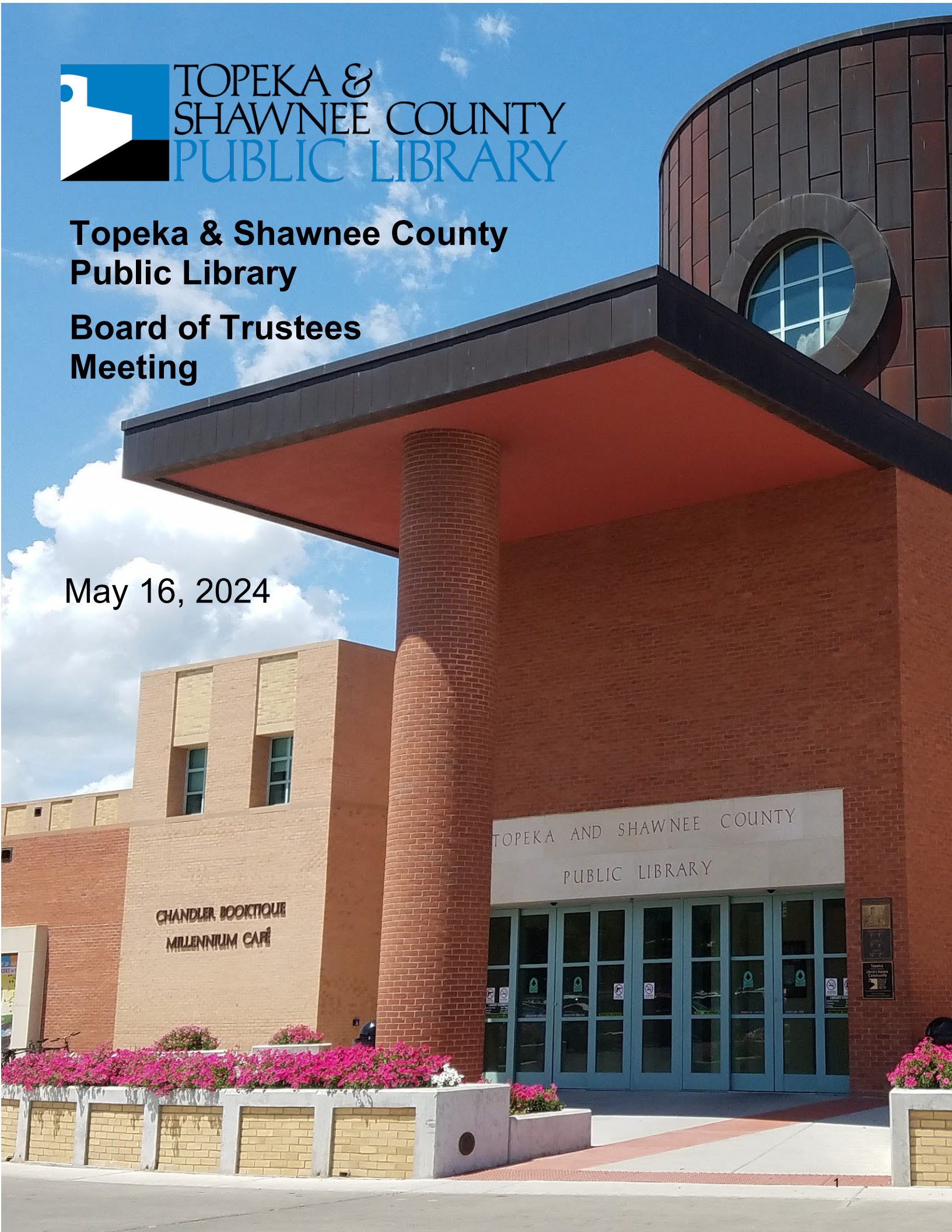




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

May 16, 2024





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

Mission Sparking curiosity and connecting our community through literacy and learning.

CONNECTION

The library will support the diverse needs and interests of the community with services and resources that foster a sense of belonging and collaboration.

SPACE

The library will provide welcoming and inviting physical and digital spaces in which people have easy access to learning, connections and joy.

LEARNING

The library is committed to offering equitable learning and development opportunities to meet the goals and needs of diverse learners.

JOY

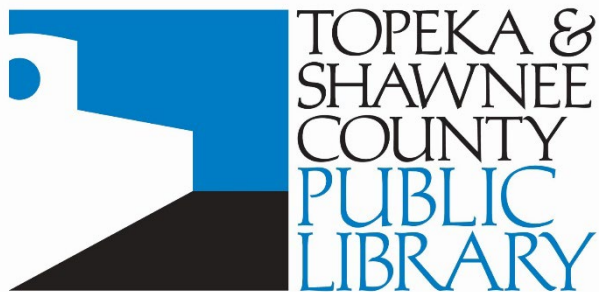
The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

PEOPLE

The library will create a work environment where our staff and volunteers are valued, respected and empowered to contribute their best.



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of April 18, 2024, 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 – Hannah Uhrig
- Financial Report – **Action Item**

The Library Foundation – Kim Patton, Board Chair

Friends of Topeka and Shawnee County Public Library – Ruth Nelson, Board President

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 26**

Chief Executive Officer Report – Marie Pyko pg. 28

- **Presentation of Library Offerings**
- **Summer Reading** – Program Services Coordinator Autumn Friedli

Chief of Staff Report – Thad Hartman pg. 38

New Business

- **Resolution- Bid for the 2024 Computer Replacement Purchase –
Action Item pg. 52**
- **Resolution- Request to Dispose of Lingo Bookmobile – **Action Item**
pg. 54**

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

June 20, 2024

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/88978607818?>

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhrig – Treasurer, Jim Edwards, Jim Ramos, Liz Post, Mark Zillinger, Fred Patton, Beth Dobler

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 18, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Public Comment

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

Trustee Advocacy Stories

Trustee Liz Post shared that she struggles with her mobility and is very appreciative that library staff will bring her books out to her car so she doesn't have to walk.

Vice Chair Peg Dunlap shared that she took in a lot of information at the Public Library Association Conference she recently attended in Columbus, OH. She shared that whenever she mentioned she was representing the Topeka and Shawnee County Public Library people responded positively stating that they know library staff from there. She is impressed that the library has such a positive national reputation!

Approval of Minutes

On a motion by Jim Edwards, seconded by Liz Post, the March 21, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Audit Report

Stacy Hammond, Director with BT&Co., P.A., reviewed the 2023 Audit Report. She reported that the library received an unmodified audit opinion (the best report an organization can receive) without any findings or deficiencies. The audit was free from material misstatement and fairly presented with generally accepted auditing standards. Hammond noted no issues or problems. This year GASB Statement No. 96 took effect. Hammond reported that management was cooperative and transparent in answering questions. Hammond thanked Kim and her staff for their hard work during the audit. There were no questions for Hammond.

On a motion by Hannah Uhrig, seconded by Mark Zillinger, the 2023 Audit Report was accepted as presented.

Motion passed unanimously

Chief Financial Officer's Report

Chief Financial Officer Kim Strube had no additions to her report. She stated that the audit has wrapped up and it was another good audit year.

Financial Reports

Board Treasurer Hannah Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for March 2024.

On a motion by Hannah Uhrig and seconded by Liz Post, the Treasurer's Financial Report for March 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton shared that the Library Foundation had their board meeting yesterday with a presentation of their audit. Patton was happy to share the Foundation received an unmodified audit opinion. She thanked Foundation Executive Ashley Charest and Foundation Development Professional Robin Moser for their hard work.

Patton stated that the Foundation Board has been working on updating their bylaws. At their last board meeting they approved the updated versions.

Patton shared that there is a new Chairperson for the Wilder Society Committee. Carrie Riordan has been on the committee for several years and will be leading the charge this year.

The Foundation had a successful Library Giving Day on April 3. The money raised during the event will be used for the update to the Kids Library. Patton reported that they didn't hit their goal for Library Giving Day this year, but they have learned some things and hope to continue this day of giving in the future.

Patton shared the Foundation is excited for their May the Fourth donor event. She hopes this event will reach those who may not have given to the Foundation before or haven't given for a while. She hopes to showcase the library at this event and build supporters for the future.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared that the Friends have awarded a \$1,000 scholarship to Krystal Fawl who is currently an accountant at the library. She is working towards a Bachelor of Business Administration in Finance at Fort Hays State University, and her course of study includes employee benefits, insurance, investments, and banking.

The book sale netted a total of \$8,145.14 which included \$330.00 in memberships. This was down almost \$975.00 from January's book sale. Nelson shared that considering they were competing with the warm weather, Tulip Festival, Farmers Market, and the Lawrence Book Sale, they are pleased with their profits.

The Friends Annual Event will be Sunday, November 3, from 1 – 3 pm. The Friends have booked two local authors to speak, Lara Avery and Dane Kroll (who are also married). Lara has written three young adult novels, and her first adult novel *The Year of Second Chances* was released last year. Dane is the author of horror fiction novels and the creative producer for KSNT-TV. They both appear on Fox 43 AM Live. Friends members and the public will be invited to attend.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on April 8, 2024.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that the library has started promoting the Strategic Plan and all its elements. So far, she has heard people are impressed with the plan. She spoke of the Strategic Plan at the Public Library Association Conference she went to earlier this month. People were impressed that our board was so involved and invested. Pyko thanked the Board for all their hard work.

Pyko presented the 2023 Annual Report. The report is now on the library website. She thanked the Communications and Marketing team for their hard work in delivering this visually impressive document.

Pyko provided an update on the compensation study. The internal library team is having regular meetings with Lockton. They are going to market and bringing back data. There should be recommendations ready to present at the June 4 Trustee Budget Work Session.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Reader's Lounge project is moving along. LFI Shelving is set to install shelving on May 13 and the project should still be on schedule to be completed before the start of summer.

Hartman shared that there have been several new hires starting at the library this month.

Marcus Lewis performed at the library and brought a big crowd. There were all ages present and dancing at this Hip Hop Jazz fusion concert. Hartman thanked the organizer of the event, Library Collection Development Professional Perry Hartmann. He also thanked facilities for setting up the auditorium and security for directing all 100+ attendees.

New Business

Election of Officers

Jim Edwards gave the Nominating Committee's report. The Nominating Committee consists of Jim Edwards, Mark Zillinger, and Liz Post. The Nominating Committee wishes to nominate the following people:

Shawn Leisinger – Chair

Peg Dunlap – Vice Chair

Joan Hicks – Secretary

Hannah Uhlrig – Treasurer

On a motion by Liz Post, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report.

Motion passed unanimously

Customer Conduct Policy

On a motion by Joan Hicks, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Customer Conduct Policy as written.

Motion passed unanimously.

Executive Session

On a motion by Joan Hicks, seconded by Mark Zillinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 4:41 pm for a time not to exceed 20 minutes to discuss legal matters with the library's attorney. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion as made by Jim Edwards, seconded by Liz Post, at 5:01 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Joan Hicks, seconded by Jim Edwards, the meeting was adjourned at 5:02 pm.

