity of this event:

20th Anniversary: At the September 29th, 2023 event, four people from three different tables were also present at the first library trivia event in March 2003. Other attendees shared their stories of attending and forming friendships over the years.

In Memoriam: In memory of a regular teammate, Rebecca, we added a fashion question, her favorite topic, to our history questions in Round 9.

Thanks: A dedicated team of staff, including Andrew Ross, Nick Scraper, Shawn Nyberg, Cale Herreman, and Ginger Park, create this event for our community each quarter by writing original questions.

An attendee shared their gratitude: "Thanks for all the work you put into trivia. We really appreciate it. It's typically our main social event of the quarter."

Core Technology

The Core Technology Team has taken over the Beginning Computer classes, starting in October. We're excited to help community members build the computer skills they need with our solid team of librarians and specialists from Public Services and Youth Services.

Level 2 Tech Center

We have had a new regular come in to record music in both studios. They have also started collaborating with other studio regulars that use the space! This month we had a customer come in and use Studio B to create a little music video for her clients at LULAC.

Local History | Topeka Room

The Sports Hall of Fame has been moved and is now prominently located next to the Topeka Room on the way to the Level 2 Tech Center on our 2nd floor.



Library Trivia: Evening Edition | Friday, September 29, 2023: This first place team answered 85 questions correctly, from topics including celebrity breakups, most visited cities, ballpark slang, and Marvel characters and actors.



Library Trivia: Afternoon Edition | Saturday, September 30, 2023: This first place team answered 83 questions correctly from topics including Kansas, alternative rock music, fear and knowledge, baby boomer history, and pets.



Youth Services

LeAnn Brungardt, Youth Services Supervisor

Retirement

After nearly 25 years of service, Specialist, Kathy Ellison, is retiring on October 18. Her focus here has always been on early childhood, and she has done a little of everything for that age group including outreach storytelling, large scale events like Week of the Young Child and Kansas Reads to Preschoolers, Book Bundles, Reading Chests, the Learn and Play Bus, and working with families of one-year-olds. Her knowledge, skills, and patience are extensive. Personally, she was my gateway into the toddler world.

We are celebrating her this month and wishing her well in retirement.

Librarian Updates

Sherry Hess, Early Childhood Learning Coordinator

Learn and Play Bus – Community Agency Support

The Learn & Play Bus is a forty-foot-long vehicle designed to be a play-based environment providing the most essential skills for school readiness. Fundamental skills identified are behavioral skills, social skills, fine motor skills, expressive and receptive language skills, and early identification and intervention of developmental disabilities. Parents and caregivers will find knowledgeable library staff and community partners on the Learn & Play Bus.

Our goal is to provide ample opportunities to aid parents in their role as their child's first teacher. Community agencies are present to provide expertise, a sounding board, or to play alongside a family while introducing an available resource within our community. Current support comes from the Shawnee County Health Department, GraceMed, K-State Extension, Auburn Washburn - Parents as Teachers, and TARC Children's Services, also known as Tiny-K. Their knowledge and skillfulness is infused through their presence on the Learn & Play Bus. A colleague from K-State Extension brought information about nutrition; she tackled questions about nursing, introducing solids, portion size, and picky eaters. While another from the health department shared information about stress, self-care, and parenting. This is especially pertinent because parenting a young child (children) is non-stop; but it also normalizes stress and mental health. It is wonderful to have their expertise and support for families.

Luanne Web, Early Childhood Librarian

Building Readers

The birth-3 portion of our Building Readers program series – Baby Bookworms, Wonderful 1s, and Totally 2s – is in full swing. We have new and returning families. These programs allow for children to interact with others of the same age. Their adults get to talk to other adults! They network, exchange milestone trials and successes, and find out about other activities available for their young children. Deep friendship formation is not uncommon.

Bilingual Storytime

Hora del Cuento Bilingue/Bilingual Storytime was a big hit on September 21. Judy Espinosa Gonzalez and Kyler Carpenter provided a high energy and engaging storytime for 20+ preschoolers and their families. The participants sang “Buenas Dias, Amiguitos/Good Morning, Friends” and counted in English and Spanish. They moved and grooved to “Chuchuuuuuaa!” A good time was had by all.



Angie Reed, Teen Librarian

Teen Programs

In September the Teen Team rolled out a new schedule for teen programming. The new programs have been met with enthusiasm and, despite a few technological issues, mostly success. We are eager to see how these trends continue as we enter the holiday season.

Our weekly Dungeons and Dragons program has been full of our regular attendees and plenty of new characters. We currently run two full to bursting tables. I am currently working with our wonderful volunteer Game Master, Brian, to get together a third, teen-ran, table.

We have also started a weekly movie night, and self-care/sensory day that are bringing in new and familiar faces. In this upcoming week, we will have the opportunity to debut our rotating Friday schedule featuring a First Friday Art tie-in program and a **Bring Your Own Book Club** among others.

Community Services

Patrick Berry, Community Services Supervisor

Adventuremobile

The Adventuremobile team started visiting the schools again starting on September 27th. In the limited time they were running last month, they were still able to check out 732 items in three days. Way to go team!

Parades and Events

The team visited a Touch-a-Truck event at Everygy Plaza on September 9th. This event was well attended and fun for us to participate in!

TSCPL@Home delivery

We had another great month where we checked out almost 3200 items in a shortened month.

Bookmobile

In the month of September, we checked out almost 4900 items in the shortened month.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Preparing for Renovation: Collection Shifting Continues

The temporary relocation of adult nonfiction collections from the west wing to the east wing continues ahead of schedule. The project is going smoothly with a small team working for approximately 2 hours each weekday morning. We anticipate completing the movement of all collections from the west wing to the east by the end of October. While collections are currently shelved a bit tighter than we would like, everything is going to fit and that’s the biggest goal we needed to achieve for this first phase. Once this phase of the project is complete, we will begin setting up for the second phase of the project which will involve a temporary move of adult fiction collections. We plan to keep all adult collections on the main floor and accessible to customers throughout the entire renovation process of both wings. I am especially appreciative of the small team of staff who have been steadily moving many carts of books and adjusting hundreds of shelves as we complete this first phase of the project. They are efficient in their work processes and have a great attitude. We are excited about this project and are looking forward to creating inviting, refreshed spaces for readers.

