



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

February 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



February 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 January 16, 2025, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

Chief Financial Officer’s Report – Kim Strube pg. 8

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. 30**

Chief Executive Officer Report – Marie Pyko pg. 32

- Outreach Services Study Status Update
- Facilities Master Plan Review
- **Trustee Education** – Digital Services Director David King – TSCPL Digital Library **pg. 36**

Chief of Staff Report – Thad Hartman pg. 37

- Status Report for 2024 Projects

New Business

- New Bank Investments – **Action Item** **pg. 50**
- Computer Use Policy – First Reading **pg. 53**

Tour the Kids Remodel after the board meeting

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

March 20, 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

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

Board Members Absent

Joan Hicks – Secretary

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 16, 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 no one signed in for public comment. The public comment session was closed.

Trustee Advocacy Stories

Vice Chair Peg Dunlap shared that she attended the Friends of the Library meeting. She provided an overview of the most recent Board of Trustees meetings. She thanked the Friends for the check they gave the library in December.

Trustee Jim Edwards wished Friends Executive Janel DeLeye congratulations on her daughter Brooklyn DeLeye being one of the top four finalists to receive the American Volleyball Coaches' Association National Player of the Year award.

Dunlap wanted to congratulate Library Foundation Executive Director Ashley Charest on being elected the Junior League of Topeka President.

Chair Shawn Leisinger said he was very happy to hear that two of his new students this semester had already visited the Topeka and Shawnee County Public Library. He always recommends the library as a destination to visit.

Approval of Minutes

On a motion by Jim Edwards, seconded by Liz Post, the December 19, 2024, 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. She wished to remind the Audit Committee that the audit kickoff meeting will be February 3, 2025.

Financial Reports

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

On a motion by Hannah Uhrig and seconded by Mark Zillinger, the Treasurer's Financial Report for December 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that they have reached their limit of 100 registrants for their donor event on February 2, 2025 titled Books, Brunch, and Behind the Scenes. Attendees will get a behind the scenes look of the library including the Kids Library that is currently under construction.

DaVee announced that the Foundation started 2025 off strong by receiving a good amount of donations in January. The Foundation will have their new board member orientation on January 21 and their audit will begin at the end of this month.

Friends of Topeka and Shawnee County Public Library

The Friends Board elected new officers at their January 14 meeting. The following individuals were elected for the year 2025: Ruth Nelson, President; John Conlee, Vice President; Marty Hillard, Secretary; and Robin Sweeney, Treasurer.

The Book Sale will take place from Friday, January 17, to Sunday, January 19. As in previous years, Friday evening will be exclusive to members from 5 pm – 8 pm. On Saturday, the sale will run from 9 am – 3 pm, and on Sunday, it will be open from 12 pm – 3 pm.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on January 6, 2025.

All trustees were provided with the standards for Chief Executive Officer Marie Pyko's yearly evaluation.

Chief Executive Officer Report

Marie Pyko highlighted a couple of items in her report including the library usage toward the end of the year. She spoke about Communications and Marketing team's initiative to reengage inactive cardholders. There was a flyer that went out in the mail to 2100 inactive cardholders and within five days 311 cardholders updated their library cards. The next mailer in this campaign will be about resources available from the library.

Pyko spoke about the Outreach Service Model team. The team will meet biweekly with their first meeting occurring early February. The team will report out every month and provide notes to the

board. Pyko has reached out to a potential consultant to ask if they would have interest and availability to help with the scope of work.

Leisinger wished to thank Pyko, library staff, and the facilities department for all the hard work they did during the “snowmegeddon” storm we received. He was proud of how the library handled the situation in regard to community safety. He was also pleased to see the picture of the library’s heated sidewalk in action.

Chief of Staff Report

Chief of Staff Thad Hartman shared that he and a team of staff at the library met with the contractors yesterday about the Kids Library. They recently put up drywall and the space is starting to take shape. This project is still on schedule and the construction crew should be finished with Phase 1 around February/March and then move into Phase 2. There will have to be a big collection move in March to prepare for the beginning of Phase 2. The Kids Library should be finished in mid-May. HTK has been working closely with Communications and Marketing Designer Michael Perkins to design graphics for the walls in the Kids Library. Perkins is the artist behind the elaborate paintings on the walls in the Kids Library currently so to have his talents involved in this project is a great nod to the current design. Hartman offered Trustees a tour of the Kids Library at the board meeting in February as part of Trustee Education if they are interested in seeing the area under construction.

New Business

Marie Pyko led discussion about the Facilities Master Plan for the next 10 years. She walked the Trustees through projects slated for the future and answered questions. Discussion followed.

Leisinger shared that he was at the library in December with his grandson who plays cello. This was the first time he had seen the whole auditorium open and full. He was pleased with the space and the layout and enjoyed seeing family, friends, and community members enjoying the concert.

Adjournment

On a motion by Peg Dunlap, seconded by Liz Post, the meeting was adjourned at 5:10 pm.

Next Meeting

February 20, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice

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

Investments and Debt as of January 31, 2025; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 17th, were included in the investment opportunity offered to local financial institutions per my letter dated January 21st, with bids received no later than February 12th. A resolution is included in this month's packet with the recommended financial institution and background information pertinent to the decision about outside investments.

Revenue/Expense/Balance by Fund Report – Page 2

The "Prev. Year PO Expenditures" column reports payments for items that were ordered or committed during the 2024 budget year and received and/or invoiced January 1, 2025, or after.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 49% of the budgeted revenue has been received and 11% of the approved budget has been expended/encumbered. This compares to 2024 in which 50% of the budgeted revenue had been received and 13% 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.

The first tax distribution of 2025 was received January 17th as scheduled. The total received for the General Fund was \$7,824,596. The percentage of the ad valorem budget collected year-to-date is 54%. This compares to 2024 in which 55% of the ad valorem budgeted had been collected. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2024.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 48% of the budgeted revenue has been received and 9% of the approved budget has been expended/encumbered. This compares to 2024 in which 49% of the budgeted revenue had been received and 8% of the approved budget had been expended/encumbered.

The January 17th tax distribution totaled \$1,914,526. The percentage of the ad valorem budget collected year-to-date is 54%. The percentage of the ad valorem budgeted collected in January 2024 was 55%. The percentage of year-to-date motor vehicle taxes collected is 3%. The percentage of year-to-date motor vehicle taxes collected was 4% as of this point in time in 2024.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,900,781.

Debt Service Fund-Bond and Interest – Page 7

The January 17th tax distribution totaled \$488. The bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes may continue to trickle in during the year.

Purchase Order Notification

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

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	Facilities supplies open PO	\$10,000.00	Border States Industries, Inc.
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe’s Companies, Inc.
Approved operating budget	Membership renewal	\$10,500.00	Urban Libraries Council
Approved operating budget	Annual preventive maintenance agreement	\$9,958.00	McElroy’s Inc.
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism, and cyber security	\$65,459.00	The Cincinnati Insurance Company
Approved operating budget	Annual workers’ compensation insurance	\$63,862.00	The Cincinnati Insurance Company

Approved operating budget	Annual VEEAM offsite backup subscription	\$37,800.00	IT Outlet Inc.
Approved operating budget	Annual internet service	\$29,040.00	AT&T
Approved operating budget	Annual directors and officers' policy	\$5,248.00	World Insurance Associates LLC
Approved operating budget	Job postings open PO	\$6,000.00	Indeed.com
Approved operating budget	Annual natural gas service	\$22,000.00	Kansas Gas Service
Approved operating budget	Annual water and sewer service	\$43,000.00	City of Topeka
Approved operating budget	Vehicle repair open PO	\$18,000.00	Hoyt's Truck Center
Approved operating budget	Employee assistance program – annual	\$6,549.00	Lucet
Approved operating budget	Employee testing open PO	\$6,000.00	Kansas Builders Insurance Group
Approved operating budget	Annual cataloging and ILL database service	\$93,684.60	OCLC, Inc.
Approved operating budget	Vehicle tires open PO	\$6,000.00	Performance Tire & Wheel
Approved operating budget	Annual electric service	\$300,000.00	Evergy
Approved operating budget	Human Resource Information System annual fee	\$61,777.50	Paycom
Approved operating budget	Facilities service/repairs open PO	\$15,000.00	McElroys Inc.
Approved operating budget	Annual Mitel VOIP support	\$5,029.50	Datacomm Networks Inc.
Approved operating budget	Annual lease/utilities to store Learn and Play Bus	\$20,094.00	Starwood PH Properties, LLC
Library Materials	Annual newspapers database fee	\$12,824.41	Proquest LLC
Approved operating budget	Facilities supplies open PO	\$7,500.00	Johnson Controls, Inc.
Approved operating budget	Annual refuse service agreement	\$11,947.68	Inland Waste Solutions LLC
Approved operating budget	Annual subscription for staff training platform	\$6,500.00	Niche Academy LLC
Library Materials	2025 admission passes	\$25,000.00	Kansas Children's Discovery Center
Approved operating budget	Annual OrangeBoy services and software subscription	\$23,175.00	Orangeboy Inc.
Approved operating budget	Annual planned service agreement	\$24,401.00	Johnson Controls, Inc.

Approved operating budget	2025 staff awards	\$6,200.00	C.A. Short Company
Approved operating budget	Annual fire inspections	\$24,213.57	Johnson Controls, Inc.
Approved operating budget	Annual lease for copiers/printers	\$41,292.00	Century Business Technologies
Approved operating budget	Annual Windows service and desktop OS licensing	\$11,600.00	Premier One Data Systems Inc.
Approved operating budget	Annual service plan for Cisco devices (switches/firewall)	\$20,414.34	Oneneck IT Solutions LLC
Approved operating budget	Annual natural gas service	\$40,000.00	Bluemark Energy LLC
Library Materials	Annual zoo passport program	\$25,000.00	Friends of the Topeka Zoo
Library Materials	Annual Library IQ database fee	\$15,600.00	Library Systems Services
Library Materials	Adult fiction & non-fiction	\$5,450.00	Overdrive, Inc.
Library Materials	Adult fiction & non-fiction audiobooks	\$6,650.00	Overdrive, Inc.
Library Materials	Adult fiction & non-fiction audiobooks	\$5,590.00	Overdrive, Inc.
Library Materials	Annual ABCMouse database fee	\$6,687.92	Age of Learning, Inc.
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction & non-fiction audiobooks	\$5,690.00	Overdrive, Inc.
Library Materials	Adult fiction & non-fiction audiobooks	\$5,570.00	Overdrive, Inc.

Other Items:

- The fieldwork for the 2024 audit is ongoing. The audit will go through several reviews at BT & Co. and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board’s Finance and Audit Committee is scheduled to meet on April 14th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent; and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.

