



**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**August 26, 2021**





# 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





Agenda  
Board of Trustees meeting  
Thursday, August 26, 2021 – 5:00 p.m.  
Zoom Meeting  
<https://tscpl.zoom.us/j/87483003734>  
Meeting ID: 87483003734  
Passcode: 072819

**Call to Order**

**Introduction of New Trustees and Oath of Office**

**Public Comment**

**Advocacy Stories**

**Approval of July 15, 2021 Meeting Minutes of the Board of Trustees – Action Item pg. 5**

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

Financial Reports

- Treasurer’s Report – Shawn Leisinger
- Financial Reports – **Action Item**

**CEO Recruitment Update**– Joan Hicks, Chair

**Board Chair Report** –Jim Edwards

- Approval of August 17, 2021 Meeting Minutes of Trustees Executive Committee – **Action Item pg. 18**

**Interim Chief Executive Officer/Chief of Staff Report – Thad Hartman pp. 19,22**

**New Business**

- Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library **pg. 38**

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

**Agenda**

**Call to Order**

**Presentation of the Proposed FY2022 Revenue Neutral Rate – Kim Strube, Chief Financial Officer**

**Public Hearing on the Proposed FY2022 Revenue Neutral Rate**

**Close the Revenue Neutral Rate Hearing**

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

**New Business**

- Approval of the FY2022 Revenue Neutral Rate increase – **Action Item pg. 40**

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

## **Agenda**

### **Call to Order**

**Presentation of the Proposed FY2022 Budget** – Kim Strube, Chief Financial Officer

**Public Hearing on the Proposed FY2022 Budget**

**Close the Public Budget Hearing**

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

### **New Business**

- Adoption of FY2022 Operating Budgets – [Action Item](#) pg. 41

### **Adjournment**

### **Public Comment**

Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or [mrangel@tscpl.org](mailto:mrangel@tscpl.org) to request their name be placed on the public comment listing.

### **Next Meetings:**

September 16, 2021

4:00 p.m. MA 101BC/Zoom Meeting

*\*Subject to change without notice*



Minutes  
Board of Trustees meeting  
Thursday, July 15, 2021– 4:00 pm  
Marvin Auditorium 101C and/or Zoom Meeting  
<https://tscpl.zoom.us/j/86952608217>  
Meeting ID: 86952608217  
Passcode: 916359

### **Board Members Present**

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), Shawn Leisinger (treasurer), Jennifer Miller, Beth Dobler, and Liz Post.

### **Absent**

Kristen O’Shea  
James Ramos

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, July 15, 2021 in person and via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

### **Public Comment**

David Lawrenz of Topeka shared his story of the great support of library staff during his two deployments with the Kansas National Guard. He expressed great appreciation of not only being able to access reading materials during those deployments, but also the help provided to him when he had questions.

### **Trustee Advocacy Stories**

None

### **Approval of Minutes**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the June 17, 2021 minutes of the Board of Trustees were approved.

Motion carried.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the July 7, 2021 minutes of the Board of Trustees Meeting Budget Work Session 2 were approved.

Motion carried.

## **Neighborhood Revitalization Plan (NRP)**

Bill Fiander, Planning Director for the City of Topeka, provided a detail review of the current Neighborhood Revitalization Plan.

Discussion followed.

## **Chief Financial Officer's Report**

There were no additions to Chief Financial Officer Kim Strube's report.

## **Financial Reports**

Board Treasurer Shawn Leisinger reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for June 2021.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the Treasurer's Financial Report for June 2021 was accepted.

Motion passed unanimously.

## **CEO Recruitment Update**

Joan Hicks provided an update on the CEO recruitment process. At this point fifteen applicants have applied for the CEO position. Bradbury anticipates there will be 15-20 qualified candidates for the position by the time it closes on August 8, 2021. Final interviews are scheduled for Thursday, September 8 and 9, 2021. Additional information will be provided when available.

## **The Library Foundation**

Erin Aldridge, Executive Director shared The Library Foundation's July report.

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

TSCPL Friends president Christy Molzen shared the July Friends report.

## **Board Chair Reports**

Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, July 7, 2021.

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the July 7, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion carried.

On a motion by Shawn Leisinger, seconded by Beth Dobler, meeting dates of August 26, 2021, Board of Trustees and August 17, 2021 Trustees Executive Committee.

Meetings were approved.

Motion carried.

### **Interim Chief Executive Officer/ Chief of Staff**

There were no additions to Interim Chief Executive Officer/Chief of Staff Thad Hartman's reports.

### **New Business**

#### **FY2022 Budget – approval for publication**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the FY2022 budget for publication.

#### **Bid for Staff Laptop**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the Board passed this resolution: Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the bid of \$41,814.30 by Dell Technologies of Round Rock, Texas for the purchase of 32 laptop computers, 27 computer monitors, and 27 docking stations with a 3-year on-site 24 hour warranty. Funding for this purchase will be from the General Fund, Digital Services Support line.

#### **Resolution – Telecommuting Policy**

On a motion by Beth Dobler, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the Telecommuting Policy as presented.

#### **Resolution – User Confidentiality Policy**

On a motion by Kacy Simonsen, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the User Confidentiality Policy as presented.

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

Named Recognition Recommendation was provided for board review and will be placed on the August Board of Trustees agenda for approval.

#### **Adjournment**

On a motion by Joan Hicks, seconded by Beth Dobler, the meeting was adjourned at 4:41 pm.

## **Public Comment**

Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or [mrangel@tscpl.org](mailto:mrangel@tscpl.org) to request their name be placed on the public comment listing.

## **August Meetings:**

### **Board of Trustee Meeting**

August 26, 2021 5:00 pm

Marvin Auditorium 101ABC/Zoom Meeting

### **Join Zoom Meeting**

<https://tscpl.zoom.us/j/87483003734?pwd=Um9Xcm1QdTNtVXpQRGhjUnhSM0tWdz09>

**Meeting ID: 874 8300 3734**

**Passcode: 072819**

### **Revenue Neutral Rate Hearing**

August 26, 2021 5:30PM

Marvin Auditorium 101ABC/Zoom Meeting

### **Annual Budget Hearing**

August 26, 2021

**Immediately following the Revenue Neutral Rate Hearing**

Marvin Auditorium 101ABC/Zoom Meeting

\*Subject to change without notice



**Chief Financial Officer's Report**  
**August 2021**  
**Kim Strube**

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

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

**General Fund – Pages 3 through 5**

With 58.1% of the budget year completed, 91% of the budgeted revenue has been received and 48% of the approved budget has been expended/encumbered. This compares to 2020 in which 83% of the budgeted revenue had been received and 50% of the approved budget had been expended/encumbered.

The Contracted – E Rate Services line is slightly over budget (\$226.02). The budgeted e-rate expense is a percentage of the revenue paid to the library, which is estimated when the budget is prepared.

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

**Employee Benefit Fund – Page 6**

With 58.1% of the budget year completed, 91% of the budgeted revenue has been received and 53% of the approved budget has been expended/encumbered. This compares to 2020 in which 91% of the budgeted revenue had been received and 55% 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 \$2,925,025.08.

## 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 software renewal and support for Comprise	\$25,685.90	Comprise Technologies, Inc.
Approved operating budget	Annual subscription for web-based calendar and event management system	\$32,892.00	Communico LLC
Approved facilities master plan budget	Architect fees – tech zone design on 2 <sup>nd</sup> floor	\$74,250.00	HTK Architects Inc.
Request for Proposal; Board resolution approved bid award on 7/15/2021	Dell laptops, monitors, and docking stations	\$41,814.30	Dell Marketing LP
Library Materials	Hoopla online (April)	\$26,917.07	Midwest Tape LLC
Library Materials	Hoopla online (May)	\$26,245.12	Midwest Tape LLC
Library Materials	Hoopla online (June)	\$25,028.08	Midwest Tape LLC
Library Materials	Blu-rays and DVD's	\$5,220.00	Midwest Tape LLC
Library Materials	Adult fiction e-books	\$8,950.00	Overdrive, Inc.

### Other Items:

- The “Notice of Hearing/Budget Summary” document was published in the August 13<sup>th</sup> edition of the *Topeka Capital Journal*. No billing has yet been received, but the required, one-day publication price is expected to be about \$483. This is a 12-day notice period before the revenue neutral rate hearing and the public budget hearing, scheduled for 5:30 pm on August 26<sup>th</sup> at the library. State law requires a minimum 10-day notice period.
- This month’s packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. There is also a separate link on TSCPL’s website under About Us, Budgets & Audit Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL’s website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions.

- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.
- Next steps in the budget process, if the Board approves the revenue neutral rate and the budget after the public hearing at the August 26<sup>th</sup> meeting, are: (1) deliver (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than October 1st. I will take care of both of these tasks.

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

7/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2021</b>	<b>\$ 16,697.00</b>	<b>\$ 13,283.82</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	107.49	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	8,926.26	36%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	682.75	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	1.27	1%
	<u>\$ 25,100.00</u>	<u>\$ 16,169.62</u>	64%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 7/31/2021</b>	<b>\$ -</b>	<b>\$ 29,453.44</b>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of July 31, 2021**

**Capital Improvement Funds-VisionBank**

\$ 2,925,025.08 at .20% (money market account)

**Municipal Investment Pool**

\$ 12,473,346.77 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average July 1 - 31, 2021 was .002%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended July 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21505	0	7/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,152.72	-97916
15	21516	0	7/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,835.89	-97916
10	21513	0	7/6/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,072.00	-97916
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 46,060.61	<b>-97916 Total</b>
10	21509	0	7/6/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,647.04	-97914
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,647.04	<b>-97914 Total</b>
10	21509	0	7/19/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,647.04	-97911
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,647.04	<b>-97911 Total</b>
10	21505	0	7/16/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,195.15	-97910
15	21516	0	7/16/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,898.61	-97910
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 45,093.76	<b>-97910 Total</b>
10	21501	0	7/1/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,143.28	-97906
10	21502	0	7/1/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,572.22	-97906
15	21521	0	7/1/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 27.08	-97906
10	21503	0	7/1/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,713.86	-97906
15	21504	0	7/1/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,713.84	-97906
10	21503	0	7/1/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,142.76	-97906
15	21504	0	7/1/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,142.76	-97906
10	21514	0	7/1/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97906
10	21518	0	7/1/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.09	-97906
10	41000	313	7/1/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,342.36	-97906
10	41000	313	7/1/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 320.16	-97906
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,540.41	<b>-97906 Total</b>
10	21501	0	7/15/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,350.68	-97905
10	21502	0	7/15/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,675.38	-97905
15	21521	0	7/15/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 21.77	-97905
10	21503	0	7/15/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,834.73	-97905
15	21504	0	7/15/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,834.73	-97905
10	21503	0	7/15/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,171.03	-97905
15	21504	0	7/15/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,171.03	-97905
10	21514	0	7/15/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97905
10	21518	0	7/15/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.09	-97905
10	41000	313	7/15/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,342.36	-97905
10	41000	313	7/15/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 320.16	-97905
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,143.96	<b>-97905 Total</b>
10	21505	0	7/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,784.19	-97896
15	21516	0	7/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,291.07	-97896
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 44,075.26	<b>-97896 Total</b>

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended July 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21501	0	7/29/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,703.55	-97895
10	21502	0	7/29/2021	PAYCOM PAYROLL LLC	State W/H	\$ 11,529.86	-97895
15	21521	0	7/29/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 18.69	-97895
10	21503	0	7/29/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,030.15	-97895
15	21504	0	7/29/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,030.16	-97895
10	21503	0	7/29/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,450.63	-97895
15	21504	0	7/29/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,450.63	-97895
10	21514	0	7/29/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 861.00	-97895
10	21518	0	7/29/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 417.54	-97895
10	41000	313	7/29/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,268.26	-97895
10	41000	313	7/29/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 314.94	-97895
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 87,075.41	<b>-97895 Total</b>
10	21515	0	7/26/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,624.70	-97892
15	21515	0	7/26/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 128,870.45	-97892
15	21515	0	7/26/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 625.78	-97892
						\$ 157,120.93	<b>-97892 Total</b>
10	21509	0	7/30/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,647.04	-97890
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,647.04	<b>-97890 Total</b>
10	23800	0	7/2/2021	KELLEY CONSTRUCTION CO., INC.	West Pkg Lot Improvements	\$ 52,722.00	96663
10	41000	736	7/2/2021	KELLEY CONSTRUCTION CO., INC.	CAFE FLOOR REPAIR	\$ 7,811.00	96663
						\$ 60,533.00	<b>96663 Total</b>
10	41000	326	7/2/2021	ORANGEBOY INC	La Biblioteca	\$ 6,206.00	96667
				<i>2021 approved operating budget - printing for direct mail campaign</i>		\$ 6,206.00	<b>96667 Total</b>
10	41000	310	7/9/2021	BIBLIOTHECA LLC	Bibliotheca annual renewal	\$ 35,742.48	96675
				<i>2021 approved operating budget - annual software maintenance/support</i>		\$ 35,742.48	<b>96675 Total</b>
10	41000	310	7/9/2021	BLACK DIAMOND SOLUTIONS, INC.	OVS-ES Desktop EDU	\$ 11,508.90	96676
				<i>2021 approved operating budget - software support/subscription</i>		\$ 11,508.90	<b>96676 Total</b>
10	21512	0	7/9/2021	DELTA DENTAL OF KANSAS, INC	EE July Premiums	\$ 2,777.08	96684
15	21512	0	7/9/2021	DELTA DENTAL OF KANSAS, INC	ER July Premiums	\$ 10,325.90	96684
15	21512	0	7/9/2021	DELTA DENTAL OF KANSAS, INC	Retiree July Premiums	\$ 44.16	96684
						\$ 13,147.14	<b>96684 Total</b>
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 2,172.23	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended July 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 24.09	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 22.73	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 22.73	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 22.73	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 22.73	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 22.73	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 22.73	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 192.47	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 130.49	96687
10	41000	351	7/9/2021	EVERGY	2021 Electricity	\$ 33,510.03	96687
						\$ 36,310.23	<b>96687 Total</b>
10	23800	0	7/9/2021	JOHNSON CONTROLS FIRE PROTECTION LP	Upgrade Fire Alarm Panel	\$ 52,103.83	96694
						\$ 52,103.83	<b>96694 Total</b>
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Boiler & Machinery	\$ 938.00	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Prop	\$ 12,406.50	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Vehicle Ins	\$ 5,189.50	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Genl Liab	\$ 2,685.00	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Inland Marine	\$ 3,615.50	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Crime	\$ 472.00	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Terrorism	\$ 164.50	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Cyber	\$ 160.00	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Genl Liab	\$ 11,251.00	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Genl Liab	\$ (65.00)	96704
10	41000	321	7/9/2021	WORLD INSURANCE ASSOCIATES LLC	Semi-Annual Genl Liab	\$ (20,247.00)	96704
						\$ 16,570.00	<b>96704 Total</b>
10	41000	311	7/15/2021	BUG HOUNDS LLC	2019 K9 BB Insp	\$ 2,600.00	96706
10	41000	311	7/15/2021	BUG HOUNDS LLC	2019 K9 BB Insp	\$ 2,600.00	96706
					<i>2021 approved operating budget - contracted facilities</i>	\$ 5,200.00	<b>96706 Total</b>
10	41000	310	7/15/2021	CDW GOVERNMENT, INC.	Nutanix node x4 Support	\$ 5,055.00	96708
10	41000	310	7/15/2021	CDW GOVERNMENT, INC.	Nutanix node x1 Support	\$ 10,035.00	96708
10	41000	310	7/15/2021	CDW GOVERNMENT, INC.	Honeywell Xenon	\$ (126.98)	96708
10	41000	310	7/15/2021	CDW GOVERNMENT, INC.	ADO CC ENT LRG GOV L6	\$ 9,972.00	96708
10	41000	310	7/15/2021	CDW GOVERNMENT, INC.	ADO ACRO PRO DC F/ENT	\$ 565.00	96708
					<i>2021 approved operating budget - software support/subscription</i>	\$ 25,500.02	<b>96708 Total</b>
10	41000	313	7/22/2021	ENGEL LAW, PA	2021 Legal Services	\$ 5,024.80	96724
						\$ 5,024.80	<b>96724 Total</b>
10	23800	0	7/22/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 5,600.00	96728
10	23800	0	7/22/2021	IMAGEMAKERS INC.	foundation website redesi	\$ 1,000.00	96728



