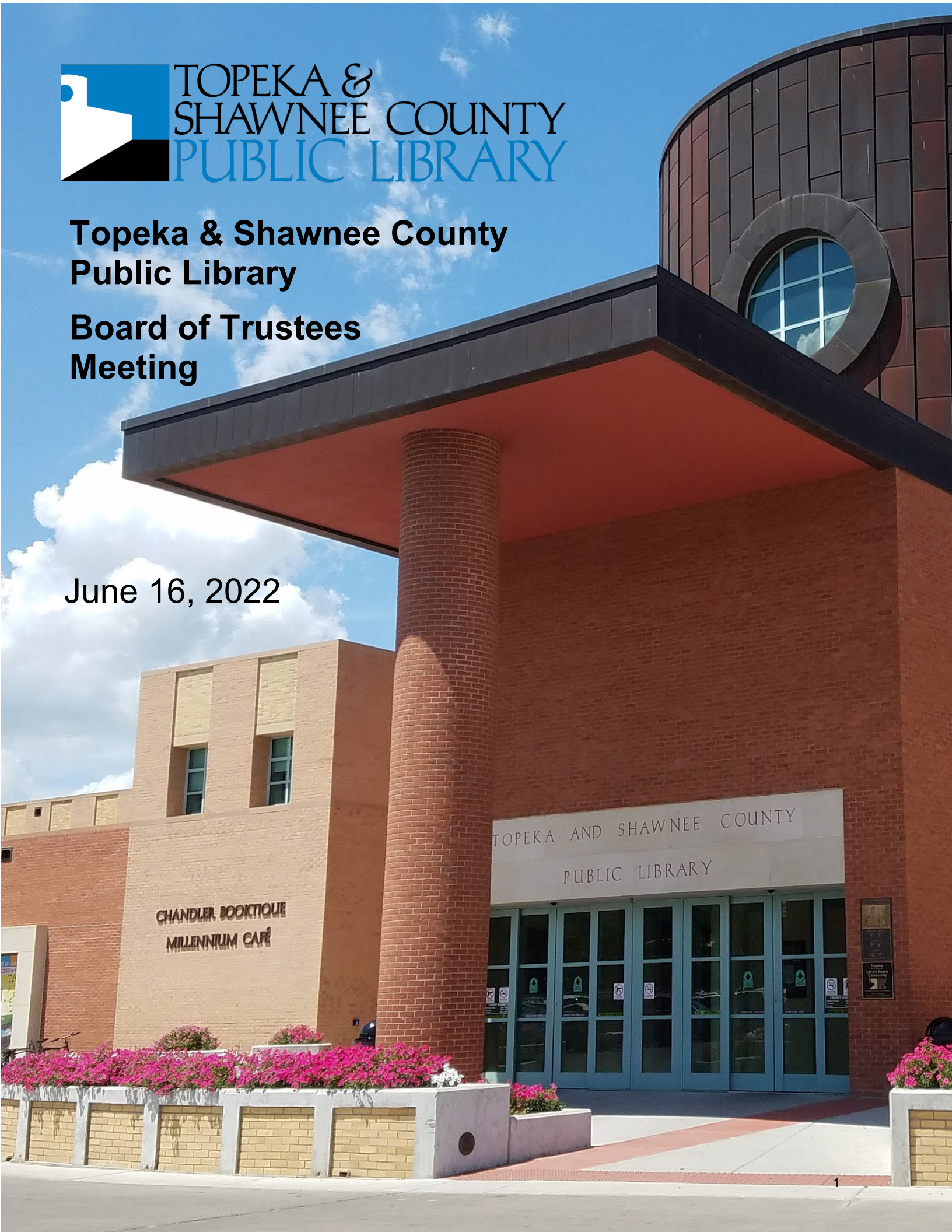


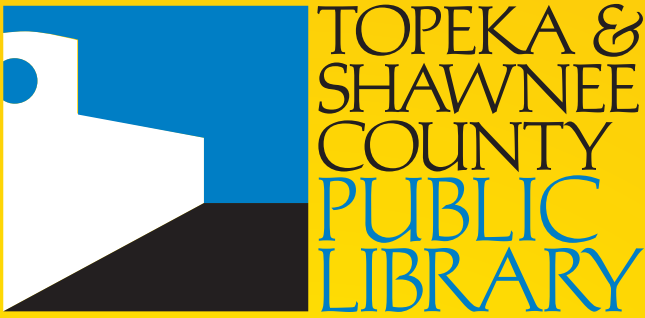


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

June 16, 2022





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





June 16, 2022 – 4:00 pm
Menninger Room and Zoom Meeting

<https://tsepl.zoom.us/j/85319306913>

Meeting ID: 853 1930 6913

Passcode: 875701

Call to Order

Introduction of New Trustee and Oath of Office

Public Comment

Trustee Advocacy Stories

Approval of May 19, 2022, Meeting Minutes of the Board of Trustees – **Action Item pg. 5**

Approval of June 7, 2022, Meeting Minutes of the Trustees Budget Work Session 1 – **Action Item pg. 8**

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

Financial Reports

- Treasurer’s Report – Peg Dunlap
- Financial Report – **Action Item**

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- Approval of June 6, 2022, Meeting Minutes Board of Trustees Executive
Committee – **Action Item** **pg. 26**

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

- Strategic Plan 2023 – **Action Item** **pg. 34**

Chief of Staff Report – Thad Hartman **pg. 35**

New Business

- **Circulation Policy** first reading **pg. 46**
- **Exhibits Policy** **Action Item** **pg. 50**
- **Programs Policy** **Action Item** **pg. 53**

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

July 21, 2022

4:00 pm

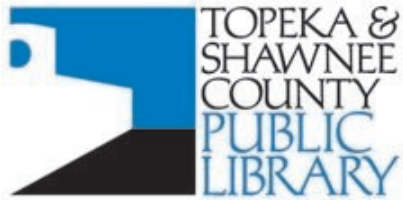
Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/85319306913>

Meeting ID: 853 1930 6913

Passcode: 875701

*Subject to change without notice



Board Members Present

Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary, Peg Dunlap – Treasurer, Liz Post, Beth Dobler, Jennifer Miller

Board Members Absent

Hannah Uhlrig and Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 19, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

Liz Post served on jury duty.

Approval of Minutes

On a motion by Joan Hicks, seconded by Liz Post, the April 21, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer’s Report

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

Financial Reports

Board Treasurer Peg Dunlap reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for April 2022.

On a motion by Peg Dunlap and seconded by Joan Hicks, the Treasurer’s Financial Report for April 2022 was accepted.

Motion passed unanimously.

The Library Foundation

The Library Foundation Vice Chair Kim Patton gave the report. Patton shared things are going well for the Foundation and they are keeping busy. Contributions are up over the past three years

and are more than double in April 2022 as compared to 2021. This marks a four year high for contributions.

The Junior League of Topeka presented a \$3500 check for Dolly Parton's Imagination Library on May 17th. Patton gives sincere thanks to library staff for making that special.

Investment returns are in the downward trend. The Foundation is currently monitoring several bequest gifts.

August 14, 2022 will be the Wilder Society event and will be invite only. This event is held on an annual basis to celebrate donors. The Foundation announced their new website launched last month.

Friends of Topeka and Shawnee County Public Library

Christy Molzen shared the Friends report. The Friends had a very successful book sale last month. The Friends netted \$7,838 and sold 17 memberships at the door on Friday night.

While the Friends are still waiting for traffic in the Booktique to get back to normal pre-Covid levels, they have noticed that online sales are booming and are higher than they were during the same period last year.

After the Friends' board meeting on May 10, board members enjoyed a tour of the new Level Two Tech Center. Molzen wishes to thank Marie and Thad for staying late and giving a sneak peek.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on May 9, 2022.

On a motion by Jim Edwards, seconded by Shawn Leisinger, the May 9, 2022, minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko presented about Strategic Planning. Discussion followed.

Pyko provided an update on the incident close to the library yesterday.

Strategic Planning Resolution

Jim Edwards moved that the Topeka and Shawnee County Public Library Board of Trustees approves the Strategic Planning 2023.

Shawn Leisinger requested that the resolution be amended to include the following language: The Chief Executive Officer is authorized to take such steps that are reasonable and necessary to present documentation and ideas at the June Board of Trustees meeting to formally begin a strategic planning process beginning July 2022. Joan Hicks seconded.

Motion as amended passed unanimously.

Chief of Staff Report

Chief of Staff Thad Hartman announced that Public Services Supervisor Autumn Friedli is graduating from Leadership Greater Topeka this evening and wishes her congrats.

Hartman stated that tomorrow evening after the café closes, floor replacement will begin. This should be completed over the weekend. The café will be open Monday. Hartman thanked Facilities Manager Chris Cain and his staff for the extra work on the damaged floor so the café can stay open.

Hartman shared about the Get Digital Campaign. The library is working with the City of Topeka, USD501, and Jayhawk Area Agency on Aging. Hartman shared the goal is to get computers in the hands of people who need them. Program Manager Jacqueline Belden and Training Professional Shari Schawo are working on that project. Hartman stated that the next step will be tackling training for those who get the technology. Hopefully training can begin in July.

New Business

Jacqueline Belden presented the First Reading of the Programs Policy and Public Services Supervisor Debbie Stanton presented the First Reading of the Exhibits Policy.

Discussion followed. Final action on these policies is to be taken next month.

Fire Panel Purchase

Jim Edwards moved that the Topeka and Shawnee County Public Library Board of Trustees approves the fire panel purchase. Discussion followed.

Joan Hicks moved to amend the resolution to include the following language: An insurance claim will be pursued to recoup some of the monies. Liz Post seconded.

The motion as amended passed with one opposed.

Adjournment

On a motion by Jim Edwards, seconded by Liz Post, the meeting was adjourned at 5:10 pm.

Next Meeting

June 16, 2022

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/85319306913>

Meeting ID: 853 1930 6913 | Passcode: 875701

*Subject to change without notice



Agenda
Board of Trustees Budget Work Session #1
June 7, 2022, 9:00 am – 11:00 am
Hughes Room 205 and via Zoom

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jennifer Miller

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Chief Human Resources Officer Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Aubrey Conner.

CALL TO ORDER

The meeting was called to order at 9:03 am for the first of two planned Board Budget Work Sessions. Chief Executive Officer Marie Pyko welcomed the Board to the Budget Work Session 1.

All attending Trustees introduced themselves and welcomed new Trustee Hannah Uhrig to the Board.

Pyko introduced the purpose of today's meeting and setting the budget. Pyko explained that budget planning begins around April and starts with departmental conversations around the budget. The departmental plans are then submitted to Chief Financial Officer Kim Strube, and she puts the budget all together.

Pyko then went over the agenda briefly.

Fiscal Year 2022 and 2023 Budget Overview

Chief Financial Officer Kim Strube reviewed the documents in the meeting packet.

Strube facilitated a discussion about Mill Levies. Strube presented Shawnee County total percentage assessed valuations for Residential Properties and Commercial Properties. Strube will present a draft 2023 budget at the second Board Budget Work Session on July 13th, 2022, from 1:00 pm – 3:00 pm. Strube went through the narrative and pointed out important details.

Strube facilitated a discussion about the Capital Improvement Fund. A transfer of \$550,000 from the general fund to the capital improvement fund is budgeted in FY 2022. Strube stated that we can anticipate transferring less money to the fund in FY 2023 as prices inflate.

Discussion followed.

Revenue Neutral Rate (RNR) Discussion

Strube facilitated a discussion about the challenges created by the passage of Senate Bill (SB) 13. Property valuation information and the revenue neutral rate will not be available from the County Clerk until June 15th. Strube indicated a slight change in the law from 2021 will require a roll call vote by the Board and to be submitted with the budget. Strube recommends exceeding the RNR for the FY 2023 budget. The Board agreed a hearing will be held to exceed the RNR this year.

Discussion followed with no further questions.

Facilities Master Plan update and funding

Chief of Staff Thad Hartman provided a detailed overview of projects slated for 2023.

Questions included the prioritization of certain projects. Discussion followed with no further questions.

Review anticipated employee benefit expenses

Chief Human Resources Officer Jesse Maddox reviewed recent history of employee health insurance plans and changes at the library. Maddox noted that there has been an increase of expensive claims, specifically medical costs, not medications. Maddox reviewed the health insurance loss ratio to date. Maddox stated that the library could maintain where it is for next year or look at potential plan changes. Maddox suggested that we budget to allow for more monies for health insurance premiums in 2023 and review benefit plans.

Discussion followed with no further questions.

Adjournment

The meeting was adjourned at 10:52 am.

Next meeting:

July 13, 2022

1:00-3:00 pm

Menninger Room 206 and via Zoom

<https://tscpl.zoom.us/j/85024727121?pwd=bWR4SGc3MnNvc3ZoRzJXdnBoTDF5Zz09>

Meeting ID: 850 2472 7121

Passcode: 888985

Chief Financial Officer's Report
June 2022
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 41.4% of the budget year completed, 53% of the budgeted revenue has been received and 41% of the approved budget has been expended/encumbered. This compares to 2021 in which 53% of the budgeted revenue had been received and 35% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41.4% of the budget year completed, 54% of the budgeted revenue has been received and 32% of the approved budget has been expended/encumbered. This compares to 2021 in which 53% of the budgeted revenue had been received and 37% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,681,378.

