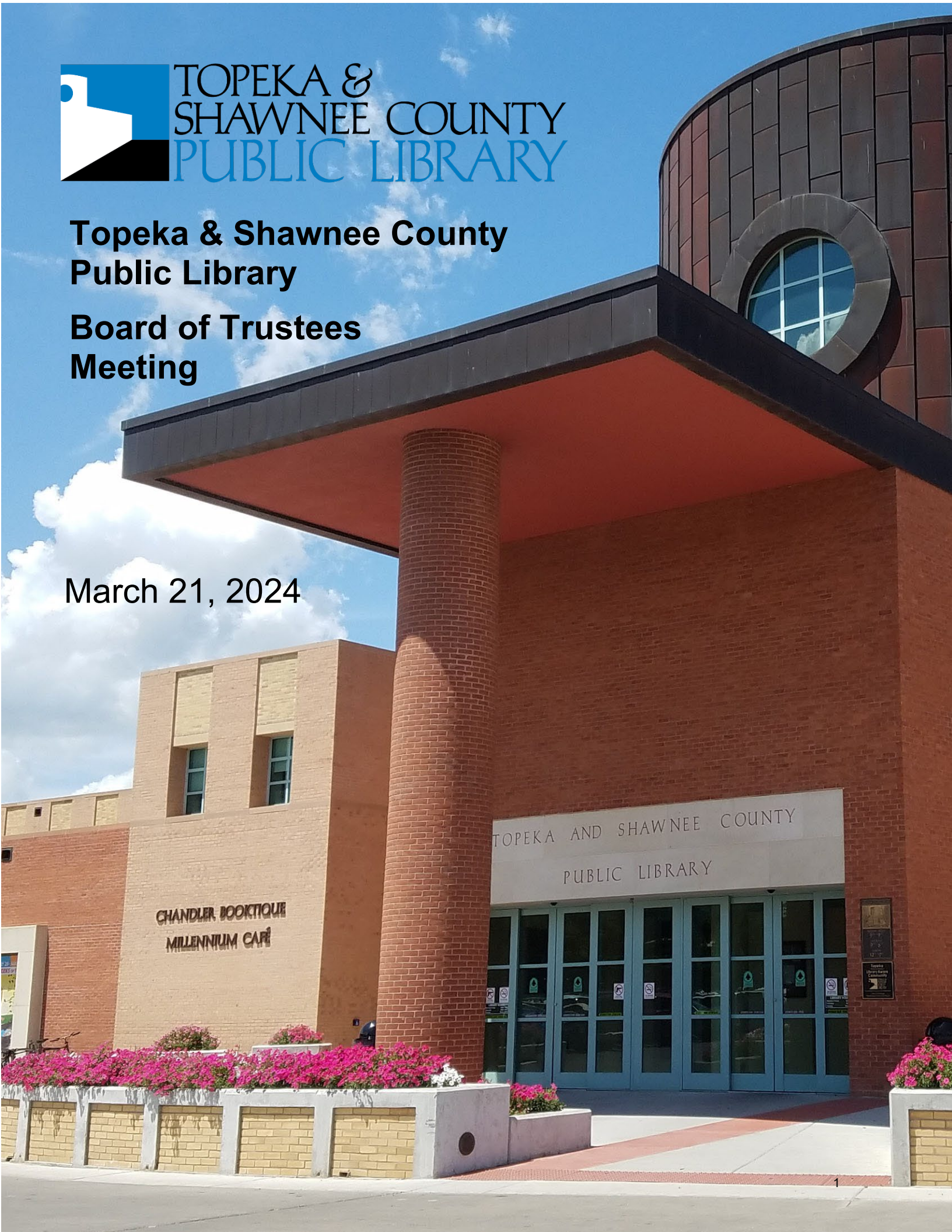




**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

March 21, 2024





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





March 21, 2024 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of February 15, 2024, Meeting Minutes of the Board of Trustees – **Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 28**

Chief Executive Officer Report – Marie Pyko pg. 30

- **Final Draft of Strategic Plan 2024-2029** – Marie Pyko

Chief of Staff Report – Thad Hartman pg. 66

New Business

- **Nominating Committee pg. 79**
- **Health Insurance Review Committee pg. 80**
- **Customer Conduct Policy – First Reading pg. 81**

Executive Session

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or aconner@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

April 18, 2024

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 15, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Introduction of New Trustee and Oath of Office

New Trustee Fred Patton took the oath of office, notarized by Executive Assistant Aubrey Conner.

Public Comment

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

Trustee Advocacy Stories

Trustee Peg Dunlap shared that she saw the play Alabama Story at the Helen Hocker Theatre. She thought it was a great performance and the story is very timely. The library's own Shawn Nyberg performed in the play. Dunlap highly recommended the play.

Trustee Mark Zillinger shared that he participated in the Winter Reading Challenge. He went to the event held on January 27, 2024, and said it was very well done. There was something for all ages.

Approval of Minutes

On a motion by Jim Edwards, seconded by Liz Post, the January 18, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted no additions to her report.

Financial Reports

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

On a motion by Hannah Uhlrig and seconded by Peg Dunlap, the Treasurer's Financial Report for January 2024 was accepted.

Motion passed unanimously.

The Library Foundation

The Library Foundation Board Chair Kim Patton shared that the Foundation's audit is in process and Foundation staff have turned in everything asked of them.

The Library Foundation is currently working on their annual report and hopes to have it completed in late March to early April.

Patton asked those in attendance to mark their calendars for the Library Day of Giving on Wednesday, April 3, 2024.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson took a second to introduce herself. Nelson is a retired high school librarian and has been volunteering for the Friends by sorting and listing books on Amazon for 15 years.

Nelson shared the Friends Book Sale in January was successful. They made \$9,117.98. Due to the winter weather that weekend, they were skeptical of the outcome, but supporters showed up despite the temperature.

The Friends Scholarship this year has been increased to \$5,000. In addition to the increase, it has been opened up to any employee pursuing a degree, certificate, or course of study which will benefit the library. Since 1993 the Friends have awarded \$102,000 to library staff.

The Chandler Booktique has revamped and expanded the audio book section. Friends Operation Manager Kallie Worthington has ordered more jewelry including more affordable options. The Booktique's Facebook page is great at informing the community what's new and what's happening.

The Amazon Sales Team is still doing housekeeping until the dock reopens. In addition to listing, they have weeded and repriced books from 2020 and are starting on 2021.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on February 5, 2024.

Leisinger said he wants to assemble an Employee Health Insurance Committee before all the insurance materials are compiled. He urged trustees to let him know before the March 21, 2024, board meeting if they would like to be appointed to the committee.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared the 2024 Quarter 1-4 projects in her board packet. She acknowledged that some of the tasks will take a while to complete. Each project will have a

charter which will list the contact individuals, the project focus, and timeline. There will be regular updates to the board, mostly in the Chief of Staff's reports.

Digital Services Director David King gave a tour of the library's new website. The website had not had a major refresh for about 10 years. This new website has a more modern look and feel and works better on mobile devices than the previous website did.

Technical Services Manager Scarlett Fisher-Herreman presented Trustee Education on the Collection Ordering Process. She explained that her team orders about 700 books each week. The breakdown of this order is on average 500 print books and 200 eBooks. The Technical Services team looks at Book Industry Standards and Communications (BISAC) when choosing books. BISAC defines the category of book and the target age group. They also follow MPAA ratings for DVDs and DC Comics ratings for graphic novels and comic books. Fisher-Herreman explained that her team waits to catalog materials until the materials are in their hands, which gives them a chance to look over the entirety of an item and do further research before deciding where it lives in the library's collection. Each item on the library's shelves goes through a selector, a cataloger, a processor, and is then placed on the shelf. At any point in that process, the location of where the book will be placed in the collection could change. Fisher-Herreman and her team evaluate collections on an ongoing basis.

Pyko shared that in March she will have the final presentation of the Strategic Plan 2024-2029.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Winter Reading Challenge was very successful. In 2021, 454 individuals completed the challenge. In 2023, 1500 individuals completed the challenge. This was a fun program with Program Services Coordinator Autumn Friedli taking the lead.

Hartman was happy to announce that the dock is now open for deliveries starting today. Starting on Tuesday, February 20, 2024, the dock will be open for donations. Hartman has said that the dock looks very nice and hopes that staff and volunteers can prepare for donations in a few days.

The Reader's Lounge lighting was delayed a bit more. This most recent delay has caused the team to reconfigure the timeline. Instead of waiting for the lighting in the wood clouds to be installed, the shelving is going to be put into place once the flooring is completed. When the lighting arrives, that installation crew will work over the shelving to finish the installation. Hartman is hopeful that this project should still be completed by summer. The Technical Services team will be working hard to move collections back to the west wing once the shelving is installed. Once they clear out the east wing, construction can begin.

There are a number of open positions currently. Interviews have begun for Access Services Manager with Public Services Supervisor interviews starting next week.

New Business

New Bank Investments

On a motion by Joan Hicks, seconded by Mark Zillinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the New Bank Investments resolution as presented.

Motion passed unanimously.

Adjournment

On a motion by Joan Hicks, seconded by Liz Post, the meeting was adjourned at 5:21 pm.

Next Meeting

March 21, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

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Investments and Debt as of February 29, 2024; Bank Account Summary – Page 1

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

General Fund – Pages 3 through 5

With 16.4% of the budget year completed, 50% of the budgeted revenue has been received and 20% of the approved budget has been expended/encumbered. This compares to 2023 in which 49% of the budgeted revenue had been received and 17% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16.4% of the budget year completed, 49% of the budgeted revenue has been received and 14% of the approved budget has been expended/encumbered. This compares to 2023 in which 49% of the budgeted revenue had been received and 17% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,593,679.

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	Repair administration elevator	\$12,745.23	TK Elevator Corporation
Change Order #2; Board approved bid award on 9/21/2023	Dock Improvement Project – rework web subgrade	\$22,687.00	Kelley Construction Co., Inc.
Approved operating budget	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$40,077.63	Bibliocommons, Inc.
Approved operating budget	Power disruption units	\$5,050.00	IT Outlet Inc.
Approved operating budget	Annual mobile broadband charges for bookmobiles, mifi devices and smartphones	\$81,000.00	Verizon Wireless
Approved operating budget	Annual trash service agreement	\$11,062.68	Inland Waste Solutions LLC
Approved operating budget	Snow removal and salting of parking lot	\$7,964.25	Schendel Lawn and Landscape
Approved operating budget	Security software for mifi devices	\$10,586.05	Akamai Technologies Inc.
Approved operating budget	EZproxy upgrade and migration to hosted solution	\$6,531.27	OCLC, Inc.
Approved operating budget	Annual maintenance agreement	\$22,593.00	Johnson Controls, Inc.
Approved operating budget	Annual natural gas service	\$36,720.00	Bluemark Energy LLC
Approved operating budget	Annual HVAC repairs/parts – open PO	\$15,000.00	Johnson Controls, Inc.
Approved operating budget	Annual fire suppression system maintenance	\$22,256.00	Johnson Controls Fire Protection LP
Approved operating budget	Annual network hardware support agreement	\$43,433.77	Oneneck IT Solutions LLC
Approved operating budget	Annual lease for mailing and postage equipment	\$22,725.00	Pitney Bowes Global Financial
Paid from non-tax funds	Dinosaur Revolution Lease for 2026 summer exhibit	\$36,000.00	Minotaur Mazes, Inc.
Approved operating budget	Postage meter refill	\$30,000.00	Reserve Account

Approved operating budget	Annual copier lease/maintenance	\$17,652.00	Century Business Technologies
Approved operating budget	2023 overage fees	\$8,109.60	Century Business Technologies
Library Materials	Annual Novelist Select database fee	\$9,836.00	Ebsco Information Services
Library Materials	Hoopla online	\$38,085.01	MidwestTape LLC
Library Materials	Adult fiction and nonfiction	\$5,010.00	Overdrive, Inc.
Library Materials	Adult fiction	\$9,000.00	Ingram Library Services
Library Materials	Adult nonfiction	\$5,500.00	Ingram Library Services

Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 1 pm on Monday, April 15th. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- The budget cycle will soon begin once again and the timeline for 2025 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 4th, 9 am to 11 am in the Hughes Room 205
 - Wednesday, July 10th, 1 pm to 3 pm in the Menninger Room 206

**Topeka & Shawnee County Public Library
Proposed 2025 Budget Time Line**

April 12, 2024 (Fri)	Budget requests due from departments/units
April 19, 2024 (Fri)	First review of department/unit budget requests by Marie, Thad and Kim
May 14, 2024 (Tue)	Review of budget requests by management team (at regular meeting date/time)
June 4, 2024 (Tue)	Board budget work session #1 (Hughes Room 205 – 9 to 11)
July 10, 2024 (Wed)	Board budget work session #2 – final review of budget documents (Menninger Room 206 – 1 to 3)
July 18, 2024 (Thu)	Board meeting – 2025 budget approved for publication (scheduled Board meeting date)
August 5, 2024 (Mon)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 22, 2024 (Thu)	Public hearing and adoption of 2025 budget at scheduled Board meeting date @ 5:30 pm (must be held on between August 20 and September 20)
September 2, 2024 (Mon)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
September 27, 2024 (Fri)	Adopted budget certified with County Clerk