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended July 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 6,600.00	<b>96728 Total</b>
10	41000	301	7/22/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96734
10	41000	310	7/22/2021	OCLC, INC.	renewal	\$ 7,658.75	96734
				<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 14,395.67	<b>96734 Total</b>
10	41000	700	7/22/2021	UNITED STATES TREASURY	Tax Period 12/31/2020	\$ 13,197.52	96738
				<i>Return funds paid to the library in error</i>		\$ 13,197.52	<b>96738 Total</b>
10	41000	326	7/29/2021	ORANGEBOY INC	Cardholder acquisition	\$ 13,628.00	96754
				<i>2021 approved operating budget - printing for direct mail campaign</i>		\$ 13,628.00	<b>96754 Total</b>
						\$ 876,719.05	<b>Grand Total</b>



Minutes  
Board of Trustees Executive Committee Meeting  
August 17, 2021 – 4:00 PM  
Zoom Meeting  
<https://tscpl.zoom.us/j/85271214763>  
Meeting ID:52271214763  
Passcode:512130

### **Executive Trustee Members Present**

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), and Shawn Leisinger (treasurer)

### **Call to Order**

The meeting of the Board of Trustees Executive Committee was held on Tuesday, August 17, 2021 via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

### **Review of Minutes and Agenda**

The minutes from July 15, 2021 Board of Trustees Meeting, and the agenda for the Board of Trustees August 26, 2021 were reviewed.

### **Other Items**

Trustee Hicks stated the application process for the CEO position closed on August 8, 2021. There are 27 total applicants. Search committee is meeting this week to review applications and determine who will move on to the first round of the interviews with the search committee. Final interviews are scheduled for September 8<sup>th</sup> and 9<sup>th</sup>.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:27 pm.

### **Next Meeting**

September 7, 2021  
4:00 pm  
Zoom Meeting

## INTERIM CHIEF EXECUTIVE OFFICER'S REPORT August 2021

### News and Updates

#### *Dolly Parton's Imagination Library (DPIL) UW*

Unfortunately, United Way (UW) is experiencing technical issues with their BOS system and were unable to provide the July 2021 reports. I anticipate providing you with July 2021 numbers and reports at the September meeting.

### Professional Activities/Community Contacts

July 8	Attended ULC Directors/CEO call
July 12	Attended COVID-19 Meeting Attended City Council, TSCPL Board Appointment
July 15	Attended MO-KAN Library Directors call Attended the Board of Trustees Meeting
July 20	Attended GTP Annual Meeting
July 21	Went over punch list at site at 1001 Garfield with HTK and Kelley
July 27	Attended the M2022 Talent Development Work Group Attended City Council, TSCPL Board Appointment
July 29	Attended COVID-19 Meeting Attended MO-KAN Library Directors call
August 2	Met with ShaMecha Simms about greenspace project
August 3	Met with Claudia Mitchell of WellHealth about COVID test site
August 4	Met with OrangeBoy La Biblioteca project team
August 5	Attended meeting with HTK and library staff to discuss Tech Zone
August 6	Met with Monique Glaude about tool lending library
August 10	New Trustees Orientation
August 11	Met with HTK about Tech Zone
August 12	Attended MO-KAN Library Directors call
August 13	Attended COVID-19 Meeting
August 17	Attended Trustees Executive Committee Meeting
August 18	Attended 2021 LGT Graduation Attended The Foundation Board Meeting

### New Board Members

We are thrilled to welcome two new members to our board of trustees. Earlier this month Peg Dunlap and Jim Ramos attended our new trustee orientation and will be attending their first meeting this month. They are both enthusiastic and engaged and we can't wait to work

with them to improve the library and our community. Below is some background information on each of them.

### **Peg Dunlap**

Peg Dunlap is a native Kansan and a 35-year resident of Topeka. Trained as an elementary school teacher, she earned degrees from Cornell College, Mt. Vernon, IA, and Northwestern University. After 12 years in the classroom in Cedar Rapids, IA, she moved to Topeka to become Director of Instructional Advocacy for Kansas National Education Association, where her work involved advocating for teachers and for teaching and learning. She retired from KNEA in 2012.

During her time in Topeka, Peg served on the boards of CASA [Court Appointed Special Advocates], Meals on Wheels of Shawnee and Jefferson Counties, the Mulvane Art Museum, and the Kansas Commission on National and Community Service.

In retirement, she serves as a CASA, assists with fundraisers for CASA and Child Care Aware, and is a member of the Junior League of Topeka and Topeka Jazz Workshop.

Her hobbies include cooking, gardening, and reading [taking full advantage of all that TSCPL has to offer!].

She was married for over 30 years to David Monical, former TSCPL trustee, until his death in May 2021. Their grandson, Miles, is a student at Washburn University.

### **Jim Ramos**

Jim is thrilled to be part of the 13 Marketing/WIBW family and has over 30 years of sales experience. He was born and raised in Topeka, lived all over the country, but has come home to the community that he loves. Jim is a proud member of the Board of Directors for CASA of Shawnee County, where he is also an active volunteer. He is a member of Topeka South Rotary and has served as an ambassador with the Topeka Chamber of Commerce. Jim has been involved with the American Cancer Society as a multi-year Relay for Life team captain and has worked with The United Way.

Jim has acted since he was 8, mostly in theatre, but has also acted in television, film, industrials, commercials and has even done some voice over work. His passion, however, is live theatre. Having acted professionally, he now does it just for “the fun and love of it” and was proud to be inducted into the Topeka Civic Theatre Hall of Fame in 2010, where he is very active with his wife and children.

He is married to the love of his life, Shelley, has 9 children and 7 grandchildren... the reason he exists!

## New Business

### **Named Recognition Recommendation**

In accordance with the Named Recognition Policy, I am submitting a naming recognition for your approval. Erin Aldridge, Executive Director received a pledge from Peg Monical that, in combination with memorial gifts, met the threshold needed to name one of the Team Room. We are recommending that Team room #1 of the collaboration spaces be named The David G. Monical Team Room. Please see the resolution sheet for additional details.

### **Adoption of FY2022 Operating Budgets**

This is the official board action that approves the budget for FY2022. We will break from the normal order of business at 5:30 PM to hold the Revenue Neutral Rate Hearing and then the Public Hearing on the proposed Budget. Following the hearings, the Board will vote on the proposed budget.

**Thad Hartman**

**Interim Chief Executive Officer**

**Topeka and Shawnee County Public Library 08/18/2021**

## Chief of Staff Report

**Thad Hartman**

**July 8, 2021**

### ***Rainforest Adventure***

The Rainforest Adventure Gallery exhibit closed last week, and thus concludes our statistically most successful show ever. Over 15,000 people attended the exhibit. This is the highest attendance we have ever recorded for one of our Gallery shows, besting the Arthur Exhibit (based on the books of Marc Brown) in the mid-2000s that had an attendance of over 13,000.

There are several reasons why this show was so popular. The first reason is of course that it was an excellent show that was put up and staffed with care and expertise. Another reason is that our marketing team made a concerted effort to promote this exhibit in several ways and had multiple marketing pushes throughout the show. With fewer in person programs going on at the time, it was also the primary service that we promoted over the summer. Finally, the timing of the show coincided with reduced COVID restrictions in the library and in the community, as well as the end of school and the beginning of summer.

Congratulations to our Gallery staff, marketing team, and the rest of our staff who helped to make this show such a tremendous success!

### ***COVID Procedures***

While the Gallery show attendance benefited from relaxed COVID restrictions, unfortunately the past few weeks have been marked by continually worsening Shawnee County COVID-19 Community Indicator Reports. We have been monitoring the situation in the community and the library and evaluating our services and procedures. At this time, we have not made any changes to our service offerings. We had previously planned to remove all meeting room restrictions in September and greatly increase in person programming. However, we have decided to hold off on these changes until the COVID cases go back down.

The main change in the building is that we are requiring all library staff to wear masks while in the building. We are not requiring customers to wear masks at this time, but we are strongly recommending it. So far, a large percentage of customers are choosing to wear masks. We hope to be able to maintain this level until things improve, but if cases increase greatly, internal issues arise, or mandates are issued, we may have to make additional changes.

The good news for customers who wish to go out less is that we still have services such as curbside pickup, TSCPL @ Home, digital downloads, and Browsing Just for You that are available to them. During this time, we will put more of a focus back on these types of services in our marketing.

### ***COVID Test Site and New Parking Lot***

Just last month I gave an overview of the COVID test site that had moved from our west parking lot into the small parking lot across Garfield Ave. At the time, tests and traffic had decreased, so the new site appeared to have enough space. Unfortunately, with COVID on the rise, the number of tests

administered has also increased and the site has proven to be too small to handle the traffic. There has often been traffic backed up along Garfield to get into the site.

We have been in frequent communication with WellHealth, the organization that runs the test site. They have tried a few things to improve the situation, but nothing seems to have worked. We have decided to move the site back into the west lot where it had previously been located and traffic issues were much less frequent. We are working on a date for them to get the equipment moved and hope they can move within the next week or two. While this move has caused some issues for the neighborhood and the library, ultimately, we feel this is a valuable service for us to support, especially with COVID cases on the increase.

### ***Digital Equity***

Last month I updated you on our work with our community partners on digital equity and our attempts to obtain additional resources in support of these efforts. I am pleased to announce that our community partners were successful in obtaining a major grant and the library itself was successful obtaining an additional grant.

The first grant opportunity was coordinated by Topeka Public Schools and the City of Topeka. This effort resulted in a \$250,000 award that will be used by the city to hire two part-time employees who will be collaborating with the school district to help facilitate digital access among students and parents. Being part of this partnership gives us a connection with these efforts and allows us to connect our resources with the people who need them the most. We are extremely excited to be part of this project and are thankful for all the hard work our community partners have put into this effort. You can read more about this at <https://www.cjonline.com/story/news/2021/08/11/city-topeka-wants-address-digital-equity-grant-unified-school-district-501-kansas/5455192001/>

We were also successful in obtaining a grant specifically for the library. David King has more details on that effort in his report below.

### ***Leadership Greater Topeka***

For the last several years the library has sponsored a staff member to be a member of the Leadership Greater Topeka class. It is a wonderful opportunity and everyone who has participated has enjoyed their experience and gotten a lot out of it. This year our Chief Financial Officer Kim Strube was a member, and she graduated this past week. She has spoken highly of her time in LGT and learned a lot about the community and made a number of contacts. Congratulations Kim!

## **Department Highlights**

### **Public Services**

**Marie Pyko, Public Services Director**

### ***Program Manager***

Jacqueline Belden joined our library on August 9<sup>th</sup> as our new Program Manager. Jacqueline has

significant experiences with services to youth, programming, and bookmobiles. She will manage all our library programs including public computer training. Additionally, she will manage Youth Services and Community Services departments with Sandy Hestand, Community Services supervisor and LeAnn Brungardt, Youth Services supervisor. Jacqueline formerly worked at Kansas City, Kansas Public Library as the Youth Services supervisor. We are so excited to have her join our library and she has hit the ground running.

### ***Programs***

In an effort to pilot taking programs to different places in the community, Perry Hartmann coordinated our first Music for A Sunday Afternoon at Every Plaza. Over 150 people enjoyed the Topeka Jazz Workshop and the Plaza coordinators turned on the Splash pad so children could enjoy the water while listening to the wonderful music. We had wanted to explore off site programs and were so pleased that the event was well received. It is wonderful to be able to expand our library throughout the community.

### ***Partnerships***

#### **Kettering Foundation**

Debbie Stanton and I coordinated two community Zoom session to workshop an issue guide that the Kettering Foundation is developing on Racial Equity in the Community. We had over 15 people attend the sessions and discuss where we are as a community, where do we want to go, and how will we get there. Although over Zoom, the discussion was really good in that everyone openly shared their perspective and lean into the discussion. I am preparing a report to share with Kettering and then will meet with several other communities throughout the country to determine what aspects will be included in the issue guide. It is once again a testament to the commitment we have made to work on community issues and conversation and Debbie, and I are both thrilled to be able to ensure that Topeka is represented in this work.

#### **Book Rich Environment**

Natalie Moreland and I were able to once again participate in the annual Read and Ride on August 6<sup>th</sup>. Natalie not only rode with the students, families, and local police officers but she read at the final stop.

We had over 50 students participate, ride the route, and receive a book at the end. The Book Rich Environment is a joint project with the Topeka Housing Authority, the Topeka and Shawnee County Public Library and United Way of Greater Topeka.





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

***Summer Reading Challenge***

We wrapped up summer reading on August 15<sup>th</sup>. While the numbers weren't up to pre-COVID numbers, we did beat our numbers last year!! This year 598 people completed summer reading and readers logged 857,868 minutes of reading. Be on the lookout for details about the Fall Reading Challenge that will take place in October!

