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

Everyone will continue learning new ways to live their best life

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 August 25, 2022, 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 – Peg Dunlap
- Financial Report – Action Item

Strategic Planning Steering Committee – Jim Ramos

The Library Foundation – Judy Moler, Board Chair

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

Board Chair Report – Jim Edwards

- September 6, 2022, Meeting Minutes Board of Trustees Executive Committee

Chief Executive Officer Report – Marie Pyko pg. 26

Chief of Staff Report – Thad Hartman pg. 31

- Presentation by Statistical Research Analyst Robert Soria
- Presentation of Wayfinding Phase 1 project

New Business

- Bid for Movies and Music Lounge Renovations pg. 43
- Bid for Movies and Music Lounge Furniture Package A pg. 47

Executive Session

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or aconner@tscpl.org to request their name be placed on the public comment listing.
**Next Meeting**
October 20, 2022
4:00 pm
Menninger Room and Zoom meeting
[https://tsepl.zoom.us/j/85319306913](https://tsepl.zoom.us/j/85319306913)
Meeting ID: 853 1930 6913
Passcode: 875701

*Subject to change without notice*
Board Members Present
Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary, Peg Dunlap – Treasurer, Jennifer Miller, Hannah Uhlrig, Liz Post, Beth Dobler

Board Members Absent
Jim Ramos

Call to Order
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 25, 2022, in the Marvin Auditorium 101C of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 5:03 pm by Chair Jim Edwards.

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

Trustee Advocacy Stories
Liz Post shared a trustee advocacy story. Post shared she liked that the signage in the rotunda points to the new Level 2 Tech Center. She attended the ribbon cutting and said it went smooth and she had fun. Post enjoys the flowers in the planters in the front of the building.

Approval of Minutes
On a motion by Shawn Leisinger, seconded by Liz Post, the July 21, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer’s Report
Chief Financial Officer Kim Strube had no further additions to her report.

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

On a motion by Peg Dunlap and seconded by Liz Post, the Treasurer’s Financial Report for July 2022 was accepted.

Motion passed unanimously.

Strategic Planning Steering Committee
Beth Dobler gave the report on behalf of the Strategic Planning Steering Committee. She shared that the committee discussed criteria they are looking for in a leader for the strategic plan. The committee put forth that criteria with an RFQ that went out on August 5, 2022 and proposals are due September 2, 2022. So far four potential leaders have asked questions but the group has not received any formal applications. Applicants will be screened using the criteria created by the committee and then a decision will be made on who to interview. The committee hopes to have a short list for interviews next month. The plan is to hold those interviews the last week or two in September and select a successful candidate in October.

**Board Chair Report**
Chair Jim Edwards reported the Executive Committee met via Zoom on August 8, 2022.

On a motion by Peg Dunlap, seconded by Joan Hicks, the August 8, 2022, Meeting Minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

**Chief Executive Officer Report**
Chief Executive Officer Marie Pyko shared that Erin Aldridge’s last day is Friday August 26, 2022. Pyko is currently working with a recruitment agency to fill that vacancy.

Pyko shared that there are a number of wonderful opportunities with the Level 2 Tech Center. The sneak peeks tours and the ribbon cutting went well. Treasurer Lynn Rogers visited and took a tour of the Level 2 Tech Center. Pyko wished to thank Facilities, Chris Cain, David King and the Digital Services team who made this opening go seamlessly. She also thanked staff who are planners and schedulers, and those working in the center, specifically Debbie Stanton and Todd Smith.

Pyko shared the installation of a new Smartlocker at the Oakland Community Center and another Smartlocker is in the MOU phase going into Fairlawn Plaza. This Smartlocker should be installed within the next month or so.

Shawn Leisinger reported he likes to see the Facebook posts of who works at the library and what they do.

**Chief of Staff Report**
Chief of Staff Thad Hartman shared a few things he’s noticed and heard. People going on tours in the Level 2 Tech Center have been offering to volunteer in that space. The public is impressed and wants to be involved. The opening of the Level 2 Tech Center has alleviated some chaos in what was the New Media area. Librarians on the floor are surprised how many more questions they get about DVDs and books than they have before.

Hartman highlighted the planters in front of the building are filled by Blessings of Nature out of Ozawkie, KS and library staffer Trevor Worthington takes care of the plants.

**New Business**
Bid for Audio-Visual Upgrade
On a motion by Beth Dobler, seconded by Liz Post, it was resolved that the Topeka and Shawnee County Public Library, Board of Trustees approves the bid by Cytek Media Systems of Topeka, KS for the purchase and installation of new audio-visual systems in the four meeting rooms on the second floor, and for updated microphones in the first-floor auditorium.

Motion passed unanimously.

Recess into Revenue Neutral Rate (RNR) Hearing
On a motion by Shawn Leisinger, seconded by Peg Dunlap, the board recessed at 5:22 pm.

Motion passed unanimously.

Call to Order
Board Chair Jim Edwards opened the Revenue Neutral Rate (RNR) Hearing and called the meeting to order at 5:22 pm. There was no one signed in for public comment and the public comment session was closed.

Chair Jim Edwards called on Chief Financial Officer Kim Strube to present a review of the FY2023 RNR. There were no questions for Strube.

At 5:24 pm the RNR Hearing was adjourned, and Chair Jim Edwards reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

Reconvene to Board of Trustees Meeting
On a motion by Peg Dunlap, seconded by Beth Dobler, the board reconvened to the regular Board of Trustees Meeting at 5:24 pm.

Motion passed unanimously.

New Business
Approval of the FY2023 Revenue Neutral Rate Increase
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 levy of property tax rate exceeding the RNR for the FY2023 operating budgets. A roll call vote was taken.

<table>
<thead>
<tr>
<th>Board of Trustee Member</th>
<th>Yes</th>
<th>No</th>
<th>No Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Dobler</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peg Dunlap</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Edwards</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joan Hicks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shawn Leisinger</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Miller</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liz Post</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Ramos (absent)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Motion passed unanimously.

**Recess to Public Budget Hearing**
On a motion by Shawn Leisinger, seconded by Liz Post, the board recessed at 5:28 pm.

**Call to Order**
Board Chair Jim Edwards opened the Public Budget Hearing and called the meeting to order at 5:28 pm.

Chair Jim Edwards called on Chief Financial Officer Kim Strube to present a review of the FY2023 Budget. There were no questions for Strube. Board Chair Jim Edwards recognized one member of the community who addressed the Board of Trustees during the Public Hearing of the FY2023 Budget.

At 5:40 pm the Public Budget Hearing was adjourned, and Jim Edwards reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

**Reconvene to Board of Trustees Meeting**
On a motion by Shawn Leisinger, seconded by Liz Post, the board reconvened to the regular Board of Trustees Meeting at 5:43 pm.

Motion passed unanimously.

**New Business**

**Adoption of FY2023 Operating Budgets**
On a motion by Peg Dunlap, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2023 operating budgets as presented/published in the Topeka Capital Journal on August 9, 2022.

Motion passed unanimously.

**Adjournment**
On a motion by Liz Post, seconded by Hannah Uhlrig, the meeting was adjourned at 5:45 pm.

**Next Meeting**
September 15, 2022
4:00 pm
Topeka & Shawnee County Public Library
Menninger Room 206/Zoom Meeting
https://tscpl.zoom.us/j/85319306913
Meeting ID: 853 1930 6913 | Passcode: 875701

*Subject to change without notice*
Chief Financial Officer’s Report
September 2022
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 60% of the approved budget has been expended/encumbered. This compares to 2021 in which 91% of the budgeted revenue had been received and 54% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 60% of the approved budget has been expended/encumbered. This compares to 2021 in which 92% of the budgeted revenue had been received and 59% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $4,686,934.

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>Annual elevator service agreement</td>
<td>$15,420.00</td>
<td>TK Elevator Corporation</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Annual software renewal and support for Comprise</td>
<td>$25,685.90</td>
<td>Comprise Technologies, Inc.</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Lib Answers and Lib Cal maintenance and support agreement</td>
<td>$10,848.00</td>
<td>Springshare LLC</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Return shipping expense for the Resilience exhibit</td>
<td>$7,000.00</td>
<td>Mid-America Arts Alliance</td>
</tr>
<tr>
<td>Paid from non-budgeted funds</td>
<td>Fee to co-sponsor DEI Summit Keynote speaker</td>
<td>$6,500.00</td>
<td>Greater Topeka Partnership</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Ancestry Library Online</td>
<td>$7,994.41</td>
<td>Proquest LLC</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Juvenile fiction and non-fiction</td>
<td>$5,500.00</td>
<td>Ingram Library Services</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Adult non-fiction</td>
<td>$6,500.00</td>
<td>Ingram Library Services</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Adult fiction</td>
<td>$6,000.00</td>
<td>Ingram Library Services</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Hoopla usage</td>
<td>$29,800.95</td>
<td></td>
</tr>
<tr>
<td>Library Materials</td>
<td>Annual license renewal for Treehouse online</td>
<td>$12,375.00</td>
<td>Treehouse Island, Inc.</td>
</tr>
<tr>
<td>Library Materials</td>
<td>Juvenile fiction and non-fiction</td>
<td>$5,500.00</td>
<td>Ingram Library Services</td>
</tr>
</tbody>
</table>

**Other Items:**

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) and (2) electronically filed the adopted budget with the County Clerk by the statutorily set due date of October 1st. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.
# Financial Summary

**Topeka and Shawnee County Public Library**  
**8/31/2022**

## Governmental Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance 1/1/2022</th>
<th>Revenue Y-T-D</th>
<th>Expenditures Y-T-D</th>
<th>Balance 8/31/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating</td>
<td>$4,966,095.33</td>
<td>$14,114,711.45</td>
<td>$9,217,632.15</td>
<td>$9,863,174.63</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,405,524.62</td>
<td>3,747,775.96</td>
<td>2,353,102.53</td>
<td>$2,800,198.05</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>4,677,506.88</td>
<td>9,426.90</td>
<td>-</td>
<td>$4,686,933.78</td>
</tr>
<tr>
<td>Bond &amp; Interest</td>
<td>-</td>
<td>2,692.58</td>
<td>-</td>
<td>$2,692.58</td>
</tr>
</tbody>
</table>

## Non Major Governmental Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance 1/1/2022</th>
<th>Revenue Y-T-D</th>
<th>Expenditures Y-T-D</th>
<th>Balance 8/31/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>49,170.44</td>
<td>49,293.13</td>
<td>80,045.24</td>
<td>$18,418.33</td>
</tr>
<tr>
<td>Federal, State &amp; Local Grants</td>
<td>24,044.03</td>
<td>800.00</td>
<td>16,933.66</td>
<td>$7,910.37</td>
</tr>
<tr>
<td>Other Special Revenue</td>
<td>554,736.57</td>
<td>42,352.57</td>
<td>163,297.77</td>
<td>$433,791.37</td>
</tr>
<tr>
<td>Permanent Funds</td>
<td>273,836.43</td>
<td>25,972.35</td>
<td>-</td>
<td>$299,808.78</td>
</tr>
</tbody>
</table>