Supporting Community Elders with Memory Loss: Joy for All Companion Pets

I’d like to share about a new, unique collection of items in our Red Carpet Outreach Collection. We’ve added 4 furry critters to the library family! They are Joy for All Companion Pets. These beautifully constructed, lifelike robotic pets have the appearance, weight and feel of a real animal. They purr, gently bark, wag their tails, and respond to petting and hugging motions. Meet the team:



This collection of cats and dogs are designed to bring comfort, companionship and fun to older adults. On their [website](#), Joy for All Pets states that their mission is to “positively impact the lives of older adults

and their care partners through the power of play.” We often talk about play in the context of younger patrons but it’s equally important for older adults. These special items were selected to support the work of caregivers and activity directors in senior living facilities, especially in memory care units, engaging with the elders in their care. In these facilities, the ability to have live animals often is not possible for safety or health reasons. With a Joy for All pet held in a lap, an older adult can enjoy many of the same sensations as holding a real cat or dog. They can pet the animal, talk to it (they meow, purr or bark in response!) and enjoy the experience of holding something that feels alive. Even if they know it’s not a “real animal”, the positive feelings of loving kindness are the same.

We’ve received a wonderful response from activity directors who have checked out a Joy for All pet to use with their memory care residents. One director said, "Our memory care residents loved the kitten. They spent time stroking it and talking to it. It settled a lady so that she was able to sit still and focus on just the kitten. Please bring a puppy next time!" Another director shared this about a memory care resident who experiences anger, “The cat worked great with my one resident and I’m so glad you have that now. Sometime when available I would like to try the dog.”



A special thanks to the Red Carpet team who helps prepare our animal companions for the facilities they visit and who follow up on out how the experience is going in care units where library staff are unable to directly visit or interact with residents. We plan to keep on with this special program and bring the power of play to the very special seniors in our community.

Circulation Department

Angie Hardy-Foltz & Kelli Smith, Circulation Supervisors

AMH Milestone

On September 15, 2023, the Automated Material Handling (AMH) system surpassed 30 million items handled since we began tracking that number on April 17, 2001. This is a significant milestone for the AMH system and the library as a whole.

It is truly remarkable to think about the sheer volume of materials that have passed through the AMH system in the past 22 years. This includes everything from new books and VHS, DVDs to returned items and donations. The AMH is a complex and vital part of the library's operations it helps staff to ensure that library materials are available to patrons when and where they need them.



The AMH system is scheduled to be replaced in 2024. The new system is expected to be even more efficient and effective than the current system, and it will help the library to continue to meet the needs of its patrons in the years to come.

Digital Services

David King, Digital Services Director

New Microphones

The final part of our Marvin Auditorium upgrade – installing the new microphones – is finally complete. From all reports, the new microphones work well. These use a newer wireless technology similar to wifi technology for phones, so the connection from the receiver and transmitter is much more robust.

Computer RFP

In September, we worked on the Computer RFP that you're discussing at the board meeting. Those computers will replace end-of-life service desk computers, some staff computers, and eight new computers for the Edge.

Top Web Pages for September 2023

1. Library Catalog: 3440 Pageviews
2. Services Page: 2619 Pageviews
3. Search: 1720 Pageviews
4. Work at the Library Page: 1544 Pageviews
5. Get a Library Card: 1211 Pageviews
6. About Page: 1194 Pageviews
7. Great Gatsby Discussion Questions: 1144 Pageviews
8. My Account: 1113 Pageviews
9. Meeting Room Page: 902 Pageviews
10. Basketry – Ancient & Modern page: 899 Pageviews

Social Media Highlights for September 2023

Facebook

- East Wing update – reached 10,128 people
- Storyteller retiring – reached 5635 people
- Social Media job ad – reached 5605 people

Instagram

- Local history story about the library – reached 690 people
- A clever opportunity – reached 557 people
- Fall reading challenge – reached 509 people

Communications & Marketing Report

October 13, 2023

Communications & Marketing Team

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

Social Media position

We are hiring a Social Media specialist! Marketing strategy is an ever-evolving business that requires strong knowledge of how multiple platforms perform and the demographics of their audience. The library made a commitment to social media platforms to communicate with our customers and share stories and information about activities at the library. This work has been done by a library-wide staff team who post as regularly as their “real” job permits with Ginger, Karen and Michael providing brand messages. When this position is filled (look for an announcement soon) we will be moving the library’s marketing efforts to the next level and expanding our message to new audiences.

The power of a post

Testing our social media posts is important and Ginger reports that her September 6 post worked!

From Ginger to Scarlett: On Sept 6 I posted on Facebook about the 2015 book My Grandmother Asked Me to Tell You She’s Sorry by Fredrik Backman. We now have 15 holds on this book (combining formats). I’m curious if my post prompted these holds on an 8-year-old book. 🤔 Can you see when these holds were placed?

Scarlett to Ginger:

I am absolutely happy to help! I think you can see the correlation between your words and customer action. Here you go (I counted 2 suspended holds which is why my total is 17 for all the holds.):

Format of title	Date hold was placed	# of active holds placed on this date
Regular print	9/6/23	2
Large print	9/7/23	1
Libby ebook	9/6/23	5
	9/7/23	2
	9/8/23	1
	9/9/23	3
Libby eaudio	9/6/23	2
	9/17/23	1

Ginger to Diana:

On Sept 6 we posted on Facebook about the 2015 book *My Grandmother Asked Me to Tell You She's Sorry* by Fredrik Backman. We had 15 holds placed on this 8-year-old book within 11 days of that post.

Newsletter Success

Enews, our bi-weekly newsletter, is sent to all library cardholders over 14-years of age, unless the individual decides to opt out. We do three versions of the newsletter with two directed to families with pre-K children and school-aged children. There is one edition that is for a general audience without the child focus information. Each of the August and September enews for *Bedtime Stories* (adults who primarily check out kids' materials) had record open rates of more than 48 percent (4 issues per month). In this same time frame the other two versions of enews continued to have high open rates between 28 and 31 percent.

Top Facebook Posts



Today is one of our favorite storytellers' last day as she moves on to her retirement adventures. Please join us in wishing Joyce all the best! Here are a couple pictures from her last Storytime at the library with some of the many kids who have been fascinated by her tales. 🥰🥰

Thu, Sep 28

Post reach	Engagement
5,629	753



You may be wondering what is going on in the East Wing with empty shelves on one side and packed shelves on the other. We are gearing up for renovations in the wings. We've made space to move all the books from the West Wing to the East so the West can be renovated. Then we'll empty out the East Wing and renovate...