**Public Services – Information and Learning**  
**Debbie Stanton, Public Services Supervisor**

***Business and Careers***

Business and Careers Librarian Meredith Snapp's "The Basics of Starting a Small Business" resource was published in condensed form in the recent issue of *TK Business Magazine*. The full resource can be found in our new Business and Legal Resource Center in the West Wing of the library.

***Trivia***

Our Community Connections Librarian, Lissa Staley, has been involved in the library's Trivia Nights since their outset. Switching to a virtual trivia event was a challenge, but they are still making social connections through the programming. One trivia team captain recently mentioned to Lissa: "Thanks again to you and Thad and the whole crew for making this work in a 'virtual' setting. We miss getting together in person with you all, but my team all agrees that virtual trivia is better than no trivia!" Trivia Night livestreams quarterly on Twitch.

***Geocache***

An interesting thing you might not realize about the Topeka Room, is that it is host to a geocache and has been for a number of years. Geocaching is basically a live treasure hunting game, where participants use GPS-enable devices and follow clues to find "geocache" boxes hidden in the real world. Amazingly, even during our Covid closures we had geocachers hoping to access our space to see if they could find the geocache. One recent seeker logged this comment: "What a treasure trove!! The library, I mean, although the [geocache] was very cool too. Books, of course, but also art, antiques, photos, etc. One could spend the day here. Thanks!"

***Customer Story***

Community Connections Librarian Lissa Staley provided the following story which shows how the library can help our customers and small businesses in a number of different ways:

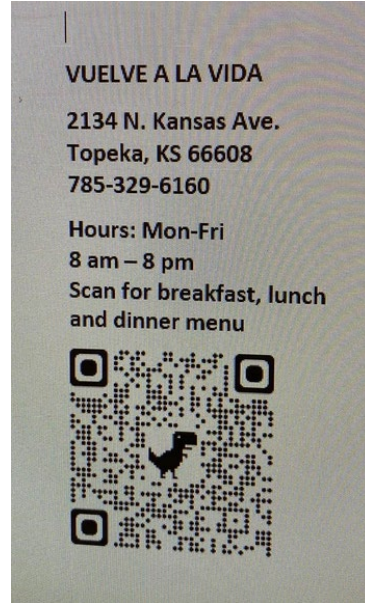
This is Genero from Vuelve A La Vida in Topeka, and tonight at the public library he designed a new menu for his restaurant and made small QR code flyers that link to the menu, to hand out to potential customers.

He says his wife is a GREAT cook. His eyes lit up when he described her Chile Relleno.

My eyes lit up when I helped adjust the margins on his flyer so he could print 6 per page.

Thank goodness it's my job to help with basic computer questions and his job to have a restaurant!

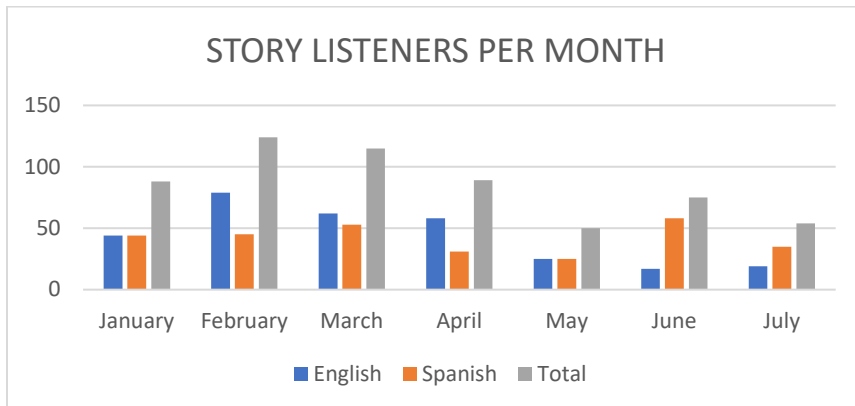
I love being part of our community, and I can't wait to go eat at Vuelve A La Vida sometime soon!

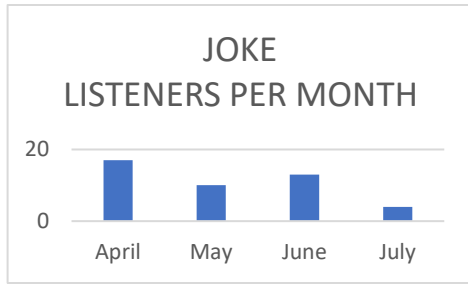


### Youth Services

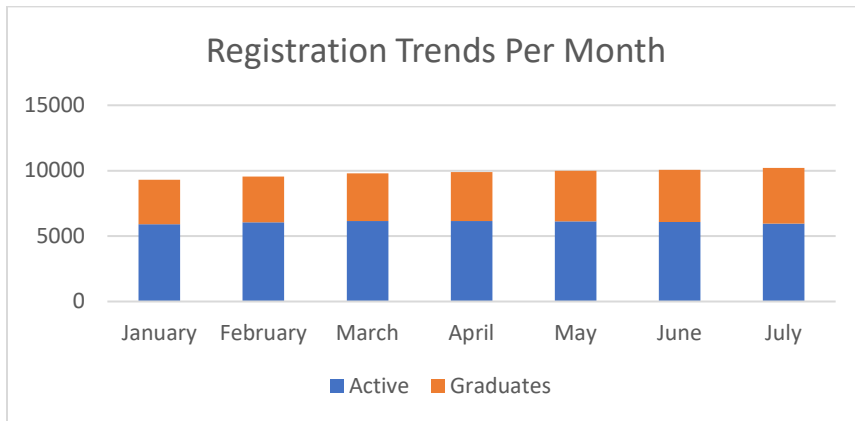
LeAnn Brungardt, Youth Services Supervisor

#### *Call-a-Story and Call-a-Joke*





***Dolly Parton’s Imagination Library***



***Learning Through Play***

We have a new video series for adults working with kids called Learning through Play. These short clips feature staff that lead our age specific, early childhood programs demonstrating fun ways to play and bond with kids and explaining the importance of interacting with babies, toddlers, and preschoolers. Whether it is time in the garden or time for a bath, there is time for learning through play.

***Storytime Update***

Starting in September we will have storytimes 3 days each week. Musical storytime will be available on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays and the 1<sup>st</sup> Fridays.

***Jim Gill and Summer’s End***

Musician and educator, Jim Gill provided us with a virtual program for August 2-4. If you are not familiar and you missed it, we do have his music in our collections. I recommend the song, “I took a Bath in a Washing Machine.

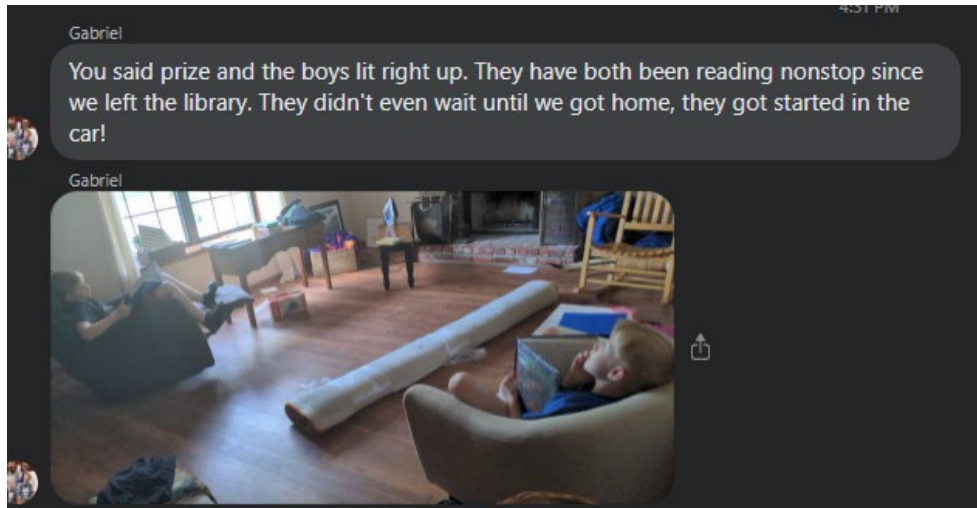
Summer officially wraps up on August 15. While the reading challenge ends and all the fanfare comes down, prizes will be available until August 31. It will not be long until we review this one and start in on the plans for the next. Oceans of Possibilities is the theme, by the way.

***Success Stories***

The stories shared by staff this month reflect the many approaches to summer that we offer.

## Summer reading

Natalie Moreland shared this comment from a parent whose boys signed up for summer reading after a visit to the Kids' Library.



## Meal sites and Rainforest Adventure Bags

Joyce Hedlund shared:

"Today I was at Avondale East, where I have been all summer for meal sites. A little girl approached me and said, 'Oh Ms. Joyce I hoped you would be here with more crafts!' This little girl, her brothers, and Mom live across the street from the school. Each week they stop to chat with me and give me an update on their summer. They express appreciation of the Adventure Bags as well as the food they receive."

## The Cruzline live event

Kyler carpenter reflected:

"As we planned for the Summer in February and March, it seemed a bit of a stretch to plan an in-person program due to the uncertainty of COVID, but out of hope we set up one big, live, outdoor show for July. Surely by then we would be able to something, right? I lined up Sal Cruz and the Cruzline, a local drumline, for the west parking lot and planned for maybe 100-200 show goers.

Fast forward to the morning of July 12. The weather was perfect, even cool for July. Our amazing sound equipment was tested by Digital Services. Maintenance swept the parking lot of debris and set up chairs and tarps for "floor seating." We were ready to rock the lot. Then the people started to show with lawn chairs and enthusiasm. 320 fans grooved to the beat and cheered on the percussionists.

In listening to feedback and reflecting on the event something became clear: that morning almost every department either contributed to the success of the event or benefitted from it. We were all positively impacted. Traffic was boosted in the Cafe, the Booktique, the Farmer's Market, the Rainforest Adventure, and in the library in general. YS staff had the opportunity to engage with inspired children looking for books about drumlines. Not only that, but also the performance was home grown. There is nothing like a cultural event showcasing the community's youth (and Sal Cruz)."

## **Collections**

**Paul Brennan, Collections Director**

**Kelli Smith, Circulation Supervisor**

### ***Curbside Pick-up Update***

You might notice that the checkout numbers for curbside pick-up have been going down over the last two months. We thought we might talk about why that's not necessarily a bad thing. For much of the past year and a half curbside was the only option open to customers for hold pick-up. But over time we've given customers more choice in how to get holds. The @Home service has been available for quite some time but starting in June we resumed self-service pick here at the Main library. With the resumption of Bookmobile service customers can choose to go there too. Obviously, many customers are taking advantage of these expanded services.

We heard many customers ask when they could come back into the library for holds. They wanted that experience again of browsing and preferred to get their own holds while they browsed. Or maybe, they just wanted to go back to the Bookmobile stop they had used for years.

Curbside is still popular. Nearly 8,000 items were picked up that way. We expect that will continue to be heavily used. It is gratifying to see numbers continue to rise in the building and on vehicles and to know that we are serving customers in the way they want to be served.

## **Collections**

**Scarlett Fisher-Herreman, Technical Services and Collection Development Manager**

### ***Overdrive Digipalooza 21 Virtual Conference***

The library's six collection development professionals and I participated in Overdrive's Digipalooza conference during the first week of August. While traditionally an in-person event held every two years in Cleveland, Ohio, Overdrive moved the conference to a virtual event this year. This year's program included specific tracks for public libraries, school libraries, and corporate & college libraries. We focused on the public library and school tracks. I was encouraged to learn from other public libraries about their successes and challenges during the past 18 months. What they shared affirmed many of our experiences in managing digital collections during this challenging time. At many points, I was

encouraged to see that we are on a similar track as other libraries in our decisions and have implemented services like Lucky Day collections and creatively curated lists to offer more to readers.

Some of my biggest takeaways from Digipalooza are: a continued need to work on issues connected to equity, diversity, and inclusion with our collections, the continued development of our school program, and preparing our users for changes with Overdrive products. Related to EDI (equity, diversity, and inclusion), several libraries presented on initiatives to examine their community demographics and compare them to the representation of authors that correlate to those demographics. For example, a library that serves a community that is 10% African-American established a priority to have fully 10% of authors represented in their collection to be African-American. Both with physical and digital collections, looking at our collections and working with our community to learn what they need and want to see from us is a collection development priority for next year.

Second, we received some good information about Overdrive's program with schools. Built on the Libby platform, Overdrive uses a product called Sora with schools and school districts. We know at least two of our TSCPL @ School partners have signed up for Sora and are in the beginning phases of implementing Sora. We plan to continue to work with them to connect public library collections to the Sora platforms they manage for their schools. This is a desired outcome for the 2021-2022 TSCPL @ School team.

Finally, Overdrive announced it will be sunsetting its Overdrive app and moving all users to Libby by the end of 2022. Overdrive launched the Libby app in 2016. Currently a little over 50% of our Overdrive borrowers use Libby and the rest use the traditional Overdrive app. The transition to Libby will be gradual and we will be developing a plan with our trainers to help customers make a successful transition to Libby.

### ***OrangeBoy Idea Exchange***

Robert Soria (Data Analyst), Ginger Park (Communications Editor), and I participated in the OrangeBoy Idea Exchange held in Columbus, Ohio from August 10<sup>th</sup>-12<sup>th</sup>. Robert and Ginger presented about our Customer Stories project that we've worked on with the OrangeBoy team this year. We heard from other libraries who shared about their initiatives related to data analysis and communications & marketing. I was especially challenged by a session connected to outreach to Spanish-speaking customers. I think we have some exciting opportunities to work in new ways within our community with Spanish speakers and we got some solid ideas to help us get started. I also learned a lot about report options and how to use data in work related to collections. It was a great conference and provided good networking with other libraries.

## **Community Services**

### **Sandy Hestand, Community Services Supervisor**

#### ***Bookmobiles***

The bookmobiles have completed their second month of regular service and have seen a steady increase in the number of visitors and the circulation of materials has increased by over 2,000. We hope to

continue increasing in numbers as people in the community start to add us back into their daily schedules.

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

Home delivery continues to be a popular option for our customers. The Browsing for You service, which is shared among Public, Youth, and Community Services, has been especially well liked during this time. Pairing personalized browsing with home delivery provides a super convenient way to utilize the library without having to leave home.

### ***Community Events***

On July 10<sup>th</sup>, the Adventuremobile, along with Areli Bermudez-Villarreal and Cale Herreman, visited the Hi-Crest Market. The team offered materials to check out, Harvesters BackSnacks as well as activities for the kids.



The Book Bike has also been visiting Everygy Plaza downtown every Tuesday during the summer from 11am-1pm. The area is full of activity with children playing at the splash park and downtown office workers taking their lunches. On the right is a photo of Nessa Johnson with some of our young customers.