**Totals**                     | $11,950,914.30   | $17,993,024.94| $11,831,011.35     | $18,112,927.89    |

## Bank Account Summary

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund-CoreFirst Bank-Checking</td>
<td>$725,719.69</td>
</tr>
<tr>
<td>Restricted Funds-CoreFirst Bank-Checking</td>
<td>440,689.52</td>
</tr>
<tr>
<td>Capital Improvement Fund-Community National Bank-Money Market Account</td>
<td>4,686,933.78</td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>2,613.34</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>220.00</td>
</tr>
<tr>
<td>Endowment Securities</td>
<td>299,808.78</td>
</tr>
<tr>
<td>Municipal Investment Pool - Overnight</td>
<td>12,037,743.37</td>
</tr>
<tr>
<td>Municipal Investment Pool - 30-day Fixed</td>
<td>-</td>
</tr>
<tr>
<td>Municipal Investment Pool - 90-day Fixed</td>
<td>-</td>
</tr>
<tr>
<td>Municipal Investment Pool - 180-day Fixed</td>
<td>-</td>
</tr>
<tr>
<td>Certificate of Deposit</td>
<td>-</td>
</tr>
</tbody>
</table>

**Totals**                     | $18,193,728.48    |

Less Pending Claims (invoices posted, but not paid until next month) | $25,106.68  |
Less Deferred Revenue (SAM account payments)       | 7,080.91   |
Less Payroll Deduction and Employer Benefit Liabilities | 2,569.53   |
Less Outstanding Checks                               | 46,043.47  |

**Total**                                    | $18,112,927.89  |
### Topeka and Shawnee County Public Library

**Revenue/Expenditures/Balance by Fund Report**

8/31/2022

<table>
<thead>
<tr>
<th>Major Governmental Funds</th>
<th>1/1/2022</th>
<th>Revenues</th>
<th>Prev. Year</th>
<th>Current Year</th>
<th>8/31/2022</th>
<th>All Yrs Outstanding</th>
<th>Unencumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Balance</td>
<td>PO Expenditures</td>
<td>Expenditures</td>
<td>Cash Balance</td>
<td>Encumbrances</td>
<td>Cash Balance</td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>$ 4,966,095.33</td>
<td>$ 14,114,711.45</td>
<td>$ 854,119.89</td>
<td>$ 8,363,512.46</td>
<td>$ 9,863,174.63</td>
<td>$ 1,384,049.68</td>
<td>$ 8,479,124.95</td>
</tr>
<tr>
<td>Employee Benefit Fund</td>
<td>1,405,524.62</td>
<td>3,747,775.96</td>
<td>531.00</td>
<td>2,352,571.53</td>
<td>2,800,198.05</td>
<td>15,284.50</td>
<td>2,784,913.55</td>
</tr>
<tr>
<td>Capital Improvement Fund</td>
<td>4,677,506.88</td>
<td>9,426.90</td>
<td>-</td>
<td>-</td>
<td>4,866,933.78</td>
<td>-</td>
<td>4,866,933.78</td>
</tr>
<tr>
<td>Bond &amp; Interest Fund</td>
<td>-</td>
<td>2,692.58</td>
<td>-</td>
<td>-</td>
<td>2,692.58</td>
<td>-</td>
<td>2,692.58</td>
</tr>
</tbody>
</table>

### Non Major Governmental Funds

<table>
<thead>
<tr>
<th></th>
<th>1/1/2022</th>
<th>Revenues</th>
<th>Prev. Year</th>
<th>Current Year</th>
<th>8/31/2022</th>
<th>All Yrs Outstanding</th>
<th>Unencumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Balance</td>
<td>PO Expenditures</td>
<td>Expenditures</td>
<td>Cash Balance</td>
<td>Encumbrances</td>
<td>Cash Balance</td>
<td></td>
</tr>
<tr>
<td>State Aid Fund</td>
<td>49,170.44</td>
<td>49,293.13</td>
<td>49,170.44</td>
<td>30,874.80</td>
<td>18,418.33</td>
<td>0.00</td>
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</tr>
<tr>
<td>Federal &amp; State Grants</td>
<td>19.03</td>
<td>-</td>
<td>-</td>
<td>19.03</td>
<td>-</td>
<td>19.03</td>
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<tr>
<td>Kansas Humanities Council Grant</td>
<td>25.00</td>
<td>800.00</td>
<td>800.00</td>
<td>25.00</td>
<td>-</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Library Services &amp; Technology Ac</td>
<td>24,000.00</td>
<td>-</td>
<td>16,133.66</td>
<td>7,866.34</td>
<td>7,866.34</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Other Special Revenue Funds

<table>
<thead>
<tr>
<th></th>
<th>1/1/2022</th>
<th>Revenues</th>
<th>Prev. Year</th>
<th>Current Year</th>
<th>8/31/2022</th>
<th>All Yrs Outstanding</th>
<th>Unencumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Balance</td>
<td>PO Expenditures</td>
<td>Expenditures</td>
<td>Cash Balance</td>
<td>Encumbrances</td>
<td>Cash Balance</td>
<td></td>
</tr>
<tr>
<td>Adult Programs</td>
<td>1.49</td>
<td>-</td>
<td>-</td>
<td>1.49</td>
<td>-</td>
<td>1.49</td>
<td></td>
</tr>
<tr>
<td>Art Collection</td>
<td>10,647.98</td>
<td>21.95</td>
<td>-</td>
<td>10,669.93</td>
<td>-</td>
<td>10,669.93</td>
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</tr>
<tr>
<td>Bookmobile Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Career Neighborhood</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Computer training</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Children's Art Show</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,049.12</td>
<td>(2,049.12)</td>
<td>1.65</td>
<td>(2,050.77)</td>
</tr>
<tr>
<td>Cooking Neighborhood</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>French Gift - Library Materials</td>
<td>31.29</td>
<td>0.08</td>
<td>-</td>
<td>-</td>
<td>31.37</td>
<td>-</td>
<td>31.37</td>
</tr>
<tr>
<td>Friends</td>
<td>106,947.21</td>
<td>147.78</td>
<td>6,461.00</td>
<td>33,435.78</td>
<td>67,198.21</td>
<td>3,940.92</td>
<td>63,257.29</td>
</tr>
<tr>
<td>Fun Committee</td>
<td>4,227.14</td>
<td>951.90</td>
<td>-</td>
<td>30.00</td>
<td>5,149.04</td>
<td>30.00</td>
<td>5,119.04</td>
</tr>
<tr>
<td>Gallery Competitions/Exhibits</td>
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<td>-</td>
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<td>Gifts/Memorials (Undesignated)</td>
<td>349,108.19</td>
<td>21,524.18</td>
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<td>261,395.31</td>
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<tr>
<td>Hirschberg Lecture</td>
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<td>11,772.39</td>
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<td>-</td>
<td>299,808.78</td>
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<td>299,808.78</td>
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</table>

**TOTALS** | $ 11,950,914.30 | $ 17,993,024.94 | $ 988,391.86 | $ 10,842,619.49 | **$ 18,112,927.89** | $ 1,459,360.65 | **$ 16,653,567.24**
Topeka and Shawnee County Public Library  
General Fund - Revenue  
8/31/2022

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Received Year-To-Date</th>
<th>Over/(Under) Budget</th>
<th>% 8/31/2022</th>
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<tbody>
<tr>
<td>Ad Valorem Property Tax</td>
<td>$13,757,845.00</td>
<td>$13,239,482.77</td>
<td>$ (518,362.23)</td>
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<tr>
<td>Revitalization Rebates</td>
<td>(144,572.00)</td>
<td>(142,158.19)</td>
<td>$ 2,413.81</td>
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<tr>
<td>Back Tax</td>
<td>-</td>
<td>159,009.42</td>
<td>$ 159,009.42</td>
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<tr>
<td>Motor Vehicle Tax</td>
<td>1,540,929.00</td>
<td>561,862.66</td>
<td>$ (979,066.34)</td>
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<tr>
<td>Recreational Vehicle Tax</td>
<td>15,862.00</td>
<td>6,454.22</td>
<td>$ (9,407.78)</td>
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<tr>
<td>16/20 M Vehicle Tax</td>
<td>5,946.00</td>
<td>6,387.98</td>
<td>$ 441.98</td>
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<tr>
<td>In Lieu of Tax</td>
<td>20,114.00</td>
<td>42,796.50</td>
<td>$ 22,682.50</td>
</tr>
<tr>
<td>Watercraft Special Tax**</td>
<td>8,446.00</td>
<td>-</td>
<td>$ (8,446.00)</td>
</tr>
<tr>
<td>Commercial Vehicle Fees</td>
<td>51,476.00</td>
<td>48,302.38</td>
<td>$ (3,173.62)</td>
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<tr>
<td>E-Rate Reimbursement</td>
<td>19,902.00</td>
<td>19,462.38</td>
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<tr>
<td>Miscellaneous Revenue</td>
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<td>$ 12,927.27</td>
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<tr>
<td>Miscellaneous Revenue - Recyclg</td>
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<td>$ 170.60</td>
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<tr>
<td>Salary Refunds-Foundation</td>
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<td>59,578.01</td>
<td>$ (37,884.99)</td>
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<td>Salary Refunds-Friends</td>
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<td>28,999.48</td>
<td>$ (3,157.52)</td>
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<td>Salary Refunds-Shawnee Cty</td>
<td>-</td>
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<td>$ 15,291.00</td>
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<td>Vending Machines</td>
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<td>$ (1,169.09)</td>
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<td>Overdue Fees*</td>
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<td>$ 7,235.41</td>
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<td>ILL Fees</td>
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<td>Non Resident Card Fee</td>
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<td>Obituary Fees</td>
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<td>$ 350.00</td>
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<td>Meeting Room Charges</td>
<td>-</td>
<td>925.00</td>
<td>$ 925.00</td>
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<td>468.00</td>
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<td>Foundation Distribution</td>
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<tr>
<td>Interest Received-Investments</td>
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<td>32,724.71</td>
<td>$ 30,724.71</td>
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<tr>
<td>Transfer In</td>
<td>25,050.00</td>
<td>-</td>
<td>$ (25,050.00)</td>
</tr>
<tr>
<td>Library Treasurer's Balance</td>
<td>2,536,202.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTALS** | $17,984,820.00 | $14,114,711.45 | $ (1,333,906.55) | 91% |