State Aid Fund – Page 6

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use to purchase equipment/furnishings for the second floor public space. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

Purchase Order Notification

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

consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription renewal with emergency call and premium maps	\$6,058.00	Zello.com
Approved operating budget	Laptops for staff	\$6,460.35	Dell Marketing LP
Approved operating budget	Annual subscription and setup fee for Stackmap	\$5,465.00	Stackmap Inc.
Approved operating budget	Annual subscription renewal for catalog title images service	\$19,439.60	Innovative Interfaces, Inc.
Library Materials	Adult non-fiction books	\$6,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$6,000.00	Ingram Library Services
Library Materials	Hoopla online	\$27,852.54	Midwest Tape LLC
Library Materials	STEAM Ahead Programs	\$16,613.46	Kansas Children's Discovery
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #0040766462)	\$13,467.84	Pitney Bowes Inc.
Approved operating budget	Annual lease payments for postage and mailing equipment (Lease #0041072429)	\$9,349.32	Pitney Bowes Inc.
Approved operating budget	Annual subscription renewal for security awareness training for staff	\$6,890.40	Knowbe4 Inc.
Library Materials	Annual renewal for Scholastic databases	\$15,554.00	Scholastic Library Publishing Inc.
Approved operating budget	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	\$37,200.13	Bibliotheca LLC
Approved operating budget	Annual CONTENTdm renewal	\$7,811.93	OCLC, Inc.
Approved operating budget	Annual subscription for web-based calendar and event management system	\$32,892.00	Communico LLC
Library Materials	Adult fiction e-books	\$7,030.00	Overdrive, Inc.
Foundation Funds	Exhibit rental fee	\$17,000.00	Negro Leagues Baseball Museum
Library Materials	Adult fiction books	\$6,000.00	Ingram Library Services

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Fire panel at 1020 SW Washburn	\$29,625.00	Johnson Controls Fire Protection
Approved operating budget	Annual OrangeBoy services and software subscription	\$15,675.00	Orangeboy Inc.
Approved operating budget	Annual Bitdefender license renewal	\$5,830.00	IT Outlet Inc.
Library Materials	Adult DVD's	\$6,260.00	Midwest Tape LLC
Library Materials	Juvenile books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction e-books	\$5,280.00	Overdrive, Inc.
Approved facilities master plan budget	Architectural services – media lounge	\$30,000.00	HTK Architects Inc.
Approved facilities master plan budget	Architectural services – wayfinding & signage	\$18,000.00	HTK Architects Inc.
Change order for existing approved project	Change Order #3 Tech Zone-replace flooring in Café due to sprinkler head leak in Tech Zone	\$8,921.50	Shirley Construction Inc.

Other Items:

- Please remember to schedule the forthcoming Board budget work session:
 - Wednesday, July 13th, 1 pm to 3 pm (Menninger Room 206)

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

5/31/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2022</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,966,095.33	\$ 8,233,706.49	\$ 5,548,909.34	\$ 7,650,892.48
Employee Benefits	1,405,524.62	2,193,622.20	1,405,509.29	2,193,637.53
Capital Improvement	4,677,506.88	3,871.44	-	4,681,378.32
Bond & Interest	-	1,082.92	-	1,082.92
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,170.44	49,293.13	80,045.24	\$ 18,418.33
Federal, State & Local Grants	24,044.03	800.00	10,497.16	\$ 14,346.87
Other Special Revenue	554,736.57	17,564.64	92,551.75	\$ 479,749.46
Permanent Funds	273,836.43	25,972.35	-	\$ 299,808.78
Totals	<u>\$ 11,950,914.30</u>	<u>\$ 10,525,913.17</u>	<u>\$ 7,137,512.78</u>	<u>\$ 15,339,314.69</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,345,295.12
Restricted Funds-CoreFirst Bank-Checking	488,630.80
Capital Improvement Fund-VisionBank-Money Market Account	4,681,378.32
Cash on Hand	2,599.74
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	8,597,099.79
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 15,415,032.55</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	5,717.64
Less Payroll Deduction and Employer Benefit Liabilities	3,722.70
Less Outstanding Checks	66,277.52
	<u>\$ 15,339,314.69</u>

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

5/31/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	5/31/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,966,095.33	\$ 8,233,706.49	\$ 852,372.30	\$ 4,696,537.04	\$ 7,650,892.48	\$ 2,020,041.39	\$ 5,630,851.09
Employee Benefit Fund	1,405,524.62	2,193,622.20	531.00	1,404,978.29	2,193,637.53	29,481.00	2,164,156.53
Capital Improvement Fund	4,677,506.88	3,871.44	-	-	4,681,378.32	-	4,681,378.32
Bond & Interest Fund	-	1,082.92	-	-	1,082.92	-	1,082.92
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,170.44	49,293.13	49,170.44	30,874.80	18,418.33	18,418.33	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	800.00	-	800.00	25.00	-	25.00
Library Services & Technology Ac	24,000.00	-	-	9,697.16	14,302.84	14,302.84	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	13.63	-	-	10,661.61	-	10,661.61
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	1,000.36	(1,000.36)	972.53	(1,972.89)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.05	-	-	31.34	-	31.34
Friends	106,947.21	95.25	6,461.00	31,771.26	68,810.20	1,200.35	67,609.85
Fun Committee	4,227.14	583.72	-	-	4,810.86	-	4,810.86
Gallery Competitions/Exhibits	36,384.15	46.55	-	-	36,430.70	-	36,430.70
Gifts/Memorials (Undesignated)	349,198.19	14,434.33	27,320.03	14,138.94	322,173.55	71,714.87	250,458.68
Hathaway Trust - Library Materials	2,986.83	1,452.18	73.96	1,082.46	3,282.59	563.97	2,718.62
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	893.88	23.47	1,250.51	5,365.79	(2.87)	5,368.66
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	17.18	-	9,064.67	7,073.68	12,833.33	(5,759.65)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	5.48	-	-	4,286.88	-	4,286.88
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	7.32	-	-	5,738.22	-	5,738.22
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.05	-	-	36.39	-	36.39
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	2.81	-	-	2,190.55	-	2,190.55
Youth Services	9,751.65	12.21	140.96	224.13	9,398.77	-	9,398.77
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	25,972.35	-	-	299,808.78	-	299,808.78
TOTALS	\$ 11,950,914.30	\$ 10,525,913.17	\$ 936,093.16	\$ 6,201,419.62	\$ 15,339,314.69	\$ 2,169,525.74	\$ 13,169,788.95

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

5/31/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 5/31/2022</u>
				41.4%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 7,876,914.34	\$ (5,880,930.66)	57%
Revitalization Rebates	(144,572.00)	(105,665.27)	\$ 38,906.73	73%
Back Tax	-	116,794.49	\$ 116,794.49	N/A
Motor Vehicle Tax	1,540,929.00	165,964.17	\$ (1,374,964.83)	11%
Recreational Vehicle Tax	15,862.00	1,376.83	\$ (14,485.17)	9%
16/20 M Vehicle Tax	5,946.00	5,407.51	\$ (538.49)	91%
In Lieu of Tax	20,114.00	42,796.50	\$ 22,682.50	213%
Watercraft Special Tax**	8,446.00	-	\$ (8,446.00)	0%
Commercial Vehicle Fees	51,476.00	37,839.86	\$ (13,636.14)	74%
E-Rate Reimbursement	19,902.00	-	\$ (19,902.00)	0%
Miscellaneous Revenue	3,000.00	9,123.26	\$ 6,123.26	304%
Miscellaneous Revenue - Recyclg	-	170.60	\$ 170.60	N/A
Salary Refunds-Foundation	97,463.00	40,959.88	\$ (56,503.12)	42%
Salary Refunds-Friends	32,157.00	13,122.09	\$ (19,034.91)	41%
Salary Refunds-Shawnee Cty	-	10,125.80	\$ 10,125.80	N/A
Vending Machines	2,000.00	470.41	\$ (1,529.59)	24%
Overdue Fees*	10,000.00	10,093.04	\$ 93.04	101%
Debt Collect	-	348.04	\$ 348.04	N/A
ILL Fees	100.00	108.43	\$ 8.43	108%
Mailing Fees	100.00	5.97	\$ (94.03)	6%
Non Resident Card Fee	300.00	85.00	\$ (215.00)	28%
Obituary Fees	-	145.00	\$ 145.00	N/A
Meeting Room Charges	-	425.00	\$ 425.00	N/A
Monday Market Fees	500.00	126.00	\$ (374.00)	25%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	6,969.54	\$ 4,969.54	348%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
TOTALS	<u>\$ 17,984,820.00</u>	<u>\$ 8,233,706.49</u>	<u>\$ (7,214,911.51)</u>	53%

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

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

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

5/31/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					41.4%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 1,846.10	\$ -	\$ 4,553.90	29%
Salaries-Facilities	706,922.00	223,526.81	-	483,395.19	32%
Salaries-Overtime	10,000.00	1,627.69	-	8,372.31	16%
Salaries-Security	281,754.00	106,957.32	-	174,796.68	38%
Salaries-Shelvers	65,154.00	10,259.04	-	54,894.96	16%
Salaries-Staff	7,821,156.00	2,744,771.67	-	5,076,384.33	35%
Conferences	157,000.00	37,000.30	14,763.71	105,235.99	33%
Staff Internal Dev/Trng - Web Based	15,000.00	789.00	149.00	14,062.00	6%
Staff Development & Training	15,000.00	368.34	-	14,631.66	2%
Mileage	9,100.00	493.32	6,520.31	2,086.37	77%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	1,877.08	29.00	593.92	76%
Materials-Periodicals	28,000.00	857.72	-	27,142.28	3%
Materials-Print/Non-Print <1 YR	661,000.00	184,425.10	15,554.00	461,020.90	30%
Materials-Print/Non-Print	1,228,000.00	406,445.95	127,502.14	694,051.91	43%
OPERATIONS:					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	34,358.30	59,641.70	11,805.00	89%
Contracted-Digital Services	538,078.00	131,385.16	202,710.81	203,982.03	62%
Contracted-Facilities	326,400.00	163,792.39	60,913.54	101,694.07	69%
Contracted-Equipment	51,100.00	19,024.19	34,449.95	(2,374.14)	105%
Contracted-Professional	304,400.00	93,318.49	72,001.15	139,080.36	54%
Contracted-E-Rate Services	1,791.00	-	-	1,791.00	0%
Digital Services Support	297,300.00	27,765.37	15,431.78	254,102.85	15%
Furniture/Equipment	91,465.00	-	-	91,465.00	0%
Insurance	56,000.00	32,605.00	26,655.00	(3,260.00)	106%
Marketing & Communication	47,500.00	5,734.21	14,307.91	27,457.88	42%
Memberships/Dues	30,900.00	13,750.60	2,990.00	14,159.40	54%
Miscellaneous	5,000.00	813.16	162.24	4,024.60	20%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	23,590.98	1,696.06	57,476.96	31%
Printing	114,300.00	2,346.19	3,279.37	108,674.44	5%
Programming	57,000.00	7,715.39	9,959.86	39,324.75	31%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	168,544.08	919,810.80	561,645.12	66%
Supplies-Facilities	98,000.00	25,357.36	50,297.80	22,344.84	77%
Supplies-Office/Library	89,600.00	22,052.69	6,170.99	61,376.32	31%
Supplies-Processing	45,000.00	8,216.58	3,523.42	33,260.00	26%
Telecommunications	99,100.00	22,903.32	40,979.42	35,217.26	64%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	99,655.74	244,378.16	30,510.10	92%
Utilities-Gas	67,626.00	36,133.61	15,595.28	15,897.11	76%
Utilities-Water/Sewage	35,700.00	9,623.78	19,576.22	6,500.00	82%
Vehicle-Gas	31,000.00	10,390.56	-	20,609.44	34%
Vehicle-Repair	50,500.00	16,094.21	33,234.36	1,171.43	98%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(29.76)	-	29.76	N/A
TOTALS	\$ 17,984,821.00	\$ 4,696,537.04	\$ 2,002,283.98	\$ 9,635,999.98	41%

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

5/31/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ 2,536,202.00	\$ 4,031,694.91	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	7,876,914.34	57%
Revitalization Rebates	(144,572.00)	(105,665.27)	73%
Back Tax	-	116,794.49	N/A
Motor Vehicle Tax	1,540,929.00	165,964.17	11%
Recreational Vehicle Tax	15,862.00	1,376.83	9%
16/20M Vehicle Tax	5,946.00	5,407.51	91%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	37,839.86	74%
E-Rate Reimbursement	19,902.00	-	0%
Fees and Charges	16,000.00	20,930.15	131%
Reimbursements	129,620.00	64,378.37	50%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	6,969.54	348%
	<u>\$ 15,448,618.00</u>	<u>\$ 8,233,706.49</u>	53%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	3,088,988.63	35%
Other Staff Support Costs	196,100.00	60,083.98	31%
Library Collections	1,919,500.00	736,690.99	38%
Contracted Services	1,327,574.00	871,595.68	66%
Digital Services Support	297,300.00	43,197.15	15%
Furniture/Equipment/Art	99,465.00	150.00	0%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	1,088,354.88	66%
Utilities & Telecommunications	576,970.00	488,845.53	85%
Vehicles	81,500.00	59,719.13	73%
Other Operating Expenditures	626,063.00	261,195.05	42%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 6,698,821.02</u>	41%
Prior Year Canceled Purchase Orders		<u>\$ 64,270.71</u>	
Unencumbered Balance 5/31/2022	\$ -	<u>\$ 5,630,851.09</u>	

