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

Every child will be ready for kindergarten

Everyone will discover their passion for learning

Topeka & Shawnee County will be an engaged community of readers

The library will be a learning organization committed to excellence in:
- leadership
- planning
- customer focus
- process management
- partner focus
Call to Order

Public Comment

Trustee Advocacy Stories

Approval of November 18, 2021, Meeting Minutes of the Board of Trustees - Action Item pg. 5

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

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

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Reports – Jim Edwards
- Approval of December 6, 2021, Meeting Minutes Board of Trustees Executive Committee – Action Item pg. 24

Chief Executive Officer Report – Marie Pyko pg. 25
- Human Resources update- Jesse Maddox

Chief of Staff – Thad Hartman pg. 29

New Business
- Bid for Chiller Replacement – Action Item pg. 42
- Bid for Boiler Replacement - Action Item pg. 45
- Thank you to the Library Foundation - Action Item pg. 48
- Thank you to the Friends of the Library - Action Item pg. 49
Adjournment

Public Comment
Those wishing to sign up for public comment will need to contact Chief of Staff Thad Hartman at least 30 minutes before the meeting at 785-580-4481 and/or thartman@tscpl.org to request their name be placed on the public comment listing.

Next Meeting
January 20, 2022
4:00 pm
Menninger Room 206/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), Kacy Simonsen (vice-chair), Joan Hicks (secretary), Shawn Leisinger (treasurer), Beth Dobler, Peg Dunlap, Liz Post, and Jim Ramos

Absent
Kristen O’Shea and Jennifer Miller

Call to Order
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 18, 2021 in the Menninger Room 206 of the Topeka & 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
Jim Edwards shared the positive experience he and Marie Pyko had at the recent Intergovernmental Cooperation Council (ICC) meeting.

Liz Post reported that she attended the recent Low Rider Show at the library and enjoyed it.

Approval of Minutes
On a motion by Liz Post, seconded by Shawn Leisinger, the October 21, 2021 Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

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

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

On a motion by Shawn Leisinger, seconded by Joan Hicks, the Treasurer’s Financial Report for October 2021 was accepted.
Motion passed unanimously.

**The Library Foundation**
Foundation Chair Judy Moler shared The Library Foundation’s November report. After her report, Moler presented a check to Board Chair Jim Edwards for the Foundation’s annual distribution totaling $77,919.98.

**Friends of Topeka and Shawnee County Public Library**
TSCPL Friends president Christy Molzen shared the November Friends report.

**Board Chair Reports**
Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, November 8, 2021.

On a motion by Jim Ramos, seconded by Shawn Leisinger, the November 8, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion passed unanimously.

**Chief Executive Officer**
There were no additions to Chief Executive Officer Marie Pyko’s report.

Pyko introduced Graphic Designer Karen Watson who presented drafts of the “Now Offering” videos that are scheduled to begin airing on TV around the end of November.

**Chief of Staff**
There were no additions to Chief of Staff Thad Hartman’s report.

**New Business**

**Computer Use Policy**
On a motion by Peg Dunlap, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Computer Use Policy as presented.

Motion passed unanimously.

**Loaned Employee Agreement, Friends of the Library for FY 2022**
On a motion by Beth Dobler, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the Friends of the Library Loaned Employee Agreement for FY 2022 as presented.

Motion passed unanimously.

**Loaned Employee Agreement, The Library Foundation for FY 2022**
On a motion by Liz Post, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the Foundation Loaned Employee Agreement for FY 2022 as presented.

Motion passed unanimously.
**Memorandum of Understanding (MOU) with Shawnee County Parks and Recreation**
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 updated Memorandum of Understanding with Shawnee County Parks and Recreation Department as presented.

Motion passed unanimously.

**2022 Audit Committee Appointments**
On a motion by Shawn Leisinger, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approves the Audit Committee appointments as presented.

Shawn Leisinger, Chair
Peg Dunlap
Liz Post

Motion passed unanimously.

**Neighborhood Revitalization Plan Interlocal Agreement Amendment**
On a motion by Kacy Simonsen, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Interlocal Agreement Amendment, 2022 - 2024 as presented. Discussion followed. Before the meeting Shawn Leisinger asked CFO Kim Strube the impact this would have on the library's budget. Leisinger relayed that Strube said the library would forgo 1.2% of tax revenue as a result of this revitalization plan.

Motion passed unanimously.

**Adjournment**
On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:35 pm.

Motion passed unanimously.

**Public Comment**
Those wishing to sign up for public comment will need to contact Chief of Staff Thad Hartman at least 30 minutes before the meeting at 785-580-4481 and/or thartman@tscpl.org to request their name be placed on the public comment listing.

**Next Meeting**
December 16, 2021
4:00 pm
Topeka & Shawnee County Public Library
Menninger Room 206
*Subject to change without notice
Revenue/Expense/Balance by Fund Report – Page 2

The Children’s Art Show Fund is temporarily negative due to a pending reimbursement from The Foundation.

General Fund – Pages 3 through 5

With 91.5% of the budget year completed, 98% of the budgeted revenue has been received and 74% of the approved budget has been expended/encumbered. This compares to 2020 in which 90% of the budgeted revenue had been received and 77% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

All outstanding purchase orders currently reserving budgetary balances will be reviewed before year end and those no longer needed will be closed. This usually results in some additional savings. Some, such as Contracted-Equipment and Supplies-Facilities, are open purchase orders to allow for expected purchases throughout the year and ensure sufficient budget. However, those amounts are not always needed every year.

Employee Benefit Fund – Page 6

With 91.5% of the budget year completed, 98% of the budgeted revenue has been received and 77% of the approved budget has been expended/encumbered. This compares to 2020 in which 98% of the budgeted revenue had been received and 82% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $2,926,980.93.

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.
<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Description</th>
<th>Amount</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved operating budget</td>
<td>Learning Management System subscription</td>
<td>$12,000.00</td>
<td>Elearningforce Americas</td>
</tr>
<tr>
<td>Purchase from Foundation funds</td>
<td>Kansas Children’s Discovery Center express passes for checkout by library cardholders</td>
<td>$8,000.00</td>
<td>Kansas Children’s Discovery Center</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Window cleaning</td>
<td>$7,200.00</td>
<td>Your Neighborhood Friendly Window Cleaners</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Tables for use in the auditorium</td>
<td>$6,588.70</td>
<td>Webstaurantstore.com</td>
</tr>
<tr>
<td>Request for Proposal; Board resolution approved bid award on 10/21/2021</td>
<td>Tech Zone renovation</td>
<td>$716,466.00</td>
<td>Shirley Construction Inc.</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Annual software maintenance renewal – financial management system</td>
<td>$16,042.00</td>
<td>Black Mountain Software Inc.</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Vehicle wrap for the Sherlock bookmobile</td>
<td>$9,700.00</td>
<td>Knox Signs and Graphics</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Hoopla online</td>
<td>$25,628.52</td>
<td>Midwest Tape LLC</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Adult non-fiction books</td>
<td>$5,500.00</td>
<td>Ingram Library Services</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Juvenile fiction ebooks/audiobooks</td>
<td>$5,331.00</td>
<td>Overdrive. Inc.</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Consumer Reports database renewal</td>
<td>$13,735.00</td>
<td>Ebsco Information Services</td>
</tr>
</tbody>
</table>

**Other Items:**

- The audit of the 2021 financial year will begin Monday, January 31st. The audit services will be provided by BT&Co., P.A. This is the final year of a three-year term for these audit services.
### Financial Summary

#### GOVERNMENTAL FUNDS

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>1/1/2021 Balance</th>
<th>Y-T-D Revenue</th>
<th>Y-T-D Expenditures</th>
<th>11/30/2021 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating</td>
<td>$4,901,534.78</td>
<td>$15,148,770.83</td>
<td>$12,271,663.22</td>
<td>$7,778,642.39</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,066,108.36</td>
<td>3,569,286.91</td>
<td>2,979,208.46</td>
<td>1,656,186.81</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>2,921,349.41</td>
<td>5,631.52</td>
<td>-</td>
<td>2,926,980.93</td>
</tr>
<tr>
<td>Bond &amp; Interest</td>
<td>13,283.82</td>
<td>18,737.84</td>
<td>-</td>
<td>32,021.66</td>
</tr>
</tbody>
</table>

#### NON MAJOR GOVERNMENTAL FUNDS

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>1/1/2021 Balance</th>
<th>Y-T-D Revenue</th>
<th>Y-T-D Expenditures</th>
<th>11/30/2021 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>407.88</td>
<td>49,170.44</td>
<td>407.88</td>
<td>49,170.44</td>
</tr>
<tr>
<td>Federal, State &amp; Local Grants</td>
<td>19.03</td>
<td>25,775.00</td>
<td>1,500.00</td>
<td>24,294.03</td>
</tr>
<tr>
<td>Other Special Revenue</td>
<td>530,838.73</td>
<td>121,788.61</td>
<td>164,686.63</td>
<td>487,940.71</td>
</tr>
<tr>
<td>Permanent Funds</td>
<td>247,476.65</td>
<td>26,359.78</td>
<td>-</td>
<td>273,836.43</td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th></th>
<th>1/1/2021 Balance</th>
<th>Y-T-D Revenue</th>
<th>Y-T-D Expenditures</th>
<th>11/30/2021 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund-CoreFirst Bank-Checking</strong></td>
<td>$808,818.77</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Restricted Funds-CoreFirst Bank-Checking</strong></td>
<td>489,447.29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Improvement Fund-VisionBank-Money Market Account</strong></td>
<td>2,926,980.93</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash on Hand</strong></td>
<td></td>
<td>2,324.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Petty Cash</strong></td>
<td></td>
<td>220.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Endowment Securities</strong></td>
<td>273,836.43</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Municipal Investment Pool - Overnight</strong></td>
<td>8,812,205.81</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Municipal Investment Pool - 30-day Fixed</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Municipal Investment Pool - 90-day Fixed</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Municipal Investment Pool - 180-day Fixed</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital City Bank - Certificate of Deposit</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Intrust Bank - Certificate of Deposit</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Denison State Bank - Certificate of Deposit</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank Account Summary**

**Balance**: $13,313,833.39

**Less Pending Claims (invoices posted, but not paid until next month)**: -

**Less Deferred Revenue (SAM account payments)**: 7,838.20

**Less Payroll Deduction and Employer Benefit Liabilities**: 4,190.27

**Less Outstanding Checks**: 72,731.52

**Total**: $13,229,073.40

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**Topeka and Shawnee County Public Library**

**Financial Summary**

**Balance**

**Revenue**

**Expenditures**

**Balance**

**1/1/2021**

**Y-T-D**

**11/30/2021**

---

**1**

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**11**
## Topeka and Shawnee County Public Library
### Revenue/Expenditures/Balance by Fund Report