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

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

8/31/2022

<table>
<thead>
<tr>
<th>STAFF:</th>
</tr>
</thead>
</table>
| Salaries-Auto Allowance | $6,400.00 | $3,138.37 | $3,261.63 | 49%  
| Salaries-Facilities | $706,922.00 | $390,800.99 | - | $316,121.01 | 55%  
| Salaries-Overtime | $10,000.00 | $3,002.03 | - | $6,997.97 | 30%  
| Salaries-Security | $281,754.00 | $184,363.06 | - | $97,390.94 | 65%  
| Salaries-Shelvers | $65,154.00 | $18,045.91 | - | $47,108.09 | 28%  
| Salaries-Staff | $7,821,156.00 | $4,692,956.80 | - | $3,128,199.20 | 60%  
| Conferences | $157,000.00 | $55,089.99 | $26,656.19 | $75,253.82 | 52%  
| Staff Internal Dev/Trng - Web Based | $15,000.00 | $855.50 | $882.62 | $13,231.88 | 12%  
| Staff Development & Training | $15,000.00 | $3,343.39 | - | $11,656.61 | 22%  
| Mileage | $9,100.00 | $777.01 | $6,373.00 | $1,949.99 | 79%  

**COLLECTION:**

| Materials-Binding/Replacements | $2,500.00 | $1,963.82 | - | $536.18 | 79%  
| Materials-Periodicals | $28,000.00 | $1,269.65 | $37.00 | $26,693.35 | 5%  
| Materials-Print/Non-Print <1 YR | $661,000.00 | $320,461.28 | - | $340,538.72 | 48%  
| Materials-Print/Non-Print | $1,228,000.00 | $725,298.17 | $122,719.75 | $379,982.08 | 69%  

**OPERATIONS:**

| Art Purchases | $8,000.00 | $150.00 | - | $7,850.00 | 2%  
| Cataloging and ILL Services | $105,805.00 | $48,425.35 | $45,574.65 | $11,805.00 | 89%  
| Contracted-Digital Services | $538,078.00 | $435,644.33 | $39,007.48 | $63,426.99 | 88%  
| Contracted-Facilities | $326,400.00 | $224,353.87 | $49,077.46 | $52,968.67 | 84%  
| Contracted-Equipment | $51,100.00 | $33,809.29 | $21,820.08 | $(4,529.90) | 109%  
| Contracted-Professional | $304,400.00 | $129,978.79 | $51,089.30 | $123,360.92 | 59%  
| Contracted-E-Rate Services | $1,791.00 | $1,681.21 | - | $109.79 | 94%  
| Digital Services Support | $33,343.00 | $13,440.99 | $16,099.70 | $20,182.95 | 32%  
| Furniture/Equipment | $91,465.00 | $1,366.20 | - | $90,098.80 | 1%  
| Insurance | $56,000.00 | $59,313.00 | - | $(3,313.00) | 106%  
| Marketing & Communication | $47,500.00 | $26,174.97 | $7,122.69 | $14,579.62 | 69%  
| Memberships/Dues | $30,000.00 | $17,648.60 | $2,730.00 | $10,521.40 | 66%  
| Miscellaneous | $5,000.00 | $1,307.12 | $35.98 | $3,656.90 | 27%  
| Payments to Other Libraries | $118,962.00 | - | - | $118,962.00 | 0%  
| Postage/Shipping | $82,764.00 | $20,686.63 | $1,489.99 | $60,587.38 | 7%  
| Printing | $114,300.00 | $5,219.24 | $2,938.07 | $106,142.69 | 7%  
| Programming | $57,000.00 | $33,363.09 | $597.12 | $23,039.97 | 40%  
| Special Events | - | - | - | - | 0%  
| Special Projects | $1,650,000.00 | $390,303.24 | $700,506.83 | $559,198.93 | 66%  
| Supplies-Facilities | $98,000.00 | $40,554.04 | $41,767.89 | $15,578.17 | 84%  
| Supplies-Office/Library | $89,600.00 | $40,246.98 | $9,219.96 | $40,133.06 | 55%  
| Supplies-Processing | $45,000.00 | $13,940.73 | $2,915.00 | $28,144.27 | 37%  
| Telecommunications | $99,100.00 | $39,039.29 | $24,843.45 | $35,217.29 | 64%  
| Transfer Out | $550,000.00 | - | - | $550,000.00 | 0%  
| Utilities-Electric | $37,684.00 | $212,553.61 | $134,903.63 | $18,799.76 | 95%  
| Utilities-Gas | $67,626.00 | $42,734.20 | $8,994.69 | $15,897.11 | 76%  
| Utilities-Water/Sewage | $35,700.00 | $14,731.89 | $14,967.12 | $6,000.99 | 83%  
| Vehicle-Gas | $31,000.00 | $20,048.51 | - | $10,951.49 | 65%  
| Vehicle-Repair | $50,500.00 | $30,064.71 | $16,099.67 | $15,897.11 | 32%  
| Contingency/Fund Balance | $1,650,000.00 | - | - | - | 0%  
| Cash Long/Short | - | $(37.52) | - | 37.52 | N/A  

**TOTALS:**

| Approved Budget | $17,984,821.00 | $8,363,512.46 | $1,370,900.74 | $6,600,407.80 | 60%  

Legend:
- Approved Budget
- Expended Year-To-Date
- Encumbrances
- (Over)/Under Budget
- % Expended
Topeka and Shawnee County Public Library
General Fund

8/31/2022

<table>
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<tr>
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<th>2022 Budget</th>
<th>Year to Date</th>
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<td>$ 2,536,202.00</td>
<td>$ 4,031,694.91</td>
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<td><strong>Revenue:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
<td>13,757,845.00</td>
<td>13,239,482.77</td>
<td>96%</td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>(144,572.00)</td>
<td>(142,158.19)</td>
<td>98%</td>
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<tr>
<td>Back Tax</td>
<td>-</td>
<td>159,009.42</td>
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<tr>
<td>Motor Vehicle Tax</td>
<td>1,540,929.00</td>
<td>561,862.66</td>
<td>36%</td>
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<td>6,454.22</td>
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<td>16/20M Vehicle Tax</td>
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<td>6,387.98</td>
<td>107%</td>
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<tr>
<td>In Lieu of Tax</td>
<td>20,114.00</td>
<td>42,796.50</td>
<td>213%</td>
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<tr>
<td>Watercraft Special Tax</td>
<td>8,446.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Commercial Vehicle Fees</td>
<td>51,476.00</td>
<td>48,302.38</td>
<td>94%</td>
</tr>
<tr>
<td>E-Rate Reimbursement</td>
<td>19,902.00</td>
<td>19,462.38</td>
<td>98%</td>
</tr>
<tr>
<td>Fees and Charges</td>
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<td>Reimbursements</td>
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<td>80%</td>
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<td>Special Projects</td>
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<td>Vehicles</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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### EMPLOYEE BENEFITS

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<th>Year To Date</th>
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<td><strong>Revenue:</strong></td>
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<tr>
<td>Ad Valorem Property Tax</td>
<td>$ 3,663,189.00</td>
<td>$ 3,526,770.27</td>
<td>96%</td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>(38,494.00)</td>
<td>(37,849.59)</td>
<td>98%</td>
</tr>
<tr>
<td>Back Tax</td>
<td>-</td>
<td>36,308.89</td>
<td>N/A</td>
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<tr>
<td>Motor Vehicle Tax</td>
<td>363,700.00</td>
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<tr>
<td>Recreational Vehicle Tax</td>
<td>3,744.00</td>
<td>1,517.06</td>
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<tr>
<td>16/20M Vehicle Tax</td>
<td>1,403.00</td>
<td>1,359.01</td>
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</tr>
<tr>
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<td>8,323.00</td>
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<td>1,994.00</td>
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<td>0%</td>
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<tr>
<td>Commercial Vehicle Fees</td>
<td>12,150.00</td>
<td>11,289.89</td>
<td>93%</td>
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<tr>
<td>Refund-Fringe Benefits-Foundation</td>
<td>48,256.00</td>
<td>26,390.94</td>
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<tr>
<td>Refund-Fringe Benefits-Friends</td>
<td>20,829.00</td>
<td>12,791.92</td>
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<td>Refund BC/BS</td>
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<td>Employee COBRA Payments</td>
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<td>-</td>
<td>0%</td>
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<tr>
<td>Retiree Payments BC/BS</td>
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<td>-</td>
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<td><strong>Total Revenue:</strong></td>
<td>$ 4,086,094.00</td>
<td>$ 3,747,775.96</td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Employee Assistance Program</td>
<td>$ 7,137.00</td>
<td>$ 6,372.00</td>
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<td>Cafeteria Plan Administration Fees</td>
<td>3,145.00</td>
<td>2,297.00</td>
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<td>Social Security/Medicare</td>
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<td>377,405.51</td>
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<td>864,426.00</td>
<td>475,401.58</td>
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<td>Worker's Compensation</td>
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<td>Health/Dental Insurance</td>
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<td>1,418,048.68</td>
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<td>Miscellaneous</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>Unencumbered Balance 8/31/2022:</strong></td>
<td>$ -</td>
<td>$ 2,784,913.55</td>
<td></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>
<th></th>
<th>2022 Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 01/01/2022</strong></td>
<td>$ 4,677,506.88</td>
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<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer In</td>
<td>-</td>
<td></td>
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<tr>
<td>Interest received</td>
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<td><strong>Total Revenue:</strong></td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
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<td></td>
</tr>
<tr>
<td>Contracted - Professional</td>
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<td></td>
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<tr>
<td>Capital Outlay</td>
<td>-</td>
<td></td>
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<tr>
<td><strong>Prior Year Canceled Purchase Orders:</strong></td>
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<td></td>
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<td><strong>Unencumbered Balance 8/31/2022:</strong></td>
<td>$ -</td>
<td>$ 4,686,933.78</td>
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</table>

### STATE AID

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Balance 01/01/2022</strong></td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Aid</td>
<td>-</td>
<td>$ 49,293.13</td>
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<td><strong>Total Revenue:</strong></td>
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</tr>
<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted - Digital Services</td>
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<tr>
<td>Digital Services Support</td>
<td>-</td>
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<tr>
<td>Staff Internal Development/Tng</td>
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<tr>
<td>Special Projects</td>
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<tr>
<td><strong>Unencumbered Balance 8/31/2022:</strong></td>
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</table>
Topeka and Shawnee County Public Library  
Debt Service Fund - Bond and Interest  

