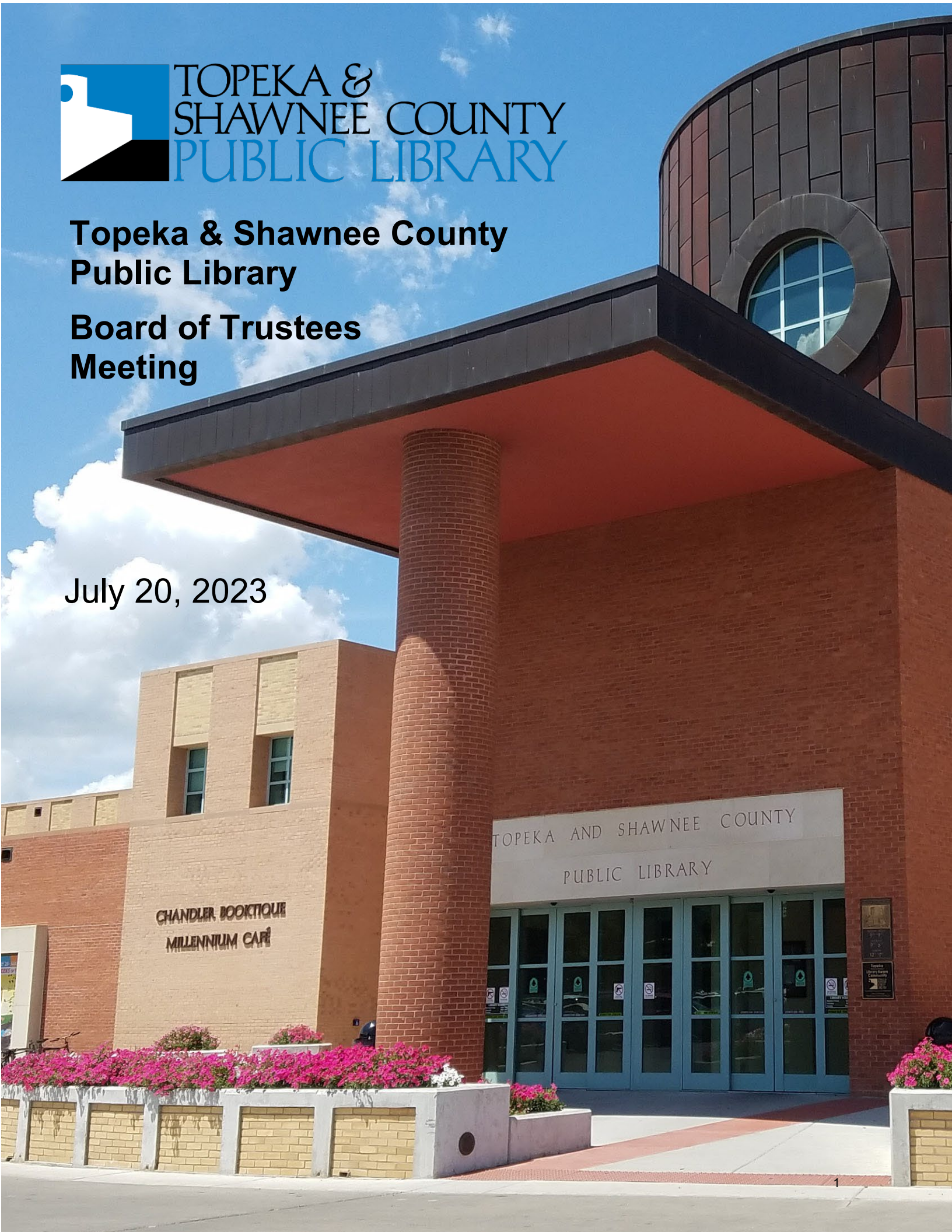


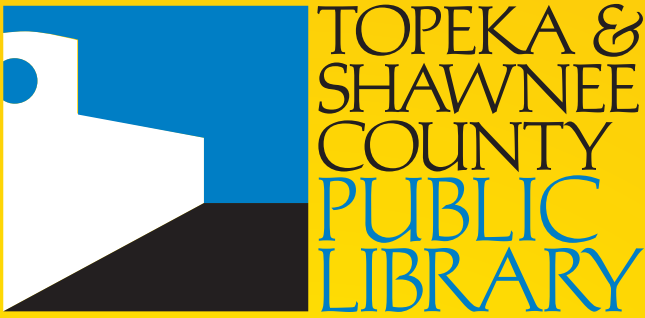


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

July 20, 2023





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





July 20, 2023 – 4:00 pm
Menninger Room and Zoom Meeting
<https://tscpl.zoom.us/j/83606679055>
Meeting ID: 836 0667 9055
Passcode: 617300

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of June 15, 2023, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

**Approval of July 12, 2023, Meeting Minutes of the Board of Trustees
Budget Work Session #2 – [Action Item](#) pg. 8**

Chief Financial Officer’s Report – Kim Strube [pg. 10](#)

Financial Reports

- Treasurer’s Report – Hannah Uhlrig
- Financial Report – [Action Item](#)

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –[pg. 30](#)

Chief Executive Officer Report – Marie Pyko [pg. 32](#)

Chief of Staff Report – Thad Hartman [pg. 35](#)

- Trustee Education – Dock Project – Facilities Manager Chris Cain

New Business

- FY2024 Budget Approval for Publication – [Action Item](#) [pg. 50](#)

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

August 24, 2023

5:00 pm

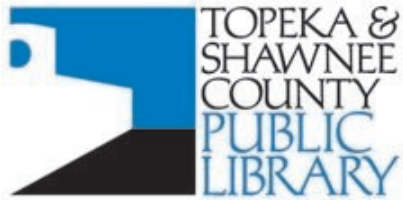
Marvin Auditorium 101C and Zoom meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Board Members Present

Shawn Leisinger – Chair, Hannah Uhlrig – Treasurer, Joan Hicks – Secretary, Beth Dobler, Jim Ramos, Jim Edwards, Liz Post, Jennifer Miller

Board Members Absent

Peg Dunlap – Vice Chair

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 15, 2023, 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

There were no Trustee Advocacy Stories.

Approval of Minutes

On a motion by Joan Hicks, seconded by Jim Edwards, the May 18, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Approval of Minutes of the First Trustees Budget Work Session

On a motion by Jim Edwards, seconded by Beth Dobler, the Meeting Minutes of the First Trustee Budget Work Session were approved.

Motion passed unanimously.

Chief Financial Officer’s Report

Accounting Supervisor Efrain Ruvalcaba gave the Chief Financial Officer’s Report on Kim Strube’s behalf. Ruvalcaba noted no additions to Strube’s report.

Financial Reports

Board Treasurer Hannah Uhlrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for May 2023.

On a motion by Hannah Uhlrig and seconded by Joan Hicks, the Treasurer's Financial Report for May 2023 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton gave the report for the Foundation. Patton shared that the annual report is finished and will be mailed out late next week. The invites for the Wilder Society event in August are currently at the printer and will be mailed in the next couple of weeks. The Foundation fund development committee is moving forward with a donor cultivation event in the fall. Foundation Executive Director Ashley Charest and Development Professional Robin Moser are focusing on improving the employee giving program.

Friends of Topeka and Shawnee County Public Library

Friends of the Library President Christy Molzen shared the Friends are excited to announce that they will again be sponsoring the library's second annual Fall Author Series. This year, the library will welcome mystery author Craig Johnson. Johnson is best known for his Sheriff Walt Longmire series, and copies of some of his books can be found at the Booktique. Molzen asked those in attendance to mark their calendars for Monday, October 9.

The Friends recently awarded scholarships to two Library employees who are pursuing their master's degrees in library science: Katie Simmons is an Outreach Preschool Storyteller and is pursuing their degree from the University of Alabama, and Angie Reed is a Teen Librarian who is finishing up her degree from the Texas Woman's University. Congratulations to both Katie and Angie.

The next book sale is coming up on the weekend of July 21-23. As always, Friday, July 21 from 5-8 will be Friends members only night. Molzen asked those in attendance to encourage their friends to become Friends of the Library and take advantage of the benefit of getting first dibs on the books at each book sale.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on Monday, May 8, 2023.

Leisinger thanked those who were in attendance at the Trustee Budget Work Session. He said the conversation at that meeting was great and good questions were asked. Leisinger encouraged the board to continue to be curious.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko highlighted a couple things from her report. She stated that Ivy Group gave the library a 68-page research report based on a community snapshot, community survey, and staff survey. On May 23, 2023, Ivy Group came to speak to library staff, management team, and the library board of trustees to present the research report and to brainstorm impact areas. Ivy Group took that information and is now putting it together to create a draft strategic plan. Tentatively the plan will be presented at the July 20 board of trustees meeting. Pyko stated

that she and the executive team, with the help of Brenda Hough, held meetings with small groups of staff to discuss the research findings.

Chief of Staff Report

Chief of Staff Thad Hartman stated that Facilities Manager Chris Cain shared with his staff the positive feedback that his team received for the cleanliness of the facility. Hartman thanked Public Services Supervisor Debbie Stanton for compiling his report while he was out of town last week.

Hartman then introduced Statistical Research Analyst Robert Soria to present a statistical review of 2023 to date. Soria presented several key statistics such as door counts, net promoter score, number of active cardholders, and circulation numbers. Soria noted that the numbers show the library has momentum coming out of COVID-19. A few key statistics to note are that door counts have shown a 42% growth over 2022. The library has a net promoter score of 86.2. Soria stated that active cardholders have experienced a 5.4% growth over 2022.

Discussion followed. The Board thanked Soria for his hard work and detailed data presentation.

New Business

Resolution to Open the Library Late August 30, 2023

On a motion by Jim Edwards, seconded by Joan Hicks, the Board of Trustees, Topeka and Shawnee County Public Library, approves the late opening of the library on August 30, 2023, as written.

Motion passed unanimously.

Co-Managed IT

On a motion by Joan Hicks, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid by Premier One as written.

Motion passed unanimously.

Adjournment

On a motion by Jim Edwards, seconded by Joan Hicks, the meeting was adjourned at 5:13 pm.

Next Meeting

July 20, 2023

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/83606679055?pwd=eDI GaHh0MldDbnpYUHkyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Minutes
Board of Trustees Budget Work Session #2
Wednesday July 12, 2023
1:00 pm – 3:00 pm
Menninger Room 206 and Zoom

<https://tscpl.zoom.us/j/89140041985?pwd=bi9PNS9JVHF0M0IxeE9SNVVoZFZoQT09>

Meeting ID: 891 4004 1985

Passcode: 961878

BOARD MEMBERS PRESENT

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Hannah Uhrig – Treasurer, Joan Hicks – Treasurer, Beth Dunlap, Liz Post, Jim Edwards

BOARD MEMBERS ABSENT

Jim Ramos

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief Financial Officer Kim Strube, Chief of Staff Thad Hartman, Chief Human Resources Officer Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Aubrey Conner

CALL TO ORDER

Chair Shawn Leisinger welcomed everyone at 1:02 pm to the second Board Budget Work Session. Chief Executive Officer Pyko introduced the additional documents provided for this session. Chief Financial Officer Kim Strube reviewed the agenda for the meeting.

