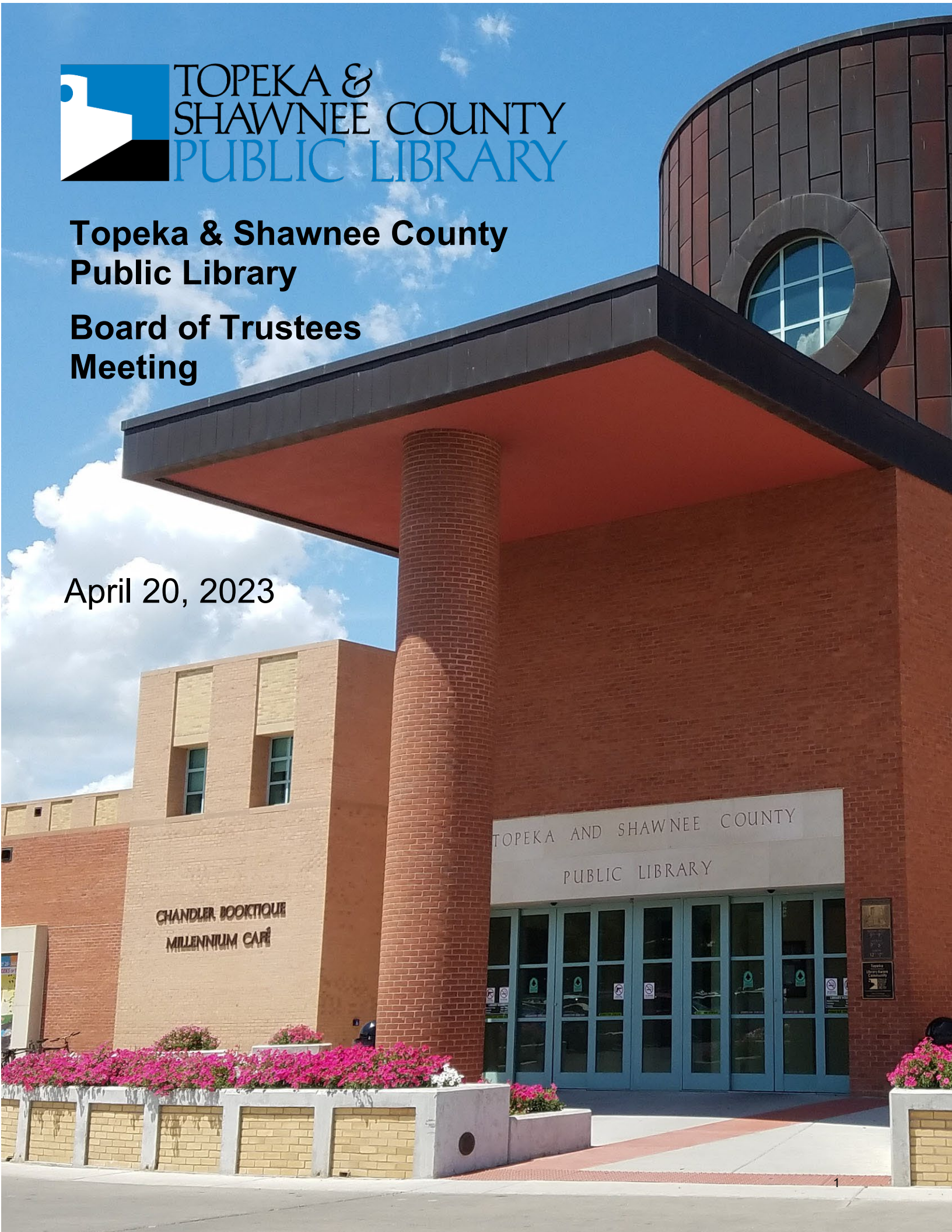


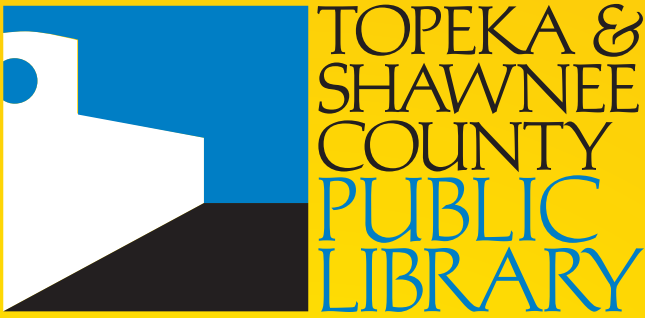


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

April 20, 2023





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of March 16, 2023, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

**Audit Report – Berberich Trahan & Company, PA – Stacey Hammond,
Director**

- **Audit Committee Report** – Peg Dunlap, Chair
- **Acceptance of the 2022 Audit Report** – [Action Item](#) pg. 9

Chief Financial Officer’s Report – Kim Strube pg. 12

Financial Reports

- Treasurer’s Report – Peg Dunlap
- Financial Report – [Action Item](#)

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Jim Edwards

- Meeting Minutes Board of Trustees Executive Committee –**pg. 28**

Chief Executive Officer Report – Marie Pyko pg. 30

- **Trustee Education-** TSCPL @ School- Paul Brennan

Chief of Staff Report – Thad Hartman pg. 34

New Business

- **Nominating Committee Report** – Jim Edwards, Chair
- **Election of Officers** – [Action Item](#) pg. 46
- **Bid for New and Novel Renovations** – [Action Item](#) pg. 47
- **Bid for New and Novel Furniture** –[Action Item](#) pg. 50
- **Public Comment Policy**- first reading- **pg. 54**

- **Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library**- first reading **pg. 58**
- **Resolution- Amendment and Restatement of MOU with the United Way of Kaw Valley regarding the Dolly Parton's Imagination Library- [Action Item](#) pg. 61**

Adjournment

Public Comment

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

Next Meeting

May 18, 2023

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Board Members Present

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

Board Members Absent

Shawn Leisinger, Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 16, 2023, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:01 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

Trustee Peg Dunlap shared on Tuesday she was at the most recent Friends Board Meeting. The Friends are working alongside Friends Executive Janel DeLeye to create an efficient plan to deal with donations on the dock.

Trustee Dunlap also shared that she attended Staff Development Day. Dunlap went to the lunch and watched the recognition and service awards for staff who have been at the library for three years and multiples of five years. Dunlap joined the afternoon bus tour around Topeka and said it was very interesting to go to SENT and hear the discussion going on there. The tour drove by some homes SENT is working on and have worked on. The tour ended at the zoo for the rest of the afternoon.

Approval of Minutes

On a motion by Jim Ramos, seconded by Liz Post, the February 16, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted no additions to her report. Strube provided an update on the transition back to Paycom. HR and Finance have started the exit paperwork with Paylocity and have talked to the third-party FSA provider. Strube said things are going well with Paycom

and Paycom has been able to address many items of concern. Employees will punch into Paycom beginning Monday, March 20.

Financial Reports

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

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

Motion passed unanimously.

The Library Foundation

Library Foundation Chair Kim Patton gave the Foundation report. Patton reported that the Foundation has been interviewing for the Foundation Development Professional position. Foundation Executive Director Ashley Charest and Patton took part in the first workday of the Strategic Plan when the consultants were here.

Patton shared that the Foundation is excited to be part of the Shades of Greatness exhibit in the Sabatini Gallery. The Foundation is currently promoting the annual Library Day of Giving on April 4.

Friends of Topeka and Shawnee County Public Library

Friends Board President Christy Molzen shared that the Friends are officially extending the Booktique hours starting on March 20. The new hours will be 10-5 Monday through Saturday. Molzen wished a big thank you to Kari Zimmerman for getting all the new volunteers on board. There are a lot of library patrons out there who have been requesting expanded hours so the Friends are very happy to be able to meet that demand.

The Booktique Manager Laura Anderson has been implementing new ideas in the shop. She has a different theme every two weeks that is reflected in the displays. Recent themes have included Dr. Seuss, Women's History, and March Madness. Also, once a month the Booktique has a ½ price sale day on all books to help move inventory and bring in fresh books.

Friends volunteers met recently to discuss updating guidelines for how books get directed to the appropriate sales venue to maximize profits. The Friends are looking for alternative ways to recycle books locally, particularly ones that are not in good enough condition to resell. Right now books are shipped to Thriftbooks, which resells some and recycles the rest, but there are significant shipping costs associated with that.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, March 6, 2023.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko reported one of her goals for the library is to have a 3% increase in item circulation. Pyko shared that when comparing the numbers for January and

February, the library is about on track to meet that goal this year. Pyko shared that the Red Carpet Service is about to celebrate its 50th anniversary in August. Pyko is hopeful this will cause a boom in people taking advantage of this great service.

Pyko thanked everyone who participated in the workday with the consultants. She also thanked those who helped host and promote community meetings and focus groups. She stated that the library is starting to get that information back from Ivy Group. The next step in the Strategic Planning process is the staff survey and the community survey. The internal Strategic Planning Committee have looked over the proposed survey questions and anticipate that these surveys will be pushed out towards the end of March or early April.

Communications and Marketing Director Diana Friend gave the 2022 Annual Report. Friend provided a detailed review of the library's achievements in 2022. The annual report for 2022 is available at [2022 in Review - Topeka & Shawnee County Public Library \(tscpl.org\)](https://tscpl.org/2022-in-review).

Chief of Staff Report

Chief of Staff Thad Hartman thanked Staff Development Coordinator Brenda Hough who coordinated Staff Development Day this year. Hough started at the library about this time last year and this was her first Staff Development Day.

Maddie Safford with HTK Architects presented on the New and Novel area of the library. HTK Architects worked with library staff to develop concepts and specifications. The New and Novel area will be the space between the team rooms and between the atrium and the reading room. Safford reported that bids will be received April 6 and presented at the April 20 Board of Trustees Meeting. Construction will begin the end of May and end mid-July. This project sets the stage for the work in the wings which will be the final step of this process.

Hartman reported that the library just completed the Movies and Music Lounge. He thanked Scarlett and her team that moved all the furniture and organized it.

New Business

Nominating Committee

On a motion by Joan Hicks, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the nominating committee as presented.

Motion passed unanimously.

Adjournment

On a motion by Peg Dunlap, seconded by Liz Post, the meeting was adjourned at 4:57 pm.

Next Meeting

Thursday, April 20, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793 | Passcode: 012486

*Subject to change without notice



Resolution – 2022 Audit Report

BOARD OF TRUSTEES

April 20, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2022 Audit Report by BT&Co., P.A.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Minutes
Audit Committee Meeting
April 11, 2023 – 10:00 am
Hughes Room 205

BOARD/COMMITTEE MEMBERS PRESENT:

Peg Dunlap – Audit Committee Chair, Joan Hicks, and Hannah Uhrig

STAFF:

Kim Strube, Marie Pyko, Thad Hartman, and Aubrey Conner

OTHERS:

Stacey Hammond and Emily Sheldon– Directors at BT & Co., PA

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Tuesday, April 11, 2023, in the Hughes Room 205 of the Topeka and Shawnee County Public Library. The Audit Committee meeting was called to order at 10:02 am by Chief Financial Officer Kim Strube. Peg Dunlap is serving as Audit Committee Chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements for the year ended December 31, 2022, and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided at the meeting.

Stacy Hammond presented the 12/31/2022 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

Hammond reviewed significant estimates, financial highlights, and investments. Hammond spoke about generally accepted auditing standards by which she conducted the library's audit. Hammond stated that there were no requested changes to the audit. She reported that there were no significant issues that arose during the audit, and Kim Strube, her staff, and management were cooperative and transparent in answering questions. This year the GASB Statement No. 87 was implemented. The library's leases are not material to financial statements but must go on the passed journal entry sheet.

Hammond reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed and after The Foundation Board has accepted their audit report.

COMMITTEE DISCUSSION

Topics included:

- Discussion about the management representation letter that is drafted by BT & Co.
- Whether there were any differences between last year's audit and this year's audit.

- Discussion about a controlled deficiency with pledge securities lapsing which was not a sufficient deficiency so it's not in writing.
- The Audit Committee discussed GASB Statement No. 96 for software subscriptions, a large new standard which is going to impact most libraries next audit. Management and the Board of Trustees are to be aware of that new standard.
- The Audit Committee discussed the anticipated fallout of GASB Statement No. 96 which looks a lot like GASB Statement No. 87 but for software.

NEXT STEPS

Hammond will present at the Board of Trustees meeting on Thursday April 20, 2023, at 4:00 pm in the Menninger Room 206 of the Topeka and Shawnee County Public Library.

The Audit Committee members voted to make a recommendation to the full Board to accept the final audit report at the April 20, 2023, Board of Trustees meeting.

There being no further business for the Committee the meeting was adjourned at 10:23 am.

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

General Fund – Pages 3 through 5

With 24.7% of the budget year completed, 52% of the budgeted revenue has been received and 24% of the approved budget has been expended/encumbered. This compares to 2022 in which 53% of the budgeted revenue and been received and 29% of the approved budget had been expended/encumbered.

The second tax distribution of 2023 was received March 20th as scheduled. The total received for the General Fund was \$464,500. The percentage of the ad valorem budget collected year-to-date is 57% which is the same at this time in 2022. The percentage of year-to-date motor vehicle taxes collected is 11% which is the same at this point in time in 2022.

The Utilities-Water/Sewage and the Insurance line items are over budget but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.7% of the budget year completed, 52% of the budgeted revenue has been received and 21% of the approved budget has been expended/encumbered. This compares to 2022 in which 53% of the budgeted revenue had been received and 20% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,325,517.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual estimate for supplies and materials	\$6,000.00	Border States Industries, Inc.
Approved operating budget	2022 annual audit	\$36,000.00	BT&Co., PA
Approved operating budget	Annual deep freeze ultimate cloud subscription	\$26,189.93	Faronics Technologies USA Inc.
Approved operating budget	Annual lease for mailing and postage equipment	\$22,817.16	Pitney Bowes Global Financial
Approved facilities master plan budget – RFP posted and approved by the Board on 02/16/2023	Reroof building at 1020 SW Washburn Ave.	\$45,900.00	Midwest Coating, Inc.
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$11,408.83	Blackbaud Inc.
Library Materials	Adult fiction	\$6,000.00	Ingram Library Services
Library Materials	Hoopla online	\$32,685.86	Midwest Tape LLC
Library Materials	Annual database fee for Novelist Select	\$9,503.00	EBSCO Information Services
Library Materials	STEAM Ahead Kits	\$18,274.81	Kansas Children’s Discovery Center
Library Materials	Juvenile fiction and nonfiction	\$7,000.00	Ingram Library Services
Library Materials	Annual database fee for Flipster	\$18,585.97	EBSCO Information Services
Library Materials	Adult nonfiction	\$5,500.00	Ingram Library Services
Library Materials	Adult nonfiction e-books/audiobooks	\$6,882.00	Overdrive, Inc.
Library Materials	Adult nonfiction e-books/audiobooks	\$6,950.00	Overdrive, Inc.

