



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

March 20, 2025





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Thursday, March 20, 2025 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of February 20, 2025, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

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

Financial Reports

- Treasurer’s Report – Hannah Uhlrig
- Financial Report – **Action Item**

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Shawn Leisinger

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

Chief Executive Officer Report – Marie Pyko pg. 28

- **Annual Report Presentation**

Chief of Staff Report – Thad Hartman pg. 60

New Business

- **Resolution - Nominating Committee Appointments – Action Item pg. 72**
- **Resolution - Request to Dispose of the Sherlock Bookmobile – Action Item
pg. 73**
- **Resolution - Computer and Internet Use Policy – Action Item pg. 75**
- **Resolution - Bid for Laptop Purchase – Action Item pg. 79**
- **Resolution - Request for Authorization for Expedited Vehicle Purchase -
Action Item pg. 81**

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

April 17, 2025

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

Jim Ramos, Liz Post, Peg Dunlap, Joan Hicks, Mark Zillinger, Jim Edwards, Shawn Leisinger, Beth Dobler, Hannah Uhrig

Board Members Absent

Fred Patton

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 20, 2025, 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 one person signed up for public comment. Kathy Brown spoke and then the public comment session was closed.

Trustee Advocacy Stories

Vice Chair Peg Dunlap shared that Kerry Onstott Storey passed away on Tuesday morning. She was a friend of the library and served on the board of trustees for four terms. Storey was passionate about reading and the library. Her memorial service will be next week and her obituary will be published tomorrow. She will be missed.

Trustee Mark Zillinger shared that he was able to go to the library's Staff Development Day on February 17. The library had a keynote speaker who did a wonderful job. Zillinger noted that during the awards ceremony he was pleased to see several people celebrating 20-25 years and even 35 years of service. He also appreciated that the library recognizes staff starting at three years of service.

Trustee Liz Post shared that the Kansas Silent Film Festival is coming up. It is a fun event with great musicians. She said it is a great event to attend. Admission is free and the festival takes place February 28 – March 1 at White Concert Hall on the Washburn University campus.

Approval of Minutes

On a motion by Jim Edwards, seconded by Jim Ramos, the January 16, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report. Strube explained that there is a resolution before the board this afternoon for new bank investments. If approved, she will need the Board Chair, Secretary, and Treasurer to sign a document.

Financial Reports

Board Treasurer Hannah Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for January 2025.

On a motion by Hannah Uhrig and seconded by Liz Post, the Treasurer's Financial Report for January 2025 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that the brick sale campaign for Clare's Courtyard is going well. They plan to sell the bricks through March.

DaVee shared that they are looking at candidates for the Foundation Finance and Administration Specialist position.

The Books, Brunch, and Behind the Scenes event on February 2 went wonderfully. It was well received by attendees and the Library Foundation found several new donors and some recurring donors. The next donor event will be September 6.

Friends of Topeka and Shawnee County Public Library

Friends Board President Ruth Nelson shared the Friend's January book sale raised \$7,662.61 which is significantly lower than last January's total of \$9,100. The lower attendance was likely due to several factors, including the KU/K-State game, the Chiefs game and the weather. Their next book sale is April 4 through 6.

The Friends 2024 financials are complete, and they have exceeded their budget expectations by \$29,548 and spent \$20,886 less than anticipated. The Booktique did well and membership was up 47%.

The Friends of the Library are thrilled to announce that acclaimed American novelist and crime writer William Kent Krueger will be coming to the library on Wednesday, April 16. Krueger is best known for his *Cork O'Connor* series, which is primarily set in Minnesota. His latest release, *Spirit Crossing*, marks the twentieth installment in this bestselling New York Times series, published in 2024.

Members of the Friends will be invited to an exclusive reception with Krueger before the public event. Registration for the reception opens March 17. This Author Talk is sponsored by the Friends and made possible through funds raised from memberships, quarterly book sales, Chandler Booktique, and online sales.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on February 10, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that the library will have a table at the Topeka Day at the Capitol. This is a fun event where we will be able to share what is going on at the library and hopefully sign people up for library cards. The library will also be represented at the Greater Topeka Partnership Annual Meeting on April 3. Trustees should let Pyko know if they have interest in attending this event.

Pyko shared that in March she will discuss the retiring and selling of one of the two backup bookmobiles with the board. This will be the oldest vehicle in the fleet. There have been ongoing challenges with hiring individuals with CDLs and it is hard to keep the vehicles on the road in poor weather.

Pyko provided an update from the Outreach Discovery Team. The primary focus of this team is to dive in deep with the trends and analyze the data. The team is looking at how the library is being used currently versus how it was used in the past. Pyko took a moment to speak to the data.

Pyko then introduced Digital Services Director David King to speak about the Digital Library Work Plan. He shared about the five goals of this work plan: Improve digital library ease of use, increase customer use of digital library, improve the mobile app, platform growth, and content creation. There was discussion and questions for King.

Chief of Staff Report

Chief of Staff Thad Hartman invited the Trustees on a tour of the Kids Library after the board meeting. On March 4, Library Furniture International will start moving shelving which will mark the official end of Phase 1 with Phase 2 starting a few days later. This project is still anticipated to be completed by the end of May. Hartman shared that the contract with Tech Logic for the Automated Material Handling System was signed, and they will have a meeting next week to get details hammered out.

New Business

New Bank Investments

On a motion by Joan Hicks, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the New Bank Investments as written.

Motion passed unanimously

Computer Use Policy – First Reading

The Trustees had a first reading of the Computer Use Policy. Discussion followed.

Adjournment

On a motion by Jim Ramos, seconded by Mark Zillinger, the meeting was adjourned at 5:09 pm.

Motion passed unanimously

Next Meeting

March 20, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

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**Chief Financial Officer's Report
March 2025
Kim Strube**

Investments and Debt as of February 28, 2025; Bank Account Summary – Page 1

The new Certificates of Deposit with Equity Bank approved by the Board in February have been enacted.

General Fund – Pages 3 through 5

With 16.2% of the budget year completed, 49% of the budgeted revenue has been received and 19% of the approved budget has been expended/encumbered. This compares to 2024 in which 50% of the budgeted revenue had been received and 20% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16.2% of the budget year completed, 48% of the budgeted revenue has been received and 15% of the approved budget has been expended/encumbered. This compares to 2024 in which 49% of the budgeted revenue had been received and 14% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,928,706.

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.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of

these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription for MuseumPlus	\$8,700.00	Zetcom North American Inc.
Approved operating budget	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$32,405.39	Bibliocommons, Inc.
Approved operating budget	Smart kiosk for new copy machine in L2TC	\$6,875.00	Comprise Technologies, Inc.
Approved operating budget	Annual mobile broadband charges for bookmobiles, mifi devices and smartphones	\$84,000.00	Verizon Wireless
Approved operating budget	Chairs for the Kids Library	\$9,027.00	Encompas
Approved operating budget	Annual K-9 inspection services	\$38,400.00	Bug Hounds LLC
Approved Facilities Master Plan budget	Power wash the building exterior	\$11,883.12	Curb Appeal Power Wash LLC
Approved Facilities Master Plan budget	Architectural services for the replacement of the south parking lot	\$36,500.00	HTK Architects Inc.
Board approved 10/17/2024 funding request to the Friends of the Library that included \$10,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$10,000.00	The Library Foundation
Approved operating budget	MailChimp newsletter service renewal	\$7,260.00	Mailchimp
Approved operating budget	Annual estimated legal services	\$40,000.00	Engel Law, PA
Approved operating budget	Annual advertising services	\$18,000.00	Cohort.Digital
Approved operating budget	2024 annual audit	\$37,000.00	BT&Co., PA
Approved operating budget	Annual maintenance and renewal fee	\$6,245.00	Stackmap Inc.
Approved operating budget	Furniture for Reader's Lounge	\$5,639.40	Modern Business Interiors LLC
Paid from non-tax funds	Staff apparel	\$5,472.56	4Imprint, Inc.

Approved Facilities Master Plan budget	Architectural fees for circulation workroom renovation	\$12,000.00	HTK Architects Inc.
Library Materials	Adult fiction and nonfiction	\$5,550.00	Overdrive, Inc.
Library Materials	Annual subscription for E-Magazines	\$17,500.00	Overdrive, Inc.
Library Materials	Hoopla online	\$34,666.26	MidwestTape LLC
Library Materials	Adult fiction and nonfiction	\$5,630.00	Overdrive, Inc.
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult nonfiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and nonfiction	\$5,570.00	Overdrive, Inc.
Library Materials	Adult fiction and nonfiction	\$5,620.00	Overdrive, Inc.

Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 11 am on Monday, April 14th. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- The budget cycle will soon begin once again and the timeline for 2026 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Thursday, May 1st, 9 am to 11 am in the Marvin Auditorium 101C
 - Tuesday, June 10th, 9 am to 11 am in the Marvin Auditorium 101C
 - Wednesday, July 9th, 1 pm to 3 pm in the Hughes Room 205

**Topeka & Shawnee County Public Library
Proposed 2026 Budget Time Line**

April 11, 2025 (Fri)	Budget requests due from departments/units
April 18, 2025 (Fri)	First review of department/unit budget requests by Marie, Thad and Kim
May 1, 2025 (Thu)	2026 Budget Listening Session with the Community (Marvin Auditorium 101C – 9 to 11)
June 10, 2025 (Tue)	Board budget work session #1 (Marvin Auditorium 101C – 9 to 11)
July 9, 2025 (Wed)	Board budget work session #2 – final review of budget documents (Hughes Room 205 – 1 to 3)
July 17, 2025 (Thu)	Board meeting – 2026 budget approved for publication (scheduled Board meeting date)
July 20, 2025 (Sun)	Last day to notify County Clerk of intent to exceed the RNR
August 4, 2025 (Mon)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 28, 2025 (Thu)	Public hearing and adoption of 2026 budget at scheduled Board meeting date @ 5:00 pm (must be held on between August 20 and September 20)
September 2, 2025 (Tue)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
September 26, 2025 (Fri)	Adopted budget certified with County Clerk

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

2/28/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/28/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 7,898,566.90	\$ 2,821,558.00	\$ 11,968,538.51
Employee Benefits	2,521,111.25	1,941,949.89	699,953.98	\$ 3,763,107.16
Capital Improvement	6,877,610.04	51,095.48	-	\$ 6,928,705.52
Bond & Interest	8,231.12	869.25	-	\$ 9,100.37
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	-	-	\$ 48,743.64
Federal, State & Local Grants	2,577.59	-	5,627.26	\$ (3,049.67)
Other Special Revenue	1,184,169.04	4,569.53	26,524.06	\$ 1,162,214.51
Permanent Funds	279,714.95	-	-	\$ 279,714.95
Totals	<u>\$ 17,813,687.24</u>	<u>\$ 9,897,051.05</u>	<u>\$ 3,553,663.30</u>	<u>\$ 24,157,074.99</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 344,370.55
Restricted Funds-CoreFirst Bank-Checking	1,164,472.10
Capital Improvement Fund-Community National Bank-Money Market Account	6,928,705.52
Cash on Hand	2,451.49
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	8,794,313.06
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,000,000.00
	<u>\$ 24,514,247.67</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	1,654.26
Less Payroll Deduction and Employer Benefit Liabilities	2,637.47
Less Outstanding Checks	352,880.95
	<u>\$ 24,157,074.99</u>

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

2/28/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/28/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,891,529.61	\$ 7,898,566.90	\$ 722,357.67	\$ 2,099,200.33	\$ 11,968,538.51	\$ 2,047,530.71	\$ 9,921,007.80
Employee Benefit Fund	2,521,111.25	1,941,949.89	49.50	699,904.48	3,763,107.16	55,473.45	3,707,633.71
Capital Improvement Fund	6,877,610.04	51,095.48	-	-	6,928,705.52	-	6,928,705.52
Bond & Interest Fund	8,231.12	869.25	-	-	9,100.37	-	9,100.37
Non Major Governmental Funds							
<i>State Aid Fund</i>	48,743.64	-	-	-	48,743.64	48,743.64	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	-	-	5,627.26	(3,093.70)	-	(3,093.70)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	5.32	-	-	10,770.39	-	10,770.39
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	71.98	(71.98)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.65	0.02	-	-	31.67	-	31.67
Friends	221,749.98	106.98	-	10,461.97	211,394.99	13,262.81	198,132.18
Fun Committee	7,847.43	776.64	-	-	8,624.07	-	8,624.07
Gallery Competitions/Exhibits	36,712.45	897.41	-	-	37,609.86	-	37,609.86
Gifts/Memorials (Undesignated)	865,234.60	423.42	1,399.60	6,075.91	858,182.51	437,037.21	421,145.30
Hathaway Trust - Library Materials	2,894.18	1.39	-	172.48	2,723.09	447.52	2,275.57
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	17,656.12	2,348.72	6,039.59	-	13,965.25	6,803.46	7,161.79
NEH Expendable	3,948.63	1.48	-	2,000.00	1,950.11	3,900.00	(1,949.89)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	2.86	-	-	5,785.45	-	5,785.45
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.70	0.02	-	-	36.72	-	36.72
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,207.47	1.09	-	-	2,208.56	-	2,208.56
Youth Services	8,843.48	4.18	374.51	-	8,473.15	85.37	8,387.78
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	-	-	-	279,714.95	-	279,714.95
TOTALS	\$ 17,813,687.24	\$ 9,897,051.05	\$ 730,220.87	\$ 2,823,442.43	\$ 24,157,074.99	\$ 2,613,356.15	\$ 21,543,718.84

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

2/28/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/28/2025</u>
				16.2%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 7,730,790.12	\$ (6,636,645.88)	54%
Revitalization Rebates	(119,568.00)	(75,013.84)	\$ 44,554.16	63%
Back Tax	-	56,772.44	\$ 56,772.44	N/A
Motor Vehicle Tax	1,285,204.00	42,916.61	\$ (1,242,287.39)	3%
Recreational Vehicle Tax	14,586.00	271.45	\$ (14,314.55)	2%
16/20 M Vehicle Tax	5,398.00	4,006.89	\$ (1,391.11)	74%
In Lieu of Tax	42,441.00	56,499.72	\$ 14,058.72	133%
Watercraft Special Tax**	10,323.00	-	\$ (10,323.00)	0%
Commercial Vehicle Fees	42,362.00	8,352.67	\$ (34,009.33)	20%
E-Rate Reimbursement	19,926.00	-	\$ (19,926.00)	0%
Miscellaneous Revenue	3,000.00	4,801.94	\$ 1,801.94	160%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	108,361.00	3,735.48	\$ (104,625.52)	3%
Salary Refunds-Friends	50,236.00	3,561.00	\$ (46,675.00)	7%
Salary Refunds-Shawnee Cty	22,211.00	5,831.21	\$ (16,379.79)	26%
Vending Machines	1,500.00	244.90	\$ (1,255.10)	16%
Overdue Fees*	25,000.00	4,007.18	\$ (20,992.82)	16%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	595.00	\$ 95.00	119%
Obituary Fees	300.00	30.00	\$ (270.00)	10%
Meeting Room Charges	2,000.00	412.50	\$ (1,587.50)	21%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	50,749.64	\$ (99,250.36)	34%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
TOTALS	<u>\$ 19,025,487.00</u>	<u>\$ 7,898,566.90</u>	<u>\$ (8,142,859.10)</u>	49%