The Book Bike also traveled to Central Park Community on July 24<sup>th</sup> for the MOVE Family Fun Day hosted by the Omni Circle Group. The day began with a workout provided by MOVE Bootcamp and ended with a Family Fun Day. The purpose of the event was to promote health and wellness in a transparent environment to get our community thinking consciously about physical health and well-being. It was a very warm day, but the event was well attended and fun. Here is a picture of me and my four-year-old son Luke who came out to enjoy the event and found a book on fishing to check out!



## **Digital Services**

**David King, Digital Services Director**

### ***Kansas State Library ARPA Grant***

We won a grant! Marie, Thad, and I worked on a State Library Grant focused on supporting our community's broadband connectivity and technology needs. We will be receiving \$24,000 and plan to use that to purchase Wi-Fi hotspots that can be checked out, so people in need can access the web. Our goal is to provide much-needed internet access for people living in Shawnee County, KS. Throughout the pandemic, we have seen many that simply don't have access to the Internet. Because of poor or no internet access, these people have a difficult time looking for jobs, paying taxes, or finding information resources. Students have a hard time turning in homework assignments or attending virtual classes. We will use some of the hotspots for public checkout. Some will be offered to local organizations (like the Topeka Housing Authority sites) to offer community internet access for their constituents.

### ***Website Redesign Project***

Our website redesign project is progressing. Library staff is helping hunt down bugs and enhancements as we discover them. Imagemakers is working on tightening up the visual design and is working hard to make the search features work great for us and for our customers.

### ***Top web pages for July 2021:***

1. Services page – 2712 views
2. About the library – 1799 views
3. June bride blog post – 1534 views
4. Employment page – 1391 views
5. Summer reading page – 1354 views
6. Bookmobile schedule – 1172 views
7. Get a library card – 1073 views
8. Databases page – 909 views
9. Blog post about creativity – 878 views
10. Ebooks page – 795 views

### ***Social Media Highlights for July 2021***

#### **Facebook**

Our Facebook followers really enjoy our book-related questions. Here are some of our top posts for July:

- What was the best book that you read in June? – reached 4487 people
- What are you reading? – reached 7652 people
- What book has the worst movie adaptation? – reached 9103 people. This post also received 212 comments!

#### **Twitter**

- Tweet about the library being closed for July 4 – 521 impressions



- Tweet about the bookmobile stop at Dillon’s North – 515 impressions
- Tweet about completing the Summer Reading challenge – 457 impressions

#### Instagram

- Video of the Topeka High drumline – 1307 impressions
- Friends of the Kaw event photo – 530 impressions
- Photo about bookmobile at the end of a shift – 504 impressions

## August Board Report

August 19, 2021

### Communications & Marketing Team

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

### Community Projects marketing campaign

In the July C&M report, we featured the La Biblioteca, the third project cluster in our direct mail campaign targeting the Spanish-speakers to get their library card, share information about the library resources available and to introduces our Spanish-speaking staff members. This campaign began on May 15, with the last postcard mailed on August 10. We are now up to 200 library card signups in our target area since the campaign began. It takes a few weeks to see the results from each postcard, so we will have final report later this fall. This postcard features a personal story by Judy Espinosa-Gonzalez, who shared how the library and our resources helped her to learn English after moving to our community from Columbia.





1515 SW 10th Ave | Topeka, KS 66604-1374  
785 580-4400 | [tscpl.org](http://tscpl.org)  [facebook.com/TopekaLibrary](https://facebook.com/TopekaLibrary)

Cuando llegué a Topeka, no sabía hablar Inglés, no tenía computador y mucho menos acceso al Internet. Visitaba la biblioteca todas las noches para poder utilizar este servicio. La biblioteca se convirtió en mi segundo hogar ya que en este lugar encontré las herramientas para adquirir los conocimientos necesarios de aprendizaje en el Inglés y en mi vida profesional.



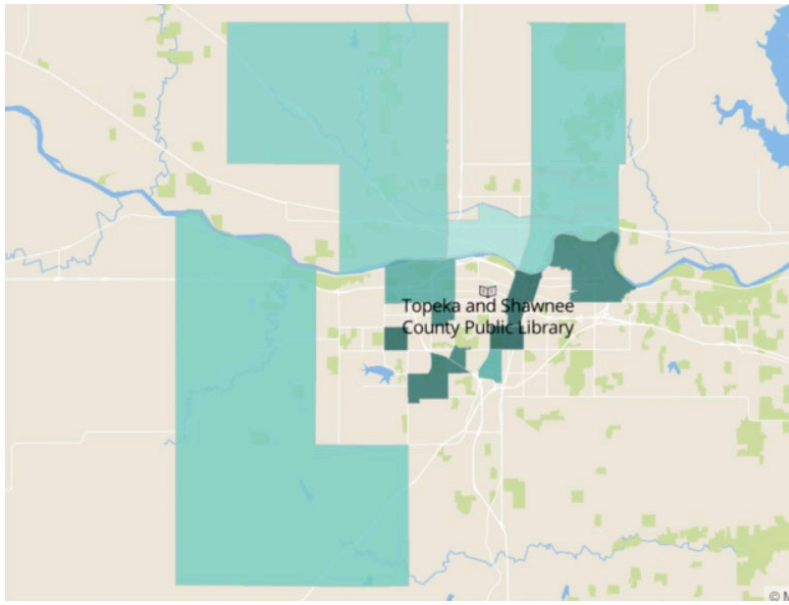
When I arrived in Topeka, I could not speak English, I had no computer, much less internet access. I visited the library every night to be able to use this service. The library became my second home as in this place I found the tools to acquire the necessary knowledge of learning in English and in my professional life.



[tscpl.org/tarjeta](http://tscpl.org/tarjeta)

## Library card acquisition “Now Offering” campaign

In late June, we launched the “Now Offering” campaign based on the video work the Bajillion Agency is working on for the library. We determined this was a great way to prepare our community for the video campaign on social media and some television promotions. The campaign is focused on reaching those who live farther away from the library and in census tracts where we do not have a high library card population (that is the dark green areas on the map) As of July 28, we have mailed two post cards resulting in 497 new library card sign-ups and we have two more mailing to go in this campaign.



A promotional graphic for "Chef Training" with a blue background. On the left is a photo of a chef's pan on a stove with flames. The text reads: "NOW OFFERING CHEF TRAINING INQUIRE WITHIN". At the bottom is the Topeka &amp; Shawnee County Public Library logo and a stylized sunburst icon.

A promotional graphic for "Easy to Use Entertainment" with a blue background. On the left is a photo of a man in a blue shirt and a child in a kitchen. The text reads: "NOW OFFERING EASY TO USE ENTERTAINMENT INQUIRE WITHIN". At the bottom is the Topeka &amp; Shawnee County Public Library logo and a stylized sunburst icon.



1515 SW 10th Ave | Topeka, KS 66604-1374  
785 580-4400 | [tsepl.org](http://tsepl.org)

DIY and take-home Gordon Ramsay, Rachael Ray, Ina Garten, Ree Drummond and hundreds of other "how-to-cooks" from the library. Be the boss of cakes and make everything better with butter!

 A QR code on the left and text on the right: "NOW OFFERING the first ingredient: your free library card! [tsepl.org/firstingredient](http://tsepl.org/firstingredient)".


 A QR code on the left and text on the right: "Cookbook list to take home your favorite chefs! <https://bit.ly/3p9xwU>".

The "Chef Training" message called upon all of the would-be chef's in training to use the library's cookbook collection, including celebrity chef's like Gordon Ramsay, Rachael Ray, Ina Garten, and Ree Drummond's books. The call to action worked, because the day the postcard dropped to mailboxes, the call center received a call from someone wanting to sign up for a training with Gordon Ramsay. We assured her we too, would like to host a training with Ramsay, but for now, to check out his cookbooks. The QR code is a link to all our celebrity chef cookbooks.

Postcard #2 message was that we know families are busy and that a library card gives you access to our digital collection instantly and provides the link to a library card application and a 2-step instruction to using the digital collection.

## La Comunidad exhibit

Karen Watson, our graphic design expert does some incredible work and working with the Sabatini Gallery staff is great because she gets to showcase wonderful art. The new exhibit opens on September 3 and will be up through November 21 and is a community curated exhibit and showcase of the arts: murals, paintings, sculpture, dance, music, costumes and lowrider cars, Latino artists in Topeka. Here are some of the graphics Karen has created to publicize this exhibit.



Car Show plaque for the cars



This is the Facebook cover for the library page. The art is by Mario Garcia, "Jugando conColores (Playing with Colors)"

# Popular Social Media posts for May

**Topoka & Shawnee County Public Library**  
August 10 · 🌐

Help us congratulate these superstar readers Annabelle and Kai! They are well on their way to read 1000 Books Before Kindergarten! Mom Beth sent us this sweet message.

"My daughter is Annabelle, age 3.5 years old. I have been tracking the books we read together and we are up to 230 books... Thank you all for what you do for the community! We love visiting the library and your staff!"

You too can sign your children up for this wonderful program - 1000 Books Before Kindergarten. <https://bit.ly/3iViCmm>



**Get More Likes, Comments and Shares**  
When you boost this post, you'll show it to more people.

**5,580** People Reached  
2,719 People Reached  
172 Engagements

[Boost Post](#)

Kay Kempton, Debbie Huske Davies and 47 others · 2 Comments 8 Shares

## Performance for Your Post

2,719 People Reached

134 Reactions, Comments & Shares

80 Like 34 On Post 46 On Shares

37 Love 16 On Post 21 On Shares

9 Comments 2 On Post 7 On Shares

8 Shares 8 On Post 0 On Shares

38 Post Clicks

3 Photo Views 3 Link Clicks 32 Other Clicks

### 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

## Performance for Your Post

People Reached

Reactions, Comments & Shares

27 On Post 0 On Shares

162 On Post 2 On Shares

3 On Post 0 On Shares

Post Clicks

0 Link Clicks 356 Other Clicks

### NEGATIVE FEEDBACK

1 Hide Post 12 Hide All Posts  
0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

Our "What are you reading?" question we ask regularly on Facebook continues to engage our friends sharing what they are reading. On August 6, the post reached 3,975 people, garnered 141 reactions, comments & shares and 463 engagements. Follow this post and you'll also get some of the best reading recommendations!



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

**BOARD OF TRUSTEES  
August 26, 2021**

**Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees accepts the recommendation of The Library Foundation Board of Trustees and the Interim Chief Executive Officer Thad Hartman that in recognition of financial gifts and long-term support of the Topeka and Shawnee County Public Library, Team Room #1 of the collaboration spaces be named The David G. Monical Team Room in honor of former library trustee David Monical.**

### Background:

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

In appreciation for gifts and pledges made in memorial of David Monical by his family and friends in the amount of \$20,000 to be paid from 2021 to 2026, it is recommended that Team Room #1 be renamed in his honor until such time as the Team Room is no longer used for this purpose. David served on the library board from 2011-2021 and served as chair in 2015 and 2016. He was a passionate advocate for libraries and reading and was a firm believer in the difference that libraries make in the future of a community and the lives of the people who live there.

Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board

of Trustees, this recommendation appeared on the agenda of the July 15, 2021 and August 26, 2021 Board of Trustees meetings with action on a resolution taking place at the August 26, 2021 meeting.

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

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

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

**Date** \_\_\_\_\_



**Resolution – Levy a Property Tax Rate Exceeding the Revenue Neutral Rate for the FY 2022 Operating Budgets**

**BOARD OF TRUSTEES  
August 26, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, shall levy a property tax rate exceeding the Revenue Neutral Rate for the FY 2022 operating budgets.**

The Revenue Neutral Rate for the Topeka and Shawnee County Public Library was calculated as 9.460 mills by the Shawnee County Clerk.

The FY 2022 budget proposed by the Board of Trustees will require the levy of a property tax rate of 9.697 mills. The FY 2022 levy is .089 mills less than the FY 2021 rate of 9.786.

The Board will hold a hearing on August 26, 2021 to allow all interested taxpayers desiring to be heard an opportunity to give oral testimony.

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

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

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

**Date** \_\_\_\_\_





**Resolution – Adoption of FY2022 Operating Budgets**

**BOARD OF TRUSTEES  
August 26, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2022 operating budgets as presented/published in the Topeka Capital Journal on August 13, 2021.**

FRIDAY, AUGUST 13, 2021 | THE TOPEKA CAPITAL-JOURNAL

State of Kansas

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

The governing body of  
Topeka and Shawnee County Public Library  
will meet on August 26, 2021 at 5 :30 pm for the purpose of hearing and answering objections of taxpayers relating to the Revenue Neutral Rate and the amount of ad valorem tax and the proposed use of all funds. Detailed budget information is available at <http://www.tsopl.org> and will be available at this hearing.

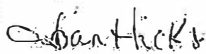
**BUDGET SUMMARY**  
Proposed Budget 2022 Expenditures and Amount of Current Year Estimate for 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget.  
Proposed Tax Rate is subject to change dependent on the final assessed valuation.

FUNDS	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax.	Estimate Tax Rate*
General	16,207,239	8.070	16,144,987	7.915	17,984,821	13,757,845	7.558
Debt Service	994,167		35,288		25,050		
Employee Benefits	3,287,419	1.716	3,840,113	1.871	4,888,421	3,663,189	2.039
State Aid	49,946		49,170		52,000		
Non-Budgeted Funds	600,776						
<b>Totals</b>	<b>21,139,547</b>	<b>9.786</b>	<b>20,069,558</b>	<b>9.786</b>	<b>22,950,292</b>	<b>17,421,034</b>	<b>9.697</b>
Revenue Neutral Rate **							9.460
Less: Transfers	2,703,972		1,785,287		575,050		
Net Expenditures	18,435,575		18,284,271		22,375,242		
Total Tax Levied	16,700,518		16,961,565		xxxxxxxxxx		
Assessed Valuation	1,691,199,327		1,731,805,649		1,796,529,362		

Outstanding Indebtedness			
Jan, 1	2019	2020	2021
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

\*Tax rates are expressed in mills.  
\*\*Revenue Neutral Rate as defined by 2021 Kansas Senate .Bill 13.