Fri, Sep 29

Post reach	Engagement
10,101	1,927



Free Photo Shoot for Little Monsters! Bring your little ones to the library on Saturday, October 28th for a free photo shoot with Michael, our resident photographer. Michael will be taking photos from 9:30am to 12 noon, so come early or stay late to get a photo with your kids in costume. Musical Storytime will also be...

Mon, Oct 9

Post reach	Engagement
14,494	1,479



Resolution – Bid for Computer and Monitor Purchase

BOARD OF TRUSTEES

October 19, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$59,108.48 by Hypertec Solutions Partner of Tempe, Arizona for the purchase of thirty-eight (38) Dell OptiPlex Small Form Factor Plus 7010 computers, seven (7) Dell Latitude 5440 laptops, eight (8) Dell OptiPlex Tower Plus 7010 computers, ten (10) Dell 22” P2222H monitors, three (3) Dell 24” P2423 monitors, and eight (8) Dell ultrasharp 27” U2722D monitors, with 3-year warranties. Funding for this purchase will be from the General Fund, Digital Services Support line.

Policy and Background Information:

The Board of Trustees’ Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On September 15, 2023, the Request for Proposal (RFP) for the purchase of thirty-eight (38) Dell OptiPlex Small Form Factor Plus 7010 computers, seven (7) Dell Latitude 5440 laptops, eight (8) Dell OptiPlex Tower Plus 7010 computers, ten (10) Dell 22” P2222H monitors, three (3) Dell 24” P2423 monitors, and eight (8) Dell ultrasharp 27” U2722D monitors, with 3-year warranties was posted on TSCPL’s website as notice to any interested vendor. Proposals were due by 3:00 pm on October 6, 2023 and were opened. Bids were received from eight (8) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$59,108.48 by Hypertec Solutions Partner of Tempe, Arizona for the purchase of thirty-eight (38) Dell OptiPlex Small Form Factor Plus 7010 computers, seven (7) Dell Latitude 5440 laptops, eight (8) Dell OptiPlex Tower Plus 7010 computers, ten (10) Dell 22” P2222H monitors, three (3) Dell 24” P2423 monitors, and eight (8) Dell ultrasharp 27” U2722D monitors, with 3-year warranties. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2023 Staff Computer Bid Tally

Vendor	RocketDrop	Howard Technology Solutions	Premier One	Insight Public Sector, Inc.	Zones, LLC	Hypertec Solutions	CDW Government	Southern Computer Warehouse
Location	Salem, NH	Ellisville, MS	Topeka, KS	Chandler, AZ	Auburn, WA	Tempe, AZ	Vernon Hills, IL	Marietta, GA
Price:								
38 Dell OptiPlex Small Form Factor Plus 7010 Computers	\$ 39,862.00	\$ 52,098.00	\$ 46,736.96	\$ 45,811.66	\$ 46,743.04	\$ 31,890.36	\$ 34,886.66	\$ 38,177.08
7 Dell Latitude 5440 Laptops	\$ 10,129.00	\$ 11,977.00	\$ 10,774.82	\$ 11,147.57	\$ 10,533.95	\$ 8,445.99	\$ 7,804.86	\$ 11,035.29
8 Dell OptiPlex Tower Plus 7010 Computers	\$ 10,352.00	\$ 15,792.00	\$ 16,675.28	\$ 14,639.52	\$ 13,759.84	\$ 13,936.72	\$ 15,146.00	\$ 13,164.56
10 Dell 22" Monitors - P2222H	\$ 1,680.00	\$ 1,770.00	\$ 1,783.50	\$ 1,655.30	\$ 1,626.70	\$ 1,606.20	\$ 1,684.00	\$ 1,626.10
3 Dell 24" Monitors - P2423	\$ 774.00	\$ 828.00	\$ 830.25	\$ 782.01	\$ 768.36	\$ 754.65	\$ 794.58	\$ 768.12
8 Dell UltraSharp 27" Monitors - U2722D	\$ 2,536.00	\$ 2,688.00	\$ 2,692.72	\$ 2,535.92	\$ 2,492.00	\$ 2,474.56	\$ 2,589.68	\$ 2,491.20
3-year warranty	Included in price	Included in price	Included in price	Included in price	Included in price	Included in price	\$ 2,385.89	Included in price
Shipping	N/A	N/A	N/A	N/A	N/A	N/A	\$ 1,384.90	N/A
Time of completion	14 days	14 - 21 days	30 days	Various days	30 days	15 - 30 days	Various days	Various days
Total Bid:	\$ 65,333.00	\$ 85,153.00	\$ 79,493.53	\$ 76,571.98	\$ 75,923.89	\$ 59,108.48	\$ 66,676.57	\$ 67,262.35

***Award to the lowest bidder.**



Resolution – Bid for Reader’s Lounge and Wayfinding Signage

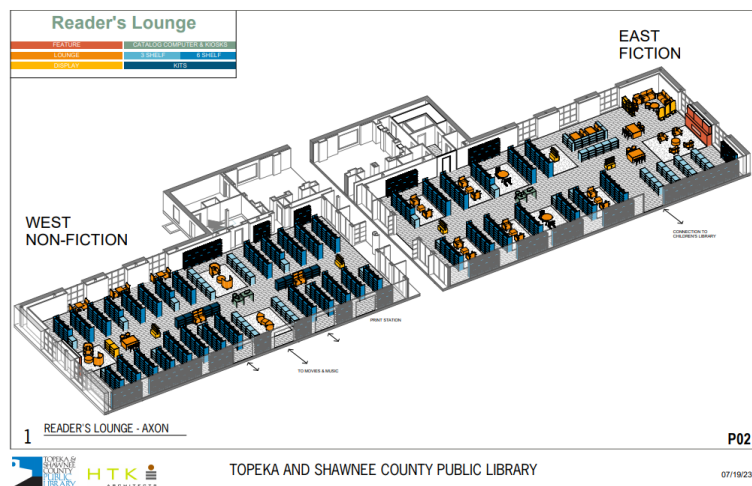
**BOARD OF TRUSTEES
October 19, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$842,300 for the remodel of the of the Reader’s Lounge, addition of Gallery doors, and update of wayfinding signage. This includes alternate #1 and #3 for the addition of tile around the fireplace and the replacement of the current florescent cove lighting with LED lighting. This expenditure shall be paid from the General Fund.