**11/30/2021**

**1/1/2021**

<table>
<thead>
<tr>
<th>Major Governmental Funds</th>
<th>Cash Balance</th>
<th>Revenues</th>
<th>PO Expenditures</th>
<th>Current Year Expenditures</th>
<th>11/30/2021 Cash Balance</th>
<th>All Yrs Outstanding Encumbrances</th>
<th>Unencumbered Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td><strong>$ 4,901,534.78</strong></td>
<td><strong>$ 15,148,770.83</strong></td>
<td><strong>$ 1,323,796.48</strong></td>
<td><strong>$ 10,947,866.74</strong></td>
<td><strong>$ 7,778,642.39</strong></td>
<td><strong>$ 1,159,036.68</strong></td>
<td><strong>$ 6,619,605.71</strong></td>
</tr>
<tr>
<td><strong>Employee Benefit Fund</strong></td>
<td><strong>1,066,108.36</strong></td>
<td><strong>3,569,286.91</strong></td>
<td><strong>-</strong></td>
<td><strong>2,979,208.46</strong></td>
<td><strong>1,666,186.81</strong></td>
<td><strong>2,760.00</strong></td>
<td><strong>1,663,426.81</strong></td>
</tr>
<tr>
<td><strong>Capital Improvement Fund</strong></td>
<td><strong>2,921,349.41</strong></td>
<td><strong>5,631.52</strong></td>
<td><strong>-</strong></td>
<td><strong>2,926,980.93</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>2,926,980.93</strong></td>
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<td><strong>Bond &amp; Interest Fund</strong></td>
<td><strong>13,283.82</strong></td>
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<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>32,021.66</strong></td>
<td><strong>-</strong></td>
<td><strong>32,021.66</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non Major Governmental Funds</th>
<th>Cash Balance</th>
<th>Revenues</th>
<th>PO Expenditures</th>
<th>Current Year Expenditures</th>
<th>11/30/2021 Cash Balance</th>
<th>All Yrs Outstanding Encumbrances</th>
<th>Unencumbered Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Aid Fund</strong></td>
<td><strong>407.88</strong></td>
<td><strong>49,170.44</strong></td>
<td><strong>407.88</strong></td>
<td><strong>-</strong></td>
<td><strong>49,170.44</strong></td>
<td><strong>49,170.44</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Federal &amp; State Grants</strong></td>
<td><strong>19.03</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>19.03</strong></td>
<td><strong>19.03</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Kansas Humanities Council Grant</strong></td>
<td><strong>-</strong></td>
<td><strong>1,775.00</strong></td>
<td><strong>-</strong></td>
<td><strong>1,500.00</strong></td>
<td><strong>275.00</strong></td>
<td><strong>250.00</strong></td>
<td><strong>25.00</strong></td>
</tr>
<tr>
<td><strong>Library Services &amp; Technology Ac</strong></td>
<td><strong>-</strong></td>
<td><strong>24,000.00</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>24,000.00</strong></td>
<td><strong>-</strong></td>
<td><strong>24,000.00</strong></td>
</tr>
<tr>
<td><strong>Art Collection</strong></td>
<td><strong>10,615.64</strong></td>
<td><strong>29.80</strong></td>
<td><strong>-</strong></td>
<td><strong>10,645.44</strong></td>
<td><strong>-</strong></td>
<td><strong>10,645.44</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Other Special Revenue Funds</strong></td>
<td><strong>1.49</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>1.49</strong></td>
<td><strong>1.49</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Adult Programs</strong></td>
<td><strong>1.49</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>1.49</strong></td>
<td><strong>1.49</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Library Materials</strong></td>
<td><strong>31.17</strong></td>
<td><strong>0.11</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>31.28</strong></td>
<td><strong>31.28</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Friends</strong></td>
<td><strong>89,412.43</strong></td>
<td><strong>125.35</strong></td>
<td><strong>3,758.33</strong></td>
<td><strong>51,205.31</strong></td>
<td><strong>34,574.14</strong></td>
<td><strong>13,821.50</strong></td>
<td><strong>20,752.64</strong></td>
</tr>
<tr>
<td><strong>Fun Committee</strong></td>
<td><strong>3,266.86</strong></td>
<td><strong>1,073.84</strong></td>
<td><strong>-</strong></td>
<td><strong>1,301.36</strong></td>
<td><strong>3,039.34</strong></td>
<td><strong>50.00</strong></td>
<td><strong>2,989.34</strong></td>
</tr>
<tr>
<td><strong>Gallery Competitions/Exhibits</strong></td>
<td><strong>36,273.72</strong></td>
<td><strong>101.76</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>36,375.48</strong></td>
<td><strong>-</strong></td>
<td><strong>36,375.48</strong></td>
</tr>
<tr>
<td><strong>Gifts/Memorials (Undesignated)</strong></td>
<td><strong>333,415.39</strong></td>
<td><strong>113,240.37</strong></td>
<td><strong>58,017.36</strong></td>
<td><strong>33,013.07</strong></td>
<td><strong>355,625.33</strong></td>
<td><strong>95,910.19</strong></td>
<td><strong>259,715.14</strong></td>
</tr>
<tr>
<td><strong>Hathaway Trust - Library Materials</strong></td>
<td><strong>2,955.47</strong></td>
<td><strong>2,838.14</strong></td>
<td><strong>45.03</strong></td>
<td><strong>2,528.74</strong></td>
<td><strong>3,219.39</strong></td>
<td><strong>443.53</strong></td>
<td><strong>757.86</strong></td>
</tr>
<tr>
<td><strong>Health Neighborhood</strong></td>
<td><strong>31.17</strong></td>
<td><strong>0.11</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>31.28</strong></td>
<td><strong>31.28</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Hirschberg Lecture</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Hughes Business Collection</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
</tr>
<tr>
<td><strong>Library Materials</strong></td>
<td><strong>16,414.36</strong></td>
<td><strong>2,288.75</strong></td>
<td><strong>449.02</strong></td>
<td><strong>11,742.47</strong></td>
<td><strong>6,511.62</strong></td>
<td><strong>797.42</strong></td>
<td><strong>5,714.20</strong></td>
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<tr>
<td><strong>Lingo</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
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<td><strong>-</strong></td>
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<tr>
<td><strong>NEH Expendable</strong></td>
<td><strong>16,072.23</strong></td>
<td><strong>45.10</strong></td>
<td><strong>-</strong></td>
<td><strong>16,117.33</strong></td>
<td><strong>-</strong></td>
<td><strong>16,117.33</strong></td>
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<td><strong>Pets Neighborhood</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
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</tr>
<tr>
<td><strong>Programming Fund</strong></td>
<td><strong>457.20</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>457.20</strong></td>
<td><strong>-</strong></td>
<td><strong>457.20</strong></td>
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<td><strong>Red Carpet</strong></td>
<td><strong>4,268.40</strong></td>
<td><strong>11.98</strong></td>
<td><strong>-</strong></td>
<td><strong>4,280.38</strong></td>
<td><strong>-</strong></td>
<td><strong>4,280.38</strong></td>
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<td><strong>Rotary Grant</strong></td>
<td><strong>-</strong></td>
<td><strong>1,983.87</strong></td>
<td><strong>-</strong></td>
<td><strong>1,983.87</strong></td>
<td><strong>-</strong></td>
<td><strong>1,983.87</strong></td>
<td><strong>-</strong></td>
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<td><strong>Special Collections</strong></td>
<td><strong>5,713.50</strong></td>
<td><strong>16.03</strong></td>
<td><strong>-</strong></td>
<td><strong>5,729.53</strong></td>
<td><strong>-</strong></td>
<td><strong>5,729.53</strong></td>
<td><strong>-</strong></td>
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<tr>
<td><strong>Talking Books</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
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<tr>
<td><strong>Toltecumke Landscaping</strong></td>
<td><strong>36.22</strong></td>
<td><strong>0.11</strong></td>
<td><strong>-</strong></td>
<td><strong>36.33</strong></td>
<td><strong>-</strong></td>
<td><strong>36.33</strong></td>
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<tr>
<td><strong>Wedding Neighborhood</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
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<td><strong>-</strong></td>
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<td><strong>-</strong></td>
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<tr>
<td><strong>Workshops</strong></td>
<td><strong>2,181.09</strong></td>
<td><strong>6.13</strong></td>
<td><strong>-</strong></td>
<td><strong>2,187.22</strong></td>
<td><strong>-</strong></td>
<td><strong>2,187.22</strong></td>
<td><strong>-</strong></td>
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<tr>
<td><strong>Youth Services</strong></td>
<td><strong>9,723.56</strong></td>
<td><strong>27.27</strong></td>
<td><strong>-</strong></td>
<td><strong>1.50</strong></td>
<td><strong>9,749.33</strong></td>
<td><strong>-</strong></td>
<td><strong>9,749.33</strong></td>
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<tr>
<td><strong>Permanent Funds</strong></td>
<td><strong>247,476.65</strong></td>
<td><strong>26,359.78</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>273,836.43</strong></td>
<td><strong>-</strong></td>
<td><strong>273,836.43</strong></td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>1/1/2021</th>
<th>15,148,770.83</th>
<th>$ 1,323,796.48</th>
<th>$ 10,947,866.74</th>
<th>11/30/2021</th>
<th>$ 7,778,642.39</th>
<th>$ 1,159,036.68</th>
<th>$ 6,619,605.71</th>
</tr>
</thead>
</table>