Next Meeting

Thursday, May 16, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/88978607818?pwd=7FtGKGLtvNasHkOeMtLhQQXUM0ivlp.1>

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice

Chief Financial Officer’s Report
May 2024
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 33% of the budget year completed, 53% of the budgeted revenue has been received and 32% of the approved budget has been expended/encumbered. This compares to 2023 in which 53% of the budgeted revenue had been received and 30% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 33% of the budget year completed, 53% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2023 in which 52% of the budgeted revenue had been received and 27% 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 \$6,647,232.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
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Approved operating budget – contracted professional expense which is exempt from purchasing policy	Compensation study	\$42,000.00	Midwest Series of Lockton Companies
Approved operating budget	Other postemployment benefits consulting/valuation service for audit	\$5,500.00	Lewis & Ellis, Inc.
Approved operating budget	Annual directors and offices policy	\$5,248.00	World Insurance Associates LLC
Paid from non-budgeted funds	Speaker fee for author event	\$15,000.00	The Tuesday Agency LLC
Change order for existing approved project	Change order #1 – Reader’s Lounge/Signage project – signage revisions, black floor boxes	\$7,863.39	Kelley Construction Co., Inc.
Approved operating budget	Speaker fee for author event	\$15,000.00	Unbound Events Inc.
Approved operating budget	Summer reading prizes - adult	\$5,416.58	4Imprint, Inc.
Approved operating budget – contracted professional expense which is exempt from purchasing policy	Consulting fee to improve process/space in circulation department	\$26,000.00	J. Huber & Associates
Approved operating budget	Replacement printer for communications & marketing team	\$5,654.13	CDW Government, Inc.
Approved operating budget	Summer reading prizes – kids	\$5,550.00	Janway Company USA, Inc.
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Hoopla online	\$38,500.50	Midwest Tape LLC
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services

Other Items:

- Copies of the 2023 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Dun and Bradstreet for bond ratings; and (3) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 4th, 9 to 11 in the Menninger Room 206
 - Wednesday, July 10th, 1 to 3 pm in the Menninger Room 206

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

4/30/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 8,481,354.13	\$ 5,240,875.02	\$ 9,288,164.15
Employee Benefits	2,314,022.82	2,156,140.53	1,322,403.26	\$ 3,147,760.09
Capital Improvement	6,533,723.06	113,508.87	-	\$ 6,647,231.93
Bond & Interest	1,095.41	1,542.99	-	\$ 2,638.40
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	48,743.64	49,186.93	\$ 48,743.64
Federal, State & Local Grants	44.03	-	-	\$ 44.03
Other Special Revenue	691,309.66	9,957.96	58,206.39	\$ 643,061.23
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 10,839,677.98</u>	<u>\$ 6,670,671.60</u>	<u>\$ 20,057,358.42</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 310,255.73
Restricted Funds-CoreFirst Bank-Checking	651,141.46
Capital Improvement Fund-Community National Bank-Money Market Account	6,647,231.93
Cash on Hand	3,079.53
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	5,378,715.13
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,000,000.00
	<u>\$ 20,270,358.73</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	1,433.58
Less Payroll Deduction and Employer Benefit Liabilities	14,789.67
Less Outstanding Checks	196,777.06
	<u>\$ 20,057,358.42</u>

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

4/30/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	4/30/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 8,481,354.13	\$ 898,951.24	\$ 4,341,923.78	\$ 9,288,164.15	\$ 1,693,949.01	\$ 7,594,215.14
Employee Benefit Fund	2,314,022.82	2,156,140.53	25.00	1,322,378.26	3,147,760.09	37,185.40	3,110,574.69
Capital Improvement Fund	6,533,723.06	113,508.87	-	-	6,647,231.93	-	6,647,231.93
Bond & Interest Fund	1,095.41	1,542.99	-	-	2,638.40	-	2,638.40
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	48,743.64	49,186.93	-	48,743.64	-	48,743.64
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	10.95	-	-	10,723.53	-	10,723.53
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	4,134.40	(4,134.40)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.04	-	-	31.57	-	31.57
Friends	187,616.53	175.03	-	30,346.12	157,445.44	10,902.46	146,542.98
Fun Committee	6,845.90	743.54	-	-	7,589.44	65.00	7,524.44
Gallery Competitions/Exhibits	36,604.82	37.44	-	-	36,642.26	-	36,642.26
Gifts/Memorials (Undesignated)	409,610.19	3,707.62	-	21,227.15	392,090.66	54,377.60	337,713.06
Hathaway Trust - Library Materials	3,082.85	1,215.27	330.10	482.02	3,486.00	746.59	2,739.41
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	2,416.59	172.71	-	8,608.85	-	8,608.85
Lingo	-	-	-	-	-	-	-
NEH Expendable	12,776.46	11.51	-	4,151.36	8,636.61	4,700.00	3,936.61
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	5.90	-	-	5,771.54	-	5,771.54
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.04	-	-	36.62	-	36.62
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	2.24	-	-	2,203.26	-	2,203.26
Youth Services	9,201.90	1,631.79	1,151.92	345.01	9,336.76	261.18	9,075.58
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 10,839,677.98	\$ 949,817.90	\$ 5,720,853.70	\$ 20,057,358.42	\$ 1,806,321.64	\$ 18,251,036.78

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

4/30/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2024</u>
				33.0%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 8,053,588.11	\$ (6,097,799.89)	57%
Revitalization Rebates	(126,213.00)	(81,161.31)	\$ 45,051.69	64%
Back Tax	-	88,671.75	\$ 88,671.75	N/A
Motor Vehicle Tax	1,369,020.00	161,218.32	\$ (1,207,801.68)	12%
Recreational Vehicle Tax	15,594.00	1,207.47	\$ (14,386.53)	8%
16/20 M Vehicle Tax	6,546.00	5,331.88	\$ (1,214.12)	81%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	35,268.21	\$ (12,337.79)	74%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	12,710.99	\$ 9,710.99	424%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	103,204.00	26,664.40	\$ (76,539.60)	26%
Salary Refunds-Friends	29,115.00	7,750.78	\$ (21,364.22)	27%
Salary Refunds-Shawnee Cty	21,343.00	7,149.60	\$ (14,193.40)	33%
Vending Machines	1,500.00	650.46	\$ (849.54)	43%
Overdue Fees*	20,000.00	11,137.25	\$ (8,862.75)	56%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	25.00	\$ (75.00)	25%
Non Resident Card Fee	400.00	1,020.00	\$ 620.00	255%
Obituary Fees	200.00	100.00	\$ (100.00)	50%
Meeting Room Charges	750.00	637.50	\$ (112.50)	85%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	90,749.48	\$ (59,250.52)	60%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 8,481,354.13</u>	<u>\$ (7,387,372.87)</u>	53%

* 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**

4/30/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					33.0%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,476.88	\$ -	\$ 3,323.12	31%
Salaries-Facilities	688,284.00	169,724.97	-	518,559.03	25%
Salaries-Overtime	10,000.00	2,910.26	-	7,089.74	29%
Salaries-Security	309,259.00	84,977.98	-	224,281.02	27%
Salaries-Shelvers	63,125.00	11,763.05	-	51,361.95	19%
Salaries-Staff	8,301,982.00	2,332,476.81	-	5,969,505.19	28%
Conferences	174,000.00	31,407.11	42,989.73	99,603.16	43%
Staff Internal Dev/Trng - Web Based	15,000.00	4,629.20	49.00	10,321.80	31%
Staff Development & Training	35,000.00	7,712.38	-	27,287.62	22%
Mileage	7,800.00	1,815.62	9,116.00	(3,131.62)	140%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	4.97	-	1,495.03	0%
Materials-Periodicals	26,000.00	373.43	192.07	25,434.50	2%
Materials-Print/Non-Print <1 YR	839,000.00	242,424.02	395.00	596,180.98	29%
Materials-Print/Non-Print	1,207,500.00	303,152.86	127,750.62	776,596.52	36%
OPERATIONS:					
Art Purchases	8,000.00	2,483.70	-	5,516.30	31%
Cataloging and ILL Services	104,959.00	90,014.59	-	14,944.41	86%
Contracted-Digital Services	667,991.00	264,140.66	73,483.78	330,366.56	51%
Contracted-Facilities	348,600.00	96,822.45	128,990.39	122,787.16	65%
Contracted-Equipment	66,900.00	30,666.13	39,999.51	(3,765.64)	106%
Contracted-Professional	282,000.00	88,186.37	115,601.47	78,212.16	72%
Contracted-E-Rate Services	1,279.00	-	-	1,279.00	0%
Digital Services Support	623,112.00	229,991.83	17,549.36	375,570.81	40%
Furniture/Equipment	45,500.00	11,923.20	6,066.13	27,510.67	40%
Insurance	87,000.00	39,893.00	29,037.00	18,070.00	79%
Marketing & Communication	60,208.00	21,479.81	13,880.31	24,847.88	59%
Memberships/Dues	30,900.00	19,169.00	-	11,731.00	62%
Miscellaneous	5,000.00	1,055.18	998.00	2,946.82	41%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	27,489.00	1,277.33	35,503.67	45%
Printing	116,408.00	3,637.70	2,618.74	110,151.56	5%
Programming	113,227.00	9,201.88	21,782.18	82,242.94	27%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	22,687.00	7,863.39	1,669,449.61	2%
Supplies-Facilities	118,536.00	21,211.78	54,486.02	42,838.20	64%
Supplies-Office/Library	95,700.00	21,214.66	4,959.81	69,525.53	27%
Supplies-Processing	49,296.00	8,511.79	6,783.36	34,000.85	31%
Telecommunications	165,064.00	21,890.67	81,982.64	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	63,263.34	241,339.40	96,609.26	76%
Utilities-Gas	72,427.00	21,651.70	34,418.30	16,357.00	77%
Utilities-Water/Sewage	38,242.00	6,869.12	31,330.88	42.00	100%
Vehicle-Gas	45,405.00	7,380.62	-	38,024.38	16%
Vehicle-Repair	60,000.00	16,264.94	42,542.14	1,192.92	98%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(25.88)	-	25.88	N/A
TOTALS	\$ 18,848,897.00	\$ 4,341,923.78	\$ 1,137,482.56	\$ 11,719,490.66	32%

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

4/30/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	8,053,588.11	57%
Revitalization Rebates	(126,213.00)	(81,161.31)	64%
Back Tax	-	88,671.75	N/A
Motor Vehicle Tax	1,369,020.00	161,218.32	12%
Recreational Vehicle Tax	15,594.00	1,207.47	8%
16/20M Vehicle Tax	6,546.00	5,331.88	81%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	35,268.21	74%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	26,281.20	101%
Reimbursements	153,662.00	41,564.78	27%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	90,749.48	60%
	<u>\$ 15,868,727.00</u>	<u>\$ 8,481,354.13</u>	53%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	2,603,329.95	28%
Other Staff Support Costs	231,800.00	97,719.04	42%
Library Collections	2,074,000.00	674,292.97	33%
Contracted Services	1,471,729.00	927,905.35	63%
Digital Services Support	623,112.00	247,541.19	40%
Furniture/Equipment/Art	53,500.00	20,473.03	38%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	30,550.39	2%
Utilities & Telecommunications	676,945.00	502,746.05	74%
Vehicles	105,405.00	66,187.70	63%
Other Operating Expenditures	740,545.00	308,660.67	42%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 5,479,406.34</u>	32%
Prior Year Canceled Purchase Orders		<u>\$ 150,134.29</u>	
Unencumbered Balance 4/30/2024	\$ -	<u>\$ 7,594,215.14</u>	

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

4/30/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 2,026,664.36	57%
Revitalization Rebates	(31,746.00)	(20,438.71)	64%
Back Tax	-	22,439.36	N/A
Motor Vehicle Tax	356,200.00	42,245.89	12%
Recreational Vehicle Tax	4,057.00	316.15	8%
16/20M Vehicle Tax	1,703.00	1,417.94	83%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	9,204.76	74%
Refund-Fringe Benefits-Foundation	52,069.00	11,934.76	23%
Refund-Fringe Benefits-Friends	23,578.00	5,448.99	23%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	3,082.75	31%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	6,683.04	N/A
Interest on Idle Funds	85,000.00	32,386.38	38%
	\$ 4,100,666.00	\$ 2,156,140.53	53%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	183,250.92	26%
Ks Public Employees Retirement Sys	943,675.00	259,557.85	28%
Worker's Compensation	53,000.00	61,101.23	115%
Unemployment Tax	15,004.00	5,121.28	34%
Health/Dental Insurance	3,618,770.00	843,092.38	23%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 1,359,563.66	25%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 4/30/2024	\$ -	\$ 3,110,574.69	