* 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**

2/28/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					16.2%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 738.58	\$ -	\$ 4,061.42	15%
Salaries-Facilities	693,658.00	107,393.08	-	586,264.92	15%
Salaries-Overtime	10,000.00	1,744.02	-	8,255.98	17%
Salaries-Security	361,407.00	43,962.18	-	317,444.82	12%
Salaries-Shelvers	64,925.00	3,579.56	-	61,345.44	6%
Salaries-Staff	8,982,367.00	1,186,646.84	-	7,795,720.16	13%
Conferences	171,000.00	7,377.29	9,905.01	153,717.70	10%
Staff Internal Dev/Trng - Web Based	15,000.00	949.00	275.04	13,775.96	8%
Staff Development & Training	35,000.00	10,054.30	2,359.85	22,585.85	35%
Mileage	13,056.00	635.12	10,534.88	1,886.00	86%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	12.98	35.00	1,452.02	3%
Materials-Periodicals	26,000.00	139.79	174.16	25,686.05	1%
Materials-Print/Non-Print <1 YR	866,500.00	111,682.10	16,683.55	738,134.35	15%
Materials-Print/Non-Print	1,316,000.00	133,197.09	112,698.99	1,070,103.92	19%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	151,550.54	27,598.99	592,805.47	23%
Contracted-Facilities	346,000.00	54,628.67	130,522.10	160,849.23	54%
Contracted-Equipment	79,600.00	6,256.14	41,967.76	31,376.10	61%
Contracted-Professional	278,000.00	36,710.19	123,658.47	117,631.34	58%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	7,982.04	10,117.41	432,300.55	4%
Furniture/Equipment	50,000.00	4,513.50	11,377.81	34,108.69	32%
Insurance	87,000.00	42,284.22	31,926.00	12,789.78	85%
Marketing & Communication	95,000.00	5,487.45	13,732.55	75,780.00	20%
Memberships/Dues	30,900.00	16,734.00	125.00	14,041.00	55%
Miscellaneous	5,000.00	674.24	-	4,325.76	13%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	(1,419.81)	1,416.00	69,093.81	0%
Printing	86,750.00	133.01	291.67	86,325.32	0%
Programming	118,900.00	2,813.07	3,946.02	112,140.91	6%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	3,257.99	58,180.32	938,561.69	6%
Supplies-Facilities	120,972.00	4,642.02	48,478.87	67,851.11	44%
Supplies-Office/Library	97,614.00	3,872.43	6,599.09	87,142.48	11%
Supplies-Processing	48,960.00	2,201.50	3,534.24	43,224.26	12%
Telecommunications	215,064.00	13,297.48	99,742.52	102,024.00	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	19,967.08	280,032.92	51,584.00	85%
Utilities-Gas	67,627.00	13,761.56	48,238.44	5,627.00	92%
Utilities-Water/Sewage	43,687.00	2,114.29	40,885.71	687.00	98%
Vehicle-Gas	46,767.00	2,482.38	-	44,284.62	5%
Vehicle-Repair	85,000.00	3,436.33	31,870.67	49,693.00	42%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	23.48	-	(23.48)	N/A
TOTALS	\$ 19,025,487.00	\$ 2,099,200.33	\$ 1,166,909.04	\$ 14,109,377.63	19%

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

2/28/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ 5,227,959.67	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	7,730,790.12	54%
Revitalization Rebates	(119,568.00)	(75,013.84)	63%
Back Tax	-	56,772.44	N/A
Motor Vehicle Tax	1,285,204.00	42,916.61	3%
Recreational Vehicle Tax	14,586.00	271.45	2%
16/20M Vehicle Tax	5,398.00	4,006.89	74%
In Lieu of Tax	42,441.00	56,499.72	133%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	8,352.67	20%
E-Rate Reimbursement	19,926.00	-	0%
Fees and Charges	32,500.00	10,093.51	31%
Reimbursements	180,808.00	13,127.69	7%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	50,749.64	34%
	<u>\$ 16,041,426.00</u>	<u>\$ 7,898,566.90</u>	49%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	1,344,064.26	13%
Other Staff Support Costs	234,056.00	42,090.49	18%
Library Collections	2,210,000.00	374,623.66	17%
Contracted Services	1,570,248.00	666,577.46	42%
Digital Services Support	450,400.00	18,099.45	4%
Furniture/Equipment/Art	58,000.00	15,891.31	27%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	61,438.31	6%
Utilities & Telecommunications	677,962.00	518,040.00	76%
Vehicles	131,767.00	37,789.38	29%
Other Operating Expenditures	760,186.00	187,495.05	25%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 3,266,109.37</u>	19%
Prior Year Canceled Purchase Orders		<u>\$ 60,590.60</u>	
Unencumbered Balance 2/28/2025	\$ -	<u><u>\$ 9,921,007.80</u></u>	

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

2/28/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ 2,520,911.30	
Revenue:			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 1,890,275.94	54%
Revitalization Rebates	(29,223.00)	(18,343.60)	63%
Back Tax	-	14,322.45	N/A
Motor Vehicle Tax	323,260.00	11,170.18	3%
Recreational Vehicle Tax	3,669.00	70.63	2%
16/20M Vehicle Tax	1,358.00	1,040.13	77%
In Lieu of Tax	10,655.00	13,815.97	130%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	2,174.01	20%
Refund-Fringe Benefits-Foundation	51,625.00	1,531.20	3%
Refund-Fringe Benefits-Friends	42,301.00	3,474.80	8%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	2,332.98	24%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	3,309.42	N/A
Interest on Idle Funds	85,000.00	16,764.62	20%
	\$ 4,035,570.00	\$ 1,941,949.89	48%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,171.00	1,030.50	88%
Social Security/Medicare	762,820.00	95,101.19	12%
Ks Public Employees Retirement Sys	1,043,421.00	141,872.81	14%
Worker's Compensation	62,300.00	65,459.00	105%
Unemployment Tax	9,963.00	3,256.73	33%
Health/Dental Insurance	3,250,875.00	441,958.25	14%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 755,227.48	15%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 2/28/2025	\$ -	\$ 3,707,633.71	

* 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 01/01/2025	\$ 6,877,610.04
Revenue:	
Transfer In	\$ -
Interest received	51,095.48
	\$ 51,095.48
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 2/28/2025	\$ 6,928,705.52

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	52,000.00	-
	\$ 52,000.00	\$ -
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support	-	-
Staff Internal Development/Trng	-	-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 2/28/2025	\$ -	\$ -

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

2/28/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	487.69	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	-	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	381.56	3816%
	<u>\$ 10,010.00</u>	<u>\$ 869.25</u>	9%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 2/28/2025	<u><u>\$ -</u></u>	<u><u>\$ 9,100.37</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 February 28, 2025

Capital Improvement Funds - Community National Bank

\$ 6,928,705.52 at 4.22% (money market account)

Municipal Investment Pool

\$ 8,794,313.06 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average February 1 - 28, 2025 was 3.02%

Equity Bank (per investment bid approved 2/20/2025)

\$ 7,000,000.00 Certificate of Deposit for Employee Benefit
Fund (\$1.5M) and General Fund (\$5.5M); 2/24/2025
@ 4.3%; 5/25/2025 maturity

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	2/7/25	BIBLIOTHECA LLC	(8) Self-check kiosks	\$ 21,879.00	-96181
					<i>2024 approved operating budget - digital services support (25% payment)</i>	\$ 21,879.00	-96181 Total
10	41000	311	1/30/25	MCELROY'S INC.	1515 & 1520 hvac pm agree	\$ 9,958.00	-96177
10	41000	311	1/30/25	MCELROY'S INC.	1515 hvac pm agreement	\$ 1,273.00	-96177
					<i>2025 approved operating budget - contracted facilities</i>	\$ 11,231.00	-96177 Total
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 18,109.82	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 26.81	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 25.29	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 25.29	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 25.29	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 26.81	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 26.81	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 243.38	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 68.84	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 1,284.26	-96162
10	41000	351	2/7/25	EVERGY	2025 Electric Services	\$ 25.29	-96162
						\$ 19,887.89	-96162 Total
10	41000	350	2/7/25	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 6,235.37	-96160
						\$ 6,235.37	-96160 Total
10	41000	352	2/17/25	BLUEMARK ENERGY LLC	2025 Energy Bill	\$ 7,133.62	-96156
						\$ 7,133.62	-96156 Total
10	23800	0	2/18/25	COREFIRST BANK & TRUST	rotary cutter	\$ 49.95	-96142
10	23800	0	2/18/25	COREFIRST BANK & TRUST	4x14" ruler"	\$ 87.92	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	4x14" ruler"	\$ 4.04	-96142
10	23800	0	2/18/25	COREFIRST BANK & TRUST	plastic bobbins	\$ 22.45	-96142
10	23800	0	2/18/25	COREFIRST BANK & TRUST	needles	\$ 32.45	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	needles	\$ 5.60	-96142
10	23800	0	2/18/25	COREFIRST BANK & TRUST	slate thread	\$ 17.90	-96142
10	23800	0	2/18/25	COREFIRST BANK & TRUST	silver thread	\$ 17.90	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	550 Batteries	\$ 127.35	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	425 Battery	\$ 25.99	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	Jupiter 2 125 Laminator	\$ 223.44	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	Latitude 5450-125U	\$ 1,127.28	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	spool	\$ 47.96	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	green	\$ 14.99	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	blue	\$ 14.99	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	dark blue	\$ 14.99	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	white	\$ 53.97	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	magenta	\$ 44.97	-96142

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	2/18/25	COREFIRST BANK & TRUST	purple	\$ 44.97	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	Epson Workforce ES-400 II	\$ 279.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Sunflower keychains	\$ 25.98	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Sunflower bracelets	\$ 19.98	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	USB Charging Station,100W	\$ 47.50	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	Logitech Wave Wireless	\$ 58.94	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	INK	\$ 53.83	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	Hoteam 10 Pcs Powerstrips	\$ 40.99	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	DisplayPort Splitter for	\$ 105.98	-96142
10	41000	410	2/18/25	COREFIRST BANK & TRUST	impact foam dispenser	\$ 204.32	-96142
10	41000	410	2/18/25	COREFIRST BANK & TRUST	nitrile gloves xlarge cas	\$ 371.92	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	APC BATTER BACKUP	\$ 629.93	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	6 clear plastic plates 1"	\$ 14.74	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	600pc Colorful Rhinestone	\$ 12.90	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Entervending Acrylic Gems	\$ 8.90	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Washable CLEAR school glu	\$ 43.95	-96142
10	41000	310	2/18/25	COREFIRST BANK & TRUST	Storage fee	\$ 1.97	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	100 pc green pipe cleaner	\$ 6.59	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	40 Pc Shrink Plastic Shee	\$ 15.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	200Pcs Silicone Beads 12m	\$ 66.43	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Pinhoollgo 100pcs Silver	\$ 7.99	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	6 pack rep blades	\$ 8.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	facial sponges	\$ 49.95	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Orion Original Choco Pies	\$ 8.98	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Lotte Choco Banana Pie	\$ 5.49	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Lotte Choco Green Tea Pie	\$ 5.09	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Calbee Shrimp Chips Hot	\$ 3.29	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Orion O! Tube Chips Sweet	\$ 5.29	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Haitai x Calbee Honey Chi	\$ 3.09	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	24 x 36 Wall Calendar	\$ 59.70	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Poppy's Popcorn Scoop and	\$ 9.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Morton Salt Popcorn 3.75	\$ 7.62	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	2oz. Popcorn bags	\$ 10.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Orville Reden...Popcorn k	\$ 12.52	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	bugle horn	\$ 28.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	sandwich bags	\$ 14.82	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	colored tubes	\$ 46.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	pasta	\$ 22.08	-96142

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	2/18/25	COREFIRST BANK & TRUST	sunflower seeds	\$ 13.48	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	200Pcs Silicone Beads 12m	\$ 54.09	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Yutnori Korean Board Game	\$ 38.00	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Dealmed Cotton Balls	\$ 8.88	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	50 pc Rubber Bath Frogs	\$ 17.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	4x4x4 shipping boxes	\$ 20.69	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	10 in. white cake boards	\$ 19.95	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	10yds burlap fabric roll	\$ 7.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	9 alum. foil sheets"	\$ 9.89	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	1 pom poms/googly eyes"	\$ 9.97	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	2 satin ribbon 25yds"	\$ 15.98	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	heart stickers	\$ 5.95	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	glitter heart stickers	\$ 8.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	black cardstock	\$ 15.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	reclos. zip bags	\$ 21.89	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	sand. zip stor. bags	\$ 20.99	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	qt. storage bags	\$ 7.01	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	gallon storage bags	\$ 13.55	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	4K Bluray drives	\$ 199.98	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	HP Toner	\$ 44.89	-96142
10	41000	320	2/18/25	COREFIRST BANK & TRUST	POWER EXTENDER CORD	\$ 34.45	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	30 pack classic headphone	\$ 163.96	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	100pk flashdrive	\$ 157.49	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	XEROX B410 HC Toner	\$ 332.83	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	Rocket Blower	\$ 17.99	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	keyboard stand	\$ 59.99	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	plastic scraper 10pack	\$ 6.97	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	2 pack lithium grease	\$ 14.25	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	superlube oil	\$ 8.79	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	needlenose bottle	\$ 1.41	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	PTFE tubing 5m	\$ 13.99	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	microfiber cloth 50p	\$ 44.99	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	laminator sheet 200ct	\$ 48.00	-96142
10	41000	420	2/18/25	COREFIRST BANK & TRUST	cricut cutting mat 3pck	\$ 25.22	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Glue Dots	\$ 7.59	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Copper Wire	\$ 8.80	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Lego Wheels, 70 pc set	\$ 11.79	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Single event licesning	\$ 125.00	-96142
10	41000	330	2/18/25	COREFIRST BANK & TRUST	Easel pad	\$ 89.91	-96142

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,037.36	-96142 Total
10	21505	0	2/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,842.67	-96132
15	21516	0	2/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,112.15	-96132
15	21517	0	2/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,307.07	-96132
10	21513	0	2/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,600.08	-96132
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 56,861.97	-96132 Total
10	21501	0	2/7/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,357.71	-96126
10	21502	0	2/7/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,414.37	-96126
15	21521	0	2/7/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 308.43	-96126
10	21503	0	2/7/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,486.85	-96126
15	21504	0	2/7/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,486.85	-96126
10	21503	0	2/7/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,557.36	-96126
15	21504	0	2/7/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,557.36	-96126
10	21514	0	2/7/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96126
10	21518	0	2/7/25	PAYCOM PAYROLL LLC	Garnishments	\$ 172.20	-96126
10	41000	313	2/7/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,148.91	-96126
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 89,669.91	-96126 Total
10	21501	0	2/21/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,463.69	-96125
10	21502	0	2/21/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,459.30	-96125
15	21521	0	2/21/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 295.11	-96125
10	21503	0	2/21/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,513.22	-96125
15	21504	0	2/21/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,513.22	-96125
10	21503	0	2/21/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,563.59	-96125
15	21504	0	2/21/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,563.59	-96125
10	21514	0	2/21/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96125
10	21518	0	2/21/25	PAYCOM PAYROLL LLC	Garnishments	\$ 172.20	-96125
10	41000	313	2/21/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,148.91	-96125
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 89,872.70	-96125 Total
10	21505	0	2/21/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,929.54	-96124
15	21516	0	2/21/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,252.75	-96124
15	21517	0	2/21/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,321.54	-96124
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 55,503.83	-96124 Total
10	21515	0	2/21/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,937.96	-96121
15	21515	0	2/21/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 178,791.99	-96121
15	21515	0	2/21/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,866.39	-96121
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 216,596.34	-96121 Total
10	41000	310	2/20/25	PREMIER ONE DATA SYSTEMS INC.	Win Server/10/11 OS	\$ 11,600.00	-96113
				<i>2025 approved operating budget - contracted digital services</i>		\$ 11,600.00	-96113 Total
10	23800	0	2/28/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 137,254.50	-96111

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 137,254.50	-96111 Total
10	41000	311	2/28/25	JOHNSON CONTROLS FIRE PROTECTION LP	annual fire inspection	\$ 11,045.06	-96110
10	41000	311	2/28/25	JOHNSON CONTROLS FIRE PROTECTION LP	annual fire inspection	\$ 1,061.76	-96110
10	41000	311	2/28/25	JOHNSON CONTROLS FIRE PROTECTION LP	Credit 4022024034113_1	\$ (228.00)	-96110
					<i>2025 approved operating budget - contracted facilities</i>	\$ 11,878.82	-96110 Total
49	41000	919	2/14/25	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 10,000.00	12281
					<i>Friends funding request approved by Board on 10/17/2024 included \$10,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>	\$ 10,000.00	12281 Total
35	41000	735	2/20/25	4IMPRINT, INC.	Fleece Jackets for staff	\$ 5,332.26	12282
					<i>Paid from non-budgeted funds</i>	\$ 5,332.26	12282 Total
10	21512	0	2/7/25	DELTA DENTAL OF KANSAS, INC	February 2025 EE	\$ 2,304.58	101667
15	21512	0	2/7/25	DELTA DENTAL OF KANSAS, INC	February 2025 ER	\$ 9,197.14	101667
15	21512	0	2/7/25	DELTA DENTAL OF KANSAS, INC	February 2025 Retirees	\$ 88.32	101667
						\$ 11,590.04	101667 Total
10	41000	310	2/7/25	ZETCOM NORTH AMERICA INC	SaaS annual fee	\$ 8,700.00	101679
					<i>2025 approved operating budget - contracted digital services</i>	\$ 8,700.00	101679 Total
10	23800	0	2/14/25	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 1,871.50	101685
10	23800	0	2/14/25	HTK ARCHITECTS INC.	ARCHITECT FEE	\$ 11,156.25	101685
						\$ 13,027.75	101685 Total
10	41000	310	2/20/25	BIBLIOCOMMONS, INC.	BC renewal	\$ 32,405.39	101694
					<i>2025 approved operating budget - contracted digital services</i>	\$ 32,405.39	101694 Total
10	41000	313	2/20/25	BT&CO., PA	Audit for YE 12/31/2024	\$ 22,000.00	101695
					<i>2025 approved operating budget - 3rd of 3 year agreement</i>	\$ 22,000.00	101695 Total
10	23800	0	2/20/25	ENGEL LAW, PA	2024 Legal Services	\$ 5,834.00	101697
10	41000	313	2/20/25	ENGEL LAW, PA	2025 Legal Services	\$ 876.00	101697
						\$ 6,710.00	101697 Total
10	41000	310	2/20/25	IT OUTLET INC	VEEAM BACKUPS	\$ 37,800.00	101699
					<i>2025 approved operating budget - contracted digital services</i>	\$ 37,800.00	101699 Total
10	21512	0	2/27/25	DELTA DENTAL OF KANSAS, INC	EE March Premiums	\$ 2,353.90	101716
15	21512	0	2/27/25	DELTA DENTAL OF KANSAS, INC	ER March Premiums	\$ 9,410.02	101716
15	21512	0	2/27/25	DELTA DENTAL OF KANSAS, INC	Retirees March Prem	\$ 88.32	101716
						\$ 11,852.24	101716 Total
10	41000	320	2/27/25	ONENECK IT SOLUTIONS LLC	SWITCH	\$ 4,776.05	101721
10	41000	320	2/27/25	ONENECK IT SOLUTIONS LLC	Shipping	\$ 33.01	101721
10	41000	310	2/27/25	ONENECK IT SOLUTIONS LLC	SERVICE PLAN	\$ 20,414.34	101721
					<i>2025 approved operating budget - digital services support and contracted service</i>	\$ 25,223.40	101721 Total
10	23800	0	2/27/25	TECH LOGIC CORPORATION	AMH System	\$ 182,646.14	101722
					<i>RFP was issued and approved by the Board on 11/21/2024</i>	\$ 182,646.14	101722 Total
						\$ 1,108,929.53	Grand Total



Board of Trustees Executive Committee Meeting
March 10, 2025 – 4:00 pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial 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, March 10, 2025, via Zoom, and was called to order at 4:01 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the February 10, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Joan Hicks, seconded by Peg Dunlap, the minutes from the February 10, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the February 20, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees March 20, 2025, meeting were reviewed.