Review additional information requests from Budget Work Session #1

Chief Human Resources Officer Jesse Maddox presented a breakdown of positions by department, summary of current staff ages and Topeka and Shawnee County Public Library compensation plan percentage.

Discussion followed.

Chief of Staff Thad Hartman reviewed the proposed 10-20-year Facilities Master Plan. A document was provided to Trustees outlining infrastructure projects and other facilities projects happening over the course of the next 10-20 years.

Discussion followed.

Chief Financial Officer Kim Strube discussed the revenue neutral rate when residential property tax is maintained at the 2023 level. She presented some figures to the Trustees.

Discussion followed.

Review updated information for property valuations and other key expenditures for the budgeted funds: General, Employee Benefit and State Aid

Chief Financial Officer Kim Strube reviewed the budget as presented.

Discussion followed.

Review proposed documents to be published: Revenue Neutral Rate, Notice of Hearing and Budget Summary, Notice of Budget Hearing

Strube provided an overview of the revenue neutral budget rate, notice of hearing and budget summary, and notice of budget hearing.

Discussion followed.

Adjournment

The meeting was adjourned at 2:30 pm.

August Meetings

Board of Trustees Meeting

August 24, 2023 5:00pm

Marvin Auditorium 101C/Zoom Meeting

Revenue Neutral Rate Hearing

August 24, 2023 5:30pm

Marvin Auditorium 101C/Zoom Meeting

Annual Budget Hearing

August 24, 2023

Immediately following the Revenue Neutral Rate Hearing

Marvin Auditorium 101C/Zoom Meeting

*Subject to change without notice

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund and the NEH Expendable Fund are 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 50% of the budget year completed, 87% of the budgeted revenue has been received and 43% of the approved budget has been expended/encumbered. This compares to 2022 in which 91% of the budgeted revenue had been received and 46% of the approved budget had been expended/encumbered.

The third tax distribution for 2023 was received June 2nd as scheduled. The total received for the General Fund was \$5,342,998.64. The percentage of the ad valorem tax budget collected year-to-date is 92% compared to 96% in 2022. The percentage of year-to-date motor vehicle tax collected is 36% which is the same at this point in 2022.

Employee Benefit Fund – Page 6

With 50% of the budget year completed, 87% of the budgeted revenue has been received and 40% of the approved budget has been expended/encumbered. This compares to 2022 in which 91% of the budgeted revenue had been received and 38% of the approved budget had been expended/encumbered.

The June 2nd tax distribution totaled \$1,392,464.99. The percentage of the ad valorem tax budget collected year-to-date is 92% which is the same at this point in time in 2022. The percentage of year-to-date motor vehicle tax collected is 36% which is also the same at this point in 2022.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$5,390,590.

Debt Service Fund-Bond & Interest – Page 7

The June 2nd tax distribution totaled \$1,250.28. The bond and interest levy is 0.000, however motor vehicle taxes and delinquent taxes will continue to trickle in during the year.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual maintenance for event scheduling software	\$32,892.00	Communico LLC
Approved operating budget	Annual service agreement for access control equipment and software	\$19,958.00	Cam-Dex Security Corp.
Approved operating budget	Annual elevator inspection/certification	\$15,420.00	TK Elevator Corporation
Approved operating budget	Annual renewal of Office 365 licenses for staff	\$11,508.90	Black Diamon Solutions, Inc.
Approved operating budget	Annual SmartLocker lease	\$15,965.43	Bibliotheca LLC
Library Materials	Juvenile fiction & nonfiction books	\$7,000.00	Ingram Library Services
Library Materials	Hoopla	\$35,988.61	Midwest Tape LLC
Library Materials	Newspaper database annual subscription	\$11,632.11	Proquest LLC
Library Materials	Adult nonfiction books	\$5,500.00	Ingram Library Services

Other Items:

- Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2024 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Revenue Neutral Rate Hearing" and the "Notice of Budget Hearing" proposed for 5:00 pm on August 24, 2023 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

[Board of Trustees Meeting Agendas & Packets - Topeka & Shawnee County Public Library \(tscpl.org\)](https://www.tscpl.org/Board-of-Trustees-Meeting-Agendas-&-Packets).

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

6/30/2023

	<u>Balance 1/1/2023</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 6/30/2023</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 5,322,622.64	\$ 13,736,211.89	\$ 7,128,798.88	\$ 11,930,035.65
Employee Benefits	1,963,139.59	3,610,376.86	1,933,076.19	\$ 3,640,440.26
Capital Improvement	5,275,079.91	115,510.10	-	\$ 5,390,590.01
Bond & Interest	-	1,319.08	-	\$ 1,319.08
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	49,186.93	-	\$ 49,186.93
Federal, State & Local Grants	3,649.47	-	3,605.44	\$ 44.03
Other Special Revenue	597,620.31	10,555.17	97,268.48	\$ 510,907.00
Permanent Funds	299,808.78	(48,523.69)	-	\$ 251,285.09
Totals	<u>\$ 13,461,920.70</u>	<u>\$ 17,474,636.34</u>	<u>\$ 9,162,748.99</u>	<u>\$ 21,773,808.05</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 621,428.32
Restricted Funds-CoreFirst Bank-Checking	511,268.03
Capital Improvement Fund-VisionBank-Money Market Account	5,390,590.01
Cash on Hand	3,063.05
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	2,088,281.65
Municipal Investment Pool - 30-day Fixed	13,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 21,866,136.15</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	6,461.76
Less Payroll Deduction and Employer Benefit Liabilities	8,570.39
Less Outstanding Checks	77,295.95
	<u>\$ 21,773,808.05</u>

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

6/30/2023

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 5,322,622.64	\$ 13,736,211.89	\$ 721,056.89	\$ 6,407,741.99	\$ 11,930,035.65	\$ 1,067,562.40	\$ 10,862,473.25
Employee Benefit Fund	1,963,139.59	3,610,376.86	-	1,933,076.19	3,640,440.26	16,046.00	3,624,394.26
Capital Improvement Fund	5,275,079.91	115,510.10	-	-	5,390,590.01	-	5,390,590.01
Bond & Interest Fund	-	1,319.08	-	-	1,319.08	-	1,319.08
Non Major Governmental Funds							
State Aid Fund	-	49,186.93	-	-	49,186.93	-	49,186.93
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,680.49	16.27	-	-	10,696.76	-	10,696.76
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	2,470.61	(2,470.61)	708.91	(3,179.52)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.41	0.06	-	-	31.47	-	31.47
Friends	159,733.11	198.92	344.70	33,343.22	126,244.11	2,584.52	123,659.59
Fun Committee	5,483.31	1,023.37	-	-	6,506.68	-	6,506.68
Gallery Competitions/Exhibits	36,495.16	55.64	-	-	36,550.80	-	36,550.80
Gifts/Memorials (Undesignated)	347,421.41	7,214.15	20,770.79	30,643.71	303,221.06	-	303,221.06
Hathaway Trust - Library Materials	3,338.66	1,136.81	(9.64)	1,279.12	3,205.99	472.47	2,733.52
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,012.24	873.20	(23.47)	182.97	5,725.94	10.50	5,715.44
Lingo	-	-	-	-	-	-	-
NEH Expendable	8,065.71	6.06	-	7,239.69	832.08	2,800.00	(1,967.92)
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,015.19	6.12	-	-	4,021.31	-	4,021.31
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	8.75	-	-	5,757.13	-	5,757.13
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.46	0.06	-	-	36.52	-	36.52
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,194.43	3.34	-	-	2,197.77	-	2,197.77
Youth Services	8,905.66	12.42	476.59	550.19	7,891.30	69.95	7,821.35
<i>Permanent Funds</i>							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
TOTALS	\$ 13,461,920.70	\$ 17,474,636.34	\$ 746,221.30	\$ 8,416,527.69	\$ 21,773,808.05	\$ 1,090,254.75	\$ 20,683,553.30

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

6/30/2023

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2023</u>
				50.0%
Ad Valorem Property Tax	\$ 13,939,037.00	\$ 12,820,642.13	\$ (1,118,394.87)	92%
Revitalization Rebates	(119,110.00)	(124,308.96)	\$ (5,198.96)	104%
Back Tax	-	129,069.38	\$ 129,069.38	N/A
Motor Vehicle Tax	1,557,671.00	562,900.57	\$ (994,770.43)	36%
Recreational Vehicle Tax	17,297.00	6,495.43	\$ (10,801.57)	38%
16/20 M Vehicle Tax	5,960.00	6,928.74	\$ 968.74	116%
In Lieu of Tax	35,897.00	42,511.55	\$ 6,614.55	118%
Watercraft Special Tax**	8,729.00	-	\$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	46,219.05	\$ (7,320.95)	86%
E-Rate Reimbursement	19,329.00	-	\$ (19,329.00)	0%
Miscellaneous Revenue	3,000.00	15,471.60	\$ 12,471.60	516%
Miscellaneous Revenue - Recyclg	-	177.90	\$ 177.90	N/A
Salary Refunds-Foundation	100,678.00	37,267.60	\$ (63,410.40)	37%
Salary Refunds-Friends	33,155.00	17,158.83	\$ (15,996.17)	52%
Salary Refunds-Shawnee Cty	20,151.00	12,619.09	\$ (7,531.91)	N/A
Vending Machines	2,000.00	586.01	\$ (1,413.99)	29%
Overdue Fees*	15,000.00	13,262.35	\$ (1,737.65)	88%
Debt Collect	-	60.00	\$ 60.00	N/A
ILL Fees	100.00	115.81	\$ 15.81	116%
Mailing Fees	100.00	8.33	\$ (91.67)	8%
Non Resident Card Fee	340.00	425.00	\$ 85.00	125%
Obituary Fees	350.00	45.00	\$ (305.00)	N/A
Meeting Room Charges	1,200.00	100.00	\$ (1,100.00)	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	20,000.00	148,456.48	\$ 128,456.48	742%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,973,704.00	-	\$ -	N/A
TOTALS	<u>\$ 18,713,678.00</u>	<u>\$ 13,736,211.89</u>	<u>\$ (2,003,762.11)</u>	87%