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

CAPITAL IMPROVEMENT

Balance 01/01/2024	\$ 6,533,723.06
Revenue:	
Transfer In	\$ -
Interest received	113,508.87
	\$ 113,508.87
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 4/30/2024	\$ 6,647,231.93

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 4/30/2024		\$ 48,743.64

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

4/30/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,521.15	15%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	2.56	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	19.28	193%
	<u>\$ 10,010.00</u>	<u>\$ 1,542.99</u>	15%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 4/30/2024	<u><u>\$ -</u></u>	<u><u>\$ 2,638.40</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of April 30, 2024

Capital Improvement Funds - Community National Bank

\$ 6,647,231.93 at 5.28% (money market account)

Municipal Investment Pool

\$ 5,378,715.13 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average April 1 - 30, 2024 was 4.02%

Equity Bank (per investment bid approved 2/15/2024)

\$ 7,000,000.00 Certificate of Deposit for Employee Benefit
Fund (\$1.5M) and General Fund (\$5.5M); 2/16/2024
@ 5.3%; 5/16/2024 maturity

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	4/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,505.51	-96885
15	21516	0	4/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,560.28	-96885
15	21517	0	4/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,084.19	-96885
10	21513	0	4/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,480.58	-96885
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,630.56	-96885 Total
10	21501	0	4/4/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,453.66	-96881
10	21502	0	4/4/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,356.31	-96881
15	21521	0	4/4/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 180.71	-96881
10	21503	0	4/4/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,997.96	-96881
15	21504	0	4/4/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,997.96	-96881
10	21503	0	4/4/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,209.17	-96881
15	21504	0	4/4/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,209.17	-96881
10	21514	0	4/4/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96881
10	41000	313	4/4/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,175.09	-96881
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,759.90	-96881 Total
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 71.50	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 1,276.69	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 25.29	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 19,762.06	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 25.29	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 25.80	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 25.29	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 25.29	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 25.29	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 239.03	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 69.22	-96878
10	41000	351	4/8/24	EVERGY	Electric Service	\$ 26.81	-96878
						\$ 21,758.42	-96878 Total
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Canon RF 24-105mm f/2.8 L	\$ 2,984.01	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Toner	\$ 87.99	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	glosy photo paper	\$ 209.94	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Banner for St Patricks DB	\$ 22.22	-96864

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Samsung N5300 32 Class H"	\$ 213.94	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	black seed beads	\$ 4.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	light green seed beads	\$ 3.19	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	black mixed sequins	\$ 8.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	go green sequins	\$ 6.12	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Irish flag buntingIrish f	\$ 24.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shamrock yard signs	\$ 24.99	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Shure SM7B Cardioid Dynam	\$ 399.00	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	On-Stage MS7701B Euro Boo	\$ 34.95	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	mini gnome characters	\$ 44.95	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shipping	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Twizzlers Twists Rainbow	\$ 3.44	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Almond Bark 24 oz.	\$ 11.01	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shaving foam	\$ 5.88	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Drill	\$ 125.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	mini flower stickers	\$ 5.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	gift bags 100pcs	\$ 14.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	36 piece Princess Fairy	\$ 16.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Enjonar Jewel Stickers	\$ 7.18	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	36 pc Paperboard Shield	\$ 32.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Fetti Cowboy tatoos	\$ 6.92	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	63 pc Cowgirl tatoos	\$ 5.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	105 pc Knight tatoos	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Princess tatoos	\$ 6.92	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	lime green cardstock	\$ 17.49	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	bright purple cardstock	\$ 17.49	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	pastel blue cardstock	\$ 19.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	6mm sequin ribbon	\$ 27.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	rhinestone stickers	\$ 9.89	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Replacement for HP 35A	\$ 56.06	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Terracotta pots	\$ 43.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Terracotta saucers	\$ 97.47	-96864
10	41000	410	4/15/24	COREFIRST BANK & TRUST	solder connectors	\$ 30.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Sherriff Badges -12 pc	\$ 23.16	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Micro USB 6pack	\$ 9.89	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	smarties candy rolls	\$ 7.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	animal stickers	\$ 8.88	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	flower stickers	\$ 5.99	-96864

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/15/24	COREFIRST BANK & TRUST	scratch/sniff stickers	\$ 11.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	party blowers	\$ 7.49	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	wiggle eyes	\$ 7.59	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	paper plates	\$ 18.45	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	foam visors	\$ 36.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	foam fruit shapes	\$ 10.80	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Laminating sheets 24pk	\$ 8.45	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	12 zip cable ties"	\$ 5.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	candy coins, 25 oz	\$ 234.12	-96864
10	41000	410	4/15/24	COREFIRST BANK & TRUST	tool holder	\$ 19.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	plastic cups	\$ 6.28	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	topsoil	\$ 8.91	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	grass seed mixture	\$ 6.97	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	lunch bags	\$ 2.28	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	square snack bags	\$ 2.28	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	white constr. paper	\$ 11.82	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Nitto double sided tape	\$ 105.79	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Belkin Coiled 25ft	\$ 6.90	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Trash can	\$ 17.89	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Under desk organizer	\$ 101.97	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Sharp 10 key	\$ 62.31	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Adhesive corkboard	\$ 61.79	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	label maker	\$ 84.99	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Floor mat	\$ 110.00	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	wall Calendar	\$ 11.90	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Cubicle clips	\$ 17.99	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Cubicle hangers	\$ 13.79	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	ergonomic mouse pad	\$ 15.78	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Sticky tack	\$ 6.49	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Desk laptop stand 2 pk	\$ 22.97	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	monitor stand	\$ 101.91	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	\$10 gift card	\$ 240.00	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	3.5x4.5 Cardboard sheets	\$ 35.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	5oz. Paper Cups (400 pack	\$ 20.88	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Multicolor Cupcake linerM	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Wooden Ice Cream Spoons (\$ 11.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Black construction paperB	\$ 14.02	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	1000 count foil cupcake l	\$ 19.99	-96864

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/15/24	COREFIRST BANK & TRUST	600 count aurora cupcake6	\$ 13.79	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	1000 count cupcake liner1	\$ 9.79	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	1500 piece pompoms 1cm si	\$ 5.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	2 pack 25' tape measure	\$ 16.47	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	6 pack swim noodles6 pack	\$ 24.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Flying disc toy, 6 pack	\$ 12.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Plastic hoops, 6 packPlas	\$ 28.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Pipettes, 300	\$ 13.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Cardstock, bright white,	\$ 14.29	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Animal beads, 180	\$ 11.79	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Heart beads, 210	\$ 5.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Flower beads, 50Flower be	\$ 13.94	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Sea life beads, 4 oz	\$ 6.89	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Butterfly beads, 50	\$ 6.97	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	ball and chain necklace,	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Alphabet beads, 1000	\$ 8.95	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Sports bead mix, 144	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Wood crafts sticks, 500Wo	\$ 14.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Air Dry Clay	\$ 7.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	6 inch embroidery hoop	\$ 23.76	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shipping	\$ 8.95	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	cricut iron on 5 ct.	\$ 14.97	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	squeegees 4 ct.	\$ 23.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	8-color metallic Crayola8	\$ 33.96	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shipping	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	flat merch bags	\$ 53.00	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	shipping	\$ 26.69	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	SanDisk 128GB XPRO CDex	\$ 198.00	-96864
10	41000	410	4/15/24	COREFIRST BANK & TRUST	janitized chariot 24 bag	\$ 58.00	-96864
10	41000	410	4/15/24	COREFIRST BANK & TRUST	dri professional 16 x 16	\$ 156.79	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	White Cardstock, 100 shee	\$ 19.88	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Ream printer paper (500 s	\$ 10.64	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	30 Pack Glue Sticks	\$ 8.27	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Elmer's School Glue (1 GE	\$ -	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	chipboard	\$ 19.77	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	red tissue paper	\$ 7.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	yellow tissue paper	\$ 7.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	balloons	\$ 6.59	-96864

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/15/24	COREFIRST BANK & TRUST	54x108 red tablecloth	\$ 1.49	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	54x108 white tablecloth	\$ 1.49	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	54x108 blue tablecloth	\$ 1.49	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	150 pack double sided foa	\$ 8.79	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	24 pack playing cards	\$ 18.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	DMSKY lip balm	\$ 34.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	600 pcs stickers teen	\$ 7.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	50 toothbrushes	\$ 14.79	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Tape Roller	\$ 19.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	paper lunch bags	\$ 18.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	construction paper	\$ 14.02	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	blue tissue paper	\$ 7.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	green tissue paper	\$ 7.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	brass fsateners	\$ 6.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	plastic needles	\$ 4.98	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	plastic bags	\$ 7.19	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	small paintbrushes	\$ 17.58	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	clear plastic plates	\$ 18.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	yellow plates	\$ 18.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	keymaster parks game	\$ 49.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Wild card astronauts	\$ 19.95	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	explorers of north sea	\$ 50.72	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	ludonaute lost explorers	\$ 13.90	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	sit down Dive	\$ 28.44	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Think2Master Animal kingd	\$ 9.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	looney labs Olympus fluxx	\$ -	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	usa card matching game	\$ 19.98	-96864
10	41000	911	4/15/24	COREFIRST BANK & TRUST	Fiery Mountain Hangi Ston	\$ 405.00	-96864
10	41000	911	4/15/24	COREFIRST BANK & TRUST	SHIPPING	\$ 8.10	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	SANUS Elite Adv. Full-Mot	\$ 249.99	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	85 Q60C"	\$ 1,249.99	-96864
10	41000	420	4/15/24	COREFIRST BANK & TRUST	Plotter Paper	\$ 1,349.90	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Pearstone PM Series XLR 1	\$ 123.60	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	ASUS - Dual-Band AC1200 U	\$ 32.79	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Sony - Handycam CX405	\$ 251.50	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Tax Refund	\$ (24.31)	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Cricut 12x12 3 sheets vin	\$ 5.83	-96864

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-96864
10	41000	330	4/15/24	COREFIRST BANK & TRUST	Shippin	\$ 6.99	-96864
10	41000	320	4/15/24	COREFIRST BANK & TRUST	Phone grips	\$ 33.10	-96864
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,268.64	-96864 Total
10	21501	0	4/18/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,123.30	-96858
10	21502	0	4/18/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,711.30	-96858
15	21521	0	4/18/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 147.57	-96858
10	21503	0	4/18/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,401.03	-96858
15	21504	0	4/18/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,401.03	-96858
10	21503	0	4/18/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,303.47	-96858
15	21504	0	4/18/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,303.47	-96858
10	21514	0	4/18/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96858
10	41000	313	4/18/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,196.17	-96858
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,767.21	-96858 Total
10	21515	0	4/22/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,885.84	-96849
15	21515	0	4/22/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 179,349.06	-96849
15	21515	0	4/22/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96849
						\$ 217,062.30	-96849 Total
10	21505	0	4/19/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,781.00	-96837
15	21516	0	4/19/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,985.40	-96837
15	21517	0	4/19/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,130.15	-96837
10	21513	0	4/19/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 9.45	-96837
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 50,906.00	-96837 Total
49	41000	330	4/18/24	THE TUESDAY AGENCY LLC	author event	\$ 7,500.00	12197
				<i>Author event paid from Friends of TSCPL funding</i>		\$ 7,500.00	12197 Total
10	23800	0	4/5/24	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CONSTRUCTION	\$ 134,339.08	100779
						\$ 134,339.08	100779 Total
10	41000	313	4/5/24	LEWIS & ELLIS, INC.	GASB 75 valuation service	\$ 5,500.00	100781
				<i>Post-employment health benefit valuation/footnote info for the audit - professional services exempt from purchasing policy- 2024 approved operating budget</i>		\$ 5,500.00	100781 Total
10	41000	313	4/5/24	MIDWEST SERIES OF LOCKTON COMPANIES LLC	Compensation Study	\$ 14,000.00	100787
				<i>2024 operating budget - professional contracted service</i>		\$ 14,000.00	100787 Total
10	41000	350	4/5/24	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,682.22	100795
						\$ 6,682.22	100795 Total
10	41000	310	4/5/24	ZOOM VIDEO COMMUNICATIONS INC.	zoom renewal	\$ 5,497.50	100797
				<i>2024 approved operating budget - annual subscription and support</i>		\$ 5,497.50	100797 Total
10	41000	313	4/11/24	ENGEL LAW, PA	2024 Legal Services	\$ 7,284.00	100811
						\$ 7,284.00	100811 Total