Other Items:

- The Board's Audit Committee met to review the audit draft and hear the audit presentation on Tuesday, April 11th. The Committee's recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. The 2022 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to make arrangements with Aubrey or Kim to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State's Office and provide a copy of their driver's license as well. The effective date of the new positions is May 1, per the bylaws.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 6th, 9 am to 11 am in the Menninger Room 206
 - Wednesday, July 12th, 1 pm to 3 pm in the Menninger Room 206

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

3/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	(11.74)	0%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.08	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 16.86</u>	0%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 3/31/2023	<u><u>\$ -</u></u>	<u><u>\$ 16.86</u></u>	

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

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

3/31/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2023</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 5,322,622.64	\$ 8,240,344.43	\$ 3,401,679.98	\$ 10,161,287.09
Employee Benefits	1,963,139.59	2,153,017.94	989,013.71	\$ 3,127,143.82
Capital Improvement	5,275,079.91	50,437.22	-	\$ 5,325,517.13
Bond & Interest	-	16.86	-	\$ 16.86
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	49,186.93	-	\$ 49,186.93
Federal, State & Local Grants	3,649.47	-	3,605.44	\$ 44.03
Other Special Revenue	597,620.31	2,453.50	67,568.58	\$ 532,505.23
Permanent Funds	299,808.78	-	-	\$ 299,808.78
Totals	<u>\$ 13,461,920.70</u>	<u>\$ 10,495,456.88</u>	<u>\$ 4,461,867.71</u>	<u>\$ 19,495,509.87</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 331,859.21
Restricted Funds-CoreFirst Bank-Checking	534,299.79
Capital Improvement Fund-VisionBank-Money Market Account	5,325,517.13
Cash on Hand	3,158.59
Petty Cash	220.00
Endowment Securities	299,808.78
Municipal Investment Pool - Overnight	6,118,069.34
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	7,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 19,612,932.84</u>
Less Pending Claims (invoices posted, but not paid until next month)	10,157.20
Less Deferred Revenue (SAM account payments)	3,614.06
Less Payroll Deduction and Employer Benefit Liabilities	3,017.50
Less Outstanding Checks	100,634.21
	<u>\$ 19,495,509.87</u>

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

3/31/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	3/31/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 5,322,622.64	\$ 8,240,344.43	\$ 560,274.81	\$ 2,841,405.17	\$ 10,161,287.09	\$ 1,510,674.57	\$ 8,650,612.52
Employee Benefit Fund	1,963,139.59	2,153,017.94	-	989,013.71	3,127,143.82	29,688.50	3,097,455.32
Capital Improvement Fund	5,275,079.91	50,437.22	-	-	5,325,517.13	-	5,325,517.13
Bond & Interest Fund	-	16.86	-	-	16.86	-	16.86
Non Major Governmental Funds							
State Aid Fund	-	49,186.93	-	-	49,186.93	-	49,186.93
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,680.49	8.11	-	-	10,688.60	-	10,688.60
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.03	-	-	31.44	-	31.44
Friends	159,733.11	101.48	344.70	27,068.54	132,421.35	11,758.47	120,662.88
Fun Committee	5,483.31	306.15	-	-	5,789.46	-	5,789.46
Gallery Competitions/Exhibits	36,495.16	27.73	-	-	36,522.89	-	36,522.89
Gifts/Memorials (Undesignated)	347,421.41	247.66	18,998.65	16,061.50	312,608.92	1,772.14	310,836.78
Hathaway Trust - Library Materials	3,338.66	1,134.15	45.97	435.63	3,991.21	716.91	3,274.30
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	607.79	-	-	5,620.03	(23.47)	5,643.50
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	4.94	-	4,027.89	4,042.76	1,226.80	2,815.96
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	3.05	-	-	4,018.24	-	4,018.24
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	4.36	-	-	5,752.74	-	5,752.74
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.03	-	-	36.49	-	36.49
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	1.66	-	-	2,196.09	-	2,196.09
Youth Services	8,905.66	6.36	476.59	109.11	8,326.32	396.35	7,929.97
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	-	-	-	299,808.78	-	299,808.78
TOTALS	\$ 13,461,920.70	\$ 10,495,456.88	\$ 583,746.16	\$ 3,878,121.55	\$ 19,495,509.87	\$ 1,556,210.27	\$ 17,939,299.60

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

3/31/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2023</u>
				24.7%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 7,903,814.74	\$ (6,035,222.26)	57%
Revitalization Rebates	(119,110.00)	(85,817.88)	\$ 33,292.12	72%
Back Tax	-	78,110.35	\$ 78,110.35	N/A
Motor Vehicle Tax	1,557,671.00	167,466.92	\$ (1,390,204.08)	11%
Recreational Vehicle Tax	17,297.00	1,602.30	\$ (15,694.70)	9%
16/20 M Vehicle Tax	5,960.00	5,971.56	\$ 11.56	100%
In Lieu of Tax	35,897.00	42,511.55	\$ 6,614.55	118%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	33,799.71	\$ (19,740.29)	63%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	7,849.54	\$ 4,849.54	262%
Miscellaneous Revenue - Recyclg	-	177.90	\$ 177.90	N/A
Salary Refunds-Foundation	100,678.00	9,114.36	\$ (91,563.64)	9%
Salary Refunds-Friends	33,155.00	3,208.80	\$ (29,946.20)	10%
Salary Refunds-Shawnee Cty	20,151.00	7,260.00	\$ (12,891.00)	N/A
Vending Machines	2,000.00	285.95	\$ (1,714.05)	14%
Overdue Fees*	15,000.00	7,459.97	\$ (7,540.03)	50%
Debt Collect	-	45.00	\$ 45.00	N/A
ILL Fees	100.00	115.81	\$ 15.81	116%
Mailing Fees	100.00	6.34	\$ (93.66)	6%
Non Resident Card Fee	340.00	255.00	\$ (85.00)	75%
Obituary Fees	350.00	-	\$ (350.00)	N/A
Meeting Room Charges	1,200.00	50.00	\$ (1,150.00)	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	57,056.51	\$ 37,056.51	285%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
TOTALS	<u>\$ 18,713,678.00</u>	<u>\$ 8,240,344.43</u>	<u>\$ (7,499,629.57)</u>	52%

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

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

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

3/31/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					24.7%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,107.66	\$ -	\$ 3,692.34	23%
Salaries-Facilities	670,789.00	145,474.03	-	525,314.97	22%
Salaries-Overtime	10,000.00	1,651.97	-	8,348.03	17%
Salaries-Security	313,379.00	66,241.05	-	247,137.95	21%
Salaries-Shelvers	102,545.00	6,508.46	-	96,036.54	6%
Salaries-Staff	7,705,190.00	1,627,120.77	-	6,078,069.23	21%
Conferences	144,217.00	8,261.86	33,239.16	102,715.98	29%
Staff Internal Dev/Trng - Web Based	15,000.00	1,650.00	1,372.00	11,978.00	20%
Staff Development & Training	15,000.00	10,829.73	50.00	4,120.27	73%
Mileage	7,600.00	1,278.73	5,124.86	1,196.41	84%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	425.81	49.00	2,025.19	19%
Materials-Periodicals	25,000.00	689.66	387.95	23,922.39	4%
Materials-Print/Non-Print <1 YR	730,200.00	148,761.09	202.58	581,236.33	20%
Materials-Print/Non-Print	1,220,380.00	218,106.78	116,809.23	885,463.99	27%
OPERATIONS:					
Art Purchases	8,000.00	620.00	-	7,380.00	8%
Cataloging and ILL Services	102,700.00	21,586.23	75,413.77	5,700.00	94%
Contracted-Digital Services	548,252.00	86,447.94	49,567.79	412,236.27	25%
Contracted-Facilities	301,700.00	104,381.29	101,828.92	95,489.79	68%
Contracted-Equipment	67,200.00	23,657.05	32,168.65	11,374.30	83%
Contracted-Professional	294,700.00	53,542.37	63,683.14	177,474.49	40%
Contracted-E-Rate Services	1,740.00	-	-	1,740.00	0%
Digital Services Support	464,152.00	44,732.48	5,590.15	413,829.37	11%
Furniture/Equipment	45,000.00	-	-	45,000.00	0%
Insurance	64,000.00	50,275.00	33,725.00	(20,000.00)	131%
Marketing & Communication	61,256.00	7,369.45	16,064.00	37,822.55	38%
Memberships/Dues	30,900.00	10,373.00	-	20,527.00	34%
Miscellaneous	5,000.00	681.81	965.00	3,353.19	33%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	28,275.07	1,882.36	29,628.57	50%
Printing	110,976.00	1,274.91	2,433.94	107,267.15	3%
Programming	103,480.00	4,125.75	4,192.16	95,162.09	8%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	807.53	49,056.20	1,652,636.27	3%
Supplies-Facilities	101,920.00	16,482.58	52,519.75	32,917.67	68%
Supplies-Office/Library	93,184.00	13,505.05	5,012.45	74,666.50	20%
Supplies-Processing	46,800.00	14,531.28	6,724.65	25,544.07	45%
Telecommunications	155,064.00	23,075.25	71,724.75	60,264.00	61%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	45,490.29	342,618.32	1,417.39	100%
Utilities-Gas	71,007.00	31,784.04	38,564.25	658.71	99%
Utilities-Water/Sewage	37,128.00	4,477.76	37,937.07	(5,286.83)	114%
Vehicle-Gas	43,870.00	7,287.88	-	36,582.12	17%
Vehicle-Repair	60,000.00	8,510.35	38,853.54	12,636.11	79%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	3.21	-	(3.21)	N/A
TOTALS	\$ 18,713,679.00	\$ 2,841,405.17	\$ 1,187,760.64	\$ 13,034,513.19	24%

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

3/31/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ 2,973,704.00	\$ 4,415,932.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	7,903,814.74	57%
Revitalization Rebates	(119,110.00)	(85,817.88)	72%
Back Tax	-	78,110.35	N/A
Motor Vehicle Tax	1,557,671.00	167,466.92	11%
Recreational Vehicle Tax	17,297.00	1,602.30	9%
16/20M Vehicle Tax	5,960.00	5,971.56	100%
In Lieu of Tax	35,897.00	42,511.55	118%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	33,799.71	63%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	16,067.61	71%
Reimbursements	153,984.00	19,761.06	13%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	57,056.51	285%
	<u>\$ 15,739,974.00</u>	<u>\$ 8,240,344.43</u>	52%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	1,848,103.94	21%
Other Staff Support Costs	181,817.00	61,806.34	34%
Library Collections	1,978,080.00	485,432.10	25%
Contracted Services	1,316,292.00	612,277.15	47%
Digital Services Support	464,152.00	50,322.63	11%
Furniture/Equipment/Art	53,000.00	620.00	1%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	49,863.73	3%
Utilities & Telecommunications	652,725.00	595,671.73	91%
Vehicles	103,870.00	54,651.77	53%
Other Operating Expenditures	677,301.00	270,416.42	40%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 4,029,165.81</u>	24%
Prior Year Canceled Purchase Orders		<u>\$ 23,501.46</u>	
Unencumbered Balance 3/31/2023	\$ -	<u>\$ 8,650,612.52</u>	

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

3/31/2023

EMPLOYEE BENEFITS

	2023 Budget	Year To Date	%
Balance 01/01/2023	\$ 1,121,486.00	\$ 1,962,696.59	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,626,746.00	\$ 2,057,904.69	57%
Revitalization Rebates	(30,991.00)	(22,351.66)	72%
Back Tax	-	19,409.71	N/A
Motor Vehicle Tax	414,748.00	43,176.71	10%
Recreational Vehicle Tax	4,605.00	415.71	9%
16/20M Vehicle Tax	1,587.00	1,414.56	89%
In Lieu of Tax	11,684.00	11,064.82	95%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	8,850.46	62%
Refund-Fringe Benefits-Foundation	48,256.00	6,821.40	14%
Refund-Fringe Benefits-Friends	20,829.00	2,355.23	11%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	3,035.65	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	2,822.46	N/A
Interest on Idle Funds	5,000.00	18,098.20	362%
	\$ 4,128,019.00	\$ 2,153,017.94	52%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,503.00	\$ 7,951.00	106%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	129,756.07	19%
Ks Public Employees Retirement Sys	809,090.00	170,604.05	21%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	27,049.91	30%
Health/Dental Insurance	3,213,526.00	633,403.27	20%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,249,505.00	\$ 1,018,505.21	21%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 3/31/2023	\$ -	\$ 3,097,455.32	

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

CAPITAL IMPROVEMENT

Balance 01/01/2023	\$ 5,275,079.91
<u>Revenue:</u>	
Transfer In	\$ -
Interest received	50,437.22
	\$ 50,437.22
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 3/31/2023	\$ 5,325,517.13

STATE AID

Balance 01/01/2023	\$ -	\$ -
<u>Revenue:</u>		
State Aid	-	49,186.93
	\$ -	\$ 49,186.93
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 3/31/2023		\$ 49,186.93

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of March 31, 2023

Capital Improvement Funds - Community National Bank

\$ 5,325,517.13 at 4.29% (money market account)

Municipal Investment Pool

\$ 6,118,069.34 Operating funds in "overnight pool"*;
available for transfer whenever needed