* 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**

6/30/2023

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					50.0%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,399.93	\$ -	\$ 2,400.07	50%
Salaries-Facilities	670,789.00	310,774.29	-	360,014.71	46%
Salaries-Overtime	10,000.00	3,712.69	-	6,287.31	37%
Salaries-Security	313,379.00	138,652.69	-	174,726.31	44%
Salaries-Shelvers	102,545.00	12,196.07	-	90,348.93	12%
Salaries-Staff	7,705,190.00	3,579,717.29	-	4,125,472.71	46%
Conferences	144,217.00	53,278.61	29,238.84	61,699.55	57%
Staff Internal Dev/Trng - Web Based	15,000.00	6,452.04	426.48	8,121.48	46%
Staff Development & Training	15,000.00	10,879.73	-	4,120.27	73%
Mileage	7,600.00	3,022.73	3,778.03	799.24	89%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	836.75	-	1,663.25	33%
Materials-Periodicals	25,000.00	2,673.75	195.36	22,130.89	11%
Materials-Print/Non-Print <1 YR	730,200.00	303,156.68	23.00	427,020.32	42%
Materials-Print/Non-Print	1,220,380.00	509,600.48	149,273.52	561,506.00	54%
OPERATIONS:					
Art Purchases	8,000.00	620.00	2,645.00	4,735.00	41%
Cataloging and ILL Services	102,700.00	88,179.76	8,820.24	5,700.00	94%
Contracted-Digital Services	548,252.00	386,746.50	27,642.28	133,863.22	76%
Contracted-Facilities	301,700.00	155,717.12	96,102.92	49,879.96	83%
Contracted-Equipment	67,200.00	42,060.48	25,633.05	(493.53)	101%
Contracted-Professional	294,700.00	130,716.95	71,463.22	92,519.83	69%
Contracted-E-Rate Services	1,740.00	-	-	1,740.00	0%
Digital Services Support	464,152.00	63,225.79	8,397.46	392,528.75	15%
Furniture/Equipment	45,000.00	12,435.30	-	32,564.70	28%
Insurance	64,000.00	76,298.00	-	(12,298.00)	119%
Marketing & Communication	61,256.00	33,426.62	13,122.60	14,706.78	76%
Memberships/Dues	30,900.00	17,417.00	462.00	13,021.00	58%
Miscellaneous	5,000.00	2,698.36	-	2,301.64	54%
Payments to Other Libraries	127,238.00	-	-	127,238.00	0%
Postage/Shipping	59,786.00	27,317.14	1,550.39	30,918.47	48%
Printing	110,976.00	6,545.00	1,370.97	103,060.03	7%
Programming	103,480.00	29,585.50	10,723.38	63,171.12	39%
Special Events	-	-	-	-	0%
Special Projects	1,702,500.00	76,833.56	72,766.50	1,552,899.94	9%
Supplies-Facilities	101,920.00	33,161.52	45,420.98	23,337.50	77%
Supplies-Office/Library	93,184.00	22,618.25	4,619.14	65,946.61	29%
Supplies-Processing	46,800.00	26,121.41	1,833.31	18,845.28	60%
Telecommunications	155,064.00	43,291.31	51,508.69	60,264.00	61%
Transfer Out	1,000,000.00	-	-	1,000,000.00	0%
Utilities-Electric	389,526.00	115,203.41	264,442.56	9,880.03	97%
Utilities-Gas	71,007.00	40,312.75	29,083.48	1,610.77	98%
Utilities-Water/Sewage	37,128.00	15,384.67	27,030.16	(5,286.83)	114%
Vehicle-Gas	43,870.00	13,663.66	-	30,206.34	31%
Vehicle-Repair	60,000.00	10,815.13	39,111.94	10,072.93	83%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(6.93)	-	6.93	N/A
TOTALS	\$ 18,713,679.00	\$ 6,407,741.99	\$ 986,685.50	\$ 9,669,251.51	43%

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

6/30/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ 2,973,704.00	\$ 4,415,932.44	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,939,037.00	12,820,642.13	92%
Revitalization Rebates	(119,110.00)	(124,308.96)	104%
Back Tax	-	129,069.38	N/A
Motor Vehicle Tax	1,557,671.00	562,900.57	36%
Recreational Vehicle Tax	17,297.00	6,495.43	38%
16/20M Vehicle Tax	5,960.00	6,928.74	116%
In Lieu of Tax	35,897.00	42,511.55	118%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	46,219.05	86%
E-Rate Reimbursement	19,329.00	-	0%
Fees and Charges	22,590.00	30,074.10	133%
Reimbursements	153,984.00	67,223.42	44%
Transfer In	25,050.00	-	
Interest on Idle Funds	20,000.00	148,456.48	742%
	<u>\$ 15,739,974.00</u>	<u>\$ 13,736,211.89</u>	87%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,806,703.00	4,047,452.96	46%
Other Staff Support Costs	181,817.00	107,076.46	59%
Library Collections	1,978,080.00	965,759.54	49%
Contracted Services	1,316,292.00	1,033,082.52	78%
Digital Services Support	464,152.00	71,623.25	15%
Furniture/Equipment/Art	53,000.00	15,700.30	30%
Payments to Other Libraries	127,238.00	-	0%
Special Projects	1,702,500.00	149,600.06	9%
Utilities & Telecommunications	652,725.00	586,257.03	90%
Vehicles	103,870.00	63,590.73	61%
Other Operating Expenditures	677,301.00	354,284.64	52%
Transfer Out	1,000,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,713,678.00</u>	<u>\$ 7,394,427.49</u>	43%
Prior Year Canceled Purchase Orders		<u>\$ 104,756.41</u>	
Unencumbered Balance 6/30/2023	\$ -	<u>\$ 10,862,473.25</u>	

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

6/30/2023

EMPLOYEE BENEFITS

	<u>2023 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/2023	\$ 1,121,486.00	\$ 1,962,696.59	
Revenue:			
Ad Valorem Property Tax	\$ 3,626,746.00	\$ 3,337,686.78	92%
Revitalization Rebates	(30,991.00)	(32,370.02)	104%
Back Tax	-	31,980.96	N/A
Motor Vehicle Tax	414,748.00	148,471.16	36%
Recreational Vehicle Tax	4,605.00	1,718.60	37%
16/20M Vehicle Tax	1,587.00	1,640.26	103%
In Lieu of Tax	11,684.00	11,064.82	95%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	12,157.43	85%
Refund-Fringe Benefits-Foundation	48,256.00	19,300.54	40%
Refund-Fringe Benefits-Friends	20,829.00	8,041.28	39%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	4,515.63	N/A
Refund FICA	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	5,644.92	N/A
Interest on Idle Funds	5,000.00	60,524.50	1210%
	<u>\$ 4,128,019.00</u>	<u>\$ 3,610,376.86</u>	87%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,503.00	\$ 7,951.00	106%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	286,344.11	43%
Ks Public Employees Retirement Sys	809,090.00	369,726.20	46%
Worker's Compensation	54,000.00	49,344.91	91%
Unemployment Tax	88,948.00	28,308.13	32%
Health/Dental Insurance	3,213,526.00	1,206,854.84	38%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 5,249,505.00</u>	<u>\$ 1,948,925.19</u>	40%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 6/30/2023	\$ -	\$ 3,624,394.26	

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

CAPITAL IMPROVEMENT

Balance 01/01/2023	\$ 5,275,079.91
Revenue:	
Transfer In	\$ -
Interest received	115,510.10
	<u>\$ 115,510.10</u>
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	<u>-</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 6/30/2023	\$ 5,390,590.01

STATE AID

Balance 01/01/2023	\$ -	\$ -
Revenue:		
State Aid	-	49,186.93
	<u>\$ -</u>	<u>\$ 49,186.93</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	<u>\$ 52,000.00</u>	<u>\$ -</u>
Unencumbered Balance 6/30/2023		\$ 49,186.93

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

6/30/2023

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2023	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	1,237.97	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	8.65	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	51.94	104%
	<u>\$ 25,050.00</u>	<u>\$ 1,319.08</u>	5%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 6/30/2023	<u><u>\$ -</u></u>	<u><u>\$ 1,319.08</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 June 30, 2023

Capital Improvement Funds - Community National Bank

\$ 5,390,590.01 at 4.68% (money market account)

Municipal Investment Pool

\$ 2,088,281.65 Operating funds in "overnight pool"*;
available for transfer whenever needed

11,000,000.00 General fund; 30-day 6/14/2023 at 4.58%,
maturity 7/14/2023

2,000,000.00 Employee benefit fund; 30-day 6/14/2023 at
4.58%, maturity 7/14/2023

\$15,088,281.65

* rates vary by day - average June 1 - 30, 2023 was 3.76%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	6/2/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,078.08	-97226
15	21516	0	6/2/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,399.84	-97226
15	21517	0	6/2/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,012.92	-97226
10	21513	0	6/2/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,467.31	-97226
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 47,958.15	-97226 Total
10	21509	0	6/2/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,667.93	-97223
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,667.93	-97223 Total
10	21501	0	6/2/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,616.35	-97219
10	21502	0	6/2/23	PAYCOM PAYROLL LLC	State W/H	\$ 10,786.82	-97219
15	21521	0	6/2/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 256.10	-97219
10	21503	0	6/2/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,554.94	-97219
15	21504	0	6/2/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,554.94	-97219
10	21503	0	6/2/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,105.64	-97219
15	21504	0	6/2/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,105.64	-97219
10	21514	0	6/2/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97219
10	41000	313	6/2/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,160.20	-97219
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,570.16	-97219 Total
10	21501	0	6/15/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,950.99	-97212
10	21502	0	6/15/23	PAYCOM PAYROLL LLC	State W/H	\$ 10,719.31	-97212
15	21521	0	6/15/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 88.25	-97212
10	21503	0	6/15/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,417.81	-97212
15	21504	0	6/15/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,417.81	-97212
10	21503	0	6/15/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,073.52	-97212
15	21504	0	6/15/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,073.52	-97212
10	21514	0	6/15/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,429.53	-97212
10	41000	313	6/15/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,149.81	-97212
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,320.55	-97212 Total
10	21505	0	6/15/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,987.60	-97211
15	21516	0	6/15/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,272.67	-97211
15	21517	0	6/15/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,997.83	-97211
10	21524	0	6/15/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ -	-97211
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 46,258.10	-97211 Total
10	21515	0	6/16/23	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 34,935.70	-97209
15	21515	0	6/16/23	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 172,094.34	-97209

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21515	0	6/16/23	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 896.66	-97209
						\$ 207,926.70	-97209 Total
10	21509	0	6/20/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,667.93	-97201
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,667.93	-97201 Total
10	41000	320	6/16/23	COREFIRST BANK & TRUST	PS5	\$ 499.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 11.43	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	Legal Pads	\$ 44.46	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	pendaflex 5.25 file folde	\$ 53.19	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	pedaflex 3.5 file folders	\$ 47.30	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	medium vinyl 1000 case	\$ 176.85	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	medium nitrile 1000 case	\$ 159.92	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	large nitrile 1000 case	\$ 79.96	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	Lineco pH testing pen	\$ 8.10	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	Bostich QuietSharp sharpe	\$ 19.99	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	X-Acto SchoolPro Sharpene	\$ 34.97	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	5 mil legal size laminati	\$ 115.88	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Bose Soundlink II	\$ 129.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Ergonomic Keyboard	\$ 49.29	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	Post-it flip chart paper	\$ 124.35	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	Melilib phone case	\$ 23.94	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	Katolk dual phone case	\$ 11.90	-97200
10	41000	361	6/16/23	COREFIRST BANK & TRUST	16 inch inner tuber 2 PKG	\$ 11.88	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Craft Sticks- 150 Natural	\$ 2.43	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Jumbo Craft Sticks- Box o	\$ 34.64	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Crayola Crayon Classpack	\$ 60.05	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Crayola Construction Pape	\$ 46.85	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Crayola Ultra-Clean Washa	\$ 83.24	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Crayola Ultra-Clean Washa	\$ 161.00	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Glow Necklace	\$ 22.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Stick Pen Assortment	\$ 42.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Scratch Pet	\$ 24.87	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Paw Print stampers	\$ 23.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Puppy Dog RingToss	\$ 19.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	9x12 Sketch pads	\$ 179.70	-97200

