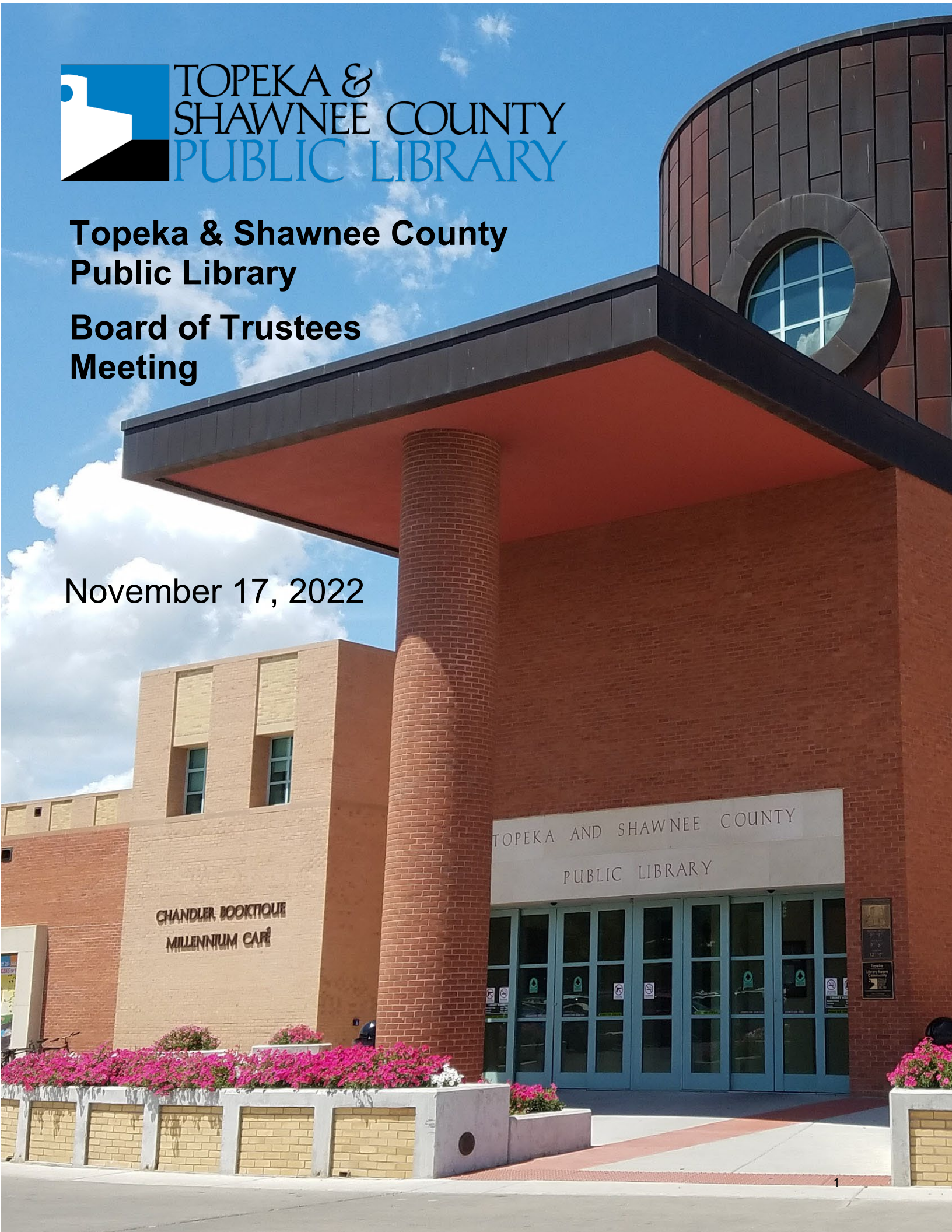




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

November 17, 2022





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Thursday, November 17, 2022 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of October 20, 2022, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

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

Financial Reports

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

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- November 14, 2022, Meeting Minutes Board of Trustees Executive Committee
pg. 27

Chief Executive Officer Report – Marie Pyko pg. 30

- **Trustee Education – Get Digital Partnership – Jacqueline Belden**

Chief of Staff Report – Thad Hartman pg. 36

New Business

- **Customer Conduct Policy – [Action Item](#) pg. 54**
- **Audit Committee – [Action Item](#) pg. 55**
- **Friends of the Library Loaned Employee Agreement – [Action Item](#) pg. 56**
- **Library Foundation Loaned Employee Agreement – [Action Item](#) pg. 59**
- **Employee Retention Plan – [Action Item](#) pg. 62**
- **Bid for Employee Chair Replacement – [Action Item](#) pg. 63**

Executive Session

Adjournment

Public Comment

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

Next Meeting

December 15, 2022

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 853 1930 6913

Passcode: 875701

*Subject to change without notice



Board Members Present

Jim Edwards – Chair, Peg Dunlap – Treasurer, Jim Ramos, Beth Dobler, Liz Post

Board Members Absent

Shawn Leisinger – Vice Chair, Joan Hicks – Secretary, Hannah Uhlrig, Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 20, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

There were no Trustee Advocacy Stories shared.

Approval of Minutes

On a motion by Jim Ramos, seconded by Beth Dobler, the September 15, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube reported no additions to her report. There were no questions for Strube.

Financial Reports

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

On a motion by Peg Dunlap, seconded by Beth Dobler, the Treasurer's Financial Report for September 2022 was accepted.

Motion passed unanimously.

The Library Foundation

Board Chair Judy Moler gave the Foundation report. Moler reported that there a few more items to hit the Armstrong online auction in a couple months.

Moler stated the Foundation Board is hopeful to have someone for the Foundation Executive Director position in January. Moler shared the Foundation Board will be losing two members and gaining four new members. Moler wished to compliment Foundation Development Professional Janel DeLeye on her great work since the Foundation Executive Director's resignation.

Friends of Topeka and Shawnee County Public Library

Board President Christy Molzen shared that the last book sale of the year is this weekend, Friday through Sunday.

The Friends' October newsletter and annual meeting invitations have been sent out by email. The annual meeting will be held Sunday, Nov. 6th at 2:30 p.m. The program will be a presentation by Todd Smith about the Level 2 Tech Center.

Six people are leaving the Friends board: Nikki Babcock, Janice Bingham, Nancy Carpenter, Sally Henson, Janice Jennings, and Sherryl Longhofer. There are three new or returning board members: Carolyn Little, Robin Sweeney and Jim Wilson.

The Soulis online art auction held on September 23, 2022, brought in \$28,632. A portion of these funds will be sent to the Foundation to benefit the gallery.

Molzen shared that Friends Executive Mary Campbell, who has been with the Friends for 13 years, has announced that she will be retiring at the end of this year. Mary is such an integral part of the organization and the Friends certainly wish her well and look forward to continuing to see her around the library as a volunteer.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on October 10, 2022.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that her one-year anniversary as CEO is coming up on October 22. Pyko shared she has appreciated the work the library and the three boards are doing.

Half the cost of the books for Dolly Parton's Imagination Library are now paid for by the Kansas Children's Cabinet Trust Fund. Pyko expects this to help with sustainability of the program. The costs that the library is to pay are anticipated to be a lot less and the library will continue to receive the funds that United Way of Greater Topeka has committed to annually.

Pyko shared she has had learning opportunities with the community and has heard from the business sector how they are including DEI in their processes. Pyko, with the help of library management, is working to develop a 3-point action plan to use DEI learning and implement it into the work the library is doing.

Pyko thanked the Strategic Planning Steering Committee for their hard work in interviews and in the candidate selection process.

Recommendation of the Strategic Planning 2023 consultant

On a motion by Jim Ramos, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented

Motion passed unanimously

Chief of Staff Report

Chief of Staff Thad Hartman highlighted the CJ Box event that occurred two weeks ago. The energy in the building was much like it was pre-pandemic. Thad wished to give thanks to Readers Librarian Miranda Ericsson and Public Services Supervisor Autumn Friedli for their hard work at that event. Last week Kalynn Bayron, a young adult author, was at the library. There was a great and enthusiastic crowd that attended the event. Bayron spent time at Topeka High School talking about her book and meeting students. Teen Librarian Angie Reed organized and moderated that event and did a great job.

Hartman stated the library's Events Coordinator Bonnie Cuevas retired, and Executive Assistant Aubrey Conner is filling in temporarily until a new Events Coordinator is hired.

The shelving RFP received more bids, and the cost is less than the bid received last month. Hartman shared that today's bid for wayfinding is the first of a 3-part process. This bid for wayfinding came in under what was budgeted.

New Business

Customer Conduct Policy First Reading

The board was presented with a marked copy of the Customer Conduct Policy for the first reading. A decision will be made at the November Board of Trustees Meeting.

Bid for Movies and Music Lounge Shelving

On a motion by Jim Ramos, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously

Bid for Wayfinding

On a motion by Peg Dunlap, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously

Request for FY 2023 Friends of the Library Funding

Beth Dobler moved that the Topeka and Shawnee County Public Library Board of Trustees approves the request for FY 2023 Friends of the Library Funding.

Beth Dobler moved an amendment correcting the resolution to read FY2023 instead of FY2022. Jim Ramos seconded. Motion passed unanimously.

The motion as amended passed.

Annual Professional Auditing Services Bid 3 Year Term

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

Motion passed unanimously

Bid for 2022 Staff Computers

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

Motion passed unanimously

Bid for 2022 Apple Computers

On a motion by Peg Dunlap, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously

Executive Session

On a motion by Beth Dobler, seconded by Peg Dunlap for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session at 4:31 pm for a period of 30 minutes to discuss a personnel matter. Participants will include members of the Board of Trustees, Chuck Engel, Marie Pyko, and Jesse Maddox.

Motion Passed.

At 4:35 pm Chief Executive Officer Marie Pyko left the room. Pyko returned to the room at 4:39 pm.

A motion was made by Peg Dunlap, seconded by Jim Ramos at 4:56 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion Passed.

Adjournment

On a motion by Beth Dobler, seconded by Jim Ramos, the meeting was adjourned at 4:57 pm.

Next Meeting

November 17, 2022

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 853 1930 6913 | Passcode: 875701

*Subject to change without notice

**Chief Financial Officer's Report
November 2022
Kim Strube**

Revenue/Expense/Balance by Fund Report – Page 2

The Childrens Art Show Fund are temporarily negative due to pending billings and reimbursements.

General Fund – Pages 3 through 5

With 83.3% of the budget year completed, 99% of the budgeted revenue has been received and 75% of the approved budget has been expended/encumbered. This compares to 2021 in which 98% of the budgeted revenue had been received and 65% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2022 was received October 28th as scheduled. The total received for the General Fund was \$222,477.74. The percentage of the ad valorem budget collected year-to-date is 98% which is the same at this time in 2021.

The percentage of year-to-date motor vehicle tax is 85% in 2022 which compares to 89% at this time in 2021.

Employee Benefit Fund – Page 6

With 83.3% of the budget year completed, 99% of the budgeted revenue has been received and 65% of the approved budget has been expended/encumbered. This compares to 2021 in which 98% of the budgeted revenue had been received and 71% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2022 was received as scheduled. The total received for the Employee Benefit Fund was \$53,122.19. The percentage of the ad valorem budget collected year-to-date is 98% which is the same at this time in 2021.

The percentage of year-to-date motor vehicle tax is 85% in 2022 and was 90% at this same time in 2021.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,699,009.21.

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 |
|--|---|---------------|----------------------------------|
| Request for Proposal; Board resolution approved bid award on 9/15/2022 | Furniture package for Movies & Music Lounge | \$69,252.86 | Interior Landscapes |
| Approved operating budget | Annual maintenance for Nutanix servers | \$15,530.00 | CDW Government, Inc. |
| Request for Proposal; Board resolution approved bid award on 6/21/2022 | Audio/visual equipment for second floor meeting rooms | \$137,036.00 | Cytek Media Systems, Inc. |
| Approved operating budget | New wrap for Alice bookmobile | \$11,300.00 | Killer Custom Wraps |
| Approved operating budget | Estimated charge for natural gas for the remainder of 2022 | \$10,500.00 | Constellation Newenergy - Gas |
| Change Order #2 – Chillers – approved facilities master plan budget | New circuits from basement emergency panel to penthouse water pumps | \$6,806.00 | Custom Sheet Metal Service |
| Request for Proposal; Board resolution approved bid award on 10/20/2022 | Replacement staff Dell computers | \$73,890.00 | Dell Marketing LP |
| Request for Proposal; Board resolution approved bid award on 10/20/2022 | Replacement staff Apple computers | \$32,621.90 | B&H Photo-Video |
| Request for Proposal; Board resolution approved bid award on 10/20/2022 | Wayfinding Signage Phase 1 | \$53,550.00 | Kelley Construction Co., Inc. |
| Approved operating budget | Estimated charge for internet services for the remainder of 2022 | \$7,200.00 | AT&T |

| | | | |
|--|--|--------------|---------------------------------------|
| Request for Proposal; Board resolution approved bid award on 10/20/2022 | Shelving for Movies & Music Lounge | \$159,794.00 | Library Furniture International |
| Approved operating budget | Estimated water/sewer for the remainder of 2022 | \$8,000.00 | City of Topeka |
| Approved operating budget | Art purchase – Dale Chihuly, Kingfisher Persian | \$6,600.00 | Chihuly Workshop |
| Purchase from Foundation funds | Kansas Children’s Discovery Center express passes for checkout by library cardholders | \$8,000.00 | Kansas Children’s Discovery Center |
| Library Materials | Adult fiction e-books | \$5,388.00 | Overdrive, Inc. |
| Library Materials | Adult fiction e-books | \$5,880.00 | Overdrive, Inc. |
| Library Materials | Periodicals renewal | \$20,205.30 | Ebsco Information Services |
| Library Materials | Hoopla online | \$29,585.75 | Midwest Tape LLC |
| Library Materials | Juvenile fiction and non- fiction | \$5,500.00 | Ingram Library Services |
| Library Materials | Adult fiction | \$6,000.00 | Ingram Library Services |
| Library Materials | Juvenile fiction and non- fiction | \$5,500.00 | Ingram Library Services |
| Library Materials | Adult non-fiction | \$6,500.00 | Ingram Library Services |
| Library Materials | Adult fiction | \$6,000.00 | Ingram Library Services |
| Library Materials | Annual renewal – NewsBank database | \$59,408.00 | Newsbank |

Other Items:

- The actual mill levy rates set by the Shawnee County Clerk based on the final assessed valuations were received on November 7, 2022. The following chart lists the actual levy rates for the 2023 budget. The 2023 total mill levy does not exceed the self-imposed limit of 9.786, but it is higher than budgeted.