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

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

\$13,118,069.34

* rates vary by day - average March 1 - 31, 2023 was 3.2609%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	3/9/23	PAYLOCITY	Federal W/H	\$ 19,817.53	-97328
10	21502	0	3/9/23	PAYLOCITY	State W/H	\$ 10,590.00	-97328
15	21521	0	3/9/23	PAYLOCITY	State Unemployment	\$ 406.28	-97328
10	21503	0	3/9/23	PAYLOCITY	Social Security EE	\$ 17,535.83	-97328
15	21504	0	3/9/23	PAYLOCITY	Social Security ER	\$ 17,535.80	-97328
10	21503	0	3/9/23	PAYLOCITY	Medicare EE	\$ 4,101.08	-97328
15	21504	0	3/9/23	PAYLOCITY	Medicare ER	\$ 4,101.11	-97328
10	21514	0	3/9/23	PAYLOCITY	Child Support/Spousal Maint.	\$ 1,729.53	-97328
10	21518	0	3/9/23	PAYLOCITY	Garnishments	\$ 697.89	-97328
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 76,515.05	-97328 Total
10	21505	0	3/13/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,103.34	-97327
15	21516	0	3/13/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,435.25	-97327
15	21517	0	3/13/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,017.20	-97327
10	21513	0	3/13/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,561.73	-97327
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 48,117.52	-97327 Total
10	21509	0	3/13/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,423.89	-97324
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,423.89	-97324 Total
10	21509	0	3/24/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,423.89	-97322
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,423.89	-97322 Total
10	21501	0	3/23/23	PAYLOCITY	Federal W/H	\$ 19,566.63	-97321
10	21502	0	3/23/23	PAYLOCITY	State W/H	\$ 10,497.00	-97321
15	21521	0	3/23/23	PAYLOCITY	State Unemployment	\$ 365.14	-97321
10	21503	0	3/23/23	PAYLOCITY	Social Security EE	\$ 17,420.93	-97321
15	21504	0	3/23/23	PAYLOCITY	Social Security ER	\$ 17,420.91	-97321
10	21503	0	3/23/23	PAYLOCITY	Medicare EE	\$ 4,074.20	-97321
15	21504	0	3/23/23	PAYLOCITY	Medicare ER	\$ 4,074.24	-97321
10	21514	0	3/23/23	PAYLOCITY	Child Support/Spousal Maint.	\$ 1,429.53	-97321
10	21518	0	3/23/23	PAYLOCITY	Garnishments	\$ 700.20	-97321
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 75,548.78	-97321 Total
10	21505	0	3/23/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,977.24	-97320
15	21516	0	3/23/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,258.00	-97320
15	21517	0	3/23/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,996.15	-97320
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 46,231.39	-97320 Total
10	41000	313	3/16/23	COREFIRST BANK & TRUST	Job Posting - ALA	\$ 449.00	-97316

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	3/16/23	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-97316
10	41000	310	3/16/23	COREFIRST BANK & TRUST	MailChimp 2022	\$ 540.00	-97316
10	41000	310	3/16/23	COREFIRST BANK & TRUST	Messaging service	\$ 31.00	-97316
10	41000	313	3/16/23	COREFIRST BANK & TRUST	Paycom implementation fee	\$ 5,351.76	-97316
				<i>Miscellaneous online orders paid by credit card including the HRIS implementation fee</i>		\$ 6,420.76	-97316 Total
10	41000	320	3/20/23	COREFIRST BANK & TRUST	Headset	\$ 328.20	-97310
10	41000	310	3/20/23	COREFIRST BANK & TRUST	simplebooth	\$ 858.50	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	Multi meter	\$ 73.79	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	Pipe wrench set	\$ 48.99	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	Fast orange hand cleaner	\$ 10.97	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	SOFTWARE	\$ 100.30	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	SOFTWARE int'l fee	\$ 2.01	-97310
10	41000	342	3/20/23	COREFIRST BANK & TRUST	Charter Busses	\$ 4,429.00	-97310
10	41000	342	3/20/23	COREFIRST BANK & TRUST	Catering	\$ 2,047.50	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	Honeywell 1400G scanner	\$ 317.92	-97310
36	41000	420	3/20/23	COREFIRST BANK & TRUST	6 pk storage bins	\$ 31.55	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	white board 18x24	\$ 55.18	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	Sticker roll	\$ 2.98	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	Superhero mask kit	\$ 54.94	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	shamrock garland	\$ 25.04	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	green bead necklaces	\$ 16.99	-97310
10	41000	313	3/20/23	COREFIRST BANK & TRUST	Development Professional	\$ 24.00	-97310
10	41000	313	3/20/23	COREFIRST BANK & TRUST	Accounting Associate	\$ 24.00	-97310
10	41000	310	3/20/23	COREFIRST BANK & TRUST	Motion Array Subscription	\$ 249.99	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	Plastiklips large 200pk	\$ 17.65	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	Plastiklips shipping	\$ 20.70	-97310
10	41000	342	3/20/23	COREFIRST BANK & TRUST	Supplies	\$ 41.96	-97310
10	41000	342	3/20/23	COREFIRST BANK & TRUST	Supplies	\$ 46.46	-97310
10	41000	342	3/20/23	COREFIRST BANK & TRUST	Supplies	\$ 131.64	-97310
10	41000	342	3/20/23	COREFIRST BANK & TRUST	Supplies	\$ 69.73	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	plastic pipettes 50 pk	\$ 4.99	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	replacement casters (12)	\$ 79.99	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	plastic table cover roll	\$ 165.30	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	4-roll dispenser	\$ 103.80	-97310

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	3/20/23	COREFIRST BANK & TRUST	17 paper cutter blade"	\$ 46.00	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	270 ct snack bags	\$ 23.12	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	rechargeable LED f light	\$ 152.84	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	VESA Certified 8K Display	\$ 59.20	-97310
10	41000	400	3/20/23	COREFIRST BANK & TRUST	Friends Quickbooks	\$ 100.00	-97310
10	41000	313	3/20/23	COREFIRST BANK & TRUST	Development Professional	\$ 560.00	-97310
38	41000	330	3/20/23	COREFIRST BANK & TRUST	Instax Mini Instant flim	\$ 159.98	-97310
38	41000	330	3/20/23	COREFIRST BANK & TRUST	Fujifilm Instax Mini 11 I	\$ 104.95	-97310
38	41000	330	3/20/23	COREFIRST BANK & TRUST	Fujifilm Instax Mini 11 C	\$ 139.95	-97310
38	41000	330	3/20/23	COREFIRST BANK & TRUST	David Sunflower Seeds	\$ 40.44	-97310
38	41000	330	3/20/23	COREFIRST BANK & TRUST	Cracker Jack Original	\$ 26.97	-97310
10	41000	310	3/20/23	COREFIRST BANK & TRUST	autospf flattener	\$ 27.00	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	Samsung 50 inch TV	\$ 444.99	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	Alka-Seltzer tablets 24 p	\$ 8.99	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	Eco-straws 50 pk.	\$ 15.97	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	M&M mini tubes	\$ 37.04	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	25-ft hdmi cable	\$ 21.99	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	43-inch Samsung TV	\$ 377.99	-97310
10	41000	313	3/20/23	COREFIRST BANK & TRUST	Accounting Associate	\$ 385.00	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	Dignitet curtain wire set	\$ 146.17	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	Dignitet curtain wire set	\$ (12.25)	-97310
10	41000	323	3/20/23	COREFIRST BANK & TRUST	MEMBERSHIP DUES	\$ 155.00	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	seat warmers	\$ 163.96	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	mini display port to hdmi	\$ 41.85	-97310
10	41000	420	3/20/23	COREFIRST BANK & TRUST	fellowes laminating pouch	\$ 71.78	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	USB-C flash drive	\$ 15.79	-97310
10	41000	320	3/20/23	COREFIRST BANK & TRUST	15-inch turntable stand	\$ 18.99	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	markers	\$ 64.46	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	jumbo craft sticks	\$ 47.00	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	pom pom balls	\$ 11.97	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	plastic bottle caps	\$ 7.99	-97310
10	41000	330	3/20/23	COREFIRST BANK & TRUST	multicolor rubber bands	\$ 13.66	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	3 gallon clear liners 300	\$ 63.56	-97310
10	41000	410	3/20/23	COREFIRST BANK & TRUST	soap 56 oz 2 pack	\$ 117.60	-97310

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Miscellaneous online orders paid by credit card</i>		\$ 13,044.02	-97310 Total
10	21515	0	3/28/23	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 36,606.34	-97296
15	21515	0	3/28/23	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 175,029.32	-97296
15	21515	0	3/28/23	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97296
						\$ 212,532.32	-97296 Total
10	21512	0	3/2/23	DELTA DENTAL OF KANSAS, INC	EE March Premiums	\$ 2,612.26	99028
15	21512	0	3/2/23	DELTA DENTAL OF KANSAS, INC	ER March Premiums	\$ 9,790.04	99028
15	21512	0	3/2/23	DELTA DENTAL OF KANSAS, INC	Retiree March Premiums	\$ 44.16	99028
						\$ 12,446.46	99028 Total
10	23800	0	3/2/23	LIBRARY FURNITURE INTERNATIONAL LLC	M&M LOUNGE SHELVING	\$ 111,855.80	99047
				<i>RFP was posted and bid was approved by the Board of Trustees on October 20, 2022</i>		\$ 111,855.80	99047 Total
10	41000	301	3/2/23	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.41	99055
				<i>2023 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,195.41	99055 Total
10	41000	313	3/9/23	BT&CO., PA	Audit for YE 12/31/2022	\$ 20,000.00	99063
				<i>2023 approved operating budget - 1st of 3 year agreement</i>		\$ 20,000.00	99063 Total
10	23800	0	3/9/23	THE IVY GROUP LTD	Strategic Planning	\$ 9,145.00	99085
				<i>2022 approved operating budget - consulting fees</i>		\$ 9,145.00	99085 Total
10	41000	310	3/16/23	BLACKBAUD INC	renewal	\$ 11,408.83	99092
				<i>Software support annual agreement in 2023 approved operating budget</i>		\$ 11,408.83	99092 Total
10	41000	352	3/16/23	BLUEMARK ENERGY LLC	Energy Bill	\$ 5,789.50	99093
						\$ 5,789.50	99093 Total
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 1,197.06	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 22.73	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 213.71	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 61.64	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 20,683.27	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 22.73	99101
10	41000	351	3/16/23	EVERGY	Electric Service	\$ 22.73	99101

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	3/16/23	EVERGY	<i>Electric Service</i>	\$ 22.73	99101
10	41000	351	3/16/23	EVERGY	<i>Electric Service</i>	\$ 22.73	99101
10	41000	351	3/16/23	EVERGY	<i>Electric Service</i>	\$ 24.09	99101
10	41000	351	3/16/23	EVERGY	<i>Electric Service</i>	\$ 22.73	99101
						\$ 22,460.69	99101 Total
10	23800	0	3/23/23	KELLEY CONSTRUCTION CO., INC.	<i>WAYFINDING SIGNAGE PHASE</i>	\$ 7,948.80	99126
						\$ 7,948.80	99126 Total
10	23800	0	3/31/23	INTERIOR LANDSCAPES	<i>M&M FURNITURE PCKG A</i>	\$ 19,788.76	99150
						\$ 19,788.76	99150 Total
10	41000	312	3/31/23	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	<i>Lease #0041072429</i>	\$ 2,337.33	99159
10	41000	312	3/31/23	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	<i>Lease #0040766462</i>	\$ 3,366.96	99159
					<i>2023 approved operating budget - contracted equipment</i>	\$ 5,704.29	99159 Total
15	41000	260	3/31/23	THE CINCINNATI INSURANCE COMPANY	<i>2nd qtr workers comp ins</i>	\$ 11,961.00	99163
						\$ 11,961.00	99163 Total
						\$ 734,962.16	Grand Total



Agenda
Board of Trustees Executive Committee Meeting
April 10, 2023 – 4:00pm
Zoom Meeting

Agenda

Executive Committee Members Present

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

Call to Order

The meeting of the Board of Trustees Executive Committee was held on Monday, April 20, 2023, via Zoom, and was called to order at 3:59 pm by Chair Jim Edwards.

Review Minutes and Agenda

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

On a motion by Shawn, seconded by Peg, the March 6, 2023, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

The minutes from the March 16, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees April 20, 2023, meeting were reviewed.

Chief Financial Officer Kim Strube will provide an update on the audit at the Board of Trustees Meeting. Strube anticipates an unmodified audit opinion. Strube explained a controlled deficiency that may be reported to the board. Discussion followed.

Chair Jim Edwards stated this will be the last Board Chair report that he will give.

Chief Executive Officer Marie Pyko said she will share what leadership at the library are doing to further their leadership skills. Pyko shared that by end of today Strategic Planning Committee will be getting an email with a link to the survey for the community. She will ask members of that committee to share the link with others. Pyko asked Paul Brennan to speak on TSCPL @ School at the next Board Meeting.

Chief of Staff Thad Hartman shared that HTK Architects will do a presentation of bids. The bids for New and Novel renovations came in at what we Hartman and HTK Architects were expecting. Hartman shared that there were not as many bids for shelving as he would have liked as it's a specialized type of shelving. Hartman is hopeful to share news of the Public Services Supervisor selection.

Pyko shared that there will be a First Reading of a Named Recognition Recommendation that will be presented before the board. Pyko stated an amendment and restatement of the MOU with United Way of Kaw Valley will be presented due to the name change of the organization. This change will also go before the United Way board for consideration.

Other Items

Jim Edwards and Joan Hicks were reappointed as Trustees at the April 4 City Council Meeting. Liz Post and Beth Dobler are to be reappointed on April 18. Pyko stated she plans to call in to talk to Commissioner Cook about the library's 10th Trustee.

Pyko shared that the Trustee Education Topic for the April meeting will be TSCPL @ School. In May, Robert will speak about statistics and where our numbers are and how things are going in terms of trends as it is important to have real-live data information as we start fine tuning the strategic plan.

Pyko shared she did have Chuck do a possible revision to the Public Comment Policy as there is nothing included for how a person could engage in public comment in an online environment. Pyko will have the blue lined copy prepared for the board packet.

Chair Jim Edwards thanked the Trustee Executive Committee and Topeka and Shawnee County Public Library Executive Staff. Edwards looks forward to serving under the new officers.

No other items were discussed

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:32 pm.