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

2/29/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	300.73	3%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	1.90	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	0.16	2%
	<u>\$ 10,010.00</u>	<u>\$ 302.79</u>	3%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 2/29/2024	<u><u>\$ -</u></u>	<u><u>\$ 1,398.20</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**

2/29/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/29/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 7,940,606.94	\$ 2,728,420.38	\$ 11,259,871.60
Employee Benefits	2,314,022.82	2,006,525.27	702,581.53	\$ 3,617,966.56
Capital Improvement	6,533,723.06	59,955.64	-	\$ 6,593,678.70
Bond & Interest	1,095.41	302.79	-	\$ 1,398.20
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	-	-	\$ 49,186.93
Federal, State & Local Grants	44.03	-	-	\$ 44.03
Other Special Revenue	691,309.66	2,982.23	25,802.25	\$ 668,489.64
Permanent Funds	251,285.09	-	-	\$ 251,285.09
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 10,010,372.87</u>	<u>\$ 3,456,804.16</u>	<u>\$ 22,441,920.75</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 416,859.49
Restricted Funds-CoreFirst Bank-Checking	680,721.02
Capital Improvement Fund-VisionBank-Money Market Account	6,593,678.70
Cash on Hand	3,085.63
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	8,156,460.75
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,000,000.00
	<u>\$ 23,102,310.68</u>
Less Pending Claims (invoices posted, but not paid until next month)	837.25
Less Deferred Revenue (SAM account payments)	515.17
Less Payroll Deduction and Employer Benefit Liabilities	3,154.35
Less Outstanding Checks	655,883.16
	<u>\$ 22,441,920.75</u>

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

2/29/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/29/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 7,940,606.94	\$ 480,052.59	\$ 2,248,367.79	\$ 11,259,871.60	\$ 2,100,740.21	\$ 9,159,131.39
Employee Benefit Fund	2,314,022.82	2,006,525.27	25.00	702,556.53	3,617,966.56	53,421.30	3,564,545.26
Capital Improvement Fund	6,533,723.06	59,955.64	-	-	6,593,678.70	-	6,593,678.70
Bond & Interest Fund	1,095.41	302.79	-	-	1,398.20	-	1,398.20
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	-	-	-	49,186.93	49,186.93	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	5.42	-	-	10,718.00	-	10,718.00
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.02	-	-	31.55	-	31.55
Friends	187,616.53	89.57	-	11,811.99	175,894.11	6,810.47	169,083.64
Fun Committee	6,845.90	370.24	-	-	7,216.14	65.00	7,151.14
Gallery Competitions/Exhibits	36,604.82	18.55	-	-	36,623.37	-	36,623.37
Gifts/Memorials (Undesignated)	409,610.19	204.76	-	11,611.54	398,203.41	29,951.39	368,252.02
Hathaway Trust - Library Materials	3,082.85	1.41	330.10	21.38	2,732.78	501.81	2,230.97
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	2,277.84	172.71	-	8,470.10	16.58	8,453.52
Lingo	-	-	-	-	-	-	-
NEH Expendable	12,776.46	6.38	-	383.06	12,399.78	3,800.00	8,599.78
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	2.92	-	-	5,768.56	-	5,768.56
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.02	-	-	36.60	-	36.60
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	1.11	-	-	2,202.13	-	2,202.13
Youth Services	9,201.90	3.99	1,151.92	319.55	7,734.42	27.98	7,706.44
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	-	-	-	251,285.09	-	251,285.09
TOTALS	\$ 15,888,352.04	\$ 10,010,372.87	\$ 481,732.32	\$ 2,975,071.84	\$ 22,441,920.75	\$ 2,244,521.67	\$ 20,197,399.08

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

2/29/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/29/2024</u>
				16.4%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 7,776,570.62	\$ (6,374,817.38)	55%
Revitalization Rebates	(126,213.00)	(78,279.38)	\$ 47,933.62	62%
Back Tax	-	49,128.11	\$ 49,128.11	N/A
Motor Vehicle Tax	1,369,020.00	47,399.64	\$ (1,321,620.36)	3%
Recreational Vehicle Tax	15,594.00	302.46	\$ (15,291.54)	2%
16/20 M Vehicle Tax	6,546.00	4,463.14	\$ (2,082.86)	68%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	4,204.78	\$ (43,401.22)	9%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	5,716.44	\$ 2,716.44	191%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	103,204.00	-	\$ (103,204.00)	0%
Salary Refunds-Friends	29,115.00	3,208.80	\$ (25,906.20)	11%
Salary Refunds-Shawnee Cty	21,343.00	3,972.00	\$ (17,371.00)	19%
Vending Machines	1,500.00	246.05	\$ (1,253.95)	16%
Overdue Fees*	20,000.00	5,112.74	\$ (14,887.26)	26%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	400.00	170.00	\$ (230.00)	43%
Obituary Fees	200.00	50.00	\$ (150.00)	25%
Meeting Room Charges	750.00	50.00	\$ (700.00)	7%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	59,657.30	\$ (90,342.70)	40%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 7,940,606.94</u>	<u>\$ (7,928,120.06)</u>	50%

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

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

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

2/29/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					16.4%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 738.44	\$ -	\$ 4,061.56	15%
Salaries-Facilities	688,284.00	85,882.86	-	602,401.14	12%
Salaries-Overtime	10,000.00	417.46	-	9,582.54	4%
Salaries-Security	309,259.00	41,282.18	-	267,976.82	13%
Salaries-Shelvers	63,125.00	5,620.71	-	57,504.29	9%
Salaries-Staff	8,301,982.00	1,195,353.71	-	7,106,628.29	14%
Conferences	174,000.00	5,384.01	17,218.64	151,397.35	13%
Staff Internal Dev/Trng - Web Based	15,000.00	1,399.00	2,980.20	10,620.80	29%
Staff Development & Training	35,000.00	500.00	2,642.36	31,857.64	9%
Mileage	7,800.00	637.64	10,125.91	(2,963.55)	138%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	-	-	1,500.00	0%
Materials-Periodicals	26,000.00	179.26	128.04	25,692.70	1%
Materials-Print/Non-Print <1 YR	839,000.00	106,145.62	150.21	732,704.17	13%
Materials-Print/Non-Print	1,207,500.00	119,121.85	87,235.57	1,001,142.58	17%
OPERATIONS:					
Art Purchases	8,000.00	2,070.60	410.00	5,519.40	31%
Cataloging and ILL Services	104,959.00	90,014.59	-	14,944.41	86%
Contracted-Digital Services	667,991.00	142,393.32	67,594.78	458,002.90	31%
Contracted-Facilities	348,600.00	36,562.01	164,556.13	147,481.86	58%
Contracted-Equipment	66,900.00	20,606.14	40,579.17	5,714.69	91%
Contracted-Professional	282,000.00	15,523.43	70,846.55	195,630.02	31%
Contracted-E-Rate Services	1,279.00	-	-	1,279.00	0%
Digital Services Support	623,112.00	178,053.10	18,317.66	426,741.24	32%
Furniture/Equipment	45,500.00	3,507.42	8,827.78	33,640.80	27%
Insurance	87,000.00	34,305.00	29,037.00	23,658.00	73%
Marketing & Communication	60,208.00	12,532.50	16,327.62	31,347.88	48%
Memberships/Dues	30,900.00	18,295.00	-	12,605.00	59%
Miscellaneous	5,000.00	718.75	-	4,281.25	14%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	29,416.20	1,406.95	33,446.85	48%
Printing	116,408.00	383.00	1,070.00	114,955.00	1%
Programming	113,227.00	3,494.84	1,386.28	108,345.88	4%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	22,687.00	-	1,677,313.00	1%
Supplies-Facilities	118,536.00	7,037.32	51,336.77	60,161.91	49%
Supplies-Office/Library	95,700.00	9,402.39	8,137.65	78,159.96	18%
Supplies-Processing	49,296.00	3,488.73	29.29	45,777.98	7%
Telecommunications	165,064.00	9,055.70	100,804.07	55,204.23	67%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	19,482.49	287,239.71	94,489.80	76%
Utilities-Gas	72,427.00	9,436.32	46,633.68	16,357.00	77%
Utilities-Water/Sewage	38,242.00	4,180.57	34,019.43	42.00	100%
Vehicle-Gas	45,405.00	3,231.44	-	42,173.56	7%
Vehicle-Repair	60,000.00	9,826.16	40,186.57	9,987.27	83%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	1.03	-	(1.03)	N/A
TOTALS	\$ 18,848,897.00	\$ 2,248,367.79	\$ 1,109,228.02	\$ 13,841,301.19	20%

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

2/29/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	7,776,570.62	55%
Revitalization Rebates	(126,213.00)	(78,279.38)	62%
Back Tax	-	49,128.11	N/A
Motor Vehicle Tax	1,369,020.00	47,399.64	3%
Recreational Vehicle Tax	15,594.00	302.46	2%
16/20M Vehicle Tax	6,546.00	4,463.14	68%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	4,204.78	9%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	11,345.23	44%
Reimbursements	153,662.00	7,180.80	5%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	59,657.30	40%
	<u>\$ 15,868,727.00</u>	<u>\$ 7,940,606.94</u>	50%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	1,329,295.36	14%
Other Staff Support Costs	231,800.00	40,887.76	18%
Library Collections	2,074,000.00	312,960.55	15%
Contracted Services	1,471,729.00	648,676.12	44%
Digital Services Support	623,112.00	196,370.76	32%
Furniture/Equipment/Art	53,500.00	14,815.80	28%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	22,687.00	1%
Utilities & Telecommunications	676,945.00	510,851.97	75%
Vehicles	105,405.00	53,244.17	51%
Other Operating Expenditures	740,545.00	227,806.32	31%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 3,357,595.81</u>	20%
Prior Year Canceled Purchase Orders		<u>\$ 133,987.20</u>	
Unencumbered Balance 2/29/2024	\$ -	<u>\$ 9,159,131.39</u>	

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

2/29/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 1,956,968.83	55%
Revitalization Rebates	(31,746.00)	(19,713.48)	62%
Back Tax	-	12,566.16	N/A
Motor Vehicle Tax	356,200.00	12,621.30	4%
Recreational Vehicle Tax	4,057.00	80.56	2%
16/20M Vehicle Tax	1,703.00	1,186.85	70%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	1,119.61	9%
Refund-Fringe Benefits-Foundation	52,069.00	-	0%
Refund-Fringe Benefits-Friends	23,578.00	2,257.47	10%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	1,727.64	17%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	3,341.52	N/A
Interest on Idle Funds	85,000.00	19,613.95	23%
	\$ 4,100,666.00	\$ 2,006,525.27	49%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	-	0%
Social Security/Medicare	717,375.00	93,749.68	13%
Ks Public Employees Retirement Sys	943,675.00	131,695.51	14%
Worker's Compensation	53,000.00	62,994.00	119%
Unemployment Tax	15,004.00	4,302.53	29%
Health/Dental Insurance	3,618,770.00	456,510.11	13%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 755,977.83	14%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 2/29/2024	\$ -	\$ 3,564,545.26	

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

CAPITAL IMPROVEMENT

Balance 01/01/2024		\$ 6,533,723.06
Revenue:		
Transfer In		\$ -
Interest received		59,955.64
		\$ 59,955.64
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 2/29/2024		\$ 6,593,678.70

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	-
	\$ 52,000.00	\$ -
Expenditures/Encumbrances:		
Contracted - Digital Services		-
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 2/29/2024		\$ -

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of February 29, 2024

Capital Improvement Funds - Community National Bank

\$ 6,593,678.70 at 5.28% (money market account)

Municipal Investment Pool

\$ 8,156,460.75 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average February 1 - 29, 2024 was 4.02%

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

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

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 29, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	2/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,353.57	-96959
15	21516	0	2/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,325.67	-96959
15	21517	0	2/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,058.93	-96959
10	21513	0	2/9/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,480.34	-96959
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,218.51	-96959 Total
10	21501	0	2/8/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,815.60	-96955
10	21502	0	2/8/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,222.27	-96955
15	21521	0	2/8/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 283.87	-96955
10	21503	0	2/8/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,907.79	-96955
15	21504	0	2/8/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,907.79	-96955
10	21503	0	2/8/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,187.99	-96955
15	21504	0	2/8/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,187.99	-96955
10	21514	0	2/8/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96955
10	41000	313	2/8/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,165.90	-96955
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 79,859.07	-96955 Total
10	41000	330	2/12/24	COREFIRST BANK & TRUST	English for everyone 1	\$ 119.88	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	English for everoyone 3	\$ 133.90	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Scotch Packing Tape	\$ 13.99	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	standing desk	\$ 420.75	-96946
10	23800	0	2/12/24	COREFIRST BANK & TRUST	Pens for Cricut Maker	\$ 26.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Pens for Cricut Maker price di	\$ 3.00	-96946
10	23800	0	2/12/24	COREFIRST BANK & TRUST	Blokus	\$ 25.57	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Blokus-price diff	\$ 37.53	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	TEAMGROUP DDR4 32GB 3200M	\$ 59.99	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	Epson T48L UltraChrome PR	\$ 226.80	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	HyperX Cloud Stinger S	\$ 352.70	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	Bluetooth/Ethernet/USB Re	\$ 1,197.00	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	Receipt Printer Paper (25	\$ 89.00	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	Tax to be refunded	\$ 120.24	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	opal white 10 photo vinyl	\$ 18.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	magic foam puff noodles	\$ 26.79	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	DASH mini maker	\$ 39.96	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	squeeze bottles	\$ 8.01	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	USB HUB	\$ 145.35	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	Logitech Ergo Wireless Mo	\$ 39.95	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	ANGEL POS 17-Inch Multi-T	\$ 257.99	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	USB to Audio Jack Adapter	\$ 29.98	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	13.5 X 300' rolls"	\$ 578.68	-96946