Policy and Background Information:

In October 2022, a team of library staff members began working to develop service priorities for the Wings that house the bulk of adult collections. The result was a concept for a new Readers Lounge that updates the collection footprint to better reflect current use patterns and to provide more room for readers and readers conversations. Once ideas for how the space and collections needed to be updated, library staff worked with HTK Architects to develop a plan to refresh the design and meet the needs of customers and goals of the new space.

This portion of the project is the construction, which will focus on adding lighting independent of the shelving, to provide much more flexibility. New flooring will also be installed, which will primarily be luxury vinyl planks, which should wear much better than the current carpeting. There will be a few pockets of carpeting in areas in which there is casual seating. An electric fireplace will be installed in the readers conversation portion of the room, which will make for an inviting, cozy atmosphere. One of the alternates is the replacement of the florescent cove lighting with LED lighting. LED lighting is more energy efficient, and it is becoming difficult to find replacement bulbs for the current lighting.



While the Reader's Lounge was being developed, there were two parallel projects in discussion. The first was updating the wayfinding signage throughout the library. This includes everything from individual meeting room signs to large scale signs for service areas. Over the past 20 years the library has primarily updated signs internally, including the use of temporary vinyl, paint, and paper. This project creates a unified vision for signage throughout the library so that it will meet the needs of library customers, have a consistent look, and will last longer than the temporary signage that is currently used in several areas. As this project was developed, it was decided that there would be cost savings to have this work performed along with the Reader's Lounge construction, as opposed to having different sets of contractors or projects.

At the same time, a solution was being developed to improve the humidity management in the Gallery. The proximity of the Gallery to the front doors of the library is great for visibility but makes it difficult to control the climate of that space as outside air easily migrates into the Gallery. It was decided that adding doors to the Gallery would be needed to more effectively control the humidity, which is necessary in taking proper care of exhibits. These doors will be glass and automatically open, so that customers can still easily access and see into the space. As with the signage, it was determined that there would be cost savings to include this as part of the Reader's Lounge construction project.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create plans for all three projects. Furniture and shelving for the Reader's Lounge is not included in this bid. HTK provided specifications for the work and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 12, 2023.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who chose to receive updates on projects bidding were notified. An optional site visit was held on September 20, 2023, and submissions of questions were due September

22. There were four addendums to the original RFP that were sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 2:00 PM, October 10, 2023. Four bids were received before the bid deadline, and each was submitted electronically.

Staff Recommendation:

The low bid for the entire project including the first and third alternates, was from Kelley Construction, Topeka, KS. This bid met all the necessary criteria and was in line with the other bids that were received. Kelley has worked regularly with the library and comes recommended by HTK.

TSCPL staff recommends the bid of \$842,300, including the first and third alternates, submitted by Kelley Construction, Topeka KS, be approved for renovation of the Reader's Lounge, installation of wayfinding signage, and addition of doors to the Gallery entrance.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

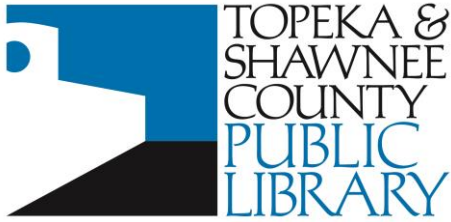
TSCPL - Reader's Lounge and Wayfinding Signage

Bid Tabulation
 Tuesday, October 10, 2023

Project No. 2001.01-012

BIDDER	Kendall Construction	Senne & Company	D.F. Osborne Construction	Kelley Construction		
BID BOND	Yes	Yes	Yes	Yes		
1	Yes	Yes	Yes	Yes		
2	Yes	Yes	Yes	Yes		
3	Yes	Yes	Yes	Yes		
4	Yes	Yes	Yes	Yes		
BASE BID (Including Allowances)	\$ 798,900.00	\$ 783,400.00	\$ 776,240.00	\$ 716,000.00		Base Bid + All. 1
1	\$ 2,924.00	\$ 2,200.00	\$ 2,655.00	\$ 2,600.00	\$	718,600.00
2	\$ 38,801.00	\$ 48,400.00	\$ 44,479.00	\$ 48,600.00	\$	
3	\$ 114,345.00	\$ 118,800.00	\$ 176,472.00	\$ 123,700.00	\$	
Vol. 3A	\$ 61,845.00					
BASE BID + ALTERNATES	\$ 954,970.00	\$ 952,800.00	\$ 999,856.00	\$ 890,900.00	\$	\$
WORKING DAYS	Feb. 28, 2024	Feb. 28, 2024	March 1, 2024	March 1, 2024		
Electrical	DL Smith Electric	DL Smith	Lesser Electric	DL Smith		
Mechanical	Samco	Samco	Samco	Samco		
Superintendent	David Wlasek	Terry/McRae	Ray Martinez	Chuck Streater		

Notes:



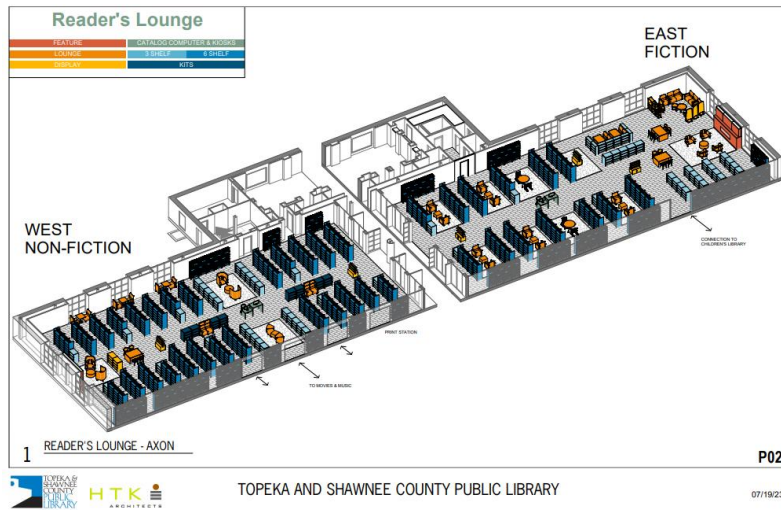
Resolution – Bid for Reader’s Lounge Furniture

**BOARD OF TRUSTEES
October 19, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Modern Business Interiors, Lenexa, Kansas, in the amount of \$93,789.84 for the purchase of furniture for the Readers Lounge. \$49,186.93 of this expenditure shall be paid from State Aid. The remaining \$44,602.91 shall be paid from the General Fund.