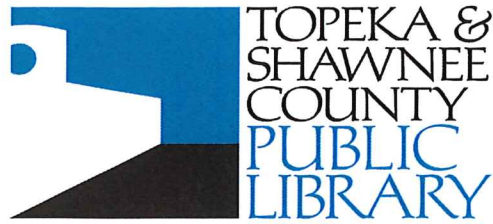
TP-00079100  

Joan Hicks  
Secretary

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

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

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

Date \_\_\_\_\_



## 2022 Budget Summary

**Public Hearing – August 26, 2021, 5:30 pm, Marvin Auditorium 101ABC**

Zoom Meeting: <https://tscpl.zoom.us/j/87483003734?pwd=Um9XcmIQdTNTVXpQRGhjUnhSM0tWdz09>

Meeting ID: 874 8300 3734

### Overview

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

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

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only .076 mills in the past eleven years (high to low) and a fluctuation of only .005 mills for the past five years' actual rates. Further, the decline in the local economy, coupled with an increase in the portion of resources needed for the rising costs of employment benefits, was recognized and managed with a decrease in the mill levy rate (2008) and with an approved nearly flat mill levy in 2012-2021. The use of additional strategic and financial tools to anticipate and plan for needs will enhance this pattern of excellent stewardship.

Please refer to Schedule A which provides a graphical depiction of mill levy rates for the three funds with taxing authority for the past 10 years, as well as the 2022 proposed budget. Schedule B provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2022 proposed budget. *Budgeted expenditure authority increases, primarily due to increases in property valuations and other taxes.*

TSCPL has crafted a 2022 budget that decreases the total mill levy and actually expands services including a reconfiguration and expansion of library spaces to better accommodate the needs of 21<sup>st</sup> century customers and their usage of the building. The TSCPL 2022 "Budget Summary", published in the August 13, 2021 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2022 budget year operations, including several of the design projects on the Facilities Master Plan in accordance with the strategic plan, within the resources provided at a decreased total mill levy from 2021 of 9.697.

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

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

Unfortunately, the latest review of health plan usage with Blue Cross Blue Shield resulted in instructions to expect a rate increase for the 2022 plan year of about 30%. Because there are a number of months remaining in this review period, a conservative estimate of a 40% increase is budgeted. The dental plan has an increase cap of 5% for the 2022 plan year.

Thus, the mill levy change between the General Fund and Employee Benefit Fund will be broader than originally expected.

- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; (2) allow for unforeseen situations; and (3) maintain the Library’s exceptional financial rating of Aa2.
- Continue the design concept projects on the Facilities Master Plan in phases in accordance with the specific funding matrix and timeline. Infrastructure projects are expected to be funded by the General Fund and the Capital Improvement Fund (not a budgeted fund) if needed. The available balance in the Capital Improvement Fund as of July 31, 2021 is \$2,925,025.
- Use existing resources with a focus on supporting strategies and tactics for implementation of the Community Impact Goals:
  1. Every child will be ready for kindergarten.
  2. Everyone will discover their passion for learning.
  3. Everyone will continue learning new ways to live their best life.
  4. Topeka & Shawnee County will be an engaged community of readers.
  5. The Library will be a learning organization committed to excellence in: leadership, planning, customer focus, process management and partner focus.

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

The total ad valorem tax to be levied is proposed to be \$17,421,034 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2021 will produce \$64,723 more per mill above the 2021 final valuations. At a combined levy of 9.697, revenue increases by \$459,469 for the two taxed funds and is entirely due to increased property valuations at a decreased total mill levy from the prior year.

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are \$13,834 more than 2021.

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

When comparing 2022 and 2021 total budgeted expenditures, the increase appears to be about \$2.88 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a “miscellaneous expenditure” or “cash basis reserve” (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for the two taxed funds includes \$2,050,000.

Expenditure authority increase – Budget Summary	\$2,881,000
Add difference in cash transfer amount from General Fund to Capital Improvement Fund in 2022	1,210,000
Less portion in 2022 expenditures for cash carry forward	<u>(2,050,000)</u>
Adjusted increase from 2021 to 2022	<u>\$ 2,041,000</u>

Expected 2021 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	45,000
Workers compensation insurance cost decrease	5,000
Conferences cost decrease	90,000
State Aid reduction to actual	3,000
Other expenditure decreases	<u>49,000</u>
Total 2021 Adjustments	\$ 192,000

2022 changes in expenditure authority from 2021:	
Increase Facilities Master Plan projects using <i>one-time</i> funding	917,000
Net increase employee benefits	571,000
Net increase digital services support	110,000
Net increase operating expenditures from 2021	<u>251,000</u>
Total Change from 2021 Estimate to 2022 per Budget Summary	<u>\$ 1,849,000</u>
Total Change from Approved 2021 Budget to 2022 Proposed	<u>\$ 2,041,000</u>

Please refer to the enclosed Schedule C “Key to 2021 and 2022 Comparison-Notice of Budget Hearing” to assist with understanding TSCPL’s budget year-to-year.

Additionally, the reported 2021 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments based on 2020 actual and to-date in 2021 (\$23,356-); (2) reduction in interest earnings (\$1,040-); (3) a 2% uncollectible tax revenue allowance (\$375,263-); and (4) reduction in State Aid revenues to actual (\$3,830-).

Due to the COVID-19 pandemic, the Library closed on March 16, 2020. A curbside service plan was implemented on May 26, but the Library remained closed to the public until June 15, 2020. The closure was in accordance with the Stay at Home order from the Shawnee County Health Department. On June 15, 2020 the Library opened to the public with limited services and limited hours. Beginning March 1, 2021, the library returned to the standard 78 open hours during the week. The Library’s management team continues to confer and rely on guidance from the Shawnee County Health Department for pandemic related issues. The Library’s closure is a factor in the 2021 reduction of other fee and reimbursement revenues.

These revisions are important to the 2022 budget to recognize cash transfers to other funds and carry forward cash available to apply to budget year expenditures, instead of finding new-year revenue, but gives the appearance of a larger change between 2021 and 2022 budgets.

Schedule D provides revenue source definitions to help with understanding that portion of the budget. Neighborhood revitalization rebates are a reduction of expected tax revenues and are projected to decrease (increase total revenue) by about \$10,057 in 2022.

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

**How Was the 2022 Budget Accomplished and Will this Continue Every Year?**

- The continued use of data-driven, process improvement techniques and the objective review of each vacant position have stabilized the amount of the budget spent on salaries, without a sacrifice in the quality or quantity of customer services. This is now a standard and proven practice at TSCPL with tangible benefits and should provide budget flexibility in the future as retirements and opportunities occur.
- Process improvement will be even more important as technology drives the use of the Library and the needs of its customers.
- The entire budget is proposed to carefully use one-time funding sources for one-time expenditures so the mill levy remains stable. When a budget includes one-time expenditures, it can be difficult to compare the current and prior years’ base budgets.

- Overall, expenditures for the three budgeted funds increase from the 2021 *approved* budget by \$2,040,734 yet provides funding for: (1) \$1,650,000 in projects on the Facilities Master Plan, if needed; (2) an increase of \$109,800 in digital services support which includes the redesign of the staff intranet webpage; (3) an increase in salary expense to hire several shelver positions (\$65,150); (4) an increase for health insurance premiums (\$571,700); and (5) an increase in conference expense since PLA in held in 2022 (\$37,000). This increase is mostly funded by: (1) expenditure savings in other areas, such as increasing shrinkage and not funding five full time and thirteen part time (not eligible for benefits) positions; (2) an increase in vehicular taxes and fees of nearly \$14,000 from County estimates; and (3) an increase in ad valorem property tax of \$459,469 solely from increased valuations and not at the Library's request.
- As a result of actions from the TSCPL executive management team, the health plan is stabilized, while still providing employees with exceptional, accessible benefits at a reasonable cost. However, the 2022 plan year is expected to have a significant increase. This is based solely on usage, as well as the way in which the current providers project costs and necessary reserves. A 40% premium increase is projected for health insurance and a 5% increase is expected with dental insurance.

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

- The shrinkage concept, to anticipate expected salary savings in advance for budget reallocation, was piloted in 2014 with no adverse effects (actual turnover seems to be in alignment with expected turnover). A shrinkage factor of 1.85% was applied to 2022 gross salaries, allowing about \$147,419 to be directed elsewhere in the budget. This is possible due to several retirements of executive and professional level staff who will likely be replaced with lower paid staff.
- The 2022 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan and other initiatives funding matrices, and the benefit of stable property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

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

- The Library's beautiful and spacious facility is normally open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The front entryway renovation was completed providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.
- The first phase of the interior renovation/remodel projects was completed providing eight collaborative work rooms with technology equipment in each and a new entryway between the Millennium Café and New Books/Media area.

- The Board of Trustees approved the 10-year, multi-phase Facilities Master Plan as a responsible approach to prioritization and funding of building and infrastructure projects. These projects are expected to optimize people space, customer experience and service, enhance wayfinding and the amenities within the building, meet the expectations and requirements of 21<sup>st</sup> century library users, and optimally maintain the facilities.
- Phase II of the Facilities Master Plan for interior renovation/remodel projects was completed in 2020. These projects include the renovation of the Circulation Plaza and Learning Center and the installation of new flooring in the rotunda, the main library corridor and in the east and west hallways. Claire's Courtyard was also completed and includes an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- Several projects, including renovating the public restrooms and café, and demolition of the Hearing Aid building have been completed in 2021. The paving and landscaping of the area at 1001 Garfield has also been completed. The fire panel replacement will be completed in 2021.
- Technical Services Department has been relocated from the second level to a renovated space in the lower level of the Library. The project to reconfigure this second floor space for the public is underway and is expected to be completed in 2022.
- The Facilities Master Plan includes redesigning the Living Room, re-working and improving the Wings, replacing the air conditioning chillers, replacing the boilers, meeting room audio/visual upgrade, phase 1 of wayfinding (library signage) redesign, and architectural fees. These projects are planned for 2022 and will be funded from the General Fund.
- The Board of Trustees approved five Community Impact Goals designed to have a real, lasting impact on making the community a better place to live, work, learn and play. These goals articulate the Library's priorities for the Next Decade: literacy, learning, reading and organizational excellence.
- An extraordinary Kids' Library has transformed into an engaging space just for kids, with more exciting changes forthcoming. Bin shelving allows kids to browse picture books by their front covers, enticing more interest and check-out of this collection. Families also were given the opportunity to check out passports to the Kansas Children's Discovery Center to enhance learning with an emphasis on science, technology, engineering, art and math.
- The Learn and Play bus was in service, providing two-hour stops at six locations throughout the County, with more stops planned. This is thanks to a joint funding effort between the Library and The Library Foundation. The bus serves pre-school aged children and their families by allowing a remote physical location in which programming and learning can occur within customers' neighborhoods. Currently, the bus is not operating to help mitigate the spread of COVID-19.
- The new AdventureMobile was placed in service in March 2019. This vehicle is a library on wheels delivering some of the library's most popular books, audio-books, movies, magazines, and other materials to children and their caregivers in the community. The AdventureMobile visits all places where children can be found, including schools, day care centers, community centers, parades, festivals, and other community events. Currently, the AdventureMobile is not operating to help mitigate the spread of COVID-19.

- About 38% of all households in Shawnee County have an active library cardholder.
- With the help of The Library Foundation and the United Way, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 0-5. There are already over 5,800 children enrolled. This program provides the opportunity for an economical way to scale services community-wide in support of the goal that every child is ready for kindergarten.
- During 2020, about 200,000 visitors came to the building, including nearly 5,900 using the meeting rooms. Due to COVID-19 restrictions, the library suspended gatherings in the meeting rooms for 163 days and there were limited services and limited hours for most of 2020.
- There were 345 program videos recorded with 25,314 views in 2020. There were 600 live virtual programs with 10,700 attending.
- Countless visitors use the 105 public computers to search and apply for jobs, research, learn and correspond. Several computers were removed in 2020 to allow for social distancing.
- Almost 1.8 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2020. This is down (21.7%) from 2019.
- Last year, about 66,500 reference questions were answered by Library staff through various formats including in person or by telephone, text, email and online chat.
- The Digital Branch welcomed about 630,000 visitors, of which about 373,000 were unique visits in 2020, with over 456,000 visits to the catalog of which nearly 182,000 were unique visits. A new catalog was implemented which has many new features including one-click hold requests, the ability to create lists, a summary of items checked out and on hold, and the ability to view borrowing history.
- Over 563,000 digital downloads of movies, ebooks and audiobooks occurred in 2020; an increase of 18.5% over 2019. Digital downloads accounted for 32.9% of all checkouts.
- Social media continues to expand with over 18,000 people who like us on Facebook and over 7,100 people who follow us on Twitter. The new catalog also provides a social media feature that allows users to connect with others regarding all types of materials in all types of formats.
- Although COVID-19 impacted traditional Bookmobile services, new services were launched to reach our community. In addition to the 25 Bookmobile stops that ran January 1<sup>st</sup> through March 13<sup>th</sup>, TSCPL@Home, a new home delivery service began in August 2020. Over 11,584 items were checked out with TSCPL@Home.
- Red Carpet Services visits 50 facilities as well as 100 homebound individuals, to provide library services to older adults and homebound customers. Deliveries continued even during COVID-19 but just in a slightly different manner. Due to library and facility closures, we had four months of extremely limited delivery, but still managed to circulate 50,800 items in 2020.
- Summer Learning continues to be an essential time for students and even parents to do some recreational reading. Although COVID-19 impacted the library's programs and visits, students and parents read 809,000 minutes as part of the Summer Reading challenge. In addition, over



8,500 literacy kits for children 0-18 were distributed in collaboration with the Summer Meal program at 30 community sites.

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

## Understanding the Budget Document

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

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

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

The Debt Service Fund is used to pay the principal and interest on the bond issue for the building expansion project (opened in January 2002). The 2022 budget includes a cash transfer from the Debt Service Fund to the General Fund to close out the fund; the debt payment concluded in 2019.

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

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

Page 10 shows the estimated tax rate for the 2022 General Fund budget is 7.658 mills; a decrease of .259 mills from the 2021 General Fund tax rate of 7.917 mills. The net total mill levy decreases slightly between 2020 and 2021 for the three taxing funds.

## Revenues

- Ad valorem property tax (net of revitalization rebates) is 88.4% of the total projected revenue for 2022; 87.9% in 2021.
- Vehicle taxes are 10.5% of the total projected revenue for 2022 compared to 10.6% in 2021. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .130% of total revenues in 2022.
- Tax revenues represent the amount if 100% is collected, but historically there is an uncollectible amount of less than 5%. However, this can range from a few thousand dollars to a few hundred thousand dollars so careful review occurs during the year.
- Other revenue sources from fines, fees, reimbursements and interest are .9% of the total projected revenue for 2022. The decision to no longer charge overdue fines on children and young adult materials reduces projected fee/fine revenue, but will benefit customers. Due to COVID-19, auto-renewals were implemented, meeting room fees and obituary fees were suspended, and a decline in circulation have also attributed to less revenue from fines and fees.
- Revenues from e-rate reimbursement increase by \$1,644 due to more certainty about the cost of qualifying services. Qualifying expenditures are budgeted at 100% of the cost since e-rate reimburses from 50% to 90% of the cost. Revenues are not netted against expenditures.