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 29, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	2/12/24	COREFIRST BANK & TRUST	shipping estimate	\$ 125.51	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	clear plastic jars	\$ 38.61	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	air pods	\$ 189.00	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	apple headphones	\$ 29.78	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	2pk HeeYaa Call Bell 3.35	\$ 6.99	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	Clorox wipes 75ct 3pk	\$ 38.46	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	Clorox wipes 75 ct 3pk	\$ 42.38	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	AmBscs toothbrushes 10ct	\$ 5.07	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	Interoffice env 10x13 100	\$ 27.78	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	TOSHIBA TV	\$ 219.99	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	30pc C channel label hold	\$ 24.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Rainbow wash tape, 10 ro	\$ 6.98	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Street safety sign, 32 in	\$ 39.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Plastic cups, 2 oz, set o	\$ 5.73	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Electric buzzers, 6 pcs	\$ 8.98	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	37 quart storage bins wit	\$ 59.00	-96946
10	23800	0	2/12/24	COREFIRST BANK & TRUST	Inventable	\$ 378.00	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	Inventable S&H	\$ 36.00	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	phone case	\$ 24.99	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	screen protector	\$ 12.95	-96946
10	41000	310	2/12/24	COREFIRST BANK & TRUST	workstation pro 17	\$ 99.00	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	disinfecting wipes	\$ 21.88	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	24 x 36" wall calendar"	\$ 46.78	-96946
10	41000	420	2/12/24	COREFIRST BANK & TRUST	T13330 linear T-4 tube	\$ 39.99	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	HP Color LaserJet Pro M25	\$ 399.00	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	206X Toner Cartridges 4 P	\$ 179.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	14 pizza rounds"	\$ 17.97	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	jumbo cotton balls	\$ 19.94	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	valentine's stickers	\$ 13.98	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	mini rubber frogs	\$ 27.70	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	white shipping boxes	\$ 17.99	-96946
10	41000	320	2/12/24	COREFIRST BANK & TRUST	HDMI to microHDMI 10ft ca	\$ 39.30	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	air blue 2mm cord	\$ 5.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	natural color 2mm cord	\$ 5.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	caramel 2mm cord	\$ 5.99	-96946
10	41000	330	2/12/24	COREFIRST BANK & TRUST	wood beads 200 ct.	\$ 9.99	-96946
					<i>Miscellaneous online orders paid by credit card</i>	\$ 6,245.70	-96946 Total
10	41000	310	2/12/24	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-96942

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 29, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	2/12/24	COREFIRST BANK & TRUST	ISSUU monthly newsletter	\$ 21.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 17.49	-96942
10	41000	311	2/12/24	COREFIRST BANK & TRUST	Monthly Rental Fee	\$ 178.50	-96942
10	41000	341	2/12/24	COREFIRST BANK & TRUST	Subscription training	\$ 1,399.00	-96942
10	23800	0	2/12/24	COREFIRST BANK & TRUST	Server support	\$ 370.00	-96942
10	23800	0	2/12/24	COREFIRST BANK & TRUST	Client support	\$ 455.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	Int'l Trans Fee	\$ 16.50	-96942
15	23800	0	2/12/24	COREFIRST BANK & TRUST	TB Test	\$ 25.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	SUBSCRIPTION	\$ 600.00	-96942
10	41000	313	2/12/24	COREFIRST BANK & TRUST	Job Posting	\$ 324.00	-96942
10	41000	313	2/12/24	COREFIRST BANK & TRUST	Job Posting	\$ 324.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	Veeam Connect	\$ 284.66	-96942
10	41000	313	2/12/24	COREFIRST BANK & TRUST	Job posting-Net Sys Admin	\$ 294.18	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	Messaging service	\$ 77.00	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-96942
10	41000	313	2/12/24	COREFIRST BANK & TRUST	Job posting-Net Sys Admin	\$ 260.85	-96942
10	41000	313	2/12/24	COREFIRST BANK & TRUST	Job postings-HR Admin Asst	\$ 206.72	-96942
10	41000	313	2/12/24	COREFIRST BANK & TRUST	Job postings-HR Admin Asst	\$ 239.55	-96942
10	41000	310	2/12/24	COREFIRST BANK & TRUST	N-able annual subscription	\$ 106.00	-96942
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,133.45	-96942 Total
10	21505	0	2/26/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,332.82	-96937
15	21516	0	2/26/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,293.66	-96937
15	21517	0	2/26/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,055.45	-96937
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 49,681.93	-96937 Total
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 550.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 382.98	-96935

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 29, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 397.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 397.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 397.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 397.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 375.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 397.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 402.82	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 727.25	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 817.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 817.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 817.50	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 333.00	-96935
10	41000	310	2/13/24	AKAMAI TECHNOLOGIES INC.	asavie moda payments	\$ 10.00	-96935
				<i>2024 approved operating budget - contracted digital services - security software for public mifi devices</i>		\$ 10,596.05	-96935 Total
10	21501	0	2/22/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,115.73	-96928
10	21502	0	2/22/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,578.83	-96928
15	21521	0	2/22/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 283.77	-96928
10	21503	0	2/22/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,397.32	-96928
15	21504	0	2/22/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,397.32	-96928
10	21503	0	2/22/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,302.54	-96928
15	21504	0	2/22/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,302.54	-96928
10	21514	0	2/22/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96928
10	41000	313	2/22/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,197.07	-96928
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,754.99	-96928 Total
10	21515	0	2/27/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,191.36	-96925
15	21515	0	2/27/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 176,388.74	-96925
15	21515	0	2/27/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96925
						\$ 213,407.50	-96925 Total
10	41000	325	2/13/24	RESERVE ACCOUNT	postage meters refill	\$ 30,000.00	-96923
10	41000	325	2/13/24	RESERVE ACCOUNT	Wire Fee	\$ 10.00	-96923
				<i>2024 approved operating budget - postage</i>		\$ 30,010.00	-96923 Total
35	41000	735	2/29/24	MINOTAUR MAZES, INC	Dino Rev lease contract	\$ 9,000.00	12185
				<i>Deposit for 2026 interactive maze exhibition in the Alice C. Sabatini Gallery - paid with Undesignated Funds</i>		\$ 9,000.00	12185 Total
10	21512	0	2/1/24	DELTA DENTAL OF KANSAS, INC	EE Feb Premiums	\$ 2,417.52	100490
15	21512	0	2/1/24	DELTA DENTAL OF KANSAS, INC	ER Feb Premiums	\$ 10,177.94	100490
15	21512	0	2/1/24	DELTA DENTAL OF KANSAS, INC	Retiree Feb Premiums	\$ 131.56	100490
						\$ 12,727.02	100490 Total
10	41000	310	2/1/24	ORANGEBOY INC	SAVANNAH SUBSCRIPTION	\$ 15,675.00	100500

Topeka and Shawnee County Public Library
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For the Month Ended February 29, 2024

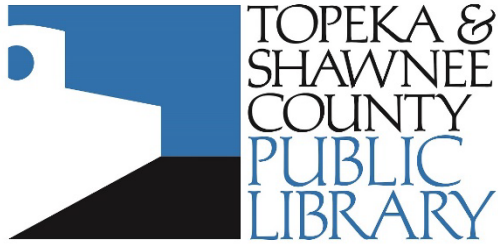
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2024 approved operating budget - software support/subscription</i>		\$ 15,675.00	100500 Total
10	23800	0	2/1/24	PREMIER ONE DATA SYSTEMS INC.	Smart-UPS SRT 5000VA RM 2	\$ 4,709.21	100502
10	23800	0	2/1/24	PREMIER ONE DATA SYSTEMS INC.	Smart-UPS SRT 192V 5kVA a	\$ 1,412.28	100502
10	23800	0	2/1/24	PREMIER ONE DATA SYSTEMS INC.	Switched Rack AP8000 24-O	\$ 1,800.30	100502
10	23800	0	2/1/24	PREMIER ONE DATA SYSTEMS INC.	Shipping / Handling	\$ 200.00	100502
				<i>2023 approved operating budget - digital services support</i>		\$ 8,121.79	100502 Total
10	41000	312	2/8/24	CENTURY BUSINESS TECHNOLOGIES	Base Rate/Lease Charge	\$ 368.40	100513
10	41000	312	2/8/24	CENTURY BUSINESS TECHNOLOGIES	Lease/Maint	\$ 1,471.00	100513
10	41000	312	2/8/24	CENTURY BUSINESS TECHNOLOGIES	2023 Overage	\$ 8,109.60	100513
				<i>2024 approved operating budget - contracted equipment</i>		\$ 9,949.00	100513 Total
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 1,167.37	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 26.81	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 17,485.38	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 26.81	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 25.29	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 245.07	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 74.30	100520
10	41000	351	2/8/24	EVERGY	<i>2024 Electric Service</i>	\$ 26.81	100520
						\$ 19,311.53	100520 Total
10	41000	320	2/8/24	IT OUTLET INC	cisco switch	\$ 1,350.00	100531
10	41000	320	2/8/24	IT OUTLET INC	SMARTUPS SRT 5000VA RM 20	\$ 10,200.00	100531
10	41000	320	2/8/24	IT OUTLET INC	SMARTUPS SRT 5KVA 192V AN	\$ 2,700.00	100531
10	41000	320	2/8/24	IT OUTLET INC	APC SWITCHED RACK PDU - 2	\$ 3,300.00	100531
10	41000	320	2/8/24	IT OUTLET INC	Shipping	\$ 300.00	100531
10	41000	310	2/8/24	IT OUTLET INC	CLOUD BACKUPS	\$ 18,000.00	100531
10	41000	320	2/8/24	IT OUTLET INC	NW CONNECTORS	\$ 2,850.00	100531
				<i>2024 approved operating budget - digital services support and contracted service</i>		\$ 38,700.00	100531 Total
10	23800	0	2/8/24	KELLEY CONSTRUCTION CO., INC.	<i>DOCK REMODEL</i>	\$ 78,983.30	100533
10	41000	736	2/8/24	KELLEY CONSTRUCTION CO., INC.	<i>Chg Order #2</i>	\$ 22,687.00	100533

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	2/8/24	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CONSTRUCTION	\$ 120,497.40	100533
						\$ 222,167.70	100533 Total
10	41000	311	2/8/24	SCHENDEL LAWN AND LANDSCAPE	irrigation winterization	\$ 299.25	100540
10	41000	311	2/8/24	SCHENDEL LAWN AND LANDSCAPE	snow/ice removal	\$ 7,964.25	100540
10	41000	311	2/8/24	SCHENDEL LAWN AND LANDSCAPE	weed zero program	\$ 4,310.15	100540
					<i>2024 approved operating budget - contracted facilities</i>	\$ 12,573.65	100540 Total
10	41000	350	2/8/24	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,683.72	100548
10	41000	320	2/8/24	VERIZON WIRELESS	IPHONE	\$ 849.00	100548
10	41000	320	2/8/24	VERIZON WIRELESS	IPHONE	\$ 29.99	100548
						\$ 7,562.71	100548 Total
10	41000	352	2/15/24	BLUEMARK ENERGY LLC	2024 Energy Bill	\$ 6,513.47	100552
						\$ 6,513.47	100552 Total
10	41000	310	2/15/24	DATAComm NETWORKS INC	MITEL SRVC CONTRACT	\$ 7,091.70	100556
					<i>2024 approved operating budget - contracted digital services</i>	\$ 7,091.70	100556 Total
10	41000	320	2/22/24	CDW GOVERNMENT, INC.	Nutanix System Upgrade	\$ 103,310.68	100573
10	41000	320	2/22/24	CDW GOVERNMENT, INC.	Nutanix System Upgrade	\$ 19,869.23	100573
10	41000	320	2/22/24	CDW GOVERNMENT, INC.	Nutanix System Upgrade	\$ 19,869.23	100573
					<i>2024 approved operating budget - RFP issued and approved by Board on 1/18/2024</i>	\$ 143,049.14	100573 Total
10	23800	0	2/22/24	HTK ARCHITECTS INC.	WAYFINDING ARC FEES	\$ 935.00	100579
10	23800	0	2/22/24	HTK ARCHITECTS INC.	ARCHITECTS READERS LOUNGE	\$ 2,850.00	100579
10	23800	0	2/22/24	HTK ARCHITECTS INC.	ARC FEES FOR DOCK	\$ 1,553.12	100579
						\$ 5,338.12	100579 Total
10	41000	311	2/22/24	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 5,648.25	100582
					<i>2024 approved operating budget - contracted facilities</i>	\$ 5,648.25	100582 Total
10	23800	0	2/22/24	NICHE ACADEMY LLC	Niche academy subscription	\$ 6,500.00	100588
					<i>2024 approved operating budget - contracted digital services</i>	\$ 6,500.00	100588 Total
10	23800	0	2/22/24	PREMIER ONE DATA SYSTEMS INC.	main fw appliance	\$ 5,149.43	100594
10	23800	0	2/22/24	PREMIER ONE DATA SYSTEMS INC.	failover fw appliance	\$ 2,023.14	100594
					<i>2023 approved operating budget - digital services support</i>	\$ 7,172.57	100594 Total
10	21512	0	2/29/24	DELTA DENTAL OF KANSAS, INC	EE March Premiums	\$ 2,463.98	100608
15	21512	0	2/29/24	DELTA DENTAL OF KANSAS, INC	ER March Premiums	\$ 9,789.84	100608
15	21512	0	2/29/24	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 131.56	100608
						\$ 12,385.38	100608 Total
10	41000	310	2/29/24	ONENECK IT SOLUTIONS LLC	SmartNet CISCO Renewal	\$ 43,433.77	100620
					<i>2024 approved operating budget - contracted digital services</i>	\$ 43,433.77	100620 Total
10	41000	312	2/29/24	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	100622
10	41000	312	2/29/24	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	100622
					<i>2024 approved operating budget - contracted equipment</i>	\$ 5,681.25	100622 Total

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 1,128,509.25	Grand Total



Board of Trustees Executive Committee Meeting
March 11, 2024 – 4:00 pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on Monday, March 11, 2024, via Zoom, and was called to order at 4:00 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the February 11, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the February 11, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the February 15, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees March 21, 2024, meeting were reviewed.