Next Meeting

May 8, 2023

4:00 pm

Zoom Meeting

<https://tscpl.zoom.us/j/88257791498>

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER'S REPORT

April 2023

News and Updates

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

Unfortunately, we did not receive the March enrollment report from United Way in time for the board packet posting. I will continue to work to get them and will include an enrollment report at the board meeting.

Performance Goals 2023

For the April report and meeting, I will highlight leadership roles that our management team is involved with throughout the community. While I am actively involved with several community groups or organizations that complement the library's mission and goals, I am not the only library leader who sits at other community tables. Here are just a few of the library leaders who are actively involved in local, regional, and national initiatives and groups.

Debbie Stanton- Public Services manager currently serves on the GTP Leadership Greater Topeka Advisory Board. She has been involved for a few years where she helps design the annual plan and in the selection of members for each class.

LeAnn Brungardt- Youth Services supervisor serves on the Communities Support Early Literacy program which is funded by a grant through the Kansas Health Foundation and the Transition to Kindergarten community collaboration funded through the Children's Cabinet.

Jacqueline Belden- Program Services manager serves on the TSC Get Digital Coalition, the American Library Association (ALA) Equity, Diversity and Inclusion Assembly and is in the 2023 Leadership Greater Topeka graduating class.

Scarlett Fisher-Herreman- Technical Services manager is a member of the Mountain Plains Library Association and will be participating in the 2023 Leadership Institute in May in Estes Park, CO. She also is on the Web and Digital Pathway at TCALC.

Jesse Maddox- Chief Human Resources Officer is currently involved in the HR Executive Group, is an active member of SHRM and continues to support community activities with his Leadership Greater Topeka class.

Ashley Charest, Library Foundation Director is actively involved many community groups including Topeka South Rotary, Junior League of Topeka, Washburn University Alumni and Foundation board, Ballet Midwest Board and Girl Scouts of NE Kansas and NW Missouri. Additionally, she is an active member of Association of Fundraising Professionals, ALA, and PLA.

Strategic Plan 2023

The community input phase of the strategic plan continues. On April 3, 2023, the staff survey

was posted to all staff. Managers and supervisors have agreed to offer time for any staff members who would like to share input to be able to complete the survey. The survey link goes directly to The Ivy Group for compiling. It is a completely anonymous survey so that each staff member can comfortably share their ideas and opportunities for the library with our consultants. The survey also does ask for feedback on challenges that staff observe or experience. The survey will run through April. After the survey closes, the Ivy Group will share the aggregate information with the strategic planning team.

On April 10, 2023, the community survey was deployed. Working with Communications and Marketing, we have developed a series of strategies to reach our community including working with our partners and the strategic planning stakeholder team. There is a direct link and a QR code available to help facilitate access to the survey. Additionally, bookmarks, the e-newsletter and distribution of the paper surveys have occurred to ensure we have a good participation level. Paper copies are being distributed to the Red Carpet Services delivery stops. We will print more paper copies if necessary.

The community survey has been time tested to take about 10 minutes when taken online and it goes directly to the Ivy Group, our consultants, just like our staff survey.

Once we have a substantial number of surveys completed Julia Prince and Sara Hamfeldt will identify a date to return to Topeka for the Implementation Workshop- a one day strategic planning team session.

New Business

Nominating Committee and Election of Officers

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); "at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting." The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

Public Comment Policy-first reading

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

Named Recognition Recommendation to the Board of Trustees

In accordance with the Named Recognition Policy, I am submitting a naming recognition for your review and approval. In August 2022, I began speaking with Emmett Thompson about the potential of leaving a legacy gift to the library in honor of his mother Beverly Thompson. In April

2023, Ashley Charest discussed the legacy gift and the pledge process with Emmett, and he made a gift that meets the threshold needed to name Team Room #2. Team Room #2 of the collaboration spaces will be named the Beverly J. Thompson Room. Note this is the first reading. We will ask for your approval at the May meeting. Please see the Named Recognition document in the packet.

Here is the process as outlined in the Named Recognition Policy:

Procedure for Named Recognition

The Trustees, upon the recommendation of the chief executive officer and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets, and programs, including the time, place, and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset, or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees.

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

With the official merging of United Way of Greater Topeka and United Way of Douglas County, it was necessary to update and amend the Memorandum of Understanding with United Way regarding the Dolly Parton’s Imagination Library. The amended MOU includes the new name of the organization the United Way of Kaw Valley. The agreement details and responsibilities remain the same as the MOU approved in December 2020.

Professional Activities/Community Contacts

- | | |
|----------------|---|
| March 14, 2023 | Attended the Friends of the Library Board meeting. |
| March 16, 2023 | Met with Tim Peterson regarding Mini-Grant Internships |
| March 21, 2023 | Met with Marlana Hodgkinson regarding community survey with United Methodist Church |
| March 21, 2023 | Attended Capper Foundation meeting. |

March 22, 2023	Discussed the ALA Advocacy Day with Angie Reed and Katie Simmons
March 27, 2023	Attended Equity and Opportunity Advisory Board Meeting
March 29, 2023	Attended Equity and Justice Planning team.
March 30, 2023	Hosted Wanda Holland Greene Business Luncheon
March 30, 2023	Met with Barbara LaClair about the Topeka Genealogical Society
March 30, 2023	Cohosted Omni Circle event at Omni Circle
April 3, 2023	Met with Tim Laurent, Shawnee County Parks and Recreation
April 3, 2023	Attended planning meeting to create a celebration of Guilford Gage.
April 4-5, 2023	Attended two day training for new directors in Kansas at Rocks Spring- 4-H camp.
April 6, 2023	Met with Gail Cozadd, Kansas Children's Service League
April 6, 2023	Attended the Greater Topeka Partnership Annual Meeting
April 7, 2023	Met with Emmett Thompson and Ashley Charest regarding a legacy gift for Beverly Thompson.
April 7, 2023	Presented the Beyond Boundaries program for the PEO club.

Marie Pyko
 Chief Executive Officer
 Topeka and Shawnee County Public Library 4/14/23

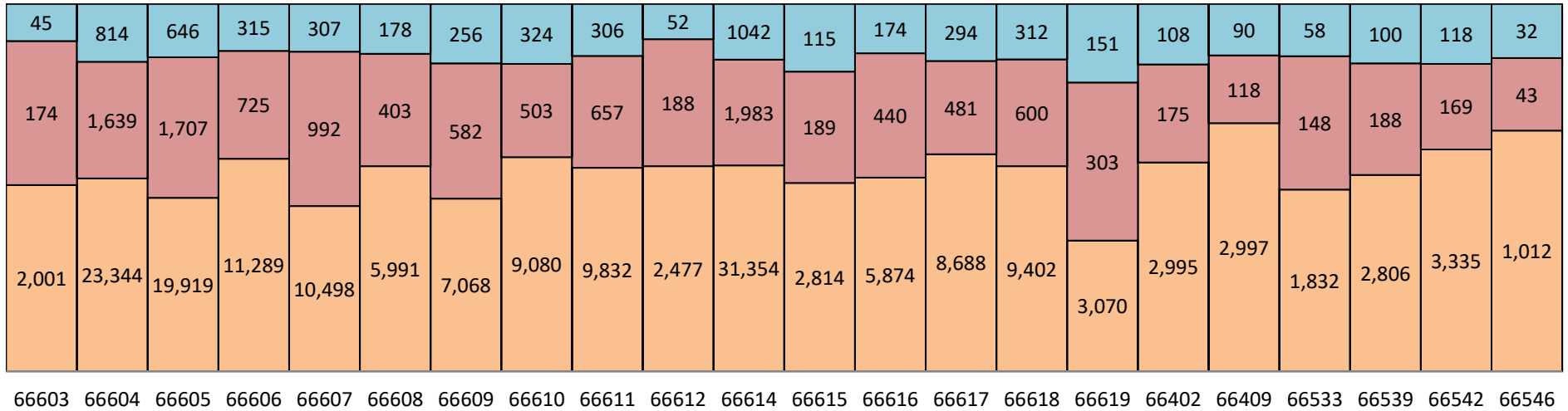
Dolly Parton Imagination Library Data

March 2023

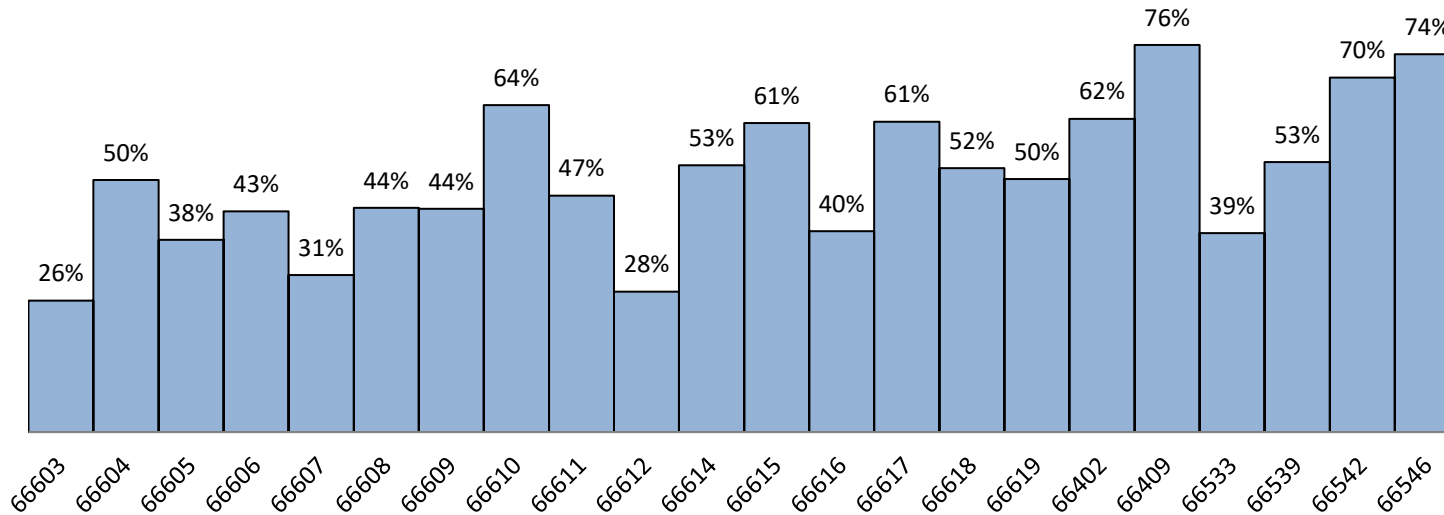
Number of children currently enrolled: **5,837**

MARCH 2023 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL

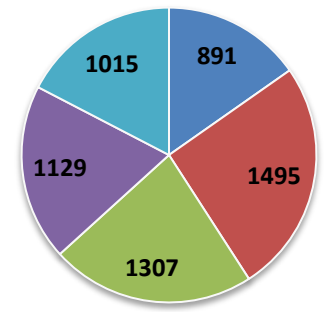


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



AGE OF CHILDREN

- 4-5 yrs old
- 3-4 yrs old
- 2-3 yrs old
- 1-2 yrs old
- 0-1 yrs old



Data Source: 2020 ACS 5-Year Population Estimate

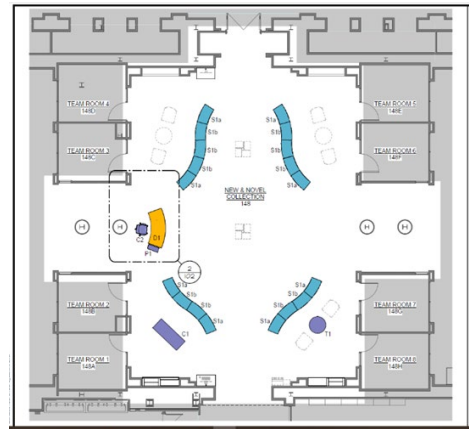
Chief of Staff Report

Thad Hartman

April 13, 2023

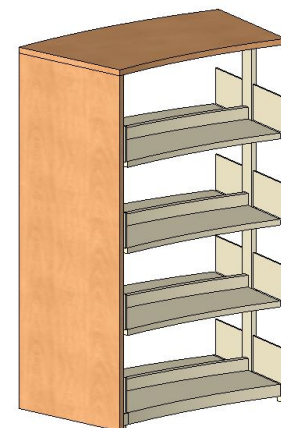
New and Novel

There are two action items in this month's board meeting agenda related to the New and Novel space. As you'll recall from the presentation last meeting and previous discussions, our New Books collection was moved into the Team Room space a few months ago as part of the changes to our Movies & Music Lounge. A design was created in conjunction with HTK Architects to update the space and make it more inviting and suitable for readers and reading. The first action item is for bids for the construction work in this space. This work is primarily related to painting, removal of built-in shelving, and the addition of a custom staff desk. We received three bids and are recommending we accept the lowest bid from Kendall Construction. While we have not worked with Kendall Construction on any recent Facilities projects, HTK has worked with them and has had positive experiences.



The other bid is for the shelving in New and Novel. The shelving identified is a curved shelving that will create an interesting and engaging flow into the room. It will help lead customers into the space and into the wings, but also display the collections in an attractive manner. It was decided to go with steel shelving as opposed to wood, as this is stronger and won't get nicked or chipped over time. It will also match the shelving in New and Novel and the rest of the areas of the library. Unfortunately, this is fairly unique shelving and we only received one bid.

The good news is the bid we received was from LFI, who we have purchased shelving from in past, including in the recent Movies & Music Lounge project. We have been pleased with their service and product. Their bid was in line with what we had budgeted. We reached out to prospective bidders to find out why they didn't bid. One vendor who bid on the previous project said that they saw their bid on the Movies & Music shelving was not priced competitively and didn't feel it was worth it to bid again this time. We also checked on similar products that didn't meet our specifications to see if they might be options, such as curved wooden shelving. The price on this type of shelving was in a similar range as the LFI bid, but we felt that the steel shelving was important enough to not pursue changing to wooden shelving.



Although we wished we had received other bids, the fact that we have had great experiences with LFI, the price quoted was reasonable and what we had budgeted for shelving, and the unique nature of the shelving, we are recommending that we accept the bid from LFI for shelving in the New and Novel area.

Staffing

Human Resources has been busy posting and filling positions in all areas of the Library. We have been fortunate to hire several new staff members that we are excited to have on board, as mentioned in a couple of the reports below.