Chief Financial Officer Kim Strube shared she will have nothing out of the ordinary to report.

Chair Shawn Leisinger shared that all spots on the Nominating Committee are filled. He will also ask if the Health Insurance Review Committee would like to meet.

Chief Executive Officer Marie Pyko shared that the Annual Report for 2024 will be presented at the board meeting. Pyko will also speak to the awards that the library won at the American Advertising Awards event. She will plan to present a timeline for the last two meetings in the Outreach Services Study. She will ask those who attended the previous meetings to speak to the direction the library is going and what was talked about in the meetings.

Chief of Staff Thad Hartman will provide project updates and let the board know what is coming in April. Hartman discussed with the board the request to purchase two new vehicles. These vehicles were due

to be replaced about two years ago and have undergone several repairs to keep them on the road. The money for these vehicles was budgeted for 2025, but due to tariffs increasing the overall cost for these vehicles it was discussed to allow an expedited purchase by using the library's Emergency Purchase Policy protocol. A resolution will be presented at the March board meeting for consideration.

New business at the March Board Meeting will include the appointments to the Nominating Committee, resolution requesting to dispose of one of the backup bookmobiles, approval of the Computer Use Policy, and the Resolution recommending the purchase of 24 laptops for the new laptop kiosks for the Kids Library and Movies and Music space.

Other Items

Pyko offered Trustees another walkthrough of the Kids Library after the March Board Meeting if they are interested. Phase 2 has officially started.

No other items were discussed

Adjournment

On a motion by Hannah Uhrig, seconded by Peg Dunlap, the meeting was adjourned at 4:29 pm.

Next Meeting

April 7, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report
March 2025

News and Updates

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

At the end of February, we had 5654 children birth to age five enrolled in the program. Our collaboration with United Way of Kaw Valley is critical to the success of the program. Not only as it relates to the funding and operations of the program but also in terms of how we are able to reach communities through our separate networks. There was a noticeable jump in enrollment in zip codes 66605-66607. After discussing this wonderful turn of events, I learned that United Way of Kaw Valley incorporated enrolling in DPIL during the Christmas Bureau program in December.

Outreach Services Team

We continued the discovery work with library leadership and board of trustee members on outreach services and who we are not reaching with our current service model and complement. The focus of the meeting was on biggest barriers for people from accessing library services, unique needs of specific neighborhoods, common challenges people face that the library could help address and what additional feedback we need from our community.

I also shared we have contracted library services consultant Steve Potter, principal of Potter Training and Consulting, LLC of Kansas City to help the team with planning, developing a community survey questions for library services outside the building, make recommendations for other library models and potential libraries we might want to visit.

2025 American Advertising Awards

On March 1, 2025, we had the great honor of attending the American Advertising Awards Federation- Topeka event recognizing exceptional promotional and marketing campaigns. The library was recognized in several areas including our holiday card, the 2024-2029 Strategic Plan, three Alice C. Sabatini Gallery (The Floor is Lava Exhibit- the 2024 Sabatini Children's exhibit, Immersed and Our Stories). Additionally, two campaigns that were created in collaboration with community partners- the Summer Reading marketing campaign which included a video created by Topeka High School student from TCALC and the Our Stories exhibit which was created in partnership with the Black American Blueprint Collective and Michael Kates, 8th grade history teacher and students from Robinson Middle School were recognized. Additional information is included in the Communications and Marketing report of the board packet.

We are so fortunate to have exceptional creative artists on our staff who consistently create amazing visually appealing materials and put us on the map both in the library world and out in the commercial market.

Urban Library Council Business Value Calculator

As part of our relationship with the Urban Library Council, we have the opportunity to include into a value calculator the costs of specific services, spaces and tools that support the economic and workforce development of our community. The calculator helps public libraries quantify the economic impact of their support to entrepreneurs and small business owners in the community. In the most recent ULC publication, we were recognized for the economic impact our services make to support our community. I have enclosed a few pages of the article after my report.

Annual Report

At the March board meeting, I will share with you the 2024 Annual Report. It was the first year of our new strategic plan and we had several new projects and initiatives that were launched or accomplished in 2024. The overall look of the annual report document was developed to fit into our new brand colors and style. It will be available on the library webpage in electronic form.

Area Highlight- Teen Team

As part of my monthly reports, I intend on highlighting one area or team that is making a significant impact for our community. Over the past year, we have hired a completely new Teen Team in the Youth Services area. Our initiatives and programs for teens were significantly impacted during the pandemic and for several years, teens were not visiting the library or participating in planned activities at the level they were prior to 2020. This wonderful new and dynamic team developed a new focus for their programs and have been building a steady audience over the past 6 months. While needing to be flexible on where to host programs due to the Kids Library remodel, Andrew, Meagan and Marcus have leaned into their flexibility, listened closely to what our current teen members want and developed fun, engaging and creative programs. Programs- like Dungeons n Dragons, Online to IRL, Anime Club, Art Club have drawn a good crowd. In February alone, the teen team hosted 20 programs with 143 teens in attendance. Thank you, Andrew, Meagan and Marcus, for everything you are doing to spark our teens curiosity and build community at the library.

Human Resources Update

The Human Resources team (Jesse Maddox and Felicia Hillebert), along with supervisors have been busy recruiting, interviewing and hiring to fill a number of vacant positions. A number of these positions were held over from the end of 2024 because it is always difficult to recruit

during the holiday season. They have been recruiting for positions in several areas of the library including Maintenance, the Library Foundation, Community Services, Circulation, Public Services, Youth Services and Human Resources. The team has indicated that they are having success with finding great candidates in many of these areas, so we look to welcoming new colleagues over the next couple of months.

New Business

Nominating Committee

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); “at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting.” The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

Request to Dispose of the Sherlock Bookmobile

We are requesting permission to retire and dispose of the Sherlock Bookmobile that currently only serves as a second back up vehicle, is no longer needed and has experienced several upkeep repairs in the recent year. Please see the resolution sheet for a detailed staff recommendation include in the board meeting packet.

Computer Use Policy

Library’s attorney Chuck Engel stated this policy needs to be reviewed at least once every three years to qualify for State Aid funding. There are no changes to this policy at this time.

Request for Authorization for Expedited Vehicle Purchase

Per the Procurement Rules and Procedures for Policy Implementation (April 2017), exceptions to the Purchase Policy all for emergency purchases, when in the opinion of the Chief Executive Officer, an unexpected or unforeseen event may cause serious loss to the library.

With the impending 25% tariff increase on vehicles due to take effect in April, we are recommending that it would be beneficial to expedite the purchase of the two vehicles that were approved to be purchased in 2025. A discussion of the need and recommendation for how to move forward was included in the Trustee Executive Committee meeting on March 10, 2025. Please see the resolution sheet for background information, which automobile dealerships were reached out to and the current quotes received.

Professional Activities/Community Contacts

- February 21, 2025 Meet with Maggie Mahood WIBW regarding author event
- February 24, 2025 Met with Nikki Ramirez-Jennings Omni Circle
- February 24, 2025 Met with Jessica Lehnherr and Brett Martin United Way of Kaw Valley related to Dolly Parton's Imagination Library.
- February 25, 2025 Met with Tim Bascom with the Kansas Book Festival
- February 25, 2025 Attended Visit Topeka, Inc. Board of Directors meeting
- February 27, 2025 Participated in the Topeka Day at the Capitol event
- February 27, 2025 Met with Steve Potter, Potter Consulting, with Thad Hartman to discuss the Outreach Services planning.
- February 28, 2025 Attended former board member Kerry Storey's memorial
- March 1, 2025 Attended the American Advertising Federation Topeka with Diana Friend and Karen Watson.
- March 5, 2025 Met with Alice Weingartner Community Care Network of Kansas
- March 7, 2025 Hosted with Katie Keckeisen, Local History Librarian an oral history project with retired and current library employees.
- March 10, 2025 Met with Maggie Mahood and Diana Friend regarding marketing opportunities.
- March 10, 2025 Attended All Hands-on Deck Strategic Development Team at the Topeka Rescue Mission.
- March 10, 2025 Attended the TSCPL Trustee Executive Committee meeting.
- March 11, 2025 Attended the Friends of the Library Board meeting.
- March 12, 2025 Attended the GTP Power Breakfast at Shopper's Kitchen Restaurant
- March 13, 2025 Attended the Topeka Civic Theatre Bravo event

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 3/14/2025



TOPEKA &
SHAWNEE
COUNTY
**PUBLIC
LIBRARY**

2024 ANNUAL REPORT

Board of Trustees



Shawn Leisinger,
Chair

Peg Dunlap,
Vice-Chair

Joan Hicks,
Secretary

Hannah Uhlig,
Treasurer

Beth Dobler

Jim Edwards

Fred Patton

Liz Post

Jim Ramos

Mark Zillinger

Leadership



Library Officers

- FRONT ROW: **Thad Hartman**, Chief of Staff
Marie Pyko, Chief Executive Officer
- BACK ROW: **Kim Strube**, Chief Financial Officer
Jesse Maddox, Chief Human Resources Officer

A Year of Learning & Connections

Marie Pyko, Chief Executive Officer

I am so proud of the role our library continues to play for our children and adults focused on literacy, learning and engagement. We keep looking for new and innovative ways to strengthen and support each person in our community.

The 2024 annual report offers a glimpse into the vibrant tapestry of stories, learning and community connections that define the Topeka and Shawnee County Public Library.

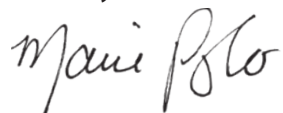
Our first year of the 2024-2029 Strategic Plan launched with new initiatives, services and spaces. Working with young adult interns from Washburn University and the Topeka Center for Advanced Learning and Careers (TCALC) we took our digital skills training classes out into the community to meet people where they live. Our newly remodeled fiction wing provides a warm and inviting space for adults to browse books, meet with friends, study and relax next to our beautiful new fireplace. The Summer Reading program delighted thousands of children and adults in explorations of stories, music, activities and art. *The Floor is Lava*, our summer children's art exhibit at the Alice C. Sabatini Gallery welcomed more than 22,000 visitors to explore and learn about the awesome power of volcanoes through science.

We hosted nationally recognized authors and experts to ensure our community could listen, learn and connect. From a bestselling mystery writer to a direct descendant of Frederick Douglas and Booker T. Washington, we offered many memorable events in 2024.

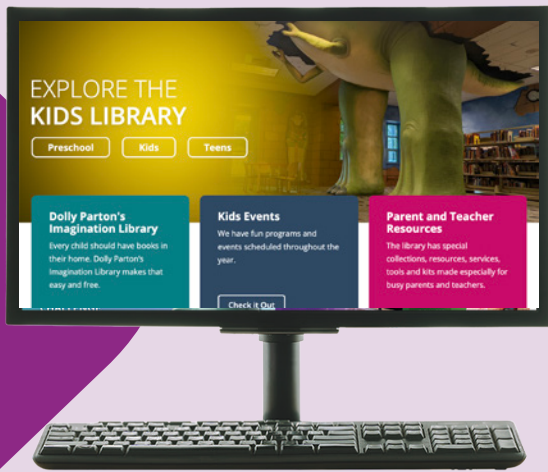
Even as our library building continues to bustle with activity, we know people have busy lives and we continue to hit the road with our Bookmobiles, the Learn & Play Bus, our @Home delivery service, Red Carpet delivery and @Work delivery. I continue to be in awe of our experts who delight and support both preschool and elementary school classrooms with Outreach Storytelling and Classroom Connections.

Finally, I am deeply grateful for the unwavering support of our dedicated staff, our passionate volunteers and our amazing partners. I know we can continue to build on the resiliency of this community and work together to help all Topeka and Shawnee County thrive.

All the best,
Marie Pyko



Connect



Website Redesign

At the beginning of the year the library launched a redesigned website with a more prominent search bar, larger and more colorful graphics, and highlighted primary sections. The goal of the redesign was to help people discover library services, resources and fun they may have missed.

Increasing reading at Juvenile Detention Center

The library received a \$21,500 grant to increase incarcerated children and teens' access to age-appropriate reading materials. The project titled "If You Seed It, They Will Read It" is providing the Shawnee County Juvenile Detention Center with new materials for the reading level and interests of youth. The previous library within the center consisted of donated used adult books. Librarians Alex Henault and Scarlett Fisher-Herreman identified the need and applied for the grant.

"Through our project, we are supporting this hidden community of young readers with

“If You Seed It,
They Will
Read It”

access to juvenile and young adult books,” said library CEO Marie Pyko. “This project is a first step in building connections to youth who need and deserve access to high-quality library services and collections.”

“If You Seed It, They Will Read It” is one of four 2024 projects awarded funding by the Lyrasis Catalyst Fund that provides support for new ideas and innovative projects. Lyrasis is a nonprofit member organization serving the global landscape of academic and public libraries, scholarly research, archives, museums and galleries.

ion



Dr. W. Walter Menninger and former staff shared memories of working at the renowned Menninger Clinic before it left Topeka in 2002. Event was co-hosted by Shawnee County Historical Society. *Pictured above:* Dr. C.F. Menninger in his offices at 727 S. Kansas Ave in 1889. (TSCPL)



◀ L to R: Library staff Alex Henault and Scarlett Fisher-Herрман

Collaborating with high school designers

Topeka Center for Advanced Learning & Careers (TCALC) students in the Web and Digital Communications Pathway took on the assignment to create promotions for the library's Summer Reading program. Students worked with the library's graphic designer and social media specialist to create promotions for each of our regular summer activities. This gave students some real-world experience and gave the library teens' perspective on summer reading.



Student Jordyn Tombs, library staffer Karen Watson & student Valeria Sanchez



Space



The Fiction Wing features a fireplace, work tables and Readers Lounge

Fiction & Nonfiction Wings

Step into the bright, open and relaxing fiction and nonfiction wings to find a book, work on your device, chat with a friend, meet with a book group or escape into your latest read. We've made our book wings more comfortable and easier to navigate. Formerly known as the east and west wings, these spaces have been beautifully renovated and reorganized.

FICTION



FICCIÓN

Wayfinding Signage

We made it easier for everyone to find their way around the library. Each space in the library now has a sign that clearly describes what happens in the space in English and Spanish. We also added directional signs at the bottom and top of the stairs and at the elevators.

Learning



Convert analog media to digital with our Memory Lab

You now have access to hardware and software to convert your VHS tapes, vinyl and cassette tapes to digital. You can take a quick in-person class or online class to learn how it's done. Then you can reserve a time for a Memory Lab workstation.



Expanding crafting inspiration

Our customers enjoy demonstration events that show many ways to use the library's Cricut machine with examples. Cricut is a die-cutting machine that cuts several different materials like paper, vinyl and cardstock with detailed designs.



Bringing Technology to the Community

The Library Foundation received a \$78,470 Digital Opportunities to Connect Kansans (DOCK) grant to increase digital literacy in Shawnee County. The Level Up Shawnee County program addresses the multifaceted nature of digital literacy by focusing on three key components – physical navigation of technology, collaborative engagement and employment readiness. The program, which is run by the library, aims to empower individuals and bridge the digital divide within Shawnee County.