1/1/2021 | 15,148,770.83 | $ 1,323,796.48 | $ 10,947,866.74 | 11/30/2021 | $ 7,778,642.39 | $ 1,159,036.68 | $ 6,619,605.71 |
<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Approved Budget</th>
<th>Received Year-To-Date</th>
<th>Over/(Under) Budget</th>
<th>% 11/30/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem Property Tax</td>
<td>$ 13,722,658.00</td>
<td>$ 13,393,718.77</td>
<td>$(328,939.23)</td>
<td>98%</td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>$(156,245.00)</td>
<td>(162,691.77)</td>
<td>$(6,446.77)</td>
<td>104%</td>
</tr>
<tr>
<td>Back Tax</td>
<td>$ 15,099.00</td>
<td>212,858.21</td>
<td>$ 212,858.21</td>
<td>N/A</td>
</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>$ 1,566,866.00</td>
<td>1,393,695.94</td>
<td>$(173,170.06)</td>
<td>89%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>$ 2,817.00</td>
<td>51,680.95</td>
<td>$ 48,863.95</td>
<td>1835%</td>
</tr>
<tr>
<td>Commercial Vehicle Fees</td>
<td>$ 49,155.00</td>
<td>54,041.80</td>
<td>$ 4,886.80</td>
<td>110%</td>
</tr>
<tr>
<td>E-Rate Reimbursement</td>
<td>$ 18,258.00</td>
<td>19,763.42</td>
<td>$ 1,505.42</td>
<td>108%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>$ 3,000.00</td>
<td>14,261.67</td>
<td>$ 11,261.67</td>
<td>475%</td>
</tr>
<tr>
<td>Salary Refunds-Foundation</td>
<td>$ 101,050.00</td>
<td>79,893.51</td>
<td>$(21,156.49)</td>
<td>79%</td>
</tr>
<tr>
<td>Salary Refunds-Friends</td>
<td>$ 30,285.00</td>
<td>25,671.98</td>
<td>$(4,613.02)</td>
<td>85%</td>
</tr>
<tr>
<td>Salary Refunds-Shawnee Cty</td>
<td>$ 23,265.00</td>
<td>21,379.24</td>
<td>$(1,885.76)</td>
<td>92%</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>$ 3,500.00</td>
<td>794.80</td>
<td>$(2,705.20)</td>
<td>23%</td>
</tr>
<tr>
<td>Overdue Fees*</td>
<td>$ 50,000.00</td>
<td>16,909.39</td>
<td>$(33,090.61)</td>
<td>34%</td>
</tr>
<tr>
<td>Debt Collect</td>
<td>$ 100.00</td>
<td>91.84</td>
<td>$(8.16)</td>
<td>92%</td>
</tr>
<tr>
<td>Mailing Fees</td>
<td>$ 300.00</td>
<td>680.00</td>
<td>$ 380.00</td>
<td>227%</td>
</tr>
<tr>
<td>Non Resident Card Fee</td>
<td>$ 750.00</td>
<td>190.00</td>
<td>$(560.00)</td>
<td>25%</td>
</tr>
<tr>
<td>Meeting Room Charges</td>
<td>$ 2,500.00</td>
<td>1,137.50</td>
<td>$(1,362.50)</td>
<td>46%</td>
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<tr>
<td>Monday Market Fees</td>
<td>$ 500.00</td>
<td>630.00</td>
<td>$ 130.00</td>
<td>126%</td>
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<tr>
<td>Foundation Distribution</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Interest Received-Investments</td>
<td>$ 3,250.00</td>
<td>1,941.02</td>
<td>$(1,308.98)</td>
<td>60%</td>
</tr>
<tr>
<td>Transfer In</td>
<td>$ 41,797.00</td>
<td>-</td>
<td>$(41,797.00)</td>
<td>0%</td>
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<tr>
<td>Library Treasurer's Balance</td>
<td>$ 2,443,575.00</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**TOTALS** $ 17,937,029.00 | **$ 15,148,770.83** | **$ (344,683.17)** | 98% |

* 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.
## General Fund - Expenditures and Encumbrances

### Approved & Expended

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved Budget</th>
<th>Expended Year-To-Date</th>
<th>(Over)/Under Budget</th>
<th>% Expended</th>
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<tbody>
<tr>
<td><strong>STAFF:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries-Auto Allowance</td>
<td>$ 6,400.00</td>
<td>$ 369.22</td>
<td>$ -</td>
<td>$ 6,030.78</td>
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<tr>
<td>Salaries-Facilities</td>
<td>694,360.00</td>
<td>559,242.86</td>
<td>-</td>
<td>135,117.14</td>
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<tr>
<td>Salaries-Overtime</td>
<td>10,000.00</td>
<td>5,503.37</td>
<td>-</td>
<td>4,496.63</td>
</tr>
<tr>
<td>Salaries-Security</td>
<td>322,993.00</td>
<td>228,583.48</td>
<td>-</td>
<td>94,409.52</td>
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<tr>
<td>Salaries-Shelvers</td>
<td>177,103.00</td>
<td>5,170.13</td>
<td>-</td>
<td>171,932.87</td>
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<td>Salaries-Staff</td>
<td>7,634,011.00</td>
<td>6,670,045.57</td>
<td>-</td>
<td>963,965.43</td>
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<tr>
<td>Conferecnes</td>
<td>120,000.00</td>
<td>12,669.55</td>
<td>338.73</td>
<td>106,991.72</td>
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<td>Staff Internal Dev/Trng - Web Based</td>
<td>15,000.00</td>
<td>3,311.00</td>
<td>1,698.00</td>
<td>9,991.00</td>
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<tr>
<td>Staff Development &amp; Training</td>
<td>15,000.00</td>
<td>2,473.38</td>
<td>-</td>
<td>12,526.62</td>
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<td>Mileage</td>
<td>9,200.00</td>
<td>1,275.31</td>
<td>155.68</td>
<td>7,769.01</td>
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<td><strong>COLLECTION:</strong></td>
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<td></td>
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<tr>
<td>Materials-Binding/Replacements</td>
<td>2,500.00</td>
<td>2,409.97</td>
<td>-</td>
<td>90.03</td>
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<tr>
<td>Materials-Periodicals</td>
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<td>27,892.70</td>
<td>80.00</td>
<td>7,027.30</td>
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<tr>
<td>Materials-Print/Non-Print &lt;1 YR</td>
<td>594,800.00</td>
<td>482,222.11</td>
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<td>Materials-Print/Non-Print</td>
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<td><strong>OPERATIONS:</strong></td>
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<tr>
<td>Art Purchases</td>
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<td>3,900.00</td>
<td>4,085.00</td>
<td>15.00</td>
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<td>Cataloging and ILL Services</td>
<td>105,365.00</td>
<td>88,795.64</td>
<td>7,055.36</td>
<td>9,514.00</td>
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<tr>
<td>Contracted-Digital Services</td>
<td>480,122.00</td>
<td>466,453.00</td>
<td>15,958.66</td>
<td>(2,289.66)</td>
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<tr>
<td>Contracted-Facilities</td>
<td>329,100.00</td>
<td>280,990.68</td>
<td>29,101.07</td>
<td>19,008.25</td>
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<tr>
<td>Contracted-Equipment</td>
<td>50,900.00</td>
<td>59,442.08</td>
<td>6,214.09</td>
<td>(14,756.17)</td>
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<tr>
<td>Contracted-Professional</td>
<td>277,700.00</td>
<td>150,496.32</td>
<td>29,274.87</td>
<td>97,928.81</td>
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<tr>
<td>Contracted-E-Rate Services</td>
<td>1,643.00</td>
<td>-</td>
<td>1,869.02</td>
<td>(226.02)</td>
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<td>Digital Services Support</td>
<td>187,500.00</td>
<td>75,360.49</td>
<td>107,337.30</td>
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<td>Furniture/Equipment</td>
<td>92,000.00</td>
<td>2,629.98</td>
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<td>89,370.02</td>
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<td>Insurance</td>
<td>55,000.00</td>
<td>56,725.00</td>
<td>-</td>
<td>(1,725.00)</td>
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<tr>
<td>Marketing &amp; Communication</td>
<td>47,500.00</td>
<td>22,275.64</td>
<td>7,564.81</td>
<td>17,659.55</td>
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<tr>
<td>Memberships/Dues</td>
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<td>18,757.60</td>
<td>1,223.29</td>
<td>17,240.40</td>
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<tr>
<td>Miscellaneous</td>
<td>5,000.00</td>
<td>1,623.61</td>
<td>55.99</td>
<td>3,320.40</td>
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<td>Payments to Other Libraries</td>
<td>116,672.00</td>
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<td>116,672.00</td>
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<td>Postage/Shipping</td>
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<td>15,911.39</td>
<td>410.40</td>
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<td>Printing</td>
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<td>12,772.49</td>
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<td>Programming</td>
<td>32,000.00</td>
<td>24,675.26</td>
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<tr>
<td>Special Events</td>
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<tr>
<td>Special Projects</td>
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<td>115,394.86</td>
<td>707,125.16</td>
<td>(89,370.02)</td>
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<tr>
<td>Supplies-Facilities</td>
<td>77,417.00</td>
<td>40,253.61</td>
<td>44,470.62</td>
<td>(7,307.23)</td>
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<tr>
<td>Supplies-Office/Library</td>
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<td>42,639.06</td>
<td>6,230.72</td>
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<tr>
<td>Supplies-Processing</td>
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<td>29,872.71</td>
<td>2,771.01</td>
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<td>Telecommunications</td>
<td>99,100.00</td>
<td>49,803.83</td>
<td>16,863.14</td>
<td>32,833.03</td>
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<tr>
<td>Transfer Out</td>
<td>1,750,000.00</td>
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<td>1,750,000.00</td>
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<tr>
<td>Utilities-Electric</td>
<td>367,200.00</td>
<td>291,416.54</td>
<td>51,231.04</td>
<td>24,552.42</td>
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<tr>
<td>Utilities-Gas</td>
<td>66,300.00</td>
<td>46,760.37</td>
<td>5,020.50</td>
<td>14,519.13</td>
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<tr>
<td>Utilities-Water/Sewage</td>
<td>35,000.00</td>
<td>35,359.96</td>
<td>2,780.31</td>
<td>(3,140.27)</td>
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<tr>
<td>Vehicle-Gas</td>
<td>36,000.00</td>
<td>16,194.09</td>
<td>-</td>
<td>19,805.91</td>
</tr>
<tr>
<td>Vehicle-Repair</td>
<td>50,500.00</td>
<td>19,081.38</td>
<td>26,511.01</td>
<td>4,907.61</td>
</tr>
<tr>
<td>Contingency/Fund Balance</td>
<td>1,650,000.00</td>
<td>-</td>
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<td>0%</td>
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<tr>
<td>Cash Long/Short</td>
<td>-</td>
<td>48.34</td>
<td>-</td>
<td>(48.34)</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$ 17,937,030.00</strong></td>
<td><strong>$ 10,947,866.74</strong></td>
<td><strong>$ 1,116,117.77</strong></td>
<td><strong>$ 4,223,045.49</strong></td>
</tr>
</tbody>
</table>
## Topeka and Shawnee County Public Library
### General Fund

**11/30/2021**

<table>
<thead>
<tr>
<th></th>
<th>2021 Budget</th>
<th>Year to Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 01/01/2021</strong></td>
<td>$ 2,443,575.00</td>
<td>$ 3,489,712.60</td>
<td></td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
<td>13,722,658.00</td>
<td>13,393,718.77</td>
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<td>(156,245.00)</td>
<td>(162,691.77)</td>
<td>104%</td>
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<td>Back Tax</td>
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<td>15,339.43</td>
<td>102%</td>
</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>1,566,866.00</td>
<td>1,393,695.94</td>
<td>89%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>1,902,500.00</td>
<td>1,584,426.23</td>
<td>83%</td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>1,902,500.00</td>
<td>1,584,426.23</td>
<td>83%</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>2,817.00</td>
<td>51,680.95</td>
<td>1835%</td>
</tr>
<tr>
<td>Watercraft Special Tax</td>
<td>8,110.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Commercial Vehicle Fees</td>
<td>49,155.00</td>
<td>54,041.80</td>
<td>110%</td>
</tr>
<tr>
<td>E-Rate Reimbursement</td>
<td>18,258.00</td>
<td>19,763.42</td>
<td>108%</td>
</tr>
<tr>
<td>Fees and Charges</td>
<td>61,000.00</td>
<td>35,530.96</td>
<td>58%</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>154,600.00</td>
<td>127,029.23</td>
<td>82%</td>
</tr>
<tr>
<td>Transfer In</td>
<td>41,797.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Interest on Idle Funds</td>
<td>3,250.00</td>
<td>1,941.02</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$ 15,493,454.00</td>
<td>$ 15,148,770.83</td>
<td>98%</td>
</tr>
</tbody>
</table>