## Expenditures

The total General Fund budgeted expenditures for 2022 are \$17,434,821 (including an allowable fund balance carry forward of \$1.655 million classified as “miscellaneous expense”). This is a 7.7% increase (\$1,247,791) from the 2021 adopted budget of \$16,187,030 (including fund balance carry forward). The 2021 budget had one-time expenditures of about \$733,000 included in the total expenditures, but the additional allowable revenues from increased property valuations allow some one-time expenditures in 2021 as well.

The “miscellaneous expense” of \$1.65 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2023, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL’s combined percentage is 9.2%.

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

The budget includes 226 full-time and part-time employees (this does not represent an actual FTE position count, but rather a count of positions in which each represents one, regardless of the percentage of time assigned). The 2021 budget also included 226 full-time and part-time positions. At any given time, approximately 210 positions are usually filled due to turnover and seasonal staffing. However, 18 part-time shelving positions were laid off in 2020 due to the pandemic which decreases the number of positions currently filled.

- Salary expenditures comprise 49.4% of the expenditure budget in 2022; 49.3% of the expenditure budget in 2021; (or 54.4% and 54.3% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The careful consideration and review of every vacant position, as well as five retirements in 2020 and at least one in 2021, have kept gross salaries starting only about \$46,500 more than those budgeted for 2021 (with the annualization of 2021 merit pay, but before any 2022 merit raise).

- Merit pay increases are included in a range of 0-3% based on performance. The budget is created using a 2.68% increase on each employee's job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increases to be paid in 2022 is estimated at about \$123,400.
- The shrinkage concept, which in previous years funded 98.5% of the gross salaries and related percentage-based fringe benefits for regular staff, has been continued for 2022 as a way to anticipate savings and better plan/fund library operations and the funding matrix initiatives to fulfill the strategic plan. It will also assist with avoiding last minute, end-of-year spending decisions and projects or the one-year delay or budget amendment required to obtain authority to spend the savings.
- For the 2022 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$147,419 in gross salary to be budgeted elsewhere.
- At the end of 2020, at least 42 employees were eligible to accept KPERs full or reduced retirement so salary savings should be expected.

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

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

- The Contracted – Digital Services and Digital Services Support line items contain funding for projects, annual support and maintenance costs and hardware and software that change from year-to-year, but for which the base budget generally funds. The Contracted line item increases by \$57,956, and will fund: (1) Zoom licenses; (2) a digital asset management system for the Communications & Marketing team; (3) Paycom Learning Management System module add-on; and, (4) additional funds for Iimagemakers website maintenance and Nutanix annual maintenance. The Support line item increases by \$109,800 and will fund: (1) 80 replacement computers on the regular 4-year cycle; (2) 6 replacement iMacs for staff; (3) staff intranet development; (4) additional security cameras for the new West parking lot and replace out dated security cameras in the library; and (5) 3 MondoPads and stands. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.
- The 80 computer replacements allow staff and public computers to offer current technology, including larger screens.
- The programming budget has increased by \$25,000 to replace decreasing Friends of the Library funding.

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

The 2022 budget continues the incorporation of an emphasis on strategic planning based on the Community Impact Goals. This is a logical and responsible progression for funding the approved initiatives in the strategic, information technology and facilities plans, as well as fulfilling the Library's mission and goals.

Please refer to Schedule E for funding matrices for Facilities Master Plan projects for 2022. This document reports all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- In July 2016, the Board approved the Facilities Master Plan. This approval was contingent upon it being a multi-year plan, to be done in phases likely over 10 years, and subject to available public and private funding, with each project specifically approved by the Board. The Plan encompasses both infrastructure needs and building remodeling and renovation to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the Community Impact Goals.
- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes the following projects. This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations.

These design projects are planned for 2022:

- Create new living room layout, purchase furnishings, \$200,000
- Create public space on 2<sup>nd</sup> floor, \$200,000
- Upgrade audio/visual equipment in 2<sup>nd</sup> floor meeting rooms, \$128,000
- Replace air conditioning chillers, \$550,000
- Replace boilers, \$350,000
- Upgrade signage/wayfinding (phase 1), \$100,000
- Staff room update, new gallery lighting, and wing layout redesign, \$43,300
- Architectural fees, \$127,700

Total Special Projects line item for all funds is \$1,699,000. Other portions of these projects may be funded from The Library Foundation, Friends of the Library or State Aid funds. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget decreases by \$535 and is comprised of: (1) public chair replacement cycle (\$50,000); (2) a new route truck (\$36,465); and (3) base for overall Library needs (\$5,000). Most furnishings will be part of the Facilities Master Plan.
- A line item for the purchase of art for the Gallery was restored in 2015 and continues in the base 2022 budget (\$8,000).
- The Contracted Facilities budget decreases by \$2,700 (based on projections starting with 2020 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget increases by \$200 (based on projections starting with 2020 actual expenditures). This line item is primarily for public and staff copies and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-off needs.
- The Contracted Professional Services budget increases by \$26,700 (based on projections starting with 2020 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major

projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.

- Re-categorizing future architectural services fees from Contracted Professional Services to instead be part of the project cost and budgeted in the Special Projects line item.
  - Elimination of the contract to administer COBRA.
  - Bidding of the annual audit services.
- Possible professional service needs in 2022 include: (1) consulting and website development for Communication and Marketing; (2) continuation of digitation and preservation of special collections; (3) projected increase in courier services; and (4) a \$25,000 placeholder for unexpected consulting needs.

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

### **Library Materials**

- The 2022 budget allows for the same funding level as 2021 for library materials. The materials' budget represents 12.2% of the total General Fund budget (and 13.6% without Special Projects) but drops to 9.4% of the four budgeted funds.
- The library materials budget for 2022 reflects the library's response in providing digital collections during the extended closure due to the COVID-19 pandemic. Given the continued uncertainty with COVID, the library materials budget plans for robust digital content in 2022.
- If the State Library's funding to public libraries continues to decline, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years, sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

### **Other Expenditures**

- Cataloging and interlibrary loan service database costs increase by \$440 based on communications from the vendor (OCLC) and 2021 year-to-date actuals.
- Conferences – Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. Managers submitted specific proposals for conferences for 2022 and the CEO requested funds for Trustees to attend national conferences. Several staff serve on national councils and boards and must attend the conferences. The Public Library Association conference is held every other year and 2022 is a conference year. Thus, the budget for this line item is increased by \$37,000. The estimated cost for the Public Library Association conference is \$47,500 so the conference budget decreases by \$11,106 from the prior year.
- Insurance is increased by \$1,000 based on 2021 actual expenditures to-date. The new route truck budgeted for 2022 will replace the existing route truck, therefore no addition in the vehicle fleet is anticipated in 2022.

- By Kansas statute, TSCPL is required to support 50% of the budget requests for the libraries in Rossville and Silver Lake. These costs continue to increase. An additional 2% increase from 2021 actual now known (\$2,333) is budgeted at a total of \$118,962 for both libraries.
- Market increases are budgeted for postage/shipping and printing. The publication and mailing of *Library News* was discontinued in 2020 and may be replaced with a new publication. Funding has been included to wrap the new route truck and the Alice Bookmobile in 2022. Total increase from 2021 for these items is \$17,500.
- Marketing, membership/dues, programming and staff training budgets remain flat from 2021.
- Supplies increase by \$13,083 based on 2020 actual expenditures. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Electric costs have been increased by 2% or \$7,344, per the state budget indices. However, the utility market can become volatile and is subject to weather.
- Vehicle repair budget line item is based on 2021 actual expenditures to-date and remains flat in 2022. The base budget for vehicle fuel has been reduced \$5,000 in 2022 based on 2021 actual expenditures to-date. No fleet additions are projected.

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

#### **Reserve Fund**

The reserve fund was \$1 million since 2010 and was around \$1.5 million before that. In December 2012, upon completion of the 10<sup>th</sup> year bond reporting, the consultant reported that the Bond and Interest Fund was overfunded. There was no finding or penalty as a result, but there was no need to retain this level of cash reserve.

Beginning with the 2014 budget, the reserve fund balance was lowered by \$250,000, from \$1 million to \$750,000.

The debt incurred with the bond issue was paid in full in September 2019. A one-time cash transfer has been budgeted in 2021 from the Debt Service Fund to the General Fund in the amount of \$35,288 to close the fund. This amount includes the 2021 projected cash forward and an estimate for delinquent taxes which may be received. This amount also includes estimated interest earnings. Because residual back taxes continue to be deposited to the Debt Service Fund, another transfer of \$25,050 is budgeted in 2022. This transfer will be from the Debt Service Fund to the General Fund.

A cash transfer is planned from the General Fund to the Capital Improvement Fund (non-budgeted) in 2022 for \$550,000. K.S.A. 12-1268 allows the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund. These funds will be utilized for infrastructure needs and building improvements.

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

Page 10 shows the estimated tax rate for the 2022 Employee Benefit Fund budget is 2.039 mills; an increase of .168 mills from the 2021 rate of 1.871. The net total mill levy decreases slightly between 2021 and 2022 for the three taxing funds.

As a result of actions from the TSCPL executive management team, the health plan is stabilized, while still providing employees with exceptional, accessible benefits at a reasonable cost. However, a 30% increase in health insurance premiums is projected by Blue Cross Blue Shield for the 2022 plan year. Because there are two more months remaining in this review period, and more significant claims could be processed, a 40% increase is budgeted in 2022. A 5% increase is expected with dental insurance.

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

### Revenue

- Ad valorem property tax (net of revitalization rebates) is 88.8% of the total projected revenue in 2022; in 2021 it was 88.1%.
- Motor/commercial/watercraft vehicle taxes and fees are 9.3% of the total projected revenue in 2022; in 2021 they were 9.4% of the total projected revenue. (Estimates are from Shawnee County.)
- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2022 are 1.7% of the total projected revenue; in 2021 they were 2.4%. The Shawnee County contract ends 12/31/2021 and was not budgeted in 2022 since it is unknown at this time whether the contract will be renewed.
- The changes in the *Group Health Care Benefits for Qualified Retirees* policy approved by the Board in April 2015 allow for a medical premium subsidy by the Library that will continue at \$300 per month. However, the policy also requires all Medicare-eligible retirees leave the plan effective 1/1/2017 and enroll in Medicare supplemental insurance. Thus, the number of participants has significantly declined.

### Expenditures

The total budget for 2022 is \$4,888,421 (including fund balance carry forward "Miscellaneous Expense" of \$400,000). This is an increase of \$598,308 or 13.9% from the 2021 adopted budget of \$4,290,113 (including fund balance carry forward).

The "miscellaneous expense" of \$400,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2023, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL's combined percentage is 8.2%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2022 as in 2021.
- Kansas Public Employees Retirement System (KPERs) – The 2022 employer rate will be 8.90% compared to 8.87% in 2021. The rate for death and disability insurance benefits will continue at 1.0%. The net increase in KPERs rates for 2022 is .03%.
- KPERs Working After Retirement - The 2018 Kansas Legislature passed a bill that impacts those employees working after retirement (WAR). The Library currently has no WAR employees. The intent of the legislative changes is to simplify the rate and earnings limit structures for KPERs retirees who return to work for the same or a different KPERs employer but retain some punitive costs for employers. Employees will no longer be subject to the \$25,000 earnings limit

cap and will continue to not pay into the plan. Instead, employers will now pay rates of 8.90% on all wages up to \$25,000 and 30% on all wages over \$25,000.

- Workers Compensation Insurance – Ratings continue to be low, and recent experience anticipates a slight decrease in future ratings and cost. A 9% decrease over 2021 actual to-date is projected, or \$5,000 less than the 2021 budget, due to employees being paid while the library was closed during the pandemic
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and will remain at .1% of gross wages in 2022.
- Health/Dental Insurance – Rates are projected to increase due to the most recent claims experience review by the current insurance provider. The actual rates will not be known until September or October. Both plans were offered for competitive bid for the 2016 plan year. This resulted in staying with the current medical provider at nearly flat rates and a 25% decrease in dental rates. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 54% of eligible employees enrolling in the qualified high-deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.
- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$26,019 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

### State Aid Fund (Page 8)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. This amount has been flat since 2019. However, the budget is estimated at a maximum amount to set sufficient budget authority (\$52,000) without the need for a later budget amendment. Actual 2022 revenues are expected to be about the same as those received in 2021 based on recent trends. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2022, this will be a Special Projects line item.

### Non-Budgeted Funds (Page 9)

Only the actual revenues and expenditures for 2020 are required to be reported.

- (1) Capital Improvement Fund:** A special accruing fund established under K.S.A. 12-1268 which provides for an amount, not to exceed 20% of any annual General Fund budget prepared, published and approved by the Board of Trustees, to be set aside in a special fund for major capital improvements or major equipment purchases. A cash transfer is budgeted in 2022 from the General Fund to the Capital Improvement Fund. Some infrastructure projects on the Facilities Master Plan may be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.
- (2) Other Special Revenue:** Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.
- (3) Permanent Funds:** Endowment funds under which TSCPL can spend the interest received on the funds, but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library



instead of the Library Foundation. One permanent fund that had been previously reported on the Library’s financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library’s reporting.

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

These documents establish the maximum expenditure authority for the budgeted funds for 2022. Only estimated mill levy rates are presented. The TSCPL Board of Trustees sets the budgeted expenditures but does not establish the actual mill levy rates. The actual tax rates will be determined by the County Clerk based on a Revenue Neutral Rate formula which includes the total assessed valuation as of July 1 for the TSCPL District and the amount of ad valorem tax generated.

**Allocation of MV, RV, 16/20M, Commercial Vehicle and Watercraft Tax Estimates (page 2) and 2022 Neighborhood Revitalization Rebate (page 11)**

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

**What does the TSCPL 2022 budget proposal mean to a residential taxpayer in Shawnee County?**

The following table displays the annual cost of the TSCPL total mill levy of 9.697 for property at various values. The formula is provided so that property taxes in support of TSCPL can be calculated based on specific property values.