This past month several of us have been involved in the interview and selection process for the Public Services Supervisor position, that will fill the opening left by Debbie Stanton when she moved into her new position. We had several high-quality candidates and had some very difficult decisions to make. However, we are nearing the end of the process and are excited to soon have this position filled. This will be very helpful for that department and take a lot of pressure off of the staff and Autumn and Debbie.

Department Highlights

Public Services

Debbie Stanton, Manager

Topeka Room Connections with KTWU

Genealogy Librarian Sherri Camp has worked with KTWU on two recent film series. Sherri was interviewed on the *Inspire: Underground Railroad in Kansas* series to talk about the family histories of important figures in the Underground Railroad. Her two segments can be seen here:

- Part 1: <https://www.facebook.com/ktwu11/videos/1836076873418594>
- Part 2: <https://www.facebook.com/ktwu11/videos/579724280476730>

Sherri also helped coordinate the research and filming for the upcoming KTWU *Identity Quest* series, which is named after the genealogy conference we hosted in 2020 and 2022. We'll be doing early screenings for the guests from the show and the public at the library on April 16, May 14, and June 11 all at 3pm in the Learning Center. The shows will then air on KTWU Channel 11 the Thursday after each of those screenings at 8pm.

Here is a link to the trailer for the Identity Quest miniseries: https://fb.watch/jS_61Vyjrg/

Gallery Exhibit "Shades of Greatness" Inspires Visitors

Art Librarian Brea Black shared these great comments from visitors to our current gallery exhibit:

- A visitor from Las Vegas was so impressed with the artwork and layout of the exhibit he posted on WhatsApp as he went through so he could share it with other people – a friend in The Netherlands was inspired, so we're international!
- A visitor shared: "I'm from California and have lived around the world. I have never seen a library like this! it's wonderful!"

Visitors are telling other people about the exhibit and we're getting new people in:

- “My daughter told me I had to come and see this, that it's the best part of the library. Fabulous exhibit. I am 84, I remember some of these players. I hadn't known the story of ‘Signing Bonus,’ that's really interesting.”

In general, we continue to get excellent feedback on the exhibit and are having great conversations with people who have some connection to the Negro Leagues - family member played, they went to the games, etc. Also, someone who worked at Degginger's Foundry, they did some of the statues for the Negro Leagues Museum, was in to see the exhibit. So many unexpected connections!

Level 2 Tech Center Spreads Information on 3D Printing

On March 24, we installed a new 3D Print Instructional Display in the Digital Art Studio!

Since the 3D printers aren't running 12 hours a day, when new customers tour the space they don't see what a 3D Printer can make. We're hoping this display will increase interest in the 3D Printer.

The objects in the display are designed to illustrate a variety of the common vocabulary of 3D printing, including:

- Scaling (5 Eevees)
- Supports (T-rex)
- Failed Print (the orange spaghetti)
- Finishing/Painting/Coloring (coin and snowflake)
- Custom/Personalized design (the Simpsons-family ornament)
- Print Speed (3 Einsteins)
- Infill (flat red sample)

The art-gallery-style tags explain what concept each object is showing. Public Services Specialist Jacob Ziegler from the Circulation, Community Connections Librarian Lissa Staley and Exhibits Curator Zan Popp collaborated to create this educational display.



So far this year, 32 people have attended Cricut Workshops and 42 people have attended 3D Printing Workshops. Instructor Lissa Staley shares, “I frequently have all combinations of family members or friends attend together, including adults with their adult children, or grandparents with their teenage grandchildren. My favorite part is that people leave the 3D Printing Workshop with 'homework' which encouraged them to come back within a month of being certified to use the equipment independently and complete their first 3D print project for free.”

Public Services

Autumn Friedli, Supervisor – Readers Services

Authors

Readers Librarian Miranda Ericsson along with Specialist Hayley Swisher recently collaborated on a fascinating author event. There is something fascinating about abandoned places and their history. In March our library hosted Emily Cowan, the author of *Abandoned Topeka: Psychiatric Capital of the World* and founder of the tremendously popular Abandoned Atlas website. Cowan's book was one of our library's most popular nonfiction checkouts in 2022.

Over 40 people attended the event to learn more about abandoned places in Topeka and hear about Cowan's work to build a nonprofit focused on preservation. Cowan returned thoughtful answers to every question and stayed around until the library closed to continue chatting with attendees about history and future plans. We hope to host Cowan again when she releases her next book about abandoned Kansas hospitals.

Services

The Library's Book Group in a Bag team is constantly working behind the scenes to keep this service running smoothly. Over the past year over 30 new kits have been added to the collection, including a selection of racial justice book kits that were grant funded. The team puts together a discussion guide for each kit that includes questions, information about the author, relevant background information and a sign out sheet for the books. One book group in a bag customer contacted us recently with these comments "My book club loves the book bag program! Please tell all involved how much the P.E.O. Chapter HW book club appreciates the work they do to make these book bags possible."

Our book group in a bag collection also supports the library sponsored book groups. The Library just started a True Crime book club that is meeting quarterly on Thursday evenings and several true crime titles are being added to the collection to support this endeavor. The So Many Books discussion group has been meeting at the library for over 10 years, and at one of their recent meetings a member exclaimed "I've laughed more at this meeting than I ever did at my old book club". Our book discussion groups and book group in a bag collection are much appreciated in our community.

Deb Ellerbrook is the librarian that oversees the Book Group in a Bag team.

Community

Community Impact Librarian Melissa Vincent shared the following March updates.

Since February, I have worked with Cover KS, which is a part of the Community Care Network, to have a table in the Rotunda the 1st Monday of the month. These Health Insurance Navigators connect with patrons to answer questions about Marketplace & KanCare health insurance, to see if they qualify, and update information. Since February, Navigators have been engaging with 20-40 people every month and are going to continue to come through the summer months.

Last week, I had the honor of representing the library at the city's Homelessness Summit. I, along with 60 people from 45 agencies, spent the day discussing how agencies could better collaborate and

communicate in order to address this spiraling issue. As the library considers how we want to meaningfully impact our community, I was grateful to be at the table in order to make meaningful connections and participate in these powerful conversations so we can better understand the big picture of the challenges we face.

Older Adults

The Red Carpet Outreach team has two new staff!! Liza Charay and Bret Wilson are our newest teammates. Over the past couple of weeks, they have been learning the ropes from our long-time Red Carpet staff and so far they seem like naturals.

Celebration planning is underway for Red Carpet Anniversary week, August 21st through 25th. We will celebrate 50 years of this one-of-a-kind service – no kidding, TSCPL was one of the FIRST to do it and are still doing it with pride and dedication. Be on the lookout for more details coming soon and please make plans to join in on the celebration!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

We have had a flurry of recent events for which we have taken part. Sheldon Head Start held their Family Literacy Night here with their families. Part of their activities were provided by us, and included card sign up, a tour of the Kids' Library and storytime. We took part in the 2nd annual Roll and Read as a community kick off to Week of the Young Child. Topeka Public Schools Parents as Teachers and the United Way of Kaw Valley orchestrated this resource event that included stroller decorating, reading stations, and free food at Everygy Plaza and Red Bud Park. We also took part in Stormont Vail's Welcome Baby Jubilee to inform soon to be parents of resources that the library has to offer including Dolly Parton's Imagination Library, 1,000 Books Before Kindergarten, the Learn and Play Bus, Baby Bookworms, board books, and parenting resources. For older kids, we attended Topeka Public School's Indigenous Families Night. This event provided opportunity for engagement with TPS's families. While it was also a resource event, library card sign up was what we featured.

Five members of the Youth Services Department, Luanne Webb, Sherry Hess, Kyler Carpenter, Debbie Reiff, and LeAnn Brungardt, all attended the North Central Kansas Libraries System and Northeast Kansas Library System sponsored Early Literacy Symposium. The featured presenter was Beth Fredericks and topics included exploring STEM concepts with young children, executive function skills and family engagement post pandemic.

Last month I reported that we were preparing to launch ABCmouse. It is up and running. A guest-type experience is available on the preschool computers in the Kids' Library. The full experience is available from the website and is accessible from any device. We are excited to spread the word about its availability through the library.

We held our first e-sport program in the Edge. Teen Librarian, Angie Reed, coordinated this opportunity with Ryan Rockwell and Fred Willer. They brought an existing group who was looking for a space to

utilize and hope to build interest and players over time. E-sports have gained popularity on high school and college campuses. We are excited to have a group here. It is a great way to socialize, gain tech skills and polish sportsmanship skills. It can also be a pathway to scholarship opportunities.

Success Stories

Sherry Hess, Early Childhood Learning Coordinator, shared this Learn and Play Bus story. Raelynn, her cousin (Ellie), and their grandma became regulars to the Lakeview stop after COVID. Raelynn was two and Ellie was three at the time. Staff have remarked on how we have gotten to watch both girls learn and grow. This school year, Ellie went to preschool. Raelynn and grandma still come the Learn and Play Bus. Raelynn is a model for storytime; singing the song, doing the actions, listening to the story, etc. Recently, grandma was telling me how she had suggested to a neighbor that she bring her grandchild to the bus. They all made a visit together. I was taken back Raelynn. She showed the neighbor the "play bus". She pointed out toys and art. Her final statement was "I love my play bus".

Specialists, Judy Espinosa-Gonzalez and Kathy Ellison, worked with an older customer who found her way to the Kids' Library. The woman was overwhelmed. She spoke mostly Spanish and was trying to find out how to get help with her taxes in her first language. Being bilingual, Judy led the interaction. In addition to helping her locate services and setting up an appointment, staff helped her map how to get there. As they wrapped up, the woman cried. She kissed Judy's hand and called her an angel and commented about how well both staff members had treated her.

Natalie Moreland made a note about an interaction she had with a high school senior. "This morning I had the opportunity to meet with a high school senior, Cal, who was preparing for a persuasive speech for her college Public Speaking class. She's speaking on the importance of libraries and librarians in the modern world and interviewing several librarians in preparation.

It was *awesome* to see a young person so enthusiastic about the role of libraries in building strong communities. We spoke about the unifying power of libraries because they are truly for everyone, and she shared with me how important the bookmobile service was to her family when she was younger. We talked about the value of lifelong learning in both formal and informal ways."

Community Services

Patrick Berry, Community Services Supervisor

Bookmobile

For bookmobile, it was another good month with checkouts hitting numbers over 5400 items.

@Home Delivery Service

Another good showing this month. While last month saw over 3200 items delivered. March saw this focus team deliver over 3500 items, which is the most in over 6 months.

Parades and Events

We had a fun group attend the St. Patrick's Day Parade here in Topeka!!! Yay team!!!!



Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

New “Notify Me” feature in Overdrive

On May 1st, Overdrive will be making a change to the way Overdrive users manage purchase requests at the Overdrive website and in Libby. For nearly a decade, users have made requests through a system within Overdrive called “Recommend to Library” or “RTL”. A user makes an RTL request for content we don’t own, new titles that aren’t yet available, and titles we no longer have an active license for. RTL requests have become the predominant format for all purchase requests, constituting nearly 85% (physical items and digital) of all purchase requests made by customers. We have consistently received between 1,200 – 1,500 individual RTL requests each month.

With the official move away from the legacy Overdrive app to Libby also happening on May 1, Overdrive is transitioning from the current RTL system to a new system called “Notify Me”. With the Notify Me feature, users have the option to alert us to content they are interested in that we don’t already own (or that is not yet published) by clicking on the “Notify Me” tag. If the library decides to purchase the ebook or digital audiobook, users will be notified that we’ve made the purchase and will have the option to place a hold or download the item. On the administrative side of the system, the selectors and I see each of the requests for books tagged with “Notify Me”. Selectors are reviewing the carts with these books each week, moving some to purchase carts and others to carts for later decision-making. As with RTL, we have requests for content that will not be released for several months or even a year from now. There is no limit to the number of titles users can tag with Notify Me so we may see an increase the number of in titles users flag for our purchasing consideration. To manage this, we have set our weekly

reports to show us all titles with at least 2 Notify Me tags. An advantage of the new Notify Me feature is that we can more easily see what's trending in terms of customer interest. There's a priority given to showing us Notify Me titles in the purchasing tools which was always lacking with the old RTL system. I am curious to see how Notify Me changes our management of customer requests and I think it will be a positive change for our customers and for our internal management of Overdrive purchasing.

Circulation Department

Angie Hardy-Foltz, Circulation Supervisor

Kelli Smith, Circulation Supervisor

New Staff Join the Circulation Team

We are very excited to have four new part-time staff join the Circulation team. Lisa Bebout, Maegan Hepburn, April Perez, and Allie Vaughn started their Library Associate jobs within the last month and have been busy with their training assignments. The Library Senior Associates, Donna Casey, Christina Carver, Michelle Griffith, and Sandy Patterson have been doing a great job helping them learn all the tasks they will be responsible for.

New Polaris Database Cleanup Project

As we wind down the PACREG Polaris database cleanup project, we are getting ready for another couple Polaris cleanup projects with TSCPL@School accounts.

The first project is to transition about 3,000 seniors into library card holders. We will do this using a similar process as to how we transitioned the temporary PACREG accounts into cardholders.

The second project is to remove about 4,300 TSCPL@School accounts from the Polaris database that are associated with students that have graduated years earlier. Shannon Eddings, Systems Database Administrator, ran some reports to see if any of those accounts are actively using library resources. We learned that there are about 200 active accounts, so we hope to transition them to library cardholders as well.

Digital Services

David King, Digital Services Director

Book Lockers

Both Book Lockers are in place and fully functioning. We had some hiccups on the vendor's part, but they are (mostly) corrected. We are still waiting for a back panel for one of the kiosks: shipping delays have caused this to be delayed, but it doesn't impact the functionality of the locker. Once we have that in place, we will get it wrapped with our logo.

A/V Upgrade in the 2nd Floor Meeting Rooms

All the equipment has come in, and we have our upgrade for projectors, etc. in the 2nd floor meeting rooms scheduled for May. This project has taken a long time to complete because of shipping delays. With this upgrade, each meeting room will have Zoom video conferencing capabilities. As you can see with both my reported projects, shipping delays for technology-related items is a continuing issue and will be for the foreseeable future. That means that some of the library's technology projects will take longer to complete.