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Switch Accessories Bundle	\$ 32.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Art Supply Kit	\$ 19.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Reverse Coloring Book	\$ 12.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Reverse Coloring Book	\$ 10.79	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Sticker by Number	\$ 12.60	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	18 Colored Ink Pens	\$ 9.79	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	60 Gel Pens	\$ 17.63	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	50 Steel Clip/Hooks	\$ 17.76	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	9x12 Watercolor Paper	\$ 49.64	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	32 Paint Pens	\$ 52.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Rabbit Hole	\$ 19.50	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	DND Dice 20 sets	\$ 29.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Tall Chest	\$ 79.53	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Mouse	\$ 46.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	R- XL Pool Party Decor	\$ 27.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	E - XL Pool Party Decor	\$ 27.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	A- XL Pool Party Decor	\$ 27.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	D- XL Pool Party Decor	\$ 27.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Beach Balls Top Race Gian	\$ 26.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Rainbow 2-person float Me	\$ 50.00	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	9 Pack of flag stakes	\$ 290.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 39.98	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 31.99	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 49.98	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 37.98	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Rainbow Cloud Sprinkler	\$ 54.86	-97200
10	41000	322	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 21.99	-97200
10	41000	310	6/16/23	COREFIRST BANK & TRUST	Flattening service	\$ 27.00	-97200
10	41000	361	6/16/23	COREFIRST BANK & TRUST	15X6.00-6 tire and wheel	\$ 69.88	-97200
10	41000	341	6/16/23	COREFIRST BANK & TRUST	Webinar Training	\$ 325.00	-97200

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended June 30, 2023

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Dell Docks	\$ 2,587.80	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	11x17 white cardstock	\$ 86.94	-97200
10	41000	341	6/16/23	COREFIRST BANK & TRUST	Course Registration Duplicate	\$ 61.25	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Number pad	\$ 8.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	car chargers	\$ 8.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	laptop chargers	\$ 81.00	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	sandwich bags, 100 count	\$ 6.72	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	Comfort Zone 16 Fan"	\$ 84.00	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	GE washer lid lock	\$ 31.99	-97200
10	41000	410	6/16/23	COREFIRST BANK & TRUST	ELV Dimmr LED switch	\$ 179.99	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	32 quart clear gasket box	\$ 66.75	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GreatValue Sandwich bags	\$ 2.24	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Paper Bowls	\$ 3.48	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Candy Scoop	\$ 9.95	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GreatValue Pretzels	\$ 11.20	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GreatValue Peanuts	\$ 14.04	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GreatValue Raisins	\$ 21.40	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GreatValue Marshmallow	\$ 5.60	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Milk Chocolate Chips	\$ 9.88	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GreatValue PintoBeans	\$ 33.84	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Crayola Markers	\$ 18.44	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 2.00	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Pacon Bright Craft Sticks	\$ 14.09	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Scotch Glitter Tape	\$ 5.76	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Yesbay Mosquito Netting	\$ 12.87	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Burpee Pollinator Wildflo	\$ 19.90	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Gorilla Wood Glue	\$ 10.97	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 2.98	-97200
10	41000	310	6/16/23	COREFIRST BANK & TRUST	Blu Ray playback software	\$ 151.18	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	1.5 inch pom pons	\$ 19.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	1 inch pompons	\$ 12.97	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	1/2 inch pompons	\$ 9.80	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	quart size bags	\$ 10.45	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	BabyBear Counters	\$ 33.98	-97200

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Hefty Cups	\$ 17.64	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Craft sticks	\$ 4.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Index Cards	\$ 7.49	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	GardenPaper Pot Kit	\$ 103.69	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Assorted flowerseed pack	\$ 24.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	S & O Blank Cards	\$ 29.11	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	100 BINGO Cards	\$ 8.69	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	BINGO chips	\$ 11.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	BINGO cage & board	\$ 21.29	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Squishy Toys	\$ 13.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Stranger Things Birthday	\$ 22.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Paper Sacks	\$ 9.01	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Cat paper plates	\$ 16.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Dog paper plates	\$ 16.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Sticker Dots	\$ 22.76	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Coloring poster	\$ 21.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Splash Park Puzzle	\$ 18.00	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Donut Puzzle	\$ 13.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Encanto Puzzle	\$ 10.15	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Family Puzzle	\$ 16.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	FashionAngels Stickers	\$ 7.86	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Stickers	\$ 6.29	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Nail Stickers	\$ 4.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Glass Seed Beads	\$ 7.59	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Glass Pony Beads	\$ 9.99	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	1GB USB FLASHDRIVE	\$ 96.88	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	AAA BATTERIES	\$ 30.19	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	EARBUDS	\$ 73.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	usb c to lightning	\$ 11.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	keyboards	\$ 184.90	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	SUPER SPIROGRAPH	\$ 24.63	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	SCRABBLE	\$ 34.86	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	JUEGOAL CHESS & CHECKERS	\$ 25.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	BICYCLE PLAYING CARDS 2 P	\$ 5.29	-97200

Topeka and Shawnee County Public Library
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/16/23	COREFIRST BANK & TRUST	UNO CARD GAME	\$ 10.76	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	CONNECT 4	\$ 12.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	TRIVIAL PURSUIT MASTER ED	\$ 44.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Simon Electronic Game	\$ 9.84	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Essential Oils	\$ 10.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Epsom Salt	\$ 6.64	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	condiment containers	\$ 15.12	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Baking soda	\$ 0.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Paper plates	\$ 12.28	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Pinto beans	\$ 6.88	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Leatherman tool	\$ 359.85	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Clickshare	\$ 1,389.92	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	1 inch circle paper punch	\$ 8.33	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	100 pack scissors	\$ 34.64	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	crayons	\$ 27.71	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	4x4x4 shipping boxes	\$ 21.94	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	washi tape	\$ 26.97	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	glue sticks	\$ 26.72	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	colored cardstock	\$ 17.49	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	mailing envelopes	\$ 18.78	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	green screen	\$ 140.35	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	ipad holder	\$ 44.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	6x6 white envelopes	\$ 11.34	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	glitter heart stickers	\$ 10.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	contruction paper	\$ 6.09	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Gauze	\$ 4.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	alcohol wipes	\$ 9.49	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Bags	\$ 10.95	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Quest 2 Virtual Reality	\$ 379.43	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	MacLocks 6'	\$ 44.88	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Desk Anchor	\$ 23.80	-97200
10	41000	313	6/16/23	COREFIRST BANK & TRUST	2022Audit Filing Fee	\$ 175.00	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Pipe cleaners	\$ 11.37	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Scrapbooking paper	\$ 26.97	-97200

Topeka and Shawnee County Public Library
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Candy bracelets	\$ 47.96	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	gear ring	\$ 26.30	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Logitech Wireless Mice	\$ 251.10	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Wacom Cintiq 16	\$ 2,507.36	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Canon PIXMA TS6420a	\$ 78.61	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Cricut Explore 3	\$ 319.00	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Cricut EasyPress 2	\$ 174.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Car Plug	\$ 8.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Lightning Cables	\$ 8.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	presentation remote	\$ 296.28	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	ipad	\$ 399.00	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 3.02	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	1/2 x 300" Magnetic Tape"	\$ 99.90	-97200
10	41000	420	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 14.95	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Cotton Tote Bag	\$ 307.93	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Tie Dye Kit	\$ 69.08	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Tie Dye Party Kit	\$ 77.36	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Tie Dye Celestial	\$ 70.14	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Bags	\$ 65.70	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Glow Sticks	\$ 19.75	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Bandages	\$ 7.42	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Colorful Journals	\$ 63.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Speciality Crayons	\$ 21.39	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Markers	\$ 20.19	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Brain teasers combo pack	\$ 11.95	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	MasterMind for Kids	\$ 14.45	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Affirmation stickers	\$ 8.90	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Colorful boxes	\$ 88.15	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	reusable gift bags	\$ 127.96	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	180 pack of bubbles	\$ 27.98	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	36 pack of chalk	\$ 19.95	-97200

Topeka and Shawnee County Public Library
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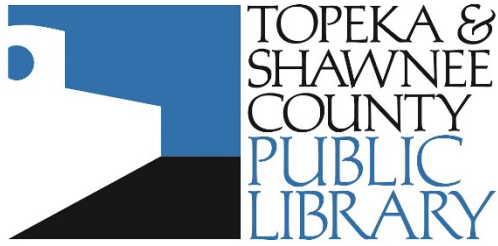
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	6/16/23	COREFIRST BANK & TRUST	HDMI Switch	\$ 79.00	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	keyboards	\$ 242.50	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Tool kit	\$ 172.09	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	HP Tango	\$ 129.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	usb hubs	\$ 119.92	-97200
10	41000	320	6/16/23	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Under payment in May	\$ 0.20	-97200
10	41000	330	6/16/23	COREFIRST BANK & TRUST	Under payment in June	\$ (0.50)	-97200
				<i>Miscellaneous online orders paid by credit card</i>		\$ 17,516.73	-97200 Total
10	21505	0	6/29/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,290.45	-97198
15	21516	0	6/29/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 25,698.21	-97198
15	21517	0	6/29/23	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,048.34	-97198
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 47,037.00	-97198 Total
10	21509	0	6/29/23	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,667.93	-97196
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,667.93	-97196 Total
10	21501	0	6/29/23	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,305.29	-97195
10	21502	0	6/29/23	PAYCOM PAYROLL LLC	State W/H	\$ 12,397.92	-97195
15	21521	0	6/29/23	PAYCOM PAYROLL LLC	State Unemployment	\$ 86.38	-97195
10	21503	0	6/29/23	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,468.15	-97195
15	21504	0	6/29/23	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,468.15	-97195
10	21503	0	6/29/23	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,553.01	-97195
15	21504	0	6/29/23	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,553.01	-97195
10	21514	0	6/29/23	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,304.53	-97195
10	21518	0	6/29/23	PAYCOM PAYROLL LLC	Garnishments	\$ 583.07	-97195
10	41000	313	6/29/23	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,160.06	-97195
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 88,879.57	-97195 Total
10	21512	0	6/1/23	DELTA DENTAL OF KANSAS, INC	EE June Premiums	\$ 2,600.06	99430
15	21512	0	6/1/23	DELTA DENTAL OF KANSAS, INC	ER June Premiums	\$ 9,450.76	99430
15	21512	0	6/1/23	DELTA DENTAL OF KANSAS, INC	Retiree June Premiums	\$ 44.16	99430
						\$ 12,094.98	99430 Total
10	41000	340	6/1/23	GREATER TOPEKA PARTNERSHIP	DEI Summit	\$ 7,500.00	99438
				<i>2023 approved operating budget - staff conferences/training</i>		\$ 7,500.00	99438 Total