Mill Levies:

| Description | Approved Budget | Final Set by County Clerk | Difference |
|------------------|-----------------|------------------------------|-------------|
| General | 7.051 | 7.054 | .003 |
| Employee Benefit | 1.834 | 1.836 | .002 |
| Total | 8.885 | 8.890 | .005 |

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

10/31/2022

| | <u>Balance 1/1/2022</u> | <u>Revenue Y-T-D</u> | <u>Expenditures Y-T-D</u> | <u>Balance 10/31/2022</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>GOVERNMENTAL FUNDS</u> | | | | |
| General Operating | \$ 4,966,095.33 | \$ 15,217,221.94 | \$ 11,605,853.50 | \$ 8,577,463.77 |
| Employee Benefits | 1,405,524.62 | 4,042,683.90 | 2,914,866.50 | 2,533,342.02 |
| Capital Improvement | 4,677,506.88 | 21,502.33 | - | 4,699,009.21 |
| Bond & Interest | - | 4,463.13 | - | 4,463.13 |
| <u>NON MAJOR GOVERNMENTAL FUNDS</u> | | | | |
| State Aid | 49,170.44 | 49,293.13 | 98,463.57 | - |
| Federal, State & Local Grants | 24,044.03 | 800.00 | 20,446.30 | 4,397.73 |
| Other Special Revenue | 554,736.57 | 44,396.75 | 179,681.50 | 419,451.82 |
| Permanent Funds | 273,836.43 | 25,972.35 | - | 299,808.78 |
| Totals | <u>\$ 11,950,914.30</u> | <u>\$ 19,406,333.53</u> | <u>\$ 14,819,311.37</u> | <u>\$ 16,537,936.46</u> |

Bank Account Summary

| | |
|---|--------------------------------|
| General Fund-CoreFirst Bank-Checking | \$ 641,365.23 |
| Restricted Funds-CoreFirst Bank-Checking | 420,394.97 |
| Capital Improvement Fund-Community National Bank-Money Market Account | 4,699,009.21 |
| Cash on Hand | 2,602.06 |
| Petty Cash | 220.00 |
| Endowment Securities | 299,808.78 |
| Municipal Investment Pool - Overnight | 10,573,405.89 |
| Municipal Investment Pool - 30-day Fixed | - |
| Municipal Investment Pool - 90-day Fixed | - |
| Municipal Investment Pool - 180-day Fixed | - |
| Certificate of Deposit | - |
| | <u>\$ 16,636,806.14</u> |
| Less Pending Claims (invoices posted, but not paid until next month) | - |
| Less Deferred Revenue (SAM account payments) | 9,944.49 |
| Less Payroll Deduction and Employer Benefit Liabilities | 1,005.88 |
| Less Outstanding Checks | 87,919.31 |
| | <u>\$ 16,537,936.46</u> |

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

10/31/2022

| | 1/1/2022 Cash Balance | Revenues | Prev. Year PO Expenditures | Current Year Expenditures | 10/31/2022 Cash Balance | All Yrs Outstanding Encumbrances | Unencumbered Cash Balance |
|-------------------------------------|--------------------------|-------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------------|------------------------------|
| Major Governmental Funds | | | | | | | |
| General Fund | \$ 4,966,095.33 | \$ 15,217,221.94 | \$ 853,985.77 | \$ 10,751,867.73 | \$ 8,577,463.77 | \$ 1,523,026.15 | \$ 7,054,437.62 |
| Employee Benefit Fund | 1,405,524.62 | 4,042,683.90 | 531.00 | 2,914,335.50 | 2,533,342.02 | 1,739.50 | 2,531,602.52 |
| Capital Improvement Fund | 4,677,506.88 | 21,502.33 | - | - | 4,699,009.21 | - | 4,699,009.21 |
| Bond & Interest Fund | - | 4,463.13 | - | - | 4,463.13 | - | 4,463.13 |
| Non Major Governmental Funds | | | | | | | |
| <i>State Aid Fund</i> | 49,170.44 | 49,293.13 | 49,170.44 | 49,293.13 | 0.00 | - | 0.00 |
| <i>Federal & State Grants</i> | | | | | | | |
| Gallery Grants | 19.03 | - | - | - | 19.03 | - | 19.03 |
| Kansas Humanities Council Grant | 25.00 | 800.00 | - | 800.00 | 25.00 | - | 25.00 |
| Library Services & Technology Ac | 24,000.00 | - | - | 19,646.30 | 4,353.70 | 4,353.70 | 0.00 |
| <i>Other Special Revenue Funds</i> | | | | | | | |
| Adult Programs | 1.49 | - | - | - | 1.49 | - | 1.49 |
| Art Collection | 10,647.98 | 27.42 | - | - | 10,675.40 | - | 10,675.40 |
| Bookmobile Fund | - | - | - | - | - | - | - |
| Career Neighborhood | - | - | - | - | - | - | - |
| Computer training | - | - | - | - | - | - | - |
| Children's Art Show | - | - | - | 2,049.12 | (2,049.12) | 1.65 | (2,050.77) |
| Cooking Neighborhood | - | - | - | - | - | - | - |
| French Gift - Library Materials | 31.29 | 0.10 | - | - | 31.39 | - | 31.39 |
| Friends | 106,947.21 | 180.68 | 6,233.36 | 39,338.39 | 61,556.14 | 4,629.99 | 56,926.15 |
| Fun Committee | 4,227.14 | 1,332.04 | - | 74.00 | 5,485.18 | 55.00 | 5,430.18 |
| Gallery Competitions/Exhibits | 36,384.15 | 93.63 | - | - | 36,477.78 | - | 36,477.78 |
| Gifts/Memorials (Undesignated) | 349,198.19 | 21,655.50 | 77,871.34 | 38,770.19 | 254,212.16 | 16,673.30 | 237,538.86 |
| Hathaway Trust - Library Materials | 2,986.83 | 2,904.18 | 73.96 | 2,401.45 | 3,415.60 | 591.43 | 2,824.17 |
| Health Neighborhood | - | - | - | - | - | - | - |
| Hirschberg Lecture | - | - | - | - | - | - | - |
| Hughes Business Collection | - | - | - | - | - | - | - |
| Library Materials | 5,745.89 | 900.76 | 23.47 | 1,492.01 | 5,131.17 | 106.53 | 5,024.64 |
| Lingo | - | - | - | - | - | - | - |
| NEH Expendable | 16,121.17 | 17,037.87 | - | 10,564.67 | 22,594.37 | 14,533.33 | 8,061.04 |
| Pets Neighborhood | - | - | - | - | - | - | - |
| Programming Fund | 457.20 | - | - | - | 457.20 | - | 457.20 |
| Red Carpet | 4,281.40 | 10.87 | - | 279.00 | 4,013.27 | - | 4,013.27 |
| Rotary Grant | - | - | - | - | - | - | - |
| Special Collections | 5,730.90 | 14.74 | - | - | 5,745.64 | - | 5,745.64 |
| Talking Books | - | - | - | - | - | - | - |
| Torluemke Landscaping | 36.34 | 0.10 | - | - | 36.44 | - | 36.44 |
| Wedding Neighborhood | - | - | - | - | - | - | - |
| Workshops | 2,187.74 | 5.65 | - | - | 2,193.39 | - | 2,193.39 |
| Youth Services | 9,751.65 | 233.21 | 140.96 | 369.58 | 9,474.32 | 120.52 | 9,353.80 |
| <i>Permanent Funds</i> | | | | | | | |
| Mertz Trust | 273,836.43 | 25,972.35 | - | - | 299,808.78 | - | 299,808.78 |
| TOTALS | \$ 11,950,914.30 | \$ 19,406,333.53 | \$ 988,030.30 | \$ 13,831,281.07 | \$ 16,537,936.46 | \$ 1,565,831.10 | \$ 14,972,105.36 |

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

10/31/2022

| | <u>Approved Budget</u> | <u>Received Year-To-Date</u> | <u>Over/(Under) Budget</u> | <u>% 10/31/2022</u> |
|---------------------------------|--------------------------------|----------------------------------|--------------------------------|-------------------------|
| | | | | 83.3% |
| Ad Valorem Property Tax | \$ 13,757,845.00 | \$ 13,472,027.85 | \$ (285,817.15) | 98% |
| Revitalization Rebates | (144,572.00) | (144,338.76) | \$ 233.24 | 100% |
| Back Tax | - | 217,104.16 | \$ 217,104.16 | N/A |
| Motor Vehicle Tax | 1,540,929.00 | 1,305,182.80 | \$ (235,746.20) | 85% |
| Recreational Vehicle Tax | 15,862.00 | 15,072.27 | \$ (789.73) | 95% |
| 16/20 M Vehicle Tax | 5,946.00 | 6,682.97 | \$ 736.97 | 112% |
| In Lieu of Tax | 20,114.00 | 42,796.50 | \$ 22,682.50 | 213% |
| Watercraft Special Tax** | 8,446.00 | - | \$ (8,446.00) | 0% |
| Commercial Vehicle Fees | 51,476.00 | 53,720.38 | \$ 2,244.38 | 104% |
| E-Rate Reimbursement | 19,902.00 | 19,462.38 | \$ (439.62) | 98% |
| Miscellaneous Revenue | 3,000.00 | 19,887.65 | \$ 16,887.65 | 663% |
| Miscellaneous Revenue - Recyclg | - | 242.28 | \$ 242.28 | N/A |
| Salary Refunds-Foundation | 97,463.00 | 72,979.14 | \$ (24,483.86) | 75% |
| Salary Refunds-Friends | 32,157.00 | 33,816.70 | \$ 1,659.70 | 105% |
| Salary Refunds-Shawnee Cty | - | 18,251.00 | \$ 18,251.00 | N/A |
| Vending Machines | 2,000.00 | 1,035.71 | \$ (964.29) | 52% |
| Overdue Fees* | 10,000.00 | 20,562.90 | \$ 10,562.90 | 206% |
| Debt Collect | - | 459.64 | \$ 459.64 | N/A |
| ILL Fees | 100.00 | 110.42 | \$ 10.42 | 110% |
| Mailing Fees | 100.00 | 15.92 | \$ (84.08) | 16% |
| Non Resident Card Fee | 300.00 | 595.00 | \$ 295.00 | 198% |
| Obituary Fees | - | 355.00 | \$ 355.00 | N/A |
| Meeting Room Charges | - | 925.00 | \$ 925.00 | N/A |
| Monday Market Fees | 500.00 | 654.00 | \$ 154.00 | 131% |
| Foundation Distribution | - | - | \$ - | N/A |
| Interest Received-Investments | 2,000.00 | 59,621.03 | \$ 57,621.03 | 2981% |
| Transfer In | 25,050.00 | - | \$ (25,050.00) | 0% |
| Library Treasurer's Balance | 2,536,202.00 | - | \$ - | N/A |
| TOTALS | <u>\$ 17,984,820.00</u> | <u>\$ 15,217,221.94</u> | <u>\$ (231,396.06)</u> | 99% |

* 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**

10/31/2022

| | <u>Approved Budget</u> | <u>Expended Year-To-Date</u> | <u>Encumbrances #</u> | <u>(Over)/Under Budget</u> | <u>% Expended</u> |
|-------------------------------------|----------------------------|----------------------------------|------------------------|--------------------------------|-----------------------|
| | | | | | 83.3% |
| STAFF: | | | | | |
| Salaries-Auto Allowance | \$ 6,400.00 | \$ 3,876.81 | \$ - | \$ 2,523.19 | 61% |
| Salaries-Facilities | 706,922.00 | 480,690.51 | - | 226,231.49 | 68% |
| Salaries-Overtime | 10,000.00 | 4,228.45 | - | 5,771.55 | 42% |
| Salaries-Security | 281,754.00 | 226,915.98 | - | 54,838.02 | 81% |
| Salaries-Shelvers | 65,154.00 | 22,586.93 | - | 42,567.07 | 35% |
| Salaries-Staff | 7,821,156.00 | 5,805,475.39 | - | 2,015,680.61 | 74% |
| Conferences | 157,000.00 | 74,853.86 | 10,652.87 | 71,493.27 | 54% |
| Staff Internal Dev/Trng - Web Based | 15,000.00 | 1,719.12 | 4,993.00 | 8,287.88 | 45% |
| Staff Development & Training | 15,000.00 | 3,343.39 | - | 11,656.61 | 22% |
| Mileage | 9,100.00 | 956.14 | 6,303.36 | 1,840.50 | 80% |
| COLLECTION: | | | | | |
| Materials-Binding/Replacements | 2,500.00 | 2,165.78 | - | 334.22 | 87% |
| Materials-Periodicals | 28,000.00 | 22,640.04 | 0.18 | 5,359.78 | 81% |
| Materials-Print/Non-Print <1 YR | 661,000.00 | 406,064.56 | 96,993.75 | 157,941.69 | 76% |
| Materials-Print/Non-Print | 1,228,000.00 | 927,261.52 | 133,336.94 | 167,401.54 | 86% |
| OPERATIONS: | | | | | |
| Art Purchases | 8,000.00 | 1,400.00 | 6,600.00 | - | 100% |
| Cataloging and ILL Services | 105,805.00 | 82,542.14 | 11,457.86 | 11,805.00 | 89% |
| Contracted-Digital Services | 538,078.00 | 488,798.70 | 28,492.24 | 20,787.06 | 96% |
| Contracted-Facilities | 326,400.00 | 259,210.57 | 39,913.25 | 27,276.18 | 92% |
| Contracted-Equipment | 51,100.00 | 44,936.10 | 21,532.80 | (15,368.90) | 130% |
| Contracted-Professional | 304,400.00 | 168,842.93 | 54,163.91 | 81,393.16 | 73% |
| Contracted-E-Rate Services | 1,791.00 | 1,681.21 | - | 109.79 | 94% |
| Digital Services Support | 297,300.00 | 109,587.76 | 116,944.27 | 70,767.97 | 76% |
| Furniture/Equipment | 91,465.00 | 1,366.20 | - | 90,098.80 | 1% |
| Insurance | 56,000.00 | 59,313.00 | - | (3,313.00) | 106% |
| Marketing & Communication | 47,500.00 | 32,081.71 | 3,851.96 | 11,566.33 | 76% |
| Memberships/Dues | 30,900.00 | 18,421.60 | 780.00 | 11,698.40 | 62% |
| Miscellaneous | 5,000.00 | 1,463.11 | 35.98 | 3,500.91 | 30% |
| Payments to Other Libraries | 118,962.00 | - | - | 118,962.00 | 0% |
| Postage/Shipping | 82,764.00 | 32,932.64 | 1,042.11 | 48,789.25 | 41% |
| Printing | 114,300.00 | 13,694.81 | 9,245.42 | 91,359.77 | 20% |
| Programming | 57,000.00 | 39,768.17 | 3,561.67 | 13,670.16 | 76% |
| Special Events | - | - | - | - | 0% |
| Special Projects | 1,650,000.00 | 802,474.17 | 773,027.07 | 74,498.76 | 95% |
| Supplies-Facilities | 98,000.00 | 53,085.66 | 34,013.75 | 10,900.59 | 89% |
| Supplies-Office/Library | 89,600.00 | 51,053.36 | 6,728.61 | 31,818.03 | 64% |
| Supplies-Processing | 45,000.00 | 22,256.97 | 1,344.24 | 21,398.79 | 52% |
| Telecommunications | 99,100.00 | 50,770.91 | 20,512.13 | 27,816.96 | 72% |
| Transfer Out | 550,000.00 | - | - | 550,000.00 | 0% |
| Utilities-Electric | 374,544.00 | 294,257.46 | 74,200.00 | 6,086.54 | 98% |
| Utilities-Gas | 67,626.00 | 50,709.46 | 11,519.43 | 5,397.11 | 92% |
| Utilities-Water/Sewage | 35,700.00 | 27,550.77 | 10,648.24 | (2,499.01) | 107% |
| Vehicle-Gas | 31,000.00 | 25,716.75 | - | 5,283.25 | 83% |
| Vehicle-Repair | 50,500.00 | 35,195.02 | 27,848.25 | (12,543.27) | 125% |
| Contingency/Fund Balance | 1,650,000.00 | - | - | - | 0% |
| Cash Long/Short | - | (21.93) | - | 21.93 | N/A |
| TOTALS | \$ 17,984,821.00 | \$ 10,751,867.73 | \$ 1,509,743.29 | \$ 4,073,209.98 | 75% |