Topeka and Shawnee County Public Library
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For the Month Ended April 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	4/18/24	KELLEY CONSTRUCTION CO., INC.	DOCK REMODEL	\$ 32,123.70	100843
						\$ 32,123.70	100843 Total
10	41000	322	4/18/24	SEVENEIGHTFIVE MAGAZINE	12 month media	\$ 6,000.00	100854
					<i>2024 approved operating budget - advertising</i>	\$ 6,000.00	100854 Total
10	41000	320	4/25/24	IT OUTLET INC	pdu	\$ 790.00	100870
10	41000	320	4/25/24	IT OUTLET INC	srt 3000	\$ 3,135.00	100870
10	41000	320	4/25/24	IT OUTLET INC	battery	\$ 1,325.00	100870
10	41000	320	4/25/24	IT OUTLET INC	HW APC UPS 3000	\$ 915.00	100870
10	41000	320	4/25/24	IT OUTLET INC	BenQ Short Throw Projector	\$ 18,900.00	100870
					<i>2024 approved operating budget - digital services support</i>	\$ 25,065.00	100870 Total
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	WAVEWORKS 30DX30W	\$ 487.08	100876
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	DOCK 22D28H	\$ 1,018.44	100876
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	DOUBLE HOOK	\$ 54.12	100876
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	WAVEWORKS 30DX60W	\$ 541.20	100876
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	DOCK 22DX28H	\$ 1,357.92	100876
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	WAVEWORKS 48D ROUND	\$ 584.48	100876
10	41000	910	4/25/24	MODERN BUSINESS INTERIORS LLC	DOCK 27D X 28H	\$ 865.12	100876
25	23800	0	4/25/24	MODERN BUSINESS INTERIORS LLC	READERS LOUNGE FURNITURE	\$ 49,186.93	100876
10	23800	0	4/25/24	MODERN BUSINESS INTERIORS LLC	READERS LOUNGE FURNITURE	\$ 31,585.68	100876
10	23800	0	4/25/24	MODERN BUSINESS INTERIORS LLC	READERS LOUNGE	\$ 5,736.56	100876
10	23800	0	4/25/24	MODERN BUSINESS INTERIORS LLC	READERS LOUNGE	\$ 4,330.68	100876
					<i>2024 approved operating budget - furniture/equipment (\$4,908.36), 2023 approved facilities master plan budget (\$90,839.85)</i>	\$ 95,748.21	100876 Total
10	41000	311	4/25/24	TK ELEVATOR CORPORATION	elevator door restrictor	\$ 12,745.23	100882
					<i>2024 approved operating budget - facilities contracted service</i>	\$ 12,745.23	100882 Total
						\$ 868,637.97	Grand Total



Board of Trustees Executive Committee Meeting
May 6, 2024 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Shawn Leisinger – Chair, Joan Hicks – Secretary

Executive Committee Members Absent

Peg Dunlap – Vice Chair, Hannah Uhrig – Treasurer

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on May 6, 2024, via Zoom, and was called to order at 4:05 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the April 8, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap via email, seconded by Joan Hicks, the minutes from the April 8, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the April 18, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees May 16, 2024, meeting were reviewed.

Chief Financial Officer Kim Strube stated she will have nothing out of the ordinary in her report.

Chief Executive Officer Marie Pyko shared she will provide two Trustee Education topics. Marie will provide an overview of library offerings for the public. She will highlight the lesser-known services that the library offers such as interlibrary loan, notary, and proctoring. Program Services Coordinator Autumn Friedli will present Summer Reading 2024. She will also speak about the new gallery exhibit coming this summer called The Floor is Lava. Pyko shared she will highlight Librarian Lissa Staley. Staley was named a Library Journal Mover and Shaker. Staley's Community Navigator program resonated with the library community.

Chief of Staff Thad Hartman noted nothing out of the ordinary will be in his report. He shared that in the Library Journal's 20 years of giving the Mover and Shaker Award, about 16 or 17 awardees have been

from Kansas and 5 of those winners have been from Topeka and Shawnee Public Library. Marie Pyko was awarded this honor in 2012.

Other Items

The disposal of Lingo Bookmobile was briefly discussed. There was a resolution signed in 2015 to dispose of the vehicle, but the library held onto it for backup. There is no longer a need for the Lingo as a backup and so we will bring a presentation with a repeat resolution to request action to dispose of the vehicle. We will include the background for why the vehicle was held in our fleet for the additional years.

No other items were discussed

Adjournment

The meeting was adjourned at 4:26 pm.

Next Meeting

June 10, 2024

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report May 2024

News and Updates

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

In April, **69 new children** enrolled in the Dolly Parton's Imagination Library making the overall enrollment 5,987. Through our outreach, marketing and our collaboration with the United Way of Kaw Valley, new families are learning about the program. There has not been a significant increase as there was last summer when Dolly Parton came to Kansas, but we do see growth month over month.

Library Staff Accolades

Lissa Staley, Community Connections Librarian was recognized as a Library Journal Mover and Shaker (2024) for her work on InReach and Outreach collaborations with our Community Navigator program with the United Way of Kaw Valley. She was selected in the Community Builder category. The Mover and Shaker awards are competitive with a rigorous selection process. Lissa joined the library as a librarian in 2001 and from day one has been integral to our success and to a lot of the success of the Topeka and Shawnee County community. Included after my board report is the Library Journal announcement for Lissa. Five Topeka library staff have been recipients of this prestigious award since its inception (Dennis Wilson, 2004, Gina Millsap, 2007, David Lee King 2008, Marie Pyko, 2012 and Lissa Staley, 2024).

Presentations/Interviews

Annual Thank You Volunteer Breakfast- April 23, 2024

Presented the Strategic Plan 2024-2029 at the annual volunteer breakfast. Over 50 volunteers who work in the Booktique, book sorting, online sales, quarterly book sales, and Learn and Play Bus, attended. The group asked good questions and were excited about the plan. Kari Zimmerman, Volunteer Coordinator hosted a wonderful event as she always does. It is a wonderful opportunity for volunteers to meet, mingle and learn together.

Digital Opportunity Connecting Kansans Program (Dock Grant) Level Up Shawnee County- digital skills training program

In February, the Library Foundation in concert with the library prepared a grant application for funding for the digital skills training on the road program. The Level Up Shawnee County project is designed to mobilize our in library digital skill training classes and take it out to community areas of need. The components of the program include laptops, MiFi devices, a training program, and paid internships for young adults 16-23 to provide classes in community centers, older adult facilities, churches, or other spaces where community members gather and have a

need for strengthening their digital skills.

On May 7, 2024, our team had the opportunity to meet with the Kansas Office of Broadband Development Executive Team to respond to questions about the program focus, implementation, partners and sustainability of the project. We hope to hear about the decision about the grant by the end of June.

Security Benefit meeting- The Library Foundation request for funding support for the Kids Library Remodel Project.

On Tuesday May 7, 2024, Ashley Charest and I presented the Kids Library remodel project and discussed the elements of the project which includes the Pre-K story space, redesign of the Family Zone and aquarium, improvements to the school age spaces and the integration of the Teen collection and activity space in the current David J's area. While the discussion was in concept the project the presentation was well received. We look forward to hearing from their Community Charity committee soon.

Resource and Collaborations

Business Value Calculator- Urban Library Council

Our library is a member of the Urban Library Council, a member-oriented organization of medium and large libraries. It provides a forum for library leaders to share best practices and innovative ideas. The forum provides ideas, knowledge and tools that help library leaders in their work and focus on the community. As such, ULC (Urban Libraries Council) regularly provides tools to benefit libraries in better understanding the needs of a community and measure and quantify the impact libraries have for their community. Using the Business Value Calculator in June 2022, the library has provided \$90,609.87 in value to entrepreneurs and businesses including support for training and education, research services, physical spaces, and technology and equipment. It became our baseline for activity for the Level 2 Tech Center. In March 2024, we calculated our services and resources again. Here are the results: Topeka and Shawnee County Public Library provided:

\$1,532,272.00

In value to entrepreneurs and businesses over the past year, including support in:

- *Training and Education: \$81,025.00*
- *Research Services: \$705,558.00*
- *Physical Space: \$188,050.00*
- *Technology and Equipment: \$557,639.00*

A big thank you to Debbie Stanton, Robert Soria, Shannon Eddings and Scarlett Fisher-Herreman who compiled the data. Included after my board report is a more detailed summary of the services, activities, tools, and spaces that are included in that overall dollar amount.

New Business

Resolution- Bid for the 2024 Computer Replacement Purchase

Our annual computer purchases this year include new computers for the seven community computer centers and for service desks and staff use. As you recall we are on a four-year rotation for computers to ensure we stay current with our technology needs but continue to be fiscally responsible and within budget. The resolution sheet, staff recommendation and bid tally sheets are included in the packet.

Resolution- Request to Dispose of the Lingo Bookmobile

A resolution to dispose of the Lingo and Bluebird Bookmobiles was presented and approved in June 2015. The intention was to dispose of each vehicle once the new bookmobiles arrived and were put into service. Both new vehicles initially experienced several downtimes which impacted the service, and it was determined to retain the Lingo as a back-up until those issues were resolved. The Lingo served as a backup for all three of the new vehicles for several years and it is now time to retire the Lingo bookmobile and dispose of it.

Professional Activities/Community Contacts

April 15, 2024	Attended the Library Foundation Finance Committee Meeting
April 16, 2024	Attended the Intergovernmental Cooperative Coalition
April 16, 2024	Attended the Capper Foundation Program Services Committee Meeting
April 17, 2024	Attended the Library Foundation Board of Trustees Meeting
April 17, 2024	Attended the Topeka Collegiate Board Meeting
April 18, 2024	Attended the Rotary Club of Topeka Meeting
April 18, 2024	Attended the Library Board of Trustees Meeting
April 23, 2024	Presented at the 2024 Volunteer Thank You Breakfast
April 24, 2024,	Attended the Lockton/Topeka Library Meeting
April 24, 2023	Led the Topeka Collegiate Equity and Justice Committee
April 25, 2024	Met with Fred Willer, Highland Park High School

April 26, 2024 National Issues Forum Institute Board meeting

April 29, 2024 Attended the Capper Foundation Board meeting

April 30, 2024 Attended Lockton/Library meeting

May 1, 2024 Met with Marge Ahearns, Central Topeka Grocery Oasis regarding plans for new store.

May 2, 2024 Attended the Urban Library Council Directors' call

May 3, 2024 Attended Friends of the Kansas Library meeting and presented on advocacy at the local, state, and national level.

May 4, 2024 With the Library Foundation hosted the May the 4th donor cultivation event.

May 7, 2024 Participated in the Dock Grant interview process with the Kansas Department of Commerce.

May 7, 2024 Presented the Kids Library Remodel project with Ashley Charest with the Security Benefit Charity Committee.

May 8, 2024 Attended the Shawnee County Advisory Council meeting with the United Way Kaw Valley.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 05/10/24

Lissa Staley | Movers & Shakers 2024—Community Builders

May 01, 2024 | Filed in [News](#)



Inreach and Outreach

Rather than outreach, Lissa Staley focuses on “inreach,” inviting local agencies into the library to assist patrons with mental health screenings, Medicaid and health insurance information, FAFSA applications, workforce support, family legal and emergency aid, GED classes, and small business mentoring. In collaboration with the United Way of Kaw Valley, she brought in a Community Navigator program, where social work interns and volunteers help residents navigate social services every weekday in Topeka and Shawnee County Public Library’s (TSCPL) dedicated Community Resources office.