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	6/1/23	IT OUTLET INC	Acrobat Pro	\$ 1,305.00	99441
10	41000	310	6/1/23	IT OUTLET INC	Creative Cloud	\$ 13,950.00	99441
				<i>2023 approved operating budget - software support/subscription</i>		\$ 15,255.00	99441 Total
10	41000	310	6/8/23	CAM-DEX SECURITY CORP.	Cam-Dex annual maint	\$ 19,958.00	99464
				<i>2023 approved operating budget - annual software maintenance/support for access control system</i>		\$ 19,958.00	99464 Total
10	41000	310	6/8/23	COMMUNICO LLC	Communico annual subscription	\$ 32,892.00	99470
				<i>2023 approved operating budget - annual software maintenance/support for event management system</i>		\$ 32,892.00	99470 Total
10	23800	0	6/8/23	CYTEK MEDIA SYSTEMS, INC.	Audio/Visual Equipment	\$ 109,568.00	99472
				<i>RFP issued and approved by the Board on August 25, 2022 - upgrade audio/visual equipment in 2nd floor meeting rooms</i>		\$ 109,568.00	99472 Total
10	41000	910	6/8/23	DH LAWN & GARDEN EQUIPMENT LLC	Mower and bagger	\$ 10,347.40	99473
10	41000	910	6/8/23	DH LAWN & GARDEN EQUIPMENT LLC	increase in bagger	\$ 100.00	99473
				<i>2023 approved operating budget - furniture/equipment</i>		\$ 10,447.40	99473 Total
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 60.55	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22.73	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22.73	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22.73	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22.73	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22.73	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 24.09	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22.73	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 196.04	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 1,859.25	99474
10	41000	351	6/8/23	EVERGY	Electric Service	\$ 22,199.93	99474
						\$ 24,620.78	99474 Total
10	41000	301	6/8/23	OCLC, INC.	OCLC cataloging & ILL	\$ 7,195.42	99490
				<i>2023 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,195.42	99490 Total

Topeka and Shawnee County Public Library
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	41000	260	6/15/23	THE CINCINNATI INSURANCE COMPANY	3rd qtr workers comp ins	\$ 11,961.00	99540
10	41000	321	6/15/23	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Prop	\$ 15,161.00	99540
10	41000	321	6/15/23	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Vehicle Ins	\$ 6,194.00	99540
10	41000	321	6/15/23	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Genl Liab	\$ 3,702.50	99540
10	41000	321	6/15/23	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Crime	\$ 788.50	99540
10	41000	321	6/15/23	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Cyber	\$ 172.00	99540
10	41000	321	6/15/23	THE CINCINNATI INSURANCE COMPANY	Installment Fee	\$ 5.00	99540
						\$ 37,984.00	99540 Total
10	23800	0	6/15/23	THE IVY GROUP LTD	Strategic Planning	\$ 9,145.00	99541
					2022 approved operating budget - consulting fees	\$ 9,145.00	99541 Total
15	32850	0	6/15/23	UNITED STATES TREASURY	EIN 48-6028929	\$ 5,010.62	99545
10	41000	313	6/15/23	UNITED STATES TREASURY	EIN 48-6028929	\$ 49.06	99545
					Return funds mistakenly credited to TSCPL for payroll COVID credits	\$ 5,059.68	99545 Total
10	41000	310	6/22/23	BIBLIOTHECA LLC	smartlocker lease agreement	\$ 15,965.43	99549
					2023 approved operating budget - annual software maintenance/support	\$ 15,965.43	99549 Total
10	21512	0	6/29/23	DELTA DENTAL OF KANSAS, INC	EE July Premiums	\$ 2,500.60	99585
15	21512	0	6/29/23	DELTA DENTAL OF KANSAS, INC	ER July Premiums	\$ 9,533.52	99585
15	21512	0	6/29/23	DELTA DENTAL OF KANSAS, INC	Retiree July Premiums	\$ 44.16	99585
						\$ 12,078.28	99585 Total
						\$ 949,234.72	Grand Total



Executive Committee Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhrig – Treasurer

Staff Present

Marie Pyko – Chief Executive Officer, Jesse Maddox – Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on Monday, July 10, 2023, via Zoom, and was called to order at 4:01 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the June 5, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the June 5, 2023, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the June 15, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees July 20, 2023, meeting were reviewed.

Other Items

Chief Executive Officer Marie Pyko shared that Ivy Group’s presentation of the library’s strategic plan has been moved to the September board meeting to provide allow time to make some updates to the draft documents they provided. Pyko shared she will be presenting to the Library Foundation board the preliminary concepts for the Kids Library for consideration of Foundation support in August.

The Second Trustee Budget Work Session will be Wednesday, July 12. The meeting packet was sent ahead of time and the additional requested documents will be sent prior to the meeting.

Pyko shared that Chief of Staff Thad Hartman has asked Chris Cain to speak about the dock project at the July Board of Trustees Meeting. The dock has several drainage issues and waterflow is poor in that area of the facility.

Pyko stated that Trustee Jennifer Miller has resigned from the board and there is an open city appointed position. Once the new trustee is appointed and approved, Pyko will schedule Board orientation. Chair Shawn Leisinger stated that he would be interested in joining the new trustee in the tour of the library and encouraged other trustees who are interested to do the same.

Chair Leisinger thanked Executive Assistant Aubrey Conner for her work on the ALA Annual Conference accommodations and reservations.

No other items were discussed.

Adjournment

On a motion by Joan Hicks, seconded by Hannah Uhlrig, the meeting was adjourned at 4:33 pm.

Next Meeting

August 7, 2023

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER'S REPORT
July 2023

News and Updates

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

Unfortunately, the enrollment numbers were not available in time for my board report. I will include both June and July numbers for the August report.

Although we hope that every book makes it into the mailboxes of registered families, often families move without leaving a forwarding address. For those books that are not able to be delivered we receive the books from the post office. Those books are then distributed to several places that families with young children visit including two Shawnee County Health Department locations, two Topeka Housing Authority communities, two Grace Med locations and the Book Nook at Westridge Mall. Sherry Hess, Early Childhood Coordinator leads the DPIL project in the library and has been integral in finding strong partners for our books to be distributed.

Strategic Plan 2023

We have received the draft plan and are going through several revisions to include areas and update language that more concretely identifies the work for the next 3-5 years. The Ivy Group will present through Zoom the final draft plan at the September Board of Trustees meeting. The strategic plan deliverables include an implementation dashboard which will help the library team set priorities, project manage each goal area and evaluate the impact of each element of the new plan.

Conference and Committee

During the American Library Association (ALA) conference in Chicago, Thad Hartman and I participated in a tour of several Chicago regional libraries. Our interest was to learn more about how other library systems balance space needs, new service initiatives and customer needs. We visited three libraries; the Chinatown Branch which was recently remodeled and incorporated an open floor plan with many windows and outdoor space; the Independence Branch which incorporated a library on two floors and affordable senior housing on four additional floors; the Skokie Public Library which is similar to our library as a stand-alone main building and incorporated significant hands-on learning experiences for all ages. It was interesting to look at three different approaches and how each is strengthening their relationship to their communities.

As a member of the Public Library Association, I have the opportunity to serve on a few committees directly related to our profession- Family Engagement Committee and Advocacy and Strategic Partnership Committee. I have completed my 2nd term with the Family

Engagement Committee with PLA. During my time on that committee, Sherry Hess and I presented three webinars on family engagement and partnerships highlighting the Learn and Play Bus. I am continuing to serve on the Advocacy and Strategic Partnership Committee for a 2nd term. This committee stays on top of current and emerging library issues and develops tools and strategies which can be offered to support library advocacy work at the local level. I continue to appreciate the opportunity to serve on this committee because it is a practical application and information sharing committee where I have the opportunity to hear the challenges and opportunities other libraries are addressing.

Red Carpet Services 50th Anniversary Celebration

We are in the final planning stages for the 50th anniversary celebration of our outreach program for older adults. Red Carpet Services began through the support of the Friends of the Library and library volunteers who delivered to people who were homebound and seven older adult facilities in the 70's and 80's. Over the year the service and need has increased, and we have received national recognition for the service. We have had numerous libraries throughout the country emulate the service developed at our library. Red Carpet Service was the vision of former library director James Marvin and former librarian Jean Tevis who envisioned a service to ensure older adults regardless of access or physical limitations could have a strong, impactful, and lifelong relationship with their library. Today we visit over 50 congregate facilities biweekly and deliver items to over 80 older adults in our homebound service.

Please consider joining us for the Anniversary Celebration on August 25th 2:00-4:00. Vocalist Ashley Young will perform songs for all generations.

Partnerships

Computer Centers at the Shawnee County Parks and Recreation Community Centers

On Friday July 7th, Ashley Charest, Library Foundation Director toured five community centers and the Deer Creek Technology Center as they are one of the ways we extend the library into the community. Each computer center is slightly different dependent on the space available and the foot traffic of the center. The primary use from customers for several of the computer centers was gaming in the summer and a little schoolwork and recreation in the school year. We had the opportunity to speak with each of the activity center leads who enthusiastically spoke of the partnership and how the computers are being used. As we move further into ways to increase our presence in the community and helping to reduce the digital divide, the computer centers will be integral to that plan.

New Business

FY 2024 Budget Approval for Publication

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole. Please see Chief Financial Officer Kim Strube's reports, narrative and notes from the two Board Work Sessions held June 6th and July 12th for additional information. Once the work is complete per state

statute, the Board of Trustees must approve publication of the budget at the July Board meeting. The public hearing and budget approval for FY2024 will occur at the August 24th Board meeting.

Professional Activities/Community Contacts

June 12, 2023	Attended the Capper Foundation Strategic Planning Session
June 13, 2023	Met with Dene' Mosier, Executive Director of Kansas Children's Discovery Center
June 16, 2023	Met with Brad Allen, Executive Director of Lawrence Public Library.
June 19, 2023	Hosted a strategic plan research finding session for library staff.
June 20, 2023	Video Interview for the Topeka Public Schools Foundation 2023 Patron Award to honor BT & Co.
June 21, 2023	Attended the Library Foundation Board of Directors meeting.
June 22 -June 27	Attended the American Library Association Annual Conference in Chicago IL
June 28, 2023	Attended the GTP Equity and Opportunity Advisory Board.
July 3, 2023	Met with Jim Rhodes regarding service model.
July 5, 2023	Met with the Ivy Group to review draft strategic plan, determine next steps and establish timeline.
July 6, 2023	Met with Sonny Scroggins regarding potential program opportunities.
July 7, 2023	Toured all the computer centers at the Shawnee Parks and Recreation Community Centers and THA Deer Creek with Ashley Charest.
July 10, 2023	Met with Tiffanie Beasley, USD 501 School Library coordinator with Scarlett Fisher-Herreman and Paul Brennan.
July 10, 2023	Attended the Board of Trustees Executive Committee meeting.
July 11, 2023	Attended the Friends of the Library Board Meeting.
July 13, 2023	Attended the National Issue Forum Institute Board Meeting.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 7/14/23

Chief of Staff Report

Thad Hartman

July 14, 2023

Dock

Facilities Manager Chris Cain has been working closely with HTK architects to develop specs and an RFP for repairs to the dock related to concrete and drainage issues. Chris will be at the board meeting this month to discuss these issues in more detail in anticipation of the RFP being issued in the coming weeks and a bid recommendation scheduled to be presented to the board in September. This is the major building maintenance project in the 2023 Facilities Master Plan budget.

Readers Lounge

The other major project left in the 2023 Facilities Master Plan is the redesign of the East and West Wings. For the last 9 months a team of Autumn Friedli, Cadie Maas, Christina Callison, Debbie Stanton, Jennifer Jones, Julie Nelson, Miranda Ericsson, Scarlett Fisher-Herreman, and T.J. Troughton have been working to create a service concept for the Wings in what we will be calling the Readers Lounge.