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

1/31/2025

	<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	32.66	327%
	<u>\$ 10,010.00</u>	<u>\$ 520.35</u>	5%
<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 1/31/2025	<u><u>\$ -</u></u>	<u><u>\$ 8,751.47</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 and Shawnee County Public Library
Financial Summary**

1/31/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 7,854,439.82	\$ 1,340,550.62	\$ 13,405,418.81
Employee Benefits	2,521,111.25	1,924,724.23	383,913.96	\$ 4,061,921.52
Capital Improvement	6,877,610.04	23,170.95	-	\$ 6,900,780.99
Bond & Interest	8,231.12	520.35	-	\$ 8,751.47
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	-	-	\$ 48,743.64
Federal, State & Local Grants	2,577.59	-	-	\$ 2,577.59
Other Special Revenue	1,184,169.04	4,298.92	11,760.83	\$ 1,176,707.13
Permanent Funds	279,714.95	-	-	\$ 279,714.95
Totals	<u>\$ 17,813,687.24</u>	<u>\$ 9,807,154.27</u>	<u>\$ 1,736,225.41</u>	<u>\$ 25,884,616.10</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 530,079.79
Restricted Funds-CoreFirst Bank-Checking	1,185,146.72
Capital Improvement Fund-Community National Bank-Money Market Account	6,900,780.99
Cash on Hand	2,475.41
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	17,159,424.68
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	<u>\$ 26,057,842.54</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,968.85
Less Payroll Deduction and Employer Benefit Liabilities	12,450.04
Less Outstanding Checks	157,807.55
	<u>\$ 25,884,616.10</u>

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

1/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,891,529.61	\$ 7,854,439.82	\$ 341,553.11	\$ 998,997.51	\$ 13,405,418.81	\$ 2,275,820.32	\$ 11,129,598.49
Employee Benefit Fund	2,521,111.25	1,924,724.23	49.50	383,864.46	4,061,921.52	55,245.70	4,006,675.82
Capital Improvement Fund	6,877,610.04	23,170.95	-	-	6,900,780.99	-	6,900,780.99
Bond & Interest Fund	8,231.12	520.35	-	-	8,751.47	-	8,751.47
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	-	-	-	2,533.56	-	2,533.56
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	2.79	-	-	10,767.86	-	10,767.86
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.65	0.01	-	-	31.66	-	31.66
Friends	221,749.98	57.37	-	60.00	221,747.35	13,632.90	208,114.45
Fun Committee	7,847.43	776.64	-	-	8,624.07	-	8,624.07
Gallery Competitions/Exhibits	36,712.45	888.58	-	-	37,601.03	-	37,601.03
Gifts/Memorials (Undesignated)	865,234.60	222.05	1,399.60	5,830.96	858,226.09	427,191.77	431,034.32
Hathaway Trust - Library Materials	2,894.18	0.75	-	-	2,894.93	620.00	2,274.93
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	17,656.12	2,345.44	4,095.76	-	15,905.80	8,639.62	7,266.18
NEH Expendable	3,948.63	1.02	-	-	3,949.65	-	3,949.65
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	1.50	-	-	5,784.09	-	5,784.09
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.70	0.01	-	-	36.71	-	36.71
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,207.47	0.57	-	-	2,208.04	-	2,208.04
Youth Services	8,843.48	2.19	374.51	-	8,471.16	-	8,471.16
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	-	-	-	279,714.95	-	279,714.95
TOTALS	\$ 17,813,687.24	\$ 9,807,154.27	\$ 347,472.48	\$ 1,388,752.93	\$ 25,884,616.10	\$ 2,829,893.95	\$ 23,054,722.15

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

1/31/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2025</u>
				8.5%
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	-	\$ (3,000.00)	0%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	108,361.00	-	\$ (108,361.00)	0%
Salary Refunds-Friends	50,236.00	-	\$ (50,236.00)	0%
Salary Refunds-Shawnee Cty	22,211.00	2,490.00	\$ (19,721.00)	11%
Vending Machines	1,500.00	95.30	\$ (1,404.70)	6%
Overdue Fees*	25,000.00	1,682.69	\$ (23,317.31)	7%
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	-	\$ (500.00)	0%
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	25,131.28	\$ (124,868.72)	17%
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>\$ 7,854,439.82</u>	<u>\$ (8,186,986.18)</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**

1/31/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 369.36	\$ -	\$ 4,430.64	8%
Salaries-Facilities	693,658.00	52,644.19	-	641,013.81	8%
Salaries-Overtime	10,000.00	628.20	-	9,371.80	6%
Salaries-Security	361,407.00	21,030.71	-	340,376.29	6%
Salaries-Shelvers	64,925.00	1,594.36	-	63,330.64	2%
Salaries-Staff	8,982,367.00	589,494.07	-	8,392,872.93	7%
Conferences	171,000.00	3,300.00	7,220.83	160,479.17	6%
Staff Internal Dev/Trng - Web Based	15,000.00	-	949.00	14,051.00	6%
Staff Development & Training	35,000.00	150.00	145.00	34,705.00	1%
Mileage	13,056.00	2.32	6,667.68	6,386.00	51%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	2.99	-	1,497.01	0%
Materials-Periodicals	26,000.00	-	200.00	25,800.00	1%
Materials-Print/Non-Print <1 YR	866,500.00	72,287.92	16,747.33	777,464.75	10%
Materials-Print/Non-Print	1,316,000.00	40,164.70	84,490.58	1,191,344.72	9%
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	36,058.90	75,958.29	659,937.81	15%
Contracted-Facilities	346,000.00	12,785.84	119,079.29	214,134.87	38%
Contracted-Equipment	79,600.00	649.70	45,307.00	33,643.30	58%
Contracted-Professional	278,000.00	5,893.98	71,638.42	200,467.60	28%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	34.32	7,975.75	442,389.93	2%
Furniture/Equipment	50,000.00	-	1,224.91	48,775.09	2%
Insurance	87,000.00	41,944.22	31,926.00	13,129.78	85%
Marketing & Communication	95,000.00	4,200.00	-	90,800.00	4%
Memberships/Dues	30,900.00	15,715.00	869.00	14,316.00	54%
Miscellaneous	5,000.00	469.36	26.00	4,504.64	10%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	0.76	-	69,089.24	0%
Printing	86,750.00	90.51	39.00	86,620.49	0%
Programming	118,900.00	838.73	1,899.97	116,161.30	2%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	287.21	-	999,712.79	0%
Supplies-Facilities	120,972.00	826.64	44,719.36	75,426.00	38%
Supplies-Office/Library	97,614.00	4.59	2,556.54	95,052.87	3%
Supplies-Processing	48,960.00	465.17	2,052.00	46,442.83	5%
Telecommunications	215,064.00	723.96	28,316.04	186,024.00	14%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	-	300,000.00	51,584.00	85%
Utilities-Gas	67,627.00	-	62,000.00	5,627.00	92%
Utilities-Water/Sewage	43,687.00	-	43,000.00	687.00	98%
Vehicle-Gas	46,767.00	1,295.52	-	45,471.48	3%
Vehicle-Repair	85,000.00	1,354.81	33,952.19	49,693.00	42%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	4.87	-	(4.87)	N/A
TOTALS	\$ 19,025,487.00	\$ 998,997.51	\$ 988,960.18	\$ 15,387,529.31	11%

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

1/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ -	
<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	2,222.48	7%
Reimbursements	180,808.00	2,490.00	1%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	25,131.28	17%
	<u>\$ 16,041,426.00</u>	<u>\$ 7,854,439.82</u>	49%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	665,760.89	7%
Other Staff Support Costs	234,056.00	18,434.83	8%
Library Collections	2,210,000.00	213,893.52	10%
Contracted Services	1,570,248.00	461,056.02	29%
Digital Services Support	450,400.00	8,010.07	2%
Furniture/Equipment/Art	58,000.00	1,224.91	2%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	287.21	0%
Utilities & Telecommunications	677,962.00	434,040.00	64%
Vehicles	131,767.00	36,602.52	28%
Other Operating Expenditures	760,186.00	148,647.72	20%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 1,987,957.69</u>	11%
Prior Year Canceled Purchase Orders		<u>\$ 35,156.69</u>	
Unencumbered Balance 1/31/2025	\$ -	<u>\$ 5,901,638.82</u>	

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

1/31/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ -	
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	-	0%
Refund-Fringe Benefits-Friends	42,301.00	-	0%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	839.00	9%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	1,654.71	N/A
Interest on Idle Funds	85,000.00	7,693.65	9%
	\$ 4,035,570.00	\$ 1,924,724.23	48%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,171.00	45.50	4%
Social Security/Medicare	762,820.00	46,980.17	6%
Ks Public Employees Retirement Sys	1,043,421.00	70,056.59	7%
Worker's Compensation	62,300.00	65,459.00	105%
Unemployment Tax	9,963.00	612.36	6%
Health/Dental Insurance	3,250,875.00	249,257.09	8%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 438,959.71	9%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 1/31/2025	\$ -	\$ 1,485,764.52	

* 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	23,170.95
	\$ 23,170.95
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 1/31/2025	\$ 6,900,780.99

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 1/31/2025		\$ -

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of January 31, 2025

Capital Improvement Funds - Community National Bank

\$ 6,900,780.99 at 4.3918% (money market account)

Municipal Investment Pool

\$17,159,424.68 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average January 1 - 31, 2025 was 3.02%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/3/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONST	\$ 61,125.75	-96269
						\$ 61,125.75	-96269 Total
10	41000	301	1/9/25	OCLC, INC.	OCLC cataloging & ILL	\$ 93,684.60	-96238
				<i>2025 approved operating budget - annual fee for cataloging and interlibrary loan database</i>		\$ 93,684.60	-96238 Total
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 65.31	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 26.81	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 66.20	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 26.81	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 25.29	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 25.29	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 25.29	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 26.81	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 25.29	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 240.45	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 1,230.94	-96234
10	23800	0	1/3/25	EVERGY	Electric Service	\$ 17,495.49	-96234
						\$ 19,279.98	-96234 Total
10	41000	311	1/16/25	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 6,100.25	-96225
				<i>2025 approved operating budget - contracted facilities</i>		\$ 6,100.25	-96225 Total
10	23800	0	1/9/25	VERIZON WIRELESS	GSA-Mobile/MI-FI 2024	\$ 6,644.88	-96221
						\$ 6,644.88	-96221 Total
10	23800	0	1/17/25	COREFIRST BANK & TRUST	7 gallon liners 1000	\$ 59.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Elmer's Glue Sticks	\$ 8.46	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	1000 Wood Craft Sticks	\$ 17.44	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Flash Furniture trash can	\$ 211.92	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	20 piece Kaleidoscopes	\$ 19.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	zip tie mounts 1.5	\$ 29.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	58X Toner	\$ 109.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	CO Detector	\$ 18.00	-96220
10	41000	420	1/17/25	COREFIRST BANK & TRUST	CO Detector	\$ 1.15	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Seiko file folder labels	\$ 65.52	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Carl rotary trimmer blade	\$ 30.20	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3Doodler EDU Start Learni	\$ 599.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3D Start Doodle Pad	\$ 9.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3D Start Filament Primar	\$ 26.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3D Start Filament Stars	\$ 10.79	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3D Start Filament Garden	\$ 10.79	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3D Start Filament Neon	\$ 26.99	-96220

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/25	COREFIRST BANK & TRUST	BREAKtime 3prs, 2 tables	\$ 2,849.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	parade registration fee	\$ 25.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plastic caps	\$ 8.90	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	rubber bands	\$ 6.99	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	plastic caps	\$ 1.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	clear floor runner	\$ 105.89	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	kawaye Headstrap 2pack w/	\$ 99.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	50' DP2HDMI 4Gallery	\$ 179.40	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Wireless Charging Case	\$ 238.52	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	100sqft NASA TECH House W	\$ 28.88	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	30PCS Bamboo Dowel Rods	\$ 17.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Mints Kite String and Han	\$ 79.60	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Fort Building Kit - kids	\$ 87.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Ginkgo 12 oz paper cups	\$ 19.94	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	app	\$ 19.99	-96220
10	41000	310	1/17/25	COREFIRST BANK & TRUST	app	\$ 1.87	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Museum Tier 3	\$ 600.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	All Staff Package	\$ 250.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Name tag Labels with Perf	\$ 5.55	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Yeti in My Spaghetti Game	\$ 9.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Box of Hostess Sno-Balls	\$ 24.29	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Popcorn Balls, Set of #24	\$ 27.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Sharpie Metallic Markers	\$ 9.26	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Auto Retract Box Cutter/K	\$ 15.19	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Nova Precision Hobby Knif	\$ 9.99	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	Sharpie Metallic Markers	\$ 1.81	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Wall Calendar	\$ 19.90	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	pls filament	\$ 31.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	pla filament	\$ 27.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Logitech ERGO M575 Wirele	\$ 33.60	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	10g iPad Silver	\$ 634.82	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	T38L Grey Ink	\$ 226.80	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Command small 10pk	\$ 10.24	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	TV Indians photograph 21	\$ 3,500.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Bri & Tina photograqph 13	\$ 750.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shipping	\$ 250.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	steam compact iron	\$ 18.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	mini pottery wheel	\$ 93.79	-96220