| **Expenditures/Encumbrances:** | | | |
| Salaries               | 8,844,867.00      | 7,468,914.63     | 84% |
| Other Staff Support Costs | 159,200.00   | 21,921.65       | 14% |
| Library Collections    | 1,902,500.00     | 1,584,426.23    | 83% |
| Contracted Services    | 1,244,830.00     | 1,135,650.79    | 91% |
| Digital Services Support | 187,500.00    | 80,162.70       | 43% |
| Furniture/Equipment/Art | 100,000.00    | 10,614.98       | 11% |
| Payments to Other Libraries | 116,672.00 | -               | 0%  |
| Special Projects       | 733,150.00      | 822,520.02      | 112%|
| Utilities & Telecommunications | 567,000.00 | 499,035.69     | 88% |
| Vehicles               | 86,500.00       | 61,786.48       | 71%  |
| Other Operating Expenditures | 594,210.00   | 378,951.34      | 64% |
| Transfer Out           | 1,750,000.00    | -               | 0%   |
| Cash Basis Reserve     | 1,650,000.00    | -               | 0%   |
| **Total Expenditures:** | $ 17,937,029.00 | $ 12,063,984.51 | 74% |

| Prior Year Canceled Purchase Orders | $ 45,106.79 |

| **Unencumbered Balance 11/30/2021** | $ - | $ 6,619,605.71 |

---

<table>
<thead>
<tr>
<th>Year to Date</th>
<th>2021 Budget</th>
<th>%</th>
</tr>
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<td>$ 3,489,712.60</td>
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<tr>
<td>13,722,658.00</td>
<td>13,393,718.77</td>
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<tr>
<td>(156,245.00)</td>
<td>(162,691.77)</td>
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</tr>
<tr>
<td>15,099.00</td>
<td>15,339.43</td>
<td>102%</td>
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<tr>
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<td>1,393,695.94</td>
<td>89%</td>
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<td>1,902,500.00</td>
<td>1,584,426.23</td>
<td>83%</td>
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<tr>
<td>8,110.00</td>
<td>-</td>
<td>0%</td>
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<td>49,155.00</td>
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<td>18,258.00</td>
<td>19,763.42</td>
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</tr>
<tr>
<td>61,000.00</td>
<td>35,530.96</td>
<td>58%</td>
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<tr>
<td>154,600.00</td>
<td>127,029.23</td>
<td>82%</td>
</tr>
<tr>
<td>41,797.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>3,250.00</td>
<td>1,941.02</td>
<td>60%</td>
</tr>
<tr>
<td>15,493,454.00</td>
<td>$ 15,148,770.83</td>
<td>98%</td>
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<tr>
<td>8,844,867.00</td>
<td>7,468,914.63</td>
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<td>159,200.00</td>
<td>21,921.65</td>
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<tr>
<td>1,244,830.00</td>
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<td>91%</td>
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<td>187,500.00</td>
<td>80,162.70</td>
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<tr>
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<td>10,614.98</td>
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<td>116,672.00</td>
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<td>0%</td>
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<td>733,150.00</td>
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<td>112%</td>
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<td>567,000.00</td>
<td>499,035.69</td>
<td>88%</td>
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<tr>
<td>86,500.00</td>
<td>61,786.48</td>
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<tr>
<td>594,210.00</td>
<td>378,951.34</td>
<td>64%</td>
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<tr>
<td>1,750,000.00</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>1,650,000.00</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>17,937,029.00</td>
<td>$ 12,063,984.51</td>
<td>74%</td>
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<tr>
<td>$ 45,106.79</td>
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## EMPLOYEE BENEFITS

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<th>%</th>
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<td>$ 1,066,108.36</td>
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<td>Ad Valorem Property Tax</td>
<td>$ 3,238,907.00</td>
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<td>(38,365.28)</td>
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<td>Recreational Vehicle Tax</td>
<td>3,174.00</td>
<td>3,262.31</td>
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<td>16/20M Vehicle Tax</td>
<td>1,280.00</td>
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<td>In Lieu of Tax</td>
<td>691.00</td>
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<td>Watercraft Special Tax*</td>
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<td>Commercial Vehicle Fees</td>
<td>10,333.00</td>
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<td>Refund-Fringe Benefits-Friends</td>
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<td>Refund-Fringe Benefits-Shawnee Cty</td>
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<td>14,036.95</td>
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<td>Refund BC/BS</td>
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<tr>
<td>Employee COBRA Payments</td>
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<tr>
<td>Retiree Payments BC/BS</td>
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<td><strong>Total Revenue:</strong></td>
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<td><strong>Expenditures/Encumbrances:</strong></td>
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<td>Employee Assistance Program</td>
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<td>3,377.00</td>
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<td>Social Security/Medicare</td>
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<td>Worker's Compensation</td>
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<td>Health/Dental Insurance</td>
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<td>Contingency/Fund Balance</td>
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<td><strong>Total Expenditures/Encumbrances:</strong></td>
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<td><strong>Prior Year Canceled Purchase Orders:</strong></td>
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<tr>
<td><strong>Unencumbered Balance 11/30/2021:</strong></td>
<td>$ -</td>
<td>$ 1,853,426.81</td>
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</tbody>
</table>

* 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

<table>
<thead>
<tr>
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<th>2021 Budget</th>
<th>Year To Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 01/01/2021</strong></td>
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<tr>
<td>Transfer In</td>
<td>$ -</td>
<td></td>
<td></td>
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<tr>
<td>Interest received</td>
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<td>5,631.52</td>
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<td><strong>Total Revenue:</strong></td>
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<td>$ 5,631.52</td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
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<tr>
<td>Contracted - Professional</td>
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<tr>
<td>Capital Outlay</td>
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<tr>
<td><strong>Total Expenditures/Encumbrances:</strong></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Prior Year Canceled Purchase Orders:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Unencumbered Balance 11/30/2021:</strong></td>
<td>$ 2,926,980.83</td>
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</tbody>
</table>

## STATE AID

<table>
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<th>2021 Budget</th>
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<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 01/01/2021</strong></td>
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<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
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<tr>
<td>State Aid</td>
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<td>49,170.44</td>
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<td><strong>Total Revenue:</strong></td>
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<td>$ 49,170.44</td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
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<td></td>
</tr>
<tr>
<td>Contracted - Digital Services</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Digital Services Support</td>
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<tr>
<td>Staff Internal Development/Tmg</td>
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<td>-</td>
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<td>Special Projects</td>
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<td>49,170.44</td>
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<td><strong>Total Expenditures/Encumbrances:</strong></td>
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<td>$ 49,170.44</td>
<td></td>
</tr>
<tr>
<td><strong>Unencumbered Balance 11/30/2021:</strong></td>
<td>$ -</td>
<td>-</td>
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</table>
Topeka and Shawnee County Public Library  
Debt Service Fund - Bond and Interest  

<table>
<thead>
<tr>
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<th>2021 Budget</th>
<th>Year to Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
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<td>$ 13,283.82</td>
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<td><strong>Revenue:</strong></td>
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<tr>
<td>Ad Valorem Property Tax</td>
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<td>Motor Vehicle Tax</td>
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<td>Recreational Vehicle Tax</td>
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<td>16/20M Vehicle Tax</td>
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</tr>
<tr>
<td>In Lieu of Tax</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Watercraft Special Tax*</td>
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<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Commercial Vehicle Fees</td>
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<td></td>
<td>$ 25,100.00</td>
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<td><strong>Expenditures/Encumbrances:</strong></td>
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<td>0%</td>
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<tr>
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<td>0%</td>
</tr>
<tr>
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<td></td>
<td>$ 41,797.00</td>
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<td><strong>Unencumbered Balance 11/30/2021</strong></td>
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<td>$ 32,021.66</td>
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</table>

* 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 November 30, 2021

Capital Improvement Funds-VisionBank

$ 2,926,980.93 at .20% (money market account)

Municipal Investment Pool

$ 8,812,205.81  Operating funds in “overnight pool”; available for transfer whenever needed

* rates vary by day - average November 1 - 30, 2021 was .002%
### Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases

#### All Checking Accounts

**For the Month Ended November 30, 2021**

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<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>Object</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
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<td>Federal W/H</td>
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<td>State W/H</td>
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<td>15</td>
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<td>PAYCOM PAYROLL LLC</td>
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<td>Social Security EE</td>
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<td>15</td>
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<td>PAYCOM PAYROLL LLC</td>
<td>Social Security ER</td>
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<td>-97814</td>
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<tr>
<td>10</td>
<td>21503</td>
<td>0</td>
<td>11/4/2021</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Medicare EE</td>
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<td>-97814</td>
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<tr>
<td>15</td>
<td>21504</td>
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<td>11/4/2021</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Medicare ER</td>
<td>$4,179.02</td>
<td>-97814</td>
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<tr>
<td>10</td>
<td>21514</td>
<td>0</td>
<td>11/4/2021</td>
<td>PAYCOM PAYROLL LLC</td>
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<td>Garnishments</td>
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<td>10</td>
<td>41000</td>
<td>313</td>
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<td>PAYCOM PAYROLL LLC</td>
<td>Paycom Bundle</td>
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</tbody>
</table>

**Remittance of payroll taxes, garnishments and Paycom fees**

$80,145.20 | -97814 Total

<table>
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<th>Account</th>
<th>Object</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
<th>Check Number</th>
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<td>Kpers EE Deduction</td>
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**Remittance of pension benefit contributions & optional group life premiums**

$45,731.76 | -97813 Total

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**Remittance of deferred retirement employee contributions**

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**Remittance of pension benefit contributions & optional group life premiums**

$44,761.38 | -97802 Total

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**Remittance of payroll taxes, garnishments and Paycom fees**

$82,195.28 | -97800 Total

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Topeka and Shawnee County Public Library  
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All Checking Accounts  
For the Month Ended November 30, 2021

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2021 approved operating budget - monthly fee for cataloging and interlibrary loan database

OCLC cataloging & ILL

$6,871.66

97121 Total

2021 approved operating budget - contracted facilities

Window Cleaning

$7,200.00

97128 Total

2021 approved operating budget - RFP was posted and approved by the Board on 7/15/2021

Dell Latitude Laptop

$25,632.00

97136

West Pkg Lot Improvements

$3,474.23

97141

Chg Order #1

$2,525.77

97141

3-Yr Warranty

$4,569.60

97136

Black Mountain annual ren

$16,042.00

97154

LMS365 Corporate + Care P

$12,000.00

97160 Total
Topeka and Shawnee County Public Library
Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended November 30, 2021

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Grand Total: $557,114.00
Minutes
Board of Trustees Executive Committee Meeting
December 6, 2021 – 4:00 PM
Zoom Meeting
https://tscpl.zoom.us/j/82195809802
Meeting ID: 821 9580 9802
Passcode: 836414

Agenda

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

Call to Order
The meeting of the Board of Trustees Executive Committee was held on Monday, December 6, 2021, via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

Review of Minutes and Agenda
The minutes from November 18, 2021, Board of Trustees Meeting, and the agenda for the Board of Trustees December 16, 2021, were reviewed.