<table>
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<tr>
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<th>2022 Budget</th>
<th>Year to Date</th>
<th>%</th>
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<tbody>
<tr>
<td><strong>Balance 01/01/2022</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
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<tr>
<td>Motor Vehicle Tax</td>
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<tr>
<td>Recreational Vehicle Tax</td>
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<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>-</td>
<td>13.33</td>
<td>N/A</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Watercraft Special Tax*</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Commercial Vehicle Fees</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Interest on Idle Funds</td>
<td>50.00</td>
<td>10.04</td>
<td>20%</td>
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<tr>
<td></td>
<td>$ 25,050.00</td>
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<td>11%</td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
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<td>$</td>
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<td>Wire Transfer Fees</td>
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<tr>
<td>Transfer Out</td>
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<td>0%</td>
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<td>Cash Basis Reserve</td>
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<td></td>
<td>$ 25,050.00</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Unencumbered Balance 8/31/2022</strong></td>
<td>$</td>
<td>$ 2,692.58</td>
<td></td>
</tr>
</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.
Investments as of August 31, 2022

**Capital Improvement Funds-Community National Bank**

$ 4,686,933.78 at .7143% (money market account)

**Municipal Investment Pool**

$12,037,743.37  Operating funds in “overnight pool”*;
available for transfer whenever needed

* rates vary by day - average August 1 - 31, 2022 was 1.5%
Topeka and Shawnee County Public Library
Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2022

<table>
<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>0</td>
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<td>State W/H</td>
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<td>-97540</td>
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<tr>
<td>15</td>
<td>21521</td>
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<td>8/11/22</td>
<td>PAYCOM PAYROLL LLC</td>
<td>State Unemployment</td>
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<td>10</td>
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<td>8/11/22</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Social Security EE</td>
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<td>-97540</td>
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<tr>
<td>15</td>
<td>21504</td>
<td>0</td>
<td>8/11/22</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Social Security ER</td>
<td>$18,467.50</td>
<td>-97540</td>
</tr>
<tr>
<td>10</td>
<td>21503</td>
<td>0</td>
<td>8/11/22</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Medicare EE</td>
<td>$4,319.04</td>
<td>-97540</td>
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<tr>
<td>15</td>
<td>21504</td>
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<td>PAYCOM PAYROLL LLC</td>
<td>Medicare ER</td>
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<tr>
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<td>8/11/22</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Child Support/Spousal Maint.</td>
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<td>-97540</td>
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<tr>
<td>10</td>
<td>41000</td>
<td>313</td>
<td>8/11/22</td>
<td>PAYCOM PAYROLL LLC</td>
<td>Paycom Bundle</td>
<td>$1,974.92</td>
<td>-97540</td>
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</tbody>
</table>

Remittance of payroll taxes, garnishments and Paycom fees
$84,322.76 -97540 Total

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>10</td>
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<td>8/12/22</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers EE Deduction</td>
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<tr>
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<tr>
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<td>21517</td>
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<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers ER Insurance</td>
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<tr>
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<td>21513</td>
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<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers OGLI</td>
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Remittance of pension benefit contributions & optional group life premiums
$49,960.05 -97539 Total

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<th>Description</th>
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<tbody>
<tr>
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<td>Deferred Comp EE Portion</td>
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Remittance of deferred retirement employee contributions
$5,780.89 -97537 Total

<table>
<thead>
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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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<tbody>
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<td>Social Security ER</td>
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<tr>
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<td>21503</td>
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<td>PAYCOM PAYROLL LLC</td>
<td>Medicare ER</td>
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<td>Child Support/Spousal Maint.</td>
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<tr>
<td>10</td>
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<td>Paycom Bundle</td>
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Remittance of payroll taxes, garnishments and Paycom fees
$81,443.32 -97535 Total

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<th>Description</th>
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<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
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<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
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</tr>
<tr>
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<td>21517</td>
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<td>8/26/22</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
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Remittance of pension benefit contributions & optional group life premiums
$48,196.28 -97534 Total

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<th>Description</th>
<th>Amount</th>
<th>Check Number</th>
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<td>8/29/22</td>
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<td>Deferred Comp EE Portion</td>
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</table>

Remittance of deferred retirement employee contributions
$5,740.89 -97531 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>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>21515</td>
<td>0</td>
<td>8/26/22</td>
<td>BLUE CROSS BLUE SHIELD OF KS</td>
<td>EE - BCBS Actives Premiums</td>
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<tr>
<td>15</td>
<td>21515</td>
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<td>8/26/22</td>
<td>BLUE CROSS BLUE SHIELD OF KS</td>
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<td>21515</td>
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<td>BLUE CROSS BLUE SHIELD OF KS</td>
<td>Retiree BCBS Premiums</td>
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</table>

Remittance of payroll taxes, garnishments and Paycom fees
$178,602.49 -97528 Total

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Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended August 31, 2022

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Co-sponsor of DEI Summit Keynote speaker - paid from non-budgeted fund
$6,500.00 -12008 Total

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2022 approved operating budget - annual software maintenance/support
$25,685.90 98131 Total

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2022 approved operating budget - annual software maintenance/support
$15,965.43 98160 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 August 31, 2022  

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Total: $44,820.66 | 98170

2022 approved operating budget - contracted facilities

2022 approved operating budget - monthly fee for cataloging and interlibrary loan database

2022 approved operating budget - return shipping expense for Resilience gallery exhibit

2022 approved operating budget - digital services support

Total: $5,200.00 | 98214
Topeka and Shawnee County Public Library  
Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases  
All Checking Accounts  
For the Month Ended August 31, 2022

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<td>$ 836,433.23</td>
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Executive Committee Members Present
Jim Edwards – Chair, Shawn Leisinger – Vice Chair, Joan Hicks – Secretary

Executive Committee Members Absent
Peg Dunlap – Treasurer

Call to order
The meeting of the Board of Trustees Executive Committee was held on September 6, 2022, via Zoom, and was called to order at 4:00 pm by Chair Jim Edwards.

Review Minutes and Agenda
The minutes from the August 25, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees September 15, 2022, meeting were reviewed.

Chief Financial Officer Kim Strube noted that her department is getting closer to filling the Accounting Supervisor position.

Chief Executive Officer Marie Pyko noted she will share with the board that she received 10 RFQs for a Strategic Planning Consultant that all look good on paper. The library employees on the Steering Committee will use the rubric the Steering Committee developed to evaluate the consultants. Pyko is optimistic there will be 4-5 good candidates to bring before the whole Steering Committee to schedule interviews.

Chief Of Staff Thad Hartman stated there will be a presentation on statistics and data by the library’s Statistical Research Analyst Robert Soria at the board meeting. Hartman shared that there will be three bids presented to the board. The first round of interviews for the Public Services Manager are coming up at the end of the week. This person would take Marie Pyko’s position that has been open since October when she accepted the Chief Executive Officer position.

Trustee Education Topics
For the September board meeting there will be a statistical overview of library data to help the board to make informed decisions. In October there will be a discussion of how the library handles emergency
preparedness. In November there will be a presentation of the changes that have been made with community services and how the library is reaching into the community in new ways.

**Future Policy Reviews**
The next policy to be reviewed is the Customer Conduct Policy. It was last reviewed in 2017. The library would like to bring the policy for a first reading to the board in October. Pyko is not expecting any major changes to the policy but wants to make sure the process is in place. Pyko and Strube are going to look through policies that are more financial in nature and will be presented to the board at a later date.

**Duration of Board Meetings**
Chair Jim Edwards discussed the duration of the board meetings. The Executive Committee indicated that ideally meetings should be about 60 minutes. The committee indicated that they would be interested in hearing about upcoming events, projects, and partnerships on a regular basis. Pyko indicated she will include more long-term projects on a regular basis to help the board learn about the direction of the library.

**Other Items**
Pyko shared that a signup sheet for the 2023 Friends and Foundation meetings will be passed around at the next board meeting.

Chief Human Resources Officer Jesse Maddox spoke about the CEO Evaluation Process. Discussion followed. This process will start in October.

Edwards shared that Library Counsel Chuck Engel recommended that any action on the approval of the minutes for the Trustee Executive Committee take place at the next Trustee Executive Committee meeting and then Edwards will give a report at the Board of Trustees meeting.

**Adjournment**
Jim Edwards adjourned the meeting at 4:32 pm.

**Next Meeting**
October 10, 2022
4:00 pm
Zoom
[https://tscpl.zoom.us/j/84540244825](https://tscpl.zoom.us/j/84540244825)
Meeting ID: 845 4024 4825
Passcode: 291185
News and Updates

Dolly Parton’s Imagination Library (DPIL) United Way

At the end of August, there were 5683 children 0-5 years old who were members of the program. We had 124 children graduate from the program. In August Erin Aldridge and I met with UW CEO Jessica Lehnherr and Brett Martin to discuss the potential changes to United Way and if there would be any impact on the program or the relationship. Of note, The United Way of Greater Topeka is in formal conversations with the United Way of Douglas County for a merger of organizations. If there is a formal merger, then UW will become United Way Kaw Valley. If approved this would occur in January. It would require the library to develop a new Memorandum of Understanding. Finally, just a reminder that for the September billing of books for the DPIL, the Kansas Children’s Cabinet and Trust Fund will be providing 50% of the cost of the monthly receipts. We will need to review our marketing materials to include the State of Kansas in our promotion.

Library Foundation Executive Director Search

As I shared in August Erin Aldridge has resigned as the Library Foundation Executive Director. We have begun the recruitment process and have again contracted with The Moran Company, a nonprofit executive recruiting firm. The search process has been estimated to take 12-14 weeks (about 3 months). Janel DeLeye, Development Professional, will be handling the day-to-day operation of the Foundation. The Library Foundation board members Judy Moler, Kim Patton, Clint DeVoe and Library staff Marie Pyko and Jesse Maddox will serve on the interview team when we move into that phase of the recruitment process. If you know of a potential candidate, please let them know the announcement will be available soon.

Fairlawn Plaza Smart Locker Site

We have a signed Memorandum of Agreement with Randy Austin and Fairlawn Plaza for the installation of the second Smart locker (formerly Hy-Vee). Although we do not have a current launch date for the locker, we are confident it will be ready to go for our customers by early October. The Communications and Marketing team are designing a new wrap and as soon as we know the start date we will have a formal media event, inform former Smart locker customers, and identify neighborhoods near Fairlawn to reach out to with a targeted promotional campaign. The opportunities to create joint events with Fairlawn Plaza with this new relationship are exciting and provide us with another venue for developing library experiences beyond our main building.
Level 2 Tech Center

Todd Smith, Emerging Technologies Librarian, and I participated in the first official podcast in the new sound recording. India Yarborough, Greater Topeka Partnership and Gretchen Spiker, City of Topeka hosted their fun and informative podcast Topeka Talk: A Community Conversation which aired September 1, 2022.