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/25	COREFIRST BANK & TRUST	microwave kiln	\$ 41.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Sculpd air dry clay	\$ 189.90	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	air dry clay grey	\$ 47.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	air dry clay terracotta	\$ 43.54	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cast iron tongs	\$ 55.90	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	crucible tongs	\$ 14.48	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	welding gloves	\$ 35.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plastic sheeting	\$ 33.72	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	8.5x11 handmold	\$ 52.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	couch sheets	\$ 18.49	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	Shipping	\$ 11.99	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	Tax (requested credit)	\$ 4.64	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	16 x 20 gold +plexi"	\$ 109.44	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	18 x 24 frame only"	\$ 77.43	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	20 x 26 maple frame only"	\$ 99.76	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	26 x 35 frame +plexi"	\$ 175.31	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	6 x 8 frame only"	\$ 31.02	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 26 5/8 x 35 1/8"	\$ 47.91	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 26 x 33"	\$ 44.07	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 26 x 32 1/2"	\$ 43.43	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 16 1/2 x 34 3/4"	\$ 30.07	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 23 7/8 x 32 3/8"	\$ 39.88	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 20 x 26 5/8"	\$ 28.04	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 25 1/8 x 31"	\$ 40.17	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 19 x 22"	\$ 22.37	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 19 1/4 x 25"	\$ 25.53	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 16 1/2 x 34 7/8"	\$ 30.16	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 17 1/4 x 34 7/8"	\$ 31.45	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	plexi 16 x 20"	\$ 70.16	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	furniture mover straps	\$ 67.37	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	chair	\$ 50.82	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	dewalt drill set	\$ 99.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	drill bit set	\$ 18.09	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	utility cart	\$ 119.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	putty knife set	\$ 7.89	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	flathead screw driver	\$ 5.69	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	staple gun	\$ 29.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	staples for staple gun	\$ 18.90	-96220

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/25	COREFIRST BANK & TRUST	STORAGE BOX	\$ 9.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	scissors 2 pack	\$ 19.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	iPhone SE Air Armor Case	\$ 79.90	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Tablet Stand VESA	\$ 299.98	-96220
10	41000	320	1/17/25	COREFIRST BANK & TRUST	Tablet Stand VESA	\$ 31.32	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	36x48 office mat	\$ 31.54	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	slinky	\$ 9.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	bluetooth speakers	\$ 38.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	pbugle	\$ -	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	smoothie straws	\$ 46.04	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	craft sticks	\$ 29.94	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cardstock paper	\$ 15.53	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	duct tape	\$ 30.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	elbow pasta	\$ 4.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	semolina pasta	\$ 39.96	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Radiatore pasta	\$ 55.29	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Estrella Pasta	\$ 1.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	colored pencils	\$ 31.49	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	colored pencils	\$ 10.20	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	tackle box organizer	\$ 28.79	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cricut 24x12 mats	\$ 12.49	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cricut 24x12 light mat	\$ 12.49	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	24 pack pencil case	\$ 24.74	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Tricolor pasta	\$ 7.36	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	rigatoni pasta	\$ 5.49	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cellentani pasta	\$ 5.52	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	Shipping	\$ 9.99	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	Order Fee	\$ 6.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	PCIe Network Cards	\$ 80.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Headstrap for Quest	\$ 29.99	-96220
10	41000	320	1/17/25	COREFIRST BANK & TRUST	Headstrap for Quest	\$ 3.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	SPOOL	\$ 71.94	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	CYAN FILAMENT	\$ 38.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	GRAY FILAMENT	\$ 38.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	ORANGE FILAMENT	\$ 38.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	master cart mfm-4000 dual	\$ 833.63	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shipping for 150lbs mover	\$ 184.95	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	matboard museum solid	\$ 121.25	-96220

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/25	COREFIRST BANK & TRUST	matboard antique white	\$ 121.25	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shipping	\$ 50.25	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	NS Fast Food Trays 12x16	\$ 91.88	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Sharpie yellow Highlighte	\$ 14.56	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Heavy dutie stapler	\$ 18.72	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	compact size stapler	\$ 21.80	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	mini sticky pads	\$ 15.19	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	assorted colors highlight	\$ 10.28	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	SPOOL	\$ 47.96	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	FILAMENT	\$ 38.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	FILAMENT	\$ 38.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	FILAMENT	\$ 12.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	FILAMENT	\$ 47.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shelving add-on 72x24x72	\$ 314.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shelving add-on 60x24x72	\$ 254.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	chrome shelving 72x24x72	\$ 339.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	chrome shelving 60x24x72	\$ 278.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	utility carts 45x25x33 gr	\$ 290.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	closed shelving 48x24x75	\$ 615.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shipping	\$ 264.32	-96220
10	41000	325	1/17/25	COREFIRST BANK & TRUST	shipping	\$ 0.76	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	16X18 plastic bags	\$ 227.40	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	18X24 plastic bags	\$ 179.96	-96220
10	41000	420	1/17/25	COREFIRST BANK & TRUST	18X24 plastic bags	\$ 3.44	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Multi Media 42x72x29 xcrs	\$ 703.95	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Flat Power Grommet 2pwr	\$ 154.95	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shipping	\$ 274.06	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	sewing machines, blue	\$ 263.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	25 2-pocket folders	\$ 12.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	12 dice trays	\$ 36.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	6 pack flexible rulers	\$ 31.96	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	10 wooden boxes	\$ 57.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	supply cart	\$ 38.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	craft caddy	\$ 17.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	presharpened pencils	\$ 45.98	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	earring making kit	\$ 9.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	12 neckties	\$ -	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	10 bike locks	\$ 30.99	-96220

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/25	COREFIRST BANK & TRUST	20 ballpoint pens	\$ 3.14	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	unsharpened pencils	\$ 12.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	binder clips	\$ 6.39	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	room divider	\$ 131.44	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	holographic paper	\$ 128.48	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	RC car	\$ 39.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	RC car	\$ 24.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	AA batteries	\$ 19.65	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	AAA batteries	\$ 19.87	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	polyhedral dice	\$ 32.01	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Plotter Paper	\$ 1,349.90	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Plotter Paper	\$ 84.24	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Wausau Exact Index Cardst	\$ 11.79	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Astrobrights® Specialty P	\$ 13.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Neenah Exact Vellum Brist	\$ 10.85	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Neenah Astrobrights Premi	\$ 13.22	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Neenah Paper 22861 Color	\$ 14.42	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Lancaster walnut/black ch	\$ 299.96	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Lancaster bar stool w/nt/ shipping	\$ 189.98	-96220
10	41000	736	1/17/25	COREFIRST BANK & TRUST		\$ 287.21	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Pound & Roll tower	\$ -	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Growth Chart natural	\$ -	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Triangular Crayons	\$ -	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Animal Magnet Set	\$ 17.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Vehicles Magnet Set	\$ 18.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Jumbo Reptiles	\$ 31.49	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Feelings Puzzle Cards	\$ 11.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Safari Chunky Puzzle	\$ 12.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Counting Stacker	\$ 8.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Coin Box Color Shape	\$ 15.99	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Little Copter	\$ 14.67	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	SpiroKu Stacking - Nest	\$ 18.50	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Fisher Price Little Peopl	\$ 29.95	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Specimen Stones -PLANTS	\$ 39.96	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Pre-Writing Stones	\$ 41.56	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Nest & Stack Shapes	\$ 32.76	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Shape & Height Sorter	\$ 31.96	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	luxite hook set	\$ 12.81	-96220

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3 pack crochet	\$ 24.68	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3 pk knitting needles	\$ 35.48	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	crystalilites knitting	\$ 24.68	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	3 pk knitting	\$ -	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	super saver yarn	\$ 43.09	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cutting mat	\$ 215.92	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	rotary cutter	\$ 29.97	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cutter blades	\$ 32.45	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	8 scissors"	\$ 79.92	-96220
10	41000	330	1/17/25	COREFIRST BANK & TRUST	cutting mat	\$ 54.00	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	VASAGLE table smky gry	\$ 38.60	-96220
10	23800	0	1/17/25	COREFIRST BANK & TRUST	O'Bright cordless LED lam	\$ 39.98	-96220
				<i>Miscellaneous online orders paid by credit card</i>		\$ 24,466.81	-96220 Total
10	23800	0	1/31/25	SHIRLEY CONSTRUCTION INC	<i>KIDS LIBRARY REMODEL CONST</i>	\$ 82,276.20	-96198
35	23800	0	1/31/25	SHIRLEY CONSTRUCTION INC	<i>KIDS LIBRARY REMODEL CONST</i>	\$ -	-96198
						\$ 82,276.20	-96198 Total
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 10.49	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 8.75	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	16 oz. Bistro Mug - Teal	\$ 3,135.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Set-up fee	\$ 124.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Freight	\$ 1,095.00	-96195
10	41000	330	1/17/25	COREFIRST BANK & TRUST	10% Discount Total:	\$ (325.90)	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Staff Day Venue chg	\$ 191.25	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Refundable deposit	\$ 250.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	ISSUprice change	\$ 269.00	-96195
10	41000	324	1/17/25	COREFIRST BANK & TRUST	2025 K-Tag Mnthly Chrgs	\$ 2.32	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 37.14	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	N-ableadditional charges	\$ 250.00	-96195
10	41000	310	1/17/25	COREFIRST BANK & TRUST	N-ABLE	\$ 18.17	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	shelter rental	\$ 144.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-96195
10	41000	342	1/17/25	COREFIRST BANK & TRUST	Catering deposit	\$ 150.00	-96195
15	23800	0	1/17/25	COREFIRST BANK & TRUST	TB Test	\$ 25.00	-96195
10	23800	0	1/17/25	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 77.00	-96195