Brenda Hough, staff development coordinator at TSCPL, says the Community Navigator project wouldn’t exist without Staley’s tenacity and the trust she has built with community organizations.

Staley also trains staff to use the WellSky Kansas Community Network, a database of healthcare and social service organizations, to connect people to vital community resources. She promotes the database in the community and serves on the advisory panel to ensure that listings are accurate and comprehensive. In



addition, she has represented the library through Heartland Healthy Neighborhoods and Heartland Visioning meetings, Greater Topeka Partnership’s Momentum 2022 strategic planning, and Stormont Vail Hospital’s Patient and Family Partnership Council for Quality and Safety. Addressing community members’ needs also means having meaningful conversations. To that end Staley helped add circulating Conversation Kits to the library’s collection, and incorporates them into programming. These kits contain decks of question cards and interactive games, aimed at a range of ages, to spark dialogue on a variety of interests.

“I want each person to feel seen and validated for their choice to come to the library,” Staley says. “I want every person to know we’re glad they’re here.”

CURRENT POSITION
Community Connections Librarian,
Topeka and Shawnee County Public
Library, KS

DEGREE
 MSLIS, University of Illinois Urbana-Champaign, 2001

FAST FACT
 Staley has written 21 NaNoWriMo first drafts but has never tried to edit or publish her own novels.

FOLLOW
[linkedin.com/in/lissa-staley-3761a341](https://www.linkedin.com/in/lissa-staley-3761a341); [tscpl.org/trivia](https://www.tscpl.org/trivia)

Photo by Michael A. Foley

- public library
- wellness
- social services

Dolly Parton's Imagination Library

April 2024



Total Enrolled
5,987

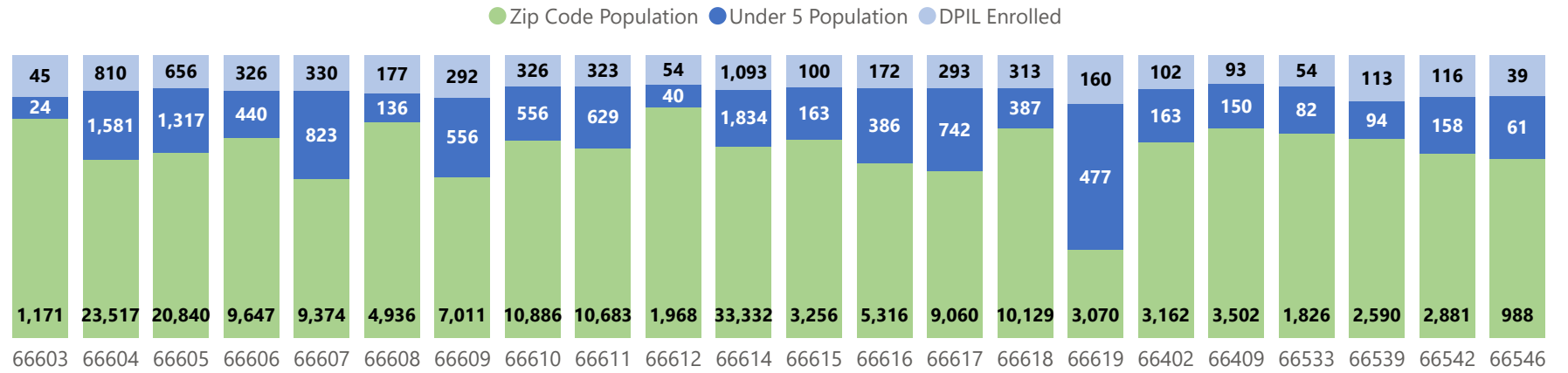


Total Graduated
8,333

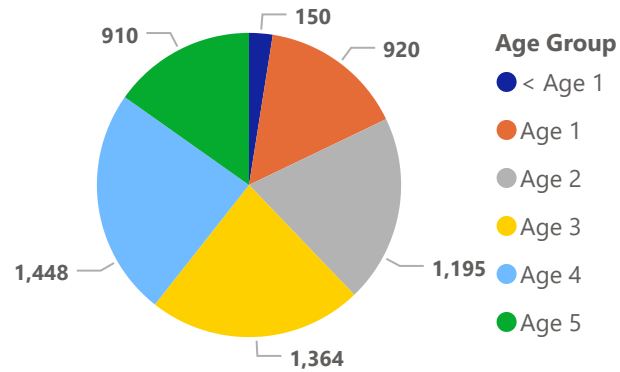
Year, Month

2024 (Year) + April (Month)

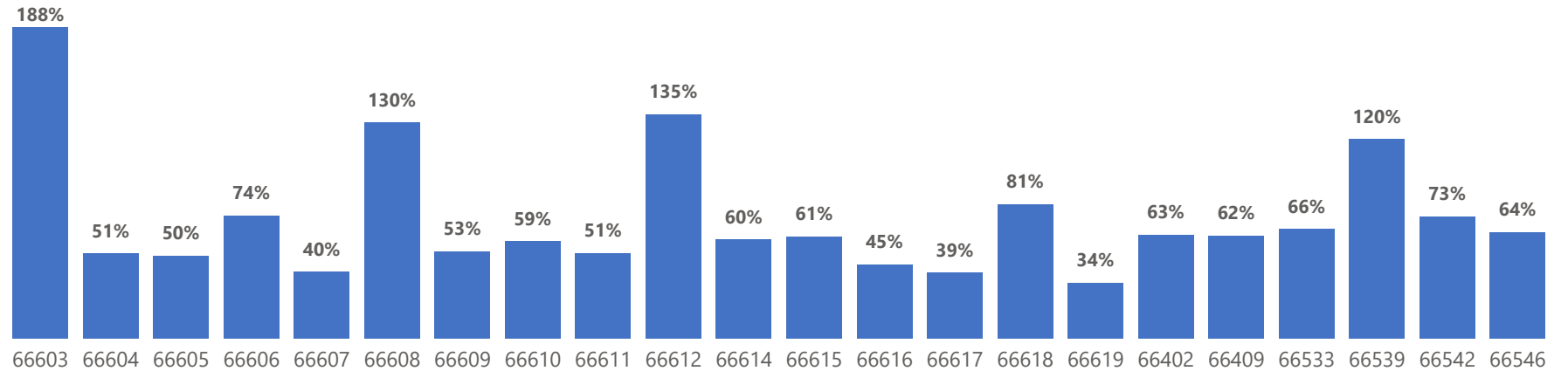
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Urban Library Council Business Value Calculator

YOUR RESULTS At-A-Glance

Topeka and Shawnee County Public Library provided:

\$1,532,272.00

in value to entrepreneurs and businesses over the past year, including support in:

- *Training and Education: \$81,025.00*
- *Research Services: \$705,558.00*
- *Physical Space: \$188,050.00*
- *Technology and Equipment: \$557,639.00*

YOUR RESULTS Detailed Summary

1. Training and Education

Value: \$81,025.00

1.1 One-on-One Consultations: \$11,430.00

Business-related Consultations: \$0.00

Employment-related Consultations: \$0.00

Technology Consultations: \$11,430.00

1.2 Classes and Programming: \$62,500.00

Business-related Courses: \$9,550.00

Professional Development Trainings: \$52,950.00

1.3 External Consultations: \$7,095.00

External Consultants Access: \$7,095.00

2. Research Services

Value: \$705,558.00

2.1 Mailing List Creation: \$46,249.00

Consumer Direct Mail Lists: \$6,987.00

Business Direct Mail Lists: \$39,262.00

2.2 Industry Analysis and Report: \$86,819.00

Industry Reports: \$40,127.00

Marketing Research Reports: \$46,692.00

2.3 Online Platform Subscription: \$133,995.00

Language Learning (Business): \$29,355.00

Linkedin Learning (Lynda.com): \$104,640.00

2.4 Funding: \$51,072.00

Foundation Directory Online: \$51,072.00

2.5 Business Materials and Guidance: \$387,423.00

Print Books: \$367,227.00

Electronic Books: \$20,196.00

3. Physical Space

Value: \$188,050.00

3.1 Meeting Space: \$2,550.00

Meeting Space Use: \$2,550.00

3.2 Coworking Space: \$185,500.00

Public Workspace Use: \$185,500.00

3.3 Entrepreneur-in-Residence/Fellowship Program: \$0.00

Residents/Fellows Benefits: \$0.00

4. Technology and Equipment

Value: \$557,639.00

4.1 Device Access: \$24,120.00

Public Internet Computer Uses: \$24,120.00

Devices Borrowed: \$0.00

4.2 Internet Access: \$224,760.00

Wi-Fi Internet Sessions: \$223,704.00

Wi-Fi Hotspots and Connected Devices: \$1,056.00

4.3 Makerspace: \$1,260.00

Makerspace Use: \$1,260.00

4.4 Office Equipment: \$2,519.00

Photocopier: \$2,086.00

Fax Machine: \$433.00

4.5 Software Access: \$304,980.00

Adobe Creative Cloud: \$292,911.00

Microsoft Office Suite: \$12,069.00

Final Cut Pro Access: \$0.00

Total: \$1,532,272.00

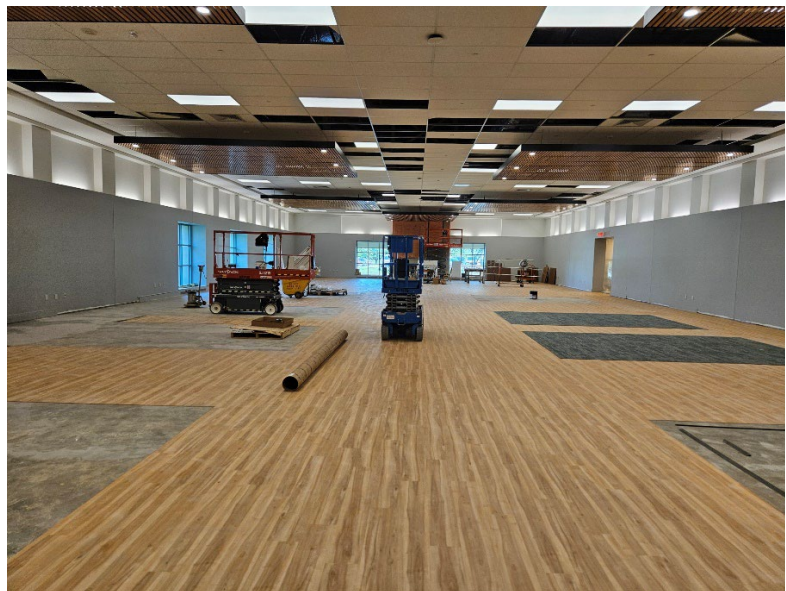
Chief of Staff Report

Thad Hartman

May 9, 2024

Construction Projects

We're in the home stretch on the Readers Lounge project. Flooring is being installed in the east wing this week and the shelving is scheduled to be installed the week of May 13. They will also install the end caps on all of the shelving in both wings. That work should take about a week and then we plan to begin moving the fiction collections back into the east wing the week of May 20. There may be a few finishing touches left to complete after that, but both wings should be open by Memorial Day. It feels like things have come together quickly over the last couple of weeks and the space is really starting to take shape. Once everything is complete and furniture installed, the updated Readers Lounge will be a tremendous upgrade!



Staffing

As you can see in more detail in the reports below, we have been busy filling positions in several different units. With the hiring of Jacob Ziegler as Circulation Supervisor, we are now back to being fully staffed in Management Team.

Unfortunately, our Safety and Security department has recently had one position open up and a staff member who has been out on extended leave. We are in the process of filling the open position and hope to have everyone else back soon. Until then, we've tried to fill open spots with off-duty police officers, but that has not always been possible. In addition, other security staff members have been working extra shifts and occasionally Management Team staff have been filling in to make sure we have

at least two security staff here at all times. A big thank you to everyone who has helped cover these open shifts to help with building safety and security.