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

5/31/2022

EMPLOYEE BENEFITS

	2022 Budget	Year To Date	%
Balance 01/01/2022	\$ 802,327.00	\$ 1,403,457.62	
Revenue:			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 2,098,822.60	57%
Revitalization Rebates	(38,494.00)	(28,136.07)	73%
Back Tax	-	26,578.15	N/A
Motor Vehicle Tax	363,700.00	38,088.03	10%
Recreational Vehicle Tax	3,744.00	316.87	8%
16/20M Vehicle Tax	1,403.00	1,149.70	82%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	8,816.49	73%
Refund-Fringe Benefits-Foundation	48,256.00	18,074.86	37%
Refund-Fringe Benefits-Friends	20,829.00	6,019.78	29%
Refund-Fringe Benefits-Shawnee Cty	-	6,812.63	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	3,906.75	N/A
Interest on Idle Funds	1,000.00	1,776.77	178%
	<u>\$ 4,086,094.00</u>	<u>\$ 2,193,622.20</u>	54%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	218,643.41	32%
Ks Public Employees Retirement Sys	864,426.00	268,218.52	31%
Worker's Compensation	54,000.00	50,263.35	93%
Unemployment Tax	8,891.00	22,905.29	258%
Health/Dental Insurance	2,870,631.00	865,759.72	30%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,888,421.00</u>	<u>\$ 1,434,459.29</u>	32%
Prior Year Canceled Purchase Orders		\$ 1,536.00	
Unencumbered Balance 5/31/2022	\$ -	\$ 2,164,156.53	

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

CAPITAL IMPROVEMENT

Balance 01/01/2022		\$ 4,677,506.88
Revenue:		
Transfer In		\$ -
Interest received		3,871.44
		<u>\$ 3,871.44</u>
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 5/31/2022		\$ 4,681,378.32

STATE AID

Balance 01/01/2022	\$ -	\$ -
Revenue:		
State Aid	-	49,293.13
	<u>\$ -</u>	<u>\$ 49,293.13</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,293.13
	<u>\$ 52,000.00</u>	<u>\$ 49,293.13</u>
Unencumbered Balance 5/31/2022		\$ -

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

5/31/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2022	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	1,072.37	4%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	10.55	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 1,082.92</u>	4%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 5/31/2022	<u><u>\$ -</u></u>	<u><u>\$ 1,082.92</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of May 31, 2022

Capital Improvement Funds-VisionBank

\$ 4,681,378.32 at .20% (money market account)

Municipal Investment Pool

\$8,597,099.79 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average May 1 - 31, 2022 was .4699%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	5/5/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,040.57	-97633
10	21502	0	5/5/2022	PAYCOM PAYROLL LLC	State W/H	\$ 11,876.92	-97633
15	21521	0	5/5/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,150.89	-97633
10	21503	0	5/5/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,053.78	-97633
15	21504	0	5/5/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,053.78	-97633
10	21503	0	5/5/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,456.08	-97633
15	21504	0	5/5/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,456.08	-97633
10	21514	0	5/5/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97633
10	41000	313	5/5/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,943.49	-97633
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 88,925.28	-97633 Total
10	21505	0	5/6/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,411.87	-97632
15	21516	0	5/6/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,311.09	-97632
10	21513	0	5/6/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,227.00	-97632
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 46,949.96	-97632 Total
10	21509	0	5/6/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,652.89	-97630
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,652.89	-97630 Total
10	21501	0	5/19/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,825.56	-97628
10	21502	0	5/19/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,847.30	-97628
15	21521	0	5/19/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 902.96	-97628
10	21503	0	5/19/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,829.75	-97628
15	21504	0	5/19/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,829.75	-97628
10	21503	0	5/19/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,169.83	-97628
15	21504	0	5/19/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,169.83	-97628
10	21514	0	5/19/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97628
10	41000	313	5/19/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,929.89	-97628
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,398.56	-97628 Total
10	21509	0	5/20/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,017.89	-97626
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,017.89	-97626 Total
10	21505	0	5/20/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,159.92	-97625
15	21516	0	5/20/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,937.35	-97625
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 45,097.27	-97625 Total
10	21515	0	5/23/2022	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,549.54	-97622
15	21515	0	5/23/2022	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 149,000.05	-97622
15	21515	0	5/23/2022	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97622
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 180,286.78	-97622 Total
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	roller/tray kit	\$ 88.98	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	NEWEGG MARKETPLACE	\$ (20.16)	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	NEWEGG MARKETPLACE	\$ (20.16)	-97618

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	Logitech M330 SILENT PLUS	\$ 299.85	-97618
10	41000	310	5/13/2022	COREFIRST BANK & TRUST	Standard service IPCamera	\$ 189.11	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	photolam Pro 330	\$ 284.23	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	3m laminating pouch	\$ 21.74	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	M-Audio keyboard controll	\$ 119.00	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	TASCAM X8	\$ 499.00	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	nitto 1/2 tape"	\$ 90.42	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	nitto 1 tape"	\$ 148.74	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Shipping	\$ 16.11	-97618
10	41000	410	5/13/2022	COREFIRST BANK & TRUST	Calculator Ribbon	\$ 12.99	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Thinking of You	\$ 12.49	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Notary Journals	\$ 102.60	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Shipping	\$ 10.00	-97618
10	41000	323	5/13/2022	COREFIRST BANK & TRUST	Professional Memebership	\$ 199.00	-97618
10	41000	310	5/13/2022	COREFIRST BANK & TRUST	monthly Subscription	\$ 12.43	-97618
10	41000	310	5/13/2022	COREFIRST BANK & TRUST	monthly Subscription	\$ 9.63	-97618
10	41000	322	5/13/2022	COREFIRST BANK & TRUST	exhibitor booth	\$ 50.00	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Picture Frames set of 5	\$ 22.99	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	2 Pack iPad Chargers	\$ 23.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	guitar strings	\$ 79.12	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	CRICUT Credit	\$ (40.39)	-97618
10	41000	361	5/13/2022	COREFIRST BANK & TRUST	john Deere Starter	\$ 67.10	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	Wall plate	\$ 34.23	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	USB Power Outlet	\$ 308.84	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Transparent Beads	\$ 24.95	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Elastic Cord	\$ 7.95	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Do a Dot Rainbow	\$ 19.95	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Do a Dot Brilliant	\$ 19.95	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Shipping	\$ 10.91	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	plastic erasers	\$ 73.35	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	beads	\$ 32.89	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	play sand	\$ 10.90	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	DIAL Hand Soap 7.5oz/8pk	\$ 31.47	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Money Marker Pens 12pk	\$ 35.54	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	SS Funnel 3 and 2""	\$ 6.99	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	Dist Wtr Gal Poland Spgs	\$ 14.99	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	DJI RS 2	\$ 849.00	-97618
10	41000	420	5/13/2022	COREFIRST BANK & TRUST	contact self-adhesive	\$ 15.99	-97618

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

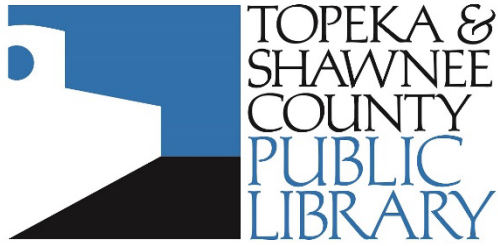
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	5/13/2022	COREFIRST BANK & TRUST	sunnycare nitrile gloves	\$ 195.96	-97618
10	41000	410	5/13/2022	COREFIRST BANK & TRUST	E-Z up envoy canopy	\$ 507.00	-97618
10	41000	410	5/13/2022	COREFIRST BANK & TRUST	mop handle	\$ 107.94	-97618
10	41000	320	5/13/2022	COREFIRST BANK & TRUST	iPad case and mount	\$ 1,011.56	-97618
10	41000	310	5/13/2022	COREFIRST BANK & TRUST	Web Security	\$ 252.45	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	double sided tape	\$ 8.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	paper crowns	\$ 18.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	gem stickers	\$ 6.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	goldfish crackers	\$ 33.28	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	ring blanks	\$ 11.69	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	tiny craft shells	\$ 8.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	aquarium stones	\$ 11.89	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	moss mix	\$ 10.95	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	brush pens	\$ 63.92	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	turtle poster	\$ 39.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	markers	\$ 31.94	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	google eyes	\$ 6.49	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	origami paper	\$ 11.29	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	reinforcements	\$ 7.69	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	small zip bags	\$ 7.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Granulated Sugar 4 lb	\$ -	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Pompeian Grapeseed Oil	\$ 58.72	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	8 oz Mason Jars	\$ 24.15	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Wilton Neon Food Coloring	\$ 3.42	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	ArtNaturals Essential Oil	\$ 24.00	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Great Value Napkins	\$ 2.64	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Goldfish Parmesan	\$ 1.98	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Goldfish Pretzel	\$ 1.98	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Goldfish Pizza	\$ 1.98	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Goldfish Cupcake	\$ 1.78	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Goldfish Smores	\$ -	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	Goldfish Cheddar	\$ 1.60	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	paper craft tubes	\$ -	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	white gift boxes	\$ 13.45	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	magnifying glasses	\$ 25.98	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	watercolor paint sets	\$ 32.98	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	8 sided dice	\$ 21.90	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	sheet protectors	\$ 9.11	-97618

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	cardstock white 300 shts	\$ 12.49	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	jumbo craft sticks	\$ 7.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	glitter glue pens	\$ 17.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	mixed seashells	\$ 11.49	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	playdough 65 pack	\$ 21.99	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	glue pens	\$ 18.00	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	glue sticks, 60 pack	\$ 17.88	-97618
10	41000	330	5/13/2022	COREFIRST BANK & TRUST	freezer gallon bags	\$ 9.21	-97618
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,475.41	-97618 Total
10	23800	0	5/9/2022	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462	\$ 3,366.96	-97607
10	23800	0	5/9/2022	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease - new 6/30/2021	\$ 2,337.33	-97607
10	41000	312	5/9/2022	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462	\$ 3,366.96	-97607
10	41000	312	5/9/2022	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0041072429	\$ 2,337.33	-97607
				<i>2022 approved operating budget - contracted mailing equipment</i>		\$ 11,408.58	-97607 Total
35	23800	0	5/12/2022	SHIRLEY CONSTRUCTION INC	<i>Tech Zone Renovation</i>	\$ 27,320.03	11979
						\$ 27,320.03	11979 Total
35	41000	735	5/19/2022	MILLENNIUM CAFE	Food for staff	\$ 843.75	11980
35	41000	735	5/19/2022	MILLENNIUM CAFE	Food for staff	\$ 1,013.75	11980
35	41000	735	5/19/2022	MILLENNIUM CAFE	Food for staff	\$ 812.75	11980
35	41000	735	5/19/2022	MILLENNIUM CAFE	Food for staff	\$ 1,418.75	11980
35	41000	735	5/19/2022	MILLENNIUM CAFE	Food for staff	\$ 294.00	11980
49	41000	735	5/19/2022	MILLENNIUM CAFE	Food for Party	\$ 526.31	11980
49	41000	735	5/19/2022	MILLENNIUM CAFE	Food & Drinks	\$ 96.00	11980
49	41000	735	5/19/2022	MILLENNIUM CAFE	Food	\$ 72.00	11980
				<i>Staff Appreciation Week - paid with non-tax funds</i>		\$ 5,077.31	11980 Total
38	41000	330	5/19/2022	NEGRO LEAGUES BASEBALL MUSEUM INC	exhibit rental fee	\$ 5,666.67	11983
				<i>Exhibit rental fee - paid with Foundation funds</i>		\$ 5,666.67	11983 Total
10	41000	736	5/5/2022	CUSTOM SHEET METAL SERVICE	<i>Chiller Replacement</i>	\$ 20,101.36	97767
						\$ 20,101.36	97767 Total
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 22.73	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 22.73	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 22.73	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 22.73	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 22.73	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 22.73	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 24.09	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 24.09	97768
10	41000	351	5/5/2022	EVERGY	<i>2022 Electricity</i>	\$ 24.09	97768

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 24.09	97768
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 24.09	97768
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 24.09	97768
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 110.92	97768
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 209.22	97768
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 1,184.33	97768
10	41000	351	5/5/2022	EVERGY	2022 Electricity	\$ 25,691.07	97768
						\$ 27,476.46	97768 Total
10	41000	301	5/5/2022	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97776
					<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 6,871.66	97776 Total
10	41000	311	5/5/2022	STARWOOD PH PROPERTIES, LLC	Qtrly lease	\$ 4,200.00	97778
10	41000	311	5/5/2022	STARWOOD PH PROPERTIES, LLC	Qtrly wat/sew @\$30/mo	\$ 227.60	97778
10	41000	311	5/5/2022	STARWOOD PH PROPERTIES, LLC	Qtrly trash @\$15/mo	\$ 45.00	97778
10	41000	311	5/5/2022	STARWOOD PH PROPERTIES, LLC	Qtrly tax \$893.60/yr	\$ 90.00	97778
10	41000	311	5/5/2022	STARWOOD PH PROPERTIES, LLC	Annual tax adjustment	\$ 867.28	97778
					<i>2022 approved operating budget - storage for Learn & Play Bus</i>	\$ 5,429.88	97778 Total
10	23800	0	5/12/2022	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 21,349.66	97809
10	41000	736	5/12/2022	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 11,957.40	97809
						\$ 33,307.06	97809 Total
10	41000	736	5/19/2022	HTK ARCHITECTS INC.	Chiller Replacement	\$ 4,525.00	97828
10	23800	0	5/19/2022	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 1,235.00	97828
						\$ 5,760.00	97828 Total
10	41000	310	5/19/2022	STACKMAP INC	stackmap catalog find it	\$ 5,465.00	97843
					<i>2022 approved operating budget - software support/subscription</i>	\$ 5,465.00	97843 Total
10	41000	301	5/26/2022	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97866
10	41000	310	5/26/2022	OCLC, INC.	subscription renewal	\$ 7,811.93	97866
					<i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 14,683.59	97866 Total
10	41000	313	5/26/2022	ORANGEBOY INC	Srvcs & Software Subscrip	\$ 15,675.00	97867
					<i>2022 approved operating budget - software support/subscription</i>	\$ 15,675.00	97867 Total
						\$ 645,046.64	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
June 6, 2022, 4:00 pm – 5:00 pm
Zoom Meeting

Agenda

Executive Committee Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on June 6, 2022, via Zoom, and was called to order at 4:03 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the May 19, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees June 16, 2022, meeting were reviewed.