Other items
Chair Jim Edwards asked Marie Pyko (CEO) to share what occurred during construction water leak on Thursday December 2, 2021, at the library. Marie discussed what happened which resulted in a significant amount of water leaking into the Café dining area and kitchen, the public restrooms, and the Friends of the Library Booktique. Based on the situation, the library was closed at 4:30 to ensure the safety of staff and customers and to begin the cleanup of the spaces. The library was able to resume business on Friday December 3, 2021.

Chair Jim Edwards shared that we will be offering Trustee Education again at Board of Trustees meetings. Chair Jim Edwards asked Marie Pyko (CEO) to discuss the plan and topic for the January Board meeting.

No other topics were discussed.

Adjournment
On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:37 pm.

Next meeting- January 10, 2022, at 4:00 pm, Zoom meeting
News and Updates

Dolly Parton’s Imagination Library (DPIL) UW
At the end of November 2021, there were 5880 children registered. While this is a reduction of 7 children in the program, it is important to understand that each month children graduate from the program on their fifth birthday. It is gratifying that our numbers month to month remain relatively stable. Library staff are developing additional outreach approaches to increase participation especially in under-represented areas of the community.

Agenda Items

Bids for Boiler Replacement and Chiller Replacement
As part of our preventative maintenance of the building and per the 2021 planned budget requests, we have received bids for a new boiler and chillers. Thad Hartman will discuss in more detail how they fit into our Facilities Master Plan. They were two separate bid processes. Please see the resolution sheets for background information.

Thank you to the Friends of the Library and the Library Foundation
The Friends of the Library and the Library Foundation are critical partners to the success of our library’s mission and goals. They are essential in providing resources and advocacy for the Library. We are pleased to formally express our appreciation to the Friends of the Library and the Foundation.

Professional Activities/Community Contacts
November 16  Attended PLA Committee on Family Engagement
November 18  Attended Kettering Foundation work session over Zoom
November 19  Met with Jessica Lehnerr and Brett Martin regarding DPIL Partnership
November 22  Met with Rotary Executive Committee at Millennium Café
November 22  Attended KLA Governmental Action Committee over Zoom
November 23  Met with Kate Gramlich of Cover Kansas
November 29  Attended County Commissioner Meeting to speak on the SC Parks and Recreation agreement for the Computer Centers.
November 29  Met with Angela Maycock to discuss our December 14th webinar presentation for PLA Advancing Family Engagement learning series.
December 2   Met with LeAnn Brungardt and Sherry Hess regarding Shawnee County Health Dept and DPIL partnership.
December 6   Met with USD 501 Secondary Media Specialists over Zoom
December 8   Presented Beyond Boundaries- What’s the Vision for the Library to the Senior Council Group affiliated with the Greater Topeka
December 8  
Partnership.
Attended the Library Foundation Board Meeting

December 9
Attended Tech Zone Progress meeting with HTK and Shirley Construction.

December 10
Met with USD 501 Elementary Media Specialists over Zoom

Current Projects and Events

Construction Water Leak and Library early closure- December 2, 2021
Thad Hartman will give more details in his report however I wanted to include that due to the construction water incident, out of an abundance of caution I determined that the library needed to close early on December 2nd. At the time of closure, the water leak had migrated to several areas at the front of the building and impacted several systems. I want to thank our Facilities and Custodial staff for responding so quickly and the rest of the library staff for helping to let customers know we needed to close the building. They stayed calm and positive during the whole situation. Based on the building specific focus of the situation, we were able to keep our Call Center open to answer phones and our Bookmobiles out at their community stops.

Open Positions
The management team is currently accepting applications and interviewing for several key leadership positions, including the Executive Assistant, two supervisors and one manager. Jesse Maddox, Chief Human Resource Officer will present during the upcoming Board meeting on our planning process for open positions as well as our recruitment strategies.

Policy Review
Our management team is continuing to review all our policies to bring to the Board of Trustees on the schedule identified in 2021. We will bring to the February board meeting the Library Material Selection Policy for first review.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library
Number of children currently enrolled: **5,880**

**Sex of Participants**
- Male: 2,772
- Female: 3,108

**Age of Children**
- 4-5 yrs old: 518
- 3-4 yrs old: 1,506
- 2-3 yrs old: 1,061
- 1-2 yrs old: 1,378
- 0-1 yrs old: 1,458

**Zip Codes of Children**
- 66603: 35
- 66604: 762
- 66605: 678
- 66606: 678
- 66607: 319
- 66608: 287
- 66609: 179
- 66610: 242
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### November 2021 Dolly Parton Imagination Library

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#### Percent of Children Signed Up by Zipcode

- Zip Code 66603: 19% 55% 47% 53% 26% 48% 55% 62% 53% 78% 65% 41% 47% 71% 62% 44% 102% 89% 85% 72% 170%

Data Source: 2017 ACS 5-Year Population Estimate
Chief of Staff Report

Thad Hartman
December 10, 2021

Hiring
As Jesse outlined in his report below, we have been extremely busy over the past few weeks with interviews. Jesse, Paul, Jacqueline, and I have spent a great deal of time interviewing candidates for the Community Services Supervisor, Circulation Supervisor, and Facilities Manager positions. We have just completed the supervisor interviews and have Facilities Manager final interviews scheduled next week. We have been pleased with the quality of candidates and feel confident we will have some great additions to the library in the near future.

Leak
As you probably know, we had a major leak on December 2 that caused quite a bit of damage, primarily in the café. One of the demo crew staff working in the Tech Zone accidentally broke off a sprinkler head which brought down a tremendous amount of water. There were two drains in the restrooms where the water started to drain. Unfortunately, the drains quickly clogged up, most likely due to the amount of debris on the floor from the demo. With both drains clogged and the excessive amount of water coming out of the sprinkler system, water started to run into the rooms below the Tech Zone. The area that got the worst of it was the café.

Library staff responded quickly, trying to catch as much water as possible in trash cans and mopping the floors. Other staff worked to unclog the drains. Unfortunately, it was not possible to keep up with the amount of water, especially as water started to leak in the restrooms and Booktique. As the leaks spread, the next areas in line were the Circulation Plaza and the New/Media Room. A large percentage of staff, including all of security, were busy dealing with the leak. Because of the threat of further spread into public areas, safety concerns, and the number of staff that needed to deal with the issue, it was determined that we needed to close the library.

We notified Shirley Construction immediately. They brought out additional people to help with the cleanup that day and worked Friday on replacing ceiling tiles, cleaning, and repairs. Unfortunately, the café floor was severely damaged and will need to be replaced. We are looking at replacing the floor with LVT which would hold up better if there are any future water related issues. We have been working with Shirley, the insurance companies, the café, library staff, and other vendors to determine the total impact of the damage and the financial cost. Shirley and their insurance company have been very responsive and have taken responsibility for the damage.

This was certainly not an issue that we hoped to encounter, but it was heartening to see how many staff pitched in at a moment’s notice and helped with cleanup. We had a number of staff from all over the library that helped out, but a special thanks goes out to all of maintenance and security, who took on the bulk of the work. Of special note are Dennis Link and Coop who repaired the warped sections of the café floor so that the café was able to open on the following Tuesday. If you saw the floor on Friday morning, it’s pretty amazing the work they were able to accomplish to make the floor presentable and useable until we’re able to get a permanent fix.
**Department Highlights**

**Human Resources**  
**Jesse Maddox, Chief Human Resources Officer**

**Recruitment**  
We have had some pivotal positions become vacated over the last several months that we are in the process of recruiting for. These include the Circulation Supervisor, Community Services Supervisor, Facilities Manager and Executive Assistant to the Chief Executive Officer & Board of Trustees.

When positions become vacant, we evaluate the need for the position rather than immediately filling it. We review the position description to make sure it accurately reflects the work of the position and make any changes or updates that are needed. We determine whether there is a need to fill the position at the same level or if we need to make any position, departmental or organizational changes. After reviewing these positions, it was determined that they needed to be filled.

The Circulation Supervisor, Community Services Supervisor, Facilities Manager and Executive Assistant to the Chief Executive Officer & Board of Trustees are all in different parts of the recruitment process. We conducted second round in-person interviews for both supervisor positions the week of December 6, 2021. Second round in-person interviews for the Facilities Manager are scheduled for the week of December 13, 2021. The Executive Assistant position is currently posted and will close on January 3, 2022. We are hopeful that the new supervisors and Facilities Manager will start shortly after the first of the year.

Recruitment has been a challenge over the last several months and will likely continue to be for the foreseeable future. We are not alone in this challenge. It is a challenge shared by many employers not just locally, but nationally. Even with the recruitment challenges we have been very fortunate to hire some excellent staff and hope to be able to continue to do so. We will continue to be an employer of choice.

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

**Gallery**  
We are very excited to open our winter exhibit, *Blue*, on Friday, December 10. The exhibit invites you to explore the depths of the color blue to discover how blue is made, how it’s used and how it’s seen. The exhibit highlights the library’s permanent art collection of paintings, ceramics, photographs, glass, artist books and fabric and includes hands-on experiences for all ages. We will have programming throughout the 12-week long exhibit including paint mixing and jewelry making demonstrations, a history program on the color blue by professor Dr. Anthony Silvestri and a program on the “new blue” YInMn Blue with artist Louis Copt who has been using the pigment in his work, which is also on display in the exhibit.
2nd Floor Tech Space
The 2nd Floor Tech Space planning team has split into various work teams that are preparing for the new space. Our work teams are looking at everything from the user experience and procedures to equipment management, staffing and training. We’re excited about this new space and want to be as prepared as possible for opening day! We have staff from a variety of departments coming together to plan for how we will all “live in” the new space and help our customers be successful with the equipment and space we’re providing for them.

Public Services
Autumn Friedli, Supervisor – Readers Services

Author Visit
On December 5 we hosted a moving and memorable event with Nancy Sprowell Geise and Jim Dultmeier, coauthors of On Shattered Wings: A Family’s Journey from Grief to Hope. The book is the story of a family’s loss of their 19-year-old daughter, Jennifer, in a drinking and driving accident. The loss changed their family forever, but it also motivated each member of the family to find ways to help others.

Nancy Sprowell Geise met Jennifer’s father, Jim Dultmeier, by chance. At our event she spoke about the process of diving into a painful story, hearing the perspective of family and friends, and turning what she heard into a book. Jim spoke about how his work as an impact speaker for MADD has saved lives, sharing examples of people changed through the power of story. Though hearing about Jennifer’s accident and the family’s grief was painful, the room was filled with hope, happiness, and life. Again and again, we were reminded of the value of sharing our stories with each other, and so many attendees thanked Readers Librarian Miranda Ericsson afterwards for hosting this event at the library. There is no better place to appreciate the value of books, authors, and storytellers. Our hybrid event brought in 56 people total, with 8 on Zoom and the rest in person. The library copy of the book now has 10 holds,
demonstrating that this impactful local story is one that will continue to be recommended and read in our community.