“The program recognizes the importance of connecting and working with others in the digital world,”

said Library CEO Marie Pyko.

“The grant allows us to provide paid interns to be technical trainers to expand the library's reach and provide high school and college students real-world experience.”



Student interns Aleks Westjord, Valeria Sanchez, Daniel Gutierrez and Jayden Lindsey

Teens & DnD



Teens get together to play Dungeons & Dragons each week.

Joy

Total visitors
to the Alice C. Sabatini Gallery

38,129

up 24%



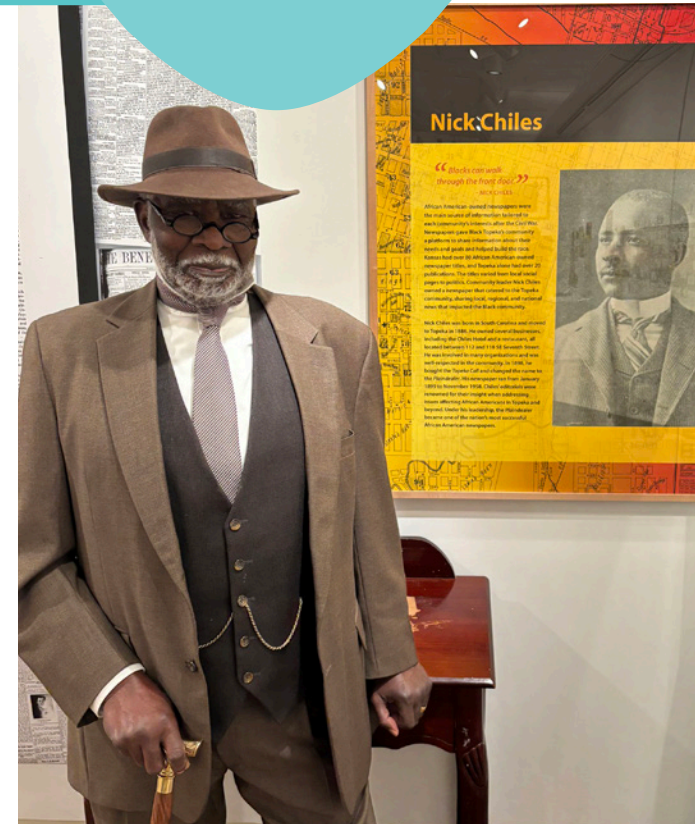
Kids tossed balls into the exploding volcano at the interactive kids exhibit *The Floor is Lava*.

Art Exhibits

The Alice C. Sabatini Gallery brings joy through art events, art activities and four main exhibits each year. Gallery staff also curate several small exhibits throughout the library to give visitors opportunities to explore a wide variety of art and artists.

Four main 2024 exhibits:

- *Light and Shadow*
- *Our Stories and Sorting Out Race*
- *The Floor is Lava*
- *Through the Lens*



Foster Chisholm is role-playing as Nick Chiles during the *Our Stories* exhibit. Community leader Nick Chiles owned a newspaper that catered to the Topeka community, sharing local, regional, and national news that impacted the Black community.

DEC 15, 2023 - FEB 11, 2024



Light and Shadow

Visitors discovered how light and the human eye work together to see the world, explored the dynamics of light through hands-on activities, and examined how artists interpret light to communicate their unique perception of the world. The exhibit included art from the library's collections along with borrowed works from Kansas artists Ye Wang and Lisa Grossman.

FEB 23 - MAY 19



Our Stories & Sorting Out Race

During the 70th anniversary of the Brown v. Board decision *Our Stories: African American Topeka Before and After Brown* honored generations of African Americans in Topeka, the tight-knit neighborhoods they built, and how their legacies continue to shape the city. *Our Stories* was a collaboration between the Black American Blueprint Collective and the Alice C. Sabatini Gallery.

Sorting Out Race is a traveling exhibit that uses commonly found thrift store items such as salt-and-pepper shakers, children's books, and antique advertising cards to guide a community conversation about stereotyping and historical cultural perceptions of race. *Sorting Out Race* is supported by the United We Stand: Connecting Through Culture initiative of the National Endowment for the Humanities and Humanities Kansas. The exhibition was created by the Kauffman Museum at Bethel College.

JUNE 1 - AUG 18



The Floor is Lava

Kids got hands-on experience with the tools volcanologists use, played interactive games to learn more about volcanoes and created fun crafts during our summer art exhibit for children. They also discovered art that highlights unique aspects of how volcanoes work, and how volcanoes have captured the imagination of artists. This exhibit set an attendance record with **23,007** visits.

SEPT 6 - DEC 1



Through the Lens

Visitors explored the technological and artistic innovations in capturing images. The exhibit showcased a range of historical photographic methods from the earliest days of photography through Polaroid cameras. Artwork in *Through the Lens* included borrowed works from the Beach Museum of Art and independent photographic artists such as Mary Dorsey-Wanless and National Geographic photographer Jim Richardson.

Joy

7 days in 60 seconds

Get a short highlight of weekly library happenings through social media videos. Every week our social media specialist Jayna McFarland gives viewers a quick rundown of the week's top events through the Monday Minute on Facebook and Instagram. Teens also get highlights of teen-specific events through a weekly iTEENery created by the teen librarians and posted on Saturdays.



Readers Love Earning Prizes

We had three all-ages reading challenges in addition to the 1,000 Books Before Kindergarten challenge.

Winter Reading Challenge

Read 3 books in January

1,719 ACTIVE READERS **UP 48%**

8,427 BOOKS READ **UP 21%**



Summer Reading Challenge

3,284 ACTIVE READERS **UP 25%**

8,850 BOOKS READ* **DOWN SLIGHTLY**

1,014,547 MINUTES READ* **UP 50%**

*birth - 12 years old tracked minutes; teens & adults tracked books

Fall Reading Challenge

Read 3 books in October

823 ACTIVE READERS **UP 21%**

4,204 BOOKS READ **UP 14%**



1,000 Books Before Kindergarten

Kids birth to Kindergarten get an additional year-round reading challenge.

362 ACTIVE READERS **DOWN LESS THAN 2%**

308 REWARDS REDEEMED **DOWN 22%**

364 NEW REGISTRATIONS **UP 15%**

Meeting authors

Many readers love meeting the people who write their favorite books and new authors who are expanding their reading options. Each author who visited the library in 2024 focused on a different genre.

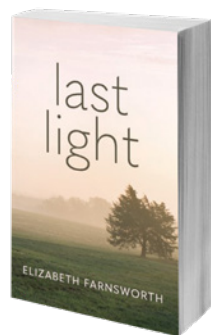
Young adult and adult fiction author **Lara Avery** started and ended the year by presenting at two very different library events. In February she participated in our Galentine's Day celebration of uplifting reads about friendship, romance and valuing ourselves. In November she spoke about her journey as an author at the Friends of the Library Annual Event.



Lisa Scottoline,

a bestselling author of more than 35 novels including the Lisa Rosato & Associates series, visited the library in September. Her works have been featured numerous times on the New York Times bestsellers list and she has been awarded the prestigious Edgar Award for her crime novel *Final Appeal*. Scottoline thoroughly entertained a packed Marvin Auditorium with her hilarious stories of her family and life as an author.

Journalist **Elizabeth Farnsworth** discussed her first novella, *Last Light*, historical fiction set in Topeka and the Flint Hills inspired by true events. She also shared anecdotes from her fascinating life and answered questions about her long career as a foreign correspondent and Jim Lehrer's substitute anchor on the PBS NewsHour.



Horror, fantasy and sci-fi author **Dane Kroll** presented with his wife **Lara Avery** at the Friends Annual Event. Kroll is a writer with a passion for giant monsters, horror and adventure whose books are fast-paced, action-packed, and filled with twists and turns.



Moderator Autumn Friedli interviews authors Dane Kroll & Lara Avery at the annual Friends Special event.

Joy

Every Child Should Have Books in their Home



Total books mailed in Year 7
(April 2023-24)

78,568 up 5%

Actual number of children
enrolled by December 2024

5,688 down 5%

\$1,444,228 total dollars raised

Dolly Parton's Imagination Library is funded by Topeka & Shawnee County Public Library, United Way of Kaw Valley and the Kansas Children's Cabinet and Trust Fund.

Eli loves when his mom and dad read books to him. He receives books in the mail each month through the Dolly Parton's Imagination Library.

Taking Stories on the Road

Kids can never get enough books, songs and stories. The Outreach Storytellers often give child care activity directors ideas for everyday story sharing. Storytellers provided outreach storytimes to 19,699 children at 60 sites around the county.



Outreach Storytellers (front) Rhonda Cathey, (back from left) Theresa Girdler, Jenna Glaze, Melissa Meinhardt

Kids Having Fun

Play and fun are two of the best partners for learning. The next few pages show examples of a fraction of the fun we had this year with preschool and elementary age kids while we built reading, science, engineering and artistic skills.



Teaching children about mosquitoes



Storytime



Learning from a mad scientist



School Age Fun egg drop with the Topeka Fire Department

Connecting Students

Classroom Connections offers 17 interactive, free programs designed to engage elementary students in a variety of exciting topics like animals, science, history and language. These 30–45 minute sessions immerse students in hands-on learning, sparking curiosity and creativity while fostering a love for learning. Each teacher can request up to three programs per semester, making education a fun and unforgettable experience for every child.



Students at Whitson Elementary showing their creative talents as they learn about the wonders of animals.



Volunteers help at the popular summer tie-dye event



STEM gets slimy.

Joy



Using magnifying glasses to get an up-close look at plants.



With the Kids Library renovation underway, Preschool Storytime moved to the Learning Center. Three times a week, Storytime provides kids with stories, music and interactive fun.



National guest speaker, Kenneth B. Morris, Jr. co-founder of the Frederick Douglass Family Initiatives (FDI) and Topeka historian Marty Patterson

Latest Genealogy Tools & Celebrating Culture

Identity Quest & Heritage Celebration attendees learned about the latest research tools to help them find their identity and view heritage research demonstrations in November.



African Americans Renewing Interest in Spirituals Ensemble, Incorporated (ARISE) performing at Identity Quest. ARISE is made up of Kansans dedicated to uplifting, sharing history and inspiring peace through song and storytelling.



Raven shares her father-daughter story about their love of lowriders.

Lowriders at the Library

More than 700 people enjoyed the Lowrider Culture Fest in September.

Going to car shows together was special father-daughter time for Joshua and Raven. They were proud of his lowrider 1994 Nissan Hardbody 821 pickup truck, customized with his own special touches – you might have seen it featured in library publications after last year's Lowrider Culture Fest. Joshua dreamed of giving Raven a car of her own. When her



hopes were set on a shiny red 1978 Lincoln Continental, he was determined to buy it for her. But the day before he was set to make that purchase, Joshua died. Knowing how badly he wanted Raven to have this car and to work on it with her, his family decided to go ahead with the purchase. Now Raven and her mother, Meghan, continue his legacy by working on the cars and exhibiting them together. Raven told us about their cars and what it means to share them at the 2024 Lowrider Culture Fest.



People



Lissa Staley 2024 Library Journal Mover & Shaker

Community Connections Librarian Lissa Staley received a 2024 Library

Journal Mover & Shaker award as a Community Builder. Staley's work includes coordinating community navigators to provide individuals walk-in assistance at the library to identify needs and make referrals. She supports voter education and nonprofit organizations, coordinates library trivia and the local National Novel Writing Month (NaNoWriMo) activities. Staley said she enjoys helping people make connections to the community and each other. This is all in addition to helping people find great reads and access library resources.



Gallery staff recognized as Outstanding Art Enhancers

Staff of the library's Alice C. Sabatini Gallery received the Kansas Art Education Association Outstanding Art Enhancer Award in 2024. This award

recognizes the exemplary contributions of individuals, groups, institutions or businesses that significantly enhanced art education or art in their community.

Katie Keckeisen wins 2024 Kansas Association of Broadcasters Award

Local History Librarian Katie Keckeisen won a first place Kansas Association of Broadcasters award in the Editorial / Commentary category for her story "Topeka's Flirtation with Fraudsters: Mediums and Spiritualists" on Kansas Public Radio Station KANU. She shared a longer version of this story on the library website and during a well-attended event at the library.

Social Media

Things are looking up for the library's social media! After our first full year with a social media specialist, followers are up by about 1,500 across all platforms. Content is up with hundreds more posts and videos enticing customers to get involved with library events, use our resources and share in the library joy. Reach is up with videos, photos and promotions seen by 200,000 more people than in 2023 and they keep coming back. On Facebook alone, our content was viewed 1.2 million times this year!

Most importantly, customers have engaged with content in our social media channels at unprecedented rates. Every like, save, share, comment, message and video view is a powerful customer touchpoint, adding up to more than 323,000 interactions.



22K FOLLOWERS UP 1,117
1.2 MILLION VIEWS
55.7K CONTENT INTERACTIONS UP 11.6%
480K+ REACH UP 61.9%
105.7K 3-SECOND VIDEO VIEWS UP 121.7%



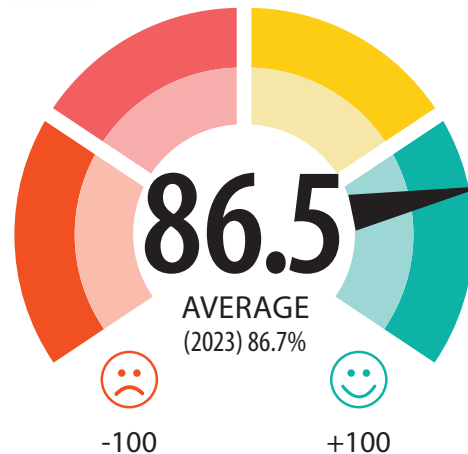
3.6K+ FOLLOWERS UP 365
154.2K VIEWS
38.2K REACH UP 236.7%



259K VIEWS DOWN 18%
1,625 ALL-TIME FOLLOWERS
UP 44% 85 NEW SUBSCRIBERS



50.5K IMPRESSIONS UP 11,625%
831 ENGAGEMENTS UP 83,000
6,852 FOLLOWERS DOWN 2.7%



Net Promoter Score (NPS)

NPS can be generalized as measuring customer loyalty. Our high and positive NPS indicates people were satisfied with their recent experience at the library and are willing to tell others.

2024 HIGHLIGHTS

FINANCIALS

Sources of Financial Support

Taxes	\$ 19,498,331
Fees & Reimbursements	\$ 316,330
Contributions	\$ 628,211
Grants & State Aid	\$ 69,466
Investment Income	\$ 937,043
Interfund Transfers	\$ -
Total	\$ 21,449,382

Library Expenditures

Salaries and Benefits	\$ 12,470,855
Other Operating Expenses	\$ 3,522,523
Debt Service	\$ -
Library Materials	\$ 2,004,689
Equipment & Capital Improvements	\$ 2,043,094
Programming & Events	\$ 160,569
Interfund Transfers	\$ -
Total	\$ 20,201,730

CARDHOLDERS

42% of all households in Shawnee County have an active library account



ASK A LIBRARIAN



We responded to **268,262** questions via walk-in, phone, email & chat UP 26%



COLLECTION



Our combined physical & digital collections give customers more than **2.3 million** items to choose from UP 19%

WIFI & COMPUTER USE



WiFi sessions **380,647** use UP 2%
84,393 hours UP .4%



Computer sessions **88,829** DOWN 8.2%
94,428 hours UP 2.9%

EVENTS

Event attendance **50,936**
DOWN SLIGHTLY 5%
(excludes exhibits, outreach, internal and training)



DIGITAL LIBRARY



catalog **727,094 total** visits UP 34.9%
330,537 unique visits UP 45.5%

website **546,720 total** visits DOWN 17%
329,967 unique visits DOWN 21%

Unique visits measures the number of individuals who visit a site. Total visits measures the number of times a site has been visited. If an individual visits a site multiple times, this number is reflected in the total visits.