Department Highlights

Public Services

Debbie Stanton, Manager

Public Services Strategic Plan Update

Marie, Ashley, Autumn, and I recently had the opportunity to talk with the KS Office of Broadband Development Executive Committee about a grant we're hoping to receive to kick off the digital skills training on the road program that is part of our Digital Equity strategic goal. The committee was very complimentary about the work that our library has done in the past for building digital equity in our community through our computer classes and training and access to technology, and we look forward to expanding that work into the future.

Collaboration Spotlight

We love working with our area School Media Specialists and have the great opportunity this summer to expand our connection with readers specifically in the 501 district by connecting both of our Beanstack reading tracker accounts. Topeka Public Schools added Beanstack this Spring and have had fun pushing out classroom level challenges and building readers in the process. By turning on Beanstack Tandem, any student with a Beanstack account with 501 district can connect that account with their public library account and track reading in both locations. We're hoping this will be a great model for any other area school districts who may want to add Beanstack in the future, so we can continue to celebrate reading across the county.

Public Services

Zan Popp, Supervisor – Learning Experiences

We are happy to announce that Cale Herreman and Jennifer Masters have joined our Learning Experiences Team.



Cale Herreman, originally from Omaha, Nebraska, has worked in teaching, banking, proofreading, and freelance writing. At the Library, he has worked in Circulation and Bookmobile. Outside of work, he enjoys riding his bicycle, singing, and solving puzzles. He and his wife are parents to two wonderful teenagers and several pets.



Jennifer Masters, a Topeka native, brings over 24 years of experience as a credentialed veterinary technician. Prior to joining the library, she held positions at Hill's Pet Nutrition and pursued multiple degrees, reflecting her love of learning. Outside of work, Jennifer enjoys hiking with her dogs and exploring Topeka's lakes. In her new role, she's especially excited to help patrons on their lifelong learning journeys.

Alice C. Sabatini Gallery

"Our Stories" continues to captivate audiences. Over 4,500 visitors have explored Topeka's rich history since February. Positive feedback highlights the exhibit's quality and impact, with comments like "better than most big city museums!" The whole of Robinson Middle School enjoyed a recent visit, and upcoming tours are planned for Highland High and McCarter Elementary.



Our newest exhibit, "In Pursuit of Freedom and Equality," is on display in the library during May. This traveling exhibit, created by The Brown Foundation, explores the fight for equal educational opportunity for African American students in Kansas public schools between 1855 and 1955. The display sheds light on the long struggle that culminated in the landmark *Brown v. Board of Education* decision.

"In Pursuit of Freedom and Equality" serves as a reminder that the pursuit of equal educational opportunity continues today. This exhibit is on display at the Topeka and Shawnee County Public Library until May 31st.

Topeka Room

The Topeka Room continues to be a cornerstone for our community's learning journey. This month, we witnessed several heartwarming interactions:

- A patron with limited computer experience embarked on a family history quest. Together, we navigated Ancestry.com, leading to an emotional discovery of her mother's siblings and grandparents in the 1950s. Her repeated "I'm just blown away!" captured the profound impact of the Topeka Room's resources and guidance.
- A mother and son approached the desk, the young man (around 12) eager to play the piano. Though initially hesitant, witnessing his flawless rendition of Mozart's "Rondo alla Turca" transformed the room into a mini-concert hall. This unexpected moment highlighted the Topeka Room's ability to foster a welcoming space for diverse interests.

These interactions highlight the Topeka Room's role in fostering learning and community connection.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Mover and Shaker

The big news on the Public Services Readers and Resources team is that our very own Community Resources Librarian, Lissa Staley, has been named a Library Journal 2024 Mover and Shaker. This prestigious award is given to library staff around the world who build innovative and creative programming that makes a difference in their community. Lissa's outstanding work with the Community Navigator program connecting library customers with vital community resources is a shining example of her commitment to the Topeka and Shawnee County community. We are so excited that Lissa has received this well-deserved recognition.



TRIO

With FAFSA complications in the national news this spring, it's reassuring to know that our library is hosting a weekly opportunity for people in our community to get assistance completing their FAFSA forms and pursuing their educational opportunities! In April 2024, Melody Lawrence, an Academic Advisor with KU TRIO – Educational Opportunity Centers, met with 24 people, often meeting them in CoLab E in the Level 2 Tech Center on Tuesdays between 1-6 pm to help them navigate this complicated, but essential form for students seeking financial aid.

Book Discussion

The "So Many Books, So Little Time" library sponsored book discussion group has been meeting to discuss well-crafted books on Sunday afternoons since at least 2008. The current facilitator for the group, Deb Ellerbrook has records of discussing *My Sister's Keeper* by Jodi Picoult and *The Speed of Dark* by Elizabeth Moon with them during that first year. The group has consistently met on Sunday afternoons since that time, except for when they went on hiatus during the pandemic. The group's most recent discussion on *Unfollow: A Memoir of Loving and Leaving the Westboro Baptist Church* by Megan

Phelps-Roper was very well attended with a lively discussion, with several members sharing their personal experiences. The camaraderie shared by this group as we bond over books is one of the ways that TSCPL is fostering joy and a place to connect with others in our community.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

New Employee

Rain Pruner-Shultz started just a few weeks back as a part of the Early Child Team in Youth Services. Among the assignments within his new role, he will be driving and providing service in the Kids Library and on the Learn and Play Bus, creating and facilitating regular programming for Wonderful 1s, and sharing storytimes. He came to us with a background that includes education, libraries and bookstores.

He has been a quick study, and we are glad to have him join us.

Connections

Connection happens in all sorts of ways as illustrated by these two examples.

Kids do not always manage their emotions well when gaming, especially if things are not going their way. One of our regulars in suffering a loss, became overly agitated. Staff had him take a break, so that he could re-group, and in doing so recommended that he read something for a few minutes. Three other similarly aged kids from another family heard this and one of them got excited at the idea. The next thing staff knew, all four kids were sitting on or near the storyteller chair with the excited one reading a book aloud to all of them.

As they walked into the Kids Library, a child in a parent-child combo dropped his lollipop. The staff member who saw it jokingly started counting to five as the kid reached for it. They all laughed at the idea of the “five-second rule” with food as the boy put his treat in the trash. About a week later the same folks came in to find the staff member. The interaction had sparked an idea for a needed science fair project. Mom, being a nurse, worked with her son on examining bacteria found on food that sat on various floors for short periods of time. They had come back to the library to share their results. In case you are wondering, do not eat food that drops to the floor.

Librarian Updates

Early Childhood Outreach Librarian

From its initial conception, the Learn & Play Bus has been about building connections and community. Community partners were engaged in brainstorming and discussions about what a mobile early childhood vehicle could be. Those same community partners are still involved with the service. Every month the bus has special visitors from community partners like TARC/Tiny-K, Shawnee County Health Department, Grace Med, and K-State Research & Extension. Community partners share their expertise and time with families. They are a sounding board for questions and an infomercial about local community resources. Recently, a community partner was sharing information about the Expanded Food and Nutrition Education Program, when a question was raised and other resources from that same partner came up. The family walked away with pertinent information about gardening, master gardeners, VITA tax preparation, and 4-H. This picture includes one of our community partners on the floor alongside a family.



Early Childhood Librarian

Call-a-Story, since its beginning in 2020, has continually exceeded my expectations. In our first full year, we had a total of 949 listeners for both English and Spanish stories. In 2021 our total increased to 1065 listeners. 2023 was a banner year with 1783 listeners. This is an average of 148 listeners per month. Our storytellers are stellar. We started with only readers from Youth Services. It has grown to include readers from Technical Services, Adult Services, Maintenance, and Finance. The Spanish listeners exceeded the English listeners almost 2 to 1 in 2023. Call-a-Story allows us to reach people who may not have an opportunity to come into the library. Stories change weekly. Call 785-580-4663 anytime of day and press 1 for English, 2 for Spanish, and 3 to listen to a couple of jokes.

School Age Outreach Librarian

I met earlier this month with Topeka Public Schools Coordinator of Media Services to touch base on what services the library offers and how we execute those services to make sure they are successful for all that we serve, and to discuss needs of the school environment. Part of my position includes making sure that educators are aware of the services that we offer to schools and how these benefit them. I have been meeting with a team every other week for the past three months to discuss several projects that we know we need to prioritize this year. We are refining and articulating the library's high-level goals for how we best serve schools and what strategies we will focus on going forward. This has been an extremely fun and exciting group to be a part of, and I cannot wait to share the future plans with you all!

School Age Librarian

Spring has sprung with fun at TSCPL. The clever theme “Hanging with My Gnomies” proved to be quite popular with our young patrons. We had higher than anticipated turnout for daily programs offered for our customers aged Kindergarten through 5th Grade! Kids enjoyed building and decorating, their own “Gnome Homes” or “Toad Abodes” out of terracotta pots. They created tiny clay gnomes, read books about gnomes and watched the movie “*Gnomeo and Juliet*” on our big screen. Social connections were made during the snail obstacle course, complete with kid and adult sized snail costumes. Reading rocks, and you can always find someone to hang out with at our Library.



Teen Update

Programming in the Edge takes many forms. Recent happenings included experimenting with pom pom shooting catapults during a low-tech day and utilizing reverse drawing techniques during art time.

Program Services

Autumn Friedli, Program Services Coordinator

VITA Tax Assistance

Once the library hosted VITA (Volunteer Income Tax Assistance) through Shawnee County Extension Office from February through April’s tax filing deadline to assist qualifying customers file their taxes. Susan Fangman, Shawnee County Family & Consumer Sciences Agent, stated that the TSCPL location filed 908 returns during the tax season. VITA volunteers helped people filing at the library receive \$1,261,914 in total refunds. This services also saved files a total \$204,300 in tax preparation fees (based on the IRS figure of \$225/return). The library was the busiest site. The library will receive a full report once all the information is gathered.

Summer Reading Kickoff

Mark your calendars for Saturday, June 1st! The library is hosting a fun for all ages celebration to kick off Summer! From 11-1, the parking lot will have various trucks and vehicles, McEachron Elementary Unicycle team, Ad Astra Youth Roller Derby group, Great Plains Balloon Club and more fun! But is that all the fun that is planned? NOPE! In the Claire’s Sunroom will have face painting plus giant Jenga and Connect 4. The Learning Center will have kid fitness demonstrations presented by MyGym. Finally, Switch in Time cover band will be playing music in Marvin 101ABC for those fun seekers that want to beat the heat. As an added bonus – the Gallery exhibit, The Floor is Lava, will be open and ready for kids to experience the volcanic thrills!

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Readers Lounge Completion

We are nearly to the finish line with the completion of the Readers Lounge in the east and west wings. We are working with Library Furniture International (LFI) to install new and existing shelving into the wings. Fiction collections currently located in the North Reading Room and New & Novel rooms will be placed in the east wing during the weeks of May 15th and May 20th. Once the Readers Lounge is complete, we will work to move the new books back into the New & Novel room. It's exciting to be so close to opening these beautifully remodeled spaces.

New Fiction Selector

We have a new collection development professional on the team in Tech Services. Chris Blocker is our new fiction selector. Chris worked in Public Services as a specialist prior to joining the Tech Services team. He's been actively involved in library programming, the Bookmark Podcast, book displays and helping customers discover new books. Chris manages the adult fiction print and Overdrive collections and is the selector for our popular Book Group in a Bag program. We are happy to have him on board and he's doing a fantastic job carting up all the new books you'll want to read.



Access Services

Kelli Smith, Access Services Manager

New Circulation Supervisor

Jacob Ziegler is the library's newest circulation supervisor and started his new role on May 13, 2024. Jacob, along with his peer supervisor Angie Hardy-Foltz, will ensure the circulation department's work aligns with the library's strategic initiatives. He will also join the self-check kiosk and the automated material handling system (AMH) replacement project teams. Jacob began working for the library in 2011 and has worked a variety of circulation positions over the years (shelving assistant, library associate, and interlibrary loan public service specialist). Having worked across multiple positions within the department, Jacob possesses a deep understanding of the team's daily operations, policy and guidelines, and their effects on the library customer experience.