Chief Financial Officer Kim Strube will be leading the Trustee Budget Work Session #1 on June 7, 2022, at 9:00 am – 11:00 am and the Board will approve the minutes from that meeting.

At the June 16, 2022 Board meeting, Chief Executive Officer Marie Pyko will be bringing a timeline and recommendations using a consultant and using a survey for Strategic Planning. Pyko is going to present options with different price variables to prompt conversation regarding what different packages look like and what they can or cannot provide for the library.

Chief of Staff Thad Hartman shared that Collections Director Paul Brennan will join the BOT meeting to talk about the Circulation Policy. This policy impacts staff every day as it establishes who can get a card or get an account. The library wants people to get cards and check materials out, but not have multiple accounts or library cards.

Other Items

Vice Chair Shawn Leisinger shared that he drove by the library on Monday and saw the Farmer's Market. He is happy we have it as this area is considered a food desert since Dillon's was closed.

Hartman shared that hopefully by next week we will have a clearer picture of opening of the Level 2 Tech Center. There is a meeting this week to establish a timeline.

Trustee Information on the TSCPL.org website

The Trustee Executive Committee discussed only including on the library website for each Board Trustee, website email contact information term years and whether they are a city or county appointee. Contact information including address or phone number will be made available upon request.

Future dates for TEC Meetings

The October 10 Foundation Finance Committee Meeting is the same time as the Trustee Executive Committee Meeting. There are also a few months where the Trustee Executive Committee meeting occurs the same week as the Board of Trustees meeting. The Executive Committee agreed to looking at different dates and meeting via Zoom. Pyko and Executive Assistant Aubrey Conner will work on rescheduling the conflicting meetings.

Review of New Trustee Orientation

Today was the New Trustee Orientation for Hannah Uhlrig. She brings great financial and governmental experience and will be a great addition to the Board. Library Executives, Jim Edwards, and Library Counsel Chuck Engel made sure that Hannah Uhlrig was briefed on the most critical things to know before meetings and budget sessions to set her up for success. A formal tour for Hannah Uhlrig will ideally occur when we get our new board member appointed.

Budget Work Session #1 Prep

Strube will be leading the Budget Work Session meeting on June 7, 2022. The first Board Budget Work Session packet is on the site. Strube will lead discussion about the Capital Improvement Fund and where we sit with that. Strube will also lead discussion about Revenue Neutral Rate. Hartman will speak about Facilities Master Plan Projects planned tentatively for 2023, Chief Human Resources Officer Maddox will talk about health insurance. Strube hopes for good discussion and to get a good feeling for what the board is prioritizing.

Adjournment

On a motion by Peg Dunlap, seconded by Shawn Leisinger, the meeting was adjourned at 4:34 pm.

Next Meeting

July 13, 2022

Following the Trustee Budget Work Session #2

Hughes Room and Zoom

<https://tscpl.zoom.us/j/85024727121?pwd=bWR4SGc3MnNvc3ZoRzJXdnBoTDF5Zz09>

Meeting ID: 850 2472 7121

Passcode: 888985

CHIEF EXECUTIVE OFFICER'S REPORT

June 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

We received some very exciting news late May regarding the Dolly Parton's Imagination Library. Beginning July 1st, the Kansas Children's Cabinet and Trust Fund will officially be operating as a true state partner for the program. This means that the Children's Cabinet will begin providing a 50% financial match to all Imagination Library programs through the state. This will impact the August book order and moving forward. This is a significant game changer for the sustainability of our program and even more impactful is all children 0-5 years of age in Kansas are now eligible. Erin Aldridge, LeAnn Brungardt, and I will attend the statewide expansion meeting on June 9th.

At the end of May 2022, we have 5687 children enrolled in the Dolly Parton's Imagination Library. We have had 116 children who have graduated at the age of 5 from the program. We are continuing to look for ways to reach underrepresented areas of the community and had two joint meetings with United Way in May to discuss program/events for the coming year and also the fundraising strategies for both organizations. While it is exciting to know the Children's Cabinet and Trust Fund will be a strong partner the Library Foundation and the United Way continue to discuss fundraising so we can ensure we are consistent with our messaging.

Partnerships

Urban Library Council (ULC) Business Value Calculator

Our library is a member of the Urban Library Council, a member-oriented organization of medium and large libraries. It provides a forum for library leaders to share best practices and innovative ideas. The forum provides ideas, knowledge and tools that help library leaders in their work and focus in the community. As such, ULC regularly provides tools to benefit libraries in better understanding the needs of a community and measure and quantify the impact libraries have for their community. Recently, ULC launched a Business Value Calculator. Meredith Snapp, our Business Librarian and Robert Soria, our Data Analyst used our current usage to concretely estimate the value our resources and tools provide for Topeka's business community. They were very conservative in the data included in the calculations. Based on the Business Value Calculator for 2022 to date the library has provided \$90,609.87 in value to entrepreneurs and businesses including support for training and education, research services, physical spaces, and technology and equipment. Once the new Level 2 Tech Center is launched which is specifically focused on the elements within the Value Calculator, we will run the usage numbers through the calculator again. Thank you, Meredith and Robert, for your work on the launch.

VITA- partnership with K-State Extension Office.

Every year between February-April 15th (Tax Day) we partner to provide tax preparation help for our citizens. The past two years VITA offered an abridged tax service that was primarily a no contact tax preparation service. In February 2022, we embarked once again on hosting in person VITA sessions for citizens. We were heavily used due to limited other option sites for the

community. I have included a brief write up from VITA's annual report about the value this free tax assistance provides for our community.

We are proud to report the following outcomes for the 2022 filing season (2021 tax year):

- Shawnee County ABC volunteers offered a variety of options for free tax assistance for Tax Year 2021 including in-person assistance, drop-off options and mail-in. Volunteers for ABC filed 2,633 federal returns (1528 VITA, 1105 AARP). Both groups filed a similar number of state returns. The average Adjusted Gross Income (AGI) of those served was \$30,528.
- Free tax sites helped taxpayers receive \$3,688,134 in total refunds (federal and state) and place on record over \$745,000 in tax liabilities.
- The free tax assistance saved taxpayers approximately \$592,425 in tax preparation fees. This is figured at an average of \$225 per return, the amount the IRS uses to estimate the value.

While we were not the only site available, we were the only one that was open to everyone and offered multiple hours in the week.

Operational Updates

We have had a turnover in staff in our Digital Services, System and Network administrators over the past few months. As a standard of best practices for technology and networked systems, we have instituted a disaster risk analysis and system and network review. We are currently working with Premier One Data Systems, Inc. in Topeka to review our systems. The review will help our Digital Services team evaluate and prioritize upcoming projects to ensure our systems are as protected and up to date.

Strategic Planning 2023

During the June meeting, I will be presenting an overview of my recommendations for moving forward with a new strategic plan. The overview will include a draft timeline, roles of key stakeholders including staff, boards, community partners and citizens and budgetary considerations with options for consultation and formal community survey services.

New Business- Agenda items

Circulation Policy- first reading

As with our most recent policies we have reviewed, the Circulation Policy is very practical in our business for material checkout and access to services. It is a policy that staff regularly refer to when doing business. Collections Director, Paul Brennan will provide trustee education on the policy and how it has changed over time to best support the needs of the library and our customers.

Exhibit Policy and Program Policy

Two policies which were presented for a first reading in May will be considered for approval during new business. Please see the two resolution sheets included in your packet.

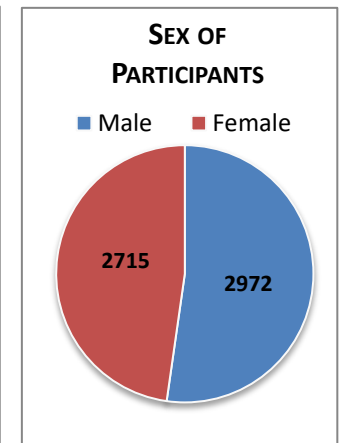
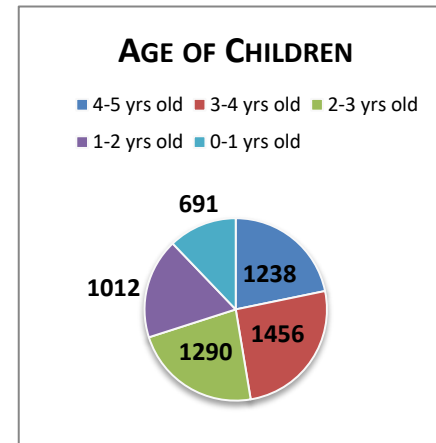
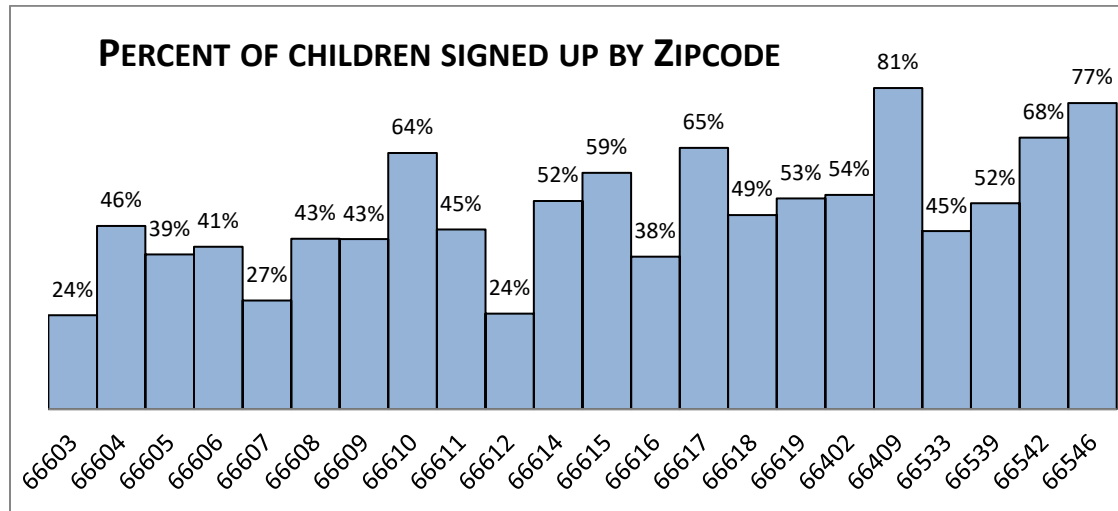
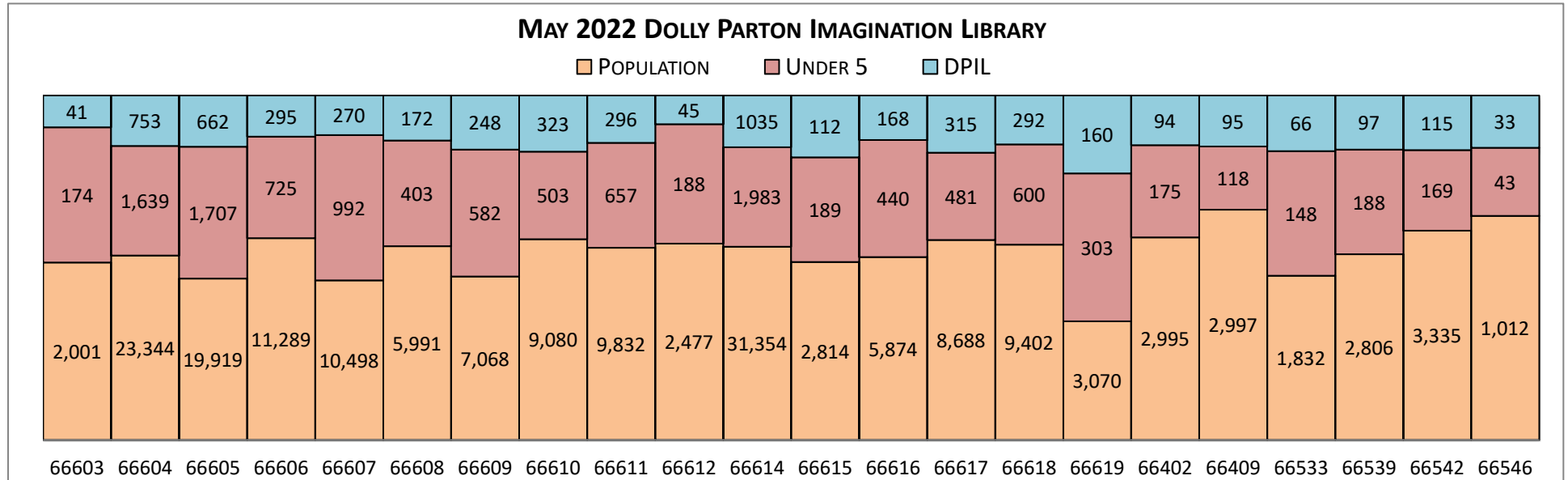
Professional Activities/Community Contacts