The past few months they have worked with HTK to develop a design based around what we want to accomplish in these spaces. We are nearing a point at which we will have an official draft layout which we plan to present at the board meeting in September, with bids coming to the board in October. I am extremely thankful for this group's hard work and am excited for the final plan.

Department Highlights

Public Services

Debbie Stanton, Manager

Hiring in Public Services

The Public Services department has been busy hiring and onboarding new staff members. Youth Services has three new Specialists and Information & Learning has two new Librarians. Read about the new hires in each team's report! We're also preparing for posting more positions including a Librarian and two part-time Specialists for the Readers team, a Librarian and an Outreach Storyteller for Youth Services team, and a Curator and two Specialists for Information & Learning team. If you know of anyone that would be a good fit for our teams, please share these postings as they come open!

Lower Level Space Assessment

I'm helping lead a library team that is looking at the various staff space needs in the library's lower level. It definitely feels like one big puzzle, but our hope is that by the Fall we'll have a plan in place to: create more efficient workflows through changes to layout of staff spaces and less duplication of functions across the lower level; improve staff morale and sense of well-being with workspace environment enhancements; and move our Youth Services Supervisor closer to her team and open up space in the

Kids Library by relocating her office to the lower level. We have a great group of Supervisors helping on the team and they will be leading subteams to focus on specific areas in the lower level.

Public Services

Autumn Friedli, Supervisor – Readers Services

Readers Services has been extremely busy with a variety of things, just take a look at the Librarian Updates listed below!

Don't forget to join in on Adult Summer Reading this summer! There's still time to complete the challenge. Find out more here: tscpl.org/summer

Mark your calendars for August 21st – 25th! We will be celebrating with 50th Anniversary of the Red Carpet Outreach Service! Be on the lookout for more information, but there will be something fun each day to celebrate with a full blown 50th Anniversary Celebration on Friday afternoon.

Librarian Updates

Deb Ellerbrook, Librarian

Librarian Deb Ellerbrook greatly enjoyed co-leading a team with Librarian Miranda Ericsson that provided summer programming for all ages during the first two weeks of June.

Our theme for the first two weeks was self-care. One program Deb especially enjoyed was bringing in a board-certified Music Therapist – Melissa Gabel – who presented two programs, one for children and their families and one for adults on June 6th.

The children made shaker drums and Melissa led them in a variety of rhythmic activities with their new instruments. We had 54 children and 21 adults enjoy this program.

In the evening Melissa spoke to a group of enthusiastic adults about music therapy. Her presentation included interactive elements such as an exercise where the audience co-wrote a song together to express our feelings. Afterwards audience members remarked that they learned a lot about what music therapy actually is and how it can help them.

Our team also worked to put together a self-care fair, which was on Saturday June 17th. We invited many community partners to come share at this event – Moore's Martial Arts did a demonstration, the Topeka Yoga Network led attendees in meditation sessions, Carolyn White came with one of her therapy dogs, and Kerri Cooper informed attendees Enneagrams. We also had a photo booth, a make your own



spa items station, a self-affirmation activity, information about journaling, essential oils, and more. We had a great turnout and people commented that they wish we did an event like this every year.

Melissa Vincent, Community Impact Librarian

This summer, in collaboration with VIDA Ministry, the library is holding its first Conversational ESL class.

The first class, held on May 31st, had an overwhelming response with enrollment closing with 37 students! Most of the enrollees are beginners, meaning they speak little to no English with 10 students speaking at an intermediate level.

This class, being conversational in format, is divided into small groups where volunteers lead the lesson, which includes reading comprehension, writing, listening and speaking skills. It has been a joy to watch the students' enthusiasm as they learn and progress each week.

The class is held every Tuesday in the Learning Center from 6:30-8 p.m. and will continue through July.

VIDA Ministry director, Consti Garay, is very appreciative of the library, "Thank you so much to the library staff for finding a room for the class. The learning center is a great space." Images from one of the classes are attached.





LaVoyce Ewing, Older Adults Librarian

This month, LaVoyce highlights two of the Red Carpet Delivery staff that have been with the department for quite a long time.



Dave Coleman
Red Carpet/Public Service since 2000

I have been at the Library since January 1999. After spending a year or so working with the Foundation for a little over a year I was encouraged to apply for a opening in the Red Carpet Service. So I have worked there ever since. It was at the time and still is a perfect match for my talents. I think without a doubt it is the day in and day out opportunity to be of service that motivates me. Through the years the buildings have changed . Staff and bosses have changed and the locations I go visit have changed. Expectations have changed and even a lot of the job has changed.

But at it's core working in Red Carpet is still the opportunity to visit and deliver the library to a special population of the county. It is a joy and have met some very incredible people. In some small way I hope I have been able to be an impact on the individuals I have served over the years.



Jim Mosher

I was first employed by the library in 1987 in Periodicals. Soon after I added Special Collections, Topeka Room and Genealogy to the mix, and was happy there for some time. We worked side by side with the Red Carpet staff for quite some time, and I was always impressed and excited with their service.

In the late 90s there were some changes happening in our Adult Services group which gave me some concerns. When a position with Red Carpet became available, I knew that was a good fit. My interview with Marie went well and the rest is history.

We've been able to do many wonderful things for the community. I have long been an advocate for seniors and people with disabilities (long story, but I have experience with Sign Language and Braille). During my time here I have met a great number of interesting and influential people, provided service to a wide range of customers, and have spent time offering therapeutic music to people under hospice care.

It's the people we serve and the chance to make a difference that keeps me going.

Miranda Ericsson, Readers Librarian

On June 6th our library hosted storyteller Priscilla Howe for an evening of laughter and bookish enjoyment. Howe presented a program called "Tricksters and Wise Women" focused on women in folklore and fairy tale. She chatted about her travels and appreciation of diverse cultures, and shared wonderful stories that got the whole room laughing and asking for more. After the presentation, I asked the crowd for their favorite fairy tale retellings, and many books were recommended that led to conversations among readers about their favorites. The event was translated into American Sign Language (ASL) by two talented interpreters. Both were so expressive that attendees approached them afterwards, and a group gathered to discuss ASL, translation, and recommendations for books featuring information and celebration of deaf culture.

The program and presenter were excellent, but the connections and chats between readers and lovers of language was the most memorable part of the evening.

Public Services

Zan Popp, Supervisor – Information & Learning

Brea Black, Art Librarian – Unexpected Friends at the Alice C. Sabatini Gallery

The “Unexpected Friends” summer exhibit continues to be a hit, with over 7,500 visitors coming through our doors.

One of our young visitors could barely contain their excitement and said "Wow! Wow, Mom, LOOK! A cave! That place was AWESOME!" They came in once, left to get books, came back again, left again and came back again. Three visits in one day and they did all the activities every time. One visitor from Minnesota said "This is SO COOL! Why can't all libraries have things like this? I mean, a tarantula den? That is AWESOME!"

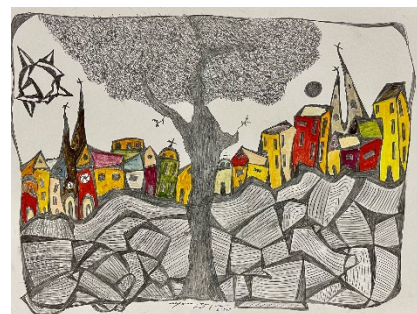


Parents and kids are really enjoying all of the interactive parts of the exhibit. We've had several tic-tac-toe tournaments between family members that have gotten pretty competitive!

Sherry Best, Curator of Collections - Simple Memories of Routine Life

We are partnering with the City of Topeka and the Mexican Consulate of Kansas City to host a Mexican Art Exhibit that coincides with Fiesta Topeka.

The exhibit features work from artist and curator Mauricio Zúñiga. Zúñiga, who's originally from Jalisco, Mexico, lives in Kansas City. His work includes paintings, photography, plastics, and sculptures, and has been featured in galleries and venues in major cities like Albuquerque, Chicago and Kansas City.



The public is invited to view the art and meet the artist during a welcome reception hosted by Topeka Mayor Michael Padilla on Wednesday, July 19 at 5:30 p.m. in the library's Anton Room.

“I’m so excited that Mauricio is bringing his beautiful art to Topeka during our community’s Fiesta Topeka celebration,” said Mayor Padilla. “We know that art tells stories, and there is no one better than Mauricio to help tell the story of the Mexican-American culture – especially during such an exciting time in Topeka. I invite everyone to stop by the library to see the exhibit.”

Sherri Camp, Genealogy Librarian – Juneteenth

June was Juneteenth! Sherri spent time at the Juneteenth Celebration on June 17th with a Library booth. She also spoke to the Sertoma Club about Juneteenth. On June 27 Sherri presented a learning your history program in the Topeka Room.



Todd Smith, Emerging Technologies Librarian – L2TC

There have been some wonderful and rewarding interaction in the Level 2Tech Center this month here are just a few:

- A Ukrainian woman and her young son coming in to print off a pdf of a Kansas DMV handbook in Russian. We use google translate to communicate with each other.
- A retired lady that came in and used the recording studios to record herself promoting a comedy routine for various retirement homes and organizations here in town.
- We helped a retired couple from Mexico apply for a marriage license.
- We recently had a lady use the laminator in the Digital Art studio to make these signs for her kids.



Lissa Staley, Community Connections – Summer Reading Programming

As special summer reading programming, we hosted two Chef Demonstration events to encourage learning through food, fun & conversation with recipes and resources from the Family Dinner Project.

Chef Tricia Peterson of 2Chefs Catering and the Millennium Cafe demonstrated preparing several summer salads and provided samples. Those attending asked questions and shared tips for trying new recipes together. Chef Tricia sent one grandmother home with an extra serving of the Dilled Cucumber Salad because her grandson liked it “and he doesn’t like vegetables!” and another left with ideas of what skills to encourage next with her 9-year-old granddaughter who is interested in baking. (It’s fractions and kitchen conversions!)



All three of the library’s Tech Support Specialists (Andy, Elliot, and Ryan) were instrumental in helping create and implement the video setup to allow everyone in the audience to see our Chef’s hands and knife skills on the big screen, and from a safe distance.

Lissa Staley, Community Connection – TRIO

TRIO Educational Opportunity Center advisor Melody Lawrence is at the library representing TRIO-EOC on Tuesdays from 1:00pm - 6:00pm in CoLab Room E on the 2nd floor to help adults gain new opportunities through education and training.

Melody noted this past month that she has helped more formerly incarcerated individuals with admissions applications, scholarship applications and FAFSA (Free Application for Federal Student Aid), overcoming barriers and getting into post-secondary education including vocational and technical school, community college and university. This June at the library, she had so much interest at the end of the month that she came to the library on two additional days for scheduled appointments, consulting with a total of five people in one week about educational opportunities.