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

10/31/2022

| | <u>2022 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|--|-------------------------|--------------------------------------|----------|
| Balance 01/01/2022 | \$ 2,536,202.00 | \$ 4,031,694.91 | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | 13,757,845.00 | 13,472,027.85 | 98% |
| Revitalization Rebates | (144,572.00) | (144,338.76) | 100% |
| Back Tax | - | 217,104.16 | N/A |
| Motor Vehicle Tax | 1,540,929.00 | 1,305,182.80 | 85% |
| Recreational Vehicle Tax | 15,862.00 | 15,072.27 | 95% |
| 16/20M Vehicle Tax | 5,946.00 | 6,682.97 | 112% |
| In Lieu of Tax | 20,114.00 | 42,796.50 | 213% |
| Watercraft Special Tax | 8,446.00 | - | 0% |
| Commercial Vehicle Fees | 51,476.00 | 53,720.38 | 104% |
| E-Rate Reimbursement | 19,902.00 | 19,462.38 | 98% |
| Fees and Charges | 16,000.00 | 44,601.24 | 279% |
| Reimbursements | 129,620.00 | 125,289.12 | 97% |
| Transfer In | 25,050.00 | - | |
| Interest on Idle Funds | 2,000.00 | 59,621.03 | 2981% |
| | <u>\$ 15,448,618.00</u> | <u>\$ 15,217,221.94</u> | 99% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Salaries | 8,891,386.00 | 6,543,774.07 | 74% |
| Other Staff Support Costs | 196,100.00 | 102,821.74 | 52% |
| Library Collections | 1,919,500.00 | 1,588,462.77 | 83% |
| Contracted Services | 1,327,574.00 | 1,201,571.71 | 91% |
| Digital Services Support | 297,300.00 | 226,532.03 | 76% |
| Furniture/Equipment/Art | 99,465.00 | 9,366.20 | 9% |
| Payments to Other Libraries | 118,962.00 | - | 0% |
| Special Projects | 1,650,000.00 | 1,575,501.24 | 95% |
| Utilities & Telecommunications | 576,970.00 | 540,168.40 | 94% |
| Vehicles | 81,500.00 | 88,760.02 | 109% |
| Other Operating Expenditures | 626,063.00 | 384,652.84 | 61% |
| Transfer Out | 550,000.00 | - | |
| Cash Basis Reserve | 1,650,000.00 | - | 0% |
| | <u>\$ 17,984,820.00</u> | <u>\$ 12,261,611.02</u> | 75% |
| Prior Year Canceled Purchase Orders | | <u>\$ 67,131.79</u> | |
| Unencumbered Balance 10/31/2022 | \$ - | <u><u>\$ 7,054,437.62</u></u> | |

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

10/31/2022

EMPLOYEE BENEFITS

| | 2022 Budget | Year To Date | % |
|--|------------------------|------------------------|------------|
| Balance 01/01/2022 | \$ 802,327.00 | \$ 1,403,457.62 | |
| Revenue: | | | |
| Ad Valorem Property Tax | \$ 3,663,189.00 | \$ 3,588,672.60 | 98% |
| Revitalization Rebates | (38,494.00) | (38,430.21) | 100% |
| Back Tax | - | 49,707.40 | N/A |
| Motor Vehicle Tax | 363,700.00 | 307,384.12 | 85% |
| Recreational Vehicle Tax | 3,744.00 | 3,554.29 | 95% |
| 16/20M Vehicle Tax | 1,403.00 | 1,421.70 | 101% |
| In Lieu of Tax | 8,323.00 | 11,395.64 | 137% |
| Watercraft Special Tax* | 1,994.00 | - | 0% |
| Commercial Vehicle Fees | 12,150.00 | 12,570.46 | 103% |
| Refund-Fringe Benefits-Foundation | 48,256.00 | 32,642.43 | 68% |
| Refund-Fringe Benefits-Friends | 20,829.00 | 14,953.88 | 72% |
| Refund-Fringe Benefits-Shawnee Cty | - | 11,445.61 | N/A |
| Refund FICA | - | 22,454.98 | 0% |
| Employee COBRA Payments | - | - | 0% |
| Retiree Payments BC/BS | - | 7,813.50 | N/A |
| Interest on Idle Funds | 1,000.00 | 17,097.50 | 1710% |
| | \$ 4,086,094.00 | \$ 4,042,683.90 | 99% |
| Expenditures/Encumbrances: | | | |
| Employee Assistance Program | \$ 7,137.00 | \$ 6,372.00 | 89% |
| Cafeteria Plan Administration Fees | 3,145.00 | 2,297.00 | 73% |
| Social Security/Medicare | 680,191.00 | 465,954.70 | 69% |
| Ks Public Employees Retirement Sys | 864,426.00 | 595,529.70 | 69% |
| Worker's Compensation | 54,000.00 | 53,262.35 | 99% |
| Unemployment Tax | 8,891.00 | 56,298.46 | 633% |
| Health/Dental Insurance | 2,870,631.00 | 1,736,360.79 | 60% |
| Miscellaneous | - | - | 0% |
| Contingency/Fund Balance | 400,000.00 | - | 0% |
| | \$ 4,888,421.00 | \$ 2,916,075.00 | 65% |
| Prior Year Canceled Purchase Orders | | \$ 1,536.00 | |
| Unencumbered Balance 10/31/2022 | \$ - | \$ 2,531,602.52 | |

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

CAPITAL IMPROVEMENT

| | |
|--|------------------------|
| Balance 01/01/2022 | \$ 4,677,506.88 |
| Revenue: | |
| Transfer In | \$ - |
| Interest received | 21,502.33 |
| | \$ 21,502.33 |
| Expenditures/Encumbrances: | |
| Contracted - Professional | - |
| Capital Outlay | - |
| | - |
| Prior Year Canceled Purchase Orders | - |
| Unencumbered Balance 10/31/2022 | \$ 4,699,009.21 |

STATE AID

| | | |
|--|---------------------|---------------------|
| Balance 01/01/2022 | \$ - | \$ - |
| Revenue: | | |
| State Aid | - | 49,293.13 |
| | \$ - | \$ 49,293.13 |
| Expenditures/Encumbrances: | | |
| Contracted - Digital Services | | |
| Digital Services Support | | - |
| Staff Internal Development/Trng | | - |
| Special Projects | 52,000.00 | 49,293.13 |
| | \$ 52,000.00 | \$ 49,293.13 |
| Unencumbered Balance 10/31/2022 | \$ - | \$ - |

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

10/31/2022

| | <u>2022 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|--|---------------------|---------------------------|----------|
| Balance 01/01/2022 | \$ - | \$ - | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | - | - | N/A |
| Revitalization Rebates | - | - | 0% |
| Back Tax | 25,000.00 | 4,438.26 | 18% |
| Motor Vehicle Tax | - | - | N/A |
| Recreational Vehicle Tax | - | - | N/A |
| 16/20M Vehicle Tax | - | 14.83 | N/A |
| In Lieu of Tax | - | - | 0% |
| Watercraft Special Tax* | - | - | 0% |
| Commercial Vehicle Fees | - | - | N/A |
| Interest on Idle Funds | 50.00 | 10.04 | 20% |
| | <u>\$ 25,050.00</u> | <u>\$ 4,463.13</u> | 18% |
| <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 10/31/2022 | <u><u>\$ -</u></u> | <u><u>\$ 4,463.13</u></u> | |

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of October 31, 2022

Capital Improvement Funds-Community National Bank

\$ 4,699,009.21 at 2.4193% (money market account)

Municipal Investment Pool

\$10,573,405.89 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average October 1 - 31, 2022 was 2.0%

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|------------------------------|--------------|---------------------|
| 10 | 41000 | 420 | 10/3/22 | COREFIRST BANK & TRUST | 2 Printers | \$ 1,747.00 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 50 rolls of overlays | \$ 1,870.00 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 80 supply items | \$ 2,733.25 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 8 pkgs of labels | \$ 431.28 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 100 BGIB Folders | \$ 253.01 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 12 rolls | \$ 125.47 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 90 BGIB Binder Pockets | \$ 74.16 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 1 pkg of envelopes | \$ 10.85 | -97487 |
| 10 | 41000 | 430 | 10/3/22 | COREFIRST BANK & TRUST | 1 pkg of blank badges | \$ 7.98 | -97487 |
| | | | | <i>Miscellaneous online orders paid by credit card</i> | | \$ 7,253.00 | -97487 Total |
| 10 | 21501 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | Federal W/H | \$ 24,111.85 | -97478 |
| 10 | 21502 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | State W/H | \$ 11,427.63 | -97478 |
| 15 | 21521 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | State Unemployment | \$ 267.68 | -97478 |
| 10 | 21503 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | Social Security EE | \$ 18,349.13 | -97478 |
| 15 | 21504 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | Social Security ER | \$ 18,349.13 | -97478 |
| 10 | 21503 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | Medicare EE | \$ 4,291.20 | -97478 |
| 15 | 21504 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | Medicare ER | \$ 4,291.20 | -97478 |
| 10 | 21514 | 0 | 10/6/22 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | \$ 1,429.53 | -97478 |
| 10 | 41000 | 313 | 10/6/22 | PAYCOM PAYROLL LLC | Paycom Bundle | \$ 1,946.80 | -97478 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> | | \$ 84,464.15 | -97478 Total |
| 10 | 21505 | 0 | 10/6/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 17,963.38 | -97477 |
| 15 | 21516 | 0 | 10/6/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 26,645.77 | -97477 |
| 15 | 21517 | 0 | 10/6/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 2,993.82 | -97477 |
| 10 | 21513 | 0 | 10/6/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers OGLI | \$ 1,189.53 | -97477 |
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 48,792.50 | -97477 Total |
| 10 | 21509 | 0 | 10/7/22 | EMPOWER RETIREMENT | Deferred Comp EE Portion | \$ 6,125.89 | -97475 |
| | | | | <i>Remittance of deferred retirement employee contributions</i> | | \$ 6,125.89 | -97475 Total |
| 10 | 21501 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | Federal W/H | \$ 21,158.58 | -97473 |
| 10 | 21502 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | State W/H | \$ 10,602.03 | -97473 |
| 15 | 21521 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | State Unemployment | \$ 18,412.91 | -97473 |
| 10 | 21503 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | Social Security EE | \$ 17,439.68 | -97473 |
| 15 | 21504 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | Social Security ER | \$ 17,439.68 | -97473 |
| 10 | 21503 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | Medicare EE | \$ 4,078.73 | -97473 |
| 15 | 21504 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | Medicare ER | \$ 4,078.73 | -97473 |
| 10 | 21514 | 0 | 10/20/22 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | \$ 1,429.53 | -97473 |
| 10 | 41000 | 313 | 10/20/22 | PAYCOM PAYROLL LLC | Paycom Bundle | \$ 1,892.88 | -97473 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> | | \$ 96,532.75 | -97473 Total |
| 10 | 21505 | 0 | 10/20/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 17,860.98 | -97472 |
| 15 | 21516 | 0 | 10/20/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 26,493.97 | -97472 |
| 15 | 21517 | 0 | 10/20/22 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 2,976.75 | -97472 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|---|----------------------------|---------------|---------------------|
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 47,331.70 | -97472 Total |
| 10 | 21509 | 0 | 10/20/22 | EMPOWER RETIREMENT | Deferred Comp EE Portion | \$ 6,065.89 | -97470 |
| | | | | <i>Remittance of deferred retirement employee contributions</i> | | \$ 6,065.89 | -97470 Total |
| 10 | 21515 | 0 | 10/24/22 | BLUE CROSS BLUE SHIELD OF KS | EE - BCBS Actives Premiums | \$ 30,890.69 | -97468 |
| 15 | 21515 | 0 | 10/24/22 | BLUE CROSS BLUE SHIELD OF KS | ER - BCBS Actives Premiums | \$ 146,264.38 | -97468 |
| 15 | 21515 | 0 | 10/24/22 | BLUE CROSS BLUE SHIELD OF KS | Retiree BCBS Premiums | \$ 737.19 | -97468 |
| | | | | | | \$ 177,892.26 | -97468 Total |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 10 weaving loom" | \$ 229.90 | -97465 |
| 10 | 41000 | 420 | 10/24/22 | COREFIRST BANK & TRUST | Calendar | \$ 54.99 | -97465 |
| 10 | 41000 | 420 | 10/24/22 | COREFIRST BANK & TRUST | Plastic file folders | \$ 29.98 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Ethernet card | \$ 44.19 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 360 sheets tissue paper p | \$ 9.89 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Mr. Pen- Wood Screws Asso | \$ 7.94 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 1 Inch Small Screw Eyes M | \$ 6.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Qualihome Hardware Nail A | \$ 8.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Fiskars Crafts DIY Precis | \$ 49.96 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | ANKER USB HUB | \$ 74.97 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | ANKER SD ADAPTER | \$ 53.67 | -97465 |
| 10 | 41000 | 361 | 10/24/22 | COREFIRST BANK & TRUST | 13X6.50-6 Pair lawn tires | \$ 139.99 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | cordless vac Makita | \$ 189.00 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | wooden mop handles | \$ 50.40 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | 4 pcs dusters | \$ 25.58 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | 10oz soap dispensers | \$ 34.50 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | 3ft | \$ 269.00 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | 5ft | \$ 376.60 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | 7ft | \$ 126.60 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | 10ft | \$ 89.70 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | 14ft | \$ 57.50 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | 20ft | \$ 81.50 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Shipping | \$ 33.35 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 6x6x6 boxes | \$ 16.88 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | Umbrella | \$ 52.99 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | Umbrella Base | \$ 29.09 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | Mower bagger | \$ 822.74 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | monitors | \$ 1,545.00 | -97465 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | control premium annual | \$ 3,120.00 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | yellow pony beads | \$ 7.78 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | white pony beads | \$ 7.80 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | green pony beads | \$ 5.76 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | orange pony beads | \$ 9.43 | -97465 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|------------------------|---------------------------|---------------|---------------------|
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | red pony beads | \$ 9.12 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | brown pony beads | \$ 6.56 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | royal blue pony beads | \$ 6.09 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | baby blue pony beads | \$ 10.98 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | dark blue pony beads | \$ 10.98 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | tri-bead crystal pony bea | \$ 5.70 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | cotton twine | \$ 8.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | canning rings | \$ 16.75 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | voice amplifier | \$ 34.97 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | newton's cradle | \$ 13.57 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | slide whistles | \$ 10.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | tack adhesive | \$ 16.41 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | foil sheets | \$ 18.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | corn seed (1000 ct.) | \$ 16.70 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | pumpkin seeds | \$ 17.98 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | clear cups | \$ 24.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | crayon pack | \$ 63.98 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | bulletin board border | \$ 34.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | bulletin board border | \$ 17.13 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | chalkboard paper roll | \$ 12.45 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Smraza Kit | \$ 11.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | alligator clips | \$ 4.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | DC motor | \$ 9.89 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Magnets | \$ 13.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Kool-Aid 50 pack | \$ 59.85 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Cotton piping cord | \$ 35.76 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | nas hd drobo | \$ 809.97 | -97465 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | mobile device mgmt | \$ 2,736.30 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Amazon Basics Snack Stora | \$ 19.66 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Amazon Basics Gallon Food | \$ 24.44 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Amazon Basics Freezer Qua | \$ 17.96 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Amazon Basics Sandwich St | \$ 17.02 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Elmer's Disappearing Purp | \$ 27.98 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 200 Pieces Wiggle Eyes Se | \$ 4.49 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 200 Pieces Wiggle Eyes Se | \$ 5.95 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 200 Pieces Wiggle Eyes Se | \$ 4.95 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Melitta 600 Coffee Filter | \$ 11.43 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Bamboo Cotton Swabs, Wood | \$ 9.98 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Amazon Basics Cotton Ball | \$ 5.64 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Surebonder DT-100 Made in | \$ 6.88 | -97465 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|--|-------------------------------|---------------|---------------------|
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Gorilla Dual Temp Mini Ho | \$ 49.62 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | 2 pk 3.0Ah Battery | \$ 39.98 | -97465 |
| 10 | 41000 | 410 | 10/24/22 | COREFIRST BANK & TRUST | Makita Vac filters | \$ 11.45 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | DELL SERVERS | \$ 4,848.00 | -97465 |
| 10 | 41000 | 420 | 10/24/22 | COREFIRST BANK & TRUST | Distilled water gal 6pk | \$ 67.99 | -97465 |
| 10 | 41000 | 420 | 10/24/22 | COREFIRST BANK & TRUST | Falcon Cmpd Air 3pk | \$ 19.99 | -97465 |
| 10 | 41000 | 420 | 10/24/22 | COREFIRST BANK & TRUST | Monicut 12x12 mat | \$ 7.49 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Duufin 50 Pieces Satin He | \$ 12.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | CLY 4 Pack 28W UV LED Bla | \$ 39.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | 100Pcs Neon Stickers Pack | \$ 5.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Eyourlife 10 Rolls 5 Colo | \$ 10.99 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Outee 96 Pcs Glow in the | \$ 14.29 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Neon Rope Friendship Brac | \$ 7.00 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Apple Lightning to 3.5mm | \$ 7.99 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Samsung 55 inch 4k TV | \$ 397.99 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Samsung 55 inch 4k TV | \$ (397.99) | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Blu-Ray player | \$ 89.99 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Kensington PC lock | \$ 140.40 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | synology drives | \$ 1,999.92 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | KitchenSmith Toaster Oven | \$ 39.27 | -97465 |
| 10 | 41000 | 320 | 10/24/22 | COREFIRST BANK & TRUST | Logitech wireless mouse | \$ 198.00 | -97465 |
| 10 | 41000 | 330 | 10/24/22 | COREFIRST BANK & TRUST | Embroidery needles sz 4 | \$ 111.30 | -97465 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | Yith wordpress plugin | \$ 109.99 | -97465 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | International Transaction Fee | \$ 2.20 | -97465 |
| | | | | <i>Miscellaneous online orders paid by credit card</i> | | \$ 19,694.93 | -97465 Total |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | ISSUU monthly newsletter | \$ 19.00 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | 2022 LibSyn renewal | \$ 20.00 | -97463 |
| 10 | 41000 | 313 | 10/24/22 | COREFIRST BANK & TRUST | Job posting | \$ 302.10 | -97463 |
| 10 | 41000 | 313 | 10/24/22 | COREFIRST BANK & TRUST | Job posting | \$ 372.90 | -97463 |
| 10 | 41000 | 313 | 10/24/22 | COREFIRST BANK & TRUST | Job posting - Accountant | \$ 129.69 | -97463 |
| 10 | 41000 | 313 | 10/24/22 | COREFIRST BANK & TRUST | Job posting - Accountant | \$ 100.11 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | cPanel Solo MT Cloud | \$ 15.99 | -97463 |
| 10 | 41000 | 311 | 10/24/22 | COREFIRST BANK & TRUST | Monthly rental fee | \$ 170.00 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | Zendesk (DS) renewal | \$ 3,525.12 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | Veeam Connect | \$ 179.90 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | MONTHLY SUBSCRIPTION | \$ 98.00 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | Messaging service | \$ 31.00 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | MailChimp 2022 | \$ 460.00 | -97463 |
| 10 | 41000 | 310 | 10/24/22 | COREFIRST BANK & TRUST | SoundTrack your brand | \$ 147.00 | -97463 |
| 10 | 41000 | 323 | 10/24/22 | COREFIRST BANK & TRUST | SHRM Membership | \$ 458.00 | -97463 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|--------------------------|--------------|---------------------|
| | | | | <i>Miscellaneous online orders paid by credit card</i> | | \$ 6,028.81 | -97463 Total |
| 35 | 41000 | 330 | 10/6/22 | BAYRON, KALYNN | Speaker fee | \$ 5,000.00 | 12012 |
| | | | | <i>Author speaker fee - paid from non-budgeted fund</i> | | \$ 5,000.00 | 12012 Total |
| 10 | 21512 | 0 | 10/6/22 | DELTA DENTAL OF KANSAS, INC | EE October Premiums | \$ 2,637.96 | 98407 |
| 15 | 21512 | 0 | 10/6/22 | DELTA DENTAL OF KANSAS, INC | ER October Premiums | \$ 9,843.74 | 98407 |
| 15 | 21512 | 0 | 10/6/22 | DELTA DENTAL OF KANSAS, INC | Retiree Oct. Premiums | \$ 44.16 | 98407 |
| | | | | | | \$ 12,525.86 | 98407 Total |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 22.73 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 22.73 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 22.73 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 22.73 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 22.73 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 22.73 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 24.09 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 111.07 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 240.92 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 2,177.32 | 98410 |
| 10 | 41000 | 351 | 10/6/22 | EVERGY | Electricity | \$ 36,694.29 | 98410 |
| | | | | | | \$ 39,528.61 | 98410 Total |
| 10 | 41000 | 736 | 10/6/22 | JOHNSON CONTROLS FIRE PROTECTION LP | 1020 WASHBURN FIRE PANEL | \$ 10,079.06 | 98416 |
| | | | | | | \$ 10,079.06 | 98416 Total |
| 10 | 41000 | 301 | 10/6/22 | OCLC, INC. | OCLC cataloging & ILL | \$ 7,195.41 | 98422 |
| | | | | <i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i> | | \$ 7,195.41 | 98422 Total |
| 25 | 41000 | 736 | 10/13/22 | KANSAS CITY AUDIO-VISUAL INC. | Tech Zone Equipment | \$ 18,418.33 | 98447 |
| 10 | 41000 | 736 | 10/13/22 | KANSAS CITY AUDIO-VISUAL INC. | Tech Zone Equipment | \$ 27,893.87 | 98447 |
| | | | | <i>2022 approved facilities master plan budget</i> | | \$ 46,312.20 | 98447 Total |
| 10 | 41000 | 310 | 10/13/22 | KOIOS LLC | Koios renewal | \$ 6,902.00 | 98449 |
| | | | | <i>2022 approved operating budget - annual marketing subscription</i> | | \$ 6,902.00 | 98449 Total |
| 10 | 41000 | 326 | 10/13/22 | KILLER CUSTOM WRAPS | wrap removal | \$ 2,000.00 | 98461 |
| 10 | 41000 | 326 | 10/13/22 | KILLER CUSTOM WRAPS | full wrap | \$ 3,650.00 | 98461 |
| | | | | <i>2022 approved operating budget - Alice bookmobile</i> | | \$ 5,650.00 | 98461 Total |
| 10 | 41000 | 361 | 10/21/22 | MIDWEST BUS SALES INC | Bookmobile Repair | \$ 12,146.77 | 98496 |
| | | | | <i>Insurance claim filed - expense was reimbursed less \$1,000 deductible</i> | | \$ 12,146.77 | 98496 Total |
| 10 | 41000 | 301 | 10/28/22 | OCLC, INC. | OCLC cataloging & ILL | \$ 7,195.41 | 98524 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|-----------------------|---|---------------|---------------------|
| | | | | | <i>2022 approved operating budget - monthly fee for cataloging and interlibrary loan database</i> | \$ 7,195.41 | 98524 Total |
| 10 | 41000 | 313 | 10/28/22 | THE MORAN COMPANY LLC | Recruitment Fees | \$ 10,744.88 | 98529 |
| | | | | | <i>2022 approved operating budget - contracted professional fees</i> | \$ 10,744.88 | 98529 Total |
| | | | | | | \$ 663,462.08 | Grand Total |