Chief Financial Officer Kim Strube noted there was nothing out of the ordinary in her report.

Chief Executive Officer Marie Pyko shared that she will speak about a couple of initiatives coming out of Quarter 1. Lockton has been selected to complete the compensation study. Chief Human Resources Officer Jesse Maddox is completing the final few position descriptions which will be sent to the company to evaluate.

Pyko will preview the Strategic Plan 2024-2029 final document which the Communications and Marketing team has worked on. Pyko stated that a copy of the Strategic Plan will be in the board packet. Pyko shared that she will discuss the communication plan for the public release of the 2024-2029 Strategic Plan.

Chief of Staff Thad Hartman shared that he will provide project updates and Management Team staffing updates.

New Business will include establishing the Nominating Committee and Health Insurance Committee. There are some proposed changes to the Customer Conduct Policy that include a change as to where food can be eaten in the library and what type of food is allowed. The first reading of this policy change will occur at this board meeting and a draft will be included in the board packet.

Pyko shared that there will be an Executive Session to discuss legal matters with Library Counsel at the March Board meeting.

Other Items

Pyko shared that she would like to invite the board to go to the gallery to see the two exhibits on display after the board meeting. Our Stories and Sorting Out Race are on display through May 19, 2024.

Maddox provided some additional information about the compensation study. Maddox stated that he called Lockton's references, and they were highly recommended by libraries and non-libraries alike. The library is having the kickoff meeting with Lockton this week and Maddox will get all the documentation to them then. Maddox said the goal is to have salary recommendations to bring to the first budget work session in June.

No other items were discussed.

Adjournment

On a motion by Hannah Uhrig, seconded by Peg Dunlap, the meeting was adjourned at 4:38 pm.

Next Meeting

April 8, 2024

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJOazkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER'S REPORT

March 2024

News and Updates

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

At the end of February, there were 5,947 children birth to five years of age enrolled in the program. We continue to see a steady and consistent number of children enrolled each month but have not seen a jump in numbers as was evident in July 2023 with Dolly Parton's visit to Kansas. The DPIL report indicates there is a consistent number of children for each age, but the lowest enrollment age range falls in the birth to age one. This gives us an opportunity to strengthen our relationships with Stormont Vail and KU Med St. Francis with a newborn marketing strategy.

Presentations

Since the February board meeting, I hosted two community groups (Knollwood neighborhood garden tour and a PEO community group) at the library to highlight our new spaces and the 2024-2029 Strategic Plan. It was a wonderful opportunity to develop a new presentation and tour the newly remodeled spaces. Each group was excited to hear about the direction of the library, hear about the resources available and visit the Circulation area and see the Automated Handling Machine (AMH) which is the longest running Techlogic check in system in the US at this point.

Strategic Plan 2024-2029

2024 Q1 projects of the Strategic Plan are moving forward. Each project has an identified manager lead and a staff team with a charter. Several of the Q1 projects including Kids Library and Reader's Lounge Remodel are included in the Chief of Staff report. I want to highlight a couple of the other projects from Q1.

Celebrate Local Stories

Create a Digital Memory Lab in Level 2 Tech Center

While the Digital Memory Lab as an established new service is still in development, work has begun on the plan, equipment available for customers, training for staff and promotion of these added resources is underway. During the Staff Development Day, Todd Smith, Emerging Technology and Librarian and Katie Keckeisen, Local History Librarian provided an overview to staff on what the lab will be, what equipment will be available and why this is a perfect service for our community to not only celebrate local stories but also preserve their own family history. The first elements of the Digital Memory Lab are equipment customers can use in the Level 2 Tech Center to transfer video to digital to preserve personal videos. This is critical for our customers as the conventional wisdom is that a video recording begins to degrade in quality after about 6 years.

Recruitment and Retention

Compensation Study

Jesse Maddox, Chief Human Resources Officer, Felicia Hillebert, Human Resources supervisor and Kim Strube, Chief Financial Officer interviewed several companies who work on compensation studies especially who have experience with government and private sector entities. Jesse followed up with references for each company and the team selected Lockton Companies LLC, Kansas City. The planning team will formally meet with Lockton the week before the March board meeting to determine the final timeline and next steps. In preparation for the study, all position descriptions have been updated and reviewed. Lockton has indicated the study should run 10-12 weeks and be completed for the June budget work session.

New Business

Nominating Committee

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

Health Insurance Review Committee

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library Article IV: Committees, section 4. Additional Board Committees. Additional standing and special Board committees may be created, and the committee members shall be appointed by the Chair, with the approval of the Board. This special committee will collaborate with the Senior Executive Team of the library to review the current health insurance plans available at the library.

Customer Conduct Policy- first reading

After the remodel of the Movies and Music space that now includes a dedicated space with vinyl flooring, we are bringing to the Board of Trustees a slight change in the spaces where people can consume snacks and the food purchased from the Millenium Café. The redlined policy indicating the changes is included in the board packet for your review. This will be a first reading and we look forward to responding to any questions. A formal resolution will be introduced at the April board meeting.

Professional Activities/Community Contacts

- February 13, 2024 Met with Sean Dixon, Visit Topeka to discuss upcoming community wide events for collaborations.
- February 14, 2024 Attended the Shawnee County Advisory Council Meeting for United Way of Kaw Valley.
- February 14, 2024 Met with Dene' Mosier, Kansas Children's Discovery Center
- February 15, 2024 Attended the Rotary Club of Topeka meeting.
- February 16, 2024 Hosted a presentation and tour for PEO at the library.
- February 19, 2024 Presented *Libraries Connect and Strengthen Communities* as the Keynote for Staff Development Day.
- February 20, 2024 Attended the Intergovernmental Cooperative Council at Washburn University.
- February 20, 2024 Met with James Gonzales and Ann Ford, Midwest Tape and Hoopla.
- February 21, 2024 Attended the Library Foundation Board meeting.
- February 23, 2024 Attended the National Issues Forum Institute Board meeting.
- February 23, 2024 Attended the Friends of the Library Board orientation.
- February 24, 2024 Attended the Our Stories Exhibit Opening and Reception at the Alice C. Sabatini Gallery.
- February 26, 2024 Reviewed the DOCK grant application with Ashley Charest, Library Foundation Director.
- March 1, 2024 Attended the Dear Reader online seminar with Brian Beecher.
- March 5, 2024 Coordinated the Board of Trustees New Board Orientation of Fred Patton, newly appointed county commission appointee.
- March 7, 2024 Attended the Greater Topeka Partnership Women's Forum with library leadership.
- March 8, 2024 Attended YWCA Kathleen's Marker's retirement reception.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 03/08/24

Dolly Parton Imagination Library February 2024

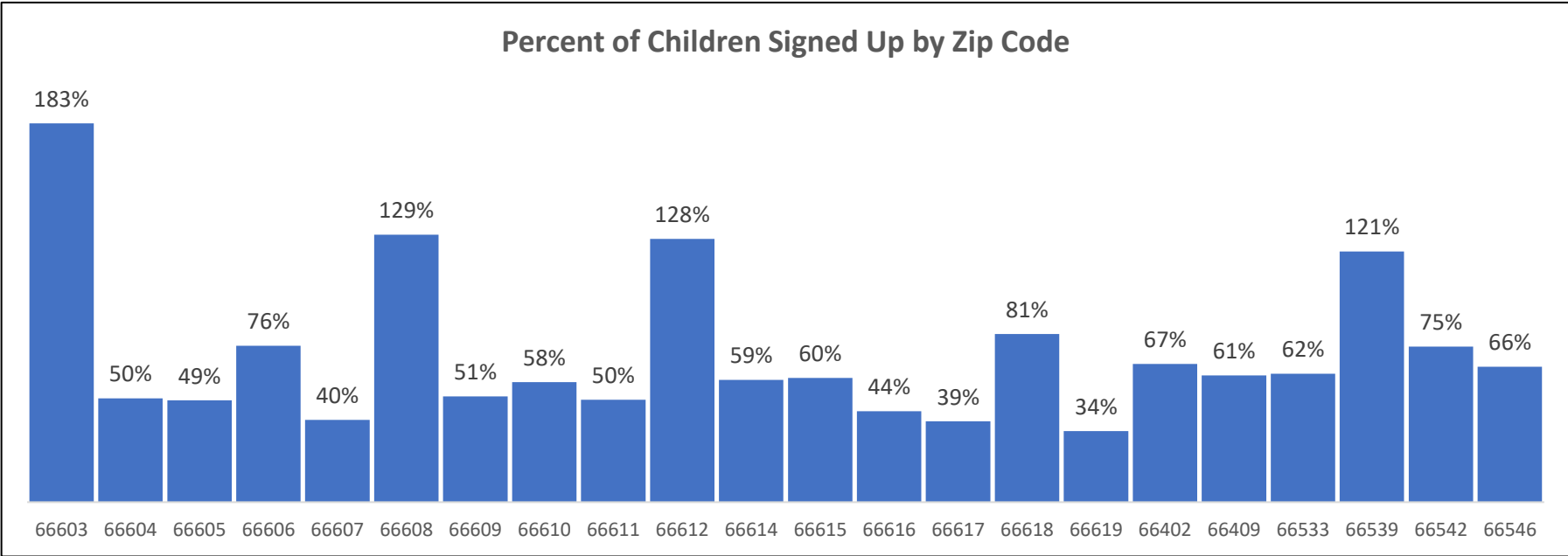
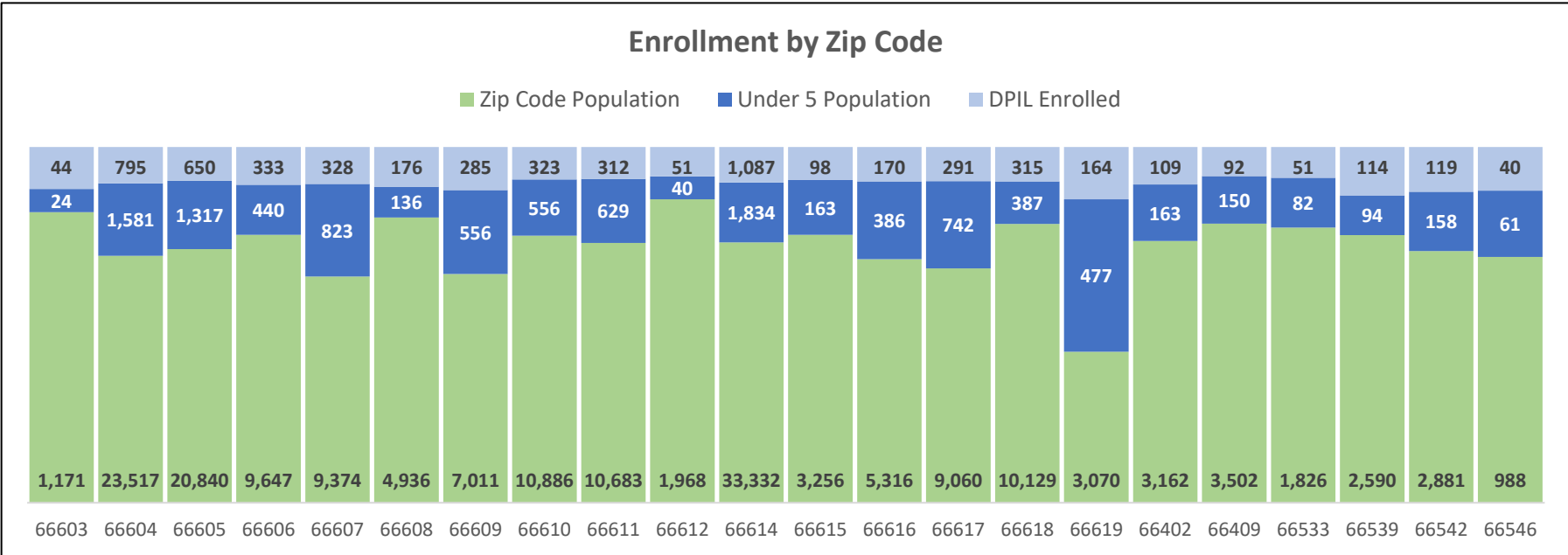
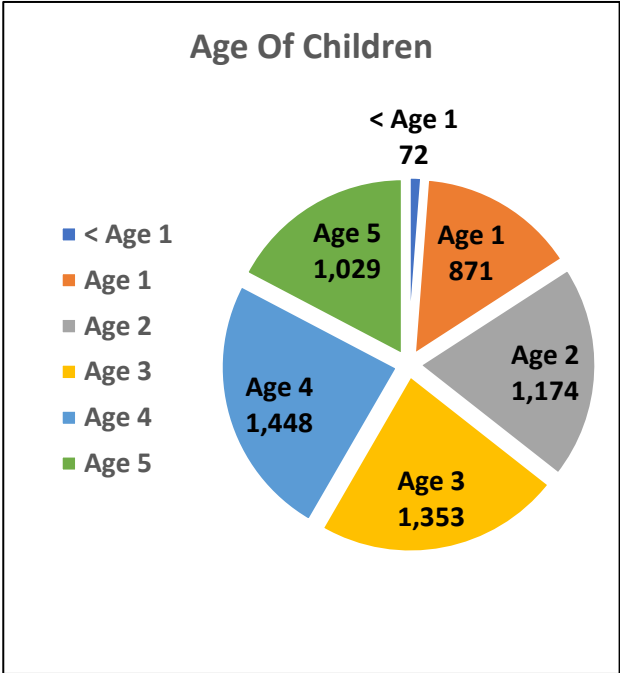
Total Enrolled

5,947

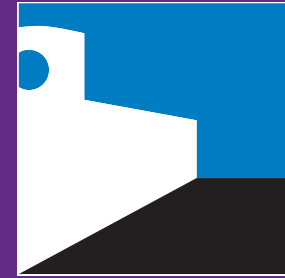


Total Graduated

8,209



Sources: Dolly Parton Imagination Library; 2021 American Community Survey 5-Year Estimates, Table DP05



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

Mission

Sparking curiosity and connecting our community through literacy and learning.