**Winter Reading Challenge**
Join us once again for our Winter Reading Challenge! Read three books in January, track them in Beanstack, and you will be the proud owner of a library logo mug. This mug is adorable and perfect for chili, hot chocolate, coffee, lattes...or whatever ever else you see fit to fill it. Look for more details soon on our website or contact Autumn Friedli (afriedli@tscpl.org).

Want to join the challenge but you aren’t sure what to read? Reach out to our talented staff to get some great books pulled JUST FOR YOU! Find about more about our personalized Browsing Just for You service on our website.

**Sneak Peek into something EXCITING**
The National Book Foundation has chosen the Topeka and Shawnee County Public Library to host an event in 2022. That date is set for April 21st, 2022 in the Marvin Auditorium. This event will include two authors in conversation with a moderator. We are working solidifying the authors with the National Book Foundation and will have more information to share about this exciting event very soon.

**Program Services**
Jacqueline Belden, Program Manager

**Programming Guidelines Review**
The Program Team’s core group of programming staff supervisors began the process of reviewing the library’s program guidelines, standards, and proposal forms in order to ensure that these documents and forms are in alignment with current organizational priorities, standards, and community impact goals. The last time they were updated was 2012, and the team found a few gems calling back to strategic plans of days past! I am leading the team in this review and will also lead them through creating a framework to guide our programming staff through the phases of development, proposal, implementation, and evaluation of library programs.

**Community Events**
I was pleased to attend two events this month as a representative of the library: the 2021 State of the Community breakfast on November 9 and the Topeka 20 Under 40 recognition banquet on November 11. As a new community stakeholder, navigating resources and information and making connections can be challenging. The opportunity to listen to speakers, elected officials, and community servants address housing, careers and education, community growth, service, and more at these events was informative and helpful to my ongoing journey of getting to know more about Topeka and Shawnee County.
Bookmobiles are Getting a Makeover

Community Services staff are excited that our bookmobiles are getting a makeover! TSCPL’s two bookmobiles have been wrapped in literature-inspired designs for several years, one sporting an Alice in Wonderland motif and the other stories and characters from Sherlock Holmes. The Sherlock bus is in the shop being rewrapped and will feature a brightly colored new brand created by our amazing graphic designer, Karen Watson. We can’t wait to unveil the finished result to the public soon!

Youth Services
LeAnn Brungardt, Youth Services Supervisor

Success Stories

Play
Last month I reported that facilitated play is now available weekday mornings in the Family Zone. November was our first full month where this was offered. During that window of time, we had 185 adults and 224 kids take part.

This scenario reported by Joyce Hedlund paints the importance of play to positive child-parent relationship. A group of adults and a young boy came into the Family Zone together. The group included the boy’s dad, grandparents, and several support people. The adults intended to observe the boy as he played. He quickly lost interest. One of the support people noted that his attention span was short and that his focus wandered and then tried to engage him with a puzzle. He was not interested in that and laid on the bridge section of the Alfresco blocks looking bored while his dad stood nearby and focused on his phone. It was at this time that I noticed the boy was wearing shark socks. I used that nugget of interest for him to start a game of pretend. I told him to watch out for sharks in the water. And I said with a little Jaws tension building, “Oh, look out! The shark is coming!” This exchange caught the dad’s attention, and he said matter of factly, ”Shark, what shark?” As I played with his son, I talked with Dad offhandedly about imaginary play. Within a few minutes, Dad started his own variation of the game that included the shark attacks equating to tickling. It was exciting to see them gleefully connect. Not every adult or child readily knows how to play. Sometimes they both need a nudge.

Sign of the Times
Imaginative play is not uncommon and sometimes kids even play storyteller. One of Rhonda Cathey’s personalized browsing subscribers relayed that her daughter’s variation of the way we currently do things. “I thought you might like to see Ravenna’s ‘face shield’. She put this doll dress over her head as a ‘face shield’ like many of the library workers wear for storytime, and walked around saying, “It’s story time!” Imitation is the highest form of compliment.

Library Programming Legacy
Jeri Eckhardt, a retired, long tenure employee of the library ran into a parent who was a regular attendee of Baby Bookworms when she was the lead programmer for it and sent me this message.
“Hi, LeAnn!

I just had to tell you about an interaction I had with a former Baby Bookworm parent.

I took Finn to the Discovery Center last Thursday and the girl at the desk said, ‘Ms. Jeri, I’ve been thinking about you so much lately! I’m Leslie. I used to bring my daughter to Baby Bookworms years ago. She’s 8 now.’ (She’s got a good memory!) She said the Discovery Center is preparing a program for incarcerated women and their little ones. She’s been looking at board books, and said she was thinking, ‘Now what would Ms. Jeri say about this book?’ She remembered all the things I told the class about how children got so much more out of books than simply the story: they learned new vocabulary, heard words that didn’t come up in regular conversation, saw letters, numbers, colors, the rhythm of language, etc.!!! She went on and on remembering all the things we talked about. The parents ARE listening. Our words are getting through! Keep up the good work, Early Childhood Team!”

In this story you can see the impact not only to the individual parent and her family, but also the implications for how that learning has potential to spread throughout the community.

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

As we’ve nearly reached the end of 2021, I’d like to share information about the top circulating titles of newly published materials. Circulation numbers for physical materials are still recovering from pre-pandemic levels though we’ve had a strong year compared with the COVID-related challenges of 2020. Digital collections (ebooks and digital audiobooks) continue to experience strong circulation for both adult and juvenile/young adult collections. These lists include adult fiction with more than 100 checkouts per title and adult nonfiction and juvenile/young adult titles with more than 25 checkouts.

In the titles shared below, I think it is interesting to note similarities between print and digital and also where the lists diverge. There is a slightly wider representation of authors with digital content as compared to print for adult collections. Both lists have many titles that have trended to the top for both physical and digital formats. While these lists are limited to books published in late 2020 and all of 2021, I included our Top City Reads titles for June and August. They were both popular selections with readers and deserve a place on the lists even as older titles. I believe these lists reflect the engagement our community of readers has with library collections and with our ability to meet their needs through excellent selection and collection management practices. I wish to thank every staff member, both those on my own team and those on other teams, who contribute to bringing physical and digital collections to our customers through hard work, personal book recommendations, and a continued commitment to building a thriving community of readers and learners. Thank you.

Without further ado, the Top Circulating Titles for 2021:
### Adult Print Fiction 2021 (Includes New Books, Bestseller Express, and Large Print)

**Top 10 Highest Circulating Print Books published this year**

<table>
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<tr>
<th>Title</th>
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<tr>
<td>A Time for Mercy</td>
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<td>Daylight</td>
<td>David Baldacci</td>
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<tr>
<td>Piece of My Heart</td>
<td>Mary Higgins Clark</td>
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<tr>
<td>The Awakening</td>
<td>Nora Roberts</td>
</tr>
<tr>
<td>A Gambling Man</td>
<td>David Baldacci</td>
</tr>
<tr>
<td>Deadly Cross</td>
<td>James Patterson</td>
</tr>
<tr>
<td>Three Women Disappear</td>
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### Adult eBook Fiction 2021 (ebooks checked out through Overdrive + Libby)

**Top 10 Highest Circulating eBooks published this year**

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<td>Sooley: a Novel</td>
<td>John Grisham</td>
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<td>A Gambling Man</td>
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</tr>
<tr>
<td>Deadly Cross</td>
<td>James Patterson</td>
</tr>
<tr>
<td>State of Wonder (June Top City Read)</td>
<td>Ann Patchett</td>
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### Adult eAudiobook Fiction 2021 (digital audiobooks checked out through Overdrive + Libby)

**Top 10 Highest Circulating eAudio published this year**

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<tr>
<td>Ready Player Two</td>
<td>Ernest Cline</td>
</tr>
<tr>
<td>The Invisible Life of Addie LaRue</td>
<td>V. E. Schwab</td>
</tr>
<tr>
<td>Fortune and Glory: Stephanie Plum Series #27</td>
<td>Janet Evanovich</td>
</tr>
<tr>
<td>The Searcher: A Novel</td>
<td>Tana French</td>
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### Adult Print NonFiction 2021 (Includes New Books, Bestseller Express, and Large Print)

**Top 10 Highest Circulating Print Books published this year**

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<tbody>
<tr>
<td>Till Murder Do Us Part : true-crime thrillers</td>
<td>James Patterson</td>
</tr>
<tr>
<td>Keep Sharp : build a better brain at any age</td>
<td>Sanjay Gupta</td>
</tr>
<tr>
<td>Greenlights</td>
<td>Matthew McConaughey</td>
</tr>
<tr>
<td>Dolly Parton : songteller, my life in lyrics</td>
<td>Dolly Parton</td>
</tr>
<tr>
<td>Murder of innocence : true-crime thrillers</td>
<td>James Patterson</td>
</tr>
<tr>
<td>Killing the mob : the fight against organized crime in America</td>
<td>Bill O'Reilly</td>
</tr>
<tr>
<td>A Promised Land</td>
<td>Barack Obama</td>
</tr>
<tr>
<td>She Come by it Natural : Dolly Parton and the women who lived her songs</td>
<td>Sarah Smarsh</td>
</tr>
<tr>
<td>Peril</td>
<td>Bob Woodward</td>
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<tr>
<td>The last days of John Lennon</td>
<td>James Patterson</td>
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### Adult eBook NonFiction 2021
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<td>Greenlights by Matthew McConaughey</td>
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<td>River of Doubt <em>(August Top City Read)</em> published 2005 by Candice Millard</td>
</tr>
<tr>
<td>The Premonition: A Pandemic Story by Michael Lewis</td>
</tr>
<tr>
<td>I Alone Can Fix It: Donald J. Trump's Catastrophic Final Year by Carol Leonnig</td>
</tr>
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<td>Till Murder Do Us Part : true-crime thrillers by James Patterson</td>
</tr>
<tr>
<td>The Bomber Mafia: A Dream, a Temptation, and the Longest Night of the Second World War by Malcolm Gladwell</td>
</tr>
<tr>
<td>Rich Dad Poor Dad: What the Rich Teach Their Kids About Money That the Poor and Middle Class Do Not! by Robert T. Kiyosaki</td>
</tr>
<tr>
<td>Group: How One Therapist and a Circle of Strangers Saved My Life by Christie Tate</td>
</tr>
<tr>
<td>Think Again: The Power of Knowing What You Don't Know by Adam Grant</td>
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### Adult eAudiobook NonFiction 2021
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<td>Is This Anything? by Jerry Seinfeld</td>
</tr>
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<td>Think Again: The Power of Knowing What You Don't Know by Adam Grant</td>
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<tr>
<td>No Time Like the Future: An Optimist Considers Mortality by Michael J. Fox</td>
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<tr>
<td>What Happened to You? Conversations on Trauma, Resilience and Healing by Oprah Winfrey</td>
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<td>The Best of Me by David Sedaris</td>
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### Juvenile and Young Adult Print Fiction 2021
(Includes New Books & Bestseller Express)