Melody was our pioneer in providing recurring walk-in assistance availability here at TSCPL, beginning 5 years ago, a model which we have since expanded to other non-profit assistance providers. She is delighted to see an increase in referrals recently, and she credits the librarians working as connectors with Mirror, Inc. for some of this success with the recently incarcerated populations. She is also receiving word of mouth referrals from those she has assisted, bringing new folks into the library for these services. Building trust in the community around accessing assistance and gaining more word-of-mouth referrals helps our community members successfully access opportunities to improve their lives, as well as bringing new folks into the library!

Welcome to our newest Librarian, Katie Keckeisen

Katie Keckeisen, Local History Librarian

I was born and raised in Topeka and have been a lifelong library user. I have my bachelor's in forensic anthropology and history from Wichita State University, and my masters in museum professions from Seton Hall University. I most recently worked at the Kansas State Historical Society, where I was the cataloging librarian, but I have also worked for museums in Laramie, Wyoming, and Austin, Texas.

I am an avid baker and cake decorator in my spare time. I love reading and usually have no fewer than three books going at once. I love everything creepy and Halloween-themed. I am currently part of the Humanities Kansas Speakers Bureau and have gone around the state giving my talk about the history of Spiritualism.



Youth Services

LeAnn Brungardt, Youth Services Supervisor

Learn and Play Bus

We are moving, just a little. We are changing storage units for the Learn and Play Bus. We will be in the same general area and with the same landlord, but in a unit that offers a little more maneuvering space. Drivers are excited about the change.

Sherry Hess, Early Childhood Learning Coordinator, brought support agencies back onto the Learn and Play Bus as volunteers. Currently those entities include Grace Med, Parents as Teachers through USD 437 Auburn-Washburn, the Shawnee County Health Department, and TARC. Individual volunteers join us in interacting with families, answering development questions, offering screenings, and fielding concerns.

Book Rich Environment

The Book Rich Environment Initiative is a collaboration that provides diverse, high-quality books to children and families living in HUD-assisted housing, with the goal of improving literacy outcomes. We work alongside the Topeka Housing Authority, and United Way of Kaw Valley through the summer months to distribute books at events. We attended a summer kick off at Pine Ridge and a cookout at Deer Creek so far. We will also take part in the mid-summer spike event on July 14, weather permitting, at the Zoo. It not only reaches THA families with books, but with summer food service programs and a zoo experience. Then in August we put the reading in the Read and Ride event where kids hop onto new to them bikes and hit several reading stops.

Departing Staff

Kid Librarian, Natalie Moreland, will be taking a position through USD 345, Seaman as a school media specialist. Her last day with us will be August 4. Natalie started at the library as a Shelving Associate in June of 2012. We are wishing her the best in her new adventure.

New Staff



Emily Bays

She is a published author and an amateur archery instructor. Emily's favorite place on earth is St. Stephens Green in Dublin, Ireland. Her favorite things are her niece, her nephew and her cat, Luna. Emily is a Kid Specialist.



Andrew Ross

"I spent the last 12 years working in the youth mental health field through Family Service and Guidance Center. "Nerd" is probably an apt catch-all term for me. I enjoy video games, board/card games, comic books and table-top roleplaying games as some of my hobbies. As it's summer, I'm currently indulging my baseball fandom as well. My travel goal is to visit all 30 MLB stadiums." Andrew is a Teen Specialist.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Department

We are pleased to announce that we have two new faces joining our department, **Maegan Hepburn** and **Skylar Travis**. Maegan is transferring over from our Circulation department and Skylar is joining us from outside the organization. We are also pleased to announce that **Dawn Buttery** has moved into a Public Services Specialist position within the department. All three staff members will join our School Outreach

Focus Team, where they will provide programming for Kansas Connections and services on the Adventuremobile.

Adventuremobile

The Adventuremobile team has been visiting our summer stops and having fun with checking out items and working on crafts with the children.



Circulation Numbers

Last month we saw our highest circulation numbers of the year for both Adventuremobile and Bookmobile services.

Digital Services

David King, Digital Services Director

HTML Notices

If you have a book on hold (or overdue), you might have noticed that the emails you receive from the library have had a facelift! Our library catalog vendor recently updated the email notices software, which means that we can make the emails look much nicer.

Staff Intranet

We are starting to update the library's staff-only intranet website. This site is full of staff information, pointers to HR and Finance forms, and helps keep our library staff up-to-date on all things library.

Top Web Pages for June 2023

1. Summer Reading: 4532 Pageviews
2. Services Page: 3975 Pageviews
3. Library Catalog: 2773 Pageviews
4. Work at the Library Page: 2551 Pageviews

5. Search: 1912 Pageviews
6. About Page: 1461 Pageviews
7. My Account: 1351 Pageviews
8. Get a Library Card: 1318 Pageviews
9. Team Rooms: 1274 Pageviews
10. Bookmobile Schedule: 1002 Pageviews

Social Media Highlights for June 2023

Facebook

- Meet docents from the zoo – reached 7469 people
- Meet a library staffer – reached 5737 people
- Had a fun storytime – reached 5266 people

Twitter

- Fun storytime – 202 impressions
- Learn & Play bus – 122 impressions
- Bookmobile not running – 108 impressions

Instagram

- Meet a library staffer - Ginger – reached 788 people
- Who's excited for summer reading – reached 764 people
- Had an unexpected visitor – reached 697 people

Communications & Marketing Report

July 12, 2023

Communications & Marketing Team

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

Intranet post feature new employees

When someone joins the library, it's sometimes hard to meet and greet our new coworkers because of schedules, outreach job responsibilities and operating in two buildings. To help welcome new employees, Ginger started writing brief staff profiles for the intranet. She asks new employees to tell a little about themselves and their reading, and to answer a couple fun questions. Ginger then creates a featured image placing the new employee on a background related to their answers (a favorite place, hobby or book genre). Several new employees started in late June and early July. She's published eight profiles so far. Other staff have shared positive comments about the posts and are adding comments to the new employee's blog post, like this one:

"I love these staff intros, Ginger - what a treat! Gives us some great connections right up front and a face to put with a name. And your background is awesome. Thank you!" -Elizabeth Phelps

Meet Dora Weber

Posted by Ginger Park on July 10, 2023



Dora started as a shelver a couple weeks ago. I asked Dora a few questions to help us get to know her.

General info about Dora: I am a mother of 5 kids – 1 boy and 4 girls, plus 3 bonus teens (1 boy, 2 girls). My background is in youth education. I started as a daycare teacher. Eight years ago I joined 501 as a preschool para for a year and am now a speech language para.

Book she would like to see turned into a movie: The Magician's Nephew by C.S. Lewis

If Dora could visit any place in the world: If I could travel anywhere in the world, it would be Greece. I love the food and the culture. The islands are beautiful, and I want to see the old churches and architecture.

Types of books she generally reads: I love to read fiction and science fiction young adult novels. I am about to start reading *The Great Divorce* by C.S Lewis and just finished the Narnia series (again).

Libraries are for Everyone campaign



Karen designed the Libraries are for Everyone t-shirts and you have probably seen staff wearing them in the library and when they are out in the community. In fact, they are so popular, we are placing a second order, so if you missed out ordering the first time, contact Karen at kwatson@tscpl.org before the end of July.

The campaign has also been getting noticed on the KSNT-FOX media stations, experiencing a 93-97 percent impression rate for the 15-second spots. That means that they are watching it or not clicking off the message. WIBW began airing the spots on broadcast, website and streaming stations on July 2.

Turn Here for Fun

When the library was being built in the late 1990s, there was also a street lighting improvement project along Washburn Avenue and Lane Parkway that extends from 6th Street south to the Washburn University campus. From 10th Avenue to 11th, there are nine little street pole banners that we use to draw attention to a special event, like the library's 150th anniversary in



2020. Be sure and notice the colorful banners that set the tone for having fun this summer at the library!

Facebook top posts



Come meet docents from the Topeka Zoo EVERY Monday from 10 - 12 in the Alice C Sabatini Art Galle...

Published by Sherry Best · June 17 at 11:15 AM ·

Post Impressions ⓘ	Post reach ⓘ	Post Engagement ⓘ
7,555	7,463	259

Interactions ⓘ

112	23	0	1	0	0

Reactions	135
Comments	1
Shares	9
Other Clicks	49



Saturday, noon-3pm, Henna artist V Heiland will give you unique and memorable temporary body art. She...

Published by Ginger Park · June 29 at 7:00 PM ·

Post Impressions ⓘ	Post reach ⓘ	Post Engagement ⓘ
5,305	5,134	507

Interactions ⓘ

110	46	0	2	0	0

Reactions	156
Comments	16
Shares	17
Other Clicks	284



Meet a library staffer: GR Job title: Circulation associate (greet people, signs them up for library...

Published by Ginger Park · June 16 at 11:19 AM ·

Post Impressions ⓘ

5,732

Post reach ⓘ

5,732

Post Engagement ⓘ

295

Interactions ⓘ



107



19



0



0



0



0



Reactions

126



Comments

9



Shares

1



Other Clicks

138



Resolution – FY2024 Budget-approval for publication

BOARD OF TRUSTEES

July 20, 2023

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2024 budget for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2023												2022 YTD	% Change YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Net Promoter Score (NPS)															
Monthly NPS	84.3	86	78.9	88.4	84.1	89.7								84.1	91.9 -8.5%
Monthly # of Responses	51	57	57	43	44	29								281	770 -63.5%
Current NPS	86.3	86.3	86.2	86.2	86.2	86.2								86.2	86.3 -0.1%
GATE COUNT	36,300	34,452	40,310	37,110	36,461	41,846								226,479	158,937 42.5%
CIRCULATION*															
Main Library															
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509	1,577								9,809	19,439 -49.5%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900	40,280								239,782	202,460 18.4%
Interlibrary Loan	1,209	939	1,350	1,056	1,227	1,270								7,051	7,017 0.5%
Self-Check	45,595	40,053	44,909	25,083	45,147	52,507								253,294	268,382 -5.6%
Bookmobile	6,631	5,790	7,039	6,796	5,421	7,751								39,428	31,901 23.6%
TSCPL@Home	3,388	3,207	3,500	2,927	3,384	3,406								19,812	18,295 8.3%
Red Carpet	4,994	4,576	5,089	4,616	5,101	4,599								28,975	31,324 -7.5%
Digital Downloads	55,686	49,990	52,903	50,870	55,393	54,498								319,340	301,613 5.9%
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635	1,604	1,503								9,261	10,103 -8.3%
TOTAL CIRCULATION	155,149	140,880	158,446	148,200	156,686	167,391	-	-	-	-	-	-	-	926,752	890,534 4.1%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	60,769	53,727	64,525	56,151	60,094	69,508								364,774	352,796 3.4%
CIRCULATION DETAILS															
Print Material	65,568	60,201	72,556	63,755	65,511	75,574	-	-	-	-	-	-	-	403,165	383,996 5.0%
Audio/Visual Material	26,904	24,517	30,057	26,885	29,089	30,468	-	-	-	-	-	-	-	167,920	173,153 -3.0%
Adult Materials	52,264	47,370	56,738	50,065	51,955	53,930	-	-	-	-	-	-	-	312,322	316,972 -1.5%
Children's Materials	30,779	28,685	35,569	31,477	33,110	41,438	-	-	-	-	-	-	-	201,058	186,535 7.8%
Young Adult Materials	2,851	2,561	3,290	3,065	3,295	3,940	-	-	-	-	-	-	-	19,002	16,892 12.5%
Red Carpet Materials	6,543	6,078	6,993	6,013	6,217	6,663	-	-	-	-	-	-	-	38,507	36,544 5.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	752	543	693	593	593	718								3,892	2,744 41.8%
Children (ages 17 and under)	165	126	200	168	190	303								1,152	876 31.5%
Red Carpet Outreach	11	13	17	27	6	7								81	41 97.6%
NEKL	48	33	53	35	56	61								286	503 -43.1%
Non-Resident	2	1	0	0	1	1								5	0 N/A
Total New Registrations	978	716	963	823	846	1,090	-	-	-	-	-	-	-	5,416	4,164 30.1%
PATRONS DELETED	135	83	1,081	453	351	199								2,302	1,232 86.9%
Cardholders															
Topeka / Shawnee County															
Adults	60,506	60,963	60,832	61,101	61,571	62,263								62,263	59,695 4.3%
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061	15,248								15,248	14,809 3.0%
TSCPL @ School	27,796	27,850	27,847	27,858	27,857	27,851								27,851	27,781 0.3%
Red Carpet Outreach	1,259	1,277	1,282	1,312	1,323	1,319								1,319	1,252 5.4%
NEKL	8,615	8,752	8,596	8,733	8,851	8,915								8,915	8,563 4.1%
Non-Resident	102	105	108	108	108	109								109	100 9.0%
Delinquent	92	93	89	93	94	104								104	97 7.2%
TOTAL CARDHOLDERS	113,214	113,921	113,637	114,184	114,865	115,809	-	-	-	-	-	-	-	115,809	112,297 3.1%
Active Cardholders (Savannah)															
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043	52,184								52,184	47,782 9.2%
Student Cardholders	5,151	5,225	5,196	4,793	4,621	4,582								4,582	5,053 -9.3%
TOTAL ACTIVE CARDHOLDERS	53,977	54,502	55,020	55,397	55,664	56,766								56,766	52,835 7.4%