Values

Excellence

Curiosity

Literacy

Freedom

Teamwork

Accountability

Executive Summary

The Topeka and Shawnee County Public Library engaged in a collective process to craft a new strategic plan. The library's last formal strategic plan was developed in 2009. Since that time many aspects of community life have shifted most notably after the COVID-19 pandemic.

Working with The Ivy Group Ltd, the plan grew out of a comprehensive community profile, deliberate engagements with residents, and direct involvement from internal and external stakeholders.

This research identified areas of service inequity and confirmed notable growth in the community's oldest and youngest age groups.

It crystallized community-wide aspirations for more opportunities to gather, celebrate and learn.

The community engagement process helped clarify how the library can best align its resources with the community's wants and needs. Residents and stakeholders reported a high level of satisfaction with the library in the online survey and defined a public library's most important role as being a source for books and other media. Across all engagements, people asked for more dedicated library spaces throughout the community, improved access to health care information, diversified entertainment options, more ways to learn and play, and the chance to connect with their neighbors.

The Ivy Group reported their research findings at a planning summit attended by the library's leadership team, trustees and invited community leaders. Staff representing all aspects of the library operations joined for a brainstorming session. Using the research findings, they identified five major themes.

- Connection
- Space
- Learning
- Joy
- People



Community Needs & Interests



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.



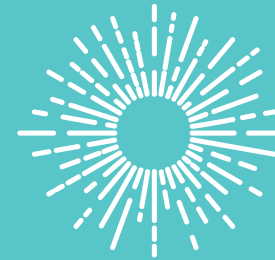
SPACE

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.

From the CEO

Today's public library is more than a place. We welcome everyone through our doors, we travel our community providing outreach services and for many their library is digital and on a device they carry. Public libraries are organizers (yes, the Dewey Decimal system still works), planners and connecting experts who use strategic planning that is reflected in our mission: Sparking curiosity and connecting our community through literacy and learning.

Our library is prepared for an exciting future with a new strategy based on a planning process that includes your voice. You let us know what you need from your library from more than 1,750 responses to a community survey and 9 meetings. You told us that the library is an integral part of your life, and you want more opportunities to learn, explore and connect. What does that look like? I am thrilled to share that it is focused on connection, learning, space, joy and people. Your input has enabled us to create not only a new strategy but also a working document that will empower our library to continue to be a trusted community institution for all our citizens throughout their lives.

The 2024-2029 Strategic Plan is our commitment to being everyone's place to learn, explore and grow. The Topeka and Shawnee County community truly values those connections, and our library plays a role in the social fabric of this amazing city and county.

Sincerely,

MARIE PYKO

CEO, Topeka & Shawnee County Public Library



From the Board of Trustees Chair

Building on a strong library history and foundation, I am pleased to share our 2024-2029 Strategic Plan for the library. This new plan is the result of thousands of community members who answered questions, participated in focus groups and meetings to let us know what truly mattered to them about the future of the library.

I specifically want to thank the following groups who encouraged members to participate in community planning meetings: Antioch Missionary Baptist Church, El Centro, the Leagues of Women Voters Topeka-Shawnee County, Omni Circle, Prince of Peace Lutheran Church, Seaman School District, Shepherds Center of Topeka, The Sunrise Optimist

Club, Rotary Club of Topeka, United Way of Kaw Valley, Washburn University, Auburn-Washburn School District and the Topeka Public Schools.

The input from people in these organizations and many more community members helps to ensure the library's strategic plan represents the needs and interests of the Topeka and Shawnee County community.

Sincerely,

SHAWN LEISINGER

Chair, Topeka and Shawnee County
Public Library Board of Trustees





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.



DIGITAL EQUITY

The library will help equip individuals with the technology skills and access to resources needed to thrive



STRATEGIC INITIATIVES

ACTIONS

KEY PERFORMANCE INDICATORS

TRAINING

Increase digital skills in the community

- Expand digital skills training classes (2024)
- Start a digital skills training *On the Road* program (2025)

- Establish a baseline for usage in 2024
- # of digital skills training classes offered increases by 10% by 2025
- # of customers attending classes increases by 10% over previous year (2029)
- Customers report they have improved their digital skills

RESOURCES

Increase access to digital tools and equipment

- Expand device loan program (2025)
- Expand *Get Digital* partnership (2025-2026)

- Establish a baseline for usage in 2024
- # devices borrowed increases and usage increases
- Customers report they have improved their digital skills
- Customers report they have used the digital loan program to increase their access

INNOVATION

Increase opportunities for community members to stay on top of emerging technology trends

- Visit area innovation centers and local technology schools to strengthen local best practices and offerings (2024)
- Develop a marketing plan to increase awareness and participation (2024)
- Offer next-level emerging tech classes (2024-2025)

- Establish a baseline for usage in 2024
- # of emerging tech classes offered at various skill levels increases
- Customers report they have improved their digital skills

DIGITAL EQUITY



SOCIALIZATION & COMMUNITY CONNECTIONS



The library will help cultivate and strengthen community connections and resources for all of Topeka and Shawnee County

SOCIALIZATION & COMMUNITY CONNECTIONS



	STRATEGIC INITIATIVES	ACTIONS	KEY PERFORMANCE INDICATORS
PROGRAMS	<p>Prioritize programming and events that build community and offer opportunities to engage with others</p>	<ul style="list-style-type: none"> Update program review process to support social events for the public (2024) Expand civic engagement events and resources (2025) 	<ul style="list-style-type: none"> Establish a baseline for events in 2024 # attendees at events increases by 10% Customers report they have made a social connection at a library event or program
RESOURCES	<p>Expand access to community resources, especially those that build connections and support mental health</p>	<ul style="list-style-type: none"> Expand use of health information and referral program among staff and the public (2024-2025) Expand the number of organizations that offer community office hours at the library (2025) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 # referrals generated through community health collaboration program increases # office hours provided by local organizations at the library increases
COMMUNITY	<p>Expand opportunities for customers to engage in services, collections and events that reflect our diverse community</p>	<ul style="list-style-type: none"> Expand marketing of Spanish language collections to community (2024) Explore opportunities for emerging communities to feel connected with the library (2025) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 Circulation and engagement with Spanish language resources increases in comparison to previous year # of new community members who have library cards and are actively using the library

CONNECTION

ACCESS

The library will be more accessible throughout the community, bringing resources to meet people where they are while continuing to transform library spaces to adapt to the changing needs of the community



STRATEGIC INITIATIVES

ACTIONS

KEY PERFORMANCE INDICATORS

EXPAND

Develop plan to expand the library's physical presence in the county, with a focus on the feasibility of satellites, kiosks and other service options

- Expand remote lockers to at least two more areas of the community (2025)
- Explore satellite/colocation of library services (2025-2029)

- Progress has been made on two new remote locker locations and the funding source (2025)
- Plan has been developed and/or progress made on satellites, kiosks and/or other service options by 2025

OUTREACH

Develop and implement long-range plan for the future of vehicle-based services and TSCPL@School

- Evaluate current Mobile Delivery Plan (2024)
- Review all outreach services to schools to determine optimal service model including @School and the Adventuremobile (2025)
- Review organizational structure of mobile services (2025)

- Establish a baseline for usage in 2024
- Survey bookmobile users with outcome of 33% returns

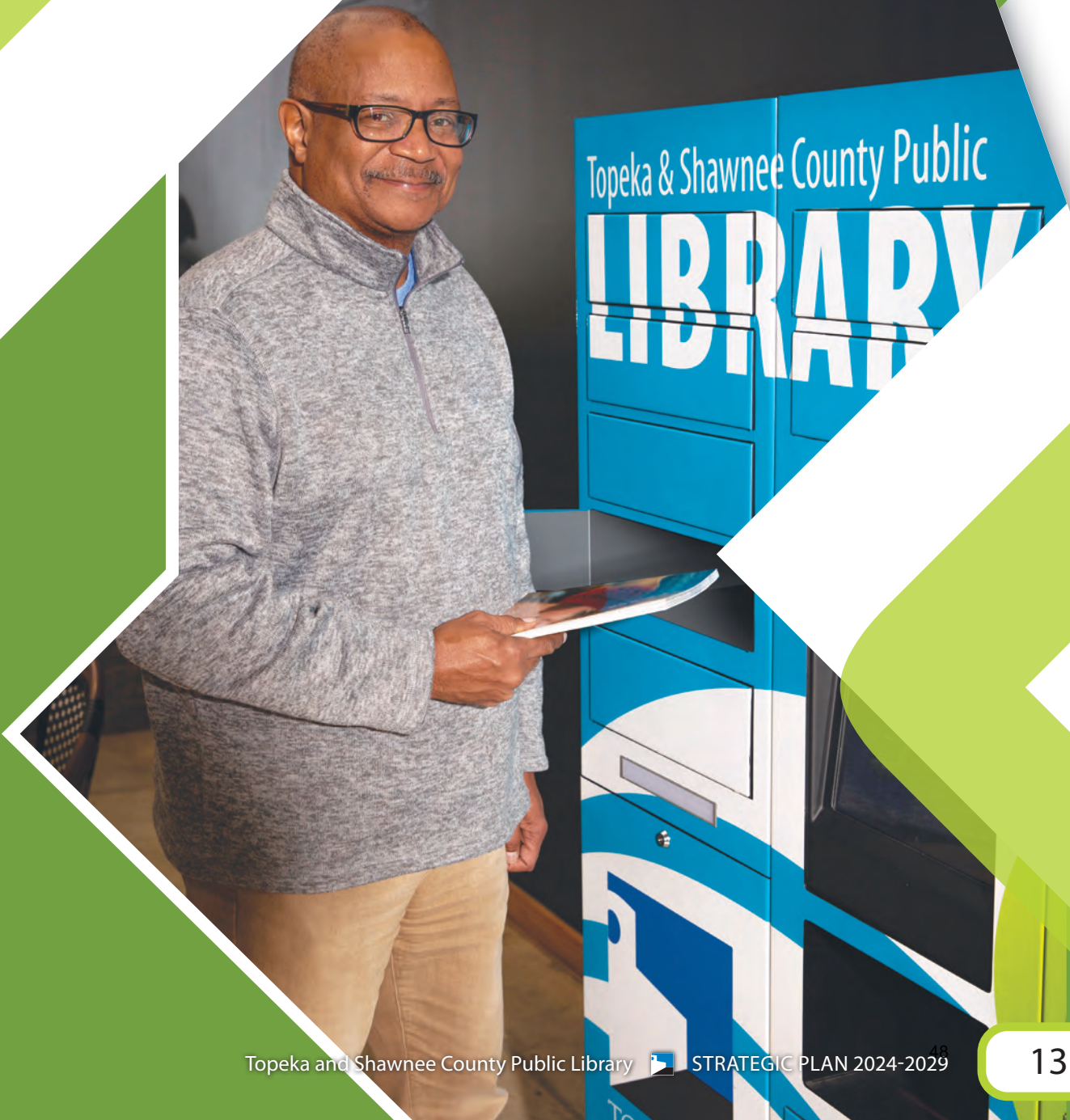
FACILITIES

Update the Facilities Master Plan to include deferred maintenance projects and next phase improvements to library facilities