If you would like to hear it go to:

Listen on Amazon/Audible: https://amzn.to/3pZQGi2
Listen on Apple Podcasts: https://apple.co/3AJeUCI
Listen on Spotify: https://spoti.fi/3QcqJGG

Facilities Master Plan- Wayfinding

As part of the Facilities Master Plan, we will be providing an overview concept plan for Phase 1 of the Wayfinding Plan during the September Board meeting. The work includes custom millwork and electrical work to create a large format wayfinding signs and housing for digital signage in three areas including the Rotunda, the Atrium and second floor landing. Additionally, accessibility and language needs are being included to support and facilitate ease of use and independent use of the library. The Wayfinding Phase 1 project was included in the 2022 Budget and the bids will be presented for consideration at the October Board meeting.

Chief Human Resources Report
Jesse Maddox

The library will have a new Human Resource Information System (HRIS) beginning in January 2023. The library began using the current HRIS system, Paycom, in January 2017. From the beginning the system has not worked as well as we would have liked, and several challenges have occurred since it was implemented. With that in mind, serious discussions of looking into a new system began in the fall of 2021. In January of 2022, Chief Human Resources Officer (CHRO) Jesse Maddox began looking more in depth into alternative systems by reaching out to
peers in the Human Resources field, in libraries and the private sector, and researching other systems. A list of possible systems was narrowed down to three candidates in February 2022. Those systems were Paylocity, ADP and Namely. Information was gathered from all three and CHRO Jesse Maddox and Chief Financial Officer Kim Torrey had virtual meetings and demonstrations with the three vendors in March 2022. The list was quickly reduced to just Paylocity and ADP based on fit for the library. The library team was expanded to include all the Human Resources and Finance teams and several more in-depth product demonstrations and meetings occurred with both to determine the best fit for the library. The process was completed in June, and we are happy to announce that we will be transitioning to Paylocity in January 2023.

New Business

Resolution- Bid for Movies and Music Lounge Renovations
Please see the resolution sheet for background information, bid summary and recommendation, and fiscal note.

Resolution- Bid for Movies and Music Lounge Furniture Package A
Please see the resolution sheet for background information, bid summary and recommendation, and fiscal note.

Professional Activities/Community Contacts


August 17, 2022  Hosted Ray Walling, Interim State Librarian of Kansas for a tour of the library.

August 17, 2022  Attended Foundation Board meeting

August 18, 2022  Met with Bill Moran and team from The Moran Company to discuss process to begin recruiting for the Library Foundation Executor Director

August 18, 2022  Met with Mike MacDonald from the Northeast Kansas Library System to discuss upcoming legislative session.

August 19, 2022  Met with United Way regarding DPIL and changes that could be coming with the merge of UWGT and UW of Douglas County.

August 22, 2022  Toured the Level 2 Tech Center with Secretary Lyn Rogers.

August 23, 2022  Met with Dewayne Burgess regarding the CJ Box event.

August 25, 2022  Attended August Board of Trustees Budget and Revenue Neutral Hearing
August 25, 2022  Attended Erin Aldridge going away party.

August 29, 2022  Presented at the United Way Campaign Ambassador training with Trey George (Topeka Housing Authority) on the importance of partnerships and collaboration for community impact.

August 30, 2022  Attended a DEI (Diversity, Equity, and Inclusion) Summit planning session with the Greater Topeka Partnership.

September 1, 2022  Attended the CASA (Court Appointed Special Advocates) Breakfast.

September 1, 2022  Attended the Momentum 2027 Childcare Taskforce meeting.

September 1, 2022  Met with Johnathan Sublet, SENT and Dene’ Mosier, KCDC (Kansas Children’s Discovery Center) on the future of the Fremont Hill Community Center.

Marie Pyko
Chief Executive Officer
Topeka and Shawnee County Public Library 9/9/22
Number of children currently enrolled: **5,683**

Number of graduated children this month: **124**

### August 2022 Dolly Parton Imagination Library

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### Age of Children

- **4-5 yrs old**: 1222
- **3-4 yrs old**: 1467
- **2-3 yrs old**: 1290
- **1-2 yrs old**: 103
- **0-1 yrs old**: 701

**Data Source**: 2020 ACS 5-Year Population Estimate
Chief of Staff Report

Thad Hartman
September 8, 2022

Movies & Music Lounge
This month we have two action items related to the new Movies and Music Lounge. One of the action items is for the renovation of the Movies & Music Lounge. This work will primarily consist of laying new flooring in the back portion of the room, painting, custom millwork, and running some electrical. The construction work on this project will be less extensive compared to previous projects. The other action item will be for furniture, which will look similar to the furniture in the Level 2 Tech Center. The bids for these projects came in very close to what was estimated and within budget.

Unfortunately, we had an RFP for shelving in which we only received one bid and it was significantly higher than anticipated. We worked with HTK to investigate why this was the case and what we could do to improve the situation. The major issue was that the main shelving manufacturer decided to only work with one of the vendors who had planned to bid on the project. The other vendors found this out late in the process and didn’t have time to develop a response with another manufacturer.

We have decided to rebid the project and bring it to the Board meeting in October. We gave the vendors flexibility in the manufacturers they could use in the initial RFP, but we will highlight other options in the new RFP. There were also a couple of spec changes we were able to make that should reduce the price. With these changes, as well as the vendors having additional time to find alternatives, we think we should get more bids and get a better price.

Construction on this project will most likely start in October, however there is a lot to be done internally to prepare. The first step will be moving the New Books collection into the Teamwork Room. This will be the new home of this collection and will become our focal point for Readers Engagement. Scarlett and her team have been working on a plan to move this collection and plan to have it relocated by the end of September.

We will also need to temporarily move the A/V collection within the current space in anticipation of construction. It needs to be moved away from the walls and the back of the room so that the walls can be painted and the new flooring installed. Scarlett and her team have also been working on a plan for this move. Chris Cain and the Facilities staff have been in conversation with Scarlett, as many cases will need to be moved. This will also need to occur before the end of September. These moves are extremely complicated and take a lot of effort. I really appreciate the hard work of everyone involved in these projects.
Public Services Manager
We are currently in the early stages of hiring a new Public Services Manager. We recently began the first round of interviews and plan to have in person interviews in late September with a decision and job offer most likely occurring in early October. This position fills the opening left when Marie Pyko was named CEO, although the position has changed slightly from Marie’s previous role. The successful candidate will play a major role in shaping our services to adults, helping create our strategic plan, and serving as part of our Senior Directors Team. We are excited with the quality of candidates we have and look forward to filling this position.

Department Highlights

Public Services – Readers Services
Autumn Friedli, Public Services Supervisor

Author Visits
Faye Kellerman visited our library on August 30th via zoom. We had a great group of people joining us in the Library with moderator Kaye McIntyre. In addition to the audience in the library, we had about that same number joining us virtually including a few of our congregate care facilities. Readers Librarian Miranda Ericsson received many emails from attendees thanking the library for the wonderful event. But the fun doesn’t end there! On Tuesday, September 27th, author CJ Box will be IN PERSON here at TSCPL for the launch of his newest book Treasure State. You certainly don’t want to miss this event, register here to lock in a seat at the event: https://events.tscpl.org/event/6878886. Wrapping up our Fall Author Series, J.A. Jance will be joining us via zoom on October 25th. Kaye McIntyre will again moderate the event live in the library with J.A. Jance joining in virtually. Find out more about all of these great events and others here: https://tscpl.org/author-visits.

Fall Reading Challenge
Join us this October for the Fall Reading Challenge! Read and log three books in during the month of October to earn a limited edition TSCPL Pint Glass! More details to come soon! Keep looking on the webpage for all the details to get signed up for the reading challenge.
Public Services – Information & Learning  
Debbie Stanton, Public Services Supervisor

News from the Alice C. Sabatini Gallery

Oceans of Possibilities

The *Oceans of Possibilities* summer exhibit was a huge hit with our community! We had a total of 13,381 visitors to the exhibit, including 1,050 Monday builders that helped add to our exhibit every week. This included weekly visitors from the community as well as visitors from over 28 states and 6 countries! Visitors had a blast with our marble run, art activities and submarine. This was a completely homegrown exhibit, and we were so excited to see people come back week after week to engage with the art and activities.

![Exhibits Curator Zan Popp playing around in the ocean](image1)

![Families enjoying art activities in the Reed Studio](image2)

Database Entry Completed

An almost two decades-long project is now complete! In 2006 we began entering the information from our paper accession files into an online database called MuseumPlus to provide better access to our collection records. 9,514 Item Records and 16 years later we now have all our object records entered into the database! This means we also now have an exact figure for how many items we have in the permanent collection – 7,391. That is on par with the Mulvane Art Museum’s collection, which is listed at over 5,000 objects. Objects range in age from ethnographic items dating to circa 500 CE to items created and purchased this year.
One of the oldest items in the collection, a grooved axe head dated circa 1-500 CE

One of the newest items in the collection, Large Olla Pot, Osbaldo Gonzalez. Osbaldo is a local pottery artist whose work was featured in our recent exhibit La Comunidad

**Growing Young Curators**

Collections Curator Sherry Best had the opportunity to meet with a budding young curator named Avery to show her our gallery collection storage and talk to her about running a museum. Avery was creating her own small museum of art and wanted to know more about what goes on behind the scenes. Below are some images from Avery’s second homemade museum. Her first museum highlighted her love of hockey.

Avery created a two gallery Museum of Art featuring her own art collection

A closeup of art from Avery’s Museum of Art

**Program Services**

**Jacqueline Belden, Program Manager**

**Program Services is Hiring!**

On Friday, September 2, TSCPL posted a job listing for an Event Coordinator. We are looking forward to filling this position soon with someone who is organized, service-oriented, and excited about the library and our work in the community. The posting can be viewed at tscpl.org under Employment Opportunities!
Update from Public Training Professional Shari Schawo

In August, we had 39 individual Computer & Gadget help Appointments. We also hosted 28 attendees in our beginning computer class series, many who were referred to class by the TSC Get Digital initiative.

Family yoga finished off the summer with 40 attendees total in August. It included kids in preschool through 5th grade and their parents or caregivers. One mom shared with the instructor that it was nice to be able to attend an activity that was truly meant for the whole family, including parents!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Woman of Excellence

Shout out to Sherry Hess, Early Childhood Learning Coordinator, who was honored on September 10 as one of the YWCA’s Women of Excellence. Her expertise in early childhood makes her a valued resource for families and area early childhood agencies. Her leadership brings out the best in people around her. She champions and challenges parents and caregivers to be their best to bring out the best in young children. What an amazing person to have as a part of our staff compliment!