Top Web Pages for March 2023

1. Services Page: 3889 Pageviews
2. Discussion Questions for The Great Gatsby: 3573 Pageviews
3. Library Catalog: 2994 Pageviews
4. Search: 2249 Pageviews
5. Library Catalog: 1768 Pageviews
6. Work at the Library Page: 1807 Pageviews
7. About Page: 1738 Pageviews
8. Library Databases: 1682
9. Level 2 Tech Center: 1503 Pageviews
10. Team Rooms: 1407 Pageviews

Social Media Highlights for March 2023

Facebook

- Post about our KC Monarchs event – reached 6554 people
- Kids art exhibit – reached 6402 people
- Kyler at the Topeka Zoo – reached 5620 people

Twitter

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

Instagram

- Booktique's new hours – reached 682 people
- Kyler at the Topeka Zoo – reached 476 people
- Staff attending the GTP Women's Forum – reached 463 people

Communications & Marketing Board Report

April 13, 2023

Communications & Marketing Team

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

Library wins 2 “Addy” awards

Karen represented the library at the American Advertising Federation Addy Awards on Saturday, March 4, 2023, picking up wins for two Silver Awards for two videos.

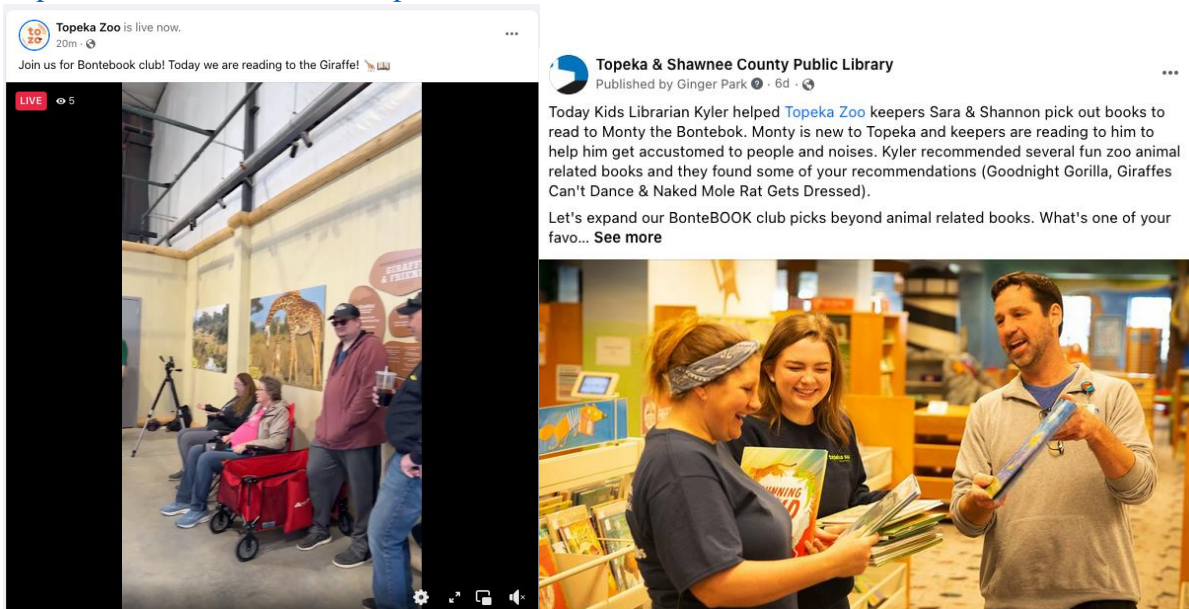
1. Beyond Boundaries video: <https://www.youtube.com/watch?v=UF7RBOL6Bzs>
2. Family Storytime and Conversations - the Circle video: <https://www.youtube.com/watch?v=Nt8eA8U2DQg>



Monty the Bontebok Book Club

Thanks to a suggestion from Lissa Staley, and Ginger Park coordinating the project, we are collaborating with Topeka Zoo's Monty the bontebok. Monty is a new animal at the zoo who is part of the Giraffes and Friends exhibit. To acclimate Monty to people, zookeepers are reading to him. We have been highlighting Monty's reading, zookeepers are checking out books with the help of librarian Tyler Carpenter and have even given Monty his own library card. You can follow along and learn what a bontebok likes to read by liking Monty' Book Club on the library and the zoo's Facebook, Twitter and Instagram. On April 6, outreach storyteller and Zoo docent Rhonda Cathey offered a storytime for Monty and his friends at the zoo. Watch the video

<https://www.facebook.com/TopekaZoo/videos/246987364391592>



The image shows a Facebook post from Topeka Zoo and Topeka & Shawnee County Public Library. The post features a video thumbnail on the left showing a group of people at a zoo, with a 'LIVE' indicator and 5 viewers. The main text of the post reads: 'Join us for Bontebok club! Today we are reading to the Giraffe!'. Below the text is a photo of a librarian and zookeepers looking at books. The post is published by Ginger Park 6 days ago.

Topeka Zoo is live now. 20m · 🌐

Join us for Bontebok club! Today we are reading to the Giraffe! 🦒 📖

Topeka & Shawnee County Public Library
Published by Ginger Park · 6d · 🌐

Today Kids Librarian Tyler helped **Topeka Zoo** keepers Sara & Shannon pick out books to read to Monty the Bontebok. Monty is new to Topeka and keepers are reading to him to help him get accustomed to people and noises. Tyler recommended several fun zoo animal related books and they found some of your recommendations (Goodnight Gorilla, Giraffes Can't Dance & Naked Mole Rat Gets Dressed).

Let's expand our BonteBOOK club picks beyond animal related books. What's one of your favo... [See more](#)

Reading on the Website – a few statistics

We have many staff writing blogs for the website to keep our customers engaged in learning and literacy on our digital branch library. Reviewing how many “engagements” we have had the first quarter of 2023; our audience is bigger than capacity in the building!



Reevaluating classic rock albums through remixes

Posted on January 18, 2023 by Stephen Ferrell

One of the most interesting trends in music today is the remix of older albums. No, not an album of dance remixes or rap versions. And no, not a simple remaster, which is pretty common. Many albums are getting a complete overhaul from their basic elements, which usually *are* remastered. That means the instruments and effects are mixed against each other in a completely new way. Sometimes things



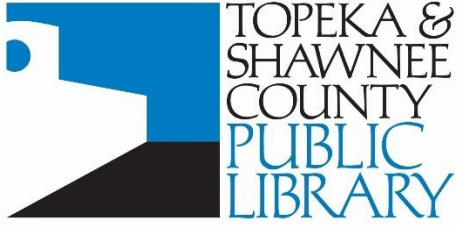
By the numbers (Google Analytics)

#1 - 736 page views for **Music**, featuring Stephen Ferrell’s January article *Reevaluating classic rock albums through remixes* had 531 page views with readers spending an average time on the page of 5 min 7 sec.

#2 **Lost in the Stacks** – 531 page views for Julie Nelson’s regular column recommending top fiction reads.

#3 -- Artsy Craft - 561 views for this how-to demo for

all crafters by a variety of crafty librarians.



Resolution – Election of Officers

BOARD OF TRUSTEES

April 20, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:

Shawn Leisinger, Chair

Peg Dunlap, Vice Chair

Joan Hicks, Secretary

Hannah Uhlrig, Treasurer

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for New and Novel Renovations

BOARD OF TRUSTEES

April 20, 2023

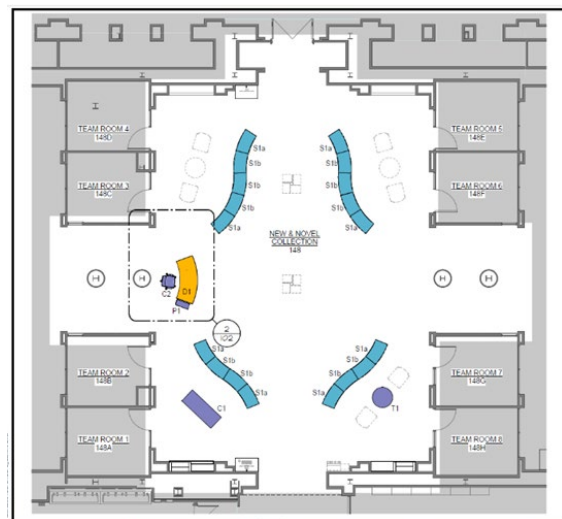
Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the base bid from Kendall Construction, Topeka, Kansas, in the amount of \$27,750 and the second alternate in the amount of \$10,857 for renovations in the New & Novel area. The total expenditure of \$38,607 shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

In December 2021, a team of library staff members began working with HTK Architects to develop a plan to refresh the design and purpose of the New / Media room. One of the results of this project was to move the New Books collections into the area that features the Team Rooms, directly adjacent to the fiction and nonfiction collections.

This move allowed the library to dedicate this section of the building to readers and reading, with the New and Novel area serving as the central location. It also allows for a much more logical flow throughout the library and puts like materials and behaviors into areas that are better designed for those needs.

In addition to moving the New Books into this area, a design was created by HTK Architects in combination with library staff that would update the look and feel and would be better suited to the needs of readers. A new layout was created which will utilize new curved shelving (included in a different bid), and room renovations requiring a modicum of construction. This work will primarily consist of painting the space to match the updated color pallet, removal of existing built-in shelving that is no longer in use, and the addition of a custom-built desk. This space will primarily use existing library furniture.



Bid Process

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

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued February 24, 2023.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who choose to receive updates on projects bidding were notified. A site walkthrough was held on March 14,2023 and bids were due on April 6.

Bids were received at a public meeting over Zoom at 2:00 PM, April 6, 2023. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Kendall Construction, Topeka, KS. This bid met all the necessary criteria. While the Library has not worked with Kendall Construction on any recent projects, HTK has worked with them in the past, and has positive experiences.

TSCPL staff recommends the base bid and alternate number 2 for a total of \$38,60 submitted by Kendall Construction, Topeka KS, be approved for the New and Novel Renovations.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - New and Novel Renovations			
Bid Tabulation			
Thursday April 6, 2023			
CONTRACTOR	Kelley Construction	Kendall Construction	Loyd Builders
Electrical	McElroy Electric	DL Smith Electrical	TBD
Proposed Superintendent	Kevin Stone	Jeremy Desch	Scott Garner
Bid Bond	Yes	Yes	Yes
Addendum No. 1	Yes	Yes	Yes
BASE BID	\$33,900.00	\$27,750.00	\$60,000.00
Alt. 1: Display Alcove	\$13,550.00	\$6,179.00	\$6,500.00
Alt. 2: Custom Millwork Desk	\$12,900.00	\$10,857.00	\$11,000.00
Total (Base Bid + Alternates)	\$60,350.00	\$44,786.00	\$77,500.00
Notes:		Low Bidder	



Resolution – Bid for New and Novel Shelving

BOARD OF TRUSTEES
April 20, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Library Furniture International, Inc, Wheeling, Illinois, in the amount of \$57,415 for the purchase and installation of shelving in the New and Novel area. This expenditure shall be paid from the General Fund, Special Projects line.

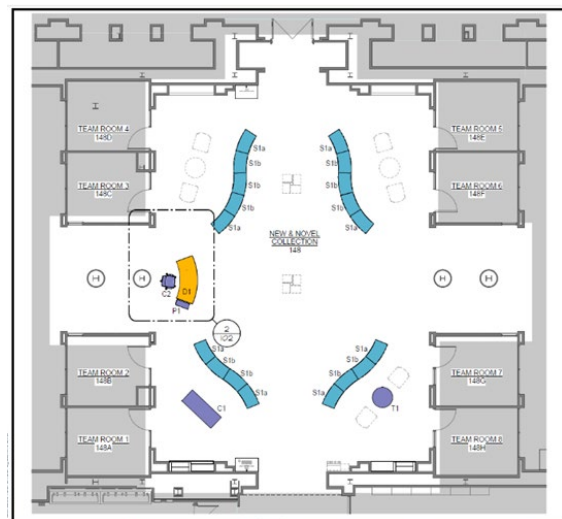
Policy and Background Information:

In December 2021, a team of library staff members began working with HTK Architects to develop a plan to refresh the design and purpose of the New / Media room. One of the results of this project was to move the New Books collections into the area that features the Team Rooms, directly adjacent to the fiction and nonfiction collections.

This move allowed the library to dedicate this section of the building to readers and reading, with the New and Novel area serving as the central location. It also allows for a much more logical flow throughout the library and puts like materials and behaviors into areas that are better designed for those needs.

In addition to moving the New Books into this area, a design was created by HTK Architects in combination with library staff that would update the look and feel and would be better suited to the needs of readers. A new layout was created which will utilize new curved shelving and room renovations requiring a modicum of construction (construction included in a different bid). The shelving will be similar to our current shelving, with a steel frame and shelves and laminate end caps. However, the shelving will be curved, which will be unique to this space.

This shelving will create an interesting and engaging flow into the room. It will help lead customers into the space and into the wings, but also display the collections in an attractive



manner. It was decided to go with steel shelving as opposed to wood, as this is stronger and won't get nicked or chipped over time.

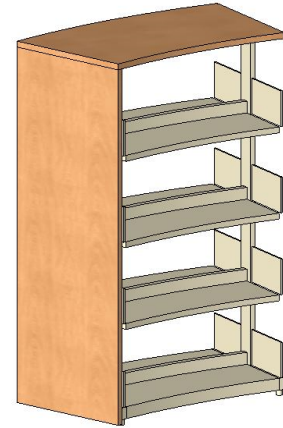
Bid Process

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

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued February 24, 2023.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked or bid on similar projects. Once posted there, all vendors who choose to receive updates on projects bidding were notified. Bids were due on April 6.

Bids were received at a public meeting over Zoom at 3:00 PM, April 6, 2023. One bid was received before the bid deadline; it was submitted electronically.