May 16, 2022	Met with Trustee Jim Ramos
May 17, 2022	Attended Intergovernmental Cooperation Council with Jim Edwards
May 17, 2022	Attended check presentation for the Junior League of Topeka's \$3500 gift to support the Dolly Parton's Imagination Library.
May 18, 2022	Attended Topeka Collegiate Equity and Justice Committee
May 18, 2022	Facilitated the United Way/TSCPL program planning meeting for the Dolly Parton's Imagination Library.
May 19, 2022	Met with Michael Odupitan, Omni Circle Group.
May 19, 2022	Attended the Board of Trustee May meeting.
May 19, 2022	Attended the Leadership Greater Topeka Graduation Gala to celebrate Autumn Friedli, Public Services supervisor's graduation.
May 21, 2022	Presented to the Citizenship class at Washburn Tech East
May 23, 2022	Facilitated three All Staff Meetings
May 24, 2022	Attended the Sertoma Club annual meeting to receive a donation of a portable assistive hearing system to support customers interaction for people who have limited hearing.
May 31, 2022	Attended a Premier One automation system review.
June 3, 2022	Facilitated the United Way/TSCPL meeting focused on fundraising strategies.
June 6, 2022	Attended Trustee Orientation for Hannah Uhrig.
June 7, 2022	Attended Trustee Budget Work Session #1
June 8, 2022	Facilitated three All Staff Meetings.
June 9, 2022	Attend the Dolly Parton's Imagination Library Expansion meeting over Zoom.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 6/10/22

Number of children currently enrolled: **5,687**

Number of graduated children this month: **116**



Data Source: 2020 ACS 5-Year Population Estimate

Timeline for Strategic Plan 2023- Draft

Date	Task
May 19, 2022	Presentation and Approval to implement Strategic Planning 2023
June 16, 2022	Presentation and authorization to begin pre-work for Strategic Planning 2023 process
August 2022	Begin pre-work for SP 23 including identify Steering Committee, scope of work, begin reviewing strategic planning consultant and survey marketplace.
September- November 2022	SP 23 Planning Team series of meetings to define scope, roles, project plan including selecting consultant and survey tools. Request for Proposal for Consultant/or Survey
December 2022	Decide on specific consultant and survey tool based on the RFP.
January 2023	Meet with potential consultant for facilitation and survey
February 2023- April 2023	Community Assessment (survey and focus groups)
April- May 2023	SP 23 Planning Team- reviews assessment, identifies themes Determine if there are budgetary implications for funding matrix.
July-September 2023	Develop Strategic Plan content including goals, objectives, and action plans.
October 2023	SP 23 SP Team reports out results and plan
January 2024	Implement and measure progress

Strategic Plan Options- estimates

Option 1	Estimate resources	Option 2	Estimate resources	Option 3	Estimate resources
Internal Plan/Local Faciltator	\$3,000-\$10,000	Library Consultant/Facilitator with support to develop the strategic plan	\$15,000-\$18,000	Library or Non-Profit Consultant/Facilitator with support to develop plan and implementation	\$25,000-\$35,000
Community Survey	\$25,000-\$28,000	Community Survey/Evaluation	\$30,000	Survey/Evaluation/Interactive Dashboard	\$32,000-\$40,000
Train the Trainer Model	staff resources to implement all components	Consultant	Consultant and Steering committee	Consultant/Strategic Planner with Dashboard	Option 2 plus additional time for implementation and metric evaluation
Timeline	12-24 months		9-12 months		12-18 months



Resolution- Strategic Planning 2023

BOARD OF TRUSTEES

June 16, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the Chief Executive Officer to formally begin a strategic planning process beginning July 2022.

Background Information:

The Library's last formal strategic plan was developed as ten-year goals identified as The Next Decade 2005-2015. At the end of that formal plan, staff and library leadership developed a series of Community Impact Goals with associated organizational projects and work plans that served the organization effectively for 7 years prior to the pandemic. The pandemic impacted everything in society including how community members engaged with library services, used library resources and what they needed from their library. Technology, service needs, and customer use behaviors have changed for everyone. It is time to formally ask citizens what they need from their public library.

Staff Recommendation

At the June 16, 2022, Board of Trustees meeting, Chief Executive Officer Marie Pyko presented a clear timeline, scope of work, and budgetary considerations options including consultation and survey recommendations. Pyko recommended a formal community survey and a consultant who can provide structure for the planning process and objectivity.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Chief of Staff Report

Thad Hartman

June 8, 2022

New / Media Refresh

For the last several months a team of library staff members has been developing the plan for the New / Media room. This is the space where we currently have the bulk of our adult public computers, New Books, DVDs, and Music CDs. One of the major benefits of the creation of the Level 2 Tech Center is that we will be able to better define the New / Media space and not have so many disparate activities going on in the same place. This team has been focused on defining the purpose of this space and then working with the architects to create an updated layout that will serve this purpose.

As we prepare for the Level 2 Tech Center and work to better define this space, we will see several changes to New / Media. We will move the New / Media public computers to the Level 2 Tech Center once it is ready to open. In addition, we will be moving the New Books collection into the Team Room area where we currently have several tables. We will then expand seating in the New / Media room and bring in the Nonfiction DVD collection, while retaining the DVD and CD collections that are currently in that space. These changes will make the room more focused on media collections as well as lounge furniture and café overflow. We think this will make for a fun and lively space that will have a much better-defined purpose, and in turn will help better define some other spaces.

With the New Books moving back into the Team Room area, we will have all circulating adult book collections in one large space, and we can really focus our Readers Engagement efforts into this area. We see that central room with the New Books collection being the base of operations for Readers Engagement, with the rest of the adult book collections being in the wings directly connected to this space. We are currently in the processes of finalizing details related to these changes and creating an implementation timeline.

Representatives from HTK Architects will attend the meeting in July and will present the proposed layout and changes to the Board of Trustees. We plan to then go out for bid shortly after that meeting with bids and a recommendation likely going to the Board in September. The RFP and changes will mostly consist of furniture, shelving, and flooring. Be on the lookout for more details at the July Board meeting.

Smartlocker

This past week we were alerted by HyVee that we would need to remove the Smartlocker because of store renovations. This is most unfortunate as this is a heavily used pickup location. We have contacted all customers who have selected to pickup their materials at this location to alert them to the change and give them other options. We are in the process of finding a new location in the same part of town and hope to have that implemented as soon as possible.

Department Highlights

Public Services – Readers Services

Autumn Friedli, Public Services Supervisor

Author Visit

Readers enjoyed a lively Saturday visit with suspense author Annie Ward at our library on May 14. The sunroom in Claire's Courtyard proved a perfect venue for hosting an author and a crowd of excited readers in a conversational setting, including several from outside of Topeka. Readers Librarian Miranda Ericsson chatted with the author about her reading and writing life and readers asked questions of their own. After, readers relaxed and connected with the author and library staff, brought books to the author for signing, and posed for pictures.

Adult Summer Reading

Summer Reading isn't just for kids! Be sure to join in this summer with our Adult Reading Challenge. Read for 12 hours this summer and receive a certificate for a pastry item from the Millennium Café. Find out more at <https://tscpl.org/summer>



Not sure what to read to get your 12 hours of reading? Librarians

Miranda Ericsson and Deb Ellerbrook are here to help! Join them over on our Top City Reads Facebook group to discuss to great books this summer – here's everything you need to know:

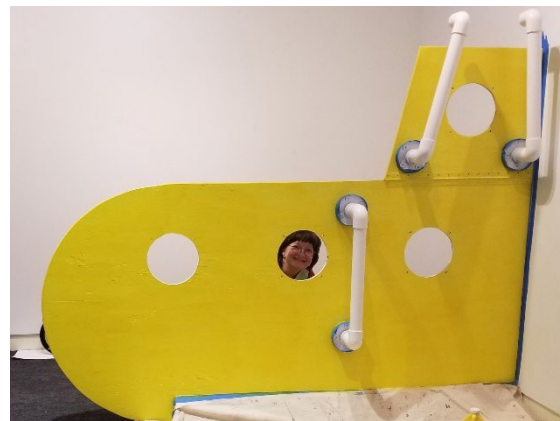
<https://tscpl.org/books-movies-music/top-city-reads-together-this-summer>

Public Services – Information and Learning

Debbie Stanton, Public Services Supervisor

Gallery Update

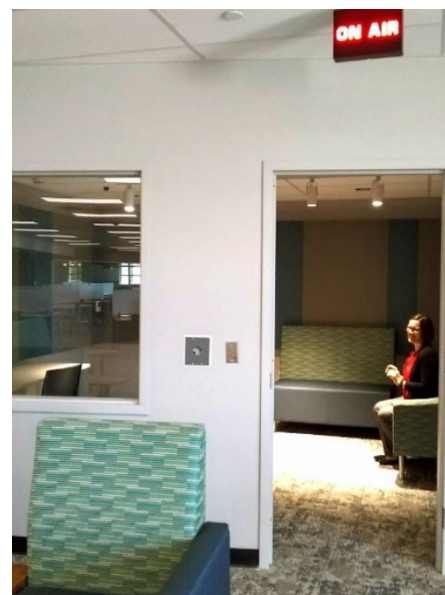
The Alice C. Sabatini Gallery is open and ready for summer! Our 21st annual art exhibit for children is called Oceans of Possibilities and will take you from our Kansas waterways through the depths of the ocean all the way to the abyss. This exhibit runs June 4 through August 21 and is made possible in part by The Library Foundation through contributions from the Sabatini Family Foundation. The exhibit will continue to change throughout the summer, with our visitors helping build portions of the exhibit every Monday from 9am to 9pm. Our Exhibits Curator, Zan Popp, visited with Dane Kroll



from KSNT and even got him to wear his flippers for the interview! In the picture you can see Collections Curator, Sherry Best, preparing our very own yellow submarine that can be useful when exploring the ocean's abyss.

Level 2 Tech Center Update

Most of the furniture is in for the Level 2 Tech Center! We are excited to have some of the finishing touches of construction for the L2TC, as we're calling it internally, and are now just waiting on shipping delays for the technology components. Public Services Supervisor, Autumn Friedli, had a fun time modeling for pictures that we recently used at our All Staff meeting to showcase the space for library staff. Here you'll see her showing off Recording Studio A, which is our video and audio built-in recording space. We can't wait to get the doors and equipment so we can start testing and training and then welcome the public into this space!



Program Services

Jacqueline Belden, Program Manager

Summer Programming Has Set Sail!

Summer programming began June 1 and we dove in with a splash! Blockbuster Wednesday featuring Dennis Rogers, Spirit Dancer (pictured here), and the Topeka High School Drumline drew a total of 397 visitors to the library on June 1 to enjoy a presentation of dance and song in Navajo culture during the daytime shows and an exciting drumline performance at our evening show. Another 61 visitors enjoyed getting messy, making slime, and learning about hagfish at "Get Hagfish Slimed!" on June 2 in the Learning Center. We quickly realized



during week one that summer at the library is back in a big way! We are excited to welcome our community to our ocean-themed summer programming for all ages through July 31. A special thank you to Kyler Carpenter, who has coordinated an amazing comeback of Blockbuster Wednesdays in person at the library, and Debbie Stanton, who co-facilitated our fun slime program last week alongside me. Our hard work had a great payoff and kicked off summer programming the right way! A little bonus: [check out our feature on summer programming with Fox 43!](#)

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Speaking Engagements

The Youth Services staff presented on services for early childhood at a handful of recent speaking engagements. Luanne spoke at the Early Childhood Collaborative's Lunch and Learn, and she and Sherry Hess teamed speaking to professionals at TARC. In response to the school shooting in Uvalde, the Kansas Children's Discovery Center prompted the collaborative development of a family event, one that focused on the importance of kindness and helping children navigate a sometimes-scary world. A team of people here quickly put together musical storytime, resources on having difficult conversations with children, and information about contacting elected officials in support of the event.