Policy and Background Information:

In October 2022, a team of library staff members began working to develop service priorities for the Wings that house the bulk of adult collections. The result was a concept for a new Readers Lounge that updates the collection footprint to better reflect current use patterns and to provide more room for readers and readers conversations. Once ideas for how the space and collections needed to be updated, library staff worked with HTK Architects to develop a plan to refresh the design and meet the needs of customers and goals of the new space. A component of this design was to add more seating for readers and bring the aesthetics, including furniture, more in-line with the updated design in other areas of the library. Specific pieces of furniture were identified to meet these needs.





17 SIDE CHAIR



6 CLUB CHAIR



2 CLUB CHAIR
W/PRIVACY PANELS



18 SINGLE LOUNGE
CHAIR W/ARMS



2 DOUBLE LOUNGE
CHAIR W/ARMS



4 HIGH-BACK
DOUBLE LOUNGE



4 DOUBLE LOUNGE
W/OUT ARMS



2 CURVED BENCH



2 STRAIGHT BENCH



2 ROUND LOUNGE
CHAIR



1 OCCASIONAL
TABLE, 40"d



1 OCCASIONAL
TABLE, 24"d



3 COLLABORATIVE
TABLE



6 SQUARE SIDE
TABLE



2 COFFEE TABLE,
36"d



5 SET-ON DESK
SCREEN



1 METAL FRAME
SHELVING



3 MOBILE FLOOR
SCREEN

Bid Process

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

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 12, 2023.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project

was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who chose to receive updates on projects bidding were notified. Submissions of voluntary alternates and questions were due September 20. There were three addendums to the original RFP that were sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 3:00 PM, October 11, 2023. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Pure Workplace, Topeka, KS. This bid did not include all pieces of furniture in the RFP. The lowest bid that included all of the pieces of furniture was from Modern Business Interiors (MBI), Lenexa, KS. This bid met all the necessary criteria. MBI has worked with HTK and TSCPL in the past and provided quality materials and solid service.

TSCPL staff recommends the bid of \$93,789.84 submitted by Modern Business Interiors, Lenexa, KS, be approved for furniture for the Reader's Lounge.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



ARCHITECTS
TSCPL - Reader's Lounge Furniture and Shelving

Bid Tabulation
 Wednesday, October 11, 2023

Project No. 2001.01-012

BIDDER	Pure Workplace	MBI	Interior Landscapes	LFI		
1	Yes	No	Yes	Yes		
2	Yes	No	Yes	Yes		
3	No	No	Yes	Yes		
PACKAGE A	\$ 52,312.86	\$ 93,789.94	\$ 103,456.44			
PACKAGE B: NEW				\$ 219,289.00		
PACKAGE B: RELOCATION				\$ 44,800.00		
PACKAGE B TOTAL				\$ 264,089.00		
VOL. ALTS						
1				\$ (9,900.00)		
2				\$ (1,800.00)		
WORKING DAYS	3/11/2024		3/5/2024			

Notes:



Resolution – Bid for Reader’s Lounge Shelving

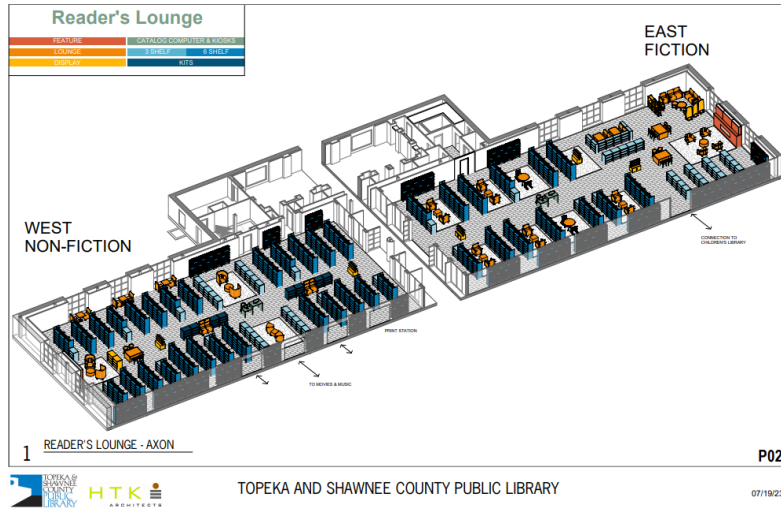
**BOARD OF TRUSTEES
October 19, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Library Furniture International, Inc, Wheeling, Illinois, in the amount of \$254,189 for the purchase and installation of shelving in the Reader’s Lounge, which includes the \$9,900 deduct in the first alternate. This expenditure shall be paid from the General Fund.

Policy and Background Information:

In October 2022, a team of library staff members began working to develop service priorities for the Wings that house the bulk of adult collections. The result was a concept for a new Readers Lounge that updates the collection footprint to better reflect current use patterns and to provide more room for readers and readers conversations. Once ideas for how the space and collections needed to be updated, library staff worked with HTK Architects to develop a plan to refresh the design and meet the needs of customers and goals of the new space.

A major component of this was to redesign how the collections were laid out in the space. These plans required the shelving to be moved and some removed. The existing shelving structure is tied together by lighting which has made moving the collections or removing shelving impossible without altering or removing the lighting from the shelving. This project will remove the lighting from the shelving so that the library can update the layout and provide more flexibility for future changes as they arise. While the library will be retaining a great deal of the current shelving, a major component of the work will be removing the lighting, moving shelving multiple times during construction, and updating components of the shelving to work with the new design. While this adds to the labor cost, it reduces the amount of new shelving and results in a great deal of savings overall. There is some new shelving being added in areas in which the current shelving could not be altered to make it work. Lighting will be added in the ceiling to replace the current in-shelf lighting in the construction portion of this project which will be handled by a different contractor.



Bid Process

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

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 12, 2023.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who chose to receive updates on projects bidding were notified. Submissions of voluntary alternates and questions were due September 20. There were three addendums to the original RFP that were sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 3:00 PM, October 11, 2023. One bid was received before the bid deadline and was submitted electronically.