CIRCULATION



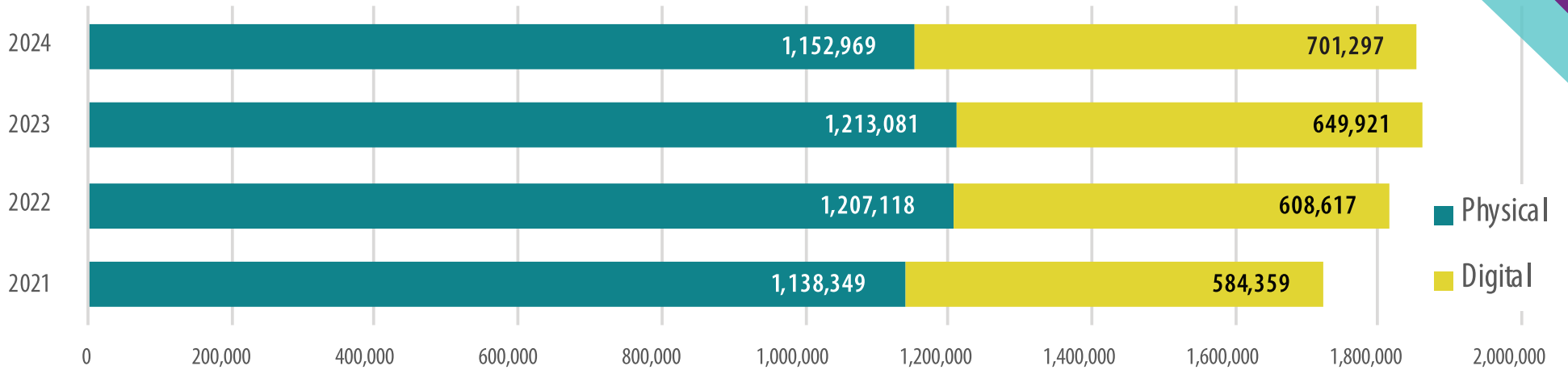
You checked out **1.85 million** items DOWN SLIGHTLY 7.9%

Digital Downloads **701,297** UP 6.8%

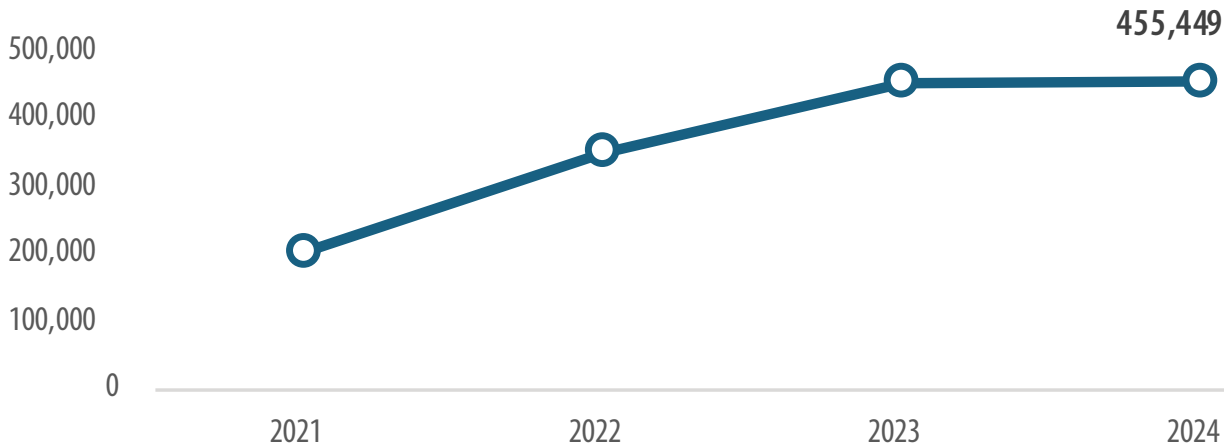


Curbside Service **5,217** checkouts DOWN 70%

TSCPL@Home **41,040** checkouts UP 3.1%

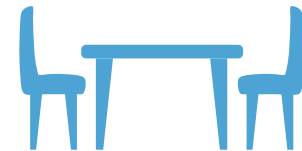


VISITS



MEETING ROOMS

24,452 meetings were held in all public meeting rooms UP 7.5%



RETIREMENTS

with much appreciation for their service and best wishes in retirement!



Paul Brennan
31 years



Kyler Carpenter
25 years



Jennifer Jones
27 years

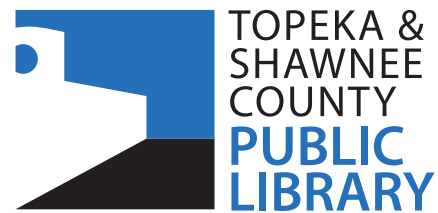


Liz Paris
7 years



Susan Shafer
30 years

*Stay
curious*



1515 SW 10th Ave | Topeka, KS 66604
785-580-4400 | tscpl.org
Hours Mon-Fri 9am-9pm | Sat 9am-6pm | Sun Noon to 9pm

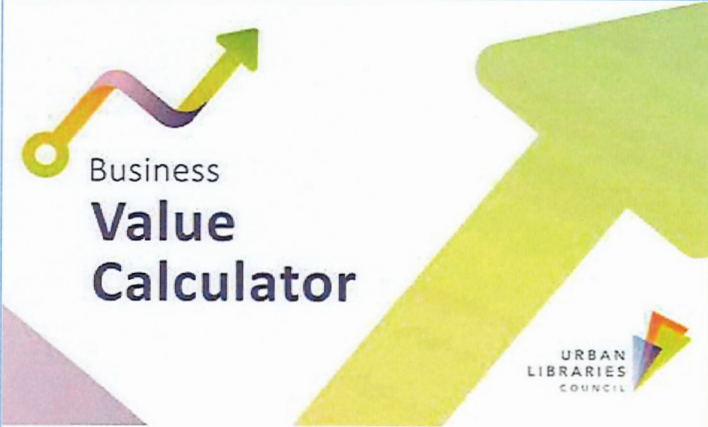
Measuring Impact, Driving Innovation

How Libraries Share the Impact of ULC's Business Value Calculator

Launched in 2022, [ULC's Business Value Calculator \(BVC\)](#) is a resource that helps public libraries quantify the economic impact of their support to entrepreneurs and small business owners in their communities. Since its release, libraries have successfully used the tool to communicate with stakeholders and advocate for library funding.

With its use has come a wealth of feedback on ways to enhance the tool. Therefore, in February 2025 ULC released an updated version of the tool and accompanying resources. Updates include additional suggestions to calculate various metrics, the ability to calculate the impact of a library makerspace, adjustments for inflation¹, and the option to receive an AI-generated summary of key themes. Users can opt in to having their BVC results shared with other ULC members. Doing so could strengthen local advocacy efforts, lead to more informed decision-making, and further drive innovation in how libraries serve entrepreneurs and small business owners.

¹ Between December 2019 and October 2024, the U.S. Consumer Price Index (CPI) rose from 256.974 to 315.664, reflecting an estimated 22.8% increase in overall prices. This inflationary rise has impacted service costs across various sectors, including business consultations, educational programs, and technology access. As a result, several estimated retail values in the Business Value Calculator have been adjusted accordingly to ensure they reflect current market rates and economic conditions.



Business Value Calculator

URBAN LIBRARIES COUNCIL

ULC's enhanced member tool — the Business Value Calculator — provides libraries with concrete ways to showcase their value to the local economy. By inputting real data on your library's business services, you can begin to estimate the monetary value of business services provided to patrons and demonstrate your library's impact to economic developers, business owners and local government leaders alike.

User Guide

Read our how-to **User Guide** to learn more about the calculator and discover what you will need to get started. This resource includes methodology details and a worksheet to support you with data collection.

Communications Guide

Review our **Communications Guide** to learn storytelling strategies on how to share the value you provide to your local business community.

Acknowledgements

Various libraries supported ULC in the process of improving the tool by attending feedback sessions and test groups. An extra thanks to the following for their participation throughout this process:

- Johnson County Library
- Kansas City Public Library
- Memphis Public Library
- Mid-Continent Public Library
- Milwaukee Public Library
- Palm Beach County Library
- Salt Lake County Library
- The ULC Economic Opportunity Action Team

This report serves to highlight a handful of libraries that completed the updated BVC in 2024 and the value of the business services they provide to their communities.

This work was funded by the Ewing Marion Kauffman Foundation. The contents of this publication are solely the responsibility of the Urban Libraries Council.



IMPACT PREVIEW:

1. **Jackson County Library Services (OR)**
 - a. Total Impact Calculated: \$453,889
2. **Johnson County Library (KS)**
 - a. Total Impact Calculated: \$2,112,378
3. **Kansas City Public Library (MO)**
 - a. Total Impact Calculated: \$2,930,302
4. **Memphis Public Libraries (TN)**
 - a. Total Impact Calculated: \$1,347,627
5. **Mid-Continent Public Library (MO)**
 - a. Total Impact Calculated: \$6,886,422
6. **San Diego Public Library (CA)**
 - a. Total Impact Calculated: \$1,764,187
7. **Topeka and Shawnee County Public Library (KS)**
 - a. Total Impact Calculated: \$1,532,272

Topeka and Shawnee County Public Library



Location: Kansas, USA
Library Service Population: 174,460
Number of Branches: 1

Topeka and Shawnee County Public Library's most successful entrepreneurship services have been developed in partnership with the Greater Topeka Partnership – Shawnee County's economic and business development organization – the Washburn Small Business Development Center, and SCORE. These include popular monthly “How to Start a Business” programs, weekly walk-in assistance with SCORE business mentors, and monthly programs on “Vital Topics in Business.” The library also serves its business community through the Level 2 Tech Center, which includes a makerspace with high-end tools and software, two audio/visual studios for content creation, and CoLab rooms equipped for remote work and small meetings.

Value Calculated with the BVC:

Technology and Equipment	\$557,639
Research Services	\$705,558
Training and Education	\$81,025
Physical Space	\$188,050
TOTAL VALUE:	\$1,532,272

“*Completing the Business Value Calculator in 2024 helped us see the dramatic impact that opening our Level 2 Tech Center and expanding our program and service offerings had on our business community. It also highlighted the incredible value of the databases and software that we provide to our community.*”

-Debbie Stanton, Public Services Manager

Community Impact Highlight:

One of the library’s regular young adult visitors has been using the audio/visual studio to record voice work for his web cartoons, which he publishes on his YouTube channel. In another instance, a doctor used the video recording studio to film physical therapy movements for children. These videos will be shared with her colleagues at an upcoming conference. Lastly, a regular patron proudly showed library staff the brochures they created for their business using the software in the Level 2 Tech Center. They were thrilled with their design work, demonstrating the valuable benefits of the library’s services.

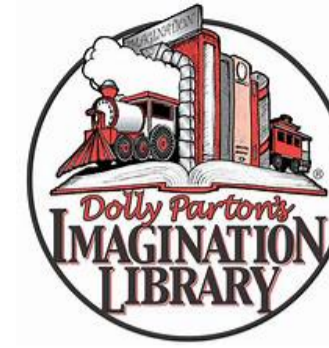
Dolly Parton's Imagination Library

February 2025



Total Enrolled

5,654



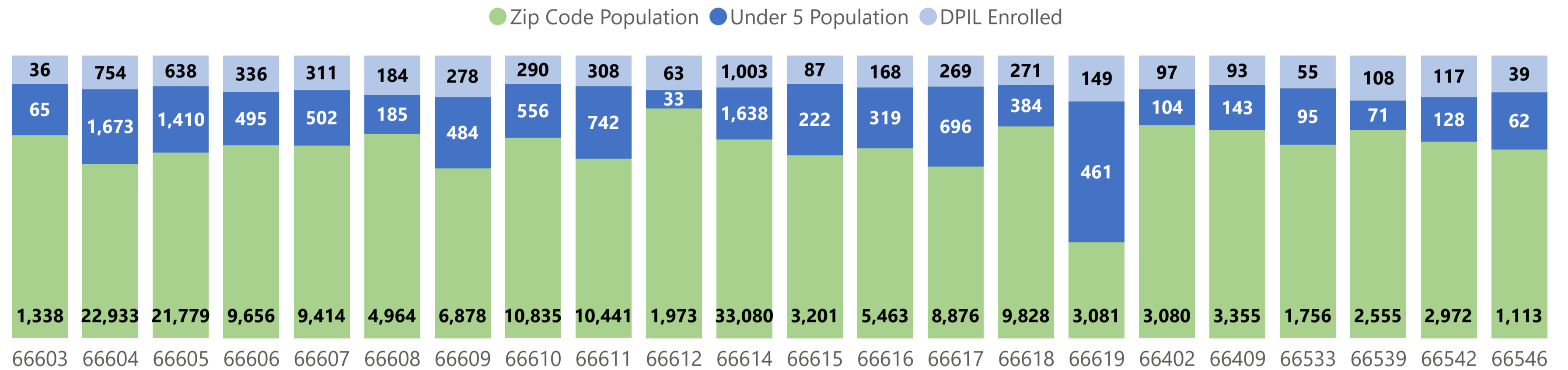
Total Graduated

9,772

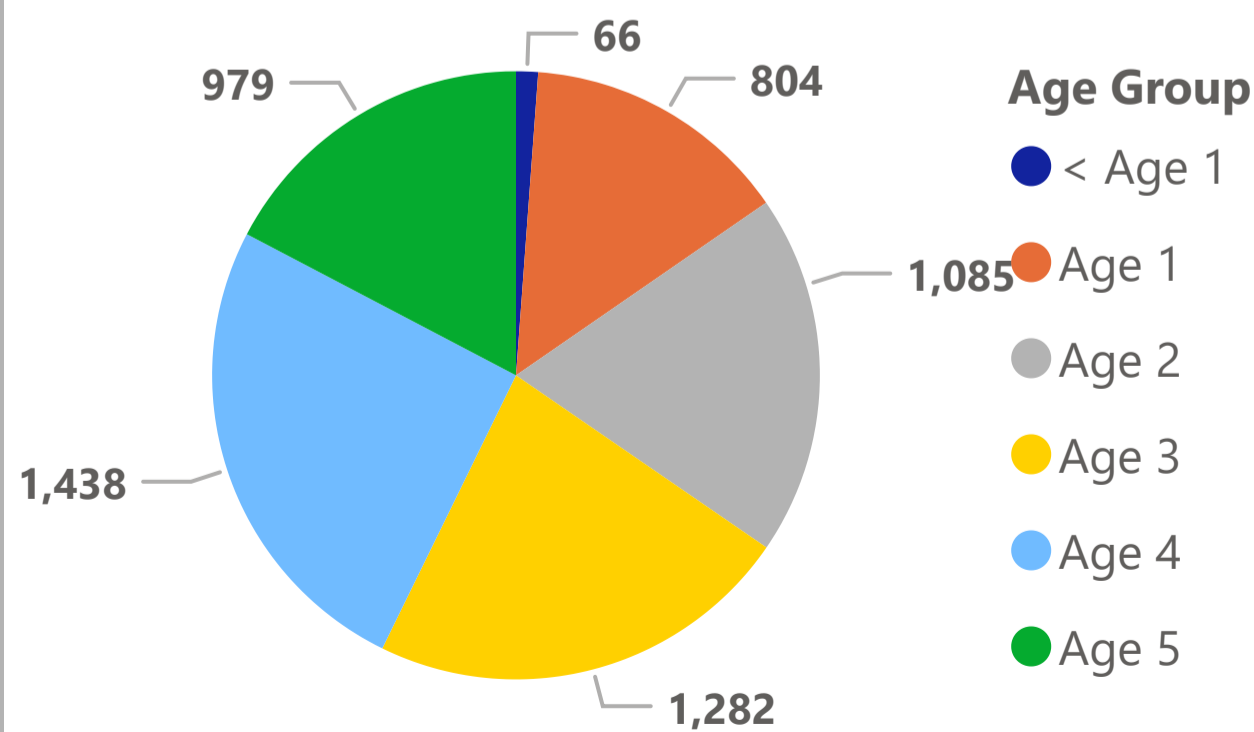
Year, Month

2025 (Year) + February (Month) ▼

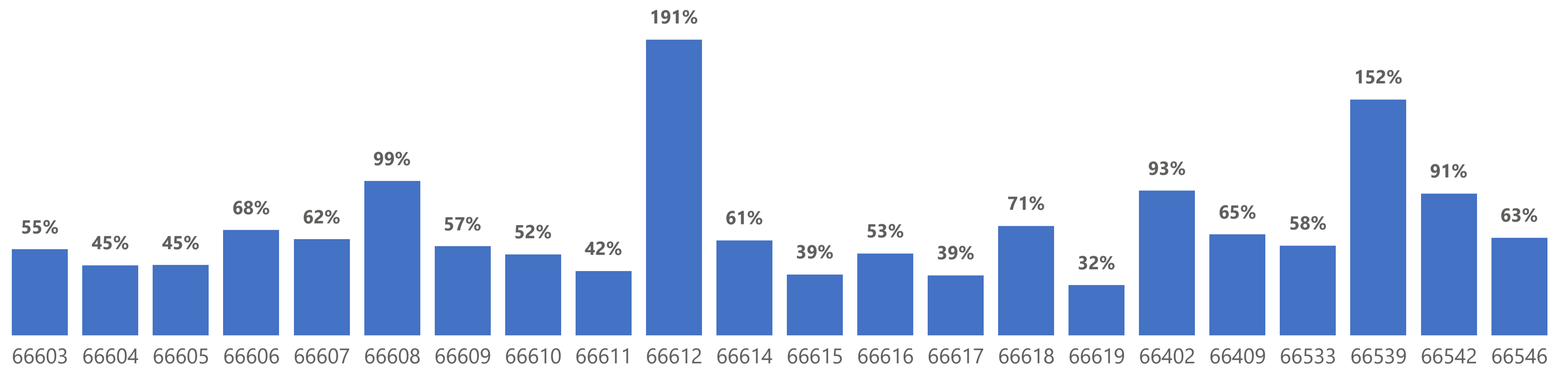
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman

March 13, 2025

Kids Library Remodel

This past week has been a whirlwind of activity as our Technical Services and Youth Services teams worked tirelessly to move collections into the newly renovated Phase 1 space. This includes the Picture Books, Easy Readers, and Juvenile Nonfiction collections.