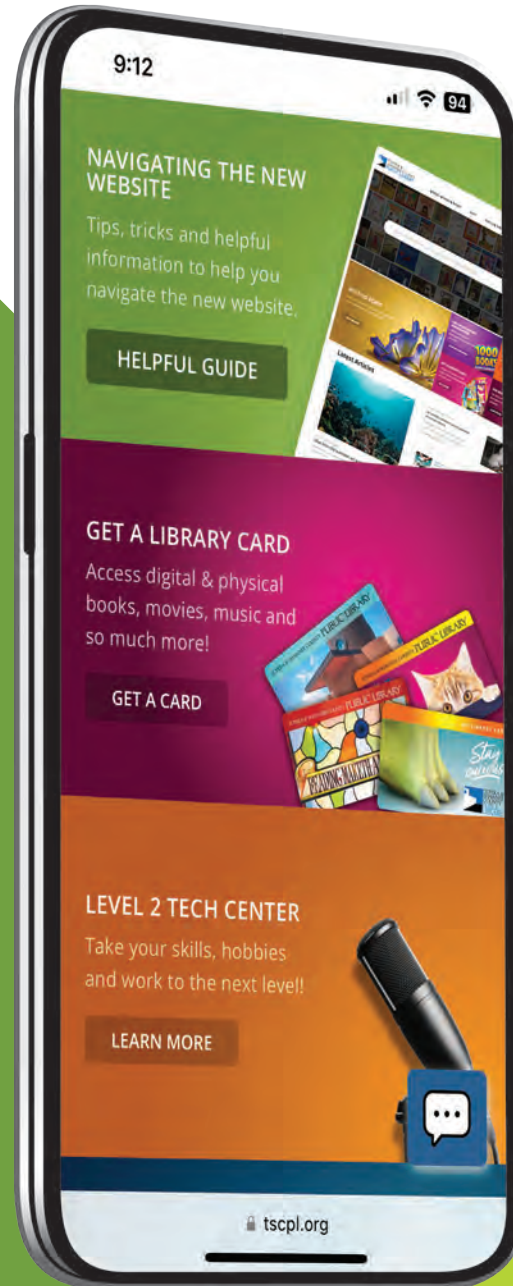
- Complete 2018-2024 Facility Master Plan projects (2025)
- Develop the next phase of the comprehensive facilities plan by reviewing all library spaces and systems (2025-2027)

- Individual facilities plan projects are reviewed and if implemented are on time and within budget

ACCESS



DIGITAL LIBRARY





The library will support our digital library customers with an exceptional and seamless experience

DIGITAL LIBRARY

	STRATEGIC INITIATIVES	ACTIONS	KEY PERFORMANCE INDICATORS
VISION	Develop a strategic work plan focused on improving the customer experience for the digital library	<ul style="list-style-type: none"> ○ Improve the customer experience at major touch points ○ Provide easy to use services across platforms (2025) 	<ul style="list-style-type: none"> ○ Progress benchmarks for the plan are on schedule and focused on improving the customer experience
DIGITAL CUSTOMERS	Provide a positive and dynamic experience with digital library resources	<ul style="list-style-type: none"> ○ Market and promote library digital resources to the community in an engaging way (2024) ○ Provide an inclusive search solution that makes database searching easy (2025) ○ Develop a customer feedback tool (2025) 	<ul style="list-style-type: none"> ○ Establish a baseline for usage in 2024 ○ Database and digital learning product usage increases ○ Customers report they would recommend the digital library to a friend
DIGITAL PLATFORMS	Improve customer experience with digital platforms (library app, digital content apps, electronic resources)	<ul style="list-style-type: none"> ○ Launch the new Digital Library website (2024) ○ Perform usability testing on the new website and on the library app, and make improvements (2024) ○ Complete Platform Analysis Project (2025) 	<ul style="list-style-type: none"> ○ Establish a baseline for usage in 2024 ○ Customers report they find what they need with our new Digital Library website and would recommend the website to a friend ○ Customers report they would recommend digital content applications and electronic resources to a friend

READERS & READING

The library will grow and support an engaged community of readers



STRATEGIC INITIATIVES

ACTIONS

KEY PERFORMANCE INDICATORS

LITERACY

Expand programs and services that build readers and a love of reading in the community

- Create Juvenile Detention Center (JDC) program to support young readers (2024)
- Introduce community storytimes beyond daycares and preschools (2025)
- Expand Reading Challenge Program (2025)

- Establish a baseline for usage in 2024
- % of readers at JDC grows and indicate they like the books available (2025)
- # attendees at storytime programs increases
- Customers report they would recommend the reading challenges to a friend

CONVERSATIONS

Explore new services that foster reading and conversation

- Implement book talks and readers conversations in the newly renovated Readers Lounge (2024)
- Reprioritize book club offerings to focus on role as catalyst and hub for book discussion groups (2026)

- Establish a baseline for usage in 2024
- # of people who attend a book talk increases
- # new book clubs started increases
- Customers report they would recommend attending a book talk to a friend

COLLECTIONS

Curate collections that reflect the interests of our diverse community

- Research feasibility of introducing community advisory groups for curating specialized collections, including those of identified emerging communities (2024)

- Determination of action for advisory groups in 2024
- # of searches for items in new curated specialized collections increases
- Circulation #s for specialized collections are benchmarked and increases

READERS & READING



PLAY & EXPERIENTIAL LEARNING



PLAY & EXPERIENTIAL LEARNING

The library will cultivate play and experiential learning activities in library spaces for all age groups



	STRATEGIC INITIATIVES	ACTIONS	KEY PERFORMANCE INDICATORS
YOUTH	Cultivate play-based learning activities in library spaces and through outreach focused on family engagement	<ul style="list-style-type: none"> Ensure the updated Kids Library design is infused with play-based learning opportunities (2024-2025) Expand hands-on STEM programming for school-age children (2025) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 # families visiting and playing in the Kids Library grows # of school-age children attendance increases by 10% in STEM programming
YOUNG ADULT	Expand opportunities for engaging hands-on activities for young adults	<ul style="list-style-type: none"> Ensure the updated young adult space is infused with experiential learning opportunities (2024-2025) Establish relationships with local young adult groups (2024) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 Young adults report they enjoyed the experiential learning opportunities # of collaborations with local young adult groups has increased
ADULT	Infuse fun into learning for adults	<ul style="list-style-type: none"> Prioritize hands-on experiences in gallery exhibitions that appeal to adult visitors (2025) Expand experiential program offerings for adults (2025) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 # of hands-on experiences offered during non-summer exhibitions increases Customers report they would recommend the experiences to a friend

DISCOVER & GROW PASSIONS

The library will support and provide opportunities to experience entertainment, culture and personal growth



STRATEGIC INITIATIVES

ACTIONS

KEY PERFORMANCE INDICATORS

DISCOVER

Prioritize programs and services that offer unique experiences for all interests, learning styles and age groups

- Update program review process to support unique offerings that can't be found elsewhere (2024)
- Develop a program/service focus for young adults beyond 18 years old (2025)

- # of people who attend unique library offerings increases
- Customers report they appreciate events and classes that connect with their interests
- # of young adults participating in experiences geared to their interests increases

ART

Expand offerings that nurture the next generation of artists and art lovers in the community

- Expand the variety of art creation classes and workshops offered to adults (2025)
- Share vision for traveling and community-based exhibits (2025-2026)
- Develop next phases for Artist in Residence and Curate This programs (2026)

- Establish a baseline for usage in 2024
- # of adults attending art classes and workshops increases
- # of visitors for traveling and community-based exhibits increases
- Visitors report they would recommend the art exhibits to a friend

CREATION

Offer programs, resources and spaces to support and showcase local creators and hobbyists

- Host skill-sharing workshops and groups covering a variety of creative disciplines (2025)
- Research the feasibility of starting a local creators showcase (2025)

- Establish a baseline for participation in 2025
- Creative professionals participate in workshops at a higher number than previously

DISCOVER & GROW PASSIONS



CELEBRATE LOCAL STORIES



CELEBRATE LOCAL STORIES

The library will amplify the voices of Topeka and Shawnee County through programming, events and resources to honor our culture, heritage and history



	STRATEGIC INITIATIVES	ACTIONS	KEY PERFORMANCE INDICATORS
DIVERSITY	Offer opportunities for the community to find their story and experience at the library	<ul style="list-style-type: none"> Expand library presence at community events focused on culture (2024) Expand collaborations with community groups (2024) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 # of outreach events attended by the library increases in comparison to previous year
GENEALOGY	Expand collaborations with community partners to be the best, first and most accessible choice for genealogy research	<ul style="list-style-type: none"> Build a dynamic Genealogy & Local History webpage (2024) Reprioritize genealogy services and collections to serve as a local genealogy hub (2025) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 Usage of online genealogy resources increases Customers report they have enjoyed the genealogy resources
HISTORY	Expand resources and events that celebrate the rich history of Topeka and Shawnee County	<ul style="list-style-type: none"> Build a Digital Memory Lab in the Level 2 Tech Center (2024-2025) Prioritize digitization projects that celebrate our rich history (2025) Expand number of local history programs that highlight diverse history (2025-2026) 	<ul style="list-style-type: none"> Establish a baseline for usage in 2024 # of people using the digitized local history increases # of people recording their stories at the library increases in comparison to previous year (2025) More customers report they appreciate events and classes that connect with their interests

TRAINING

Staff and volunteers will have the skills and knowledge to feel confident and empowered to perform their duties and responsibilities effectively



STRATEGIC INITIATIVES

ACTIONS

KEY PERFORMANCE INDICATORS

PROCESSES

Develop a standard process and practice for all staff on how to effectively work in all public-facing areas of the library

- Organize staff intranet to prioritize coordinated workflows and documentation (2024)

- Staff report they are finding the information and resources they need for each service point/area

FOCUS

Incorporate a focus on principles of inclusion and belonging with staff development

- Respond to staff feedback on training needs and focus (2025)

- # of staff who participate in training opportunities increases
- Staff indicate they feel more confident in their role based on the training classes

RESILIENCE

Expand training focused on social-emotional learning for staff

- Provide training on de-escalation and trauma-informed practices (2024)

- # of staff attending trainings increases
- Staff report feeling more confident in helping customers who may be more challenging

TRAINING



PEOPLE



The library will be the employer of choice where staff and volunteers feel confident, trusted, fulfilled and appreciated in their work

RECRUITMENT & RETENTION



	STRATEGIC INITIATIVES	ACTIONS	KEY PERFORMANCE INDICATORS
STUDY	Review marketplace to ensure equitable compensation	<ul style="list-style-type: none"> Engage in a compensation study (2024) Budget review 	<ul style="list-style-type: none"> Compensation study stays on schedule (2024) Recommendation of any updates will be included in budget planning process
CAREER PATH	Investigate potential career paths and plan	<ul style="list-style-type: none"> Research education and/or training opportunities to provide career growth in the library (2025) Research feasibility of expanded career path for individual classification levels (2025) Research feasibility of skills-based pay differentials (2026) 	<ul style="list-style-type: none"> # of staff indicate there is a career pathway for their job growth increases in comparison to previous year # of staff consider continuing education trainings increases in comparison to previous years Determination of pay structure is finalized for 2027 budget cycle
STRUCTURE	Develop an organizational structure that optimizes the service areas identified that addresses community needs and interest goals	<ul style="list-style-type: none"> Evaluate the current organizational structure and determine optimal structure related to the new service response work (2024-2025) 	<ul style="list-style-type: none"> Progress is made to develop a structure that optimizes service focus and reporting

RESEARCH HIGHLIGHTS

Connection

- The Topeka and Shawnee County Community Snapshot data indicated broadband internet access remains lower in Shawnee County than Kansas and the U.S. It is estimated 15% of the population is underserved by strong internet access.
- Based on 2023 user research, 500-600 customers use a library computer daily. Customers working directly with staff in the Level 2 Tech Center asked 5,500-8,000 questions per month resulting in 85,378 technology support interactions in 2023.
- In the community survey, respondents over 65 years of age indicated they want more support with internet security.
- In 2023 in collaboration with the *Get Digital* partnership, digital skills training attendance grew and has sustained the numbers. Focus group participants of all ages prefer in-person support and connection at the library.
- 78% of surveyed staff want to increase offerings to English language learners.
- Staff said the library needs to improve strategies to engage Spanish-speaking (60%) and Black (48%) community members.
- 81% of those surveyed are interested in expanding offerings that support mental health and social connections.

Space

- According to the community survey, the most common reason for residents not using the library was lack of time (46%).
- 59% of those surveyed would like to have space to read, study or work in a potential new library site.
- 52% of those surveyed think the primary role of a public library is a community gathering place.
- 60% of those surveyed would like to see programs and events in potential new library sites.
- 76% of those surveyed identified teens aged 12-19 as very important to serve. Staff and community conversation participants noted a decrease in the use and availability of the teen area.
- Community meeting and focus group participants identified transportation as a barrier to accessing library services and the need for branches to provide equitable access to library services.
- 55% of staff identified collocating in outside organizations as the best way to deliver library services to more residents.
- Based on current user research, Digitalarians (library users who primarily borrow digital materials) remain consistent at 18% of the customer base. The 2023 annual use statistics show digital library users continue to be a growth area.
- 45.3% of those surveyed indicated they use the library to download digital materials.

RESEARCH HIGHLIGHTS

Learning

- 60% of those surveyed agree it is very important to expand or enhance offerings to children.
- 80% of those surveyed think the primary role of a public library is a place for children to learn and explore.
- 76% of surveyed staff believe the library should increase offerings to teens.
- 71% of surveyed staff want to increase opportunities for children and teens to learn through play and engagement.
- Topeka has fewer residents with bachelor's degrees (30%) than Kansas and the nation (34%)
- 19% of Topeka residents and 16% of Shawnee County residents are enrolled in undergraduate programs.
- 81% of those surveyed are interested or very interested in expanding offerings that support mental health and social connections.
- According to focus group participants, access to health care is inconsistent in Topeka and Shawnee County.