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,395.22	-96195 Total
10	21515	0	1/29/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,467.70	-96175
15	21515	0	1/29/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 177,155.24	-96175
15	21515	0	1/29/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,866.39	-96175
						\$ 214,489.33	-96175 Total
10	21505	0	1/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,805.77	-96171
15	21516	0	1/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 30,434.11	-96171
15	21517	0	1/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,134.23	-96171
10	21513	0	1/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,600.08	-96171
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 53,974.19	-96171 Total
10	21505	0	1/24/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,021.53	-96169
15	21516	0	1/24/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,401.55	-96169
15	21517	0	1/24/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,336.86	-96169
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 55,759.94	-96169 Total
10	21501	0	1/9/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,415.61	-96159
10	21502	0	1/9/25	PAYCOM PAYROLL LLC	State W/H	\$ 13,316.83	-96159
15	21521	0	1/9/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 293.56	-96159
10	21503	0	1/9/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,249.25	-96159
15	21504	0	1/9/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,249.25	-96159
10	21503	0	1/9/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,268.00	-96159
15	21504	0	1/9/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,268.00	-96159
10	21514	0	1/9/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96159
10	21518	0	1/9/25	PAYCOM PAYROLL LLC	Garnishments	\$ 133.89	-96159
10	41000	313	1/9/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,168.79	-96159
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,543.05	-96159 Total
10	21501	0	1/23/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,488.44	-96158
10	21502	0	1/23/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,707.80	-96158
15	21521	0	1/23/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,359.63	-96158
10	21503	0	1/23/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,826.17	-96158
15	21504	0	1/23/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,826.17	-96158
10	21503	0	1/23/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,636.75	-96158
15	21504	0	1/23/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,636.75	-96158
10	21514	0	1/23/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96158
10	21518	0	1/23/25	PAYCOM PAYROLL LLC	Garnishments	\$ 172.21	-96158
10	23800	0	1/23/25	PAYCOM PAYROLL LLC	W-2s	\$ 1,598.50	-96158
10	23800	0	1/23/25	PAYCOM PAYROLL LLC	W-3	\$ 37.90	-96158
10	41000	313	1/23/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,170.29	-96158
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,640.48	-96158 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
35	41000	735	1/30/25	KC DIGITAL DRIVE	DD Simulation Event	\$ 5,000.00	12276
					<i>Paid from non-budgeted funds</i>	\$ 5,000.00	12276 Total
10	21512	0	1/3/25	DELTA DENTAL OF KANSAS, INC	EE W/H January	\$ 2,312.86	101583
15	21512	0	1/3/25	DELTA DENTAL OF KANSAS, INC	ER W/H January	\$ 9,233.02	101583
15	21512	0	1/3/25	DELTA DENTAL OF KANSAS, INC	Retirees January	\$ 88.32	101583
						\$ 11,634.20	101583 Total
10	23800	0	1/3/25	DRYWALL AESTHETICS	wall construction per quote	\$ 11,284.00	101584
10	23800	0	1/3/25	DRYWALL AESTHETICS	acoustical ceiling repair	\$ 60.00	101584
10	23800	0	1/3/25	DRYWALL AESTHETICS	demolition of soffit	\$ 156.00	101584
10	23800	0	1/3/25	DRYWALL AESTHETICS	drywall repair on existing	\$ 312.00	101584
					<i>2024 approved Facilities Master Plan budget</i>	\$ 11,812.00	101584 Total
10	41000	323	1/9/25	GREATER TOPEKA PARTNERSHIP	MOM 2027 Pledge	\$ 5,000.00	101600
					<i>2025 approved operating budget - membership fees and advertising</i>	\$ 5,000.00	101600 Total
10	41000	310	1/16/25	NICHE ACADEMY LLC	Niche Academy subscription	\$ 6,500.00	101620
					<i>2025 approved operating budget - contracted digital services</i>	\$ 6,500.00	101620 Total
10	41000	310	1/16/25	ORANGEBOY INC	SAVANNAH SUBSCRIPTION BUN	\$ 15,675.00	101621
10	41000	310	1/16/25	ORANGEBOY INC	INCIDENT RPT SUB	\$ 5,000.00	101621
10	41000	310	1/16/25	ORANGEBOY INC	INCIDENT RPT SETUP FEE	\$ 2,500.00	101621
					<i>2025 approved operating budget - software support/subscription</i>	\$ 23,175.00	101621 Total
10	41000	311	1/16/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 3/2025	\$ 4,368.00	101626
10	41000	311	1/16/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 3/2025	\$ 15.00	101626
10	41000	311	1/16/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 3/2025	\$ 82.50	101626
10	41000	311	1/16/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 3/2025	\$ 513.00	101626
10	41000	311	1/16/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 3/2025	\$ 45.00	101626
					<i>2025 approved operating budget - storage for Learn and Play bus</i>	\$ 5,023.50	101626 Total
10	41000	321	1/16/25	WORLD INSURANCE ASSOCIATES LLC	Directors & Officers	\$ 5,248.00	101631
10	41000	321	1/16/25	WORLD INSURANCE ASSOCIATES LLC	Cyber Liability Policy	\$ 2,754.22	101631
						\$ 8,002.22	101631 Total
10	41000	310	1/23/25	DATAComm NETWORKS INC	voip phone main	\$ 5,029.50	101633
					<i>2025 approved operating budget - contracted digital services</i>	\$ 5,029.50	101633 Total
10	41000	323	1/23/25	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 10,500.00	101641
					<i>2025 approved operating budget - memberships and dues</i>	\$ 10,500.00	101641 Total
15	41000	260	1/30/25	THE CINCINNATI INSURANCE COMPANY	1st qtr workers comp ins	\$ 16,367.00	101661
10	41000	321	1/30/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Prop	\$ 18,674.00	101661
10	41000	321	1/30/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Vehicle Ins	\$ 6,389.00	101661
10	41000	321	1/30/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Genl Liab	\$ 6,347.00	101661
10	41000	321	1/30/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Crime	\$ 526.00	101661
						\$ 48,303.00	101661 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 943,360.10	Grand Total



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

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, 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 February 10, 2025, via Zoom, and was called to order at 4:03 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the January 6, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the January 6, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the January 16, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees February 20, 2025, meeting were reviewed.

Chief Financial Officer Kim Strube shared that she will have nothing out of the ordinary to report. The audit is going well. The auditors had planned on coming to the library this week on Wednesday and Thursday, but due to the weather forecast, they will push it back a week.

Chief Executive Officer Marie Pyko noted that in addition to her report she will update the board regarding the Outreach Services Study team's work and review the Facility Master Plan draft. For Trustee Education, Digital Services Director David King will present the TSCPL Digital Library Workplan.

New business for the February meeting will be the New Bank Investment bids and the Computer Use Policy first reading.

Other Items

Pyko will invite the trustees to go on a tour of the Kids Library that is currently under construction. She will offer another tour next month if there is interest.

No other items were discussed

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:18pm.

Next Meeting

March 10, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report

February 2025

News and Updates

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

At the end of January 2025, we had 5,697 children enrolled in the program. We are averaging about 20 additional children enrolling in the program monthly. As mentioned previously, we have increased participation in key zip codes including 66603, 66606, 66607, 66608. The areas where the percentage above 100% are the result of using 2021 American Community Survey estimates. We continue to offer DPIL book collections at community organizations who primarily serve young children including CRC- Stout and Grace Med. The book collections serve two purposes- get books into the hands of children and help promote the program where children and families visit regularly.

Staff Development Day- February 17, 2025- 8:00-4:00 pm

Our annual all staff professional development day named in honor of former colleague Stephanie Hall will be hosted at the Kay McFarland Japanese Garden. Our keynote speaker Beth Wahler, MSW, PhD will present "Supporting Library Staff and Customers Using a Trauma-Informed Lens. Following lunch, we will celebrate our staff who will be receiving awards. The afternoon offers individual staff departments an opportunity to learn together for team building.

Outreach Service Models Study

The first Outreach Service Model meeting provided the foundation for the work of the Discovery team. In addition to reviewing the project goals and objectives. Thad Hartman and Robert Soria presented a retrospective of usage trends for the past 20 years. Of note in 2024, physical material checkout and digital material checkout are equal in overall numbers. The biggest changes in customer use patterns are related to the borrowing of movies and music. The use of reading materials which includes physical and digital items remains consistent over time.

As part of my report during our upcoming meeting, I will discuss the information the next steps with the study.

Long Range Service Planning- Learn and Play Service

As part of our consistent commitment to review and evaluate service programs, The Learn and Play Service planning team met and discussed the original goals and objectives. As I have shared this is a 6-9 month review and future planning team who will review the strengths and challenges of the service, review the current trends of services in early learning and develop a

new long-range plan for the service. The group has met twice so far, and the discussions were really productive.

As a reminder, the Learn and Play service is an early childhood mobile classroom. The 42 foot bus has pop-out walls to create a dynamic learning and play space. The bus goes out into the community especially into areas that are further away from the main building. Sherry Hess, the early childhood coordinator has developed a strong early learning based curriculum and collaborates with staff, volunteers and community partners to create an inviting first early learning experience for our families. We have a strong team of Kids library staff who drive the bus, present story times and activities weekly.

Calls to Play Training

Youth Services, in preparation for the remodel of the Kids Library has been engaging in a play based training curriculum. During the first week of February, I had the honor of facilitating the training sessions on the risky/adventurous play. We discussed how we all played as children and what the benefits of 'risky' play is for children's growth and development. I had a wonderful time stretching my early childhood skills and talking about the difference between risky play and dangerous play. We had great discussions and worked through our potential discomfort of risky play. The youth staff are amazing in their expertise of children of all ages, and I cannot wait to see what activities formal and informal will be developed in the newly remodeled Kids Library.

Books, Brunch and Beyond

The Library Foundation hosted a before hours behind the scenes event for over 60 guests. I had the honor of welcoming the guests to the library and shared through impact stories the difference our library plays in our community. For many of the attendees, they had never had the opportunity to see library spaces and activities that are behind the scenes. The guests got to experience a sneak peek of phase 1 of the Kids Library remodel, learn more about the automated handling system which checks in the physical materials, learn more about the permanent art collection housed in the climate controlled storage space and learn about book restoration and local history digitization. Thank you to Zan Popp, Debbie Stanton, LeAnn Brungardt, Scarlett Fisher-Herreman, Kelli Smith, Brittany Keegan and Katie Keckeisen, who highlighted each of their spaces.

New Business

Resolution- New Bank Investments

Annually at the beginning of the year, Kim Strube, Chief Financial Officer reaches out to local financial institutions offering an opportunity to bid on the overnight investment account. The resolution, staff recommendation and bid tally forms are included in the board packet.

Computer and Internet Use Policy- first reading.

The Computer and Internet Use Policy needs to be reviewed at least once every three years to qualify for State Aid funding. There are no changes to our policy at this time. The policy will be voted on at the March 20, 2025 board meeting.

Professional Activities/Community Contacts

- January 13, 2025 Attended the All Hands-On Deck Strategic Development Team.
- January 14, 2025 Met with Diana Siegal regarding the Topeka Library in the 1950s.
- January 17, 2025 ALA-Advocacy and Strategic Partnership Committee.
- January 21, 2025 Met with new Library Foundation Board members during Orientation.
- January 22, 2025 Took the staff United Way Committee to lunch to thank for the work on the employee campaign.

- January 30, 2025 Met with Alyx Park to discuss long range ideas for BiblioCommons.
- January 30, 2025 Attended the Urban Library Council Director/CEO Zoom meeting.
- January 31, 2025 Met with the 2025 Emerging Library Leaders class.
- February 2, 2025 Spoke at the Books, Brunch and Beyond- Library Foundation event to over 60 community members.

- February 3, 2025 Coordinated the Kids Library staff tour of the Kids Library construction project.

- February 3, 2025 Attended the Library Audit kick-off meeting.
- February 4, 2025 Led the Calls to Play session on risky/adventurous play and children.
- February 5, 2025 Met with Mandy Czechanski, PARS Topeka.
- February 6, 2025 Met with Marsha Pope, Topeka Community Foundation and Matt Pivarnik, Greater Topeka Partnership.