It has a bit of a challenge for our customers as our collections have been spread out across the library, and access to some of those collections was temporarily limited. Our amazing Youth Services staff have stepped up, retrieving materials from the construction area and guiding folks to the right spots. They've been wonderful, helping everyone navigate the temporary changes.



Friday, March 14, 2025, our Digital Services and Facilities teams will move the public computers and staff workstations into the renovated area, and we will open the space to the public. We will then close off the Phase 2 area and construction will begin there.

While Phase 1 is looking fantastic, it's important to know that a few things will be coming in stages. We're using some of our existing furniture temporarily while we wait for the new pieces to arrive. The public computers are also in temporary locations, making those areas a bit more multi-purpose for now. The wall graphics and the rock-climbing wall will be installed closer to our grand opening in June. And, while the aquarium is up and running, we'll be adding the fish gradually over the next few weeks so they can properly acclimate to their new home.

We truly appreciate everyone's patience and understanding during this exciting transition. We're looking forward to seeing the kids' and family's reaction once everything is complete and they can explore the new space.



Vehicle Purchase

This month we have a fairly unique resolution requesting authorization to forgo the normal RFP process and purchase two vehicles before April 2. As I am sure you are aware, recently it was announced that there would be 25% tariff on imports from Canada and Mexico which is scheduled to take effect in early April. It is

difficult to predict the specific impact, but the consensus is that car prices will increase fairly drastically, and it could happen quickly.

In the approved 2025 budget, we have allocated funds to purchase a Sprinter Van to replace our current box truck, and an SUV to replace one of our minivans used by staff to go offsite for programs and deliver materials. Normally we would post an RFP for 2-4 weeks and then prepare a recommendation to go before the board. Using this timeline, we would not be able to go through the full bid process and bring a recommendation to the board until the April 17 board meeting. The concern is that prices may have increased significantly by then. We feel in this unique circumstance it would be beneficial to expedite this process so that a vehicle can be purchased by the end of March and hopefully before prices increase.

We have developed specs which have been sent to several local dealers, including those located in Topeka, Lawrence, and Holton. We have requested quotes from these dealers and are requesting an authorization to purchase a Sprinter Van and SUV, not to exceed an amount based on the quotes we received. However, the vehicles that were quoted are not necessarily being held for the library, so the price may change slightly. We will purchase the vehicle that meets our specs and has the lowest price, assuming it falls under the not to exceed amount. There are more details about the vehicles and process in the background information on the resolution.

Staff Restrooms Remodel and Elevator Upgrade

As mentioned in discussions on the Facilities Master Plan and approved in the 2025 budget, we will be renovating the staff restrooms on the lower level of the main library, main level of 1020, and basement of 1020. We have created a design and specs for these restrooms and posted an RFP on the library's website with the plan to bring a bid recommendation to the April 2025 meeting. The renovation will be similar to what occurred in the public restrooms, with a focus on improving the cleanability, including poured flooring instead of tile. The sinks and wall tile will be a little simpler than what we have in the public restrooms, but it will improve the look and cleanability of the current staff restrooms.

In addition to the restrooms, another Facilities Master Plan project that is in the approved 2025 budget is the upgrade of the main elevator that goes from the lower level up to the Level 2 Tech Center. The major component parts to the elevator are no longer serviced and need to be replaced. Specs have been prepared and a RFP posted, with a bid recommendation planned to be brought to the April board meeting. This project will require several months of lead time, so work on this elevator probably won't begin until late 2025.

Department Highlights

Public Services

Debbie Stanton, Manager

Update on Q1 Projects in Public Services

Hiring

All three Public Services teams have been working through hiring for open positions. We've completed interviews for two part-time Specialist positions in Youth Services, and are in process of hiring full-time Specialists for the Learning & Experiences team. Cadie has been working on the position description for our

community outreach librarian position on the Readers & Resources team, which has been open for over a year now. We're very excited about the applications we're getting in and the new hires that have been made.

Level Up Shawnee County

The second semester of the Level Up Shawnee County computer classes is almost complete. We were able to continue working with interns from the first semester to continue to develop and offer computer and technology programming in community centers throughout the county.

Next level Emerging Tech Classes

Our Level 2 Tech Center team has ramped up their program offerings with classes such as Podcasting, Cricut, Memory Lab, 3D Printing, and Studio Orientations. The team continues to find new ways to share our tech tools with the community.

We're excited about these and the many other projects we have going on this first quarter of the year!

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

February was a strong month for the gallery, with 1,895 visitors experiencing *Immersed: A Walk Inside Art*. By the exhibit's close on March 2, a total of 5,563 people had explored its blend of animation, augmented reality, and virtual reality. Our first animation workshops drew strong attendance, highlighting growing interest in digital art.

When the Library set up its table for Topeka Day at the Capitol on February 27, we took two augmented reality pieces from the exhibit to showcase the value of art in everyday life and highlight the kind of innovative experiences the gallery brings to the community.



Topeka Room: Local History and Genealogy

February was an exciting month for the Topeka Room, with 529 visitors exploring local history, genealogy, and unique artifacts. We also hosted our first House History Hunt class, drawing 14 participants. Many stayed after to dive deeper into the Topeka Room's resources, and one attendee even uncovered an obituary revealing that a former owner had passed away in her home!

Visitors also explored Ancestry.com, city directories, and yearbooks, and 11 patrons took a moment to relax by the fireplace. The mix of new and returning visitors highlights the Topeka Room's role as a hub for discovery, research, and connection.

Level 2 Tech Center

February was a busy month in Level 2, with 203 bookings and over 419 hours of use. The Recording Studios saw the most use—Studio A alone was booked 61 times for more than 130 hours. The 3D printers were also in demand, especially Printer 01 with 38 bookings. The Cricut and Digital Arts Studio had steady use, while the iMacs and PCs saw a mix of activity. The Memory Lab had lighter engagement, with only one station seeing regular use.

Whether recording, printing, designing, or editing, visitors continue to make the most of the creative technology available in Level 2.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Connection

There are many initiatives that I am passionate about in our 2024-2029 strategic plan, but for me personally, our organizational goals for connection and making sure everyone in our community feels a sense of belonging at the library resonate most deeply. When one of the librarians on the Reading & Resources team shared this recent anecdote with me, reading it further cemented that this building and the people inside are a force for good in the Topeka & Shawnee County community. Everyday library staff working on the public service floor make meaningful connections with our customers. I have seen so many staff members, from every department in the library, work to make the folks who walk in our doors feel welcome. This story illustrates just one of the many ways this organization impacts the community. As a lifelong Topekan and frequent library visitor, I remember moments from my own childhood when library staff went out of their way to make me feel seen and valued. It is without a doubt that those experiences shaped me and influenced the decisions I would make about my future and the community I would ultimately choose to call home for myself and my family.

“While I was working a morning service desk shift earlier this month, a mom was trying to choose a few books for herself in the New and Novel area with an antsy preschooler right after story time. Rather than help the mom choose her books, I asked her if I could fold a paper boat with her child while she looked. The child and I sat on the floor together right near mom and I folded a simple boat out of scratch paper from the service desk, chatting about the rectangle, triangle and square shapes and counting the sides together, and then practicing our foghorn noises to use while playing pretend with the boat. Mom had three books and preschooler had two boats when they left to go choose books for the child — and while the area wasn't busy with customers, I did notice a customer hanging out nearby and watching. A minute later, the other customer stopped by the desk and I made a comment about paper boats being my only trick. She gently corrected me and told me a story about a time when she was much younger, and visiting our library with

her mom and younger sister. She remembered that while her mom tried to find some books, I used scratch paper at the service desk and the stapler to make each child a tiny "book" to write and draw. She told me that she took her handmade book home, made copies, and tried to sell them to relatives. And that she still

has that tiny book. We guessed that this must have happened at least ten years ago. Later in the same desk shift, a young couple with a preschooler was trying to choose a few books in the exact same spot at the previous interaction. I folded another boat, but now I am thinking about how these simple connections help build lifelong library customers."

Daily Topeka Food Resources

Updated October 2024

Lunch, Monday-Friday

Corita's Corner Sandwich Ministry, 234 S. Kansas
Mon – Fri, 9 a.m. - 1 p.m.
Sack lunch at window at the back (southwest).
Bottled water for people walking. Each person must be present to get food.

Find Food Access Near You!
Food Distribution Map



The Salvation Army, 1320 SE 6th, 785-233-9648
Mon – Fri, noon - 1 pm, hot meals or sack lunch
Fridays – sack lunch only

Let's Help, 245 SW Macvicar Ave, 785-234-6208
Mon, Wed & Fri. 11:30 a.m. – 12:30 p.m.
sack lunches, *new location!*

Lunch, Saturday

Grace Episcopal Cathedral, 701 SW 8th Avenue
Every Saturday, 8:30-11:30 am, sack lunches on the building's south side.

Lunch, Sunday

Silverbackks Silver Sunday, 1020 NE Forest Ave.
Free meal to any age, Every Sunday at 11 am

Dinner, Every Day

Topeka Rescue Mission, 600 N. Kansas 785-354-1744
A hot meal is provided every evening in the park area on the east side of the main shelter
M – F, 6 p.m. – 6:30 p.m.
Sat & Sun 5 p.m. – 5:30 p.m.



Bee the Blessing Box Locations

Food placed in wooden boxes for anyone in need

<https://www.facebook.com/beetheblessingbox>

Mobile Access Partnership Locations

Tuesdays and Thursdays showers, food, clothing

<https://www.facebook.com/MobileAccessPartnershipTopeka>

Safety Resources

YWCA 24/7 HELPLINE: 888-822.2983

Mental Health 24-Hour Crisis Line: (785) 234-3300

Inter-Departmental Cooperation

Library Security Officer Wilson Ingram and Community Connections Librarian Lissa Staley team up to help provide accurate information to library customers in convenient formats. Previous successes include a pocket-sized QR code handout to the Customer Conduct Policy, as well as the full policy printed as a handout on the Community Information Wall at the library. This was implemented even before our Staff Development Day presenter recommending it as a best practice last month! At Wilson's suggestion, Lissa created the Daily Food Resources in Topeka handout, for immediate needs for customer health and safety. Other local agencies are also using this handy summary of available services. The monthly update of the Mobile Access Partnership (MAP) schedule is also available in the library and provided to customers. Most recently, as the library internally improved [guidelines for addressing animals in the library](#), an explainer handout was created of the relevant federal, state and library sources.

By working together to address the needs of the customers in accessing accurate information, library security staff and community resource/referral staff can improve communication and compliance around library policies, promote options for local services, and continue to be trusted resources for our customers.

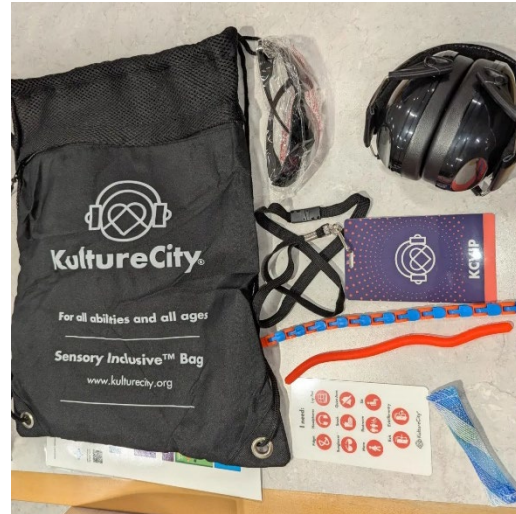
Youth Services

LeAnn Brungardt, Youth Services Supervisor

Kulture City™

While the idea of offering KultureCity™ was one posed by a staff member coming off a conference, it was another from the youth team that championed its momentum. It is an organization that focuses on sensory inclusivity.

The library has eight bags. Six are in Customer Service, one is in the Gallery, and one is in the Kids Library. Enclosed items include headphones, dark glasses, fidgets, and a communication tool. There is also an app that includes a social story specific to visiting the Library. Social stories provide a short narrative and visuals that can help people understand social cues and behavioral needs during a visit.



For more information, visit their website, <https://www.kulturecity.org/>.

ASQ™ Event & Upcoming Training

Early Childhood Librarians and I attended a screening event held at Quinton Heights. It was a one stop opportunity for families with young children to have their kids hearing and vision tested, to ask basic question about wellness of nurses and dental professionals and to run through the Ages and Stages Questionnaire™ and the social emotional one as well.

The Library's Early Childhood team will be trained on administering the ASQ™ and ASQ-SE™ screening tool. These outline developmental milestones for young children and are scored based upon parent/guardian reporting of child behavior.

The training will provide staff with a deeper understanding of milestones. That in turn will help us be more confident in encouraging and working with families. It will allow us to better connect families to resources and support systems they may need. We know early intervention is key.

For more information about ASQ™, visit this website, <https://agesandstages.com/ks/>.

Librarian Updates

Early Childhood Outreach Librarian

The Dolly Parton Imagination Library is a wonderful book-gifting initiative for families with children aged from birth to five. Unfortunately, some books are not deliverable. However, the library has a plan for those undeliverable books. Each book has a promotional sticker placed on its cover. Then the books are placed in the waiting rooms or reception areas of community partner locations where families with young children naturally visit. The books are available for families to browse, or a child can even choose to take a book home. The books are displayed alongside promotional information related to the Dolly Parton Imagination Library. While we hope families are enticed to sign up, we are also happy to provide either reading material while they wait or place a few books in homes. We simply want families reading together. One

such location is Community Resources Council / SENT, which is in the Hi-Crest neighborhood. Our community partner reports that families enjoy and benefit from the easy access of these books.

Early Childhood Librarian

Our library is a designated Family Place Library. This means we understand the importance of play for our youngest patrons. Play is how they learn. We have made it our priority to have age-appropriate toys. We are also fortunate to have leveled programs with Baby Bookworms, Wonderful 1s, Totally 2s, and Preschool Storytime. We also have Family Place Learn and Play in the summer. This program provides opportunities for caregiver and child to focus on play together and to learn about community resources with our partners. Having a program like this is required to be a Family Place Library.

Each year we get recertified as a Family Place Library. In this recertification we are asked about the programs we provide, the community partners we invite to share information with our families, our parenting collection, and the training the Early Childhood Team attends to maintain knowledge on early childhood research and trends. We have been a Family Place Library since 2012.

Teen Librarian

Teen programming is an adventure as construction continues. Some of our programs have consistent participation and with others, we are still experimenting with scheduling to find days and times that will work for teens to attend. We are looking forward to construction beginning on the new Teen space and having a consistent space for programming again. Our D&D program is approaching its second full year of life! We'd like to thank our volunteer who helps run a table twice a week, and the teens who show up to play for helping this program keep going.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

New Digital Subscription

New York Times digital access: I'm excited to share that we have a new digital product for customers. Our electronic resources librarian Hayley Swisher has been working with the New York Times to onboard the NYT digital access product for libraries. It's been quite the project to pull together but she's been successful and we're excited to bring this new offering to customers.

The New York Times library subscription allows customers access to news, games, cooking, Wirecutter (similar to Consumer Reports), and The Athletic. Customers can access the NYT online anywhere via a 24-hour access code provided to them. Once a customer's code expires, they can request a new one. Customers accessing The New York Times inside of the main library do not need to request an access code. This product works for web browsers, with the main NYT app and with the NYT apps for audio, games, cooking and The Athletic. Customers will enjoy exploring all that's offered in this robust online subscription.

Kids Library Renovation: Collections Move

We completed the phase 1 to phase 2 Kids Library collections move on March 11th and 12th. All collections are in place until the final phase of the project. David J's Place is now empty of books and shelving. We moved approx. 26,000 books in 1.5 days. While it was a lot of work pushing carts, navigating around construction materials and putting so many skinny books in order, we got it done efficiently and it looks great! Customers can access collections in the renovated space while the construction work shifts to phase 2. When that is complete in May, we'll complete the final collections move just in time for summer.

Access Services

Kelli Smith, Access Services Manager

Tech Logic Visit

Earlier this month a technician from Tech Logic visited TSCPL to perform preventative maintenance on the current AMH system. This technician will also be installing TSCPL's new AMH sorter. During his visit he spent a long time verifying numerous measurements for the company as they finalize the design of the new system. I'm confident that the engineering design will be completed very soon so they can start building the physical system.