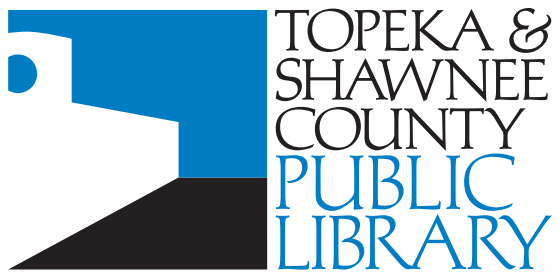
Joy

- Community meeting participants identified a lack of entertainment options and opportunities for parents and children to practice social skills in Topeka and Shawnee County.
- 52.4% of those surveyed use the library for reasons related to hobbies or entertainment.
- 77% of those surveyed are interested or very interested in increased cultural diversity in materials and programs.
- Community meeting participants requested increased content and events by and for the Black community.
- 33.7% of those surveyed indicated their primary reason for using the library is to view exhibits at the Alice C. Sabatini Gallery.
- 27.5% indicated it was to attend a program and 10.3% indicated it was to use local history and genealogy resources.
- Respondents said they enjoy the art lab aspect of the Gallery where they can dabble in art or a craft with family and friends.
- Respondents during the community forums identified the library as a repository for Topeka and Shawnee County history.
- Respondents suggested using the library's podcast and gallery exhibits to highlight the stories of the community.
- 51% of those surveyed indicated enhancing or expanding local history and genealogy resources and services was important.

People

As part of the research for the strategic plan, library staff participated in a survey to identify ways to deliver quality library services. The staff survey identified the following areas:

- The need to review library salaries and benefits.
- The need to review that the library is adequately staffed and appropriately allocated.
- Diversity, Equity and Inclusion needs to be included in library policies and procedures.
- Staff areas need improvement.



2024 - 2029

Chief of Staff Report

Thad Hartman

March 14, 2024

Staffing

We are pleased to have filled the Access Services Manager and Public Services Supervisor positions on our Management Team. Kelli Smith was hired as Access Services Manager and began in her new position on February 19, 2024. Kelli has been with the library over 20 years and had been one of our Circulation Supervisors for the past 6 years. Before that she had served as Community Services Librarian, Public Services Specialist in Red Carpet, and Circulation Assistant. Kelli's new role opens up her old Circulation Supervisor position, which was recently posted and is now the only opening on our management team.

Cadie Maas was recently hired as our Readers and Resources Supervisor in Public Services. Cadie has worked at TSCPL for over 20 years, most recently as a professional cataloger. Before that she worked as a Cataloging Specialist, Acquisitions Associate, and Circulation Assistant. She will begin her new position on March 18, 2024. We are thrilled to have Cadie and Kelli in their new positions!

Construction Projects

The dock is now open and fully functional. We are once again accepting all deliveries and donations on the dock. Everyone is excited to have it back in operation!

While work is not yet complete in the west wing, the stacks are now open to the public. Staff have worked extremely hard to get the collection shifted back into the west wing so that work on the east wing could stay on schedule and the west wing could open as quickly as possible. Scarlett has more details on this process in her report.

There is still some work remaining in the west wing, most notably we are waiting on end panels for the shelving, some of the lighting, and the flooring in the passthroughs.



Work has started in the east wing, and that section is now off limits to the public. There are some parts of the fiction collection that are currently inaccessible, but staff can retrieve items for customers. The week of March 18, LFI will begin moving shelving, and once they have shelves put up in New and Novel, we will move the remaining fiction collection onto those shelves, which will be accessible to the public.

While this process has been disruptive, customers have been very excited by the changes and very understanding of any temporary workarounds. I've heard from several staff that retrieving books for customers has actually led to some great conversations about what they're reading. I really appreciate

how flexible and accommodating all of our staff have been during this entire process, and that includes staff in all areas of the library.

Strategic Plan Projects

We have begun several projects related to the strategic plan. I'd like to mention a couple, one of which started in late 2023. We have a team working on the redesign of the Kids Library. This team began working together last year to create a vision and goals for the space, and earlier this year began working with the architects. We plan to have designs to show the board in early summer and go out for bids in late summer.

Another major project that began in January, was the first step in developing an updated outreach services plan. We are in the process of reviewing the outreach services we have for school age kids, primarily our Kansas Connections and Adventuremobile services. We are looking at how we can have the most impact with school age kids, especially articulating our role so that we can better focus our efforts. We're still in the early stages, but I am pleased with the progress we have made.

Department Highlights

Public Services

Debbie Stanton, Manager

Leadership Update

I'm happy to report that the Public Services leadership team is now fully staffed. Alongside Youth Services Supervisor LeAnn Brungardt and Learning Experiences Supervisor Zan Popp we have just hired Cadie Maas for our Readers and Resources Supervisor position. Cadie has worked at TSCPL for over 20 years in a variety of positions and departments, most recently as a professional cataloger in the Technical Services department. She has served on and led a number of cross-departmental teams and comes to us with strong project management and team building skills. Cadie earned her Bachelors in Social Work from Washburn University and her Masters in Library and Information Science from Emporia State University. We're very excited to welcome Cadie to our Public Services team!

Collaboration Spotlight

Our librarians often share "I don't know the answer, but I know how to find the answer." That's one of our superpowers! And when it comes to supporting new businesses in Shawnee County, the answer can usually be found by connecting entrepreneurs with the Washburn Small Business Development Center. The WSBDC started in 1983 and provides small business consulting services and training seminars to entrepreneurs in NE Kansas. One fabulous way the library has been able to support their work is by hosting their monthly How to Start a Business class. Attendees learn the basic steps of starting a small business and learn about local resources, how to research ideas and markets, legal and registration requirements, business plan resources and financing opportunities. The class wraps up with a tour of the Level 2 Tech Center, so entrepreneurs have the opportunity to learn about the excellent resources available to them in the space. We love that we can support businesses in Shawnee County with our resources, equipment, spaces, programming, and connections with experts in the field like the Washburn Small Business Development Center!

Readers & Resources Team

The Red Carpet 50th anniversary celebration rolls on with carnivals taking place at congregate living sites across town. On February 28, Red Carpet Specialists Michelle, Trish and Jim went to Celebration Villa at Hearthstone East and took over the dining room with an activity carnival (see photo!). We had about 20 residents in attendance, all laughing and having fun. The most popular activities were Baggo (corn hole game), Football toss, horseshoes, and word search. One resident who beat Jim at Connect 4 also had several strikes with the bowling set, and another who was a whiz at Baggo and didn't do too badly at bowling will turn 104 in April! Trish spent most of her time with two residents playing tic-tac-toe, often losing to them. Red Carpet staff said it was delightful to see the interaction and smiles from these folks. Many of them thanked us for coming out, mentioning how much fun they had and asked us to come out again to do this... NEXT month! On March 5, we visited Oak Creek and had 14 residents attend. Trish offered a trivia contest, and all had a great time. As staff were leaving people came up and said they had not had such fun in a long time!



Public Services

Zan Popp, Supervisor – Information & Learning

Alice C. Sabatini Gallery

Public response to "Our Stories" and "Sorting Out Race" has been overwhelmingly positive. In the first two weeks since their opening, the exhibits have welcomed over 1,000 visitors.

The exhibits have sparked lively community engagement, particularly relevant with the upcoming Brown v. Board anniversary. Visitors have commented on relatable experiences, like seeing familiar objects from their own childhood ("I had that kind of desk when I was a kid in school") or recognizing individuals in the exhibits ("Can we take pictures? We know someone in the photos" and "Remember uncle Grant? That's his momma. Really, cool!"). These comments



highlight the success of the exhibits in connecting with the community and sparking conversations about local history.

Update on the Conservation Assessment Program Grant for the Art Collection

Last year, the Alice C. Sabatini Gallery received a Conservation Assessment Program grant from the American Institute of Conservation and Foundation for Advancement in Conservation. This grant funded a comprehensive assessment of our art collection, completed in March by Heather White (conservator, LYLC Studio) and Jim Pettijohn (architect, Overland Park). Their two-day evaluation included the building, storage/exhibit spaces, HVAC systems, and staff art handling practices. A final report with recommendations is expected this summer.

Local History

The local history team, in collaboration with digital services, has been evaluating different collections management systems (CMS) for possible use with the local history and Topeka Room collections. These collections currently are not searchable for our staff or the public, so have not been available to use by researchers. The local history team hopes that by implementing a CMS and cataloging system, the hidden gems in the history collections won't remain hidden much longer.

Genealogy and Obituary Service

With all the things you can do at the library, it's easy to forget how helpful our obituary service can be. Recently, a staff member helped a customer solve the mystery of a missing Kansas death certificate. They found that the reason the patron was having trouble locating the certificate was because the person had died in New York, not Kansas, like the family originally thought. Finding this missing document brought the patron closer to joining the Mayflower Society.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Leadership Greater Topeka

This year I have been afforded the opportunity to participate in Leadership Greater Topeka, 2024 best class ever! The experience for me has been of tremendous value for networking, developing camaraderie with other area leaders, learning more about the community, and experiencing some just-right uncomfortable leadership learning. I am hard pressed to pick a favorite session as I have enjoyed each so far. One of the many impactful activities was a peer consult. Each person was asked to present a current adaptive challenge for which they wanted feedback. It was valuable not only in learning a useful process, but also in gleaning the wisdom of the group. I am grateful for the professional development.

Librarian Updates

Early Childhood Outreach Librarian

The Learn and Play Bus is a 40-foot-long, mobile, early childhood learning center. Families with young children find a place where their whole family belongs. Support, coaching, camaraderie, resources, and

laughter are freely shared and given. Families find a sense of belonging and acceptance. It is commonplace for staff and other adults to play with a child, even if it is not their own child. Children sit in the lap of adults who are not their caregiver to listen to a story. Along the way, some families become a “regular” part of a stop. The library staff know the family and are on a first name basis with individuals and have an awareness of the development of each child and the dynamics of the family. Truly there is a real connection with the family and the library staff. Library staff are intentionally scheduled at each location to where families know the staff members by name. The connections that are made on the bus are part of what makes the service so unique and so successful. The picture below captures the connection and the sense of community that is the Learn & Play Bus.



Early Childhood Librarian

Reading with Prairieland Dogs has been a part of the library since 2007. They have a bench that families can use to read together within the Story Zone of the Kids Library. The bench celebrates the importance of the therapy dogs to the community. Three times a year for 6-week sessions on Sunday afternoons these therapy dogs provide children with an opportunity to read to a non-judgmental listener. Just this past February, 26 dogs listened to 279 children practice their reading. These treasured therapy dogs and their handlers are helping build a community of readers.



School Age Outreach Librarian

Libraries are for EVERYONE! I gave my very first tour this month to 16 high schoolers who are enrolled in the special education program at Topeka West. This was an amazing group of students and staff, most of whom had never been to the library, who were actively engaged and involved the whole visit. They called the library to express their personal concerns of feeling like the school collection was not hitting the interest of these students. They wanted a tour to show that the collection these students are looking for can, in fact, be found here! Among the resources that got them excited were books with knock-knock jokes, Spiderman, and sea animals. While they were here, I gave them an overview of our youth service collection, the AMH system, and the Edge. All of this really intrigued their minds, but they could not wait to come back to the Edge, a space just for students their age! We ended the tour with some arts and crafts there. They got to create their own personalized library bag that they used when they checked out some books! During this time, these known joke lovers learned about our Call-A-Joke, where they can hear one of our librarians tell new fun jokes each week! This was an amazing first group tour for myself, and I can't wait for more to come!

School Age Librarian

STEM, STEAM, STREAM, what does it all mean? The Youth Services library staff, for school age customers, is looking to grow our programming—that is what it means! We had the privilege of observing TSCPL's Kansas Connections programs at Most Pure Heart of Mary, McClure, and Lowman Hill Elementary schools this month. Topics introduced to students included everything from electricity to space. We paid attention to the students' engagement and reactions. Our staff also spent part of Staff Development Day with "Hooked on Science" personality Jason Lindsey. We had a blast exploring STEM topics by setting a record for the most pencils poked into a plastic, water-filled baggie without bursting it. Competition was ignited while building the tallest and most stable playing card towers. Laughs broke out when we made turkey calls and discussed how sound travels. Our staff hopes to incorporate these STEM ideas into programming at TSCPL to inspire curiosity. When we laugh, we learn, remember, and grow. Thank you for helping us grow and share our passion for learning.





Teen Update

The teen team did a little spring cleaning, reorganizing, and supply refreshing in the Edge. That work has made it easier for them and for other staff to keep track of the pieces and parts to the tech that is in the space, and it has made our teens feel a little more ownership in keeping it looking nice too. All previous art on display came down and new is already filling the wall. The refresh has given the space a spark of new vibrancy.

Program Services

Autumn Friedli, Program Services Coordinator

On Sunday, March 10th the library's Music for a Sunday Afternoon event hosted musical group Pastense. The event was well received with over 140 people enjoying music and conversation. The next Music for a Sunday Afternoon is scheduled for April 7th when the library hosts Marcus Lewis Big Band/Hip Hop Experience.