Agenda
Board of Trustees Executive Committee Meeting
November 14, 2022 – 4:00 pm
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 November 14, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda

The minutes from the October 10, 2022, Board of Trustees Executive Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Jim Edwards, the October 10, 2022, Board of Trustees Executive Committee Meeting Minutes were approved.

Motion passed unanimously.

The minutes from the October 20, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees November 17, 2022, Meeting were reviewed.

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

Chair Jim Edwards will share the Trustee Executive Committee Minutes at the Board of Trustees Meeting.

Chief Executive Officer Marie Pyko stated that Foundation Board Chair Judy Moler will provide the update for the Foundation and will share a recruitment update for the Executive Director position. Pyko shared that Chief Human Resources Officer Jesse Maddox and herself are hopeful to have semifinal candidate interviews after Thanksgiving. Friends Board President Christy Molzen will provide the update for the Friends. Molzen will speak about the Friends annual meeting that was held this month.

Pyko shared that Dolly Parton's Imagination Library participant numbers are going up. She asked Program Manager Jacqueline Belden to speak about Get Digital; a partnership with the City, County, USD501, and Jayhawk Area Agency on Aging. She will present at the Board of Trustees Meeting on November 17.

Trustee Education

Pyko stated she'd like to have Safety & Security Supervisor Greg Gaul speak about emergency preparedness in the new year. She would also like to have Curator Zan Popp speak about the new traveling exhibit the gallery will get in February. Pyko also welcomed Trustee Executive Committee members to email her about trustee education ideas they have or would like to hear more about.

TEC Date Change

The December Trustee Executive Committee Meeting was proposed to be held on December 5, 2022, at 4:00 pm via Zoom. There are no conflicts to attendees.

Other Items

Chief of Staff Thad Hartman noted he would share the bid for staff office chairs. Hartman stated that only one bid was received because there is only one vendor who distributes that chair in this area. Hartman will also provide some updates about how the library handles idea management.

The board will be presented with the Customer Conduct Policy Resolution on Thursday. The biggest changes to this policy are adding the new service points and some cosmetic changes to update staff titles.

The board will also be presented with a Resolution to appoint an Audit Committee.

It is the time of the year for the Board of Trustees to review the loaned employee agreements for Friends and Foundation.

The Board of Trustees will be presented with an Employee Retention Payment Plan Resolution.

Chief Human Resources Officer Jesse Maddox will prepare paperwork for Pyko's review.

Executive Session

On a motion by Peg Dunlap, seconded by Shawn Leisinger for the Trustee Executive Committee of Topeka and Shawnee County Public Library to go into an Executive Session at 4:30 pm for a period of 30 minutes to discuss a personnel matter. Participants will include members of the Trustee Executive Committee and Marie Pyko.

Motion Passed.

A motion was made by Shawn Leisinger, seconded by Joan Hicks at 4:38 pm to end the Executive Session and return to the Board of Trustees Executive Committee Meeting.

Motion Passed.

Adjournment

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the meeting was adjourned at 4:39 pm.

Next Meeting

December 5, 2022

4:00 pm

Zoom Meeting

<https://tscpl.zoom.us/j/84540244825>

Meeting ID: 845 4024 4825 Passcode: 291185

CHIEF EXECUTIVE OFFICER'S REPORT

November 2022

News and Updates

Dolly Parton's Imagination Library (DPIL) United Way

At the end of October there were 5855 children 0-5 years old who were members of the program. We continue to see growth in our participation numbers. We continue to look for new ways to reach more families and plan to include bookmarks and flyers to the preschools as we begin our Outreach Storytelling once again. It has been over 2.5 years since our storytellers have been out on the road so this will be an effective way to reach out to families.

Strategic Plan 2023

I have begun working on the contract with the Ivy Group. We are adjusting a couple of the items in the core deliverables which are not necessary to accommodate the inclusion of the Staff Forum and Focus Group Forums in the strategic plan work. After the contract is signed, I will begin working on the timeline, coordination, and strategic planning committee members.

Partnerships and Collaborations

As part of our continued interest in showcasing community collaborations, Program Manager Jacqueline Belden will share the Get Digital partnership the library has been involved with over the last year. The Get Digital project is a collaboration with the City of Topeka, Shawnee County, USD 501, Jayhawk Area Agency on Aging and the library. It truly is a notable example of leveraging resources and expertise together to meet a community need.

2023

Board of Trustees meetings schedule

Included after my report is the updated 2023 board, budget workshop and trustee executive meeting schedules. Please take a look and let me know if there are any known conflicts.

New Business

Customer Conduct Policy- Action item

Last month the Board reviewed the Customer Conduct Policy. The changes to the policy were minor but included additional language for our new service area the Level 2 Tech Center. The library's attorney Chuck Engel reviewed the updated policy. At our November board meeting, the policy will be considered for approval during New Business. Please see the resolution sheet in your packet.

2023 Audit Committee Appointments

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:

"The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews

the audit draft for recommendation to the full Board.” Chair Jim Edwards will ask for volunteers to serve on this committee at the board meeting.

Loaned Employee Agreement, Friends of the Library

Loaned Employee Agreement, The Library Foundation

Each year the loaned employee agreements with the TSCPL Friends of the Library and The Library Foundation are reviewed and approved by the Board of Trustees and the Friends and Foundation boards. A reminder that the Friends executive, the Library Foundation executive director, and Library Foundation development professional are all library employees who are in effect loaned to those 501©3 organizations each year.

Employee Retention Plan

We continue to struggle in the current economic and employment environment. In 2022, we have experienced a larger than normal amount of staff turnover and difficulty recruiting for several staff positions. Additionally, the costs associated with health benefits have continued to increase. In response to the challenges, we are presenting for board consideration a one-time retention payment for all staff who have been employed before September 30, 2022. The amount of payment is based on employment status of full-time, half-time, or intermittent part-time. The expenditure will be from the General Fund salary line and Benefits fund.

Bid for Employee Chair Replacement

After over 20 years of use, it is time to replace many of the staff desk chairs. The chair replacement needs were included in the 2022 annual budget request. The staff recommendation, bid form and resolution are included in the November board packet.

Professional Activities/Community Contacts

- October 14, 2022 Met with Angie Reed, Teen librarian and Katie Simmons, Outreach Storyteller to discuss their library school experience. Both are currently working on a Master of Library Science degree.
- October 19, 2022 Attended the Community Impact Committee of United Way of Greater Topeka.
- October 19, 2022 Attended the Library Foundation board meeting
- October 20, 2022 Melanie Hedgespeth, Salina Public Library
- October 24, 2022 Janel DeLeye, Foundation Professional and I hosted a donor cultivation lunch.
- October 25, 2022 Attended Momentum 2027 Investors event with Debbie Stanton and Jacqueline Belden.