- February 10, 2025 Attended the All-Hands-on Deck Strategic Development Team meeting.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 2/14/2025

Dolly Parton's Imagination Library

January 2025



Total Enrolled
5,697

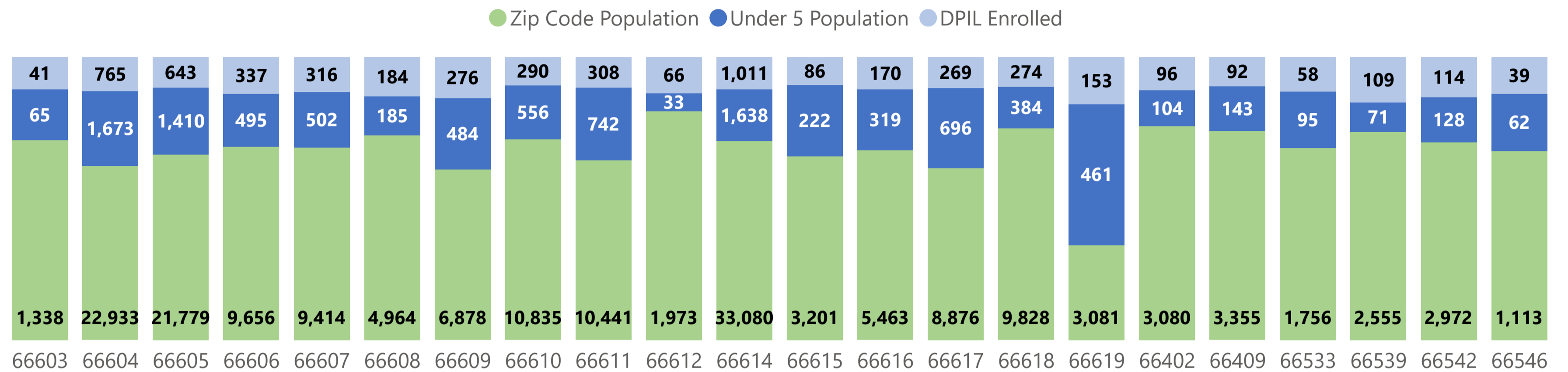


Total Graduated
9,640

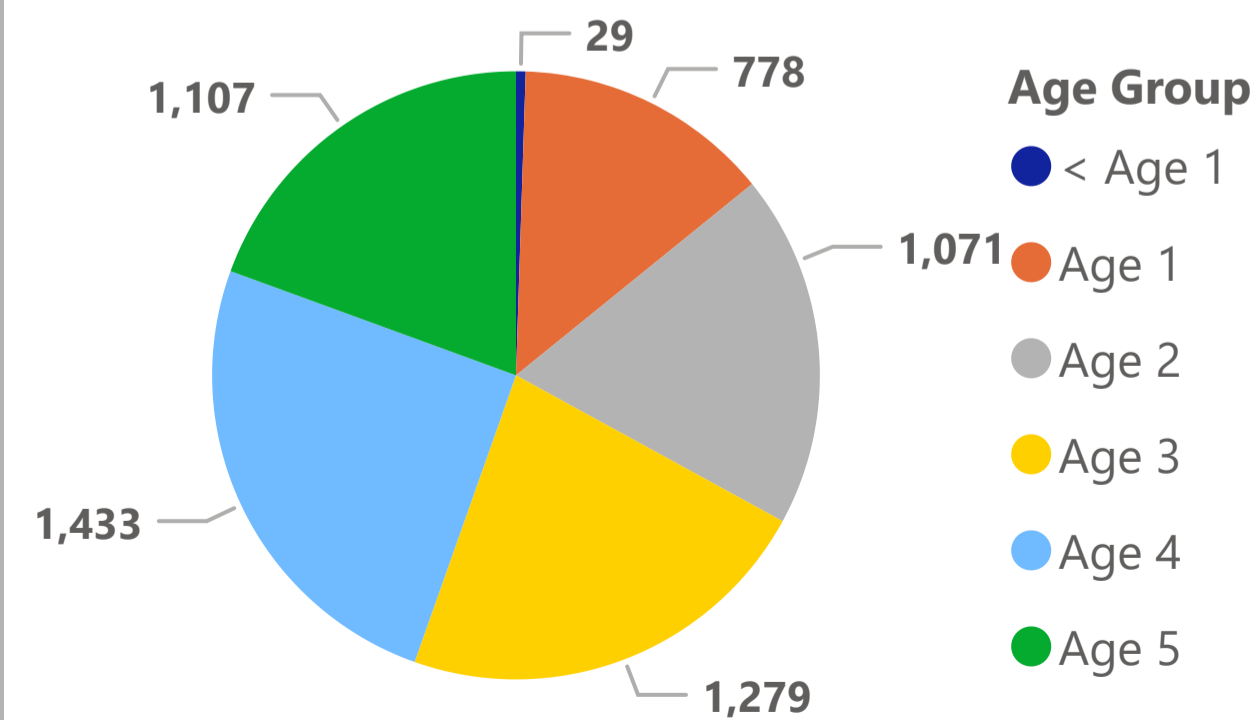
Year, Month

2025 (Year) + January (Month) ▼

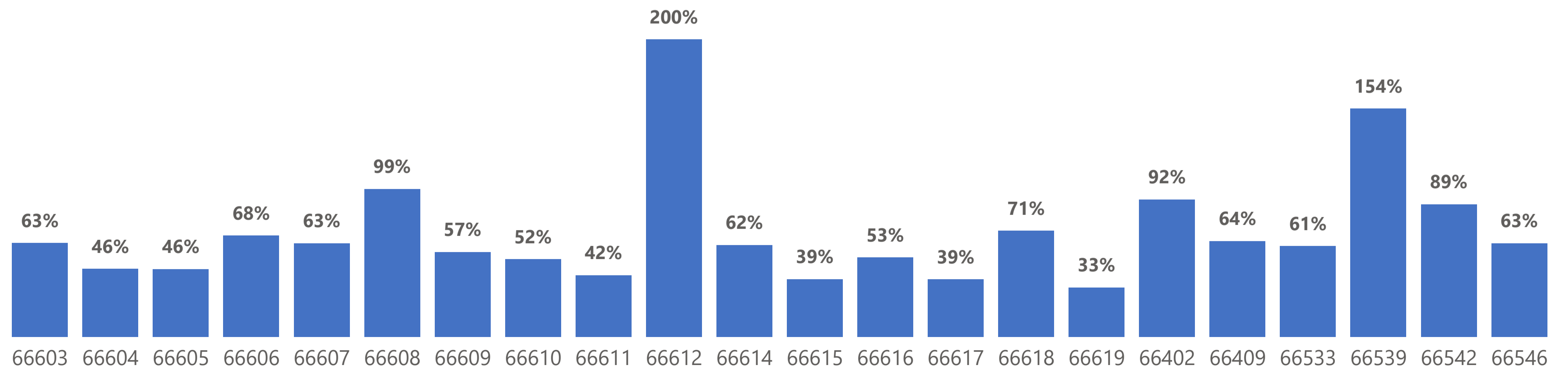
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Trustee Education: Digital Library Work Plan Summary

David King

Goal 1: Improve Digital Library Ease-of-Use – focused on usability and consistency.

- Continue to streamline and clean-up website content
- Improve content consistency and naming schemes across digital library platforms (website, social media, etc.)
- Explore changing needs for the back end of the website

Goal 2: Increase Customer Use of Digital Library.

- Use library data and the library's strategic plan to narrow down what customer groups to focus on.
- Explore ways to promote the Digital Library to customer groups.

Goal 3: Mobile App – Focused on growth and use.

- Explore mobile app alternatives
- Explore ways to grow mobile app downloads and usage
- Explore using a text messaging service to push messages to customers

Goal 4: Platform Growth – Explore expanding into other social media platforms.

- Explore ways to grow YouTube and LinkedIn
- Explore new social media platforms and determine if the library needs a presence in that platform (i.e., Threads, Bluesky, TikTok, etc.)

Goal 5: Content Creation – Explore ways to improve and expand the library's Digital Library content.

- Explore creating more video and multimedia content
- Improve blog content and explore ways to expand blog content beyond books/reading (i.e., focus on learning, how-to's, story, creating/crafts/art, etc.)
- Explore creating more community interest content
- Explore ways to improve in-building website content (i.e., how to register for a program, how to print to a mobile device, etc.)

Chief of Staff Report

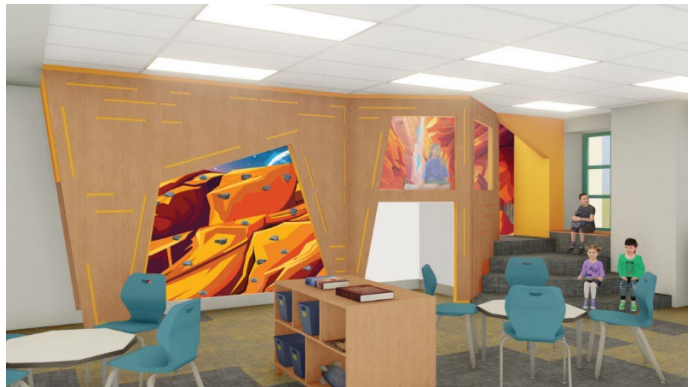
Thad Hartman

February 13, 2025

Ongoing Project Updates

Kids Library Remodel

Construction in the Kids Library continues to proceed according to schedule. This first phase of construction is still scheduled to be completed around the end of February or early March. When this phase is complete, we will shift collections that are currently available in the Kids Library into the completed portion of the room. Once everything has been moved, we will open the new portion of the space and the remaining half will be renovated. Construction on phase 2 and completion of the project is scheduled for the end of May.



Automated Material Handling System Replacement

We are currently in the process of finalizing details on the contract with Tech-Logic and will most likely have it signed and completed before the February board meeting. We plan to have Tech-Logic onsite around August to start replacing the system. During this replacement, we will also replace the flooring in the Circulation Workroom, as well as some other updates to the space. We will have more details on the schedule and sequence of events in the next few weeks.

2025 Projects

Staff Restrooms Remodel

Staff restrooms on the lower level of the main library, main level of 1020, and basement of 1020 are all getting remodeled this year. We are currently working on a design with HTK Architects and plan to go out for bid in March. We anticipate the design will be similar to the recently renovated public restrooms. We hope to go to the Board of Trustees with a bid recommendation in April. Based on this timeline, construction will most likely begin in May or June. We'll know more details in the next few months.

Parking Lot Concrete Drive Replacement

We plan to make improvements to the public parking lot in 2025. The front drive and bus lane on the east side of the parking lot will need to have new concrete poured and we will also need to mill and overlay the parking areas. The scope and cost of this project might require us to do some of it in 2025 and the rest in 2026. The area that is the most in need of replacement is the concrete drive, which we will do this year. We are currently working on specs for this project and will look for construction on this project to begin in August. If we can complete all of the parking lot work this year we will, but if not, we will mill and overlay the parking areas in 2026.

Elevator Upgrade

We will be replacing some of the major components of the main elevator that goes from the lower level to the Level 2 Tech Center in 2025. We plan to go out for bids and have a recommendation in the first half of 2025 but work on this project most likely won't begin until around October of this year. While work is being done on the elevator it will be unavailable for several weeks.

Department Highlights

Public Services

Debbie Stanton, Manager

Behind-the-Scenes Prep

In preparation for the Library Foundation event on February 2 we were busy getting some of the behind-the-scenes Public Services spaces being highlighted ready for visitors. That included sweeping up in the construction zone for the Kids Library, creating a nice walking path and display space in Gallery Archival Storage, and showcasing our newest space in the lower level – the Digitization and Photography Lab. It was exciting to get to share areas of the library that are not normally visited by the public and to talk about all the work we do behind-the-scenes to provide amazing exhibits, spaces, and collections for the public. Supervisors and Librarians in these areas worked hard sweeping, shifting, dusting, and scrubbing to get the spaces spotlight-ready.

Calls to Play

Youth Services Supervisor LeAnn Brungardt has mentioned the YS Calls to Play training in her report, but I wanted to share my own experience getting to sit in and lead some of the training. This has been a wonderful opportunity for our Youth Services team to learn more about the power of play and how we can infuse play into our daily work with families. Those leading the training have incorporated their own sense of fun including obstacle courses, role playing, guessing games, and meditation. I've seen first-hand the impact of the training on staff, and it's been a beautiful thing to watch staff members connecting with families and kids in a whole new way. I'm eager to see how we can adapt the training to share out with all staff, because even grownups like to play!

Reference Stats

Since our last Outreach Service Model Team meeting, I have been digging into our reference question

statistics all the way back to 2003 to give us all a better idea of how the number and format of questions have changed through the last 20 years (in-person, phone, and online). I'm working on visualizations now, but one thing that really stood out to me is how quickly the library has adopted new technologies to provide better access to customers. We started an instant-messaging service for the public in the 2000s, well before it was standard service elsewhere. We've continued to answer phones and in-person questions but have added new options such as texting and chat throughout the years. We should be very proud of our long-term commitment to make communication with customers easy and convenient.