**Total Assessed Valuation for 2022 Budget Purposes per the Shawnee County Clerk:  
\$1,796,529,362 (value of one mill = \$1,796,529)**

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

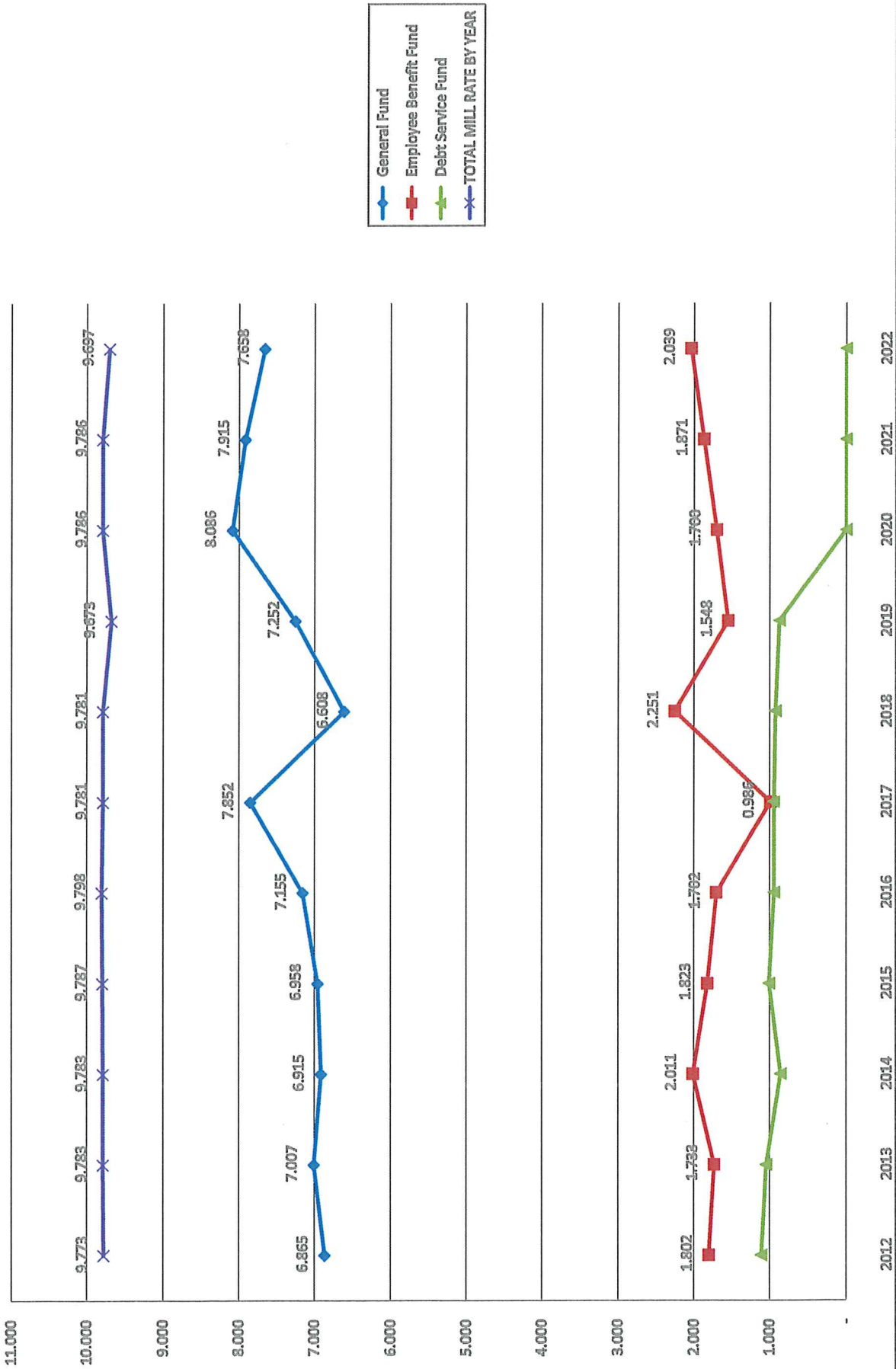
		\$50,000	\$100,000	\$200,000	\$300,000
9.697	Total Proposed Mill	\$55.76	\$111.52	\$223.03	\$334.55
<b>Formulas:</b>					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

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

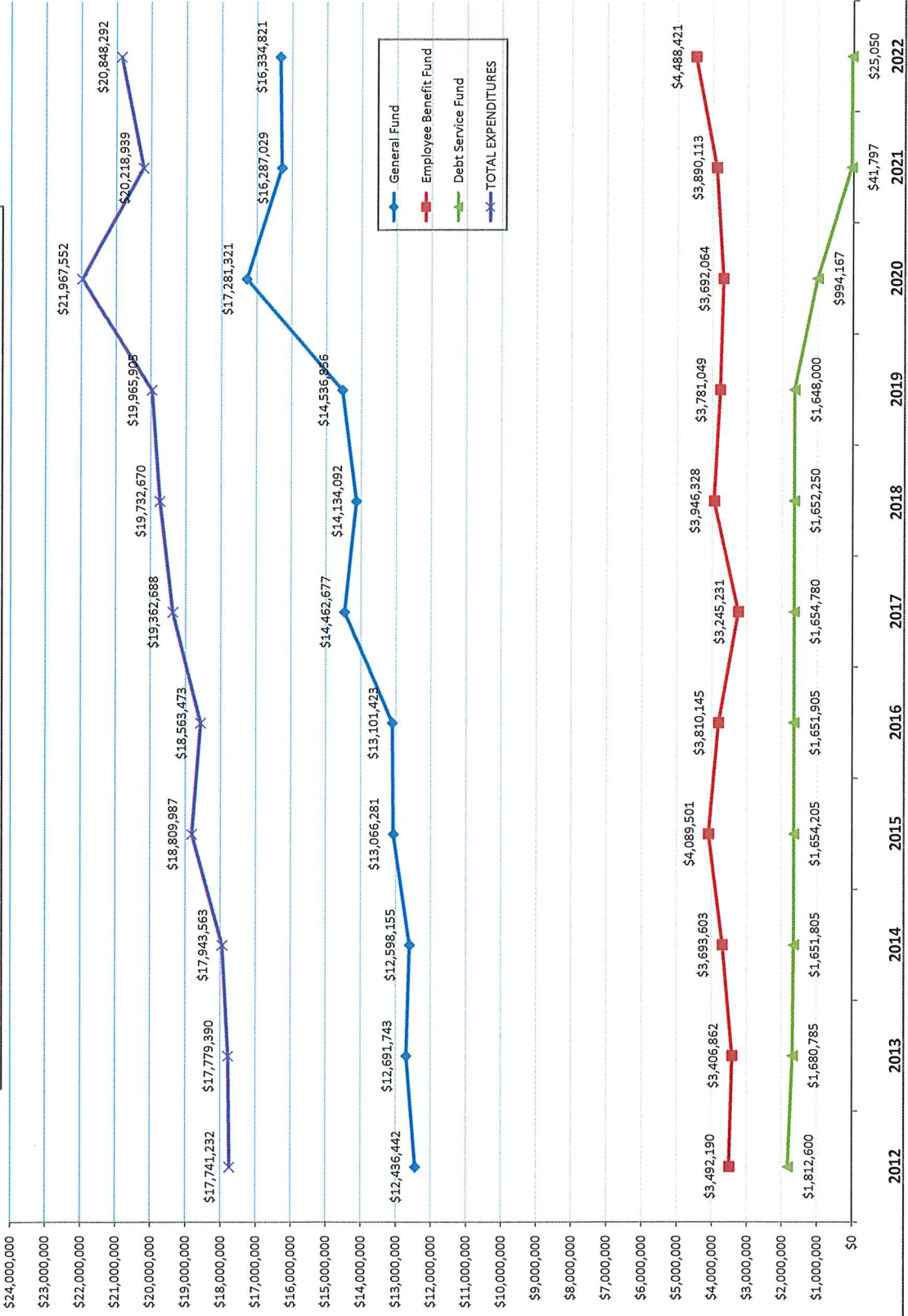
Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2022 Proposed Budget
- Schedule B – Graph of TSCPL Expenditures – 10-year Retrospective and 2022 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E – Funding Matrices for 2022 for Facilities Master Plan projects

TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2022 Budget - Schedule A



**TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2022 Budget - Schedule B**



**Topeka and Shawnee County Public Library  
Key to 2020 and 2021 Budget Comparison  
2022 Budget - Public Hearing - August 26, 2021**

**Has the amount of tax requested increased or decreased? *Increased;*  
*revenue neutral rate not sufficient to meet budgeted obligations***

1 - Actual Tax Rate 2021	9.786	
2 - Estimated Tax Rate 2022	<u>9.697</u>	<i>RNR is 9.460</i>
<b>Net Change</b>	<b>-0.089</b>	

**Ad valorem tax dollars by year.**

3 - Total Amount of 2021 (2022) Budget Ad Valorem Tax	\$ 17,421,034
4 - Total Tax Levied 2021	<u>\$ 16,961,565</u>
<b>Total Increase in Annual Ad Valorem Tax Revenues</b>	<b>\$ 459,469</b>

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

7 - Assessed Valuation - 2022	\$ 1,796,529,362
8 - Assessed Valuation - 2021 (final)	<u>\$ 1,731,805,649</u>
<b>Total Increase in Assessed Valuation</b>	<b>\$ 64,723,713</b>
<b>Increased Value of One Mill</b>	<b>\$ 64,723</b>
<b>Increased Revenues based on Budgeted Valuation</b>	<b>\$ 627,619</b>
<b>Reduction in Revenues due to Statutory Computation of Maximum Tax*</b>	<b>\$ -</b>
<b>Decrease due to Final Valuation &amp; Setting of 2021 Mill Levy by Cty Clerk</b>	<b>\$ (168,150)</b>
<b>Increased Revenues When RNR is Increased</b>	<b>\$ 459,469</b>

**Why does the Library need an over \$20 million budget and why did it increase over 2021?**

5 - Net Expenditures 2021	\$ 18,284,271
Add Back Revisions to 2021 Estimates for 2022 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ -
General Fund estimated cost decreases due to COVID and library closure - net	\$ 142,043
Employee Benefit Fund - 2021 health plan cost decrease	\$ 45,000
Employee Benefit Fund known savings - net	\$ 5,000
State Aid Reduction to Actual	<u>\$ -</u>
<b>Original 2021 Expenditure Authority - excluding cash carry forward and transfers</b>	<b>\$ 18,476,314</b>
6 - Net Expenditures 2022	\$ 22,375,242
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	<u>\$ (400,000)</u>
<b>2022 Actual Authority for Expenditures</b>	<b>\$ 20,325,242</b>
<b>Actual Increased Expenditure Authority in 2022</b>	<b>\$ 1,848,928</b>
<b>% Increase in Expenditure Authority in 2022*</b>	<b>10.01%</b>
<b>Actual Increased Taxes due to Increased RNR</b>	<b>\$ 459,469</b>
<b>% Increase in Ad Valorem Tax Revenues in 2022*</b>	<b>2.71%</b>

**NOTICE OF BUDGET HEARING**  
The governing body of  
**Topeka and Shawnee County Public Library**  
**Shawnee County**

Schedule C  
2022  
State of Kansas  
Special District

will meet on August 26, 2021 at 5:30 PM at 1515 SW 10th Avenue, Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

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

**BUDGET SUMMARY**

Proposed Budget 2022 Expenditures and Amount of 2021 Ad Valorem Tax establish the maximum limits of the 2022 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

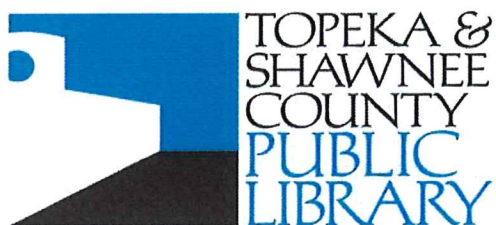
FUND	Prior Year Actual for 2020		Current Year Estimate for 2021		Proposed Budget Year for 2022		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	Estimate Tax Rate*
General	16,207,239	8.070	16,144,987	7.915	17,984,821	13,757,845	7.658
Debt Service	994,167		35,288		25,050		
Employee Benefits	3,287,419	1.716	3,840,113	1.871	4,888,421	3,663,189	2.039
State Aid	49,946		49,170		52,000		
Non-Budgeted Funds	600,776						
<b>Totals</b>	<b>21,139,547</b>	<b>9.786</b>	<b>20,069,558</b>	<b>9.786</b>	<b>22,950,292</b>	<b>17,421,034</b>	<b>9.697</b>
<i>Revenue Neutral Rate**</i>				<b>1</b>		<b>3</b>	<b>9.460</b>
Less: Transfers	2,703,972		1,785,287		575,050		
Net Expenditures	18,435,575		18,284,271	<b>5</b>	22,375,242	<b>6</b>	
Total Tax Levied	16,700,518		16,961,565	<b>4</b>	xxxxxxxxxxxxxxxx		
Assessed Valuation	1,691,199,327		1,731,805,649		1,796,529,362		
			<b>8</b>		<b>7</b>		

Outstanding Indebtedness,

Jan 1,	2019	2020	2021
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

\*Tax rates are expressed in mills.

Joan Hicks  
Secretary



## Revenue Source Definitions

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

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

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

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

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

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

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

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

Slider – This has been phased out by the State of Kansas and is no longer a revenue source. Previously, it represented reimbursement from the State due to the loss of tax revenue caused by machinery and tax exemptions passed in the 2006 legislative session.

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

New in 2013 was the reimbursement for a technical position as a result of a partnership agreement with Shawnee County Parks and Recreation. This partnership provides computer training and access, as well as programming, in the community centers to best utilize computer facilities, equipment and instructors. This cost-effectively boosts service equity to TSCPL customers without the need to invest in “bricks and mortar.” This agreement ends November 2017, subject to a two year renewal by Shawnee County. However, no revenues after November 2017 have been budgeted since the future of this agreement is uncertain at budget time.

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

Fees – TSCPL charges fees for a number of services or for non-compliance with library policies. These fees include: (1) overdue fees for materials not returned by the due date (auto-renewal was implemented in July 2016 which should significantly reduce overdue fees incurred; no-fees on materials for children and young adults was implemented in December 2016); (2) debt collection (recovery of cost to TSCPL for using an outside debt collection service for unpaid debts); (3) interlibrary loan mailing fees; (4) mailing fees for customer-requested items; (5) non-resident library card fees; (6) copies/printing and telephone usage fees (staff and customers); (7) obituary lookup fees; (8) meeting room and/or equipment usage fees; (9) vending machine income and from the purchase of supplies such as headphones and flash drives by customers; (10) charges for lost and damaged materials; and (11) fees for tax forms.

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

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

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

Neighborhood Revitalization Rebates – Neighborhood revitalization districts may qualify for property tax rebates based only on the valuation of new improvements to the property. In past budgets, the rebates were budgeted as expenditures and increased the expenditure authority. However, since the rebates represent the ad valorem property tax that TSCPL will not receive, the reporting was changed to the acceptable alternative reporting method as a revenue reduction, beginning with the 2013 budget.