Return of StoryWalk

Just in time for summer, StoryWalks are back. Sherry Hess and Jackie Hurst put together our new signs and with the help of Trevor Worthington have them all in place. The newest iteration of signs is heavy duty compared to what we installed previously. We are excited to have them back. Our current locations include Ted Ensley Garden at Lake Shawnee and MacLennan Park near Cedar Crest. The stories will change monthly. The day following their placement, a mom visiting the Learn and Play Bus remarked that her family had loved participating in the walks last summer, and she inquired as to whether we would have them again. Right on cue.

Call-a-Story

Judy Espinosa-Gonzalez has been our predominant voice for Spanish Call-a-Story since its inception. While she loves it, she felt that it was important to get other voices into the mix. She has worked closely with other staff to get them comfortable with presenting too. The June lineup includes Hugo Rodriguez from Security and Norma Halstead and from Maintenance. We also have Leah Anderson from Youth Services who will be our first Spanish as a second language reader in the mix. We have had recent publicity of Call-a-Story, so our listener numbers are on the rise across English and Spanish versions.

Community Services

Patrick Berry, Community Services Supervisor

Berryton visit for Summer Send Off!

Our Community Services Librarian, Abigail Siemers, was recently invited to the "Summer Send Off!" at Berryton Elementary School. She gave 26 presentations, over four days, about the Summer Reading Program as well as paper reading trackers to over 300 students. Joy Baker, Berryton Elementary School's librarian, expressed gratitude for Abigail's presentations and hoped that this would encourage more students to read and participate in the TSCPL Summer Reading Program this year. Way to go, Abigail!



The Adventuremobile is back in action!

The Community Services team is pleased to say that the Adventuremobile has started its summer schedule. We will be visiting 8 different locations during the week. Please visit our website to see the times and locations of our stops. We have loaded the vehicle with a wide variety of books, music, movies, magazines, and more to help the children in our community make a connection with learning and foster a love of the library. So far, the results have been exciting and raises our hope of how this service will look in the fall.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

New Database: Newspapers.com World Collection

We are adding an outstanding new database resource to our online resource collection. Through Proquest, library customers will soon have access to Newspapers.com World Collection, Library Edition. This is an online database of over 4,000 historical newspapers from the early 1700s to the early 2000s. It contains a diverse blend of regional and local newspapers from across the United States and other countries.

Each issue of the newspapers includes the complete paper with articles, photos, advertisements, classified ads, obituaries, editorial cartoons and more in a downloadable PDF format. This will be an outstanding resource for genealogists, researchers, teachers, high school and college students, and historical explorers curious about the news of the day from the past 300 years. This database will be available to customers in the library and connecting remotely with their TSCPL library card.

Digital Services

David King, Digital Services Director

New Digital Services Staff

Digital Services is fully staffed again! Besides Jacques Belderock (new Network & Systems Administrator) and Jared Last (promoted from Technology Support Specialist to Network & Systems Administrator), we have two new Technology Support Specialists – Kevin Conner and Elliot Semler.

Tech Equipment for the Level 2 Tech Center

All equipment was ordered, and we are waiting for everything to be shipped to KCAV (our vendor). They plan to install the equipment the last week of July – early August.

Top Web Pages for May 2022:

1. Great Gatsby post: 3692 Pageviews
2. Services Page: 3113 Pageviews
3. Summer Reading: 2423 Pageviews
4. Search Page: 2062 Pageviews

5. June bride blog post: 1830 Pageviews
6. Get a library card page: 1521 Pageviews
7. About Page: 1271 Pageviews
8. My Account Page: 1161 Pageviews
9. Employment page: 1089 Pageviews
10. Millennium Café: 1059 Pageviews

Social Media Highlights for May 2022:

Facebook:

- Post about the strangest movie you have watched – reached 8394 people
- Post about state park passes – reached 4551 people
- What are you reading? – reached 3648 people

Twitter:

- Post about state park passes – 282 impressions
- Closed for Memorial Day – 195 impressions
- Closed for the holiday, but our digital branch is open – 175 impressions

Instagram:

- Reel (video) about reading and drinking coffee in the cafe – reached 3745 people
- Reel about Young Adult fiction – reached 653 people
- Photo about the new Gallery exhibit – reached 415 people

May Board Report

June 9, 2022

Communications & Marketing Team

Diana Friend, director | Bonnie Cuevas, event coordinator | Ginger Park, communications editor
Karen Watson, graphic designer | Michael Perkins, web administrator & multimedia producer

Advertising

We are continuing a social media advertising campaign with Cohort Digital. In May, the Facebook campaign had 116,827 impressions, generating 1,791 clicks for a 1.53% click-thru rate (CTR) and 1,493 website visits. The ads were saved 23 times and had 96 shares! The "Place to Pick Up" video had the best CTR.

The Youtube campaign delivered 41,208 impressions with 27,098 completed views for a 65.76% view-thru rate – almost 7% higher than last month and more than double YouTube's standard ad view-thru rate (31.9%).

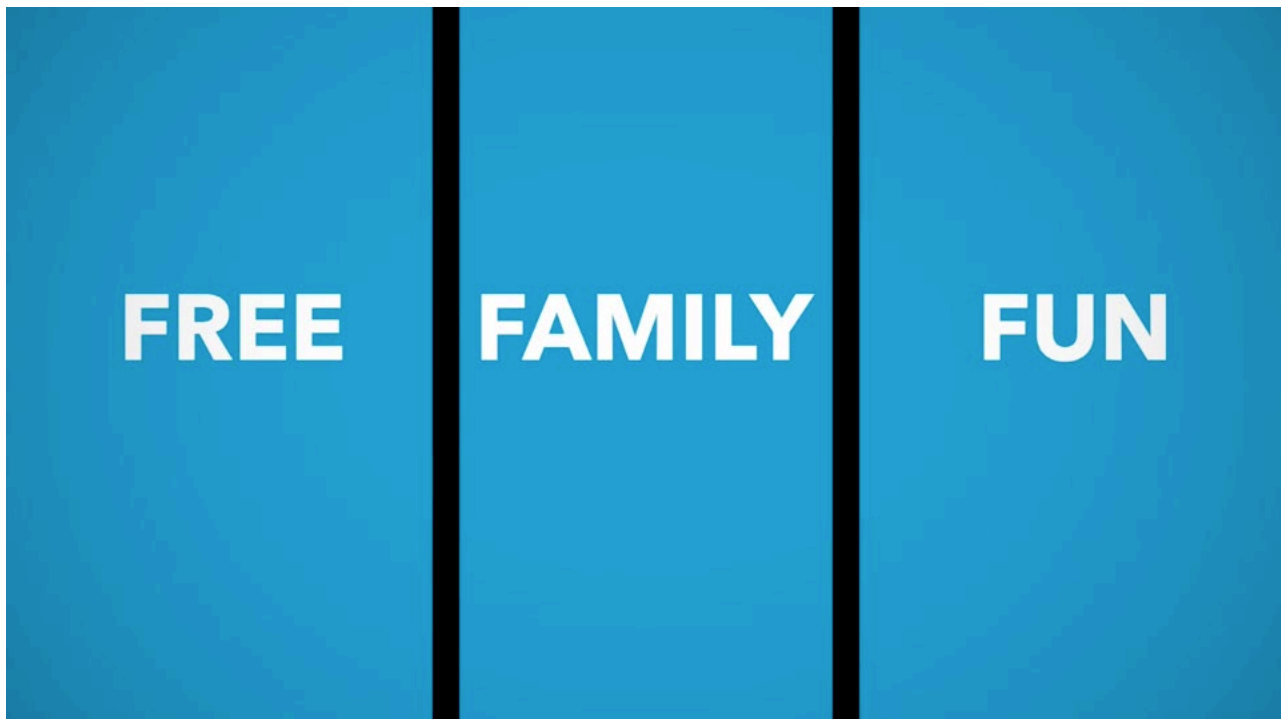


In early June we started running a 15 second and 30 second ad about Summer Reading & Events on WIBW.

15 sec spot- <https://vimeo.com/711458905>



30 sec spot - <https://vimeo.com/711442498>




Popular Social Media posts for mid-May to mid-June

Since our last board report the top social media posts on Facebook focused library staff, the upcoming exhibit and events.

Topeka & Shawnee County Public Library
Published by Ginger Park [?] · May 25 · 🌐

Meet a library staffer: Joyce
Job title: Outreach Storyteller (I have storytime with preschoolers, it's so much fun!)
A book or genre she loves: I love to read crime novels and try and solve them before the end of the book! Currently I am reading a juvenile fiction by Walter Dean Myers titled Monster
Joyce's favorite place to read: Outside with a cool breeze and a ice tea, or my comfy brown recliner with the dog on my lap



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

4,551 People reached **180** Engagements [Boost post](#)

👍👎🗨️ Kathy Ellison, Mandi Rae and 60 others 4 Comments 6 Shares

Performance for your post

4,551 People Reached

124 Reactions, Comments & Shares 📊

77 Like	46 On Post	31 On Shares
29 Love	16 On Post	13 On Shares
12 Comments	4 On Post	8 On Shares
6 Shares	6 On Post	0 On Shares

56 Post Clicks

10 Photo views	0 Link clicks 📄	46 Other clicks 📄
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NEGATIVE FEEDBACK

1 Hide post 0 Hide all posts
0 Report as spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

Topeka & Shawnee County Public Library
Published by Ginger Park [?] · May 27 · 🌐

The gallery's submarine is coming together for the Ocean's of Possibilities Art Exhibit for Children. 🐠 We'll be ready for you to explore our indoor ocean starting Sat, June 4. 🌊🐠🐡



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

3,493 People reached **146** Engagements [Boost post](#)

👍👎🗨️ 61 3 Comments 6 Shares

Performance for your post

3,493 People Reached

84 Reactions, Comments & Shares 📊

56 Like	47 On Post	9 On Shares
12 Love	12 On Post	0 On Shares
2 Wow	2 On Post	0 On Shares
8 Comments	8 On Post	0 On Shares
6 Shares	6 On Post	0 On Shares

62 Post Clicks

38 Photo views	0 Link clicks 📄	24 Other clicks 📄
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NEGATIVE FEEDBACK

1 Hide post 0 Hide all posts
0 Report as spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

Topeka & Shawnee County Public Library
Published by Karen Watson [?] · May 24 · 🌐

**How should we improve Topeka?
Let's talk about this in the next deliberative conversation
Reframing Topeka on Thurs,
June 2, 1-3pm bit.ly/39C2fa5**

3,444 People reached **251** Engagements Boost unavailable

👍❤️👍 Jean-Luc Chinal, Janice Kostelecky and 16 others · 9 Comments · 3 Shares

👍 Like 💬 Comment ➦ Share 🔄

Performance for your post

3,444 People Reached

43 Reactions, Comments & Shares ⓘ

17 Like	16 On Post	1 On Shares
1 Love	1 On Post	0 On Shares
1 Haha	1 On Post	0 On Shares
21 Comments	18 On Post	3 On Shares
3 Shares	3 On Post	0 On Shares

208 Post Clicks

0 Photo views	5 Link clicks ⓘ	203 Other clicks ⓘ
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NEGATIVE FEEDBACK

0 Hide post	1 Hide all posts
0 Report as spam	0 Unlike Page

Website Work

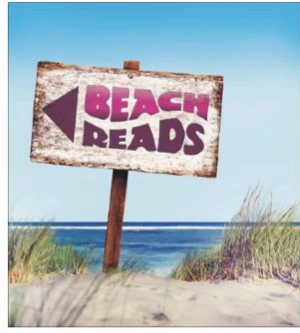
Ginger Park, Michael Perkins and Karen Watson continue to work with Shannon Eddings and David King on improving the content, function and design of the new website, while maintaining and updating the existing site.

Summer Reading & Summer Exhibit Promotion

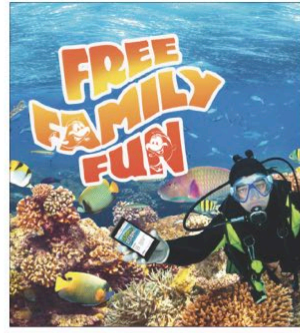
A news release about the summer art exhibit was distributed on May 13. On May 17 we emailed summer camps encouraging them to participate in the new summer reading group tracker and to attend summer events at the library. We distributed a news release about top summer events on May 17.

Karen created the Oceans of Possibilities graphics for the exhibit, the gallery entrance and the soffits in the front of the building.

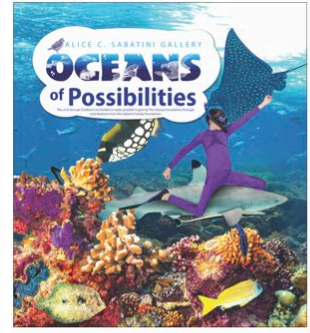




Soffit_Beach Reads_sm.png



Soffit_Free Family Fun_sm.png



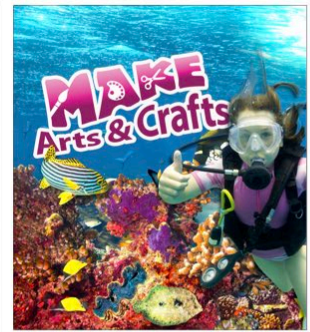
Soffit_OCEANS of Possibilities gallery_sm.png



Soffit_SHOWS Blockbuster Wed_sm.png



Soffit_Friday Flicks_sm.png



Soffit_MAKE Arts & Crafts_sm.png

Circulation and Access Policy

This policy governs eligibility for a library account that customers may use to borrow and enjoy library materials, services and equipment.