Public Services

Zan Popp, Supervisor – Learning Experiences

Arts Advocacy Day at the Kansas Statehouse

On January 22, I attended Arts Advocacy Day at the Kansas Statehouse, an event that brought together approximately 30 participants from Topeka, Lawrence, Salina, and Wichita. This was the first Arts Advocacy Day in over a decade, with hopes of making it an annual event. We were divided up and spent the morning distributing informational packets to all state Representatives and Senators. We shared impactful stories about the role of art in our communities, including an interesting statistic: 65% of Kansas adults have taken art lessons at some point, compared to the national average of 55%. This statistic supports the library's continued efforts in providing hands-on arts engagement for adults.

Alice C. Sabatini Gallery: Immersed: A Walk Inside Art

Despite the snowstorm, visitors continued to engage with *Immersed: A Walk Inside Art*. In January, we welcomed 2,081 visitors, bringing the total attendance to 3,675 since its opening in December. The exhibit remains open through March 2, offering a unique, larger-than-life animated art experience. Visitors have described the exhibit as *cool, relaxing, and one of the library's best ever!*



"Thank you for doing this. It's nice to have something that's free and beautiful." — Mom with young child

"This is probably my favorite exhibit you guys have done yet. We've been in several times, the kids liked it so much."

"Your library is awesome! We do not have this in California!"

Additionally, January marked the launch of our first Crafting Circle, which saw 35 participants bring their projects to the gallery to work and create together. The event was a great success, and we look forward to the next session in March.

Topeka Room: Kansas Day Scavenger Hunt

The Topeka Room hosted its first Kansas Day scavenger hunt during the last week of January, engaging library visitors in a fun, interactive experience. Customers picked up scavenger hunt sheets at the Youth Services desk and searched the first floor for eight Kansas state symbols. Once completed, they claimed a prize—a sunflower bracelet or keychain—from the Topeka Room staff.

A total of 134 people participated, including 67 adults, 13 teens, and 54 children. The event received enthusiastic feedback from patrons and staff alike:

"This was so much fun! We love to visit libraries and museums that do scavenger hunts!"

"This was fun!"

Level 2 Tech Center: Memory Lab Expansion

In January, we introduced an archival scanner to the Memory Lab, enhancing our digitization services. The new scanner can process photos, documents, slides, and film, and it is now available for reservations in the Digital Art Studio.

Later in the month, one of our regular users, Kristiana Guerrero, showcased her latest 3D print created in the Digital Art Studio and Recording Studios. She used the *Make My Statue* tool from Bambu Studio to create a bust of herself. You can learn more about the tool here: (Make My Statue: <https://makerworld.com/en/makerlab/makeMyStatue>)



Computer Classes & Interns

We are excited to welcome four computer interns who will begin teaching our second round of community-based computer classes, Alex, Valaria, Daniel and Jayden. These interns will offer instruction four days a week at various locations, starting the week of February 3. This session includes new class locations at the Gil Carter Center with IBSA, Inc. and Deer Creek Village with the Topeka Housing Authority.

These classes continue our commitment to expanding digital literacy and providing accessible tech education for the community.



Public Services

Cadie Maas, Supervisor – Readers & Resources

LIEAP

The **Low Income Energy Assistance Program (LIEAP)** is managed by the Kansas Department of Children and Families. It is a Federally funded program that helps eligible households pay a portion of their home energy costs.

On January 22nd the library hosted an event to assist individuals with the application process. Our Community Connections Librarian, Evergy and DCF were on site to help customers navigate the application requirements. Additional partnering agencies— including Doorstep, Topeka Housing Authority, Community Resource Council, Jayhawk Area Agency on Aging, Community Action, and Lets Help— were also available to share information about their programs and resources.

To ensure a smooth experience, our librarian had a plan in place to help attendees scan their necessary documents before meeting with DCF. This preparation streamlined the submission process, helping as many applicants as possible receive assistance. As a result, 115 households successfully submitted LIEAP applications, with the hope that approved applicants would receive the support they need to heat their homes during the coldest months of the year.

The library also hosted a LIEAP application assistance event in December, during which 65 households successfully submitted applications. Due to the success of both events, DCF has requested that we host one final session to assist community members with their applications.

We invite those in need of assistance to join us for the final LIEAP Application Help event on Wednesday, February 26th, from 1–5 PM.

We are grateful for the opportunity to support our community by connecting individuals with vital resources like LIEAP. Through these events, we have helped numerous households access the assistance they need to stay warm during the winter months. We appreciate the collaboration of our partners and the dedication of our staff in making these efforts a success.

Winter Reading Challenge

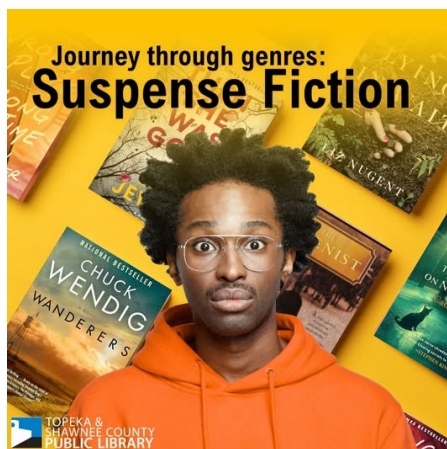


We kicked off the new year with our annual Winter Reading Challenge. Participants who read three books in the month of January were eligible to win a cozy library branded mug. We had more than 1500 participants enroll in the challenge, with 1200 customers completing the challenge. Collectively,

participants read nearly 7500 books in the month of January! On Saturday, February 1st, we hosted a Winter Reading Challenge celebration. Readers were welcomed to the library to enjoy hot cocoa and muffins from the Millenium Café and redeem their prize mug for completing the challenge. Nearly 300 customers joined in the celebration.

New Book Clubs

The Readers & Resources team currently offers 8 book clubs that meet regularly. As part of that line up, we are excited to share that we have just started offering three brand new book clubs.



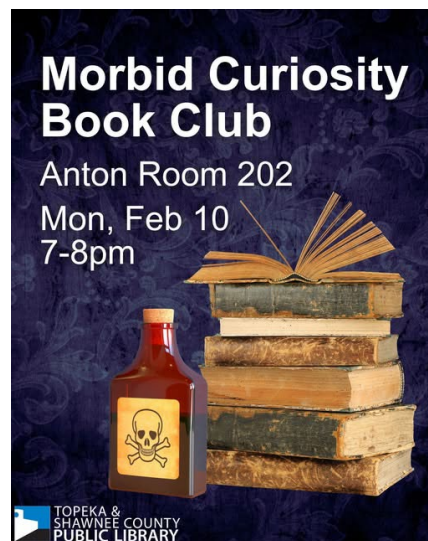
Our new **Journey Through Genres Book Club** takes a deep dive into a different genre each month. The goal is to encourage readers to expand their reading comfort zone. Participants can choose any book that sounds appealing within the selected genre for that month. Everyone is welcome to share about what they read, and each meeting is led by a librarian who is a knowledgeable lover of the featured genre.

At **Silent Book Club** readers can just be present together with others reading quietly in our beautiful boookish library setting.

Customers can ask the librarian on duty for a book recommendation when they arrive or bring a book from their TBR pile to enjoy some uninterrupted reading time!

Morbid Curiosity Book Club is for those readers who cannot get enough from their favorite true crime podcast or their Netflix documentary recommended for you list. This book club will satisfy all of those true crime cravings. Readers will also have the opportunity to dig into cults, the paranormal, and other compulsively interesting dark subjects.

Information about all of our book clubs can be found on our website at: www.tsopl.org/readers/book-clubs.



Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Changes

Marlana Hodgkinson has been in the role of Specialist with a focus on school age programming for many years. She will now focus on programming for early childhood. She has plenty of experience with that

age as well as she has nurtured and delighted toddlers in Totally 2s for quite some time. The full time position we now have open will be for a Specialist who will focus on school age programming.

Renovation

We are nearing the end of phase 1 of the renovation and will be transitioning into phase 2. That means we will be adapting to new layout and several other more nuanced changes. Since this project has two parts, we will have some temporary measures in place until we are fully open. What feels like the biggest change for most of the crew is the removal of the service desk.

YS staff were able to take a first-hand sneak peek at how things are coming along after the recent Library Foundation event.

At a recent meeting we went over the sea life that will be added to the new aquarium, everything from coral to multiple, small, Blue Hippo Tangs, aka Dory. While it is exciting to hear all that is coming, we were reminded that setting up a tank is a slow process as it is truly setting up a microbiome. It will be well established by summer, but it will take a full year to be at its thriving best.

Calls to Play Training

We continued with our training on play. Most recently that included role playing exercises specific to play scenarios, discussing risks and hazards, determining our own level of comfort with risk, practicing positively redirecting problem behavior, and managing our own well being knowing that we are bound to face discomfort in some interactions.

Program Surveys

The Early Childhood Team was the first to implement monthly program surveys. The simple surveys were done in talkback board style. One takeaway from this first round is that attendees are satisfied with the experiences we have. Every person who responded said they would be back.

Librarian Updates

Early Childhood Outreach Librarian

In January, the library partnered with Topeka Public Schools-Parents as Teachers to provide BLOCK Fest®. This event is offered on an evening and a subsequent morning to encourage a family's multiple opportunities to attend as well as a range of time availability. The goal is to engage families in block play while providing coaching with science and math. Families are given a booklet with ideas on how to incorporate science and math concepts through play at home. The event was a success. On a cold Thursday evening, there were 48 adults and 44 kids. Of the adults, 20 were dads. On Friday morning, there were 149 people attending, 50 adults and 99 kids.



Early Childhood Librarian

During the renovations, we are creatively continuing to offer play on the service floor for our youngest customers. Due to having less space, choices are downsized. Each week we have puzzles to help develop

problem solving skills; blocks for building, stacking, and basic math and science experimentation; toys for pretend play, like puppets or farm animals; and a sorting or matching activity for math concept play. Magnet tiles are available as are an assortment of board games. Those items especially appeal to all ages. It is fun to see caregivers engaged with their children!

Teen Librarian

As the work progresses on the Kids Library remodel, it gets more and more real that the new spaces are coming. The Teen Team is looking at what types of every day play will be offered within the new teen space when it is ready, as well as adapting program planning to the new setting. The timing of the grand reopening nearly coincides with summer, so we are developing those plans as well.

Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

Digital Magazines

We are launching a new digital magazine package offered by Overdrive for the Libby app. The Overdrive magazine package includes over 4,000 titles, all available with no holds. Magazine checkouts don't count against the limit of 10 checkouts. Three years of back issues are available for most titles. Customers will enjoy access to many popular magazine titles in Libby. For this year, we will continue with Flipster, a digital magazine product from EBSCO. We'll have popular titles on Flipster that are not available on Libby.

Physical Magazines

Heide King, the library's acquisition associate, maintains the library's magazine collections. She's worked to do some spiffing up of the magazine and newspaper collections in the north reading room. She's cleaned and polished the shelves, replaced damaged magazine binders and created new shelf tags. The collections are clean and orderly. We know customers who frequent this special room of the library appreciate it.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

January has been an exciting month for the Classroom Connections team as we've dived into all things Kansas! With the state's celebration of its rich history, our programs on Kansas Symbols and Famous Kansans have been in high demand. Jackie and Dawn have truly been fantastic, working tirelessly to ensure that students across the districts are learning about our beloved state, with a special focus on the remarkable Amelia Earhart.

Jackie has gone above and beyond this month, delivering an impressive 24 Classroom Connections program focused on Kansas Symbols alone! From the state bird, the Western Meadowlark, to the famous sunflower, and even real bison dung, Jackie has brought these symbols to life for students, helping them understand the deeper meaning behind the things that make Kansas so special. Her passion for our state's heritage is contagious, and students are gaining a newfound pride for Kansas.

And let's not forget about Dawn, who has been just as incredible, presenting 12 Classroom Connections programs on Amelia Earhart! Dawn has done an amazing job sharing the incredible story of this pioneering Kansan—teaching students about her courage, determination, and the lasting impact she made on the world. It's one thing to read about Amelia Earhart in a book, but it's a whole other experience when Dawn brings her story to life in the classroom. Her enthusiasm inspires young minds with Amelia's tale of adventure and resilience.