Success Story: Easing Stress

Rhonda Cathey, Outreach Storyteller, shared that yesterday, an older lady and young teen girl approached the Kids’ Library desk. The lady quietly said they were homeless and new to Topeka. They used what money they had and moved from Washington to Topeka. When they arrived here, they rented a storage unit to protect all their belongings and found a hotel for 2 weeks. She said she had a section 8 voucher and needed to find them a place to live soon as the days in the hotel were numbered, but her main goal was to get her granddaughter enrolled in school.

They went directly to Landon Middle School, but were turned away and told to enroll online, so they came to the library to use a computer. After repeated attempts to access the forms online she found herself in a loop of denied access. That is when she approached the desk for help. I went through the same prompts on the Topeka Public School’s site using the computer she was sitting at and had a similar problem. I told her that I was aware the USD 501 had a Welcome Center at the Quinton Heights Education Center. She said she had transportation and could go there. I suggested she call first and looked up the number for her.

As it turned out, the staff there were able to assist her over the phone, and her granddaughter was enrolled in school and could start the next day!

The lady was so appreciative for the help I provided, which was simply to smile, take the time to look up a phone number, and show empathy for her situation.

It was a good feeling that stuck with me all afternoon.
I hope they continue to meet helpful people in Topeka and life gets easier for them!

**Success Story: Making Access to Information Quick and Easy**

Marlana Hodgkinson, Youth Services Specialist, noted this interaction. A colleague and I assisted a Topeka Public Schools special education preschool teacher in discovering ways the library can help her help the families she serves. She left with new tools in her toolbox for herself, her own young children, and the families with whom she works.

We signed her up for Hoopla and Libby for her personal use, but she also looked forward to enlisting her families. Then we delved into other electronic resources accessible on the website. We navigated to the Kids’ page to show her the “Learning Through Play” videos, Miss Humblebee, Bookflix, Teachables, and Tumblebooks. We talked about in-house offerings like Preschool Storytime, Musical Storytime, play in the Family Zone, and the upcoming early childhood milestone programs (Baby Bookworms, Wonderful 1’s, and Totally 2’s.) We even touched on Prairieland Read Dogs and TSCPL @ Home.

She was very excited and appreciative of all that TSCPL has to offer and eager to share out about the library’s offerings.

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**Community Services**

**Patrick Berry, Community Services Supervisor**

**New Look!**

We have recently shifted the look of the Community Services department. We have divided our people into focus teams. Each team will have a specific service point that they will focus their attention on. These will consist of Bookmobile, School Outreach, and @Home Delivery Service. In the past, members of the department were called upon to do a little bit of everything. This allowed for quite a bit of variety in their work week, but it did not allow for much consistency or for the staff to feel a sense of ownership in any one area. Now, with the new focus teams we have team members that can spend most of their time focusing on their select service points while still getting called on occasionally to help elsewhere when there is a need. We feel that this will allow the team members to feel a sense of ownership in their team and in their specific service point. We also feel like this will give staff a little more opportunity to have input into the running of the service points and grow their area of focus.

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**Collections**

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

**TSCPL Smartlockers highlighted in Orangeboy Webinar**

Robert Soria and I presented a webinar for Orangeboy customers on September 14th. Orangeboy is a company the library works with for data analytics and marketing of library collections and services. Our
presentation focused on analysis of customers who had used the library’s Smartlocker at Hy-Vee when it was located in the store (July 2014 to Jun 2022). We used Orangeboy’s Savannah product to map a geographic area where customers using that Smartlocker live and then plotted a target area for new marketing to customers when the new Smartlocker is installed at Fairlawn Plaza. This presentation relies on a unique set of tools within the Savannah product. Libraries have been interested in our work, both in our implementation of Smartlockers in our community and in how we are using tools provided by Orangeboy to work strategically on marketing and data analysis.

Circulation Department
Angie Hardy-Foltz, Circulation Supervisor
Kelli Smith, Circulation Supervisor

*TSCPL@School Educator Accounts*
Almost 100 teachers from USD 501 have signed up for a TSCPL@School Educator Account for the 2022-2023 school year. This digital account allows teachers at participating school districts to get a library account to access our digital resources as well as check out up to 30 physical items for their classrooms. Many teachers already have an account with TSCPL, but this additional account allows them to separate their personal usage from their professional use as a teacher or educator.

The TSCPL@School team is currently working with the other participating school districts to offer educator accounts this school year as well.

*Interlibrary Loan Process Update*
The Interlibrary Loan staff (Jacob Ziegler, Carrie Cummings, Stephen Ferrell, & Patrick Abbott) and the System Database Administrator (Shannon Eddings) recently made several changes to our current ILL procedures. Customers could always see the status of their orders from other libraries using our public webpage but now they can see if an item is ready for pick up while they are in the library using a check out kiosk. Also, staff assisting ILL customers can also see in Polaris/LEAP whether an ordered item has arrived.

Additional changes were also made to standardize due dates and notifications in Polaris/LEAP. This means the customer can access ILL information from their library account as well as signing into the interlibrary loan webpage. All in all, these changes will provide a more enjoyable user experience to our customers.

Big special thanks to the ILL team, Shannon Eddings, and all the library staff that participated in July’s pilot. A lot of testing and problem-solving was needed to ensure that the new procedures were ready to go live with customers.
Digital Services
David King, Digital Services Director

Website Redesign
We are still working on finalizing the new website. Right now, Imagemakers is working through their bug list, and making changes to the new catalog/search section based on staff recommendations.

Network Closet Cleanup
Digital Services staff have been doing some upgrades to the library’s network closets to make them more failsafe and tidier. This has included updating UPS batteries (these are batteries that can run each network closet if power goes out in the building and does power conditioning as well) and doing some cable management work (rearranging, shortening, and re-labeling of network cables). This type of work in the background helps the library’s technology continue to function well.

Top Web Pages for August 2022:

1. Services Page: 4016 Pageviews
2. Search Page: 2246 Pageviews
4. Election & Voting Information: 1921 Pageviews
5. About Page: 1685 Pageviews
6. Get a library card page: 1630 Pageviews
7. Level 2 Tech Center: 1475 Pageviews
8. Employment page: 1398 Pageviews
10. Basketry Ancient & Modern blog post: 1004 Pageviews

Social Media Highlights for August 2022:

Facebook

- First Cricut user post – reached 8169 people
- Congratulations to Marie post – reached 7577 people
- What are you reading – reached 7215 people

Twitter

- Level 2 Tech center opens – 277 impressions
- Bookmobile schedule adjustment – 250 impressions
- Maintenance week for bookmobiles – 169 impressions
Instagram

- Coming soon – Level 2 Tech Center – reached 444 people
- Meet the library staff photo – reached 433 people
- Meet the library staff photo – reached 386 people
Libraries are talking about us

We are so excited to be the lead story in the August 10th Urban Libraries Council newsletter “This week at ULC” with “Expanding Tech Skills in Topeka” (at the) Topeka & Shawnee County Public Library. Level 2 Tech Center opens August 15 to the public.
Advertising

The summer marketing campaign has been a success and through our work with Mammoth Creative and cohort.digital, we have strengthened our brand messages and are able to collect data on our targeted campaigns and know more about who we are reaching. Please let us know when you see a library ad!

cohort.digital data

August Report

Overall, our Facebook and Youtube campaigns delivered 193,668 impressions and generated 2,237 clicks for an overall click-thru rate (CTR) of 1.16%.

151,386 of those impressions came from the Facebook ads generating 2,163 ad clicks for a 1.43% CTR. Of the ad clicks, 1,223 resulted in website visits. Additionally, the ads generated 798 post reactions, 25 comments, 39 saved posts for future reference and 174 shares.

The Digital Collection - Copy 2 creative had the highest CTR at 3.17%. The Lowrider Car Show video and static ads also performed particularly well in terms of click-thrus but also post shares (114)!

On the Youtube side of things, there were 42,282 ad impressions with 27,545 completed video views creating a 65.15% view-thru rate. The Room to Grow video had the highest view-thru rate at 68.62%.

Sample of paid ads:

Post Copy: Now Offering: Your Debut Album
Your library card just got a huge upgrade. Introducing the Level 2 Tech Center, packed with all the new technology you could possibly need: recording studios, digital design programs, computers, business resources, meeting rooms, and more!

Ad Headline: NEW Tech. Center

Post Copy: Now Offering: Baby's First Subscription Box
Fill up your little one’s bookshelf with help from Dolly Parton’s Imagination Library. This national program sends monthly free books to any child, from birth to five years old. All you have to do is sign up, and we can help.

Ad Headline: Free Books For Kids
Some July highlights:

- We saw a large uptick in Facebook Post Saves – 16 alone from the Treehouse ads (this is when someone saves the content to reference in the future)
- A Place to Pick up video had the best click-thru rate on Facebook – 2.49%
- A Place to Pick up video also had the best view-thru rate on YouTube at 66.84% (VTR - meaning the watched the entire video without skipping) 93% of the July campaign traffic going to the website is visiting tscl.org for the first time.
- On Facebook and Instagram, the ads have been shared nearly 300 times and saved 60 times. The Summer Reading ad received 32 shares, more than any other ad
- Our YouTube campaign is doing “phenomenal” with the average VTR ads is 31.9% for 171, 167 video ad impressions

Popular Social Media posts for mid-July to mid-August
Resolution – Bid for Media Lounge Renovations

BOARD OF TRUSTEES
September 15, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of $74,160 for renovations in the Movies & Music Lounge. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

In December 2021, a team of library staff members began working with HTK Architects to develop a plan to refresh the design and purpose of the New / Media room. This is the space where the library previously had the bulk of the adult public computers, and is currently home to New Books, DVDs, and Music CDs.

One of the benefits of the creation of the Level 2 Tech Center was that library was able to move the computers out of this space. This has helped to better define the New / Media space and not have so many disparate activities going on in the same place. This team has been focused on defining the purpose of this space, how it compliments and flows into other spaces, and working with the architects to create an updated layout to serve this purpose.

In order to do this, the team looked at the surrounding areas and how these spaces flow together. The team discussed many options and looked at pros and cons of each. Ultimately, it was decided to focus the current New / Media space on movies, music, and casual seating and focus the wings on reading. This led to several changes including moving the New Books collection into the current Teamwork Center and moving Nonfiction DVDs into the New / Media room. Tables and chairs will also be removed from Teamwork area and new tables and chairs will be added into the New / Media room.