Circulation Service Delivery Chains Project

In preparation of the AMH machine replacement, consultant John Huber will be leading a cross-departmental team with me that will examine various service delivery chains that the AMH is involved with. It is important that circulation procedures run as efficiently as possible as the library expands its reach into the community as we look to implement satellite services and expand other material delivery services. The project objectives are:

1. Create optimal workflows for handling customer book return delivery and holds delivery.

2. Design the physical layout of the circulation workroom around the new AMH system installation and work procedures.
3. Help determine any functional requirements the new AMH system needs to have to support the workflows and workroom design.

Community Services

Patrick Berry, Community Services Supervisor

School Outreach

The team had 36 programs presented as part of our Kansas Connection service we provide to schools. The most requested program was **Life Cycles**, which is a beginning look at how plants and animals grow and change. Students work together to solve the life cycle challenges.

The Adventuremobile

We had over 3,100 checkouts across 9 schools for the month of April. This is up roughly 700 items over the previous month.

Bookmobile

The team saw over 4,700 checkouts for the month of April. This is down roughly 400 items from last month.

@Home Delivery

In April, this team saw approximately 3,200 checkouts. This is down only 100 items from March.

Communications & Marketing

May 9, 2024

Communications & Marketing Team

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

Summer Reading



The library's summer reading program will begin in a few weeks for the families in our community, but the C&M staff have been working on the elements since the beginning of the year. We use a project management platform called Basecamp and it enables us to breakdown each element on a to-do list, store documents and files and connect with the 13 coworkers from bookmobile, gallery, public and youth services, and digital services. To give you an overview of our work we do and includes everything from wordsmithing content to creating commercials, here are some numbers that represent what we do.

52 tasks - Summer Reading webpage – copywriting, designing, updating through the end of the program

21 tasks - Signage (print) - copywriting, designing and installation

12 tasks - Digital Slides cover the 6 event categories of activities

14 tasks - Community promotions – newsletters, community calendars, other

22 tasks - Public Relations and paid advertising - TV interviews, TV advertising (we create the spots) and radio ads

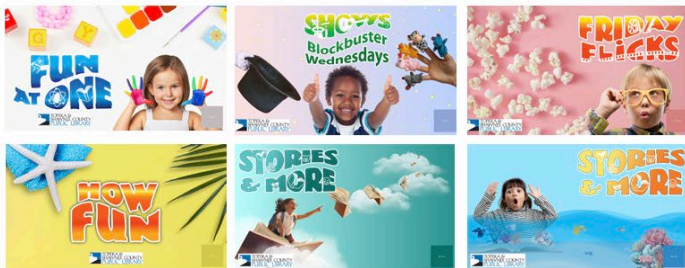
12 tasks - designing the brand for the summer materials and digital platforms that include the Reading Challenge tracker, prize vouchers, award certificate and Curiosity Club cards in print and pdf formats

30 tasks – The Floor is Lava, annual art exhibit for kids

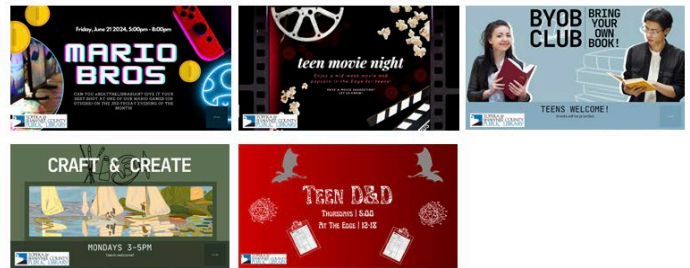
TCALC Students create campaign elements for Summer

Web and graphic design students from USD 501 Topeka Center for Advance Learning & Careers (TCALC) accepted the challenge of designing elements targeting teens for the library's summer reading programs. Karen Watson is an advisor to this area of study at TCALC, and working with instructor Tim Manning, she provided the students with the design elements and information about each activity area. All semester we worked closely with the students – going to the classroom to answer student questions and the students visiting us at the library. Several of the students had not been to the library before. Students toured the library with Kari Zimmerman and the C&M staff. One student even signed up to be a volunteer at the library. There were other visits for students to scout locations and shoot their video work. Next week they will accompany me to do media interviews at WIBW and FOX 43 morning shows to talk about this project. Here are samples of the completed projects.

DIGITAL MONITOR HORIZ (INTERNAL SIGNAGE) BUILT IN CANVA | AUDIENCE = KIDS



DIGITAL MONITOR HORIZ (INTERNAL SIGNAGE) BUILT IN CANVA | AUDIENCE = TEENS



"Summer Western" (vertical)-

Producers: Daniel Gutierrez, Max Tripe, Adrian Soriano

Topeka High School - 11th graders

https://drive.google.com/file/d/14tnM8nTO5NT0-RZE_RRh6AH1BP-XYdxx/view?usp=sharing

"What's Your Favorite Book?" (vertical)-

Producers: Casey Ard, Damian Thompson

Topeka West High School, Capital City High School

11th graders

https://drive.google.com/file/d/1ygLFNIDb3qeUpr0JY_GboXrN6XHOM6BO/view?usp=sharing



Social media at a glance

In March we shared information about our paid advertising on social media, so this month Jayna reports on our top content posts March 10-April 10. (report on next page).

Mid-April to mid-May 2024 had several exciting moments for customers. Besides joining in to tell each other what they are reading (as they always love to do), customers were happy to see: librarian Emily leading a very interested preschool crowd in story time; a crafty club meeting in our sunroom to make fidget aprons; Taylor Swift's new album available on hoopla on the very day it was released; and the news celebrating Lissa's Movers & Shakers award via static post and video interview.

Post insights

Top 10 Facebook posts sorted by Engagement Rate

Showing 10 posts in total

Sorted by Eng. Rate



April 24, 2024 09:27am

What are you reading?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
364	22	3,124	3,067	16.01%	—



April 11, 2024 02:15pm

Preschool Storytime sure is a favorite around here! This morning we read and sang and learned a little about our place in the world. Planet? Earth. Country? United States of America. State? Kansas. City? Topeka. Where are

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
468	78	3,538	3,319	15.66%	—



April 17, 2024 07:30pm

Who's got a hot take about a movie based on a book?

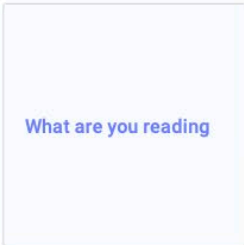
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
460	27	3,786	3,745	14.82%	—



May 1, 2024 12:31pm

We have some exciting news – our own Lissa Staley has been named a Mover and Shaker by Library Journal! This prestigious award recognizes Lissa as a Community Builder. For Lissa, this means connecting community

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
246	265	4,053	3,887	14.26%	—



May 2, 2024 07:30pm

What are you reading?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
330	27	3,750	3,702	12.93%	—



May 7, 2024 10:23am

Community Connections Librarian Lissa Staley received a 2024 Library Journal Mover & Shaker award as a Community Builder. Get to know Lissa and how she connects community members with [resources](#), [educat](#)

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
88	67	1,472	1,460	11.62%	—



April 13, 2024 07:27am

Books. For. Days. Plus movies, music, speciality items and more. Get it all at the Friends of the Library Book Sale today, April 13, 9am-3pm, and tomorrow, April 14, 12-3pm.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
364	58	3,936	3,726	11.10%	—



April 11, 2024 07:31pm

The library offers so many ways to BUILD a foundation of lifelong learning! Topeka Public Schools Parents as Teachers BLOCK Fest is fun time at the library that helps young children explore STEM skills, [creativity](#), [progl](#)

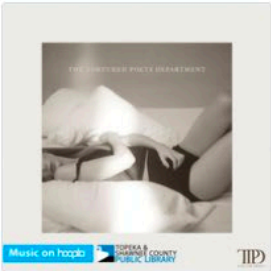
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
143	27	1,566	1,566	10.92%	—



April 14, 2024 09:27am

Have you ever seen a monster truck pulling a zipper? This week, the Kansas Epsilon chapter of Delta Kappa Alpha (a retired teachers sorority) met in Claire's Sunroom to work on a unique project together - [fidget appl](#)

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
272	110	3,901	3,860	10.15%	—



April 19, 2024 12:09pm

Promise to be dazzling... Taylor Swift's latest album, The Tortured Poets Department, is now available for free on hoopla! Whether you're a fan of heart-wrenching ballads or upbeat anthems, there's something for [everyo](#)

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
138	44	1,939	1,877	9.90%	—



Resolution – Bid for Computer Purchases

BOARD OF TRUSTEES

May 16, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$87,451.00 by Century Business Technologies of Topeka, Kansas for the purchase of fifty-one (51) Dell OptiPlex All-in-One computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Computers, with 3-year warranties. Funding for this purchase will be from the General Fund, Digital Services Support line.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On April 12, 2024, the Request for Proposal (RFP) for the purchase of fifty-one (51) Dell OptiPlex All-in-One computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Computers, with 3-year warranties was posted on TSCPL's website as notice to any interested vendor. Proposals were due by 3:00 pm on May 3, 2024 and were opened. Bids were received from eight (8) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$87,451.00 by Century Business Technologies of Topeka, Kansas for the purchase fifty-one (51) Dell OptiPlex All-in-One computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Computers, with 3-year warranties. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2024 Computer Bid Tally

Vendor Location	Century Business Technologies	IT Outlet	IT Outlet (Revised)**	Zones, LLC	Atlas Defense International	Southern Computer Warehouse	Aachen Solutions, Inc.	CDW-G	Archie Supply
	Topeka, KS	Brandon, SD	Brandon, SD	Auburn, WA	Dallas, TX	Marietta, GA	Long Beach, CA	Vernon Hills, IL	Greensboro, NC
Price:									
51 Dell OptiPlex All-In-One 35W Computers	\$ 52,173.00	\$ 74,715.00	\$ 61,200.00	\$ 73,663.38	\$ 71,774.79	\$ 67,315.92	\$ 60,818.01	\$ 56,857.35	\$ 68,654.15
5 Dell Latitude 5540/5550 laptop computers	\$ 5,630.00	\$ 7,875.00	\$ 5,900.00	\$ 9,080.55	\$ 7,163.64	\$ 8,400.30	\$ 7,654.90	\$ 5,129.30	\$ 6,852.18
24 Dell OptiPlex Small Form Factor Plus 7010 Computers	\$ 21,936.00	\$ 32,400.00	\$ 26,400.00	\$ 36,466.56	\$ 34,385.51	\$ 32,050.56	\$ 25,639.44	\$ 20,129.52	\$ 32,890.48
3-year warranty	\$ 7,712.00	\$ -	\$ -	\$ -	\$ 7,242.34	\$ -	\$ 5,567.22	\$ 4,612.23	\$ 6,927.46
Shipping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,176.65	\$ -
Time of Completion	30 days	14-21 days		14 days	30 days	14-21 days	30 days	not provided	
Total Bid	\$ 87,451.00	\$ 114,990.00	\$ 93,500.00	\$ 119,210.49	\$ 120,566.28	\$ 107,766.78	\$ 99,679.57	\$ 88,905.05	\$ 115,324.27

* lowest bid

** IT Outlet sent a revised bid based on updated numbers they received.



Resolution – Request to Dispose of Lingo

Bookmobile

BOARD OF TRUSTEES

May 16, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the disposal of the Lingo Bookmobile. The library will utilize outlets generally available to the public including online resources. The purchaser will be responsible for payment, removal and any shipping charges related to the purchase. It is understood that the vehicle will be sold as is. If the library is unable to sell the Bookmobile, the administration is also authorized to dispose of the property through salvage methods.