Dawn shared a special memory from one of her sessions: "At my Amelia Earhart program at Randolph, one little girl came up to me twice during the activity, excitedly telling me that when she grew up, she would get SCUBA gear, learn to dive, and be the first person to discover Amelia Earhart's plane. The secretary also told me that kids who were being picked up early were asking their parents to stay until the program finished." Moments like these are truly a testament to the impact our programs and programmers have on students!

In addition to these fantastic programs, we've also offered other Kansas-focused Classroom Connections! Riley's Kansas Aquifers program has gained a lot of attention, where students learn about the underground water systems that sustain our state and agricultural industry. It's a fascinating topic that connects environmental science with the heart of Kansas, and Riley's expertise makes it come alive for students. Another popular program developed by Riley is Fossils: Can You Dig It? — A hands-on, engaging experience where students discover how Kansas' prehistoric past, that goes beyond more than just Dinosaurs, has shaped the world we live in today. These programs have sparked curiosity and helped kids connect with the natural history of our state.

While all these programs are available year-round, there's something extra special about them in January. Educators are flocking to these programs this month as they celebrate the beauty and history of Kansas. The Classroom Connections team's hard work, enthusiasm, and dedication are making a real difference in classrooms, and I couldn't be prouder of their efforts. They've truly brought the spirit of Kansas to life, helping students not only learn about our state but also feel a sense of connection to the incredible people, places, and symbols that make it so unique!

Community Services Librarian Report

It has been a busy month for the staff on the bookmobiles. Despite weather difficulties, we checked out over 3,000 items to library patrons! We have also had patrons telling us how much the love the new decorations on the Adventuremobile, including the handmade heart garland, made by



our very own Jaclyn Shannon. They complement well the Valentine's Day books that we are carrying on the bookmobile.

We have also had a busy month for our TSCPL@Home delivery staff. They delivered over 3,200 items to library customers throughout Shawnee County! This team also met over the past months to determine how to improve efficiency and to make delivery services even better. We are working to implement changes soon, including moving to a weekly delivery schedule. These changes will provide an even greater level of service to our customers, and we are excited to get started!

I have had multiple opportunities over the past month to meet new people. Without fail, when they find out that I work at the library, they tell me how much they love the library and the services that we provide. The library is such a great resource for the community and it's always so nice to hear how much the community loves and appreciates the work that we do!



Program Services

Autumn Friedli, Program Services Coordinator

January Programming

Between closures for the various holidays and winter weather, January was still a busy month with programming. The library had 231 programs happening either inside the library or out in the community with just over 4900 attendees. Programs for our youngest readers totaled 98 with story times happening in the building and out in the community. An additional 82 programs were focused on our school age kids. Again, these programs happened both in the building with School Age Fun and outside of the building with Classroom Connections. There were also plenty of programs for teens and adults rounding out the numbers.

February Programming

This February is filled with programming as well. Beyond the tried-and-true programs, we will be trying out some new things! The newly created Silent Book Club will meet a twice a month. This book club supports people who want to be with others but also want to quietly enjoy reading their book. Unraveling the News is another new program starting in February. This program encourages attendees to read, reflect, listen, and learn together in a facilitated discussion about topics in the news with a focus on Kansas or Topeka perspectives. Bring your current yarn project or learn a new skill. Find dates and times for these programs and all the rest of the offerings at www.tscpl.org/events

Summer Preview

Staff are busy working on plans for our biggest summer yet. This summer, school age kids will find something happening at the library almost every day of the summer focused on the theme of Color Our World. Don't worry, there will be something fun for everyone else as well! Stay tuned for more details – you won't want to miss the fun things being planned!

Digital Services

David King, Digital Services Director

New Incident Reporting Software

Digital Services and Security have been hard at work upgrading to a new incident reporting application. This software will help Security track incidents that happen at the library, and will automate the process of forwarding incident reports from Security to Administration. It also can connect to our ILS patron database, so we can better connect incidents to individuals. We picked Savannah's Incident Reporting module, which is nice, since the library already uses Savannah for marketing and for all types of data gathering and tracking.

Self-Check Kiosk update

Our self-check kiosk project is progressing. We now have all of the new kiosk in the building. We are still waiting for the cash/coin devices for three of the kiosks (those should ship at the end of the month). We are currently working on configurations with the software. We expect the new kiosks to be deployed in early spring.

Top Web Pages for January 2025

1. Tools & Services: 5448 Pageviews
2. Work at the Library: 2082 Pageviews
3. Reading Challenges: 2046 Pageviews
4. Careers: 1959 Pageviews
5. Get a Library Card: 1854 Pageviews
6. Hours & Locations Page: 1671 Pageviews
7. Winter Reading Challenge: 1613 Pageviews
8. Meeting Room & Event Spaces: 800 Pageviews
9. Trivia: 745 Pageviews
10. Interlibrary Loan: 668 Pageviews

Social Media Highlights for January 2025

Facebook

- Winter Reading Challenge – reached 6254 people
- Tyler's last storytime – reached 6115 people

- Cool Cats – reached 3873 people
- Library closed – reached 2659 people

Instagram

- Reading like Gene Kelly – reached 1739 people
- Kansas' birthday – reached 923 people
- Kittens – reached 625 people

Social Media



Teens and college students showed the world how this library is anything but stuffy as they explored the Immersed exhibit and learned new creative skills at teen events. They had to tell everyone about it!



Jayna and Katie Keckeisen made an iconic retro recipe for good old fashioned cooking in the local history section of the Topeka Room. Karen also featured the Oscar award winning Binge box collection you can check out for past award winners while you wait to learn who wins in 2025.





**Resolution – New Bank Investments
BOARD OF TRUSTEES
February 20, 2025**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves two investments as follows:

- (1) a transfer of \$5.5 million from the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Equity Bank, Topeka, Kansas. This certificate of deposit will originate on February 21, 2025 with a maturity date of May 22, 2025 at a rate of 4.3%; and**
- (2) a transfer of \$1.5 million from the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Equity Bank, Topeka, Kansas. This certificate of deposit will originate on February 21, 2025 with a maturity date of May 22, 2025 at a rate of 4.3%.**

The Chief Financial Officer is authorized to issue written instructions upon maturity and may reinvest all or part of these certificates of deposit, subject to renegotiation of the rate with the financial institution. All withdrawn amounts from the certificates of deposit shall be transferred to the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool.

The certificate of deposit may be withdrawn by one signature from the Board of Trustees Chairman, Treasurer or Secretary or the Library’s Chief Financial Officer if the funds are needed at a time other than maturity.

Background Information:

The Library’s operating bank currently allows up to only \$3 million to be retained in all accounts and this is the maximum amount protected by pledged securities as required by Kansas law. Thus, when the large tax distribution is received in late January, it causes the cumulative balance to be exceeded and a same-day transfer must be processed. The State of Kansas, Municipal Investment Pool is the best option for this immediate transfer and ensures investments meet state law in regard to the limited, authorized options and the existence of adequate and qualifying pledged securities. Liquidity needs for the Library are about \$1.4 million per month for operations, so short-term investments that can be quickly and easily transferred are necessary.

However, municipalities are required to offer funds available for investment to community financial institutions and these institutions are required to match or exceed published investment rates. The following is taken directly from the State of Kansas, Pooled Money Investment Board’s website:

<https://pooledmoneyinvestmentboard.com/Public%20vs%20MIP.html>

“Municipalities must first offer funds available for investment to all eligible banks, savings and loans and federally chartered savings banks which have home offices or branches in the investing community. If the financial institutions will not match or exceed the statutory investment rates as calculated by the PMIB [Pooled Money Investment Board] (given below), municipalities may invest in the Municipal Investment Pool.”

Required Rates for Week of 2/10/2025-2/16/2025

TERM	CURRENT	PREVIOUS
1 to 89 Days	4.33%	4.33%
3 Months	4.27%	4.27%
6 Months	4.21%	4.20%

On January 21, 2025, the Library’s Chief Financial Officer sent a written notice offering short-term investment opportunities for bid to 16 financial institutions within the Library’s district. Due to the cost of the required collateral and to provide financial institutions a chance to bid regardless of their size, two investments were offered of \$5.5 million for 90-120 days and \$1.5 million for 90-120 days. Bids were due on February 12th. The current offering resulted in one bid, one declining to bid and twelve sending no response.

This low number of responses is likely due to a couple of primary factors: (1) public funds must be collateralized which is expensive and sometimes difficult to obtain so not all financial institutions want municipal funds or may have previously met their limits with other municipal clients; and (2) holding an interest rate for about one week to allow the Board of Trustees to consider the investment opportunity and establish the new account is difficult for some financial institutions.

The only bid was from Equity Bank at 4.3% for any or all the investments so they are the recommended financial institution in which to place all bids, for a term of 90 days.

The offered rate does not match or exceed the required rates published by the Municipal Investment Pool but the rate does exceeds the current rate offered by the Municipal Investment Pool of 3.77% for fixed 90 to 179 day investments made on the week of February 13, 2025.

Confirmation of the required pledged securities is expected to occur prior to the funds actually being transferred on February 21, subject to the approval of this resolution.

Staff Recommendation:

The highest bid of 4.3% for a 90-day certificate of deposit of \$7 million with Equity Bank is recommended with the funds to be transferred from the Library’s Municipal Investment Pool overnight account with the State of Kansas, effective February 21, 2025. Confirmation of collateral will be required before the transfers are completed.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library - Bids for Investment of Idle Funds - February 12, 2025, Bid Due Date
Shawnee County Financial Institutions, without Rossville & Silver Lake Townships
Offering: \$5.5 M (GF) and/or \$1.5 M (EE Bene) for 90-120 days - maturity date 5/22/2025-6/20/2025

awarded								
Name	Amount	Rate	Maturity	Rate	Maturity	Security	Investment Type	Notes
Alliance Bank	no response							
Capitol Federal Bank	no response							
Central National Bank	no response							
Community Bank	no response							
Community National Bank (formerly Vision)	no response							
CoreFirst Bank & Trust	did not notify because they are unable to have more than maximum for TSCPL funds (\$3 M all)							
Denison State Bank Branch	no response							
Equity Bank	\$5.5M	4.30%	90 days			Pledged security information not provided by bank	CDs	No bid for 120 days, only 90 days
Fidelity State Banks & Trust Co.	no response							
Heritage Bank	no response							
Intrust Bank NA Branch	no response							
Kaw Valley Bank	no response							
Landmark National Bank	declined to offer bid (per email)							
Silver Lake Bank	no response							
UMB Bank, NA Branch	no response							

maximum rate 4.30%

# of financial institutions bidding	1
# of financial institutions replied by not interested	1
# of financial institutions not responding	12
Total Financial Institutions	14

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:

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).

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

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.