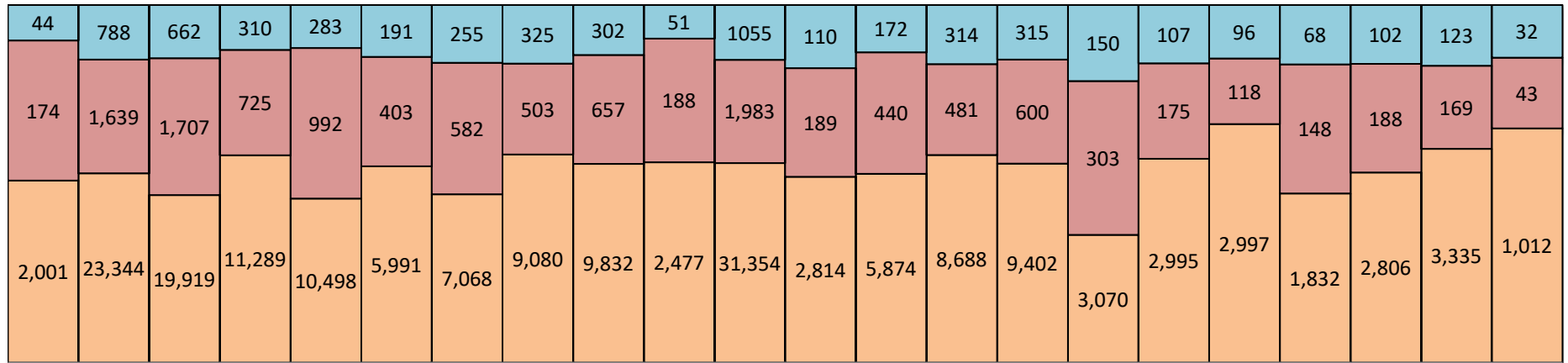
October 27, 2022 Met with Julia Prince, Ivy Group, Inc.
October 27, 2022 Attended the MO/KS Library Director meeting
November 6, 2022 Presented at the Friends of the Library annual meeting.
November 8, 2022 Attended the Rotary Club Board meeting.
November 8, 2022 Attended the Friends of the Library board meeting.
November 9, 2022 Met with Dene' Mosier, Kansas Children's Discovery Center.
November 10, 2022 Attended the State of the Community Breakfast.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 11/12/22

Number of children currently enrolled: **5,855**

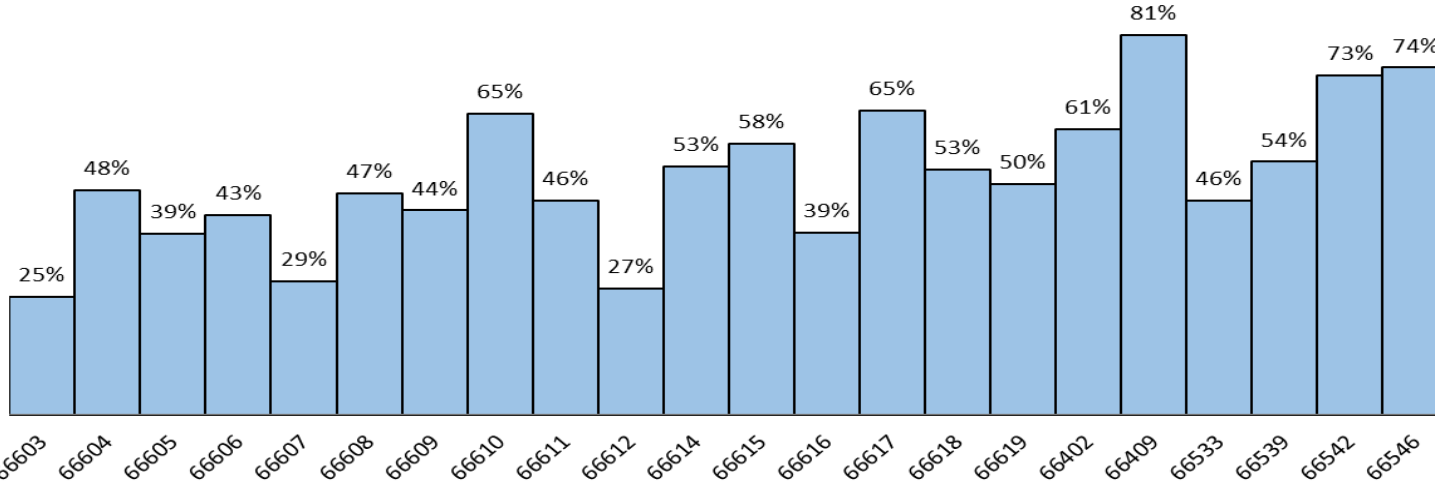
OCTOBER 2022 DOLLY PARTON IMAGINATION LIBRARY

POPULATION UNDER 5 DPIL



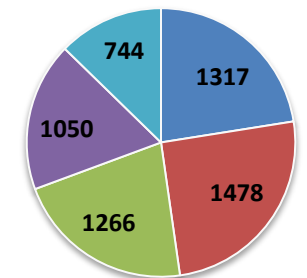
66603 66604 66605 66606 66607 66608 66609 66610 66611 66612 66614 66615 66616 66617 66618 66619 66402 66409 66533 66539 66542 66546

PERCENT OF CHILDREN SIGNED UP BY ZIPCODE

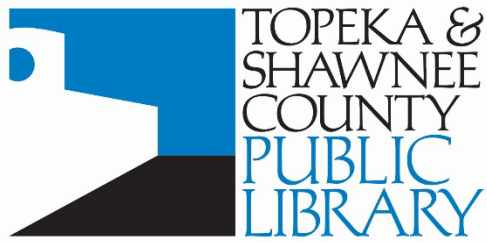


AGE OF CHILDREN

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



Board of Trustees Scheduled Meetings
(Meeting room locations may change)

Board of Trustees Meetings

2023

| | | |
|--|---------|--------------------------|
| Thursday January 19, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday February 16, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday March 16, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday April 20, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday May 18, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday June 15, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday July 20, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday August 24, 2023 | 5:00 pm | Zoom/Marvin Aud. 101 ABC |
| (Revenue Neutral Rate (RNR) at 5:30 pm Annual Public Budget Hearing Following RNR Hearing) | | |
| Thursday August 24, 2023 | 5:30 pm | Zoom/Marvin Aud. 101 ABC |
| Thursday September 21, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday October 19, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday November 16, 2023 | 4:00 pm | Zoom/Menninger room 206 |
| Thursday December 21, 2023 | 4:00 pm | Zoom/Menninger room 206 |

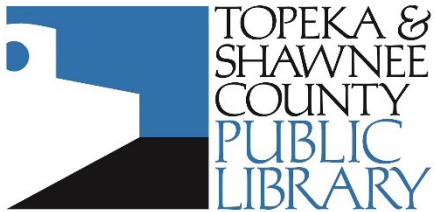
Trustees Budget Work Sessions

| | | |
|-------------------------|--------------------|-------------------------|
| Tuesday June 6, 2023 | 9:00 am – 11:00 am | Zoom/Hughes Room 205 |
| Wednesday July 12, 2023 | 1:00 pm – 3:00 pm | Zoom/Menninger Room 206 |

Trustees Executive Meetings (TEC)

2023

| | | |
|----------------------------|---------|----------------|
| Monday January 9, 2023 | 4:00 pm | Zoom/room 208F |
| Monday February 6, 2023 | 4:00 pm | Zoom/room 208F |
| Monday March 6, 2023 | 4:00 pm | Zoom/room 208F |
| Monday April 10, 2023 | 4:00 pm | Zoom/room 208F |
| Monday May 8, 2023 | 4:00 pm | Zoom/room 208F |
| Monday June 5, 2023 | 4:00 pm | Zoom/room 208F |
| Monday July 10, 2023 | 4:00 pm | Zoom/room 208F |
| Tuesday August 7, 2023 | 4:00 pm | Zoom/room 208F |
| Tuesday September 11, 2023 | 4:00 pm | Zoom/room 208F |
| Monday October 9, 2023 | 4:00 pm | Zoom/room 208F |
| Monday November 6, 2023 | 4:00 pm | Zoom/room 208F |
| Monday December 11, 2023 | 4:00 pm | Zoom/room 208F |



2023

The Library Foundation & Friends Board Meetings Calendar

Foundation Board Meetings 3rd Wednesday every other month

| Date | Time | Room | Sign Up |
|-------------|---------|----------------|---------|
| February 15 | 4:00 pm | Menninger Room | |
| April 19 | 4:00 pm | Menninger Room | |
| June 21 | 4:00 pm | Menninger Room | |
| August 16 | 4:00 pm | Menninger Room | |
| October 18 | 4:00 pm | Menninger Room | |
| December 13 | 4:00 pm | Menninger Room | |

Friends Board Meeting 2nd Tuesday every other month

| Date | Time | Room | Sign Up |
|--------------|---------|----------------|---------|
| January 10 | 4:00 pm | Menninger Room | |
| March 14 | 4:00 pm | Menninger Room | |
| May 9 | 4:00 pm | Menninger Room | |
| July 11 | 4:00 pm | Menninger Room | |
| September 12 | 4:00 pm | Menninger Room | |
| November 14 | 4:00 pm | Menninger Room | |

Chief of Staff Report

Thad Hartman

November 10, 2022

Idea Management

For the last several years Public Services Specialist Matt Pettit has been leading the charge in the library's implementation of an Idea Management System. Idea Management is a structured process for generating, capturing, discussing, improving, organizing, evaluating, and prioritizing valuable insights. Matt led a team of staff who evaluated several software products before selecting Qmarkets as our Idea Management platform.

We have been using Idea Management for a little over a year, including as part of the planning process for the Level 2 Tech Center. Over the last few months, we have created a team to review ideas as they are proposed by staff, solicit feedback, and assign people to assist as necessary. This process will allow everyone at the library to have a voice in making improvements to our services and for the library to better utilize of our employees' wealth of knowledge. It also provides a clearinghouse so people can review ideas that have already been discussed and decided and any relevant research.

Matt currently leads a team consisting of Carrie Cummings, Kate Hughes, Nessa Johnson, and Natalie Moreland, with myself serving as team sponsor. This team has been working through past ideas and making sure that everything is being addressed by the appropriate people. Idea Management is a powerful tool that we can utilize to improve services and might prove extremely useful in the strategic planning process. A big thank you goes out to Matt and his team for all their hard work!

Introvert Friendly Workplaces

The Library recently partnered with the Northeast Kansas Library System and Lawrence Public Library to provide a special learning opportunity for staff from all types of libraries in Northeast Kansas. On November 3rd, best-selling author Jennifer Kahnweiler presented via Zoom about creating introvert-friendly workplaces. The desired learning outcomes were:

- Learn how to start conversations about introvert awareness and inclusion.
- Help teams and senior leadership become powerful agents of change.
- Identify action steps and review examples of introvert-friendly pockets of inclusion.

Being part of a professions that skews more heavily towards introverts, this has been useful training to help us understand the needs of our workforce. The training also made sure to cover all types of personalities so that changes were not made to the detriment of extroverts.

Several staff members attended the training. There will be additional facilitated small group discussion on November 16 focused on how libraries might apply ideas from the presentation. Special thanks goes out to Staff Development Coordinator Brenda Hough for helping to organize these events.

Office Chairs

The majority of library staff have been using chairs that were purchased in 2001 or earlier. These chairs

are in poor shape and in need of replacement. In anticipation of this we planned to replace these chairs with this year's Furniture Replacement budget allocation.

Safety and Security Supervisor Greg Gaul has extensive experience in ergonomics and took the lead on this project. Several test chairs were brought to the library, and Greg worked with Chief Human Resources Officer Jesse Maddox to narrow the selection down to three chairs based on budget and ergonomics. Several staff tested the final options, and a preferred chair was selected.

We received only one bid, but this is due to the nature of the vendors for this chair. We had inquiries from several authorized dealers, but they sell based on territory, so the only bid is from the dealer assigned to Northeast Kansas. However, we feel good about the chair selection and the price is in line with other similar chairs and is under budget for this project.

Department Highlights

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

Fall Reading Challenge

The Fall Reading Challenge that took place from October 1st through October 31st was WICKEDLY popular. This year, we had 656 people sign up for the challenge with 592 of those readers completing the challenge to read three books during the month of October! Each year our Fall Reading Challenge has been gaining momentum and readers! For perspective in 2021, 561 people signed up and 514 completed the challenge.

Winter Reading Challenge

Now that you've heard about the Fall Reading Challenge success, it's time to think about that Winter Reading Challenge that will take place in January! Be on the lookout for more information in the December Board Packet.

Fall Author Series

This fall, TSCPL had multiple New York Times Best Selling Authors visit us either in person or virtually. In August, Faye Kellerman visited with us by way of Zoom. CJ Box was HERE in person on the launch day for his latest book, Treasure Hunt, in September. J.A. Jance wrapped up the series in October over Zoom. These events were EXTREMELY well attended and made possible by the Friends of the Topeka & Shawnee County Public Library! Stay tuned to see what exciting things we do in 2023!

KLA Conference

Three staff from the Readers Services Team attending the Kansas Library Association Conference in Wichita the last week of October. Michelle Morris, Areli Bermudez-Villarreal, and Autumn Friedli all attended the three-day conference. Autumn Friedli presented to an audience of 55 people on the topic of "Reconnection with Your Community Through Readers Engagement." The session was based on the article Autumn co-authored with Duncan Smith and Victoria Fredrick of Novelist. The conference is

always a great way to network with fellow librarians near us and hear what amazing things other libraries in our state are doing.

Human Resources – Staff Development **Brenda Hough, Staff Development Coordinator**

Working Towards a Community of Readers

One of the library's Community Impact Goals states, "Topeka and Shawnee County will be an engaged community of readers." All staff can help to achieve this goal. To support this aim, Miranda Ericsson, Readers Librarian, and Julie Nelson, Collection Development Professional, delivered one-hour in-person training sessions for all staff in October. During this training, they helped staff to each recognize their role in building a community of readers. Julie and Miranda also reviewed a variety of resources that are available to help people discover books (from the popular Bookmark podcast to the powerful NovelList Plus database).

The sessions were undoubtedly the most popular staff training that has been offered in 2022. Feedback form comments praised the training as "fun," "awesome," "informative," "laughter-filled," and "educational." During the interactive session, everyone had a chance to discover their next great read. As an organization, we value the power and joy of reading. Miranda and Julie's training underscored and encouraged our work towards this important goal.

Program Services **Jacqueline Belden, Program Manager**

Program Services and the Busiest October

October was a busy month for the Program Services unit! Shari Schawo, Public Training Professional, taught 28 total students throughout the month in basic computer skills classes in the Learning Center, mainly driven by TSC Get Digital participants' desire to learn how to use their new or refurbished desktop computers. Shari also participated in assisting library customers with their computer and gadget help needs. This team saw 111 appointments this month alone.

I was pleased to help coordinate Kalynn Bayron's author visit to TSCPL on October 13 along with Teen Librarian Angie Reed, participate in TSCPL's Strategic Planning Steering Committee's activities as they wrapped up consultant interviews and proposals, and did a lot of learning and connecting this month. I completed the Library Journal's Equity-Centered Leadership training series along with TSCPL's Management Team, attended a Momentum 2027 learning session at Townsite with the Greater Topeka Partnership, connected with staff at Robinson Middle School to coordinate library promotion with Harvesters after-school food supply distribution, conducted interviews for the open position of Event Coordinator, and began work on preparing for the 2023 summer programming season. What an October this year had in store!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

We rebooted our early childhood, in-house Building Readers program series. The lineup includes Baby Bookworms, led by Debbie Reiff, Wonderful Ones, led by Kathy Ellison and Terrific Twos led by Marlana Hodgkinson. These programs are tailored to developmental milestones associated with each age group. They feature literacy skill building, play-based learning, bonding time between the child and their adult(s), and a sense of support among the adults. We started with a session of each and will let customer demand inform any potential increase.

Outreach storytellers are back in action. The current schedule includes 139 storytimes each month to 148 classrooms for children ages 3-5 at 63 different licensed daycare and preschool centers across the county. In March 2020 when the service was last operationalized, we had 172 storytimes monthly at 69 locations. The change in numbers was anticipated given what we knew of changes to the childcare scene in our community. Our 4 storytellers Rhonda Cathey, Theresa Girdler, Joyce Hedlund and Katie Simmons are all featuring this year's Kansas Reads to Preschoolers book, Not a Box by Antoinette Portis, as a part of their literacy lineup. Boomer Bear, a signature face at all our preschool storytime offerings, accompanies each visit.

Kansas Reads to Preschoolers runs through the month of November. The campaign serves as an annual state-wide reminder of the importance of reading to children under age 5. Families can pick up a copy of the featured title while supplies last from November 13-19. A corresponding event, done in collaboration with Child Care Aware, will be held on Tuesday, November 15 10:00-11:30. In addition to storytime, there will be imaginative play with cardboard, golf tee hammering opportunities, and games with matching and numeracy. Reading with children often and early helps them to wire up well.

New Your Times best-selling, young adult author Kalyynn Bayron visited the Topeka High and the Topeka and Shawnee County Public Library on October 13. Those in attendance were captivated by her insights into her publications. Teen Librarian, Angie Reed, served as the moderator.

Success Stories

Recently a man working on a computer in the Kids library asked for some minor assistance. As a part of that interaction, he noted which staff were still present that he remembered seeing as a child customer. He shared, "Coming to the library was the best part of being a kid, even better than hanging out at the mall." He plans to bring his 3-year-old to storytime. I love it when we are able to engage people in library service from child to teen to adult and back around to adult with child.