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<tr>
<td><em>(Juv)</em> Diary of a Wimpy Kid : the Deep End by Jeff Kinney</td>
</tr>
<tr>
<td><em>(Juv)</em> The Tower of Nero by Rick Riordan</td>
</tr>
<tr>
<td><em>(Juv)</em> I Want to Sleep Under the Stars! by Mo Willems</td>
</tr>
<tr>
<td><em>(Juv)</em> Frozen Series: I am Olaf, I am Anna, I am Elsa by Christy Webster</td>
</tr>
<tr>
<td><em>(Juv)</em> Fly Guy &amp; Fly Girl: Fright Night by Tedd Arnold</td>
</tr>
<tr>
<td><em>(Juv)</em> Be Brave, Little Pup by Elle Stephens</td>
</tr>
<tr>
<td><em>(YA)</em> The Cousins by Karen McManus</td>
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<tr>
<td><em>(YA)</em> Lore by Alexandra Bracken</td>
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<tr>
<td><em>(YA)</em> Firekeeper's Daughter by Angeline Boulley</td>
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<tr>
<td><em>(YA)</em> Concrete Rose by Angie Thomas</td>
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### Juvenile and Young Adult eBook Fiction 2021
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<tr>
<td><em>(Juv)</em> Cat Kid Comic Club by Dav Pilkey</td>
</tr>
<tr>
<td><em>(Juv)</em> Unlocked Book 8.5 by Shannon Messenger</td>
</tr>
<tr>
<td><em>(Juv)</em> Mothering Heights: Dog Man Series #10 by Dav Pilkey</td>
</tr>
<tr>
<td><em>(YA)</em> Five Total Strangers by Natalie Richards</td>
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<td><em>(YA)</em> Kingdom of the Wicked by Kerri Maniscalco</td>
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Juvenile & Young Adult eAudiobook Fiction 2021
(digital audiobooks checked out through Overdrive + Libby)

Top 10 Highest Circulating eAudio published this year

(Juv) The Tower of Nero by Rick Riordan
(Juv) Hollowpox: The Hunt for Morrigan Crow by Jessica Townsend
(Juv) On the Edge of the Dark Sea of Darkness by Andrew Peterson

(YA) Five Total Strangers by Natalie Richards
(YA) Firekeeper’s Daughter by Angeline Boulley
(YA) The Cousins by Karen McManus
(YA) Kingdom of the Wicked by Kerri Maniscalco
(YA) Realm Breaker by Victoria Aveyard
(YA) A Sky Beyond the Storm by Tahir Sabaa
(YA) Namesake: by Adrienne Young

Digital Services
David King, Digital Services Director

Website Redesign Project
Imagemakers is doing a final push on content and site design, and on search engine fine-tuning. They plan to do a content review and Q&A in December. They should be finished with search and API work in early- to mid-January. That means that the site will be handed over to the library in mid-February for final review and staff training, with a potential launch in April/May.

One issue that has come up is with BiblioCommons. BiblioCommons is our customer-facing library catalog. With the new website, the library catalog functionality will be incorporated into the website, so we won’t need BiblioCommons anymore. The annual renewal for BiblioCommons is on February 23, and the company does not offer a pro-rated or a month-to-month renewal. At this point, we need to keep BiblioCommons active until at least May/June – which means that we need to renew BiblioCommons for 2022. This will cost approximately $30,000. This was not budgeted since the original plan was for Imagemakers to finish the website project last summer/early fall. The project is taking longer than anticipated – getting the search engine configured has taken longer than planned. Imagemakers also had some personnel issues that slowed the project down (turnover with project managers and sickness).

Digital Services can shift some 2022 projects around so that our 2022 budget will not be impacted. We are looking forward to having a modern, state-of-the-art public website.
**WIFI Hotspot grant project**

We have the management software in place and are finalizing configurations. We are working on training and documentation, and plan to roll these out to the public in January.

**Top Web Pages for November 2021 (lower than usual. Google Analytics wasn’t tracking the website from November 1-15):**

1. Cafe page: 1007 Pageviews
2. Services page: 913 Pageviews
3. Great Gatsby blog post: 870 Pageviews
4. Creativity blog post: 718 Pageviews
5. About page: 580 Pageviews
6. My account: 504 Pageviews
7. June bride blog post: 453 Pageviews
8. Employment page: 402 Pageviews
9. Databases page: 369 Pageviews
10. Library Card page: 357 Pageviews

**Social Media Highlights for November 2021:**

**Facebook:**

- Our Library is beautiful (photo of the library) – reached 5926 people
- Millennium Café reopening post – reached 12,132 people!
- Photo of the café being open – reached 12,662 people! (our Facebook crowd really likes the café!).

**Twitter:**

- Post about the passing of Stephen Sondheim – 693 impressions
- Post about the Millennium Café reopening – 640 impressions
- Post about Taylor Swift’s re-release of her Red album – 448 impressions

**Instagram:**

- Post about Luella working at the library for 50 years – 933 impressions
- Café reopening photo – 635 impressions
- Photo of the library with a fun quotes – 617 impressions
December Board Report
December 9, 2021

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

Library E-newsletter is Popular with Customers
The library utilizes multiple communication channels to share information about collections, events and services and one of the most successful is our bi-weekly email newsletter called “Library News”. Using the Savannah Community Engagement platform by OrangeBoy, we use data analytics to curate the information that is specifically targeted on the customers interests and are called “clusters”. All e-newsletter content comes from the tscpl.org website and includes blogs, webpages, the catalog plus resources and services pages.

Ginger Park is the editor of the Library News and her most popular feature is her “Trivia Time!” generally has the most clicks because everyone wants to know what Cookie Monster’s first name is!

Here is a sample of how the e-newsletters breakdown:

Readership for the November 9 e-news (most recent issue with statistics available) was quite good. E-news is broken into three issues based on library card use. Currently we have email addresses for approximately 78 percent of cardholders. We set up e-news to only be sent to an email address once for each issue. Therefore, if multiple people use the same email address on their library cards, the e-news only lands in the inbox one time. Therefore, the total number of cardholders receiving e-news is much lower than our total number of cardholders. Below are the statistics by issue.

All adult cardholders except Bedtime Stories & Bright Futures (56,214 cardholders)
- Open rate 19.2% (10,697 opens)
- Click rate 5.9% (630 unique clicks)
Bright Futures = cardholders 13-18 years old (1,041 cardholders)
- Open rate 19.7% (205 opens)
- Click rate 6% (13 unique clicks)
Bedtime Stories = adults who primarily checkout kids materials (1,432 cardholders)
- Open rate 30.8% (441 opens)
- Click rate 14.3% (63 unique clicks)

(The difference between clicks and unique clicks? Clicks are all clicks for a tracking link, whereas unique clicks are the number of the unique users that click on a tracking link of your campaign. If a single user clicks 5 times on a link, the servers will record 5 clicks and 1 unique click.)

BLUE Mixology
Michael spent a couple of weeks visiting bars in NOTO and downtown Topeka recording bartenders making drinks that coincide with the Alice C. Sabatini Gallery’s Blue exhibit. Participating bars were the Wheel Barrel, Norsemen, Studio 62 Art Bar in NOTO and Fedeli’s, Brew Bank and the Iron Rail in downtown Topeka. Here is one of the videos from the Wheel Barrel: [https://www.youtube.com/watch?v=O32lFd7gfY](https://www.youtube.com/watch?v=O32lFd7gfY) Each week a new bar/restaurant and their signature drink will be featured on YouTube, Facebook and Instagram.
November 27 -

The occasional guesst and surprioses are part of what make Musical Storytime with Kyle so much fund | with Ballet Midwest, Inc.

Performance for your post

5,706 People Reached
260 Reactions, Comments & Shares

177 Likes
56 Loves
9 Wows
1 Sads
10 Comments
8 Shares

424 Post Clicks

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

5,706 People reached
684 Engagements
9 Comments
8 Shares

4,655 People Reached
116 Reactions, Comments & Shares

20 Likes
1 Love
94 Comments
1 Shares

313 Post Clicks

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

4,655 People reached
429 Engagements
52 Comments
1 Share

Reported stats may be delayed from what appears on post

What are the best books that you've read so far in 2021? I'm building a display in the library and a book list to share, and I'd love to include your favorites! Bonus points if you have time for a quick line or two about why you liked it so much. ️ readingcommunity #booksuggestions #TopCityReadsTogether

Charles Todd, Julia Caselman and 19 others 52 Comments 1 Share

Like  Comment  Share
Resolution – Bid for Chiller Replacement

BOARD OF TRUSTEES
December 16, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Custom Sheet Metal, Topeka, Kansas, in the amount of $473,946 for the replacement of library chillers. This shall be paid from the General Fund, Special Projects budget line item.

Policy and Background Information:

In creating the Facilities Master Plan, the Library Board of Trustees approved five guidelines to define its purpose. One of these guidelines was “Maintain optimal conditions and operation of the building, its site, systems, furnishings, technology and other physical infrastructure.” Maintaining the building has been a major aspect of the Facilities Master Plan and is one of the reasons that library continues to feel new to our customers and operate safely and efficiently.

A timeline was created that outlined when various systems and equipment would need to be replaced. The chillers were determined to be a category 3 item, which slated replacement sometime between 2020 and 2025. In the summer of 2021 one of the air compressors went out on one of the chillers and needed to be replaced. Because the chiller was in the window of time in which replacement was recommended, and because part of the system had recently failed, replacement of the chillers was added to the 2022 budget.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to develop a plan for chiller replacement. HTK worked with engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed $20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued November 15, 2021.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all
contractors who choose to receive updates on projects bidding were notified. A site walk-through was held on November 22 and bids were due on December 7.

Bids were received at a public meeting over Zoom at 2:30 PM, December 7, 2021. Four bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from Custom Sheet Metal, Topeka, KS. This bid met all the necessary criteria. The bid was in line with the other bids we received and Custom Sheet Metal comes recommended by HTK. The bid was less than what was budgeted for this project in the 2022 budget.

TSCPL staff recommends the bid of $473,946 submitted by Custom Sheet Metal, Topeka KS, be approved for the replacement of the library chillers.

**Resolution by ________________________________**

**Seconded by ________________________________**

**Resolution passed/failed by a vote of ___________**

**Date ________________________________**
<table>
<thead>
<tr>
<th>TSCPL - HVAC Improvements: Chiller Replacement</th>
<th>HTK Architects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Tabulation</td>
<td>2001.01-008a</td>
</tr>
<tr>
<td>Tuesday, December 7, 2021</td>
<td></td>
</tr>
<tr>
<td><strong>CONTRACTOR</strong></td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td></td>
</tr>
<tr>
<td>CSM</td>
<td>Kruse Corp</td>
</tr>
<tr>
<td>Mechanical (HVAC)</td>
<td></td>
</tr>
<tr>
<td>CSM</td>
<td>Kruse Corp</td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
</tr>
<tr>
<td>Lesser Electric</td>
<td>Lesser Electric</td>
</tr>
<tr>
<td>Proposed Superintendent</td>
<td></td>
</tr>
<tr>
<td>Dusty Crouch</td>
<td>Joe Thompson</td>
</tr>
<tr>
<td>Visited the Site</td>
<td>yes</td>
</tr>
<tr>
<td>Addendum No. 1</td>
<td>one</td>
</tr>
<tr>
<td><strong>BASE BID</strong></td>
<td>$473,946.00</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>5/2/2022</td>
</tr>
</tbody>
</table>

* Delivery date of Chiller may be an issue.
Resolution – Bid for Boiler Replacement

BOARD OF TRUSTEES
December 16, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from McElroys, Topeka, Kansas, in the amount of $263,419 for the replacement of the boilers. This shall be paid from the General Fund, Special Projects budget line item.