Highlights of this plan include:
- New furniture, similar to what is in Level 2 Tech Center
- Extended café flooring into back portion of the room where the majority of the seating will be located
- New shelving and space for DVD, NF DVD, Blu-ray, and music CD collections
- Lower shelving in the middle of the room for better sightlines
- Portions of shelving that will allow for better display of DVD covers

We are planning on calling the space “Movies and Music Lounge” once all the changes are implemented.
The major components of the plan are furniture, shelving, and flooring. These items were broken up into two RFPs. This action item is for the bids related to construction work that is required in the space. The construction will primarily consist of flooring, painting, millwork, and electrical. The largest part of this project entails removing the carpeting from the back portion of the room (the area west of the final row of pillars) and installing Luxury Vinyl Planks that will match the flooring in the café. This is where the majority of the seating will be located and will allow for easier cleanup in case of food spills. In addition, the room will be painted to bring it in line with the building’s updated color palette, similar to the Level 2 Tech Center. There will also be a few new electrical boxes added to allow for convenient device charging for our customers and for the relocation of the staff service point. There will also be custom millwork for public catalog computers that will be located around the corner columns at the entrance to the space.

**Bid Process**

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

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed $20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued August 1, 2022.

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 August 18 and bids were due on September 1.

Bids were received at a public meeting over Zoom at 2:00 PM, September 1, 2022. Three bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from Kelley Construction, Topeka, KS. This bid met all the necessary criteria. The Library and HTK have worked with Kelley Construction in the past, and they provided quality work.

TSCPL staff recommends the bid of $74,160 submitted by Kelley Construction, Topeka KS, be approved for the Media Lounge Renovations.

Resolution by ________________________________

Seconded by ________________________________

Resolution passed/failed by a vote of ____________

Date ________________________________
### TSCPL - Media Lounge Renovations

**Bid Tabulation**

**Thursday September 1, 2022**

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Resolution – Bid for Media Lounge Furniture Package A

BOARD OF TRUSTEES
September 15, 2022

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Interior Landscapes, Kansas City, Missouri, in the amount of $69,252.86 for Furniture Package A for the Movies & Music Lounge. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

In December 2021, a team of library staff members began working with HTK Architects to develop a plan to refresh the design and purpose of the New / Media room. This is the space where the library previously had the bulk of the adult public computers, and is currently home to New Books, DVDs, and Music CDs.

One of the benefits of the creation of the Level 2 Tech Center was that library was able to move the computers out of this space. This has helped to better define the New / Media space and not have so many disparate activities going on in the same place. This team has been focused on defining the purpose of this space, how it compliments and flows into other spaces, and working with the architects to create an updated layout to serve this purpose.

In order to do this, the team looked at the surrounding areas and how these spaces flow together. The team discussed many options and looked at pros and cons of each. Ultimately, it was decided to focus the current New / Media space on movies, music, and casual seating and focus the wings on reading. This led to several changes including moving the New Books collection into the current Teamwork Center and moving Nonfiction DVDs into the New / Media room. Tables and chairs will also be removed from Teamwork area and new tables and chairs will be added into the New / Media room.

Highlights of this plan include:

- New furniture, similar to what is in Level 2 Tech Center
- Extended café flooring into back portion of the room where the majority of the seating will be located
- New shelving and space for DVD, NF DVD, Blu-ray, and music CD collections
- Lower shelving in the middle of the room for better sightlines
- Portions of shelving that will allow for better display of DVD covers

We are planning on calling the space “Movies and Music Lounge” once all the changes are implemented to reflect the new focus.
The major components of the plan are furniture, shelving, and flooring. These items were broken up into two RFPs. The furniture RFP was broken up into two packages. Package A was focused on furniture including seating, tables, and a staff desk. Package B was for shelving. This action item is for the bids related to the furniture in Furniture Package A.

The furniture in this space will be very similar to the furniture that was recently installed in the Level 2 Tech Center, as well as booths that are currently in the space. The Furniture Package A bid includes:

- 6 semi-private chairs
- 2 mid-back modular lounge
- 4 curved w/ back modular lounge
- 3 mid-back modular booths
- 2 curved without back modular lounge
- 2 bench modular lounge
- 3 bench modular lounge
- 1 staff desk
- 2 collaborative tables
Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the space, including furniture and shelving layout. Shelving (other than display shelving) is not included in this bid. HTK provided specifications for the work and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed $20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued August 1, 2022.

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. Once posted there, all vendors who choose to receive updates on projects bidding were notified. Voluntary Alternates were due August 18, Bidder questions were due August 23, and bids were due on September 1.

Bids were received at a public meeting over Zoom at 3:30 PM, September 1, 2022. Two bids were received for Furniture Package A before the bid deadline; all were submitted electronically. One bid was received for Furniture Package B, which is not part of this action item.
Staff Recommendation:

The low bid was from Interior Landscapes, Kansas City, MO. This bid met all the necessary criteria. The Library and HTK have worked with Interior Landscapes in the past, and they provided quality work.

TSCPL staff recommends the bid of $69,252.86 submitted by Interior Landscapes, Kansas City, MO, be approved for the Media Lounge Furniture Package A.

Resolution by ________________________________

Seconded by ________________________________

Resolution passed/failed by a vote of ____________

Date ________________________________
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<td>4 days for Installation</td>
<td>1 day for Installation</td>
</tr>
</tbody>
</table>
## CIRCULATION

**Main Library**

- TSCPL Curbside: 4,432, 3,517, 2,901, 2,498, 2,769 (change: 24,706, 170,411, -85.5%)
- Circulation Desk & Renewals: 32,550, 31,004, 35,259, 35,705, 38,243 (change: 294,532, 228,083, 28.8%)
- Interlibrary Loan: 1,202, 1,116, 1,330, 1,092, 1,062 (change: 366,007, 230,999, 58.4%)
- Self-Check: 41,180, 38,566, 45,070, 41,170, 44,467 (change: 294,532, 228,083, 28.8%)

**Bookmobile**

- TSCPL@Home: 5,097, 4,732, 5,672, 5,335, 4,553 (change: 44,662, 17,704, 152.3%)

**TSCPL@Home**

- TSCPL@Home: 3,836, 2,420, 3,103, 2,853, 3,049 (change: 12,062, 14,868, -18.9%)

**Digital Downloads**

- Digital Downloads: 52,207, 47,653, 51,386, 48,766, 51,061 (change: 409,580, 394,223, 4.0%)

**Library @ Work / Smartlocker**

- Library @ Work / Smartlocker: 1,766, 1,747, 1,876, 1,820, 1,571 (change: 409,580, 394,223, 4.0%)

**TOTAL CIRCULATION**

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<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>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIRCULATION*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,227,293</td>
</tr>
</tbody>
</table>

* Includes first-time checkouts and renewals

## CIRCULATION DETAILS

**Print Material**

- 60,257, 56,195, 65,520, 62,277, 64,332 (change: 537,868, 481,066, 11.8%)

**Audio/Visual Material**

- 29,324, 27,162, 30,046, 28,089, 28,558 (change: 266,669, 224,405, 18.8%)

**Adult Materials**

- 53,323, 49,426, 54,915, 51,489, 55,172 (change: 434,771, 398,730, 9.0%)

**Children's Materials**


**Young Adult Materials**

- 2,571, 2,373, 2,516, 2,581, 3,203 (change: 24,129, 24,718, -2.4%)

**Red Carpet Materials**

- 6,357, 5,713, 6,318, 5,936, 5,903 (change: 49,573, 50,755, -2.3%)

**Net Promoter Score (NPS)**

- 89.8, 94.1, 90.2, 90.7, 93 (change: 92.5, 81.4, 13.6%)

**NEW Patrons**

- 438, 407, 423, 435, 571 (change: 3,902, 3,997, 27.1%)

**NEKL**

- 81, 63, 75, 105, 128 (change: 718, 461, 55.7%)

**Non-Resident**

- 0, 0, 0, 0, 0 (change: 3, 0, 50.0%)

**NET NEW REGISTRATIONS**

- 628, 537, 657, 612, 726 (change: 5,965, 4,395, 35.7%)

**PATRONS DELETED**

- 205, 129, 100, 276, 299 (change: 2,423, 4,537, -46.6%)

**Cardholders**

- 57,830, 58,213, 58,511, 58,967, 59,277 (change: 60,198, 57,661, 4.4%)

**NEKL**

- 8,467, 8,538, 8,544, 8,505, 8,683 (change: 8,886, 8,242, 7.8%)

**TOTAL CARDHOLDERS**

- 107,986, 108,408, 108,770, 109,238, 109,719 (change: 111,999, 107,656, 4.0%)

**Active Cardholders (Savannah)**

- 43,582, 43,779, 43,046, 44,575, 45,209 (change: 43,582, 43,779, 43,046, 44,575, 45,209, 45,113)

**TOTAL ACTIVE CARDHOLDERS**

- 54,682, 51,301, 51,059, 52,188, 52,838 (change: 54,682, 51,301, 51,059, 52,188, 52,838, 50,528)
<table>
<thead>
<tr>
<th>Unique Borrowers</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
<th>YTD 20 TO 21%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical</td>
<td>8,621</td>
<td>6,309</td>
<td>2,312</td>
<td>119.5%</td>
</tr>
<tr>
<td>Digital</td>
<td>8,453</td>
<td>8,190</td>
<td>263</td>
<td>3.2%</td>
</tr>
<tr>
<td>Total</td>
<td>17,074</td>
<td>14,500</td>
<td>2,574</td>
<td>17.7%</td>
</tr>
</tbody>
</table>

| Holds Satisfied | 16,395| 14,270| 2,125  | 14.8%          |

| YTD CHECK-IN | 56,230| 50,711| 5,519  | 10.8%          |

| Collection | Materials Added | 3,481| 2,749| 732  | 26.7% |
|           | Materials Discarded | 2,690| 3,558| 868  | -24.2% |

| Total Collection | 371,309| 370,500| 809  | 0.2% |

| Website | tscp.org Unique Visitors | 34,412| 35,651| 1,249 | -3.4% |
|         | tscp.org Total Visits | 55,438| 54,386| 1,052 | 1.9% |
|         | catalog.tscp Unique Visitors | 16,875| 18,017| 1,142 | -6.8% |
|         | catalog.tscp Total Visits | 39,679| 37,983| 796  | 2.1% |

| Reference Questions | Public Services | 9,205| 8,295| 910  | 11.1% |
|                     | Media | 3,599| 3,157| 442  | 13.9% |
|                     | Cell Center | 4,238| 3,846| 392  | 10.1% |
|                     | Stacks/Team RM | 332| 313| 19  | 6.1% |
|                     | Toppeka Room | 168| 242| 74  | -44.0% |
|                     | Gallery | 353| 475| 122  | -25.8% |