A grandmother entered the space in tandem with her fifth-grade grandson. She noted that it had been quite some time since she had been in. Her grandson was going to be staying with her for a bit, so she thought it might be good to visit the library and look around. He had never been in previously. His hometown's library was considerably smaller than ours, so he was mind blown by the sheer size of our building and collections. He walked out with a considerable stack of sports titles and fantasy. At the same time, another young man was leisurely looking over our collections, while his mom and siblings

selected picture books. In asking for help, staff learned that he had recently moved to the area from North Dakota. He also was loaded up, but with nonfiction and Sci-Fi.

Sherry Hess shared a literacy moment from the Learn and Play Bus. Through October several staff wore matching shirts that were designed by staff member Arion Beals that read “BOOOOKS!” and featured images of some cute ghosts. A 20-month-old saw Sherry’s shirt one morning and immediately said "BOOOO." Every time she saw the shirt and focused on the details of it, she would say "BOOOO." The child was demonstrating print awareness, and it is something we get excited about. In this case, the child was putting together recognition of letters alongside the image of ghosts and within the context of her prior knowledge of Halloween, and she attempted to read. The same thing happens as young children learn logos and traffic signs.

Community Services

Patrick Berry, Community Services Supervisor

Parades

On November 5, 2022, members of our Outreach Focus Team had a wonderful time representing the library in the Topeka Veterans Parade. We were able to decorate the Adventuremobile festively and participate in a wonderful event honoring the veterans of the U.S. Armed Forces.



Community Events

On November 8, 2022, our Community Services Librarian, Abigail Siemers, visited Farley Elementary School where she provided a presentation for students and their families on the use of our online resources like Libby and Hoopla.

Kansas Connections

We continue to field requests for Kansas Connections programming. In the last three days, we fielded an additional seven requests. This is exciting news and shows promise for 2023.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Inclusive Cataloging

The library's team of four catalogers and I participated in a Library Journal Course called "Jumpstart Inclusive Cataloging" this month. This one-day course focused on practical steps to ensure our cataloging practices are more equitable with the support of experts in the library community. Equitable cataloging practices encompass several areas of focus. One area is updating subject headings in the library catalog to include the revised headings from the Library of Congress. The Library of Congress has a very detailed, lengthy process for review and revision of subject headings. An example of a recent subject heading change (November 2021) authorized by the Library of Congress is a change of heading from "Children of illegal aliens" to "Children of noncitizens." When a subject heading is updated by the Library of Congress, those changes make their way to the cataloging records we import into our library catalog. Our catalogers can also manually update the subject headings in our library catalog for items we already have in the collection. It is not up to individual catalogers to make new subject headings or decide the updated wording. That is the work of the Library of Congress. It is our job to keep up on the changes and be aware of the words we're using to describe the materials in our collection. Description matters as it provides the access point for searchers in the library catalog. Subject headings get you, the searcher, to your destination in the library catalog. They help you discover more when you're conducting a search and they should reflect the identity of the searcher in their description. They need to reflect the complexity and diversity of the world we live in and that is what these explorations into inclusive cataloging are all about. This course offered many ideas on how to approach not only subject headings but also the physical organization of library collections in a way that reflects the diversity of our world. The catalogers and I benefitted from learning about this work from other libraries and found the session to be a good one for learning and idea generation about our collections.

End of Year Wrap Up

With the end of 2022 soon upon us, we're working to wrap up purchasing for this fiscal year. We order 49 weeks out of the year. We will be ordering Overdrive into mid-December this year. With physical items, we plan to wrap up new orders by the second week of December to allow time to get items here before the holidays. We have several large database invoices that come at the end of the year and those are reflected in the financials at the beginning of this packet.

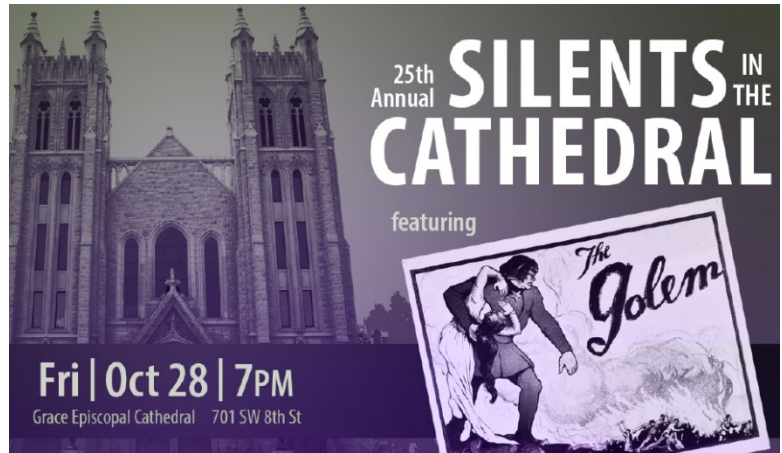
Circulation Department

Angie Hardy-Foltz, Circulation Supervisor

Kelli Smith, Circulation Supervisor

Silents in the Cathedral

The 25th Annual Silents in the Cathedral event occurred on October 28. The library worked with Kansas Silent Film Festival, Inc. and Grace Cathedral to provide this fun event to the community. Circulation Public Service Specialist, Stephen Ferrell, represented the library and coordinated all the details of the event with the other collaborating groups. The program that they organized featured three short silent films and one feature film:



- *Haunted Castle* (1896) Directed by Georges Méliès
- *The Fortune Teller* (1923) Starring Koko the Clown
- *The Caretaker's Daughter* (1925) Starring Charley Chase
- *The Golem* (1920) Starring Paul Wegener

Film historian, Denise Morrison, highlighted the historical significance of the features in her introductions while organist, Dr. Marvin Faulwell, and percussionist, Bob Keckeisen, provided the musical accompaniments and sound effects for the films. Around 350 people came out to enjoy the event.

Auburn Elementary Family Night

Circulation Library Associates, Christina Craver and Graham Marchant, attended the Auburn Elementary Family Night on Thursday, November 3 from 5:30-7:30. They signed up around 20 people for library cards and promoted library services to families that attended the event.

Polaris Database Clean Up Project

Circulation will start a new Polaris database clean-up project towards the end of November. The project will focus on updating temporary patron accounts to permanent ones. The covid pandemic altered the procedure of how we handled those accounts to provide digital access during the shutdown and shorter open hours. It is necessary to complete this project as we continue to update post-pandemic circulation procedures.

Digital Services

David King, Digital Services Director

Community Smart Lockers

We just installed the Fairlawn Smart Locker. It should be ready to go by next week. Once that's done, Marketing will add a branded vinyl wrap to each Smart Locker so customers know they're from the library.

Computer purchases

The staff PCs and Apple computers that were approved last month have mostly arrived. That involves a lot of work from Digital Services! First, we needed to clean out old equipment from our storage closet. As we get the new computers in, we attach an asset tag to each computer; unbox them and image them (imaging is an easy way to set up and add appropriate software to the computer) so they're set up for staff; then visit each staff member getting a new computer. We have to remove the old one (which goes into that cleaned-out storage closet), set up the new one, and then help staff log into the new computer and add anything that's missing, so they're set up and ready to go.

Digital Asset Management Software project

Digital Services and marketing have been working on a project to make their photos and image collections much easier to use. That involves digital asset management software. This software allows Marketing to store, tag and categorize, and visually search their extensive photo collection. Once we choose the software that fits the library the best, this should help Marketing a lot, as they find images to use for their marketing and promotional materials.

Top Web Pages for October 2022

1. Services Page: 3453 Pageviews
2. Gothic Rock blog post: 2182 Pageviews
3. Discussion Questions for The Great Gatsby: 1989 Pageviews
4. Search Page: 1929 Pageviews
5. About Page: 1628 Pageviews
6. Get a library card page: 1447 Pageviews
7. Employment Page: 1232 Pageviews
8. Library Databases: 1225 Pageviews
9. Level 2 Tech Center: 1148 Pageviews
10. Fall Reading Challenge: 1088 Pageviews

Social Media Highlights for October 2022

Facebook

- FREE Halloween photos post – reached 14,982 people
- Take & Make scarf kit post – reached 8483 people
- What are you reading – reached 6679 people

Twitter

- Take & Make scarf kit post – 399 impressions
- Take & Make scarf kit post – 303 impressions
- Fall Reading Challenge – 297 impressions

Instagram

- Library staffer day photo – reached 661 people
- Gallery staff team photo – reached 645 people
- Library staffer day photo – reached 547 people

Board Report

November 10, 2022

Communications & Marketing Team

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

Halloween Cuties

For many years, Michael Perkins has captured our storytime kiddos at Halloween. During the pandemic this activity was not possible, and on October 31, Michael and his helpers reported that 78 little ones were photographed, and the images delivered using Flickr. Here is a sample and the whole album can be viewed at

<https://flickr.com/photos/topekalibrary/albums/72177720303321578>



Advertising



Cohort.Digital report

- The campaign delivered 153,666 impressions and generated 1,532 clicks for an overall Click Through Rate of 1.0% in October.
- The Database Access (Newspapers) and A Place to Pick Up Video had the highest Click Through Rate (1.73%, 1.87%) in October (when weighted by delivery). See uploads in Docs & Files for creative/copy.
- YouTube provided 20,781 impressions, 13,698 completed views and 65.92% view rate.
 - On YouTube, we're hitting a younger audience with nearly 45% of our video views hitting folks aged 34 and younger. View-true rate is strong across all age groups though. We also get in front of more men on this platform.
 - On Facebook, we're hitting the older end of your audience with most impressions and clicks coming from the 55+ crowd and it skews heavily towards women.

Popular Social Media posts

October's music article was found and Tweeted about by a fan group of "The Cure" within hours of being posted on our website.



Chain of Flowers @CraigatCoF 5d
 The gloom & glamour of gothic rock tscpl.org/books-movies-m... via [@TopekaLibrary](https://twitter.com/TopekaLibrary)



contenders. While the band started in the '70s as straightforward post-punk with an ear for pop hooks, by the mid-'80s their concepts and sound had notably darkened. (Remember Robert Smith's time with the Banshees.) But *Disintegration* is that sweet spot in the band's history when their writing, ideas, playing and production all fused perfectly into their own.

The Cure is a band teens have long felt an intense connection with. Smith's lyrics sound like what countless high schoolers think their notebooks of poetry do. Yet Smith sings them with such an aching sincerity and vulnerability you can't help but feel them. Hopelessly lost and romantic, this is not a happy album but a deeply cathartic one.

Songs about Pictures of You, Last Dance(s) and Homesic[ness] reverberate with regret and longing. Lullaby has frightening imagery of spiders crawling in windows, bedtime
 "I was SMITH'S uncle and I know how he'd look like a spider" *Disintegration Street*

🗨️ 2 ❤️ 31 🌐



Boost post

FREE Halloween Baby & Kid photos Monday, October 31 from 3-6PM.

October 27, 2022 at 7:00 PM

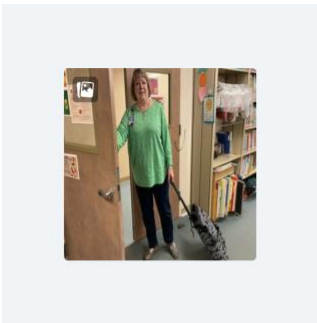
ID: 481215280707681

Interactions

- 287 reactions
- 48 comments
- 99 shares

Performance

| | | | | | | | |
|---|---|-----------|-----|----------|----|--------|----|
| <p>Reach</p> <p>Total</p> <p>14,982</p> <p>Worst Best</p> <p>This post reached more people than 100% of your 50 most recent Facebook posts and stories.</p> <hr/> <p>Reach 14,982</p> | <p>Reactions, comments and shares</p> <p>Total</p> <p>434</p> <p>Worst Best</p> <p>This post received more reactions, comments and shares than 100% of your 50 most recent Facebook posts and stories.</p> <hr/> <table border="0"> <tr><td>Reactions</td><td>287</td></tr> <tr><td>Comments</td><td>48</td></tr> <tr><td>Shares</td><td>99</td></tr> </table> | Reactions | 287 | Comments | 48 | Shares | 99 |
| Reactions | 287 | | | | | | |
| Comments | 48 | | | | | | |
| Shares | 99 | | | | | | |



Boost post

Let's give a shout-out to our outreach storytellers! 🥳 These fabulous

November 3, 2022 at 9:07 AM

ID: 486084953554047

Interactions

- 349 reactions
- 36 comments
- 5 shares

Performance

| | | | | | | | |
|--|---|-----------|-----|----------|----|--------|---|
| <p>Reach</p> <p>Total</p> <p>4,548</p> <p>Worst Best</p> <p>This post reached more people than 96% of your 50 most recent Facebook posts and stories.</p> <hr/> <p>Reach 4,548</p> | <p>Reactions, comments and shares</p> <p>Total</p> <p>390</p> <p>Worst Best</p> <p>This post received more reactions, comments and shares than 98% of your 50 most recent Facebook posts and stories.</p> <hr/> <table border="0"> <tr><td>Reactions</td><td>349</td></tr> <tr><td>Comments</td><td>36</td></tr> <tr><td>Shares</td><td>5</td></tr> </table> | Reactions | 349 | Comments | 36 | Shares | 5 |
| Reactions | 349 | | | | | | |
| Comments | 36 | | | | | | |
| Shares | 5 | | | | | | |

Customer Conduct Policy

The Customer Conduct Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is in force on all library premises including bookmobile locations. The Library staff may enforce this policy by checking bags; requesting identification; or, searching or removing unattended items.

Be respectful of others.

- Do not harass or threaten another person. This includes but is not limited to physical, sexual, or verbal abuse; using "fighting words;" throwing things; soliciting, selling, or campaigning; interfering with the free passage of others.
- Do not engage in disorderly or disruptive behavior. This includes but is not limited to yelling, loud cell phone usage or playing audio equipment loudly; sleeping or loitering; being under the influence of drugs or alcohol; roughhousing; poor personal hygiene; bringing animals into the library with the exception of service animals or animals used in library sponsored programming.
- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required.
- Maintain silence in the designated quiet areas of the library.

Be respectful of library property.

- Snacks and drinks with lids or caps are allowed except in the Topeka Room, the Gallery, the Recording Studios, and the Digital Arts Studio. Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.
- Keep your belongings safe with you.

- Bicycles, scooters, or small motorized vehicles must be parked in the bike racks outside the library. They may not be chained to trees or benches or other inappropriate places. Small items such as skateboards, roller blades or skate shoes may be brought into but cannot be used inside the library or on the library front sidewalk.

Be safe.

- Stay in the public areas of the library during normal open hours.
- Only people age 12 through 18 are allowed in The Edge (teen area) during posted times.
- Adults and children age 12 and older can use the Level 2 Tech Center independently, however children age 8-11 must be accompanied by an adult. Children under age 8 are not allowed in the Level 2 Tech Center.
- Do not go into unauthorized areas unless accompanied by staff.
- Do not stay in the library during hours the external doors are locked.
- Do not leave a child or vulnerable adult unattended. A vulnerable adult is one who cannot take care of him/herself, requires assistance to move about, and/or communicate with others. A child is one who is under the age of 8 and who does not have a caretaker 12 years of age or older present.
- Do not photograph children without the express permission of each child's parent or guardian.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules, and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Unless permitted by Gun-Free School Zones Act, (18 U.S.C. §922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.
- Follow all local, state, and federal laws, codes, rules, and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security Supervisor to address the grievance. The Safety and Security Supervisor has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Safety and Security Supervisor;

2. Contact the Chief of Staff. The Chief of Staff has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief of Staff;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: January 19, 2006
Amended: February 16, 2006
Amended: July 18, 2013
Amended: March 16, 2017

Board of Trustees
Topeka and Shawnee County Public Library

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- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required. ~~Clothing should cover torso of the body.~~
- Maintain silence in the designated quiet areas of the library, ~~the North Reading Room.~~

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Be respectful of library property.