Key Metrics

Net Promoter Score

86.5

End of LY: **86.4**

Difference: **0.1 ▲**

% Change: **0.1% ▲**

Active Cardholders

67,439

End of LY: **67,163**

Difference: **276 ▲**

% Change: **0.4% ▲**

Unique Borrowers YTD

17,355

Previous YTD: **17,025**

Difference: **330 ▲**

% Change: **1.9% ▲**

Door Count YTD

31,895

Previous YTD: **35,534**

Difference YoY: **-3,639 ▼**

% Change YoY: **-10.2% ▼**

First Time Checkouts YTD

49,171

Previous YTD: **55,269**

Difference YoY: **-6,098 ▼**

% Change YoY: **-11.0% ▼**

Digital Checkouts YTD

61,424

Previous YTD: **61,030**

Difference YoY: **394 ▲**

% Change YoY: **0.6% ▲**

Computers and WiFi

Computer Sessions YTD

5,584

Previous YTD: **6,220**

Difference YoY: **-636 ▼**

% Change YoY: **-10.2% ▼**

Avg Session Time YTD

01:02:35

Previous YTD: **01:04:41**

Difference YoY: **-00:02:06 ▼**

% Change YoY: **-3.2% ▼**

WiFi Sessions YTD

31,391

Previous YTD: **29,289**

Difference YoY: **2,102 ▲**

% Change YoY: **7.2% ▲**

Avg Session Time YTD

00:13:34

Previous YTD: **00:13:29**

Difference YoY: **00:00:04 ▲**

% Change YoY: **0.5% ▲**

Other Metrics

Program Attendance YTD

4,904

Previous YTD: **6,057**

Difference YoY: **-1,153 ▼**

% Change YoY: **-19.0% ▼**

Mtg Room Attendance YTD

5,251

Previous YTD: **4,659**

Difference YoY: **592 ▲**

% Change YoY: **12.7% ▲**

Reference Questions YTD

19,123

Previous YTD: **21,211**

Difference YoY: **-2,088 ▼**

% Change YoY: **-9.8% ▼**

	2025												2025	2024	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Net Promoter Score (NPS)																
Monthly NPS	90.7												90.7	86.5	4.9%	
Monthly # of Responses	44												44	63	-30.2%	
Current NPS	86.5												86.5	86.4	0.1%	
GATE COUNT	31,895												31,895	35,534	-10.2%	
CIRCULATION*																
Main Library																
Circulation Desk & Renewals	30,566												30,566	33,412	-8.5%	
Interlibrary Loan	1,342												1,342	1,240	8.2%	
Self-Check	37,970												37,970	41,085	-7.6%	
Bookmobile	3,080												3,080	7,455	-58.7%	
TSCPL@Home	3,212												3,212	3,198	0.4%	
Red Carpet	4,969												4,969	4,484	10.8%	
Digital Downloads	61,424												61,424	61,030	0.6%	
Library @ Work / Smartlocker	1,330												1,330	1,508	-11.8%	
TOTAL CIRCULATION	145,112												145,112	154,631	-6.2%	
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	49,171												49,171	55,269	-11.0%	
CIRCULATION DETAILS																
Print Material	53,642												53,642	59,296	-9.5%	
Audio/Visual Material	24,188												24,188	27,096	-10.7%	
Adult Materials	46,803												46,803	48,843	-4.2%	
Children's Materials	23,226												23,226	28,831	-19.4%	
Young Adult Materials	1,915												1,915	2,484	-22.9%	
Red Carpet Materials	5,868												5,868	6,168	-4.9%	
NEW Patrons																
Topeka / Shawnee County																
Adults	660												660	848	-22.2%	
Children (ages 17 and under)	128												128	145	-11.7%	
Red Carpet Outreach	9												9	8	12.5%	
NEKL	48												48	42	14.3%	
Non-Resident	0												0	1	-100.0%	
Total New Registrations	845	-	-	-	-	-	-	-	-	-	-	-	845	1,044	-19.1%	
PATRONS DELETED	186												186	478	-61.1%	
Cardholders																
Topeka / Shawnee County																
Adults	73,570												73,570	73,163	0.6%	
Children (age 0 - 17)	15,847												15,847	15,851	0.0%	
TSCPL @ School	36,797												36,797	34,518	6.6%	
Red Carpet Outreach	1,359												1,359	1,353	0.4%	
NEKL	10,763												10,763	10,712	0.5%	
Non-Resident	63												63	65	-3.1%	
Delinquent	76												76	78	-2.6%	
TOTAL CARDHOLDERS	138,475	-	-	-	-	-	-	-	-	-	-	-	138,475	135,740	2.0%	
Active Cardholders (Savannah)																

Non-Student Cardholders	61,003														61,003	60,848	0.3%	
Student Cardholders	6,436														6,436	6,315	1.9%	
TOTAL ACTIVE CARDHOLDERS	67,439														67,439	67,163	0.4%	
Unique Borrowers																		
Physical	6,536															25,460	-100.0%	
Digital	12,334															21,838	-100.0%	
Both	1,515															7,145	-100.0%	
TOTAL UNIQUE BORROWERS	17,355	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,153	-100.0%	
Holds Satisfied																		
	13,983															13,983	14,925	-6.3%
TOTAL CHECK-IN																		
	48,395															48,395	53,663	-9.8%
COLLECTION																		
Materials Added	2,918															2,918	3,066	-4.8%
Materials Discarded	3,882															3,882	12,114	-68.0%
TOTAL COLLECTION	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	333,333	339,285	-1.8%	
WEBSITE																		
tsopl.org Unique Visitors	24,332															24,332	36,092	-32.6%
tsopl.org Total Visits	44,480															44,480	57,834	-23.1%
catalog.tsopl Unique Visitors	27,963															27,963	25,006	11.8%
catalog.tsopl Total Visits	63,788															63,788	65,414	-2.5%
COMPUTER USE																		
Public Computer Sessions	5,584															5,584	6,220	-10.2%
Avg Public Computer Session Length (Minutes)	1:02:35															1:02:35	1:04:41	-3.2%
Total Computer Hours	5,824															5,824	6,705	-13.1%
Wireless Sessions	31,391															31,391	29,289	7.2%
Avg Wireless Session Length (Minutes)	0:13:00															0:13:34	0:13:29	0.5%
Total Wireless Hours	7,094															7,094	6,585	7.7%
TOTAL HOURS	12,918	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,918	13,290	-2.8%
NOTARY SERVICE																		
	108															108	167	-35.3%
REFERENCE QUESTIONS																		
Public Services	14,786	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,786	15,654	-5.5%
Call Center	4,155															4,155	4,069	2.1%
Gallery	563															563	283	98.9%
L2TC	5,715															5,715	6,435	-11.2%
Movies and Music	1,500															1,500	1,886	-20.5%
New and Novel	1,957															1,957	1,708	14.6%
Topeka Room	400															400	694	-42.4%
LibAnswers	496															496	579	-14.3%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	4,337															4,337	5,557	-22.0%
TOTAL REFERENCE QUESTIONS	19,123	0	0	0	0	0	0	0	0	0	0	0	0	0	19,123	21,211	-9.8%	
MEETING ROOMS																		
Meeting Room Bookings	422															422	448	-5.8%
Team Room Bookings	724															724	747	-3.1%
L2TC Bookings	587															587	599	-2.0%
Total Meeting Room Hours Booked	3,908															3,908	4,129	-5.4%
TOTAL MEETING ROOM ATTENDANCE	5,251															5,251	4,659	12.7%
LEARN & PLAY BUS VISITS																		
	50															50	46	8.7%
PROGRAM ATTENDANCE																		

Adult - General	784												784	1,729	-54.7%
Adult Outreach	0												0		
Early Learners (0-5)	808												808	424	90.6%
Early Learner Outreach	1,786												1,786		
Kids (6-11)	200												200	227	-11.9%
Kids Outreach	1,174												1,174		
Teens (12-18)	152												152	156	-2.6%
Teen Outreach	0												0		
TOTAL PROGRAM ATTENDANCE	4,904	-	-	-	-	-	-	-	-	-	-	-	4,904	6,057	-19.0%
GALLERY ATTENDANCE	2,081												2,081	1,849	12.5%
DOLLY PARTON ENROLLMENT	5,697												5,697	5,688	0.2%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,479												12,479	12,587	-0.9%
Adult Nonfiction	12,752												12,752	12,779	-0.2%
Juvenile Fiction	16,053												16,053	19,018	-15.6%
Juvenile Nonfiction	3,766												3,766	5,575	-32.4%
Magazines	815												815	696	17.1%
RC Print Materials	5,794												5,794	6,069	-4.5%
RC Realia	74												74	99	-25.3%
YA Print Materials	1,909												1,909	2,473	-22.8%
PRINT CIRCULATION	53,642	-	-	-	-	-	-	-	-	-	-	-	53,642	59,296	-9.5%
Audio / Visual Material															
MiFi Hotspots	18												18	66	-72.7%
Adult Audiobooks	1,011												1,011	1,380	-26.7%
Adult Music	1,780												1,780	2,097	-15.1%
Adult Videos / DVDs	17,966												17,966	19,304	-6.9%
Juvenile Audiobooks	177												177	252	-29.8%
Juvenile Music	67												67	121	-44.6%
Juvenile Videos / DVDs	3,163												3,163	3,865	-18.2%
YA A/V	6												6	11	-45.5%
AV CIRCULATION	24,188	-	-	-	-	-	-	-	-	-	-	-	24,170	27,030	-10.6%
Adult Material															
Adult Fiction	12,479	-	-	-	-	-	-	-	-	-	-	-	12,479	12,587	-0.9%
Magazines	815	-	-	-	-	-	-	-	-	-	-	-	815	696	17.1%
Adult Audiobooks	1,011	-	-	-	-	-	-	-	-	-	-	-	1,011	1,380	-26.7%
Adult Music	1,780	-	-	-	-	-	-	-	-	-	-	-	1,780	2,097	-15.1%
Adult Videos / DVDs	17,966	-	-	-	-	-	-	-	-	-	-	-	17,966	19,304	-6.9%
ADULT CIRCULATION	46,803	-	-	-	-	-	-	-	-	-	-	-	46,803	48,843	-4.2%
Juvenile Material															
Juvenile Fiction	16,053	-	-	-	-	-	-	-	-	-	-	-	16,053	19,018	-15.6%
Juvenile Nonfiction	3,766	-	-	-	-	-	-	-	-	-	-	-	3,766	5,575	-32.4%
Juvenile Audiobooks	177	-	-	-	-	-	-	-	-	-	-	-	177	252	-29.8%
Juvenile Music	67	-	-	-	-	-	-	-	-	-	-	-	67	121	-44.6%
Juvenile Videos / DVDs	3,163	-	-	-	-	-	-	-	-	-	-	-	3,163	3,865	-18.2%
JUVENILE CIRCULATION	23,226	-	-	-	-	-	-	-	-	-	-	-	23,226	28,831	-19.4%
Red Carpet Material															
RC Print Materials	5,794	-	-	-	-	-	-	-	-	-	-	-	5,794	6,069	-4.5%
RC Realia	74	-	-	-	-	-	-	-	-	-	-	-	74	99	-25.3%
RED CARPET CIRCULATION	5,868	-	-	-	-	-	-	-	-	-	-	-	5,868	6,168	-4.9%
Young Adult Material															
YA Print Materials	1,909	-	-	-	-	-	-	-	-	-	-	-	1,909	2,473	-22.8%
YA A/V	6	-	-	-	-	-	-	-	-	-	-	-	6	11	-45.5%
YOUNG ADULT CIRCULATION	1,915	-	-	-	-	-	-	-	-	-	-	-	1,915	2,484	-22.9%
Overdrive															
Overdrive	45,994												45,994	43,322	6.2%
Hoopla	14,830												14,830	16,900	-12.2%
Flipster	600												600	808	-25.7%
Kanopy	812												812	0	
DIGITAL DOWNLOADS	61,424	-	-	-	-	-	-	-	-	-	-	-	61,424	61,030	0.6%
Adult ebook Fiction	19,677												19,677	20,083	-2.0%
Adult ebook Nonfiction	4,166												4,166	4,156	0.2%
Adult digital audiobooks	26,318												26,318	24,364	8.0%
Juvenile ebook Fiction	1,957												1,957	2,114	-7.4%
Juvenile ebook Nonfiction	303												303	269	12.6%
Juvenile digital audiobooks	2,355												2,355	2,438	-3.4%
Young Adult ebook Fiction	1,788												1,788	1,676	6.7%
Young Adult ebook Nonfiction	18												18	41	-56.1%

Young Adult digital audiobooks	2,084												2,084	1,866	11.7%
DIGITAL CIRCULATION DETAILS	58,666	-	-	-	-	-	-	-	-	-	-	-	58,666	57,007	2.9%