Staff Recommendation:

The only bid for shelving was from Library Furniture International (LFI), Wheeling, IL. This bid met all the necessary criteria. While only receiving one bid for this shelving was disappointing, it was not surprising. This is second time in a row in which the library received only one bid for shelving. Part of this is likely because of the technical work that is required in this project, beyond just providing shelving. The library also received word from one of the vendors that they would not be bidding because they knew their price would be too high. While they were still encouraged to bid, they did not submit a bid. HTK reached out to other vendors who had bid in the past. The LFI shelving came in at a price that is in line with what is budgeted for this project. LFI has provided shelving in the past for the library, including the recent Movies & Music Lounge and New & Novel shelving. These

experiences have been very positive, and the shelving has been of high quality. Because of the unique nature of the work, positive history with LFI, LFI's history of low bids, and because the price quoted falls in line with what was budgeted for shelving, we feel comfortable recommending this bid.

TSCPL staff recommends the bid of \$254,189, which includes the \$9,900 deduct in alternate 1, submitted by Library Furniture International (LFI), Wheeling, IL, be approved for the Reader's Lounge Shelving.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



ARCHITECTS
TSCPL - Reader's Lounge Furniture and Shelving

Bid Tabulation
 Wednesday, October 11, 2023

Project No. 2001.01-012

BIDDER	Pure Workplace	MBI	Interior Landscapes	LFI		
	1	Yes	No	Yes	Yes	
2	Yes	No	Yes	Yes		
3	No	No	Yes	Yes		
PACKAGE A	\$ 52,312.86	\$ 93,789.84	\$ 103,456.44			
PACKAGE B: NEW				\$ 219,289.00		
PACKAGE B: RELOCATION				\$ 44,800.00		
PACKAGE B TOTAL				\$ 264,089.00		
VOL. ALTS	1			\$ (9,900.00)		
	2			\$ (1,800.00)		
WORKING DAYS	3/11/2024		3/5/2024			

Notes:



Resolution – Request for FY 2024 Friends of the Library Funding

BOARD OF TRUSTEES

October 19, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2024.

Background:

This is the request submitted to the Friends of TSCPL annually. During the development of the FY 2024 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition and other projects including Dolly Parton’s Imagination Library, programming initiatives and Strategic Planning Implementation.

Dolly Parton’s Imagination Library	\$10,000
Programming Initiatives	\$30,000
Volunteer/Employee Recognition	\$20,000
Strategic Planning Implementation	\$20,000
Total Contribution Request	\$80,000

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2023												2022 YTD	% Change YTD				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
Net Promoter Score (NPS)																		
Monthly NPS	84.3	86	78.9	88.4	84.1	89.7	86.7	83.2	92.5							86.4	91.9	-6.0%
Monthly # of Responses	51	57	57	43	44	29	31	133	149							594	770	-22.9%
Current NPS	86.3	86.3	86.2	86.2	86.2	86.2	86.2	86.1	86.4							86.4	86.3	0.1%
GATE COUNT	36,300	34,452	40,310	37,110	36,461	41,846	39,304	40,588	36,467							342,838	258,630	32.6%
CIRCULATION*																		
Main Library																		
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509	1,577	1,369	1,505	1,429							14,112	27,209	-48.1%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900	40,280	44,889	42,334	39,103							366,108	323,310	13.2%
Interlibrary Loan	1,209	939	1,350	1,056	1,227	1,270	1,272	1,280	1,149							10,752	10,732	0.2%
Self-Check	45,595	40,053	44,909	25,083	45,147	52,507	51,944	48,767	42,050							396,055	419,213	-5.5%
Bookmobile	6,631	5,790	7,039	6,796	5,421	7,751	7,416	5,324	5,604							57,772	49,687	16.3%
TSCPL@Home	3,388	3,207	3,500	2,927	3,384	3,406	3,434	3,453	3,139							29,838	27,671	7.8%
Red Carpet	4,994	4,576	5,089	4,616	5,101	4,599	4,656	5,107	4,452							43,190	46,373	-6.9%
Digital Downloads	55,686	49,990	52,903	50,870	55,393	54,498	57,509	56,941	53,696							487,486	460,450	5.9%
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635	1,604	1,503	1,433	1,354	1,358							13,406	13,117	2.2%
TOTAL CIRCULATION	155,149	140,880	158,446	148,200	156,686	167,391	173,922	166,065	151,980	-	-	-	-	-	-	1,418,719	1,377,762	3.0%
* Includes first-time checkouts and renewals																		
FIRST-TIME CHECKOUTS	60,769	53,727	64,525	56,151	60,094	69,508	67,996	63,513	55,305							551,588	545,045	1.2%
CIRCULATION DETAILS																		
Print Material	65,568	60,201	72,556	63,755	65,511	75,574	77,842	70,794	63,240	-	-	-	-	-	-	615,041	603,530	1.9%
Audio/Visual Material	26,904	24,517	30,057	26,885	29,089	30,468	31,620	32,048	28,679	-	-	-	-	-	-	260,267	266,528	-2.3%
Adult Materials	52,264	47,370	56,738	50,065	51,955	53,930	56,024	55,997	50,571	-	-	-	-	-	-	474,914	487,907	-2.7%
Children's Materials	30,779	28,685	35,569	31,477	33,110	41,438	42,931	36,423	32,354	-	-	-	-	-	-	312,766	299,165	4.5%
Young Adult Materials	2,851	2,561	3,290	3,065	3,295	3,940	3,679	3,533	2,798	-	-	-	-	-	-	29,012	26,990	7.5%
Red Carpet Materials	6,543	6,078	6,993	6,013	6,217	6,663	6,736	6,814	6,134	-	-	-	-	-	-	58,191	55,710	4.5%
NEW Patrons																		
Topeka / Shawnee County																		
Adults	752	543	693	593	593	718	749	699	704							6,044	4,518	33.8%
Children (ages 17 and under)	165	126	200	168	190	303	189	162	214							1,717	1,367	25.6%
Red Carpet Outreach	11	13	17	27	6	7	8	11	10							110	68	61.8%
NEKL	48	33	53	35	56	61	51	32	42							411	786	-47.7%
Non-Resident	2	1	0	0	1	1	0	3	0							8	8	0.0%
Total New Registrations	978	716	963	823	846	1,090	997	907	970	-	-	-	-	-	-	8,290	6,747	22.9%
PATRONS DELETED	135	83	1,081	453	351	199	193	1,326	115							3,936	2,952	33.3%
Cardholders																		
Topeka / Shawnee County																		
Adults	60,506	60,963	60,832	61,101	61,571	62,263	62,649	63,297	64,045							64,045	59,695	7.3%
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061	15,248	15,244	15,238	15,381							15,381	14,809	3.9%
TSCPL @ School	27,796	27,850	27,847	27,858	27,857	27,851	27,851	28,644	28,644							28,644	27,781	3.1%
Red Carpet Outreach	1,259	1,277	1,282	1,312	1,323	1,319	1,326	1,347	1,362							1,362	1,252	8.8%
NEKL	8,615	8,752	8,596	8,733	8,851	8,915	9,327	9,507	9,527							9,527	8,563	11.3%
Non-Resident	102	105	108	108	108	109	106	108	108							108	100	8.0%