Policy and Background Information:

In creating the Facilities Master Plan, the Library Board of Trustees approved five guidelines to define its purpose. One of these guidelines was “Maintain optimal conditions and operation of the building, its site, systems, furnishings, technology and other physical infrastructure.” Maintaining the building has been a major aspect of the Facilities Master Plan and is one of the reasons that library continues to feel new to our customers and operate safely and efficiently.

A timeline was created that outlined when certain systems would need to be replaced. The boilers were assigned as a category 3 item, which slated replacement sometime between 2020 and 2025. In addition to nearing end of life, replacement of the boilers will result in a more efficient system which should provide cost savings. This will be accomplished by replacing two large boilers with multiple smaller boilers. We have accomplished something similar on a smaller scale in the Bookmobile building and noticed a more efficient system. For these reasons, the replacement of the boilers was added to the 2022 budget.

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to develop a plan for boiler replacement. HTK worked with engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed $20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued November 15, 2021.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all
contractors who choose to receive updates on projects bidding were notified. A site walkthrough was held on November 22 and bids were due on December 7.

Bids were received at a public meeting over Zoom at 2:00 PM, December 7, 2021. Four bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from McElroys, Topeka, KS. This bid met all the necessary criteria. The bid was in line with the other bids we received and McElorys works regularly with the library and comes recommended by HTK. The bid was less than what was budgeted for this project in the 2022 budget.

TSCPL staff recommends the bid of $263,419 submitted by McElroys, Topeka KS, be approved for the replacement of the library chillers.

**Resolution by ________________________________**

**Seconded by ________________________________**

**Resolution passed/failed by a vote of ____________**

**Date ________________________________**
<table>
<thead>
<tr>
<th>TSCPL - HVAC Improvements: Boiler Replacement</th>
<th>HTK Architects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bid Tabulation</strong></td>
<td>2001.01-008b</td>
</tr>
<tr>
<td><strong>Tuesday, December 7, 2021</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CONTRACTOR</strong></td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td></td>
</tr>
<tr>
<td>CSM</td>
<td>Kruse Corp</td>
</tr>
<tr>
<td>McElroys</td>
<td>PCI</td>
</tr>
<tr>
<td>Mechanical (HVAC)</td>
<td></td>
</tr>
<tr>
<td>CSM</td>
<td>Kruse Corp</td>
</tr>
<tr>
<td>McElroys</td>
<td>PCI</td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
</tr>
<tr>
<td>McElroy Electric</td>
<td>Lesser Electric</td>
</tr>
<tr>
<td>McElroys or Lesser Electric or Lesser Electric</td>
<td></td>
</tr>
<tr>
<td>Proposed Superintendent</td>
<td>Dusty Crouch</td>
</tr>
<tr>
<td>Joe Thompson</td>
<td>James Maclaskey</td>
</tr>
<tr>
<td>James R Moe</td>
<td></td>
</tr>
<tr>
<td>Bid Bond</td>
<td>yes</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
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<tr>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Visited the Site</td>
<td>yes</td>
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<tr>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Addendum No. 1</td>
<td>one</td>
</tr>
<tr>
<td>one</td>
<td>one</td>
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<td>one</td>
<td>one</td>
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<tr>
<td>one</td>
<td>one</td>
</tr>
<tr>
<td><strong>BASE BID</strong></td>
<td>$311,869.00</td>
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<tr>
<td>$327,436.00</td>
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<td>$263,419.00</td>
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<tr>
<td>$299,422.00</td>
<td></td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>5/2/2022</td>
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<tr>
<td>5/2/2022</td>
<td></td>
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<tr>
<td>5/2/2022</td>
<td></td>
</tr>
<tr>
<td>5/2/2022</td>
<td></td>
</tr>
</tbody>
</table>
Resolution – Thank you to The Library Foundation

BOARD OF TRUSTEES
December 16, 2021

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation President Judy Moler, the officers and members of the Board, Executive Director Erin Aldridge, and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Resolution by ________________________________

Seconded by _________________________________

Resolution passed/failed by a vote of __________

Date ______________________________________
Resolution – Thank you to the Friends of the Topeka and Shawnee County Public Library

BOARD OF TRUSTEES
December 16, 2021

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Christy Molzen, the members of the Board, Executive Mary Campbell, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Resolution by ________________________________

Seconded by ________________________________

Resolution passed/failed by a vote of ______________

Date ______________________________________
<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td><strong>CIRCULATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSCPL, Circulation Desk &amp; Renewals</td>
<td>33,939</td>
<td>30,745</td>
<td>31,880</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>24,806</td>
<td>20,412</td>
<td>29,245</td>
</tr>
<tr>
<td>Self-Check</td>
<td>1,129</td>
<td>1,083</td>
<td>1,044</td>
</tr>
<tr>
<td>Total</td>
<td>56,564</td>
<td>47,642</td>
<td>69,565</td>
</tr>
<tr>
<td><strong>Total Circulation</strong></td>
<td>124,971</td>
<td>120,586</td>
<td>148,781</td>
</tr>
</tbody>
</table>

**CIRCULATION DETAILS**

<table>
<thead>
<tr>
<th>Material Type</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Material</td>
<td>46,169</td>
<td>46,173</td>
<td>0.0%</td>
</tr>
<tr>
<td>Audio/Visual Material</td>
<td>20,792</td>
<td>21,416</td>
<td>-2.9%</td>
</tr>
<tr>
<td>Adult Materials</td>
<td>39,054</td>
<td>40,352</td>
<td>-3.2%</td>
</tr>
<tr>
<td>Children's Materials</td>
<td>20,123</td>
<td>19,517</td>
<td>3.1%</td>
</tr>
<tr>
<td>Young Adult Materials</td>
<td>2,394</td>
<td>2,423</td>
<td>-1.2%</td>
</tr>
<tr>
<td>Red Carpet Materials</td>
<td>5,390</td>
<td>5,302</td>
<td>1.6%</td>
</tr>
<tr>
<td><strong>Total Circulation</strong></td>
<td>124,971</td>
<td>120,586</td>
<td>3.6%</td>
</tr>
</tbody>
</table>

**NEW PATRONS**

<table>
<thead>
<tr>
<th>Category</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total New Registrations</td>
<td>398</td>
<td>360</td>
<td>10.5%</td>
</tr>
<tr>
<td>Adults</td>
<td>35</td>
<td>30</td>
<td>16.7%</td>
</tr>
<tr>
<td>Children (ages 17 and under)</td>
<td>1</td>
<td>0</td>
<td>100.0%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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</tbody>
</table>

**PATRONS DELETED**

<table>
<thead>
<tr>
<th>Category</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>28</td>
<td>1</td>
<td>98.9%</td>
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</table>

**BORROWERS**

<table>
<thead>
<tr>
<th>Type</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSCPL, Shawnee County Adults</td>
<td>54,016</td>
<td>54,350</td>
<td>-0.6%</td>
</tr>
<tr>
<td>TSCPL, Shawnee County Children (ages 0 - 17)</td>
<td>14,922</td>
<td>14,845</td>
<td>0.5%</td>
</tr>
<tr>
<td>TSCPL, Shawnee County @ School</td>
<td>20,751</td>
<td>20,751</td>
<td>0.0%</td>
</tr>
<tr>
<td>Red Carpet Outreach</td>
<td>1,124</td>
<td>1,135</td>
<td>-0.9%</td>
</tr>
<tr>
<td>Red Carpet Bookmobile</td>
<td>3,153</td>
<td>3,181</td>
<td>-0.9%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>80</td>
<td>82</td>
<td>-2.4%</td>
</tr>
<tr>
<td>Outlier</td>
<td>63</td>
<td>65</td>
<td>-3.1%</td>
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</table>

**TOTAL BORROWERS**

<table>
<thead>
<tr>
<th>2021</th>
<th>2020</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td>98,371</td>
<td>98,674</td>
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**Holds Satisfied**

<table>
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<tr>
<th>2021</th>
<th>2020</th>
<th>Change</th>
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<tbody>
<tr>
<td>Total</td>
<td>24,521</td>
<td>20,351</td>
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**CHECK-IN**

<table>
<thead>
<tr>
<th>2021</th>
<th>2020</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Total Check-in</td>
<td>30,678</td>
<td>32,088</td>
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</table>

**COLLECTION**

<table>
<thead>
<tr>
<th>Type</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Added</td>
<td>3,093</td>
<td>2,683</td>
<td>15.0%</td>
</tr>
<tr>
<td>Materials Discarded</td>
<td>5,871</td>
<td>7,180</td>
<td>-17.4%</td>
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**TOTAL COLLECTION**

<table>
<thead>
<tr>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>380,051</td>
<td>375,554</td>
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**WEBSITE**

<table>
<thead>
<tr>
<th>Type</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
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<tbody>
<tr>
<td>Tscpl.org Unique Visitors</td>
<td>30,372</td>
<td>28,370</td>
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</tr>
<tr>
<td>Tscpl.org Total Visits</td>
<td>53,774</td>
<td>51,718</td>
<td>4.0%</td>
</tr>
<tr>
<td>Adults</td>
<td>13,700</td>
<td>12,196</td>
<td>13.9%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>28,574</td>
<td>26,522</td>
<td>7.6%</td>
</tr>
<tr>
<td>Total</td>
<td>40,737</td>
<td>35,921</td>
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</tbody>
</table>

**NOTARY SERVICE**

<table>
<thead>
<tr>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
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### GATE COUNT

<table>
<thead>
<tr>
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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>20,792</td>
<td>21,416</td>
<td>28,302</td>
<td>26,521</td>
<td>25,146</td>
<td>29,879</td>
<td>32,655</td>
<td>32,831</td>
<td>29,533</td>
<td>29,113</td>
<td>28,259</td>
<td>304,447</td>
<td>372,525</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Change 20 TO 21%</td>
<td>7.0%</td>
<td>6.5%</td>
<td>6.6%</td>
<td>2.9%</td>
<td>1.7%</td>
<td>0.8%</td>
<td>0.8%</td>
<td>0.8%</td>
<td>0.8%</td>
<td>0.8%</td>
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### TOTAL REFERENCE QUESTIONS

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<th>Mar</th>
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<th>Jul</th>
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<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4,738</td>
<td>4,294</td>
<td>3,598</td>
<td>3,432</td>
<td>3,795</td>
<td>8,277</td>
<td>8,570</td>
<td>8,030</td>
<td>8,775</td>
<td>7,574</td>
<td>61,459</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Change 20 TO 21%</td>
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### MEETING ROOMS

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