Circulation Workroom Redesign

Circulation Supervisors Angie Hardy-Foltz and Jacob Ziegler, along with myself, met with HTK to discuss ideas for the circulation workroom redesign. This room will house the new AMH system. Since the new system will occupy less space than the current one, it is important to determine the placement of storage and staff workstations. Additionally, we aim to enhance quiet spaces for staff where team meetings, virtual training, and other tasks can be done. Circulation staff do not have designated offices or cubicles and the current workstation layout can make it difficult to juggle certain tasks with customer service needs that arise in that space. We're excited to see what is possible in that space!

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

February was a quieter month for Classroom Connections and community outreach, largely due to the unpredictable weather. With fewer in-person events and connections, it was a slower period than usual. However, the team has been using this time to regroup and focus on the foundation of their work, ensuring that they are ready to jump back into action as the weather improves! Although the month didn't bring as many opportunities for face-to-face interactions, they remain committed and are excited for the upcoming opportunities to reconnect and further engage with our classrooms in the months ahead!

On a personal note, I've been diving deeply into my Emerging Leaders class, and I couldn't be more excited about the experience. The course has been incredibly insightful, offering a wealth of knowledge that I am eager to apply in both my professional and personal life. I've been soaking up every lesson and challenge,

and I'm looking forward to seeing how these next 10 months will shape my growth as a leader. This journey is already beginning to transform my approach to leadership, helping me become more effective and thoughtful in the way I lead and interact with others. I'm excited to take the skills and insights I'm gaining from this program and apply them not only to my role within the team but also in my personal relationships and endeavor! I'm confident that this experience will contribute significantly to my development, and I look forward to leveraging what I learn to support and inspire our team and community as we move further into the program.

Community Services Librarian Report

February was a busy month for the Bookmobile and Delivery Teams! Our Bookmobile Team checked out over 3,300 items to patrons throughout Shawnee County. Thanks to the talents of this team, Spring has started to bloom on the Adventuremobile as we have started to decorate with flowers. Bookmobile patrons also have the opportunity to choose items in celebration of St. Patrick's Day and Women's History Month.



Our Delivery Team has been hard at work, delivering close to 3,500 items in February. We are excited to have started weekly deliveries in March! Since this service started in 2020, we have served Shawnee County on a bi-weekly schedule. Over the past few months, our Delivery Team worked with staff from multiple departments to meet and determine that we could move to a weekly delivery schedule. This allows us to provide even greater level of service to our customers, who will now be able to have materials delivered to their home more quickly than in the past. Many thanks to Colton Teske and Nancy Wurm, who make up our amazing Delivery Team, for all their hard work to implement this new schedule!

Digital Services

David King, Digital Services Director

Digital Library Workplan

I presented the workplan at the last board meeting. Since then, Diana and I have started the planning phase, meeting with Michael Perkins (the library's web administrator) and are planning to meet with Marie

soon to finalize our 2025 priorities. Then we will set up some work teams and start making improvements to our digital library.

Self-Check Kiosks

Digital Services has started work on configuring the kiosk screens. We are in the process of working with Bibliotheca and Comprise Technologies to properly configure the credit card terminals that are attached to the kiosks and are waiting for the coin/cash devices to be delivered.

Top Web Pages for February 2025

1. Tools & Services: 5069 Pageviews
2. Work at the Library: 2281 Pageviews
3. Reading Challenges: 2046 Pageviews
4. Careers: 1891 Pageviews
5. Hours & Locations Page: 1635 Pageviews
6. Get a Library Card: 1560 Pageviews
7. Hours & Locations Page: 1671 Pageviews
8. Catalog: 1044 Pageviews
9. Meeting Room & Event Spaces: 839 Pageviews
10. Request a Meeting Room: 703 Pageviews

Social Media Highlights for February 2025

Facebook

- WREN Statue video – reached 7845 people
- Bel Canto Duo – reached 7446 people
- Day at the Capitol – reached 5326 people

Instagram

- School age fun – reached 3648 people
- Winter reading challenge – reached 2249 people
- WREN Statue video – reached 1058 people



L to R: Staffers Karen Watson, Zan Popp, *Our Stories* exhibit curator Michael Kates of Black American Blueprint Collective & CEO Marie Pyko accepted the Mosaic Award from the American Advertising Awards on March 1, 2025.



We Took Home the Gold and More! at the 2025 American Advertising Awards!

We're thrilled to announce that at the 2025 American Advertising Awards (Topeka AdFed) on March 1 our team scored big with multiple honors! We earned a Mosaic Award for the stunning graphics and promotion of the Alice C. Sabatini Gallery's exhibit *Our Stories: African American Topeka Before and After Brown* created in collaboration with Michael Kates, his Topeka High students and Sherri Camp of the Black American Blueprint Collective. But that's not all—we also snagged two Gold Awards for both *Our Stories* and *Immersed*, showcasing our top-notch graphics and promotion. Rounding out the wins we proudly brought home four Silver Awards for the Strategic Plan report and campaign, *The Floor is Lava* children's art exhibit, our 2024 Holiday Card, and the Summer Reading "Western" video produced by TCALC high school students. Congratulations to everyone involved in making these creative achievements possible!



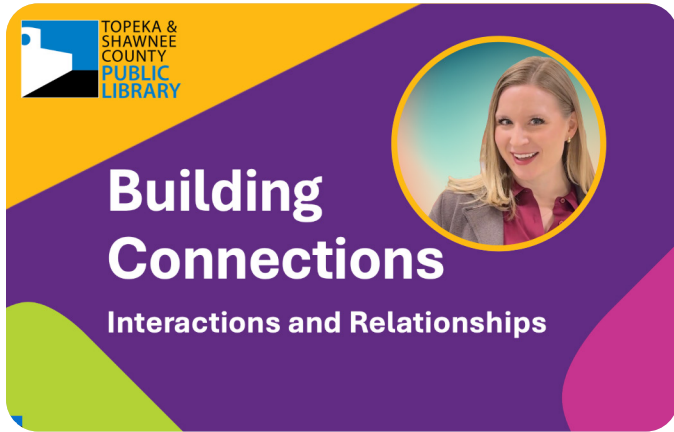
Debbie Stanton and Zan Popp at our eye-popping interactive booth at the Topeka Day at the Capitol event.

Highlighting 2024

With input from all library departments we showcase our organization's accomplishments in the 2024 Annual Report included in this month's board packet. Karen Watson led the effort of gathering details and statistics. In addition to reflecting on the past year, this report will be valuable to future library staff capturing the history of our work.



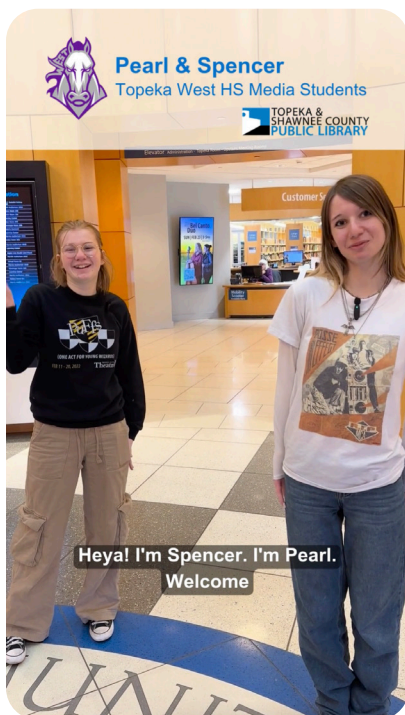
Building Skills at Topeka Rescue Mission



Communication is more than the words we use – it’s all the ways we relate to others. That is the overall message of Jayna’s Effective Communications class, which she leads each quarter at the Topeka Rescue Mission. Participants gain skills for communicating their needs clearly, showing empathy, resolving conflict and troubleshooting miscommunications.

T-West Collab

T-West High School media students are big fans of the library! Already pros at recommending books and trendy things to try from their school library due to their entertaining videos, these kids were eager to make content about our library. They want to teens to visit our digs and discover everything we can offer them.



Retaining Customers

The marketing initiative to retain and increase library users has completed it’s first retention campaign in the first quarter of 2025. A two-postcard direct mail campaign was mailed to 2,434 customers who had not used their account, January-June 2024. The postcards were mailed 30-day apart. By March 10, 786 (more than 32%) customers used their account and returned to active status. The second campaign to inactive accounts July-December 2024 will occur during the 2025 second quarter.



Resolution – Nominating Committee Appointments

**BOARD OF TRUSTEES
March 20, 2025**

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

- **Jim Edwards - Chair**
- **Liz Post**
- **Beth Dobler**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Request to Dispose of the Sherlock Bookmobile

BOARD OF TRUSTEES

March 20, 2025

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

Background information:

The Sherlock bookmobile was purchased in 2013 to replace the Bluebird bookmobile. This new vehicle was larger than its predecessor and, for the first time, required staff to obtain a Commercial Driver's License (CDL) to operate. Over the past decade, Sherlock has been one of two CDL vehicles providing bookmobile service to 20 community stops each week, allowing customers to conveniently pick up library holds and browse a selection of adult and juvenile books.

In 2022, changes to federal CDL requirements impacted in-house training and made it more challenging for the library to fill CDL driving positions. In September 2024, the stop schedule was modified and a non-CDL vehicle was repurposed to handle the weekly bookmobile stops. This change allowed a larger pool of staff to be able to drive the Bookmobile and removed one of the major barriers for prospective applicants.

With these changes, all bookmobile stops can now be serviced by one vehicle. However, having an additional vehicle to serve as a backup or to help cover for special events, has been beneficial. At this time, both CDL vehicles serve in this capacity. In order to maintain optimal operating conditions for both CDL vehicles, and to keep staff familiar with those vehicles, each CDL vehicle has continued to go out one day a week.

Despite its continued use, Sherlock began experiencing more maintenance issues than the other CDL vehicle. In addition to necessary repairs, the

regular cost of maintaining the vehicle for duty, such as replacing the tires, has become prohibitive. Due to the high cost of upkeep, as well as the fact that the library would retain an additional vehicle to serve as a backup or to help cover for special events, it is recommended the library retire and dispose of the Sherlock bookmobile.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Computer and Internet Use Policy

BOARD OF TRUSTEES

March 20, 2025

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Computer and Internet Use Policy

1. Background

- a. The Topeka and Shawnee County Public Library provides public access to computers and the Internet.
- b. The Topeka and Shawnee County Public Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
- c. The Internet is an information resource that enables Library customers to access a diverse variety of information on public access computers beyond that contained in the library's own collection.
- d. This Policy serves to ensure that no minor has access to "visual depictions"¹ that are "child pornography"², "harmful to minors"³ or "obscene"⁴, and that no person has access to "visual depictions" that are "child pornography" or "obscene".

2. Library Responsibilities

- a. The Library uses Internet filtering software on all of its public access computers to ensure compliance with paragraph 1(d).
- b. The Library provides access to recommended, age-appropriate sites through its website.

3. Customer Responsibilities

- a. Customers may:
 - i. Download files from a website directly to any supported portable storage media.
 - ii. A customer, who is not a minor, may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.
- b. Customers shall:
 - i. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
 - ii. Respect the privacy of others.
- c. Customers shall not:
 - i. Access illegal Internet websites as defined by applicable state or federal law.
 - ii. Access web pages or websites that that contain visual depictions of obscenity, child pornography, or is harmful to minors.
 - iii. It will be considered a violation of this Policy if a customer clearly demonstrates the intent to violate the Policy even if no violation occurs.

¹ K.S.A. § 75-2589(f)(9).

² K.S.A. § 75-2589(f)(2).

³ K.S.A. § 75-2589(f)(3).

⁴ K.S.A. § 75-2589(f)(5).

- iv. Gain or try to gain unauthorized access to restricted resources or entities.
- v. “Hack into or interfere” with other users, system operations, integrity or security of the Library computer network or any computer system.
- vi. Attempt to gain access to another person’s files or passwords.
- vii. Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.
- viii. Harass others with messages, prints, images or software programs.
- ix. Load or run any software other than that which resides on the Library’s Public Access computers.
- x. Tamper with, mishandle, damage or attempt to damage computer hardware.
- xi. Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4. Printing

- a. The Library makes available at a nominal charge printing from public access computers.

5. 3D Printing

- a. The Library offers customers the use of 3D printers to inspire interest in design and to promote digital literacy and entrepreneurship in our community.
- b. The Library may charge a nominal fee to print and may set limitations on print time for the purpose of providing fair and equal access to the 3D printers.
- c. Customers can design and create 3D printed-items of any type other than those that:
 - i. Are prohibited by local, state, or federal law;
 - ii. Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others (For example, guns, knives, or other possible lethal weapons);
 - iii. Are obscene or otherwise inappropriate for the Library environment; and or
 - iv. Violate another person’s property rights, (For example, the printer cannot be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection).
- d. Library staff are available to troubleshoot prints as time allows.
- e. The Library will not be liable for functional failure of materials made through the use of its 3D printers, or injuries or property damage caused by them.
- f.

6. Limitation of Liability

- a. The Library assumes no liability for loss or damage to the user’s data, the user’s portable storage media or for any damage or injury arising from invasion of the user’s privacy or from viruses that may infect the user’s portable storage media or files.
- b. The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

7. Enforcement and consequences for violating policy

- a. The Library electronically monitors all of its computers for violations of this Policy through Internet filtering software, the observations of Library staff and other customers, and other means.
- b. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this Policy, including but not limited to confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.

- c. The Library considers violations of this Policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this Policy.

8. Use of the Library’s computers constitutes agreement with this Policy.

9. Procedures for the submission of complaints

- a. Customers desiring to submit complaints about the standards, rules and regulations and the enforcement thereof, or observed customer behavior have been adopted and are available pursuant to the Customer Conduct Policy on the Library website.

10. Policy review.

- a. This Policy shall be reviewed at least once every three years by the Library Board of Trustees.

Approved: January 19, 2012

Revised: February 27, 2014

Reviewed and Affirmed: April 20, 2017

Reviewed and Affirmed: November 15, 2018

Revised and reviewed: October 21, 2021

Approved: November 21, 2021

Reviewed: February 20, 2025

Approved: March 20, 2025

Board of Trustees

Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at [tscpl.org/contact](https://www.tscpl.org/contact).



Resolution – Bid for Laptop Purchase

BOARD OF TRUSTEES

March 20, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$34,344.00 by FlexSolv Networks, Inc. of Richardson, Texas for the purchase of twenty-four (24) Dell Latitude 5450 laptops with 3-year warranties. Funding for this purchase will be from the General Fund, Digital Services Support and General Fund, Special Projects.

Policy and Background Information:

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

On February 20, 2025, the Request for Proposal (RFP) for the purchase of twenty-four (24) Dell Latitude 5450 laptops with 3-year warranties was posted on TSCPL's website as notice to any interested vendor. Proposals were due by 3:00 pm on March 11, 2025 and were opened. Bids were received from five (5) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$34,344.00 by FlexSolv Networks, Inc. of Richardson, Texas for the purchase of twenty-four (24) Dell Latitude 5450 laptops with 3-year warranties. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2025 Laptop Bid Tally

Vendor	Avava Zainouba LLC	Innova Solutions DJ LLC	FlexSolv Networks Inc	Spruell & Spruell, LLC	Archie Supply LLC
Location	Highland Falls, NY	Grand Prairie, TX	Richardson, TX	Antioch, CA	Greensboro, NC
Price:					
24 Dell Latitude 5450 laptops	\$ 34,922.64	\$ 39,576.96	\$ 29,880.00	\$ 40,086.96	\$ 37,296.00
3-year warranty	\$ 4,811.52	\$ 7,505.04	\$ 4,464.00	\$ 4,656.22	\$ 5,138.40
Shipping	\$ -				
Time of Completion	30 days	30 days	14 days	30 days	30 days
Total Bid	\$ 39,734.16	\$ 47,082.00	\$ 34,344.00	\$ 44,743.18	\$ 42,434.40

* lowest bid



Resolution – Request for Authorization for Expedited Vehicle Purchase

**BOARD OF TRUSTEES
March 20, 2025**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes library staff to purchase two vehicles before April 2, 2025, using quotes from area dealers and forgoing the standard RFP purchase process. The combined cost of both vehicles is not to exceed \$86,000.

Background information:

The library has two vehicles that are due to be replaced in 2025. The purchase of two new vehicles was included in the approved 2025 budget.

With a 25% tariff increase due to take effect in early April, it was determined it would be beneficial to expedite the purchase of both of these vehicles before a possible price increase in April.

Per the Procurement Rules and Procedures for Policy Implementation April 2017, exceptions to the Purchase Policy for emergency purchases, when in the opinion of the Chief Executive Officer, an unexpected or unforeseen event may cause serious loss to the library.

Cargo Van

The library's box truck is used on a daily basis, primarily to collect library materials that are returned to 18 different book drops throughout the county. The current vehicle used is a 2010 Ford E350 Box Truck. This vehicle has required several repairs over the past few years to keep it running, including \$4,096 spent in 2024. The cargo capacity of this vehicle makes it fairly unique in our fleet and is the only one that can handle our daily book drop duties. Because of the age and increasing issues, it was determined that it would be beneficial to replace it as opposed to continuing to repair it.