# Facilities Master Plan

PROJECT TASKS	EST COST	FUNDING SOURCES					TOTAL FUNDING
		GENERAL	CAP IMPROVMT	FRIENDS	FOUNDATION	STATE AID	
Living Room F&E	\$200,000.00	\$200,000.00					\$200,000.00
2nd Floor F&E	\$200,000.00	\$151,000.00			\$49,000.00		\$200,000.00
Wing Layout and Shelving Testing	\$25,000.00	\$25,000.00					\$25,000.00
Meeting Room AV Upgrade	\$128,000.00	\$128,000.00					\$128,000.00
Replace air conditioning chillers (M5)	\$550,000.00	\$550,000.00					\$550,000.00
Replace boilers (M2)	\$350,000.00	\$350,000.00					\$350,000.00
Gallery Lighting	\$3,300.00	\$3,300.00					\$3,300.00
Staff room update	\$15,000.00	\$15,000.00					\$15,000.00
Wayfinding / signage update (part 1)	\$100,000.00	\$100,000.00					\$100,000.00
Arch Fees Chillers	\$53,000.00	\$53,000.00					\$53,000.00
Arch Fees Boilers	\$37,500.00	\$37,500.00					\$37,500.00
Arch Fees Living Room	\$37,200.00	\$37,200.00					\$37,200.00
<b>Subtotal</b>	<b>\$1,699,000.00</b>	<b>\$1,650,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,000.00</b>	<b>\$0.00</b>	<b>\$1,699,000.00</b>
<b>Budget</b>		<b>\$1,650,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,000.00</b>	<b>\$0.00</b>	<b>\$1,699,000.00</b>
<b>Remaining</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

2022



	2021												2020 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
<b>CIRCULATION*</b>															
<b>Main Library</b>															
TSCPL Curbside	33,939	30,745	31,880	26,394	20,799	12,837	7,949						164,543	55,524	196.3%
Circulation Desk & Renewals	24,806	20,413	29,245	27,430	21,530	28,091	37,158						188,673	341,185	-44.7%
Interlibrary Loan	1,129	1,039	1,044	1,105	956	1,200	1,163						7,636	3,549	115.2%
Self-Check	190	10,217	23,450	22,065	30,051	47,106	51,893						184,972	177,102	4.4%
<b>Bookmobile</b>				8	2	4,277	6,564						10,851	77,919	-86.1%
TSCPL@Home	5,282	4,569	4,444	4,815	4,040	4,450	3,658						31,258	0	#DIV/0!
<b>Red Carpet</b>	6,286	5,039	5,520	5,556	5,021	6,204	5,976						39,602	39,655	-0.1%
<b>Digital Downloads</b>	51,121	46,406	51,098	47,990	49,883	47,221	48,856						342,575	328,139	4.4%
<b>Library @ Work / Smartlocker</b>	2,218	2,158	2,100	2,000	1,831	1,420	1,365						13,092	11,919	9.8%
<b>TOTAL CIRCULATION</b>	<b>124,971</b>	<b>120,586</b>	<b>148,781</b>	<b>137,363</b>	<b>134,113</b>	<b>152,806</b>	<b>164,582</b>						<b>983,202</b>	<b>1,034,992</b>	<b>-5.0%</b>
* Includes first-time checkouts and auto-renewals															
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>	46,169	46,173	62,778	55,841	52,940	68,563	76,545						409,009	445,384	-8.2%
<b>Audio/Visual Material</b>	20,792	21,416	28,302	26,521	25,146	29,879	32,655						184,711	238,731	-22.6%
<b>Adult Materials</b>	39,054	40,352	53,926	49,855	46,064	53,140	57,833						340,224	395,922	-14.1%
<b>Children's Materials</b>	20,123	19,512	27,108	23,067	23,585	34,867	40,163						188,425	222,779	-15.4%
<b>Young Adult Materials</b>	2,394	2,423	3,345	3,042	2,374	3,616	4,171						21,365	22,142	-3.5%
<b>Red Carpet Materials</b>	5,390	5,302	6,701	6,398	6,063	6,819	7,033						43,706	43,319	0.9%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	315	304	297	276	423	471	509						2,595	2,912	-10.9%
Children (ages 17 and under)	26	16	44	56	109	213	162						626	447	40.0%
<b>Red Carpet Outreach</b>	5	6	2	14	1	22	10						60	42	42.9%
<b>NEKL</b>	52	34	54	60	62	71	72						405	447	-9.4%
<b>Non-Resident</b>	0	0	2	0	0	0	0						2	21	-90.5%
<b>Total New Registrations</b>	<b>398</b>	<b>360</b>	<b>399</b>	<b>406</b>	<b>595</b>	<b>777</b>	<b>753</b>						<b>3,688</b>	<b>3,869</b>	<b>-4.7%</b>
<b>PATRONS DELETED</b>	<b>72</b>	<b>28</b>	<b>71</b>	<b>83</b>	<b>79</b>	<b>75</b>	<b>118</b>						<b>526</b>	<b>8,440</b>	<b>-93.8%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	54,016	54,350	54,518	54,891	55,243	55,426	55,727						55,727	53,762	3.7%
Children (age 0 - 17)	14,922	14,845	14,723	14,699	14,720	14,820	14,847						14,847	15,002	-1.0%
TSCPL @ School	20,751	20,751	20,751	20,751	20,751	20,751	20,750						20,750	20,665	*
<b>Red Carpet Outreach</b>	1,124	1,135	1,130	1,144	1,142	1,154	1,161						1,161	1,121	3.6%
<b>NEKL</b>	7,395	7,428	7,456	7,472	7,614	7,815	8,080						8,080	7,367	9.7%
<b>Non-Resident</b>	80	80	82	80	80	80	80						80	80	0.0%
<b>Delinquent</b>	83	85	82	85	85	87	98						98	87	12.6%
<b>TOTAL BORROWERS</b>	<b>98,371</b>	<b>98,674</b>	<b>98,742</b>	<b>99,122</b>	<b>99,635</b>	<b>100,133</b>	<b>100,743</b>						<b>100,743</b>	<b>98,084</b>	<b>2.7%</b>
<b>Holds Satisfied</b>	<b>24,521</b>	<b>20,351</b>	<b>20,071</b>	<b>17,280</b>	<b>16,019</b>	<b>17,507</b>	<b>16,935</b>						<b>132,684</b>	<b>96,742</b>	<b>37.2%</b>
<b>CHECK-IN</b>															
<b>TOTAL CHECK-IN</b>	<b>30,678</b>	<b>32,088</b>	<b>44,088</b>	<b>44,959</b>	<b>49,867</b>	<b>59,946</b>	<b>68,480</b>						<b>330,106</b>	<b>325,772</b>	<b>1.3%</b>
	2021												2020		
<b>COLLECTION</b>															
<b>Materials Added</b>	3,093	2,683	3,493	2,792	3,708	3,133	2,814						21,716	21,808	-0.4%
<b>Materials Discarded</b>	5,871	7,180	7,193	1,971	1,856	4,349	4,435						32,855	40,512	-18.9%
<b>TOTAL COLLECTION</b>	<b>380,051</b>	<b>375,554</b>	<b>371,854</b>	<b>372,675</b>	<b>374,527</b>	<b>373,311</b>	<b>371,690</b>						<b>371,690</b>	<b>384,489</b>	<b>-3.3%</b>
<b>WEBSITE</b>															
<b>tscpl.org Unique Visitors</b>	30,372	28,370	31,560	27,762	31,216	31,305	28,325						208,910	230,802	-9.5%
<b>tscpl.org Total Visits</b>	53,714	47,118	51,313	46,038	51,436	51,194	47,263						348,076	386,383	-9.9%
<b>catalog.tscpl Unique Visitors</b>	13,770	12,670	14,136	13,168	24,534	15,136	15,585						108,999	99,828	9.2%
<b>catalog.tscpl Total Visits</b>	40,737	35,921	39,051	35,834	46,649	38,290	38,579						275,061	253,171	8.6%
<b>NOTARY SERVICE</b>	<b>0</b>	<b>64</b>	<b>93</b>	<b>127</b>	<b>110</b>	<b>134</b>	<b>144</b>						<b>672</b>	<b>566</b>	<b>18.7%</b>

REFERENCE QUESTIONS														
Public Services	*	*	*	*	*	*	*	*	*	*	*	9,900	-100.0%	
Topeka Room	*	*	*	*	*	*	*	*	*	*	*	701	-100.0%	
Plaza**	*	*	*	*	*	*	*	*	*	*	*	1,272		
Youth Services	*	*	*	*	*	*	*	*	*	*	*	2,397	-100.0%	
Gallery	*	*	*	*	*	*	*	*	*	*	*	0	#DIV/0!	
<b>TOTAL REFERENCE QUESTIONS</b>	*	*	*	*	*	*	*	*	*	*	*	<b>14,270</b>	<b>-100.0%</b>	
<b>GATE COUNT</b>	<b>7,411</b>	<b>10,284</b>	<b>15,262</b>	<b>14,436</b>	<b>16,512</b>	<b>22,593</b>	<b>24,712</b>					<b>111,210</b>	<b>124,276</b>	<b>-10.5%</b>
<b>MEETING ROOMS</b>														
Meeting Room Bookings	116	141	194	218	177	192	318					1,356	1,526	-11.1%
Team Room Bookings	0	0	2	84	75	37	7					205	3,118	-93.4%
Total Meeting Room Hours Booked	982	1,085	1,411	1,426	830	1,145	1,337					8,216	8,281	-0.8%
<b>TOTAL ATTENDANCE</b>	<b>124</b>	<b>140</b>	<b>248</b>	<b>543</b>	<b>835</b>	<b>1,557</b>	<b>1,591</b>					<b>5,038</b>	<b>20,304</b>	<b>-75.2%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>0</b>	<b>475</b>	<b>-100.0%</b>
<b>PROGRAM ATTENDANCE</b>														
Adult - General	283	778	717	5,763	786	929	2,457					11,713	3,102	277.6%
Kids - Early Learners	14	2,900	2,374	2,676	1,133	335	601					10,033	*	#VALUE!
Kids - Elementary	0	312	463	1,109	325	653	625					3,487	*	#VALUE!
Teens	3	229	290	578	314	563	518					2,495	95	2526.3%
Unknown	1,400	0	0	0	0	0	0					1,400	*	#VALUE!
Outreach	0	0	0	0	0	56	31					87	12,878	-99.3%
<b>TOTAL ATTENDANCE</b>	<b>1,700</b>	<b>4,219</b>	<b>3,844</b>	<b>10,126</b>	<b>2,558</b>	<b>2,536</b>	<b>4,232</b>					<b>29,215</b>	<b>16,075</b>	<b>81.7%</b>
<b>GALLERY ATTENDANCE</b>	<b>0</b>	<b>0</b>	<b>618</b>	<b>497</b>	<b>1,450</b>	<b>5,779</b>	<b>5,749</b>					<b>14,093</b>	<b>0</b>	<b>#DIV/0!</b>
<b>COMPUTER USE</b>														
Public Computer Sessions	3,244	3,480	4,843	4,591	5,466	6,811	7,655					36,090	31,582	14.3%
Avg Public Computer Session Length (Minutes)	0:36:12	0:35:37	0:37:30	0:42:33	0:45:05	0:45:16	0:45:08					0:42:05	0:53:40	-21.6%
Total Computer Hours	1,957	2,066	3,027	3,256	4,107	5,140	5,759					25,312	28,248	-10.4%
Wireless Sessions	5,971	6,580	7,357	12,019	14,454	17,916						64,297	46,608	38.0%
Avg Wireless Session Length (Minutes)	0:12:00	0:11:00	0:18:00	0:10:00	0:11:00	0:12:00						0:12:19	0:28:19	-56.5%
Total Wireless Hours	1,254	1,224	2,213	2,080	2,826	3,593						13,190	22,001	-40.0%
<b>TOTAL HOURS</b>	<b>3,211</b>	<b>3,290</b>	<b>5,240</b>	<b>5,336</b>	<b>6,933</b>	<b>8,733</b>	<b>5,759</b>					<b>38,502</b>	<b>50,249</b>	<b>-23.4%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>6,024</b>	<b>6,143</b>	<b>5,741</b>	<b>5,867</b>	<b>5,966</b>	<b>5,948</b>						<b>5,948</b>	<b>5,481</b>	<b>8.5%</b>
<b>2021</b>												<b>2021</b>	<b>2020</b>	Change
													<b>YTD</b>	20 TO 21%
<b>CIRCULATION DETAILS</b>														
<b>Print Material</b>														
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613					81,329	87,991	-7.6%
Adult Nonfiction	12,553	12,917	16,425	14,582	12,487	14,174	15,609					98,747	107,499	-8.1%
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019					125,434	136,677	-8.2%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882					32,436	41,080	-21.0%
Magazines	508	490	1,120	912	916	1,081	1,260					6,287	7,302	-13.9%
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913					43,048	42,138	2.2%
RC Realia	83	71	108	101	85	90	120					658	1,181	-44.3%
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561	4,129					21,070	21,752	-3.1%
<b>PRINT CIRCULATION</b>	<b>46,169</b>	<b>46,173</b>	<b>62,778</b>	<b>55,841</b>	<b>52,940</b>	<b>68,563</b>	<b>76,545</b>					<b>409,009</b>	<b>445,620</b>	<b>-8.2%</b>
<b>Audio / Visual Material</b>														
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334					14,233	16,007	-11.1%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723					15,272	15,548	-1.8%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294					124,356	161,776	-23.1%
Juvenile Audiobooks	185	176	265	261	231	287	381					1,786	2,402	-25.6%
Juvenile Music	141	129	213	151	193	212	307					1,346	1,614	-16.6%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407	3,145	4,679	5,574					27,423	40,737	-32.7%
YA A/V	35	36	22	48	57	55	42					295	390	-24.4%
<b>A/V CIRCULATION</b>	<b>20,792</b>	<b>21,416</b>	<b>28,302</b>	<b>26,521</b>	<b>25,146</b>	<b>29,879</b>	<b>32,655</b>					<b>184,711</b>	<b>238,474</b>	<b>-22.5%</b>
<b>Adult Material</b>														
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613					81,329	87,991	-7.6%
Magazines	508	490	1,120	912	916	1,081	1,260					6,287	7,302	-13.9%
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334					14,233	16,007	-11.1%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723					15,272	15,548	-1.8%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294					124,356	161,776	-23.1%
<b>ADULT CIRCULATION</b>	<b>39,054</b>	<b>40,352</b>	<b>53,926</b>	<b>49,855</b>	<b>46,064</b>	<b>53,140</b>	<b>57,833</b>					<b>340,224</b>	<b>396,123</b>	<b>-14.1%</b>