| LVTIC | 445| 314| 131  | 41.7% |

| NOTARY SERVICE | 151| 147| 4  | 2.8% |

| Meeting Rooms | Meeting Room Bookings | 317| 349| 32  | 9.3% |
|               | Team Room Bookings | 772| 842| 68  | 8.2% |
|               | Total Meeting Room Hours Booked | 1,737| 2,162| 425 | 19.7% |

| TOTAL ATTENDANCE | 2,552| 2,768| 216  | -7.8% |

| Learn & Play Bus Visits | 50| 47| 3  | 6.4% |

| Program Attendance | Adult - General | 1,241| 631| 610  | 98.0% |
|                     | Kids - Early Learners | 269| 237| 32  | 13.3% |
|                     | Kids - Elementary | 431| 563| 132  | 23.8% |
|                     | Teens | 360| 377| 17  | 4.6% |
|                     | Unknown | 0| 0| 0  | 0%
|                     | Outreach | 0| 0| 0  | 0%

| TOTAL ATTENDANCE | 2,318| 1,808| 510  | 28.2% |

| Gallery Attendance | 1,308| 1,316| 8  | 0.6% |

| Computer Use | MFi Hotspot Data Usage (TB) | 0.36896| 0.36896| 0.0  | 0.0%
|              | Public Computer Sessions | 5,782| 5,866| 84  | 1.4% |
|              | Total Computer Hours | 4,988| 4,231| 757  | 17.9% |
|              | Wireless Sessions | 20,362| 18,191| 2,171 | 11.9% |

| Average Public Session Length (Minutes) | 0:47:34| 0:45:22| 2:12  | 4.6% |
| Total Computer Hours | 4,988| 4,231| 757  | 17.9% |

| Avg Wireless Session Length (Minutes) | 0:14:00| 0:15:00| 1:00  | 6.7% |
### Total Wireless Hours

<table>
<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<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>2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>48,830</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49,880</td>
</tr>
</tbody>
</table>

**Change** 20 TO 21%

**TOTAL HOURS**

- 9,545
- 9,075
- 11,864
- 12,404
- 11,886
- 14,011
- 14,010
- 0
- 0
- 0
- 0
- 96,677
- 48,880
- 97.8%

### Dolly Parton Enrollment

- 5,835
- 5,772
- 5,780
- 5,738
- 5,687
- 5,658
- 5,658
- 5,665
- 5,637

**CIRCULATION DETAILS**

#### Print Material

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Fiction</td>
<td>12,927</td>
<td>11,981</td>
<td>946</td>
</tr>
<tr>
<td>Adult Nonfiction</td>
<td>14,923</td>
<td>13,946</td>
<td>977</td>
</tr>
<tr>
<td>Juvenile Fiction</td>
<td>17,708</td>
<td>16,830</td>
<td>878</td>
</tr>
<tr>
<td>Adult Newspaper</td>
<td>4,911</td>
<td>4,673</td>
<td>238</td>
</tr>
<tr>
<td>Magazines</td>
<td>875</td>
<td>791</td>
<td>84</td>
</tr>
<tr>
<td>RC Print Materials</td>
<td>6,251</td>
<td>5,641</td>
<td>610</td>
</tr>
<tr>
<td>RC Records</td>
<td>106</td>
<td>72</td>
<td>34</td>
</tr>
<tr>
<td>YA Print Materials</td>
<td>2,556</td>
<td>2,361</td>
<td>195</td>
</tr>
</tbody>
</table>

**Print Circulation**

- 60,257
- 56,195
- 65,520
- 62,277
- 64,332
- 75,415
- 79,136
- 74,736
- 53,876
- 48,066
- 97.8%

#### Audio / Visual Material

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFL Hotspots</td>
<td>18</td>
<td>35</td>
<td>17</td>
</tr>
<tr>
<td>Adult Audiobooks</td>
<td>1,811</td>
<td>1,774</td>
<td>37</td>
</tr>
<tr>
<td>Adult Music</td>
<td>2,181</td>
<td>1,991</td>
<td>190</td>
</tr>
<tr>
<td>Adult Videos / DVs</td>
<td>20,606</td>
<td>18,943</td>
<td>1,663</td>
</tr>
<tr>
<td>Juvenile Audiobooks</td>
<td>262</td>
<td>243</td>
<td>19</td>
</tr>
<tr>
<td>Juvenile Music</td>
<td>204</td>
<td>151</td>
<td>53</td>
</tr>
<tr>
<td>Juvenile Videos / DVs</td>
<td>4,227</td>
<td>4,013</td>
<td>214</td>
</tr>
<tr>
<td>YA AC</td>
<td>15</td>
<td>12</td>
<td>3</td>
</tr>
</tbody>
</table>

**AV Circulation**

- 29,324
- 27,162
- 30,046
- 28,569
- 29,964
- 32,065
- 32,312

**ADULT CIRCULATION**

- 53,323
- 49,426
- 54,915
- 51,489
- 52,647
- 55,172
- 58,853

**Juvenile Circulation**

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile Fiction</td>
<td>17,708</td>
<td>16,830</td>
<td>878</td>
</tr>
<tr>
<td>Juvenile Nonfiction</td>
<td>4,911</td>
<td>4,673</td>
<td>238</td>
</tr>
<tr>
<td>Juvenile Aud of books</td>
<td>262</td>
<td>243</td>
<td>19</td>
</tr>
<tr>
<td>Juvenile Music</td>
<td>204</td>
<td>151</td>
<td>53</td>
</tr>
<tr>
<td>Juvenile Videos / DVs</td>
<td>4,227</td>
<td>4,013</td>
<td>214</td>
</tr>
<tr>
<td>YA AC</td>
<td>15</td>
<td>12</td>
<td>3</td>
</tr>
</tbody>
</table>

**JUVENILE CIRCULATION**

- 27,312
- 25,810
- 31,781
- 30,322
- 31,101
- 40,209
- 42,097

**Red Carpet Material**

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC Print Materials</td>
<td>6,251</td>
<td>5,641</td>
<td>610</td>
</tr>
<tr>
<td>YA Print Materials</td>
<td>106</td>
<td>72</td>
<td>34</td>
</tr>
</tbody>
</table>

**RED CARPET CIRCULATION**

- 6,357
- 5,713
- 6,316
- 5,936
- 6,519

**Young Adult Material**

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>YA Print Materials</td>
<td>2,556</td>
<td>2,361</td>
<td>195</td>
</tr>
<tr>
<td>YA AC</td>
<td>15</td>
<td>12</td>
<td>3</td>
</tr>
</tbody>
</table>

**YOUNG ADULT CIRCULATION**

- 2,571
- 2,373
- 2,516
- 2,581
- 3,203
- 3,648
- 3,764

**Overdrive**

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Fiction</td>
<td>18,220</td>
<td>16,697</td>
<td>5,523</td>
</tr>
<tr>
<td>Adult Nonfiction</td>
<td>4,011</td>
<td>3,394</td>
<td>617</td>
</tr>
<tr>
<td>Adult digital audiobooks</td>
<td>17,983</td>
<td>16,411</td>
<td>5,523</td>
</tr>
<tr>
<td>Juvenile Fiction</td>
<td>1,898</td>
<td>1,611</td>
<td>287</td>
</tr>
<tr>
<td>Juvenile audiobooks</td>
<td>237</td>
<td>264</td>
<td>27</td>
</tr>
<tr>
<td>Juvenile digital audiobooks</td>
<td>1,972</td>
<td>1,752</td>
<td>220</td>
</tr>
<tr>
<td>Young Adult Fiction</td>
<td>1,300</td>
<td>1,142</td>
<td>158</td>
</tr>
<tr>
<td>Young Adult audiobooks</td>
<td>1,189</td>
<td>1,075</td>
<td>114</td>
</tr>
</tbody>
</table>

**DIGITAL DOWNLOADS**

<table>
<thead>
<tr>
<th>Type</th>
<th>2022</th>
<th>2021</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Fiction</td>
<td>18,220</td>
<td>16,697</td>
<td>5,523</td>
</tr>
<tr>
<td>Adult Nonfiction</td>
<td>4,011</td>
<td>3,394</td>
<td>617</td>
</tr>
<tr>
<td>Adult digital audiobooks</td>
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<td>5,523</td>
</tr>
<tr>
<td>Juvenile Fiction</td>
<td>1,898</td>
<td>1,611</td>
<td>287</td>
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<tr>
<td>Juvenile audiobooks</td>
<td>237</td>
<td>264</td>
<td>27</td>
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<td>Juvenile digital audiobooks</td>
<td>1,972</td>
<td>1,752</td>
<td>220</td>
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<tr>
<td>Young Adult Fiction</td>
<td>1,300</td>
<td>1,142</td>
<td>158</td>
</tr>
<tr>
<td>Young Adult audiobooks</td>
<td>1,189</td>
<td>1,075</td>
<td>114</td>
</tr>
</tbody>
</table>

**CIRCULATION DETAILS**

- 5,835
- 5,772
- 5,780
- 5,738
- 5,687
- 5,658
- 5,658

**TOTAL HOURS**

- 9,545
- 9,075
- 11,864
- 12,404
- 11,886
- 14,011
- 14,010
- 0
- 0
- 0
- 0
- 96,677
- 48,880
- 97.8%

**Change** 20 TO 21%
<table>
<thead>
<tr>
<th>Value Calculator</th>
<th>2022</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books ($17)</td>
<td>$1,009,494</td>
<td>$941,868</td>
</tr>
<tr>
<td>Magazines ($5)</td>
<td>$4,375</td>
<td>$3,955</td>
</tr>
<tr>
<td>Audiobooks ($10)</td>
<td>$22,170</td>
<td>$20,170</td>
</tr>
<tr>
<td>DVD, Games, Music ($4)</td>
<td>$108,932</td>
<td>$100,440</td>
</tr>
<tr>
<td><strong>Notary Service ($10)</strong></td>
<td>$1,510</td>
<td>$1,470</td>
</tr>
<tr>
<td><strong>Reference Questions ($7)</strong></td>
<td>$74,228</td>
<td>$68,726</td>
</tr>
<tr>
<td><strong>Programming ($10)</strong></td>
<td>$23,180</td>
<td>$18,080</td>
</tr>
<tr>
<td>Meeting Room Use</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Gallery Attendance ($10)</td>
<td>$13,080</td>
<td>$12,160</td>
</tr>
<tr>
<td><strong>Computer Use ($12/hr)</strong></td>
<td>$114,540</td>
<td>$108,900</td>
</tr>
<tr>
<td><strong>TOTAL VALUE</strong></td>
<td>$1,370,069</td>
<td>$1,276,769</td>
</tr>
</tbody>
</table>

72,823 | 42,310 | 46,415 | 43,713 | 45,874 | 49,998 | 49,124 | 49,398 | 369,655 |

55