Specs were developed for a commercial cargo van to be used for in city/neighborhood deliveries of library materials. A request for a price quote was sent out to 11 dealers, including:

- Laird Noller Ford Topeka

- Laird Noller Ford Lawrence
- Foster Ford Holton
- Bob Allen Ford Ottawa
- Max Ford Manhattan
- Olathe Ford
- Shawnee Mission Ford
- Briggs Auto Topeka
- Ellis Boys Holton
- Victory Ottawa
- Mainstreet Lansing

As of Friday, March 14, the library has received four responses for quotes that meet our criteria. These prices range from \$46,992 to \$56,715.50. However, the vehicles that were quoted are not necessarily being held for the library, so the price may change slightly. Dealers were also given a fairly quick turnaround time to provide quotes, so we may receive additional quotes today. Based on the prices quoted and possible price fluctuation, we are requesting an authorization to spend \$50,000 on this vehicle. We will purchase the vehicle that meets our specs and has the lowest price, assuming it falls under \$50,000.

SUV

The library currently owns three minivans that are primarily used by staff to drive to remote locations to present programs, deliver materials, or perform other outreach tasks. The oldest of these minivans is a 2012 Toyota Sienna. The other two minivans are 2013 and 2014 Siennas. These vehicles are used on a daily basis by staff members in all areas of the library. With the growth of outreach deliveries and the increased amount of time the current vehicles are out of service due to age, staff have been forced to drive their own vehicles more often. Staff driving their own vehicles is not a best practice as it places a burden on staff, requires mileage reimbursement, and creates liability and insurance issues. This vehicle will supplement our current fleet and prepare the library for the time in which the 2012 Sienna will need to be pulled from service. The current Facilities Master Plan recommends purchasing a new vehicle one at a time over the next three years in order to maintain the fleet and not end up in a situation in which we have to replace multiple vehicles at the same time.

Specs were developed for a small SUV or crossover similar to Honda CR-V, GMC Terrain, or Hyundai Tucson to be used for in city/neighborhood deliveries of library materials. A request for a price quote was sent out to 7 dealers, including:

- Sharp Honda
- Bob Sight Lawrence
- Legends Honda
- Little Apple Honda
- McCarthy Honda
- Cable Dahmer Topeka
- Noller Hyundai

As of Friday, March 14, the library has received four responses for quotes that meet our criteria. These prices range from \$30,265 to \$35,699. However, the vehicles that were quoted are not necessarily being held for the library, so the price may change slightly. Dealers were also given a fairly quick turnaround time to provide quotes, so we may receive additional quotes today. Based on the prices quoted and possible price fluctuation, we are requesting an authorization to spend \$36,000 on this vehicle. Some vehicles that were quoted may take several months to acquire, while others would have a much shorter delivery time. We will purchase the vehicle that meets our specs, has the lowest price, and is available in a reasonable amount of time, assuming the cost falls under \$36,000.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Key Metrics

Net Promoter Score

86.5

End of LY: **86.4**

Difference: **0.1 ▲**

% Change: **0.1% ▲**

Active Cardholders

67,628

End of LY: **67,163**

Difference: **465 ▲**

% Change: **0.7% ▲**

Unique Borrowers YTD

21,279

Previous YTD: **21,334**

Difference: **-55 ▼**

% Change: **-0.3% ▼**

Door Count YTD

64,394

Previous YTD: **73,012**

Difference YoY: **-8,618 ▼**

% Change YoY: **-11.8% ▼**

First Time Checkouts YTD

94,669

Previous YTD: **108,926**

Difference YoY: **-14,257 ▼**

% Change YoY: **-13.1% ▼**

Digital Checkouts YTD

120,403

Previous YTD: **117,096**

Difference YoY: **3,307 ▲**

% Change YoY: **2.8% ▲**

Computers and WiFi

Computer Sessions YTD

11,692

Previous YTD: **13,093**

Difference YoY: **-1,401 ▼**

% Change YoY: **-10.7% ▼**

Avg Session Time YTD

01:01:50

Previous YTD: **01:03:18**

Difference YoY: **-00:01:28 ▼**

% Change YoY: **-2.3% ▼**

WiFi Sessions YTD

62,145

Previous YTD: **55,936**

Difference YoY: **6,209 ▲**

% Change YoY: **11.1% ▲**

Avg Session Time YTD

00:13:48

Previous YTD: **00:14:46**

Difference YoY: **-00:00:59 ▼**

% Change YoY: **-6.6% ▼**

Other Metrics

Program Attendance YTD

9,314

Previous YTD: **12,611**

Difference YoY: **-3,297 ▼**

% Change YoY: **-26.1% ▼**

Mtg Room Attendance YTD

10,411

Previous YTD: **10,208**

Difference YoY: **203 ▲**

% Change YoY: **2.0% ▲**

Reference Questions YTD

38,878

Previous YTD: **44,954**

Difference YoY: **-6,076 ▼**

% Change YoY: **-13.5% ▼**

	2025												2025 YTD	2024 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)																
Monthly NPS	90.7	82.9												87.2	86.5	0.8%
Monthly # of Responses	44	35												79	108	-26.9%
Current NPS	86.5	86.5												86.5	86.4	0.1%
GATE COUNT	31,895	32,499												64,394	73,012	-11.8%
CIRCULATION*																
Main Library																
Circulation Desk & Renewals	30,566	29,616												60,182	66,650	-9.7%
Interlibrary Loan	1,342	1,204												2,546	2,346	8.5%
Self-Check	37,970	35,007												72,977	80,505	-9.4%
Bookmobile	3,080	3,359												6,439	14,724	-56.3%
TSCPL @ Home	3,212	3,488												6,700	6,361	5.3%
Red Carpet	4,969	4,114												9,083	8,652	5.0%
Digital Downloads	62,236	58,167												120,403	117,096	2.8%
Library @ Work / Smartlocker	1,330	1,316												2,646	2,855	-7.3%
TOTAL CIRCULATION	145,924	137,178												283,102	301,315	-6.0%
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	49,171	45,498												94,669	108,926	-13.1%
CIRCULATION DETAILS																
Print Material	53,642	50,828												104,470	117,691	-11.2%
Audio/Visual Material	24,188	22,277												46,465	52,525	-11.5%
Adult Materials	46,803	43,952												90,755	95,044	-4.5%
Children's Materials	23,226	21,990												45,216	58,277	-22.4%
Young Adult Materials	1,915	1,740												3,655	4,869	-24.9%
Red Carpet Materials	5,868	5,401												11,269	11,913	-5.4%
NEW Patrons																
Topeka / Shawnee County																
Adults	660	579												1,239	1,714	-27.7%
Children (ages 17 and under)	128	92												220	295	-25.4%
Red Carpet Outreach	9	6												15	26	-42.3%
NEKL	48	25												73	80	-8.8%
Non-Resident	0	1												1	1	0.0%
Total New Registrations	845	703	-	-	-	-	-	-	-	-	-	-	-	1,548	2,116	-26.8%
PATRONS DELETED	186	141												327	826	-60.4%
Cardholders																
Topeka / Shawnee County																
Adults	73,570	74,023												74,023	73,163	1.2%
Children (age 0 - 17)	15,847	15,814												15,814	15,851	-0.2%
TSCPL @ School	36,797	36,839												36,839	34,518	6.7%
Red Carpet Outreach	1,359	1,367												1,367	1,353	1.0%
NEKL	10,763	10,924												10,924	10,712	2.0%
Non-Resident	63	53												53	65	-18.5%
Delinquent	76	74												74	78	-5.1%
TOTAL CARDHOLDERS	138,475	139,094	-	-	-	-	-	-	-	-	-	-	-	139,094	135,740	2.5%

Active Cardholders (Savannah)															
Non-Student Cardholders	61,003	60,992											60,992	60,848	0.2%
Student Cardholders	6,436	6,636											6,636	6,315	5.1%
TOTAL ACTIVE CARDHOLDERS	67,439	67,628											67,628	67,163	0.7%
Unique Borrowers															
Physical	6,536	6,343											9,039	25,460	-64.5%
Digital	12,334	12,012											14,589	21,838	-33.2%
Both	1,515	1,452											2,349	7,145	-67.1%
TOTAL UNIQUE BORROWERS	17,355	16,903	-	-	-	-	-	-	-	-	-	-	21,279	40,153	-47.0%
Holds Satisfied	13,983	12,258											26,241	27,726	-5.4%
TOTAL CHECK-IN	48,395	45,302											93,697	106,102	-11.7%
COLLECTION															
Materials Added	2,918	2,714											5,632	5,659	-0.5%
Materials Discarded	3,882	2,067											5,949	21,802	-72.7%
TOTAL COLLECTION	333,333	333,980											333,980	339,285	-1.6%
WEBSITE															
tscpl.org Unique Visitors	24,332	21,131											45,463	64,402	-29.4%
tscpl.org Total Visits	44,480	38,204											82,684	104,978	-21.2%
catalog.tscpl Unique Visitors	27,963	18,549											46,512	49,226	-5.5%
catalog.tscpl Total Visits	63,788	50,337											114,125	121,682	-6.2%
COMPUTER USE															
Public Computer Sessions	5,584	6,108											11,692	13,093	-10.7%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08											1:01:50	1:03:18	-2.3%
Total Computer Hours	5,824	6,225											12,049	13,814	-12.8%
Wireless Sessions	31,391	30,754											62,145	55,936	11.1%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00											0:13:48	0:14:46	-6.6%
Total Wireless Hours	7,094	7,191											14,285	13,768	3.8%
TOTAL HOURS	12,918	13,416	-	-	-	-	-	-	-	-	-	-	26,334	27,582	-4.5%
NOTARY SERVICE (Documents)	108	157											265	409	-35.2%
REFERENCE QUESTIONS															
Public Services	14,786	16,534	-	-	-	-	-	-	-	-	-	-	31,320	33,758	-7.2%
Call Center	4,155	3,839											7,994	8,138	-1.8%
Gallery	563	341											904	382	136.6%
L2TC	5,715	8,326											14,041	15,587	-9.9%
Movies and Music	1,500	1,519											3,019	3,572	-15.5%
New and Novel	1,957	1,701											3,658	3,571	2.4%
Topeka Room	400	415											815	1,351	-39.7%
LibAnswers	496	393											889	1,157	-23.2%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	4,337	3,221											7,558	11,196	-32.5%
TOTAL REFERENCE QUESTIONS	19,123	19,755	0	0	0	0	0	0	0	0	0	0	38,878	44,954	-13.5%
MEETING ROOMS															
Meeting Room Bookings	422	455											877	987	-11.1%
Team Room Bookings	724	794											1,518	1,661	-8.6%
L2TC Bookings	587	713											1,300	1,314	-1.1%
Total Meeting Room Hours Booked	3,908	4,894											8,802	9,303	-5.4%
TOTAL MEETING ROOM ATTENDANC	5,251	5,160											10,411	10,208	2.0%

LEARN & PLAY BUS VISITS	50	37											87	138	-37.0%
PROGRAM ATTENDANCE															
Adult - General	784	847											1,631	3,759	-56.6%
Adult Outreach	0	1											1		
Early Learners (0-5)	808	495											1,303	968	34.6%
Early Learner Outreach	1,786	1,882											3,668		
Kids (6-11)	200	191											391	620	-36.9%
Kids Outreach	1,174	851											2,025		
Teens (12-18)	152	143											295	271	8.9%
Teen Outreach	0	0											0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	-	-	-	-	-	-	-	-	-	-	9,314	12,611	-26.1%
GALLERY ATTENDANCE	2,081	1,895											3,976	3,235	22.9%
DOLLY PARTON ENROLLMENT	5,697	5,654											5,654	5,688	-0.6%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,479	11,555											24,034	24,340	-1.3%
Adult Nonfiction	12,752	12,037											24,789	25,286	-2.0%
Juvenile Fiction	16,053	15,293											31,346	38,371	-18.3%
Juvenile Nonfiction	3,766	3,840											7,606	11,567	-34.2%
Magazines	815	967											1,782	1,361	30.9%
RC Print Materials	5,794	5,317											11,111	11,705	-5.1%
RC Realia	74	84											158	208	-24.0%
YA Print Materials	1,909	1,735											3,644	4,853	-24.9%
PRINT CIRCULATION	53,642	50,828	-	-	-	-	-	-	-	-	-	-	104,470	117,691	-11.2%
Audio / Visual Material															
MiFi Hotspots	18	22											40	113	-64.6%
Adult Audiobooks	1,011	983											1,994	2,629	-24.2%
Adult Music	1,780	1,638											3,418	4,177	-18.2%
Adult Videos / DVDs	17,966	16,772											34,738	37,251	-6.7%
Juvenile Audiobooks	177	155											332	472	-29.7%
Juvenile Music	67	47											114	275	-58.5%
Juvenile Videos / DVDs	3,163	2,655											5,818	7,592	-23.4%
YA A/V	6	5											11	16	-31.3%
A/V CIRCULATION	24,188	22,277	-	-	-	-	-	-	-	-	-	-	46,425	52,412	-11.4%
Adult Material															
Adult Fiction	12,479	11,555	-	-	-	-	-	-	-	-	-	-	24,034	24,340	-1.3%
Adult Nonfiction	12,752	12,037	-	-	-	-	-	-	-	-	-	-	24,789	25,286	-2.0%
Magazines	815	967	-	-	-	-	-	-	-	-	-	-	1,782	1,361	30.9%
Adult Audiobooks	1,011	983	-	-	-	-	-	-	-	-	-	-	1,994	2,629	-24.2%
Adult Music	1,780	1,638	-	-	-	-	-	-	-	-	-	-	3,418	4,177	-18.2%
Adult Videos / DVDs	17,966	16,772	-	-	-	-	-	-	-	-	-	-	34,738	37,251	-6.7%
ADULT CIRCULATION	46,803	43,952	-	-	-	-	-	-	-	-	-	-	90,755	95,044	-4.5%
Juvenile Material															
Juvenile Fiction	16,053	15,293	-	-	-	-	-	-	-	-	-	-	31,346	38,371	-18.3%
Juvenile Nonfiction	3,766	3,840	-	-	-	-	-	-	-	-	-	-	7,606	11,567	-34.2%
Juvenile Audiobooks	177	155	-	-	-	-	-	-	-	-	-	-	332	472	-29.7%
Juvenile Music	67	47	-	-	-	-	-	-	-	-	-	-	114	275	-58.5%
Juvenile Videos / DVDs	3,163	2,655	-	-	-	-	-	-	-	-	-	-	5,818	7,592	-23.4%
JUVENILE CIRCULATION	23,226	21,990	-	-	-	-	-	-	-	-	-	-	45,216	58,277	-22.4%
Red Carpet Material															
RC Print Materials	5,794	5,317	-	-	-	-	-	-	-	-	-	-	11,111	11,705	-5.1%
RC Realia	74	84	-	-	-	-	-	-	-	-	-	-	158	208	-24.0%
RED CARPET CIRCULATION	5,868	5,401	-	-	-	-	-	-	-	-	-	-	11,269	11,913	-5.4%
Young Adult Material															
YA Print Materials	1,909	1,735	-	-	-	-	-	-	-	-	-	-	3,644	4,853	-24.9%
YA A/V	6	5	-	-	-	-	-	-	-	-	-	-	11	16	-31.3%
YOUNG ADULT CIRCULATION	1,915	1,740	-	-	-	-	-	-	-	-	-	-	3,655	4,869	-24.9%
Overdrive															
Overdrive	45,994	43,414											89,408	82,216	8.7%
Hoopla	14,830	13,412											28,242	33,137	-14.8%
Flipster	600	480											1,080	1,743	-38.0%
Kanopy	812	861											1,673	0	
DIGITAL DOWNLOADS	62,236	58,167	-	-	-	-	-	-	-	-	-	-	120,403	117,096	2.8%
Adult ebook Fiction															
Adult ebook Fiction	19,677	17,797											37,474	37,665	-0.5%
Adult ebook Nonfiction	4,166	3,546											7,712	7,721	-0.1%
Adult digital audiobooks	26,318	23,962											50,280	47,404	6.1%
Juvenile ebook Fiction	1,957	1,882											3,839	3,933	-2.4%
Juvenile ebook Nonfiction	303	299											602	556	8.3%
Juvenile digital audiobooks	2,355	2,131											4,486	4,751	-5.6%
Young Adult ebook Fiction	1,788	1,700											3,488	3,152	10.7%
Young Adult ebook Nonfiction	18	26											44	76	-42.1%
Young Adult digital audiobooks	2,084	1,845											3,929	3,573	10.0%
DIGITAL CIRCULATION DETAILS	58,666	53,188	-	-	-	-	-	-	-	-	-	-	111,854	108,831	2.8%