Staff Recommendation:

The only bid for shelving was from Library Furniture International (LFI), Wheeling, IL. This bid met all the necessary criteria. While only receiving one bid for this shelving was disappointing, it was not surprising. This is fairly unique shelving and the library has had difficulty in the past getting multiple bids for shelving. HTK reached out to other vendors who had bid in the past. One declined to bid this time because their earlier bid was not competitive price-wise, so they decided it was not worth it to bid this time. The library also looked at other similar options available from vendors, primarily curved shelving that is wooden. However, the price was essentially the same as the LFI shelving, without the benefits of the steel shelving that we are looking for. The LFI shelving came in at a price that is in line with what is budgeted for this project. LFI has provided shelving in the past for the library, including the recent Movies & Music Lounge shelving. These experiences have been very positive, and the shelving has been of high quality. Because of the unique nature of this shelving, positive history with LFI, LFI's history of low bids, and because the price quoted falls in line with what was budgeted for shelving, we feel comfortable recommending this bid.

TSCPL staff recommends the bid of \$57,415 submitted by Library Furniture International (LFI), Wheeling, IL, be approved for the Movies and Music Lounge Shelving.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - New and Novel Renovations	
Bid Tabulation	
Thursday, April 6, 2023	
DEALER	LFI
Shelving Package Bid	\$48,157.19
Delivery and Installation	\$9,257.81
Addendum No. 1	Yes
Total (Bid + Installation / Delivery)	\$57,415.00
Anticipated Completed Installation	3 Days

Public Comment Policy

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

Pre-meeting Procedure

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

Public Comment Session

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

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

expect the Board to comment or to take any action once your comments have been heard.

- During the remainder of the Board meeting, comments will not be accepted from the audience.

Approved: March 19, 1998

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

Public Comment Policy

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

Pre-meeting Procedure

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

Public Comment Session

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

Policy

- All questions will be directed to the Chair ~~person of the Board.~~
- ~~Individuals, u~~Unless otherwise provided by the Chair, speakers will be allowed 5 minutes to address the Board.
- Members of a group will identify a spokesperson who, unless otherwise provided by the Chair, will be allowed 5 minutes to address the Board as the primary representative. Unless otherwise provided by the Chair, other ~~group~~ members of the group wishing to speak will be ~~given a~~ allowed 3-minute time limit to address the Board.
- Speakers will be notified when one-minute remains in their allotted time.
- ~~During the course of the Board meeting, comments will not be accepted from the audience.~~
- ~~The Chair of the Library Board is the designated spokesperson. The Chair will call names from the Sign In Sheet in the order they are listed. The Chair may direct questions to or elicit responses from other Board members.~~
- ~~Speakers will be notified at one minute remaining in their allotted time.~~
- When all listed speakers have been heard, the Chair ~~of the Library Board~~ will declare public comment closed and resume the meeting agenda. Speakers are not to expect the Board to comment or to take any action once your comments have been heard.
- During the remainder of the Board meeting, comments will not be accepted from the audience.

Approved: March 19, 1998

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



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

**BOARD OF TRUSTEES
April 20, 2023**

In recognition of their financial gifts and support of the Topeka and Shawnee County Public Library, The Library Foundation, Board of Trustees, and the Chief Executive Officer Marie Pyko recommend that:

Team Room #2 of the collaboration spaces be named the Beverly J. Thompson Room in honor of former Topeka educator Beverly Jean Thompson in appreciation for gifts and pledges made in memorial of Beverly Thompson by her family and friends in the amount of \$20,000 to be paid from 2023 to 2025; and until such time as the Team Room is no longer used for this purpose.

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 will appear on the agenda on the April 20, 2023 and May 18, 2023 Board of Trustees with action on the resolution taking place at the May 18, 2023 meeting.

The **Named Recognition Policy** is attached to this document.



Named Recognition Policy

Overview

The Topeka & Shawnee County Public Library (TSCPL) Board of Trustees shall approve the time, place and manner of naming its facilities, assets and programs.

Definitions

“Facilities” include buildings and their public interior spaces, and gardens and major exterior ground spaces owned or leased by TSCPL.

“Assets” include motor vehicles, collections, fixtures, sculptures, and other personal property suitable and appropriate for named recognition.

“Programs” include activities carried out on a perpetual or regular schedule including but not limited to lecture series, summer reading programs, musical performances, book discussion groups, etc.

“Donor(s)” are those individuals or entities who have made financial contributions to The Library Foundation for the benefit of TSCPL.

Eligibility for Named Recognition

Facilities, assets and programs may only be named for individuals and entities of good moral character and reputation in recognition of their outstanding service to TSCPL or financial contributions to the TSCPL.

Procedure for Named Recognition

The Trustees, upon the recommendation of the executive director and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets and programs, including the time, place and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change. In conjunction with the construction and renovation of TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

Effect of Recognition

The grant of named recognition by the Trustees pursuant to this policy confers no property rights or interest upon the donor, individual or entity so recognized, either in law or equity, actual or implied, real, or personal, whether past, present or future. Further, no contribution for the benefit of the TSCPL may be conditioned upon receipt of naming rights by the donor without the express written consent of the Trustees.

The Trustees reserve the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.

Nothing herein shall preclude or prevent the Trustees from modifying, changing, renovating or disposing of any TSCPL facility, asset, or program.

Applicable Law

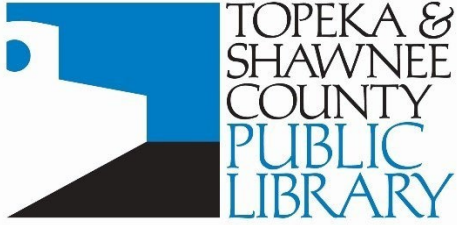
This policy is subject to applicable Kansas and federal statutes and as they may be amended from time-to-time.

Approval

This policy as amended was approved by the Topeka and Shawnee County Public Library Board of Trustees meeting on November 20, 2008.

Approved by the Library Board of Trustees, November 20, 2008

Board of Trustees
Topeka and Shawnee County Public Library



Resolution – Amendment and Restatement of Memorandum of Understanding with the United Way of Kaw Valley regarding the Dolly Parton’s Imagination Library

**BOARD OF TRUSTEES
April 20, 2023**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Memorandum of Understanding with the United Way of Kaw Valley as presented:

Background Information:

In August 2022, the United Way of Greater Topeka began its merger with the United Way of Douglas County. The organization officially changed their name to the United Way of Kaw Valley in January 2023. This amendment and restatement in the Memorandum of Understanding is to reflect the name change of the organization.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING
(originally Adopted March 17, 2017)
(As Amended December 2018)
(As Amended and Restated August 23, 2021)

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation and body politic, (hereinafter referred to as the "Library"), and the United Way of Greater Topeka, Inc., a Kansas not-for-profit corporation (hereinafter referred to as the "United Way").

WHEREAS, the United Way is an affiliate of the Dolly Parton Imagination Library Project sponsored by the Dollywood Foundation to provide books to children from birth through age five; and

WHEREAS, the United Way has requested the Library to collaborate with it to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, the Library agrees to collaborate with the United Way to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute to the Library the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and

WHEREAS, the United Way and the Library seek to amend and restate their December 2018 agreement regarding their respective duties and responsibilities,

NOW, THEREFORE, in consideration of mutual promises between the United Way and the Library, the parties agree as follows:

1. **Library Support.** For a term beginning on August 23, 2021, and ending on August 23, 2023, the Library shall provide the following:
 - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
 - b) Regularly promote the Project and the United Way participation in it in all of its publications, including *Library News* which is mailed to every household address in Shawnee County, Kansas, social media and the enewsletter which is sent to all registered library card holders and on its website;

- c) Retrieve undeliverable books from the United States Postal Service for re-distribution to children as mutually-agreed between the Library and the United Way;
- d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;
- e) Reimburse the United Way in the amount equal to one-half of its cost of purchasing books and postage expense paid to the Dollywood Foundation. The reimbursement required by this Subsection 1.e shall be made within 30 calendar days following receipt of an invoice from the United Way together with proof of payment of its said expenses to the Dollywood Foundation; and
- f) Provide the United Way a non-exclusive, non-assignable license to use the Library logo in promoting the Project and the Library's participation in it.

2. **United Way Support.** For a term beginning on August 23, 2021, and ending on August 23, 2023, the United Way Library shall :

- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
- b) Contribute \$40,000.00 annually to pay the postage expense and cost to purchase books to the Dollywood Foundation ;
- c) Include the Project on the United Way's annual campaign pledge forms;
- d) Continue fundraising and solicitation efforts within Shawnee County together with the Library and The Library Foundation to attract additional community funding partners for the Project with a goal of raising One Million Dollars;
- e) Provide the Library with a non-exclusive, non-assignable license to use the United Way logo in promoting the Project and the United Way participation in it;
- f) Promote the Project and the Library participation in all publications, social media and on the United Way website related to the Project; and
- g) Sponsor and present events and opportunities for children to register to participate in the Project with the Library.

3. **Relationship of the Parties.** The Library and United Way understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit organization, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein

contained shall be construed or held to make the Library a partner, joint venturer or associate of the United Way in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation and Resolution. To ensure a good working relationship between the Library and the United Way regarding the terms and execution of this Agreement, the Library's chief executive officer and the United Way's chief executive officer shall meet at least annually to discuss any issues of interest regarding the subjects of this Agreement. In the event that the respective chief executive officers are unable to resolve a conflict regarding this Agreement, the chairs of the respective parties shall meet and reach a resolution, or the provisions of paragraph 5 may be invoked.

5. Termination. Either party may terminate this Agreement by giving the other party twelve months' prior written notice *via* hand-delivery to the other's chief executive officer at its principal place of business. Upon notice of termination, the respective licenses granted pursuant to paragraphs 1(f) and 2(e) cease immediately. All other duties and obligations of the parties shall cease at the end of the twelve-month period.

6. Agreement. Neither the United Way nor the Library may assign their interest in this Agreement.

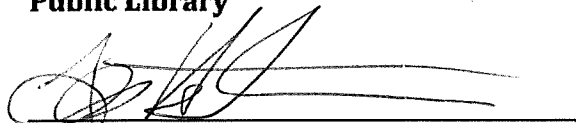
7. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the United Way.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the state of Kansas.

9. Cessation of Project. Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

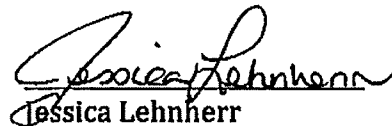
WHEREFORE, the parties hereto have executed this Agreement of this 23rd day of August 2021.

**Topeka & Shawnee County
Public Library**



Thad Hartman
Interim Chief Executive Officer

United Way of Greater Topeka



Jessica Lehnerr
Chief Executive Officer

MEMORANDUM OF UNDERSTANDING

(originally Adopted March 17, 2017)

(As Amended December 2018)

(As Amended and Restated August 23, 2021)

(As Amended and Restated XXXXX, 2023)

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation and body politic, (hereinafter referred to as the "Library"), and the United Way of Kaw Valley, Inc., a Kansas not-for-profit corporation (hereinafter referred to as the "United Way").

WHEREAS, the United Way is an affiliate of the Dolly Parton Imagination Library Project sponsored by the Dollywood Foundation to provide books to children from birth through age five; and

WHEREAS, the United Way has requested the Library to collaborate with it to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, the Library agrees to collaborate with the United Way to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute to the Library the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and

WHEREAS, the United Way and the Library seek to amend and restate their August 2021 agreement regarding their respective duties and responsibilities,

NOW, THEREFORE, in consideration of mutual promises between the United Way and the Library, the parties agree as follows:

1. **Library Support.** For a term beginning on XXXXX, 2023, and ending on XXXXX, 2025, the Library shall provide the following:
 - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
 - b) Regularly promote the Project and the United Way participation in its publications, social media, newsletter which is sent to all registered library card holders and on its website;
 - c) Retrieve undeliverable books from the United States Postal Service for redistribution to children as mutually-agreed between the Library and the United Way;
 - d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;

- e) Reimburse the United Way in the amount equal to one-half of its cost of purchasing books and postage expense paid to the Dollywood Foundation. The reimbursement required by this Subsection 1.e shall be made within 30 calendar days following receipt of an invoice from the United Way together with proof of payment of its said expenses to the Dollywood Foundation; and
 - f) Provide the United Way a non-exclusive, non-assignable license to use the Library logo in promoting the Project and the Library's participation in it.
2. **United Way Support.** For a term beginning on XXXXX, 2023, and ending on XXXXX, 2025, the United Way shall:
- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
 - b) Contribute \$40,000.00 annually to pay the postage expense and cost to purchase books to the Dollywood Foundation;
 - c) Include the Project on the United Way's annual campaign pledge forms;
 - d) Continue fundraising and solicitation efforts within Shawnee County together with the Library and The Library Foundation to attract additional community funding partners for the Project with a goal of raising One Million Dollars;
 - e) Provide the Library with a non-exclusive, non-assignable license to use the United Way logo in promoting the Project and the United Way participation in it;
 - f) Promote the Project and the Library participation in its publications, social media and on the United Way website related to the Project; and
 - g) Sponsor and present events and opportunities for children to register to participate in the Project with the Library.

3. **Relationship of the Parties.** The Library and United Way understand and agree that their relationship is a cooperative one between two independent entities, one a not-for profit organization, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the United Way in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. **Cooperation and Resolution.** To ensure a good working relationship between the Library and the United Way regarding the terms and execution of this Agreement, the Library's chief executive officer and the United Way's chief executive officer shall meet at least annually to discuss any issues of interest regarding the subjects of this Agreement. In the event that the respective chief executive officers are unable to resolve a conflict regarding this Agreement, the chairs of the respective parties shall meet and reach a resolution, or the provisions of paragraph 5 may be invoked.

5. **Termination.** Either party may terminate this Agreement by giving the other party twelve months' prior written notice via hand-delivery to the other's chief executive officer at its principal place of business. Upon notice of termination, the respective licenses granted pursuant to paragraphs 1(f) and 2(e) cease immediately. All other duties and obligations of the parties shall cease at the end of the twelve-month period.

6. **Agreement.** Neither the United Way nor the Library may assign their interest in this Agreement.

7. **Amendment.** This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the United Way.

8. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the state of Kansas.

9. **Cessation of Project.** Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this XX day of XXXXX 2023.