By applying for a library account the customer agrees to abide by all Library policies and procedures.

Eligible Borrowers

Persons eligible for a library account include the following:

- a. Residents of the Library district
- b. Non-residents of the Library district who pay ad valorem property taxes within the district
- c. Residents of the area included within the Northeast Kansas Library System (NEKLS)
- d. Students and staff of any accredited educational institution within the Library district while they maintain student or staff status
- e. State legislators and their immediate families
- f. Active military stationed in Kansas

Individuals not included on the list above may be permitted an appropriate level of access determined by library administration.

Eligible account holders aged 18 must provide the name and address of a responsible adult when making application for a library account.

Use of Library Accounts To ensure the most equitable access to library resources, the library administration will establish guidelines to implement this Policy including but not limited to duration of borrowing periods, limiting the number of items a customer may borrow, duration of per session use of library computers, use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

The in-person consent of a parent or guardian is required before customers under 17 years of age are allowed to borrow R-rated films.

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers

Customers are expected to responsibly manage their library accounts.

Customers are responsible for the care and return of all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items as determined by library administration.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

Approved: October 16, 2003

Revised: July 20, 2006

Revised: September 15, 2016

Revised: December 15, 2016

Board of Trustees

Topeka and Shawnee County Public Library

Circulation and Access Policy

This policy governs eligibility for a library account that customers may ~~be used for the~~ to borrowing and using/enjoy library materials, ~~as well as~~ services and equipment ~~provided to account holders~~.

By applying for a library account the customer agrees to abide by all library policies and procedures.

Eligible Borrowers

Persons eligible for a library account include the following:

- a. Residents of the library district
- b. Non-residents of the library district who pay ad valorem property taxes within the ~~library~~ district
- c. Residents of the area included within the Northeast Kansas Library System (NEKLS)
- d. Students and staff of any accredited educational institution within the library district while they maintain student or staff status
- e. State legislators and their immediate families
- f. **Active military stationed in Kansas**

~~Non-residents of the library district~~ Individuals not included on the listed above may be permitted an appropriate level of ~~account~~ access. ~~prescribed by the library board of trustees determined by library administration.~~

Eligible account holders ~~borrowers and users of library materials and services~~ under age 18 ~~are required to~~ must provide the name and address of a responsible adult at the time of when making application for a library account.

Use of Library Accounts ~~Borrowing of Materials~~

To ensure the most equitable ~~use of access to~~ library resources, the library administration will establish guidelines to implement this ~~policy~~ including but not limited to duration of borrowing periods, limiting the number of items ~~that a customer~~ may ~~be borrowed~~, time limits duration of per session ~~on the~~ use of library computers, use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

The in-person consent of a parent or guardian is required before ~~C~~customers under 17 years of age are ~~not~~ allowed to ~~request or~~ borrow R-rated films ~~without the presence of a parent or guardian to provide permission.~~

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors,

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In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items as determined by library administration.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

~~Library fees assessed to customers which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.~~

~~Library accounts showing no library usage for a three-year period will be deleted.~~

~~Library customers whose accounts were deleted are eligible to establish a new account by following the Eligible Borrowers portion of this policy.~~

Approved: October 16, 2003

Revised: July 20, 2006

Revised: September 15, 2016

Revised: December 15, 2016

Board of Trustees

Topeka and Shawnee County Public Library

Exhibits Policy

Purpose

The Library enriches the lives of its customers and serves as a cultural center for Topeka and Shawnee County by presenting artistic and cultural exhibitions in the Alice C. Sabatini Gallery and throughout the Library and community. The Gallery exhibits works that follow a specific theme from the Library's or other public or private collections. No fees will be charged to view Library exhibits.

Responsibility for Exhibitions

Gallery staff develop and presenting exhibits and exhibit-based programs.

Gallery Exhibit Selection Criteria

Major considerations are:

- Importance/relevance to the community
- Reputation of artist or collection
- Variety of media and styles
- Aesthetic quality and technical quality
- Cost to produce exhibit, practical considerations of installation
- Condition, size, weight or fragility of the objects proposed
- Support of Library's mission
- Is deliverable within the Library's available resources

Artists, organizations or collectors proposing an exhibition of artwork must submit a proposal using the Exhibition Proposal Guidelines Form, and and portfolio of images must follow the Exhibit Selection Criteria listed above. Proposing an exhibit does not guarantee that the exhibit will be accepted.

Exhibition of art does not constitute the Library's endorsement of artists', organizations' or collectors' viewpoints.

Expression of Concern

Customer concerns regarding exhibits are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.

Exhibits ~~and Display~~ Policy

Gallery Exhibits Purpose

The Library enriches the lives of its customers and serves as a cultural center for Topeka and Shawnee County. The ~~Alice C. Sabatini Gallery library fulfills that goal~~ by presenting artistic and cultural exhibitions in the Alice C. Sabatini Gallery and throughout the Library and community. ~~The primary emphasis is the exhibition of contemporary regional art through proposed or invitational one-person, group and juried exhibitions. A secondary emphasis is curatorial exhibitions of~~ The Gallery exhibits works that follow a specific theme from the library's or other public or private collections. ~~There is no charge for the use of the exhibit space, and no~~ No fees will be charged to view Library exhibits ~~or displays~~.

Responsibility for Exhibitions

Gallery staff develop ~~Developing~~ and presenting exhibits and exhibit-based programs. ~~falls to the Gallery director and Gallery staff.~~

Gallery Exhibit Selection Criteria

Major considerations are:

- Importance/relevance to the community
- Reputation of artist or collection
- Variety of media and styles
- Aesthetic quality and technical quality
- Cost to produce exhibit, practical considerations of installation
- Condition, size, weight or fragility of the objects proposed
- ~~Preservation~~ Support of Library's mission
- Is deliverable within the Library's available resources

Artists, organizations or collectors ~~making an application for proposing an~~ exhibition of artwork must submit a proposal ~~and portfolio of images through using~~ the Exhibition Proposal Guidelines Form, and ~~portfolio of images, submissions must follow the~~ Exhibit Selection Criteria listed above, ~~following the Exhibit Selection Criteria and guidelines established by administration~~. Proposing an exhibit ~~or display~~ does not guarantee that the exhibit ~~or display~~ will be accepted.

Exhibition of art does not constitute the Library's endorsement of artists', organizations' or collectors' viewpoints.

Expression of Concern

Customer concerns regarding exhibits are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.



Resolution – Exhibits Policy

BOARD OF TRUSTEES

June 16, 2022

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Programs Policy

Definition & Purpose

A Library program is a public activity developed and facilitated by Library staff, or co-sponsored by the Library and facilitated by others occurring at the Library, on the Digital Branch, on a bookmobile or at offsite locations.

Library Developed & Facilitated Programs

The Library develops and implements programs to provide the public opportunities for learning, connection and entertainment, and to grant access to a diverse range of information and ideas in a safe and welcoming library setting. Library programs increase the community's awareness of the Library and its services and resources, and actively invite the community into the Library to learn and connect.

Program Standards

All Library developed and facilitated programs will meet the following program standards:

- Programs will be developed based on the interests and needs of the community.
- Programs will be in alignment with and work toward meeting the library's mission, vision, strategic priorities, and/or organizational goals.
- Programs will have clearly defined goals and outcomes.
- Programs will comply with all Library policies.

Program Development and Delivery

The Library's programming framework requires all programs to be formally proposed, approved by Library leadership and evaluated at regular intervals. While developing a program proposal, program staff are required to:

- identify and choose program content based on the interests and needs of the community,
- develop clearly defined goals and outcomes for their program,
- identify their program's target audiences and their developmental needs,
- identify and choose the most appropriate methods of delivery for their program, and
- develop clear program descriptions.

Co-sponsored Programs

The Library may deliver programs in collaboration with external entities or individuals. Collaboration allows the Library to offer the public access to subject matter expertise and experience to meet community needs. Whether a program idea originates from the Library, a community group or individual, Library staff shall determine whether the program idea:

- meets the Library's program standards,
- meets the needs and interests of the community,

- is compliant with the Library's meeting room policies,
- is deliverable within the Library's available resources
- supports the Library's mission, and
- the resources needed to accomplish the program are available.

If a program idea meets all of the above requirements, the Library may choose to co-sponsor and deliver the program. However, sponsorship of a program does not constitute the Library's endorsement of the content or the views expressed during the program.

Expression of Concern

Customer concerns regarding program sponsorship or co-sponsorship are to be addressed promptly and courteously as outlined in the Library's Expression of Concern Process.

Programs Policy

Definition & Purpose

A Library program is ~~defined as~~ a public activity ~~sponsored~~ developed and facilitated by Library staff, or ~~a public activity~~ co-sponsored by the Library and facilitated by ~~a partner~~ others occurring at the Library, at the Digital Branch, on a bookmobile or at offsite locations.

Library Developed and Facilitated Programs

The Library develops and implements programs to provide the public opportunities for learning, connection and entertainment, and to grant access to a diverse range of information and ideas in a safe and welcoming library setting. Library programs increase the community's awareness of the Library and its services and resources, and actively invite the community into the Library to learn and connect.

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Program Standards

All Library developed and facilitated programs will meet the following program standards:

- Programs will be developed based on the interests and needs of the community.
- Programs will be in alignment with and work toward meeting the library's mission, vision, strategic priorities, and/or organizational goals.
- Programs will have clearly defined goals and outcomes.
- Programs will comply with all Library policies.

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Program Development and Delivery

~~Library programs are developed in accordance with~~ The Library's programming framework, ~~which requires that~~ all programs to be formally proposed, approved by Library leadership and evaluated at regular intervals. ~~In the process of~~ While developing a program proposal, program staff are required to:

- identify and choose program content based on the interests and needs of the community,
- develop clearly defined goals and outcomes for their program,
- identify their program's target audiences and their developmental needs,
- identify and choose the most appropriate methods of delivery for their program, and
- develop clear program descriptions.

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Sponsorship Co-sponsored Programs

The Library may deliver programs in collaboration with ~~an external~~ entities organization, or individuals, or vendor. Collaborating ~~on~~ with external organizations, individuals and vendors allows the Library to offer the public access to subject matter expertise and experience to meet community needs. Whether a program idea originates from the Library, a community group or individual, ~~the~~ Library staff shall determine whether the program idea:

- meets the Library's program standards,

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- meets the needs and interests of the community,
- is compliant with the Library’s meeting room policies, ~~and~~
- ~~is deliverable within the Library’s available resources.~~
- ~~supports the Library’s mission, and~~
- ~~the resources needed to accomplish the program are available.~~
- ~~the program supports the mission of the Library, and~~
- ~~the resources needed to accomplish the program are available.~~

~~Any program declined co-sponsorship will be reported to the Board of Trustees at their next meeting.~~

If a program idea meets all of the above requirements, the Library may choose to co-sponsor and deliver the program, ~~in collaboration with an external organization, individual or vendor.~~ The Library strives to sponsor and co-sponsor programs that present a broad spectrum of opinions and viewpoints. However, sponsorship of a program does not constitute the Library’s endorsement of the content or the views expressed during the program.

Program Content

~~The Library strives to sponsor programs that present a broad spectrum of opinions and viewpoints. However, sponsorship or co-sponsorship of a program does not constitute the Library’s endorsement of the content or the views expressed during the program. Library staff shall select topics, speakers and resource materials for programs based on interest and the needs of the community.~~

Expression of Concern

Customer concerns regarding program sponsorship or co-sponsorship are to be addressed promptly and courteously as outlined in the Library’s Expression of Concern Process.