Background information:

In June 2015, a resolution was presented at the Board of Trustees meeting to dispose of the Lingo and Bluebird Bookmobiles, as both vehicles were over 20 years old and new Bookmobiles were purchased as replacements. As the two new bookmobiles, the Sherlock and the Alice vehicles, began service they experienced several issues which resulted in needing a third vehicle to serve as a back-up so the continuity of service to our bookmobile customers would not be disrupted. The Lingo Bookmobile served in that capacity and even helped us reach out with hosting mobile hotspots during 2020 when the library building, and the library vehicles were unable to handle the capacity of people due to the pandemic. It is time to dispose of the Lingo bookmobile finally. Due to age, it has experienced significant down time and is no longer necessary. Additionally, there is no space to accommodate the vehicles nor is it cost effective to retain them.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2024												2024	2023	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Net Promoter Score (NPS)																
Monthly NPS	84.1	82.2	84.4	91.4									85.1	86.7	-1.8%	
Monthly # of Responses	64	45	45	35									189	881	-78.5%	
Current NPS	86.4	86.4	86.3	86.4									86.4	86.4	0.0%	
GATE COUNT	35,534	37,478	39,161	39,034									151,207	148,172	2.0%	
CIRCULATION*																
Main Library																
TSCPL Curbside	1,219	907	476	398									3,000	6,723	-55.4%	
Circulation Desk & Renewals	33,412	33,238	37,620	36,197									140,467	161,602	-13.1%	
Interlibrary Loan	1,240	1,106	1,281	1,282									4,909	4,554	7.8%	
Self-Check	41,085	39,420	41,412	38,166									160,083	155,640	2.9%	
Bookmobile	7,455	7,269	7,596	7,865									30,185	26,256	15.0%	
TSCPL@Home	3,198	3,163	3,309	3,207									12,877	13,022	-1.1%	
Red Carpet	4,484	4,168	4,732	4,775									18,159	19,275	-5.8%	
Digital Downloads	61,030	56,066	60,254	58,534									235,884	209,449	12.6%	
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371									5,672	6,154	-7.8%	
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	-	-	-	-	-	-	-	-	611,236	602,675	1.4%	
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577									218,638	235,172	-7.0%	
CIRCULATION DETAILS																
Print Material	59,296	58,395	63,951	61,013	-	-	-	-	-	-	-	-	242,655	244,249	-0.7%	
Audio/Visual Material	27,096	25,429	27,002	24,946	-	-	-	-	-	-	-	-	104,473	114,621	-8.9%	
Adult Materials	48,843	46,201	48,302	46,491	-	-	-	-	-	-	-	-	189,837	209,153	-9.2%	
Children's Materials	28,831	29,446	33,553	30,520	-	-	-	-	-	-	-	-	122,350	115,225	6.2%	
Young Adult Materials	2,484	2,385	2,939	2,756	-	-	-	-	-	-	-	-	10,564	10,041	5.2%	
Red Carpet Materials	6,168	5,745	6,112	6,147	-	-	-	-	-	-	-	-	24,172	24,322	-0.6%	
NEW Patrons																
Topeka / Shawnee County																
Adults	848	866	856	731									3,301	2,581	27.9%	
Children (ages 17 and under)	145	150	160	127									582	659	-11.7%	
Red Carpet Outreach	8	18	6	6									38	68	-44.1%	
NEKL	42	38	61	43									184	169	8.9%	
Non-Resident	1	0	2	3									6	3	100.0%	
Total New Registrations	1,044	1,072	1,085	910	-	-	-	-	-	-	-	-	4,111	3,480	18.1%	
PATRONS DELETED	478	348	718	755									2,299	1,752	31.2%	
Cardholders																
Topeka / Shawnee County																
Adults	66,121	66,929	67,294	67,664									67,664	65,285	3.6%	
Children (age 0 - 17)	15,485	15,518	15,466	15,451									15,451	15,486	-0.2%	
TSCPL @ School	32,898	32,898	32,894	32,958									32,958	28,808	14.4%	
Red Carpet Outreach	1,382	1,403	1,408	1,414									1,414	1,355	4.4%	
NEKL	9,568	9,640	9,775	10,106									10,106	9,501	6.4%	
Non-Resident	98	82	38	48									48	105	-54.3%	
Delinquent	119	127	128	92									92	119	-22.7%	
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	-	-	-	-	-	-	-	-	127,733	120,659	5.9%	

Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785	55,187	55,107									55,107	53,392	3.2%
Student Cardholders	8,177	8,106	8,094	8,130									8,130	8,027	1.3%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237									63,237	61,419	3.0%
Unique Borrowers															
Physical	7,920	7,926	8,320	5,336									14,102	25,019	-43.6%
Digital	10,652	10,454	11,114	9,605									15,161	19,127	-20.7%
Both	1,547	1,412	1,560	849									3,434	6,700	-48.7%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	-	-	-	-	-	-	-	-	25,829	37,446	-31.0%
Holds Satisfied	14,925	12,801	13,068	13,041									53,835	56,883	-5.4%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488									217,559	233,074	-6.7%
COLLECTION															
Materials Added	3,066	2,593	2,990	2,769									11,418	12,429	-8.1%
Materials Discarded	12,114	9,688	2,705	1,471									25,978	13,332	94.9%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	335,065	335,065	335,065	335,065	335,065	335,065	335,065	335,065	340,053	349,625	-2.7%
WEBSITE															
tscpl.org Unique Visitors	36,092	28,310	26,184	27,231									117,817	161,681	-27.1%
tscpl.org Total Visits	57,834	47,144	44,362	46,599									195,939	248,063	-21.0%
catalog.tscpl Unique Visitors	25,006	24,220	29,376	29,838									108,440	80,131	35.3%
catalog.tscpl Total Visits	65,414	56,268	64,313	61,529									247,524	167,059	48.2%
COMPUTER USE															
Public Computer Sessions	6,220	6,873	7,390	7,563									28,046	32,702	-14.2%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57									1:02:49	0:54:42	14.8%
Total Computer Hours	6,705	7,109	7,740	7,809									29,363	29,812	-1.5%
Wireless Sessions	29,289	26,647	25,896	34,916									116,748	124,622	-6.3%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00									0:14:33	0:13:56	4.5%
Total Wireless Hours	6,585	7,183	6,558	7,998									28,324	28,940	-2.1%
TOTAL HOURS	13,290	14,292	14,298	15,807	-	-	-	-	-	-	-	-	57,687	58,752	-1.8%
NOTARY SERVICE	167	242	222	274									905	505	79.2%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	18,632	18,420	-	-	-	-	-	-	-	-	70,810	61,681	14.8%
Media	1,886	1,686	1,741	1,810									7,123	7,688	-7.3%
Call Center	4,069	4,069	3,831	4,123									16,092	17,957	-10.4%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333									8,963	6,077	47.5%
Topeka Room	694	657	703	615									2,669	2,493	7.1%
Gallery	283	99	197	325									904	911	-0.8%
L2TC	6,435	9,152	8,662	8,792									33,041	24,733	33.6%
LibAnswers	579	578	439	422									2,018	1,822	10.8%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257	6,127									23,580	18,410	28.1%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	0	0	0	0	0	0	0	0	94,390	80,091	17.9%
MEETING ROOMS															
Meeting Room Bookings	448	539	528	562									2,077	1,796	15.6%
Team Room Bookings	747	914	970	954									3,585	3,190	12.4%
L2TC Bookings	599	715	741	737									2,792	2,860	-2.4%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127									20,095	18,702	7.4%
TOTAL ATTENDANCE	4,659	5,549	6,190	5,660									22,058	23,075	-4.4%
LEARN & PLAY BUS VISITS	46	92	104										242	529	-54.3%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626									47,951	51,189	-6.3%
Adult Nonfiction	12,779	12,507	13,093	12,876									51,255	61,537	-16.7%
Juvenile Fiction	19,018	19,353	22,162	20,650									81,183	84,211	-3.6%
Juvenile Nonfiction	5,575	5,992	6,889	6,171									24,627	24,100	2.2%
Magazines	696	665	788	801									2,950	3,704	-20.4%
RC Print Materials	6,069	5,636	5,996	6,010									23,711	25,297	-6.3%
RC Realia	99	109	116	137									461	330	39.7%
YA Print Materials	2,473	2,380	2,922	2,742									10,517	11,712	-10.2%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	-	-	-	-	-	-	-	-	242,655	262,080	-7.4%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45									205	102	101.0%
Adult Audiobooks	1,380	1,249	1,421	1,359									5,409	6,489	-16.6%
Adult Music	2,097	2,080	2,169	1,973									8,319	7,920	5.0%
Adult Videos / DVDs	19,304	17,947	18,846	17,856									73,953	75,598	-2.2%
Juvenile Audiobooks	252	220	235	230									937	1,059	-11.5%
Juvenile Music	121	154	127	104									506	804	-37.1%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365									15,097	16,336	-7.6%
YA A/V	11	5	17	14									47	55	-14.5%
AV CIRCULATION	27,096	25,429	27,002	24,946	-	-	-	-	-	-	-	-	104,268	108,261	-3.7%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	-	-	-	-	-	-	-	-	47,951	51,189	-6.3%
Magazines	696	665	788	801	-	-	-	-	-	-	-	-	2,950	3,704	-20.4%
Adult Audiobooks	1,380	1,249	1,421	1,359	-	-	-	-	-	-	-	-	5,409	6,489	-16.6%
Adult Music	2,097	2,080	2,169	1,973	-	-	-	-	-	-	-	-	8,319	7,920	5.0%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	-	-	-	-	-	-	-	-	73,953	75,598	-2.2%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	-	-	-	-	-	-	-	-	189,837	206,437	-8.0%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	-	-	-	-	-	-	-	-	81,183	84,211	-3.6%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	-	-	-	-	-	-	-	-	24,627	24,100	2.2%
Juvenile Audiobooks	252	220	235	230	-	-	-	-	-	-	-	-	937	1,059	-11.5%
Juvenile Music	121	154	127	104	-	-	-	-	-	-	-	-	506	804	-37.1%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	-	-	-	-	-	-	-	-	15,097	16,336	-7.6%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	-	-	-	-	-	-	-	-	122,350	126,510	-3.3%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	-	-	-	-	-	-	-	-	23,711	25,297	-6.3%
RC Realia	99	109	116	137	-	-	-	-	-	-	-	-	461	330	39.7%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	-	-	-	-	-	-	-	-	24,172	25,627	-5.7%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	-	-	-	-	-	-	-	-	10,517	11,712	-10.2%
YA A/V	11	5	17	14	-	-	-	-	-	-	-	-	47	55	-14.5%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	-	-	-	-	-	-	-	-	10,564	11,767	-10.2%
Digital Downloads															
Overdrive	43,322	38,894	42,142	40,433									164,791	142,372	15.7%
Hoopla	16,900	16,237	17,210	17,334									67,681	63,177	7.1%
Flipster	808	935	902	767									3,412	3,900	-12.5%
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	-	-	-	-	-	-	-	-	235,884	209,449	12.6%
Adult ebook Fiction	20,083	17,582	18,705	17,952									74,322	69,109	7.5%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773									15,444	14,793	4.4%
Adult digital audiobooks	24,364	23,040	24,943	24,592									96,939	82,855	17.0%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757									7,655	6,401	19.6%
Juvenile ebook Nonfiction	269	287	310	265									1,131	1,049	7.8%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363									9,455	8,392	12.7%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544									6,482	4,770	35.9%
Young Adult ebook Nonfiction	41	35	41	38									155	107	44.9%
Young Adult digital audiobooks	1,866	1,707	1,916	1,933									7,422	5,564	33.4%

DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	-	-	-	-	-	-	-	-	219,005	193,040	13.5%
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Resolution – Executive Session

**BOARD OF TRUSTEES
May 16, 2024**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at _____ PM for a time not to exceed _____ minutes to discuss legal matters with the Library’s attorney. No action will be taken following adjournment of the Executive Session.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____