**Topeka & Shawnee County
Public Library**

United Way of Kaw Valley

Marie Pyko
Chief Executive Officer

Jessica Lehnher
Chief Executive Officer

MEMORANDUM OF UNDERSTANDING

(originally Adopted March 17, 2017)

(As Amended December 2018)

(As Amended and Restated August 23, 2021)

(As Amended and Restated XXXXX, 2023)

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WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute to the Library the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and

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 - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
 - b) Regularly promote the Project and the United Way participation in ~~it in all of its publications, including Library News which is mailed to every household address in Shawnee County, Kansas,~~ social media, ~~and the~~ newsletter which is sent to all registered library card holders and on its website;
 - c) Retrieve undeliverable books from the United States Postal Service for redistribution to children as mutually-agreed between the Library and the United Way;
 - d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;

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- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
 - b) Contribute \$40,000.00 annually to pay the postage expense and cost to purchase books to the Dollywood Foundation;
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8. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the state of Kansas.

9. **Cessation of Project.** Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this ~~XX 23rd~~ day of ~~XXXXX~~ ~~2023 August 2021~~.

**Topeka & Shawnee County
Public Library**

United Way of Kaw Valley

Marie Pyko
Chief Executive Officer

Jessica Lehnherr
Chief Executive Officer

	2023												2023 YTD	2022 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)																
Monthly NPS	84.3	86	78.9											83.0	91.9	-9.7%
Monthly # of Responses	51	57	57											165	770	-78.6%
Current NPS	86.3	86.3	86.2											86.2	86.3	-0.1%
GATE COUNT	36,300	34,452	40,310											111,062	73,986	50.1%

	2023												2023 YTD	2022 YTD	Annual %	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION*																
Main Library																
TSCPL Curbside	2,150	1,673	1,528											5,351	11,603	-53.9%
Circulation Desk & Renewals	34,106	33,202	41,055											108,363	96,291	12.5%
Interlibrary Loan	1,209	939	1,350											3,498	3,648	-4.1%
Self-Check	45,595	40,053	44,303											129,951	127,207	2.2%
Bookmobile	6,631	5,790	7,039											19,460	15,501	25.5%
TSCPL@Home	3,388	3,207	3,500											10,095	9,359	7.9%
Red Carpet	4,994	4,576	5,089											14,659	15,821	-7.3%
Digital Downloads	55,686	49,990	52,903											158,579	151,246	4.8%
Library @ Work / Smartlocker	1,390	1,450	1,679											4,519	5,389	-16.1%
TOTAL CIRCULATION	155,149	140,880	158,446	-	-	-	-	-	-	-	-	-	-	454,475	436,065	4.2%

* Includes first-time checkouts and renewals

FIRST-TIME CHECKOUTS	60,769	53,727	64,525											179,021	170,335	5.1%
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CIRCULATION DETAILS																	
Print Material	65,568	60,201	72,556	-	-	-	-	-	-	-	-	-	-	-	198,325	181,972	9.0%
Audio/Visual Material	26,904	24,517	30,057	-	-	-	-	-	-	-	-	-	-	-	81,478	86,532	-5.8%
Adult Materials	52,264	47,370	56,738	-	-	-	-	-	-	-	-	-	-	-	156,372	157,664	-0.8%
Children's Materials	30,779	28,685	35,569	-	-	-	-	-	-	-	-	-	-	-	95,033	84,903	11.9%
Young Adult Materials	2,851	2,561	3,290	-	-	-	-	-	-	-	-	-	-	-	8,702	7,460	16.6%
Red Carpet Materials	6,543	6,078	6,993	-	-	-	-	-	-	-	-	-	-	-	19,614	18,386	6.7%

NEW Patrons																	
Topeka / Shawnee County																	
Adults	752	543	693												1,988	1,305	52.3%
Children (ages 17 and under)	165	126	200												491	280	75.4%
Red Carpet Outreach	11	13	17												41	22	86.4%
NEKL	48	33	53												134	215	-37.7%
Non-Resident	2	1	0												3	0	N/A
Total New Registrations	978	716	963	-	-	-	-	-	-	-	-	-	-	-	2,657	1,822	45.8%

PATRONS DELETED	135	83	1,081											1,299	434	199.3%
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Cardholders																	
Topeka / Shawnee County																	
Adults	60,506	60,963	60,832												60,832	59,695	1.9%
Children (age 0 - 17)	14,844	14,881	14,883												14,883	14,809	0.5%
TSCPL @ School	27,796	27,850	27,847												27,847	27,781	0.2%
Red Carpet Outreach	1,259	1,277	1,282												1,282	1,252	2.4%
NEKL	8,615	8,752	8,596												8,596	8,563	0.4%
Non-Resident	102	105	108												108	100	8.0%
Delinquent	92	93	89												89	97	-8.2%
TOTAL CARDHOLDERS	113,214	113,921	113,637	-	-	-	-	-	-	-	-	-	-	-	113,637	112,297	1.2%

Active Cardholders (Savannah)																	
Non-Student Cardholders	48,826	49,277	49,824												49,824	47,782	4.3%
Student Cardholders	5,151	5,225	5,196												5,196	5,053	2.8%
TOTAL ACTIVE CARDHOLDERS	53,977	54,502	55,020												55,020	52,835	4.1%

	2023												2022 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
Unique Borrowers															
Physical	7,918	7,378	6,244										10,614	23,386	-54.6%
Digital	9,362	9,081	8,681										11,117	17,671	-37.1%
Both	1,442	1,337	1,142										2,216	6,112	-63.7%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	-	-	-	-	-	-	-	-	-	19,515	34,945	-44.2%
Holds Satisfied	15,683	13,273	15,285										44,241	45,807	-3.4%
TOTAL CHECK-IN	58,606	54,105	62,308										175,019	166,440	5.2%
COLLECTION															
Materials Added	2,954	3,009	3,458										9,421	10,025	-6.0%
Materials Discarded	3,426	3,253	3,919										10,598	11,266	-5.9%
TOTAL COLLECTION	354,141	353,897	353,436										353,436	354,613	-0.3%
WEBSITE															
tscpl.org Unique Visitors	42,341	37,490	41,979										121,810	109,240	11.5%
tscpl.org Total Visits	66,457	56,800	64,097										187,354	169,270	10.7%
catalog.tscpl Unique Visitors	19,102	26,553	18,220										63,875	53,143	20.2%
catalog.tscpl Total Visits	43,041	46,248	41,322										130,611	117,734	10.9%
COMPUTER USE															
MIFI Hotspot Data Usage (TB)													0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105										24,849	18,403	35.0%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24										0:54:19	0:47:49	13.6%
Total Computer Hours	7,480	7,062	7,953										22,495	14,665	53.4%
Wireless Sessions	29,530	31,186	31,670										92,386	62,465	47.9%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00										0:13:41	0:15:12	-10.0%
Total Wireless Hours	6,480	7,003	7,576										21,059	15,819	33.1%
TOTAL HOURS	13,960	14,065	15,529	-	-	-	-	-	-	-	-	-	43,554	30,484	42.9%
NOTARY SERVICE	137	136	128										401	437	-8.2%
REFERENCE QUESTIONS															
Public Services	15,302	13,974	17,391	-	-	-	-	-	-	-	-	-	46,667	27,020	72.7%
Media	2,011	1,685	2,324										6,020	10,625	-43.3%
Call Center	4,656	4,310	5,149										14,115	12,564	12.3%
Stacks/Team RM	1,506	1,532	1,658										4,696	1,280	266.9%
Topeka Room	559	613	789										1,961	679	188.8%
Gallery	232	132	266										630	747	-15.7%
L2TC	5,813	5,350	6,674										17,837	-	N/A
LibAnswers	525	352	531										1,408	1,125	25.2%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066										13,949	5,178	169.4%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	0	0	0	0	0	0	0	0	0	60,616	32,198	88.3%
MEETING ROOMS															
Meeting Room Bookings	388	406	532										1,326	1,138	16.5%
Team Room Bookings	815	776	876										2,467	2,563	-3.7%
L2TC Bookings	663	697	823										2,183	-	N/A
Total Meeting Room Hours Booked	4,281	4,428	5,551										14,260	6,896	106.8%
TOTAL ATTENDANCE	5,041	5,445	6,848										17,334	8,697	99.3%
LEARN & PLAY BUS VISITS	134	139	120										393	192	104.7%
PROGRAM ATTENDANCE															
Adult - General	1,105	876	1,279										3,260	2,753	18.4%
Kids - Early Learners	480	531	486										1,497	1,181	26.8%
Kids - Elementary	432	340	287										1,059	1,597	-33.7%
Teens	275	267	80										622	1,241	-49.9%
Unknown	711	412	1,203										2,326	0	N/A
Outreach	4,073	2,586	2,465										9,124	83	10892.8%
TOTAL ATTENDANCE	7,076	5,012	5,800	-	-	-	-	-	-	-	-	-	17,888	6,855	160.9%

GALLERY ATTENDANCE	2,413	1,543	2,678												6,634	3,770	76.0%
DOLLY PARTON ENROLLMENT	5,807	5,824													5,824	5,778	0.8%
CIRCULATION DETAILS																	
Print Material																	
Adult Fiction	13,133	11,699	14,140												38,972	37,598	3.7%
Adult Nonfiction	16,177	14,628	16,325												47,130	45,130	4.4%
Juvenile Fiction	20,386	18,906	23,690												62,982	55,766	12.9%
Juvenile Nonfiction	5,692	5,542	6,992												18,226	15,103	20.7%
Magazines	803	796	1,139												2,738	2,589	5.8%
RC Print Materials	6,450	6,010	6,911												19,371	18,125	6.9%
RC Realia	93	68	82												243	261	-6.9%
YA Print Materials	2,834	2,552	3,277												8,663	7,400	17.1%
PRINT CIRCULATION	65,568	60,201	72,556	-	-	-	-	-	-	-	-	-	-	-	198,325	181,972	9.0%
Audio / Visual Material																	
MFi Hotspots	35	24	23												82	91	-9.9%
Adult Audiobooks	1,735	1,514	1,725												4,974	5,629	-11.6%
Adult Music	1,879	1,676	2,222												5,777	6,661	-13.3%
Adult Videos / DVDs	18,537	17,057	21,187												56,781	60,057	-5.5%
Juvenile Audiobooks	272	230	305												807	842	-4.2%
Juvenile Music	221	177	215												613	546	12.3%
Juvenile Videos / DVDs	4,208	3,830	4,367												12,405	12,646	-1.9%
YA AV	17	9	13												39	60	-35.0%
AV CIRCULATION	26,904	24,517	30,057	-	-	-	-	-	-	-	-	-	-	-	81,396	86,441	-5.8%
Adult Material																	
Adult Fiction	13,133	11,699	14,140	-	-	-	-	-	-	-	-	-	-	-	38,972	37,598	3.7%
Magazines	803	796	1,139	-	-	-	-	-	-	-	-	-	-	-	2,738	2,589	5.8%
Adult Audiobooks	1,735	1,514	1,725	-	-	-	-	-	-	-	-	-	-	-	4,974	5,629	-11.6%
Adult Music	1,879	1,676	2,222	-	-	-	-	-	-	-	-	-	-	-	5,777	6,661	-13.3%
Adult Videos / DVDs	18,537	17,057	21,187	-	-	-	-	-	-	-	-	-	-	-	56,781	60,057	-5.5%
ADULT CIRCULATION	52,264	47,370	56,738	-	-	-	-	-	-	-	-	-	-	-	156,372	157,664	-0.8%
Juvenile Material																	
Juvenile Fiction	20,386	18,906	23,690	-	-	-	-	-	-	-	-	-	-	-	62,982	55,766	12.9%
Juvenile Nonfiction	5,692	5,542	6,992	-	-	-	-	-	-	-	-	-	-	-	18,226	15,103	20.7%
Juvenile Audiobooks	272	230	305	-	-	-	-	-	-	-	-	-	-	-	807	842	-4.2%
Juvenile Music	221	177	215	-	-	-	-	-	-	-	-	-	-	-	613	546	12.3%
Juvenile Videos / DVDs	4,208	3,830	4,367	-	-	-	-	-	-	-	-	-	-	-	12,405	12,646	-1.9%
JUVENILE CIRCULATION	30,779	28,685	35,569	-	-	-	-	-	-	-	-	-	-	-	95,033	84,903	11.9%
Red Carpet Material																	
RC Print Materials	6,450	6,010	6,911	-	-	-	-	-	-	-	-	-	-	-	19,371	18,125	6.9%
RC Realia	93	68	82	-	-	-	-	-	-	-	-	-	-	-	243	261	-6.9%
RED CARPET CIRCULATION	6,543	6,078	6,993	-	-	-	-	-	-	-	-	-	-	-	19,614	18,386	6.7%
Young Adult Material																	
YA Print Materials	2,834	2,552	3,277	-	-	-	-	-	-	-	-	-	-	-	8,663	7,400	17.1%
YA AV	17	9	13	-	-	-	-	-	-	-	-	-	-	-	39	60	-35.0%
YOUNG ADULT CIRCULATION	2,851	2,561	3,290	-	-	-	-	-	-	-	-	-	-	-	8,702	7,460	16.6%
Overdrive	37,886	33,441	36,136												107,463	104,245	3.1%
Hoopla	16,568	15,614	15,865												48,047	43,164	11.3%
Flipster	1,232	935	902												3,069	3,837	-20.0%
DIGITAL DOWNLOADS	55,686	49,990	52,903	-	-	-	-	-	-	-	-	-	-	-	158,579	151,246	4.8%
Adult ebook Fiction	18,416	16,406	17,700												52,522	52,511	0.0%
Adult ebook Nonfiction	4,100	3,656	3,530												11,286	11,118	1.5%
Adult digital audiobooks	21,923	19,404	20,964												62,291	53,034	17.5%
Juvenile ebook Fiction	1,948	1,536	1,523												5,007	5,210	-3.9%
Juvenile ebook Nonfiction	296	239	269												804	722	11.4%
Juvenile digital audiobooks	2,319	1,942	2,107												6,368	5,736	11.0%
Young Adult ebook Fiction	1,311	1,059	1,239												3,609	3,696	-2.4%
Young Adult ebook Nonfiction	28	31	30												89	84	6.0%
Young Adult digital audiobooks	1,356	1,269	1,491												4,116	3,437	19.8%
DIGITAL CIRCULATION DETAILS	51,697	45,542	48,853	-	-	-	-	-	-	-	-	-	-	-	146,092	135,548	7.8%