- Snacks and drinks with lids or caps are allowed except in the Topeka Room, ~~and~~ the Gallery, ~~the Recording Studios and the Digital Arts Studio.~~ Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.

- Keep your belongings safe with you ~~or in a locker.~~
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- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Unless permitted by Gun-Free School Zones Act, (18 U.S.C. §922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.
- Follow all local, state, and federal laws, codes, rules and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security ~~Supervisor Manager~~ to address the grievance. The Safety and Security ~~Supervisor Manager~~ has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Safety and Security ~~Supervisor Manager~~;

2. Contact the Chief ~~of Staff Operating Officer~~. The Chief ~~of Staff Operating Officer~~ has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief ~~of Staff Operating Officer~~;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: January 19, 2006
Amended: February 16, 2006
Amended: July 18, 2013
Amended: March 16, 2017

Board of Trustees
Topeka and Shawnee County Public Library



**Resolution – Customer Conduct Policy
BOARD OF TRUSTEES
November 17, 2022**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution - Audit Committee Appointments

**BOARD OF TRUSTEES
November 17, 2022**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.

Peg Dunlap, Chair

Members to be named at board meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



**Resolution – Loaned Employee Agreement, Friends of the Library
for FY 2023**

**BOARD OF TRUSTEES
November 17, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Friends of the Library Loaned Employee
Agreement for FY 2023 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2023 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this 17th day of November 2022.

WHEREAS, the Friends requires additional support services from Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2023, through December 31, 2023, the services of an executive,
 - b. Retain the executive as an employee of the Library, and for no purpose shall the executive be considered an employee of the Friends, and
 - c. Pay the executive's salary and fringe benefits as agreed between the Library and the executive, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the executive.
2. The Friends shall:
 - a. As consideration for the services of the executive, pay to the Library fifty percent (50%) of the total amount of the executive's salary and fringe benefits as billed by the Library beginning on January 1, 2023, and each month thereafter until December 31, 2023, and
 - b. Consent to the executive being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.
5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Marie Pyko
Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604, or

Friends: Christy Molzen, President
The Friends of the Topeka and
Shawnee County Public Library
1515 SW Tenth Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

Jim Edwards, Chair

**The Friends of the Topeka and Shawnee
County Public Library, Inc.**

Christy Molzen, President



**Resolution – Loaned Employee Agreement, The Library Foundation
for FY 2023**

**BOARD OF TRUSTEES
November 17, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Foundation Loaned Employee Agreement for
FY 2023 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2023 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 17th day of November 2022.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2023 and ending on December 31, 2023 the services of the following support staff:
 - Development professional,
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the development professional, and one-half of the amount of the salary and fringe benefits of the executive director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Marie Pyko, Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604,

Foundation: Judy Moler, Library Foundation Chair
1020 SW Washburn Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

Jim Edwards, Chair

The Library Foundation

Judy Moler, Chair



Resolution – Employee Retention Plan

**BOARD OF TRUSTEES
November 17, 2022**

Be it resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the One Time Retention Plan for all library employees hired prior to September 30, 2022. The estimated total cost is \$221,064 (General fund, \$187,200 and Employee Benefit fund \$33,864).

Background information and Staff Recommendation

The current hiring and recruitment climate has presented numerous challenges for recruiting and retaining the needed complement of employees for the library. We continue to struggle with maintaining a consistent complement of staff especially in critical positions. This is a new and unique situation this library has not experienced in the past 25 years. Based on 2022 recruitment and retention concerns with staffing levels, it is recommended that for 2022, the Board of Trustees provide a retention payment for all staff hired prior to September 30, 2022. The amount of the payment is determined based on classification level of full-time, part-time, and intermittent part-time. Staff who have indicated that they intend to resign or retire before the end of 2022 prior to November 27, 2022 will not be eligible for the payment.

The expenditure will be from the 2022 General Fund salary line and the Employee Benefits fund. No additional dollars are needed to meet this request.

Resolution by _____
Seconded by _____
Resolution passed/failed by a vote of _____
Date _____



Resolution – Bid for Staff Office Chairs

BOARD OF TRUSTEES

November 17, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Office Plus of Kansas, Topeka, KS in the amount of \$49,101.32 for 92 staff office chairs. This expenditure shall be paid from the General fund.

Policy and Background Information:

The majority of library staff have been using chairs that were purchased in 2001 or earlier. These chairs are in poor shape and in need of replacement. In anticipation of this we planned to replace these chairs with this year's Furniture Replacement budget allocation.

Safety and Security Supervisor Greg Gaul has extensive experience in ergonomics and took the lead on this project. Greg worked with vendors to bring in several test chairs. Greg worked with Chief Human Resources Officer Jesse Maddox to narrow the selection down to three chairs based on budget, specifications, comfort, and ergonomics. Several staff tested the final options, and a preferred chair was selected. The chair identified was the Steelcase 4821414 Amia, with 3D knit back, air backrest, and arms.

The chairs that staff use at their desks need to be comfortable, durable, and ergonomic. A good office chair will help you maintain a neutral posture, which means sitting with your feet flat on the floor, your knees slightly higher than your hips, and your hips, shoulders, and ears all lined up with each other. Since that position will be slightly different for each person, the best way to find a neutral posture is with an adjustable chair. Different chairs have different adjustability, including the armrests, seat height and depth, and the angle of the backrest tilt.

These chairs will be used by over 90 different staff members, so they need to be highly adjustable and work for all shapes and sizes. In addition, we plan to utilize these chairs for more than 10 years, so they need to hold up to a great deal of wear and tear. Each individual chair could be utilized by several different staff members over the course of their lifetime, adding to the need for adjustability.

The material of the backrest and the seat of a chair will impact how well the chair supports the body and provide comfort. Mesh is the most breathable, while foam can add an additional layer of cushioning. The Steelcase chair that was selected has a mesh, breathable back, and a cushioned seat.

The Steelcase Amia is a high-quality product in our price range, with the features that we need. This model uses a unique geometric back to provide dynamic back support. Arm ergonomics provide 4-dimensional adjustments to preferred height, width, depth, and pivot. Recline adjustments include full recline range with upright back lock and the chair is height adjustable.

Steelcase has one of the best warranties around. The chairs come with 12 years of coverage on the entire chair, which includes the upholstery, foam, and all other components. This covers users that weigh up to 400 lbs.

In the Steelcase online site, these chairs are listed at \$767 per chair. On Amazon a Steelcase Amia chair (but without the Amia Air back) is listed at \$707. The price we were quoted in the bid was \$533.71 per chair.

There are cheaper chairs available. To provide some comparison, two chairs were identified that have a similar look and design to the Steelcase Amia, including a mesh back and foam seat. The first example is the BIFMA Swivel Executive Task Chair for Home Office which is listed on Amazon for \$135. This chair has a maximum load of 250 pounds compared to 400 pounds for the Steelcase. The arms do not adjust and there is a 5-year warranty which doesn't provide the complete coverage that the Steelcase 12-year warranty does. The seat height can only be adjusted 3.9 inches compared to Steelcase which adjusts 5 inches.

An example that is closer in cost (but still cheaper) is the Boss Office Products Multi-Function Task Chair which is listed at \$371 (fully assembled) on Amazon. The maximum weight limit on this model is 275 pounds compared to 400 pounds for the Steelcase. This model comes with a six-year warranty that doesn't cover as much as the 12-year Steelcase warranty. The lumbar support on the Boss Office Chair is not adjustable.

The process we used to select this chair demonstrated its comfort, ease of use, and adjustability. The specs, especially the 12-year warranty and 400-pound weight limit, highlight its durability compared to other lower-priced chairs.

Bid Process

After selection of the desired chair, Library staff 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 October 19, 2022.

The RFP and related documents were posted on the Library's website and email notification was sent to several vendors regionally who have worked on similar projects. Bids were received on 9, 2022. One bid was received before the bid deadline and was submitted electronically.

Staff Recommendation:

The bid from Office Plus of Kansas was the only bid received. This was for a specific chair which has a limited number of vendors. Office Plus of Kansas is the vendor for this region, and other authorized vendors stated that they wouldn't bid because of this. The price is in line with other similar chairs and is under budget for this project.

TSCPL staff recommends that the bid from Office Plus of Kansas, Topeka, KS in the amount of \$49,101.32 for 92 Steelcase Amia Office Chairs be approved.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Bid Tabulation

| | Quantity | Unit Cost | Total Cost |
|-----------------------|----------|-----------|-------------|
| Office Plus of Kansas | 92 | \$533.71 | \$49,101.32 |
| | | | |

| | 2022 | | | | | | | | | | | | 2022 YTD | 2021 YTD | Annual % Change | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------|------------------|------------------|--------------------|---------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | | |
| CIRCULATION* | | | | | | | | | | | | | | | | |
| Main Library | | | | | | | | | | | | | | | | |
| TSCPL Curbside | 4,432 | 3,654 | 3,517 | 2,901 | 2,460 | 2,475 | 2,498 | 2,769 | 2,503 | 2,526 | | | | 29,735 | 180,647 | -83.5% |
| Circulation Desk & Renewals | 31,740 | 30,096 | 34,455 | 34,297 | 34,668 | 37,204 | 41,594 | 41,915 | 37,341 | 37,860 | | | | 361,170 | 299,028 | 20.8% |
| Interlibrary Loan | 1,202 | 1,116 | 1,330 | 1,092 | 1,062 | 1,215 | 1,181 | 1,305 | 1,229 | 1,168 | | | | 11,900 | 11,137 | 6.9% |
| Self-Check | 41,990 | 39,474 | 45,743 | 42,132 | 45,504 | 53,539 | 54,877 | 51,311 | 44,643 | 44,951 | | | | 464,164 | 312,263 | 48.6% |
| Bookmobile | | | | | | | | | | | | | | | | |
| TSCPL@Home | 5,097 | 4,732 | 5,672 | 5,335 | 4,553 | 6,512 | 6,975 | 5,786 | 5,025 | 6,878 | | | | 56,565 | 31,098 | 81.9% |
| | 3,836 | 2,420 | 3,103 | 2,853 | 3,049 | 3,034 | 2,710 | 3,481 | 3,185 | 3,266 | | | | 30,937 | 42,062 | -26.4% |
| Red Carpet | | | | | | | | | | | | | | | | |
| | 5,656 | 4,769 | 5,396 | 5,137 | 5,090 | 5,276 | 5,036 | 4,995 | 5,018 | 5,137 | | | | 51,510 | 57,038 | -9.7% |
| Digital Downloads | | | | | | | | | | | | | | | | |
| | 52,207 | 47,653 | 51,386 | 48,766 | 51,061 | 50,540 | 53,776 | 54,591 | 50,470 | 50,470 | | | | 510,920 | 490,134 | 4.2% |
| Library @ Work / Smartlocker | | | | | | | | | | | | | | | | |
| | 1,766 | 1,747 | 1,876 | 1,820 | 1,571 | 1,323 | 1,015 | 944 | 1,055 | 1,139 | | | | 14,256 | 18,240 | -21.8% |
| TOTAL CIRCULATION | 147,926 | 135,661 | 152,478 | 144,333 | 149,018 | 161,118 | 169,662 | 167,097 | 150,469 | 153,395 | 0 | 0 | 1,531,157 | 1,441,647 | 6.2% | |
| * Includes first-time checkouts and renewals | | | | | | | | | | | | | | | | |
| FIRST-TIME CHECKOUTS | | | | | | | | | | | | | | | | |
| | 56,841 | 52,299 | 61,195 | 54,872 | 57,589 | 70,000 | 68,942 | 65,329 | 57,978 | 59,946 | | | | | | |
| CIRCULATION DETAILS | | | | | | | | | | | | | | | | |
| Print Material | | | | | | | | | | | | | | | | |
| | 60,257 | 56,195 | 65,520 | 62,277 | 64,332 | 75,415 | 79,136 | 74,736 | 65,662 | 67,494 | | | | 671,024 | 609,002 | 10.2% |
| Audio/Visual Material | | | | | | | | | | | | | | | | |
| | 29,324 | 27,162 | 30,046 | 28,089 | 28,568 | 29,964 | 32,069 | 32,312 | 28,994 | 29,020 | | | | 295,548 | 276,188 | 7.0% |
| Adult Materials | | | | | | | | | | | | | | | | |
| | 53,323 | 49,426 | 54,915 | 51,489 | 52,647 | 55,172 | 58,853 | 58,946 | 53,136 | 53,873 | | | | 541,780 | 504,578 | 7.4% |
| Children's Materials | | | | | | | | | | | | | | | | |
| | 27,312 | 25,810 | 31,781 | 30,322 | 31,101 | 40,209 | 42,097 | 38,037 | 32,496 | 33,343 | | | | 332,508 | 286,625 | 16.0% |
| Young Adult Materials | | | | | | | | | | | | | | | | |
| | 2,571 | 2,373 | 2,516 | 2,581 | 3,203 | 3,648 | 3,764 | 3,473 | 2,861 | 2,908 | | | | 29,898 | 30,151 | -0.8% |
| Red Carpet Materials | | | | | | | | | | | | | | | | |
| | 6,357 | 5,713 | 6,316 | 5,936 | 5,903 | 6,319 | 6,467 | 6,562 | 6,137 | 6,362 | | | | 62,072 | 63,836 | -2.8% |
| Net Promoter Score (NPS) | | | | | | | | | | | | | | | | |
| Monthly NPS | | | | | | | | | | | | | | | | |
| | 89.8 | 94.1 | 100 | 94.1 | 90.2 | 90.7 | 93 | 90.7 | 87.5 | 93.8 | | | | 91.7 | 82.6 | 11.0% |
| Monthly # of Responses | | | | | | | | | | | | | | | | |
| | 49 | 51 | 29 | 17 | 41 | 86 | 86 | 151 | 56 | 64 | | | | 630 | 714 | -11.8% |
| Current NPS | | | | | | | | | | | | | | | | |
| | 84.7 | 85.0 | 85.1 | 85.1 | 85.2 | 85.4 | 85.6 | 85.9 | 85.9 | 86.1 | | | | 86.1 | 84.6 | 1.8% |
| NEW Patrons | | | | | | | | | | | | | | | | |
| Topeka / Shawnee County | | | | | | | | | | | | | | | | |
| Adults | | | | | | | | | | | | | | | | |
| | 438 | 407 | 460 | 433 | 435 | 571 | 605 | 581 | 588 | 489 | | | | 5,007 | 3,861 | 29.7% |
| Children (ages 17 and under) | | | | | | | | | | | | | | | | |
| | 100 | 64 | 116 | 117 | 180 | 299 | 221 | 154 | 116 | 123 | | | | 1,490 | 939 | 58.7% |
| Red Carpet Outreach | | | | | | | | | | | | | | | | |
| | 9 | 3 | 10 | 7 | 6 | 6 | 12 | 10 | 5 | 7 | | | | 75 | 96 | -21.9% |
| NEKL | | | | | | | | | | | | | | | | |
| | 81 | 63 | 71 | 55 | 105 | 128 | 87 | 128 | 68 | 67 | | | | 853 | 571 | 49.4% |
| Non-Resident | | | | | | | | | | | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 5 | 1 | | | | 9 | 9 | 0.0% |
| Total New Registrations | 628 | 537 | 657 | 612 | 726 | 1,004 | 927 | 874 | 782 | 687 | 0 | 0 | 7,434 | 5,476 | 35.8% | |
| PATRONS DELETED | | | | | | | | | | | | | | | | |
| | 205 | 129 | 100 | 270 | 299 | 229 | 313 | 878 | 529 | 1,050 | | | | 4,002 | 4,759 | -15.9% |
| Cardholders | | | | | | | | | | | | | | | | |
| Topeka / Shawnee County | | | | | | | | | | | | | | | | |
| Adults | | | | | | | | | | | | | | | | |
| | 57,830 | 58,213 | 58,511 | 58,967 | 59,277 | 59,627 | 60,109 | 60,198 | 60,587 | 60,312 | | | | 60,312 | 57,661 | 4.6% |
| Children (age 0 - 17) | | | | | | | | | | | | | | | | |
| | 14,739 | 14,699 | 14,674 | 14,668 | 14,710 | 14,889 | 14,992 | 14,989 | 14,982 | 14,933 | | | | 14,933 | 14,776 | 1.1% |
| TSCPL @ School | | | | | | | | | | | | | | | | |
| | 25,587 | 25,585 | 25,666 | 25,665 | 25,664 | 25,665 | 25,663 | 26,514 | 27,672 | 27,671 | | | | 27,671 | 25,587 | 8.1% |
| Red Carpet Outreach | | | | | | | | | | | | | | | | |
| | 1,173 | 1,183 | 1,189 | 1,199 | 1,200 | 1,208 | 1,220 | 1,227 | 1,227 | 1,239 | | | | 1,239 | 1,204 | 2.9% |
| NEKL | | | | | | | | | | | | | | | | |
| | 8,467 | 8,538 | 8,544 | 8,555 | 8,683 | 8,837 | 8,923 | 8,886 | 8,912 | 8,912 | | | | 8,912 | 8,242 | 8.1% |
| Non-Resident | | | | | | | | | | | | | | | | |
| | 89 | 89 | 88 | 87 | 87 | 86 | 88 | 89 | 92 | 98 | | | | 98 | 89 | 10.1% |
| Delinquent | | | | | | | | | | | | | | | | |
| | 101 | 101 | 98 | 97 | 98 | 96 | 94 | 96 | 100 | 96 | | | | 96 | 97 | -1.0% |
| TOTAL CARDHOLDERS | 107,986 | 108,408 | 108,770 | 109,238 | 109,719 | 110,408 | 111,089 | 111,999 | 113,572 | 113,261 | 0 | 0 | 113,261 | 107,656 | 5.2% | |
| Active Cardholders (Savannah) | | | | | | | | | | | | | | | | |
| Non-Student Cardholders | | | | | | | | | | | | | | | | |
| | | | 43,582 | 43,779 | 43,048 | 44,575 | 45,209 | 45,113 | 45,448 | 46,555 | | | | | | |
| Student Cardholders | | | | | | | | | | | | | | | | |
| | | | 11,100 | 7,522 | 7,651 | 7,601 | 7,617 | 5,403 | 6,108 | 5,837 | | | | | | |
| TOTAL ACTIVE CARDHOLDERS | | | 54,682 | 51,301 | 51,059 | 52,188 | 52,838 | 50,528 | 51,556 | 52,392 | | | | | | |