Delinquent	92	93	89	93	94	104	103	100	96				96	97	-1.0%
TOTAL CARDHOLDERS	113,214	113,921	113,637	114,184	114,865	115,809	116,606	118,241	119,163	-	-	-	119,163	112,297	6.1%
Active Cardholders (Savannah)															
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043	52,184	52,738	52,981	53,218				53,218	47,782	11.4%
Student Cardholders	5,151	5,225	5,196	4,793	4,621	4,582	4,577	4,497	4,419				4,419	5,053	-12.5%
TOTAL ACTIVE CARDHOLDERS	53,997	54,502	55,020	55,397	55,664	56,766	57,315	57,478	57,637				57,637	52,835	9.1%

	2023												2022 YTD	Change 22 TO 23%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
Unique Borrowers															
Physical	7,918	7,378	6,244	7,353	7,008	8,550	8,145	7,710	7,560				22,480	23,386	-3.9%
Digital	9,362	9,081	8,681	9,115	9,141	9,464	9,636	9,687	9,897				17,612	17,671	-0.3%
Both	1,442	1,337	1,142	1,345	1,296	1,630	1,579	1,528	1,481				5,937	6,112	-2.9%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	15,123	14,853	16,384	16,202	15,869	15,976	-	-	-	34,155	34,945	-2.3%
Holds Satisfied	15,683	13,273	15,285	12,642	14,713	14,587	14,297	15,383	13,649				129,512	133,212	-2.8%
TOTAL CHECK-IN	58,606	54,105	62,308	58,055	60,058	63,325	69,204	66,776	56,220				548,657	540,096	1.6%
COLLECTION															
Materials Added	2,954	3,009	3,458	3,008	3,720	2,798	2,486	3,691	2,737				27,861	28,107	-0.9%
Materials Discarded	3,426	3,253	3,919	2,734	3,716	3,967	3,750	2,469	4,786				32,020	35,786	-10.5%
TOTAL COLLECTION	354,141	353,897	353,436	353,710	353,714	352,545	351,281	352,503	350,454	350,454	350,454	350,454	350,454	354,613	-1.2%
WEBSITE															
tscl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877	34,855	33,813	31,340	31,225				332,791	331,041	0.5%
tscl.org Total Visits	66,457	56,800	64,097	60,709	61,464	57,484	57,553	52,324	49,158				526,046	511,435	2.9%
catalog.tscl.org Unique Visitors	19,102	26,553	18,220	16,256	15,664	17,514	17,156	19,687	20,343				170,495	165,928	2.8%
catalog.tscl.org Total Visits	43,041	46,248	41,322	36,448	36,027	39,532	43,180	50,259	52,590				388,647	360,372	7.8%
COMPUTER USE															
MiFi Hotspot Data Usage (TB)													0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853	8,074	8,965	8,688	8,388	7,651				74,468	65,190	14.2%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54	0:54:35	0:54:00	0:58:00	0:55:20	0:57:26				0:55:23	0:50:53	8.9%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345	8,144	8,382	7,738	7,326				68,747	55,286	24.3%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555	36,389	37,949	33,639	34,752				299,906	244,429	22.7%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00	0:12:00	0:13:00	0:12:00	0:14:00	0:13:00				0:13:31	0:13:26	0.6%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629	8,108	8,005	7,900	7,966				67,548	54,708	23.5%
TOTAL HOURS	13,960	14,065	15,529	15,198	13,974	16,252	16,387	15,638	15,292	-	-	-	136,295	109,994	23.9%
NOTARY SERVICE	137	136	128	104	126	150	148	242	115				1,286	1,143	12.5%
REFERENCE QUESTIONS															
Public Services	15,302	13,974	17,391	15,014	16,036	17,973	18,401	17,682	15,653	-	-	-	147,426	89,959	63.9%
Media	2,011	1,685	2,324	1,668	1,895	1,928	1,857	1,871	1,395				16,634	34,177	-51.3%
Call Center	4,656	4,310	5,149	3,842	4,337	3,986	4,074	4,150	3,292				37,796	37,688	0.3%
Stacks/Team RM (New and Novel)	1,506	1,532	1,658	1,381	1,789	2,097	2,127	2,095	1,831				16,016	4,676	242.5%
Topeka Room	559	613	789	532	527	710	676	808	610				5,824	2,970	96.1%
Gallery	232	132	266	281	196	389	252	146	190				2,084	1,987	4.9%
L2TC	5,813	5,350	6,674	6,896	6,929	8,407	9,009	8,150	7,994				65,222	4,976	1210.7%
LibAnswers	525	352	531	414	363	456	406	462	341				3,850	3,485	10.5%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461	5,022	7,727	5,676	4,373	3,304				44,512	25,328	75.7%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	19,475	21,058	25,700	24,077	22,055	18,957	0	0	0	191,938	115,287	66.5%