	2023												2022 YTD	Change 22 TO 23%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
Unique Borrowers															
Physical	7,918	7,378	6,244	7,353	7,008	8,550							18,495	23,386	-20.9%
Digital	9,362	9,081	8,681	9,115	9,141	9,464							15,320	17,671	-13.3%
Both	1,442	1,337	1,142	1,345	1,296	1,630							4,555	6,112	-25.5%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	15,123	14,853	16,384	-	-	-	-	-	-	29,260	34,945	-16.3%
Hold Satisfied	15,683	13,273	15,285	12,642	14,713	14,587							86,183	88,110	-2.2%
TOTAL CHECK-IN	58,606	54,105	62,308	58,055	60,058	63,325							356,457	344,293	3.5%
COLLECTION															
Materials Added	2,954	3,009	3,458	3,008	3,720	2,798							18,947	20,407	-7.2%
Materials Discarded	3,426	3,253	3,919	2,734	3,716	3,967							21,015	26,603	-21.0%
TOTAL COLLECTION	354,141	353,897	353,436	353,710	353,714	352,545	352,545	352,545	352,545	352,545	352,545	352,545	352,545	354,613	-0.6%
WEBSITE															
tsopl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877	34,855							236,413	221,664	6.7%
tsopl.org Total Visits	66,457	56,800	64,097	60,709	61,464	57,484							367,011	340,658	7.7%
catalog.tsopl Unique Visitors	19,102	26,553	18,220	16,256	15,664	17,514							113,309	102,418	10.6%
catalog.tsopl Total Visits	43,041	46,248	41,322	36,448	36,027	39,532							242,618	229,468	5.7%
COMPUTER USE															
MIFI Hotspot Data Usage (TB)													0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853	8,074	8,965							49,741	40,542	22.7%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54	0:54:35	0:54:00							0:54:39	0:50:48	7.6%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345	8,144							45,301	34,327	32.0%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555	36,389							193,566	144,948	33.5%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00	0:12:00	0:13:00							0:13:32	0:14:13	-4.7%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629	8,108							43,677	34,329	27.2%
TOTAL HOURS	13,960	14,065	15,529	15,198	13,974	16,252	-	-	-	-	-	-	88,978	68,656	29.6%
NOTARY SERVICE	137	136	128	104	126	150							781	840	-7.0%
REFERENCE QUESTIONS															
Public Services	15,302	13,974	17,391	15,014	16,036	17,973	-	-	-	-	-	-	95,690	54,755	74.8%
Media	2,011	1,685	2,324	1,668	1,895	1,928							11,511	22,917	-49.8%
Call Center	4,656	4,310	5,149	3,842	4,337	3,986							26,280	24,315	8.1%
Stacks/Team RM (New and Novel)	1,506	1,532	1,658	1,381	1,789	2,097							9,963	2,450	306.7%
Topeka Room	559	613	789	532	527	710							3,730	1,474	153.1%
Gallery	232	132	266	281	196	389							1,496	1,320	13.3%
LZTC	5,813	5,350	6,674	6,896	6,929	8,407							40,069	-	N/A
LibAnswers	525	352	531	414	363	456							2,641	2,279	15.9%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461	5,022	7,727							31,159	13,649	128.3%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	19,475	21,058	25,700	0	0	0	0	0	0	126,849	68,404	85.4%

	2023												2023 YTD	2022 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
MEETING ROOMS																
Meeting Room Bookings	388	406	532	470	508	460								2,764	2,441	13.2%
Team Room Bookings	815	776	876	723	805	678								4,673	5,226	-10.6%
L2TC Bookings	663	697	823	677	684	680								4,224	-	N/A
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915	4,357								27,974	17,168	62.9%
TOTAL ATTENDANCE	5,041	5,445	6,848	5,741	6,932	4,387								34,394	19,910	72.7%
LEARN & PLAY BUS VISITS	134	139	120	136	195	146								870	498	74.7%
PROGRAM ATTENDANCE																
Adult - General	1,105	876	1,279	2,012	1,701	2,428								9,401	9,429	-0.3%
Kids - Early Learners	480	531	486	669	554	549								3,269	4,966	-34.2%
Kids - Elementary	432	340	287	143	279	2,107								3,588	5,639	-36.4%
Teens	275	267	80	100	79	95								896	4,033	-77.8%
Unknown	711	412	1,203	2,588	180	3,955								9,049	0	N/A
Outreach	4,073	2,586	2,465	2,496	2,251	2,131								16,002	1,045	1431.3%
TOTAL ATTENDANCE	7,076	5,012	5,800	8,008	5,044	11,265	-	-	-	-	-	-	-	42,205	25,112	68.1%
GALLERY ATTENDANCE	2,413	1,543	2,678	1,564	1,311	6,567								16,076	11,082	45.1%
DOLLY PARTON ENROLLMENT	5,807	5,824	5,837	5,790	5,761									5,761	5,778	-0.3%

	2023												2023 YTD	2022 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
CIRCULATION DETAILS																
Print Material																
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684								77,333	76,112	1.6%
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654	14,829								91,020	91,856	-0.9%
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136								134,755	124,436	8.3%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418								37,166	33,084	12.3%
Magazines	803	796	1,139	966	846	934								5,484	5,188	5.7%
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560								38,000	36,033	5.5%
RC Realia	93	68	82	87	74	103								507	511	-0.8%
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910								18,900	16,776	12.7%
PRINT CIRCULATION	65,568	60,201	72,556	63,755	65,511	75,574	-	-	-	-	-	-	-	403,165	383,996	5.0%
Audio / Visual Material																
MiFi Hotspots	35	24	23	20	23	71								196	206	-4.9%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597								9,783	11,448	-14.5%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074								12,137	13,320	-8.9%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812								116,565	119,048	-2.1%
Juvenile Audiobooks	272	230	305	252	323	356								1,738	1,756	-1.0%
Juvenile Music	221	177	215	191	215	276								1,295	1,237	4.7%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252								26,104	26,022	0.3%
YA AV	17	9	13	16	17	30								102	116	-12.1%
AV CIRCULATION	26,904	24,517	30,057	26,885	29,089	30,468	-	-	-	-	-	-	-	167,724	172,947	-3.0%
Adult Material																
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	-	-	-	-	-	-	-	77,333	76,112	1.6%
Magazines	803	796	1,139	966	846	934	-	-	-	-	-	-	-	5,484	5,188	5.7%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	-	-	-	-	-	-	-	9,783	11,448	-14.5%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	-	-	-	-	-	-	-	12,137	13,320	-8.9%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	-	-	-	-	-	-	-	116,565	119,048	-2.1%
ADULT CIRCULATION	52,264	47,370	56,738	50,065	51,955	53,930	-	-	-	-	-	-	-	312,322	316,972	-1.5%
Juvenile Material																
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	-	-	-	-	-	-	-	134,755	124,436	8.3%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	-	-	-	-	-	-	-	37,166	33,084	12.3%
Juvenile Audiobooks	272	230	305	252	323	356	-	-	-	-	-	-	-	1,738	1,756	-1.0%
Juvenile Music	221	177	215	191	215	276	-	-	-	-	-	-	-	1,295	1,237	4.7%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	-	-	-	-	-	-	-	26,104	26,022	0.3%
JUVENILE CIRCULATION	30,779	28,685	35,569	31,477	33,110	41,438	-	-	-	-	-	-	-	201,058	186,535	7.8%
Red Carpet Material																
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	-	-	-	-	-	-	-	38,000	36,033	5.5%
RC Realia	93	68	82	87	74	103	-	-	-	-	-	-	-	507	511	-0.8%
RED CARPET CIRCULATION	6,543	6,078	6,993	6,013	6,217	6,663	-	-	-	-	-	-	-	38,507	36,544	5.4%
Young Adult Material																
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	-	-	-	-	-	-	-	18,900	16,776	12.7%
YA AV	17	9	13	16	17	30	-	-	-	-	-	-	-	102	116	-12.1%
YOUNG ADULT CIRCULATION	2,851	2,561	3,290	3,065	3,295	3,940	-	-	-	-	-	-	-	19,002	16,892	12.5%
Overdrive	37,886	33,441	36,136	34,909	37,303	37,770								217,445	208,291	4.4%
Hoopla	16,568	15,614	15,865	15,130	16,965	15,904								96,046	85,959	11.7%
Flipster	1,232	935	902	831	1,125	824								5,849	7,363	-20.6%
DIGITAL DOWNLOADS	55,686	49,990	52,903	50,870	55,393	54,498	-	-	-	-	-	-	-	319,340	301,613	5.9%
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447	17,716								104,272	103,747	0.5%
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675	3,455								21,923	21,646	1.3%
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239	21,944								127,038	108,093	17.5%
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608	1,546								9,555	9,745	-1.9%
Juvenile ebook Nonfiction	296	239	269	245	260	223								1,532	1,529	0.2%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293	2,178								12,863	9,468	35.9%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286	1,461								7,517	7,659	-1.9%
Young Adult ebook Nonfiction	28	31	30	18	34	29								170	165	3.0%
Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659	1,744								8,967	7,178	24.9%
DIGITAL CIRCULATION DETAILS	51,697	45,542	48,853	46,948	50,501	50,296	-	-	-	-	-	-	-	293,837	269,230	9.1%