Resolution – Programs Policy

BOARD OF TRUSTEES

June 16, 2022

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2022														2022	Annual %
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2021 YTD	Change
CIRCULATION*															
Main Library															
TSCPL Curbside	4,432	3,654	3,517	2,901	2,460								16,964	143,757	-88.2%
Circulation Desk & Renewals	32,550	31,004	35,128	35,259	35,778								169,719	123,424	37.5%
Interlibrary Loan	1,202	1,116	1,330	1,092	1,062								5,802	5,273	10.0%
Self-Check	41,180	38,566	45,070	41,170	44,394								210,380	85,973	144.7%
Bookmobile															
TSCPL@Home	5,097	4,732	5,672	5,335	4,553								25,389	10	253790.0%
	3,836	2,420	3,103	2,853	3,049								15,261	23,150	-34.1%
Red Carpet															
	5,656	4,769	5,396	5,137	5,090								26,048	27,422	-5.0%
Digital Downloads															
	52,207	47,653	51,386	48,766	51,061								251,073	248,151	1.2%
Library @ Work / Smartlocker															
	1,766	1,747	1,876	1,820	1,571								8,780	10,307	-14.8%
TOTAL CIRCULATION	147,926	135,661	152,478	144,333	149,018	0	0	0	0	0	0	0	729,416	667,467	9.3%
* Includes first-time checkouts and renewals															
CIRCULATION DETAILS															
Print Material	60,257	56,195	65,520	62,277	64,332								308,581	210,961	46.3%
Audio/Visual Material	29,324	27,162	30,046	28,089	28,568								143,189	97,031	47.6%
Adult Materials	53,323	49,426	54,915	51,489	52,647								261,800	183,187	42.9%
Children's Materials	27,312	25,810	31,781	30,322	31,101								146,326	89,810	62.9%
Young Adult Materials	2,571	2,373	2,516	2,581	3,203								13,244	11,204	18.2%
Red Carpet Materials	6,357	5,713	6,316	5,936	5,903								30,225	23,791	27.0%
Net Promoter Score (NPS)															
Monthly NPS	89.8	94.1	100	94.1	90.2								90.2	76.5	17.9%
Monthly # of Responses	49	51	29	17	41								187	359	-47.9%
Current NPS	84.7	85.0	85.1	85.1	85.2								85.2	84.6	0.7%
NEW Patrons															
Topeka / Shawnee County															
Adults	438	407	460	433	435								2,173	1,615	34.6%
Children (ages 17 and under)	100	64	116	117	180								577	251	129.9%
Red Carpet Outreach	9	3	10	7	6								35	28	25.0%
NEKL	81	63	71	55	105								375	262	43.1%
Non-Resident	0	0	0	0	0								0	2	-100.0%
Total New Registrations	628	537	657	612	726	0	0	0	0	0	0	0	3,160	2,158	46.4%
PATRONS DELETED															
	205	129	100	270	299								1,003	333	201.2%
Cardholders															
Topeka / Shawnee County															
Adults	57,830	58,213	58,511	58,967	59,277								59,277	57,661	2.8%
Children (age 0 - 17)	14,739	14,699	14,674	14,668	14,710								14,710	14,776	-0.4%
TSCPL @ School	25,587	25,585	25,666	25,665	25,664								25,664	25,587	0.3%
Red Carpet Outreach	1,173	1,183	1,189	1,199	1,200								1,200	1,204	-0.3%
NEKL	8,467	8,538	8,544	8,555	8,683								8,683	8,242	5.4%
Non-Resident	89	89	88	87	87								87	89	-2.2%
Delinquent	101	101	98	97	98								98	97	1.0%
TOTAL CARDHOLDERS	107,986	108,408	108,770	109,238	109,719	0	0	0	0	0	0	0	109,719	107,656	1.9%
Active Cardholders (Savannah)															
Non-Student Cardholders			43,582	43,779	43,048										
Student Cardholders			11,100	7,522	7,651										
TOTAL ACTIVE CARDHOLDERS			54,682	51,301	51,059										

	2022												2022 Total	2021 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Unique Borrowers																
Physical	6,621	6,309	5,489	7,055	6,950											
Digital	8,453	8,190	7,813	8,114	8,296											
Both	1,261	1,100	954	1,242	1,216											
TOTAL UNIQUE BORROWERS	13,813	13,399	12,348	13,927	14,030											
Holds Satisfied	16,395	14,270	15,142	13,579	13,912									73,298	98,242	-25.4%
TOTAL CHECK-IN	56,230	50,711	59,499	56,255	58,059									280,754	201,680	39.2%
COLLECTION																
Materials Added	3,481	2,749	3,795	2,769	3,357									16,151	15,769	2.4%
Materials Discarded	2,690	3,558	5,018	2,793	2,525									16,584	24,071	-31.1%
TOTAL COLLECTION	371,309	370,500	369,277	369,253	370,085									370,085	370,518	-0.1%
WEBSITE																
tscpl.org Unique Visitors	34,412	35,651	39,177	35,153	40,404									184,797	149,280	23.8%
tscpl.org Total Visits	55,438	54,386	59,446	53,240	60,432									282,942	249,619	13.3%
catalog.tscpl Unique Visitors	16,875	18,017	18,251	15,418	16,413									84,974	78,278	8.6%
catalog.tscpl Total Visits	39,879	37,983	39,872	34,252	37,924									189,910	198,192	-4.2%
NOTARY SERVICE	151	147	139	162	152									751	394	90.6%
REFERENCE QUESTIONS																
Public Services	9,205	8,295	9,520	8,744	9,123									44,887	16,438	173.1%
Media	3,599	3,157	3,869	3,760	3,919									18,304	0	N/A
Call Center	4,288	3,856	4,420	3,846	3,890									20,300	14,807	37.1%
Stacks/Team RM	352	475	453	435	466									2,181	0	N/A
Topeka Room	168	242	269	198	302									1,179	0	N/A
Gallery	353	251	143	161	139									1,047	0	N/A
LibAnswers	445	314	366	344	407									1,876	1,631	15.0%
Plaza**														0	0	N/A
Youth Services	1,399	1,523	2,256	1,837	2,253									9,268	0	N/A
TOTAL REFERENCE QUESTIONS	10,604	9,818	11,776	10,581	11,376	0	0	0	0	0	0	0	0	54,155	16,438	229.5%
GATE COUNT	23,639	22,541	27,806	25,723	26,680									126,389	63,905	97.8%
MEETING ROOMS																
Meeting Room Bookings	317	349	472	438	425									2,001	846	136.5%
Team Room Bookings	772	842	949	910	837									4,310	161	2577.0%
Total Meeting Room Hours Booked	1,737	2,162	2,997	3,102	3,290									13,288	5,734	131.7%
TOTAL ATTENDANCE	2,582	2,788	3,327	3,978	3,817									16,492	1,890	772.6%
LEARN & PLAY BUS VISITS	50	47	95	120	73									385	0	N/A
PROGRAM ATTENDANCE																
Adult - General	1,241	631	881	3,446	1,155									7,354	8,327	-11.7%
Kids - Early Learners	286	237	658	1,342	520									3,043	9,097	-66.5%
Kids - Elementary	431	563	603	1,259	645									3,501	2,209	58.5%
Teens	360	377	504	1,114	333									2,688	1,414	90.1%
Unknown	0	0	0	0	0									0	1,400	-100.0%
Outreach	0	0	83	193	657									933	0	N/A
TOTAL ATTENDANCE	2,318	1,808	2,729	7,354	3,310	0	0	0	0	0	0	0	0	17,519	22,447	-22.0%
GALLERY ATTENDANCE	1,308	1,316	1,146	1,058	744									5,572	2,565	117.2%
COMPUTER USE																
MIFI Hotspot Data Usage (TB)	0.36896	1.04	1.06	1.06	1.15									4.67896	N/A	N/A
Public Computer Sessions	5,782	5,596	7,025	6,706	6,960									32,069	21,624	48.3%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22	0:49:56	0:53:52	0:52:48									0:50:10	0:39:59	25.4%
Total Computer Hours	4,585	4,231	5,849	6,022	6,126									26,813	14,413	86.0%
Wireless Sessions	20,362	18,191	23,912	25,822	26,469									114,756	46,381	147.4%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00	0:15:00	0:14:00	0:13:00									0:14:37	0:12:25	17.8%
Total Wireless Hours	4,960	4,844	6,015	6,382	5,760									27,961	9,597	191.4%
	2022												2022	2021	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%	
TOTAL HOURS	9,545	9,075	11,864	12,404	11,886	0	0	0	0	0	0	0	54,774	24,010	128.1%	

DOLLY PARTON ENROLLMENT	5,835	5,772	5,780	5,738														5,738	5,837	-1.7%
CIRCULATION DETAILS																				
Print Material																				
Adult Fiction	12,927	11,981	12,690	12,133	12,521													62,252	42,336	47.0%
Adult Nonfiction	14,923	13,946	16,261	15,268	15,369													75,767	56,477	34.2%
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966													96,651	58,187	66.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442													26,218	16,077	63.1%
Magazines	875	791	923	783	953													4,325	3,030	42.7%
RC Print Materials	6,251	5,641	6,233	5,846	5,845													29,816	23,428	27.3%
RC Realia	106	72	83	90	58													409	363	12.7%
YA Print Materials	2,556	2,361	2,483	2,565	3,178													13,143	11,063	18.8%
PRINT CIRCULATION	60,257	56,195	65,520	62,277	64,332													308,581	210,961	46.3%
Audio / Visual Material																				
MIFI Hotspots	18	35	38	38	46													175	N/A	N/A
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038													9,545	7,415	28.7%
Adult Music	2,181	1,991	2,489	2,332	2,247													11,240	7,870	42.8%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519													98,671	66,059	49.4%
Juvenile Audiobooks	262	243	337	273	290													1,405	887	58.4%
Juvenile Music	204	151	191	187	219													952	634	50.2%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184													21,100	14,025	50.4%
YA AV	15	12	33	16	25													101	141	-28.4%
AV CIRCULATION	29,324	27,162	30,046	28,089	28,568													143,014	97,031	47.4%
Adult Material																				
Adult Fiction	12,927	11,981	12,690	12,133	12,521													62,252	42,336	47.0%
Magazines	875	791	923	783	953													4,325	3,030	42.7%
Adult Audiobooks	1,811	1,774	2,044	1,878	2,038													9,545	7,415	28.7%
Adult Music	2,181	1,991	2,489	2,332	2,247													11,240	7,870	42.8%
Adult Videos / DVDs	20,606	18,943	20,508	19,095	19,519													98,671	66,059	49.4%
ADULT CIRCULATION	53,323	49,426	54,915	51,489	52,647													261,800	183,187	42.9%
Juvenile Material																				
Juvenile Fiction	17,708	16,830	21,228	19,919	20,966													96,651	58,187	66.1%
Juvenile Nonfiction	4,911	4,573	5,619	5,673	5,442													26,218	16,077	63.1%
Juvenile Audiobooks	262	243	337	273	290													1,405	887	58.4%
Juvenile Music	204	151	191	187	219													952	634	50.2%
Juvenile Videos / DVDs	4,227	4,013	4,406	4,270	4,184													21,100	14,025	50.4%
JUVENILE CIRCULATION	27,312	25,810	31,781	30,322	31,101													146,326	89,810	62.9%
Red Carpet Material																				
RC Print Materials	6,251	5,641	6,233	5,846	5,845													29,816	23,428	27.3%
RC Realia	106	72	83	90	58													409	363	12.7%
RED CARPET CIRCULATION	6,357	5,713	6,316	5,936	5,903													30,225	23,791	27.0%
Young Adult Material																				
YA Print Materials	2,556	2,361	2,483	2,565	3,178													13,143	11,063	18.8%
YA AV	15	12	33	16	25													101	141	-28.4%
YOUNG ADULT CIRCULATION	2,571	2,373	2,516	2,581	3,203													13,244	11,204	18.2%
Overdrive	35,891	32,773	35,581	33,380	35,139													172,764	170,388	1.4%
Hoopla	15,010	13,681	14,473	14,183	14,822													72,169	70,277	2.7%
Flipster	1,306	1,199	1,332	1,203	1,100													6,140	7,486	-18.0%
DIGITAL DOWNLOADS	52,207	47,653	51,386	48,766	51,061													251,073	248,151	1.2%
Adult ebook Fiction	18,220	16,697	17,594	16,487	17,413													86,411	n/a	n/a
Adult ebook Nonfiction	4,011	3,394	3,713	3,337	3,574													18,029	n/a	n/a
Adult digital audiobooks	17,983	16,411	18,640	17,804	18,529													89,367	n/a	n/a
Juvenile ebook Fiction	1,888	1,546	1,776	1,475	1,619													8,304	n/a	n/a
Juvenile ebook Nonfiction	237	264	221	270	286													1,278	n/a	n/a
Juvenile digital audiobooks	1,972	1,752	2,012	1,814	1,918													9,468	n/a	n/a
Young Adult ebook Fiction	1,300	1,142	1,254	1,272	1,281													6,249	n/a	n/a
Young Adult ebook Nonfiction	23	29	32	29	22													135	n/a	n/a
Young Adult digital audiobooks	1,189	1,075	1,173	1,225	1,232													5,894	n/a	n/a
DIGITAL CIRCULATION DETAILS	46,823	42,310	46,415	43,713	45,874													225,135	n/a	n/a

Value Calculator	2022												2022
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Circulation													
Books (\$17)	\$1,009,494	\$941,868	\$1,098,149	\$1,045,398	\$1,077,443	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,172,352
Magazines (\$5)	\$4,375	\$3,955	\$4,615	\$3,915	\$4,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,625
Audiobooks (\$10)	\$20,730	\$20,170	\$23,810	\$21,510	\$23,280	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$109,500

DVD, Games, Music (\$4)	\$108,932	\$100,440	\$110,508	\$103,600	\$104,776	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$528,256
Notary Service (\$10)	\$1,510	\$1,470	\$1,390	\$1,620	\$1,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,510
Reference Questions (\$7)	\$74,228	\$68,726	\$82,432	\$74,067	\$79,632	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$379,085
Programming (\$10)	\$23,180	\$18,080	\$27,290	\$73,540	\$33,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175,190
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$13,080	\$13,160	\$11,460	\$10,580	\$7,440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,720
Computer Use (\$12 /hr)	\$114,540	\$108,900	\$142,368	\$148,848	\$142,632	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$657,288
TOTAL VALUE	\$1,370,069	\$1,276,769	\$1,502,023	\$1,483,080	\$1,474,591	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$7,106,567