	2023												2023 YTD	2022 YTD	% Change			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
MEETING ROOMS																		
Meeting Room Bookings	388	406	532	470	508	460	419	401	439							4,023	3,523	14.2%
Team Room Bookings	815	776	876	723	805	678	784	802	766							7,025	7,815	-10.1%
L2TC Bookings	663	697	823	677	684	680	580	579	669							6,052	160	3682.5%
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915	4,357	4,162	4,116	4,307							40,559	26,775	51.5%
TOTAL ATTENDANCE	5,041	5,445	6,848	5,741	6,932	4,387	3,915	5,690	4,974							48,973	31,966	53.2%
LEARN & PLAY BUS VISITS	134	139	120	136	195	146	94	75	107							1,146	901	27.2%
PROGRAM ATTENDANCE																		
Adult - General	1,105	876	1,279	2,012	1,701	2,428	1,666	1,156	2,378							14,601	12,792	14.1%
Kids - Early Learners	480	531	486	669	554	549	456	501	2,376							6,602	6,576	0.4%
Kids - Elementary	432	340	287	143	279	2,107	1,288	13	704							5,593	7,078	-21.0%
Teens	275	267	80	100	79	95	282	21	78							1,277	5,139	-75.2%
Unknown	711	412	1,203	2,588	180	3,955	8,924	1,599	3,872							23,444	1,533	1429.3%
Outreach	4,073	2,586	2,465	2,496	2,251	2,131	645	26	2,870							19,543	1,045	1770.1%
TOTAL ATTENDANCE	7,076	5,012	5,800	8,008	5,044	11,265	13,261	3,316	12,278	-	-	-				71,060	34,163	108.0%
GALLERY ATTENDANCE	2,413	1,543	2,678	1,564	1,311	6,567	5,215	2,144	1,843							25,278	20,325	24.4%
DOLLY PARTON ENROLLMENT	5,807	5,824	5,837	5,790	5,761	5,741	5,927	5,992								5,992	5,778	3.7%

	2023												2022 YTD	% Change YTD			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
CIRCULATION DETAILS																	
Print Material																	
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	12,409					117,419	118,573	-1.0%	
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654	14,829	15,664	15,160	13,890					135,734	142,211	-4.6%	
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	21,159					209,039	200,297	4.4%	
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	6,115					57,685	52,315	10.3%	
Magazines	803	796	1,139	966	846	934	1,050	846	751					8,131	7,611	6.8%	
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	6,033					57,352	54,917	4.4%	
RC Realia	93	68	82	87	74	103	118	113	101					839	793	5.8%	
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	2,782					28,842	26,813	7.6%	
PRINT CIRCULATION	65,568	60,201	72,556	63,755	65,511	75,574	77,842	70,794	63,240	-	-	-	-	615,041	603,530	1.9%	
Audio / Visual Material																	
MiFi Hotspots	35	24	23	20	23	71	92	75	62					425	286	48.6%	
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	1,501					14,531	17,235	-15.7%	
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	2,185					18,581	19,960	-6.9%	
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	19,835					180,518	182,317	-1.0%	
Juvenile Audiobooks	272	230	305	252	323	356	382	304	266					2,690	2,815	-4.4%	
Juvenile Music	221	177	215	191	215	276	291	218	208					2,012	2,016	-0.2%	
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	4,606					41,340	41,722	-0.9%	
YA AV	17	9	13	16	17	30	22	30	16					170	177	-4.0%	
A/V CIRCULATION	26,904	24,517	30,057	26,885	29,089	30,468	31,620	32,048	28,679	-	-	-	-	259,842	266,242	-2.4%	
Adult Material																	
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	12,409	-	-	-	-	117,419	118,573	-1.0%	
Magazines	803	796	1,139	966	846	934	1,050	846	751	-	-	-	-	8,131	7,611	6.8%	
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	1,501	-	-	-	-	14,531	17,235	-15.7%	
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	2,185	-	-	-	-	18,581	19,960	-6.9%	
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	19,835	-	-	-	-	180,518	182,317	-1.0%	
ADULT CIRCULATION	52,264	47,370	56,738	50,065	51,955	53,930	56,024	55,997	50,571	-	-	-	-	474,914	487,907	-2.7%	
Juvenile Material																	
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	21,159	-	-	-	-	209,039	200,297	4.4%	
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	6,115	-	-	-	-	57,685	52,315	10.3%	
Juvenile Audiobooks	272	230	305	252	323	356	382	304	266	-	-	-	-	2,690	2,815	-4.4%	
Juvenile Music	221	177	215	191	215	276	291	218	208	-	-	-	-	2,012	2,016	-0.2%	
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	4,606	-	-	-	-	41,340	41,722	-0.9%	
JUVENILE CIRCULATION	30,779	28,685	35,569	31,477	33,110	41,438	42,931	36,423	32,354	-	-	-	-	312,766	299,165	4.5%	
Red Carpet Material																	
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	6,033	-	-	-	-	57,352	54,917	4.4%	
RC Realia	93	68	82	87	74	103	118	113	101	-	-	-	-	839	793	5.8%	
RED CARPET CIRCULATION	6,543	6,078	6,993	6,013	6,217	6,663	6,736	6,814	6,134	-	-	-	-	58,191	55,710	4.5%	
Young Adult Material																	
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	2,782	-	-	-	-	28,842	26,813	7.6%	
YA AV	17	9	13	16	17	30	22	30	16	-	-	-	-	170	177	-4.0%	
YOUNG ADULT CIRCULATION	2,851	2,561	3,290	3,065	3,295	3,940	3,679	3,533	2,798	-	-	-	-	29,012	26,990	7.5%	
Digital Downloads																	
Overdrive	37,886	33,441	36,136	34,909	37,303	37,770	39,887	38,562	38,067					333,961	319,442	4.5%	
Hoopla	16,568	15,614	15,865	15,130	16,965	15,904	16,806	17,569	14,834					145,255	130,441	11.4%	
Flipster	1,232	935	902	831	1,125	824	816	810	795					8,270	10,567	-21.7%	
DIGITAL DOWNLOADS	55,686	49,990	52,903	50,870	55,393	54,498	57,509	56,941	53,696	-	-	-	-	487,486	460,450	5.9%	
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447	17,716	19,154	18,331	17,659					159,416	158,629	0.5%	
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675	3,455	3,567	3,575	3,463					32,528	35,819	-9.2%	
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239	21,944	23,034	23,199	21,769					195,040	168,349	15.9%	
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608	1,546	1,652	1,642	1,652					14,501	14,252	1.7%	

Juvenile ebook Nonfiction	296	239	269	245	260	223	212	198	237				2,179	1,994	9.3%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293	2,178	2,278	2,197	2,100				19,438	17,129	13.5%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286	1,461	1,419	1,467	1,417				11,820	10,432	13.3%
Young Adult ebook Nonfiction	28	31	30	18	34	29	28	29	33				260	244	6.6%
Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659	1,744	1,899	1,835	1,711				14,412	11,004	31.0%
DIGITAL CIRCULATION DETAILS	51,697	45,542	48,853	46,948	50,501	50,296	53,243	52,473	50,041	-	-	-	449,594	417,852	7.6%