| | 2022 | | | | | | | | | | | | 2021 YTD | Change TO 2021 | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----|-----|-------------|----------------|---------|----------------|----------------|----------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | Total | | | |
| Unique Borrowers | | | | | | | | | | | | | | | | | | |
| Physical | 6,621 | 6,309 | 5,489 | 7,055 | 6,950 | 8,168 | 8,136 | 7,228 | 7,008 | 5,336 | | | | | | | | |
| Digital | 8,453 | 8,190 | 7,813 | 8,114 | 8,296 | 8,373 | 8,825 | 8,875 | 9,024 | 8,183 | | | | | | | | |
| Both | 1,261 | 1,100 | 954 | 1,242 | 1,216 | 1,446 | 1,483 | 1,300 | 1,325 | 851 | | | | | | | | |
| TOTAL UNIQUE BORROWERS | 13,813 | 13,399 | 12,348 | 13,927 | 14,030 | 15,095 | 15,478 | 14,803 | 14,707 | 12,668 | | | | | | | | |
| Holds Satisfied | 16,395 | 14,270 | 15,142 | 13,579 | 13,912 | 14,812 | 14,886 | 15,814 | 14,402 | 14,347 | | | | | | 147,559 | 180,155 | -18.1% |
| TOTAL CHECK-IN | 56,230 | 50,711 | 59,499 | 56,255 | 58,059 | 63,539 | 67,169 | 68,547 | 60,087 | 59,144 | | | | | | 599,240 | 514,639 | 16.4% |
| COLLECTION | | | | | | | | | | | | | | | | | | |
| Materials Added | 3,481 | 2,749 | 3,795 | 2,769 | 3,357 | 4,256 | 3,482 | 4,218 | 2,631 | 2,840 | | | | | | 33,578 | 32,687 | 2.7% |
| Materials Discarded | 2,690 | 3,558 | 5,018 | 2,793 | 2,525 | 10,019 | 4,358 | 4,825 | 6,211 | 2,212 | | | | | | 44,209 | 44,293 | -0.2% |
| TOTAL COLLECTION | 371,309 | 370,500 | 369,277 | 369,253 | 370,085 | 364,322 | 363,446 | 362,839 | 359,259 | 359,887 | | | | | | 359,887 | 370,518 | -2.9% |
| WEBSITE | | | | | | | | | | | | | | | | | | |
| tscpl.org Unique Visitors | 34,412 | 35,651 | 39,177 | 35,153 | 40,404 | 36,867 | 34,863 | 37,815 | 36,699 | 39,723 | | | | | | 370,764 | 301,420 | 23.0% |
| tscpl.org Total Visits | 55,438 | 54,386 | 59,446 | 53,240 | 60,432 | 57,716 | 55,190 | 59,226 | 56,361 | 59,051 | | | | | | 570,486 | 496,775 | 14.8% |
| catalog.tscpl Unique Visitors | 16,875 | 18,017 | 18,251 | 15,418 | 16,413 | 17,444 | 28,905 | 17,955 | 16,650 | 16,018 | | | | | | 181,946 | 162,030 | 12.3% |
| catalog.tscpl Total Visits | 39,879 | 37,963 | 39,872 | 34,252 | 37,924 | 39,558 | 52,215 | 41,102 | 37,587 | 37,252 | | | | | | 397,624 | 393,162 | 1.1% |
| NOTARY SERVICE | 151 | 147 | 139 | 162 | 152 | 89 | 94 | 120 | 89 | 94 | | | | | | 1237 | 1,051 | 17.7% |
| REFERENCE QUESTIONS | | | | | | | | | | | | | | | | | | |
| Public Services | 9,205 | 8,295 | 9,520 | 8,744 | 9,123 | 9,868 | 10,803 | 11,621 | 12,780 | 14,482 | | | | | | 104,441 | 53,885 | 93.8% |
| Media | 3,599 | 3,157 | 3,869 | 3,760 | 3,919 | 4,613 | 4,692 | 3,979 | 2,589 | 2,367 | | | | | | 36,544 | 13,687 | 167.0% |
| Call Center | 4,288 | 3,856 | 4,420 | 3,846 | 3,890 | 4,015 | 4,632 | 4,443 | 4,298 | 4,088 | | | | | | 41,776 | 32,931 | 26.9% |
| Stacks/Team RM | 352 | 475 | 453 | 435 | 466 | 269 | 411 | 641 | 1,174 | 1,601 | | | | | | 6,277 | 1,849 | 239.5% |
| Topeka Room | 168 | 242 | 269 | 198 | 302 | 295 | 409 | 573 | 514 | 388 | | | | | | 3,358 | 1,006 | 233.8% |
| Gallery | 353 | 251 | 143 | 161 | 139 | 273 | 260 | 107 | 300 | 246 | | | | | | 2,233 | 1,230 | 81.5% |
| L2TC | | | | | | | | 1,457 | 3,519 | 5,379 | | | | | | | | |
| LibAnswers | 445 | 314 | 366 | 344 | 407 | 403 | 399 | 421 | 386 | 413 | | | | | | 3,898 | 3,182 | 22.5% |
| Plaza** | | | | | | | | | | | | | | | | 0 | 0 | N/A |
| Youth Services | 1,399 | 1,523 | 2,256 | 1,837 | 2,253 | 4,381 | 4,330 | 3,602 | 3,747 | | | | | | | 25,328 | 0 | N/A |
| TOTAL REFERENCE QUESTIONS | 10,604 | 9,818 | 11,776 | 10,581 | 11,376 | 14,249 | 15,133 | 15,223 | 16,527 | 14,482 | | | | | | 129,769 | 53,885 | 140.8% |
| GATE COUNT | 23,639 | 22,541 | 27,806 | 25,723 | 26,680 | 32,548 | 34,561 | 34,138 | 30,994 | 32,956 | | | | | | 291,586 | 159,759 | 82.5% |
| MEETING ROOMS | | | | | | | | | | | | | | | | | | |
| Meeting Room Bookings | 317 | 349 | 472 | 438 | 425 | 440 | 421 | 307 | 354 | 425 | | | | | | 3,948 | 2,275 | 73.5% |
| Team Room Bookings | 772 | 842 | 949 | 970 | 837 | 856 | 826 | 928 | 835 | 749 | | | | | | 8,564 | 248 | 3353.2% |
| L2TC Bookings | | | | | | | | | 160 | 533 | | | | | | N/A | N/A | N/A |
| Total Meeting Room Hours Booked | 1,737 | 2,162 | 2,997 | 3,102 | 3,290 | 3,880 | 3,361 | 2,924 | 3,322 | 4,070 | | | | | | 30,845 | 10,772 | 186.3% |
| TOTAL ATTENDANCE | 2,582 | 2,788 | 3,327 | 3,978 | 3,817 | 3,418 | 3,463 | 4,538 | 4,055 | 4,714 | | | | | | 36,680 | 10,299 | 256.2% |
| LEARN & PLAY BUS VISITS | 50 | 47 | 95 | 120 | 73 | 113 | 135 | 139 | 129 | 70 | | | | | | 971 | 66 | 1371.2% |
| PROGRAM ATTENDANCE | | | | | | | | | | | | | | | | | | |
| Adult - General | 1,241 | 631 | 881 | 3,446 | 1,155 | 2,075 | 1,691 | 1,554 | 118 | 2,481 | | | | | | 15,273 | 15,746 | -3.0% |
| Kids - Early Learners | 286 | 237 | 658 | 1,342 | 520 | 1,923 | 1,071 | 317 | 222 | 482 | | | | | | 7,058 | 13,525 | -47.8% |
| Kids - Elementary | 431 | 563 | 603 | 1,259 | 645 | 2,138 | 1,091 | 126 | 222 | 462 | | | | | | 7,540 | 6,282 | 20.0% |
| Teens | 360 | 377 | 504 | 1,114 | 333 | 1,345 | 706 | 141 | 259 | 411 | | | | | | 5,550 | 3,456 | 60.6% |
| Unknown | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | 1,517 | 62 | | | | | | 1,595 | 1,400 | 13.9% |
| Outreach | 0 | 0 | 83 | 193 | 657 | 112 | 0 | 0 | 0 | 690 | | | | | | 1,735 | 5,405 | -67.9% |
| TOTAL ATTENDANCE | 2,318 | 1,808 | 2,646 | 7,161 | 2,653 | 7,481 | 4,559 | 2,154 | 2,338 | 3,898 | | | | | | 37,016 | 40,409 | -8.4% |
| GALLERY ATTENDANCE | 1,308 | 1,316 | 1,146 | 1,058 | 744 | 5,510 | 4,981 | 2,890 | 1,372 | 1,997 | | | | | | 22,322 | 19,396 | 15.1% |
| COMPUTER USE | | | | | | | | | | | | | | | | | | |
| MIFI Hotspot Data Usage (TB) | 0.36896 | 1.04 | 1.06 | 1.06 | 1.15 | 1.17 | 1.13 | 0.77523 | 0.77116 | 1.1 | | | | | | 9.62535 | N/A | N/A |
| Public Computer Sessions | 5,782 | 5,596 | 7,025 | 6,706 | 6,960 | 8,473 | 8,513 | 8,494 | 7,641 | 8,112 | | | | | | 73,302 | 57,408 | 27.7% |
| Avg Public Computer Session Length (Minutes) | 0:47:34 | 0:45:22 | 0:49:56 | 0:53:52 | 0:52:48 | 0:53:12 | 0:50:59 | 0:51:27 | 0:50:33 | 0:52:56 | | | | | | 0:51:07 | 0:43:38 | 17.1% |
| Total Computer Hours | 4,585 | 4,231 | 5,849 | 6,022 | 6,126 | 7,514 | 7,234 | 7,286 | 6,439 | 7,158 | | | | | | 62,444 | 41,750 | 49.6% |
| Wireless Sessions | 20,362 | 18,191 | 23,912 | 25,822 | 26,469 | 30,192 | 33,122 | 31,250 | 35,109 | 28,139 | | | | | | 272,568 | 129,407 | 110.6% |
| Avg Wireless Session Length (Minutes) | 0:14:00 | 0:15:00 | 0:15:00 | 0:14:00 | 0:13:00 | 0:12:00 | 0:12:00 | 0:12:00 | 0:11:00 | 0:12:00 | | | | | | 0:13:20 | 0:12:25 | 7.4% |
| Total Wireless Hours | 4,960 | 4,844 | 6,015 | 6,382 | 5,760 | 6,368 | 6,777 | 6,724 | 6,878 | 5,889 | | | | | | 60,597 | 26,796 | 126.1% |
| | 2022 | | | | | | | | | | | | 2022 | 2021 | Change | | | |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | YTD | TO 2021 | | | |

| | | | | | | | | | | | | | |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|------------|---------------------|
| Magazines (\$5) | \$4,375 | \$3,955 | \$4,615 | \$3,915 | \$4,765 | \$4,315 | \$3,980 | \$4,240 | \$3,895 | \$4,315 | \$0 | \$0 | \$42,370 |
| Audiobooks (\$10) | \$20,730 | \$20,170 | \$23,810 | \$21,510 | \$23,280 | \$22,540 | \$23,480 | \$22,950 | \$22,030 | \$22,450 | \$0 | \$0 | \$222,950 |
| DVD, Games, Music (\$4) | \$108,932 | \$100,440 | \$110,508 | \$103,600 | \$104,776 | \$110,716 | \$118,788 | \$119,948 | \$107,060 | \$106,988 | \$0 | \$0 | \$1,091,756 |
| Notary Service (\$10) | \$1,510 | \$1,470 | \$1,390 | \$1,620 | \$1,520 | \$890 | \$940 | \$1,200 | \$890 | \$940 | \$0 | \$0 | \$12,370 |
| Reference Questions (\$7) | \$74,228 | \$68,726 | \$82,432 | \$74,067 | \$79,632 | \$99,743 | \$105,931 | \$106,561 | \$115,689 | \$101,374 | \$0 | \$0 | \$908,383 |
| Programming (\$10) | \$23,180 | \$18,080 | \$26,460 | \$71,610 | \$26,530 | \$74,810 | \$45,590 | \$21,540 | \$23,380 | \$38,980 | \$0 | \$0 | \$370,160 |
| Meeting Room Use | \$0 | \$0 | \$1 | \$2 | \$3 | \$3 | \$4 | \$4 | \$5 | \$6 | \$6 | \$7 | \$41 |
| Gallery Attendance (\$10) | \$13,080 | \$13,160 | \$11,460 | \$10,580 | \$7,440 | \$55,100 | \$49,810 | \$28,900 | \$13,720 | \$19,970 | \$0 | \$0 | \$223,220 |
| Computer Use (\$12 /hr) | \$114,540 | \$108,900 | \$142,368 | \$148,848 | \$142,632 | \$166,584 | \$168,132 | \$168,120 | \$159,804 | \$156,564 | \$0 | \$0 | \$1,476,492 |
| TOTAL VALUE | \$1,370,069 | \$1,276,769 | \$1,501,193 | \$1,481,150 | \$1,468,021 | \$1,802,085 | \$1,848,435 | \$1,729,559 | \$1,549,484 | \$1,584,314 | \$6 | \$7 | \$15,611,092 |