Summer Teams have been hard at work planning an event-filled summer. Summer will kick-off with a family-friendly event on June 1st in the library parking lot. Readers young and not-so-young can look forward to a variety of events and programs around the theme of "Adventure Starts at Your Library." Look for more details about the events and the reading challenge soon!

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Reader's Lounge Project: Collections on the Move

The Reader's Lounge project is progressing well, and we've had big developments this month. Library Furniture International installed shelving in the west wing during the last week of February. They reconfigured shelving we saved from the west wing into shorter rows that have a wider spacing between the cases. End panels will be installed on the cases in May. With the shelves ready, it was time for us to move all of adult nonfiction into the wing. The Tech Services team, assisted by several other staff members, moved approximately 40,800 books in just three days! We've perfected our book moving workflow through previous moves and are very efficient. Separate from the nonfiction project, we moved part of fiction into the north reading room. We will move the rest of fiction into the New & Novel space after Library Furniture International installs temporary shelving in that space on March 18th. With every step, we are getting closer to the completion of this exciting project. Customers are very curious and interested in what's happening and most of the comments are positive. During the move of nonfiction, I walked into the New & Novel room, pushing a cart to take to the book movers on the east side. A customer walked into the room, stopped, and looked around and then at me. She smiled and proclaimed, "Looks like you're making my library EVEN BETTER!" Her comment was especially appreciated after so many hours of pushing heavy carts of books!

Discovery Center and Topeka Zoo Passports

The new reservation system for the passport program with the Topeka Zoo and Kansas Children's Discovery Center turned on at the very end of January. It's been extremely popular with customers. In February, we issued 1,500 individual tickets to the Discovery Center and 1,300 to the Zoo. A staff member shared with me this week that she assisted a customer in person, showing her how to reserve tickets to the zoo. She said the customer started crying as she was so happy that she could visit the zoo with her family for free using her library card. We worked with our partner destinations to make these experiences possible, especially for individuals and families who would not otherwise be able to afford admission costs on their own. We will continue to check in with our partners at both destinations about how the program is going on their end and will make adjustments as necessary. This is a new venture for both of us and I'm pleased to report that it's going very well.

Community Services

Kelli Smith, Access Services Manager

I am excited to begin my new position as Access Services Manager and get started on multiple strategic and facility master plan projects tied to the Circulation and Community Services Departments. 2024 is going to be busy, but I know both departments will be up for the challenge.

On March 6, I gave a presentation about TSCPL@Work at the Advisors Excel, McClure Campus. Advisors Excel is one of the participating work locations the library delivers ordered titles to and also collects any items that need to be returned. The presentation focused on how easy it is to get a library card and use

the delivery service. I also highlighted some digital resources that can be accessed with a library card that might be of interest. Overall, 30 staff attended this Lunch and Learn session.

Community Services

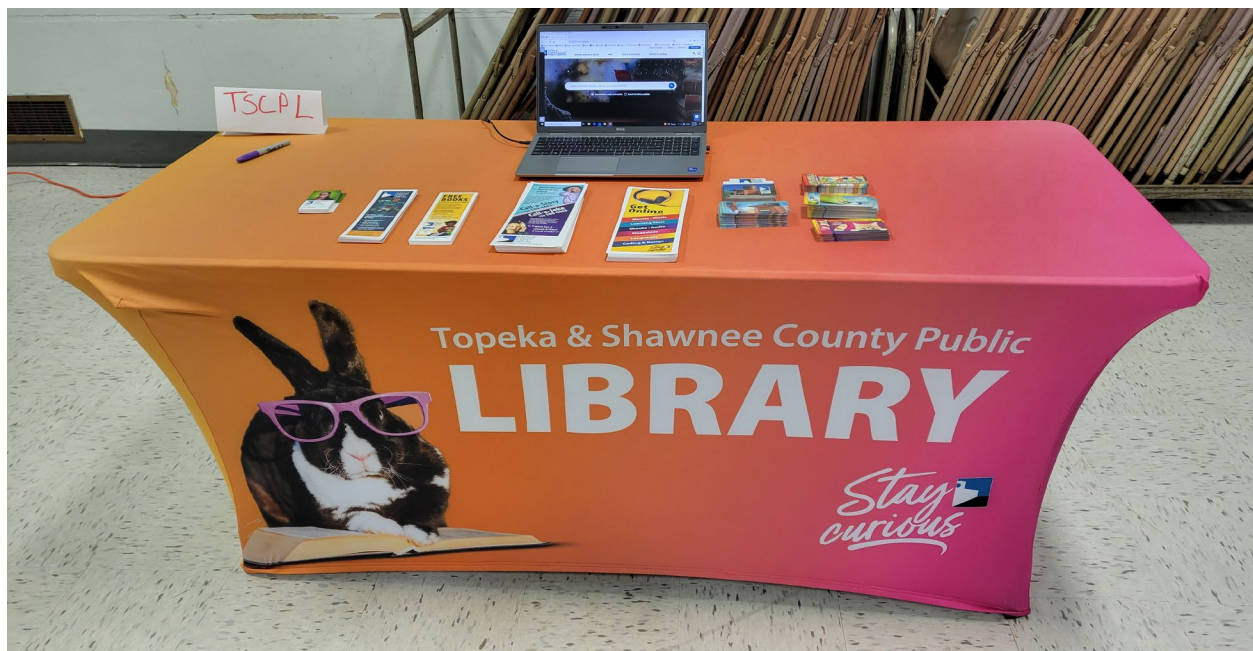
Patrick Berry, Community Services Supervisor

School Outreach

The team has made it through another month and finished with 22 programs presented to area schools. *Flowing Electrons* was the highest request program this month.

Community Services Librarian

Abigail Siemers, Community Services Librarian, attended Avondale Academy's Family Literacy Night on March 6th. She was able to speak to 75 students and parents as well as helping ten individuals get new library cards. She also informed event attendees about the library's resources, including home delivery, Zoo and Discovery Center passes, and the Level 2 Tech Center, with many attendees expressing interest in utilizing these resources.



The Adventuremobile

We had another awesome month with just over 3000 checkouts. This was really good when you understand it was a shortened month. This month we will be attending the St. Patrick's Day Parade.

Bookmobile

The team has concluded its February schedule and had 4241 checkouts registered during that time. This is great when you consider the shortened month and that we had 70 less checkouts last month.

@Home Delivery

This team had roughly 3200 checkouts again during the month of February. The team was also responsible for delivering quite a few of the Winter Reading Challenge mugs to customers across Shawnee County.

Digital Services

David King, Digital Services Director

Archival Management System Project

Digital Services is working with Public Services staff to evaluate Archival Management Systems. This software will help the library organize and make available our non-digitized local history collection to our customers, and will be a great addition to the library's offerings.

Public Website Cleanup

The launch of our public website went really well - no major issues, and no major customer complaints. Plus, some praise from customers as well. Now we are working on cleaning up some very minor issues and adjustments that tend to appear after a website launch. That clean-up project is going well.

Top Web Pages for February 2024

1. Tools and Services: 3326 Pageviews
2. Library Catalog: 2993 Pageviews
3. Passes: 2705 Pageviews
4. Get a library card: 2510 Pageviews
5. Research tools: 2121 Pageviews
6. Discovery Center Passes: 1610 Pageviews
7. Topeka Zoo Passes: 1544 Pageviews
8. Hours and Locations: 1543 Pageviews
9. Careers Detail page: 1219 Pageviews
10. Work at the Library: 1158 Pageviews

Social Media Highlights for February 2024

Facebook

- Post about animals at the Topeka Zoo – reached 75,739 people
- Chiefs and Taylor Swift post – reached 30,925 people
- Meet a library staffer - Andy – reached 15,628 people

Instagram

- Chiefs and Taylor Swift post – reached 1105 people
- Trivia time post – reached 743
- Winter reading challenge – reached 573 people

Communications & Marketing

March 13, 2024

Communications & Marketing Team

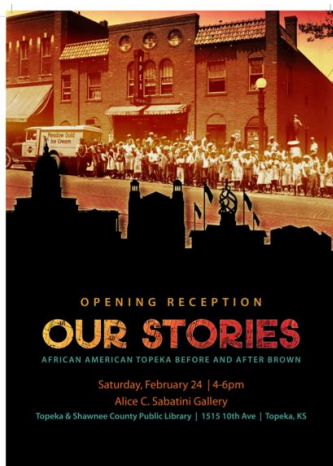
Diana Friend, C&M director | Jayna McFarland, social media specialist | Ginger Park, communications editor | Karen Watson, graphic designer | Michael Perkins, web administrator & multimedia producer

Our Stories Graphic Design work

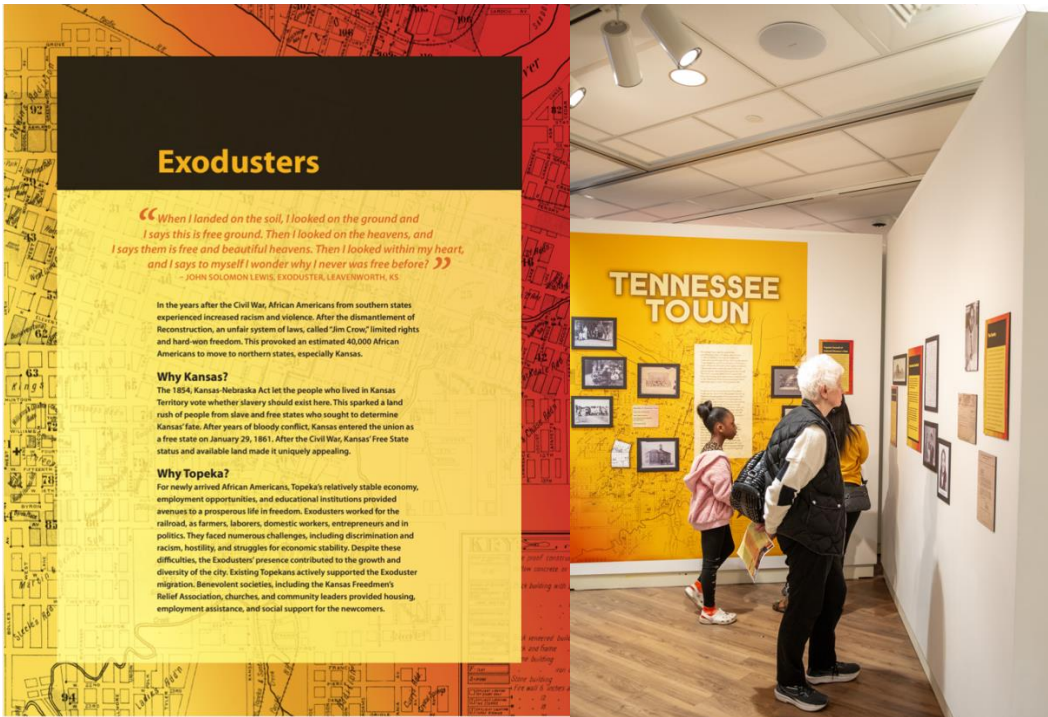
The work we do for the Alice C. Sabatini exhibits is one of the most creative and challenging projects our department gets to work on. The current exhibit, Our Stories: African American Topeka Before and After Brown, is a collaboration between the Black American Blueprint Collective and the Alice C. Sabatini Gallery celebrating the generations of African Americans in Topeka. While all of the C&M team work on the exhibit Karen is the lead in art direction, working closely with the Gallery staff and our co-collaborators to achieve the look and feel of this exhibit. There were also multiple deliverables needed for this exhibit including text panels, timeline graphics, invitations, social media ads and posts, videos and the floor-to-ceiling wallpaper wrap used on the gallery exterior to provide a sneak peek of what is inside the gallery. Karen's concept work began in early January to allow for approvals beginning with the lockup (the images and font treatment used) to brand the exhibit.

Our Stories elements created by C&M and Gallery :

- Exterior wrap that combined the two exhibits
- 7 framed panels 32x40 in size
- 1 panel 18x24"
- 3 images 18x24"
- 3 images of individuals highlighted in the exhibit 5ft tall
- 1 newspaper image 24x36" size
- A collage of newspapers to tell the history of Nick Chiles and the Topeka Plaindealer newspaper.
- Title banner inside the exhibit
- Wall-sized wallpaper with a map graphic to highlight neighborhoods (each neighborhood was highlighted thanks to Karen's hard work; each neighborhood had a different graphic design) for four neighborhoods
- Timeline base graphic that the gallery team built the timeline events on



Invitation (cover + inside)



2 of seven big text panels used to tell the stories of the people and the historic neighborhoods for the Our Stories exhibit

Social Media



IMAGE TEST A



IMAGE TEST B

Each month we place advertising across YouTube (carousel/video), Instagram (static photo/carousel & reels) and Facebook (static images and embedded video). In February, the Goodnight Moon ad generated the highest View Rate at 70.39% on YouTube and the [Goodnight Moon](https://youtu.be/fIPvTsMVpKE?feature=shared) [https://youtu.be/fIPvTsMVpKE?feature=shared] and the Facebook ad generated the most overall impressions (26,344) and views (15,341).

Mobile First for tscpl.org

Michael was reviewing how the library website was accessed and the report reveals the following:

Compared to the same timeframe from last year (Jan1 - Mar 13) mobile use has now gone over 50% (51.5%). Not a major jump, but mobile and desktop was roughly neck and neck in 2023. If you think about using the library our digital library customers are growing.

The 2024-2029 Strategic Plan

“I love it when a plan comes together!” – Hannibal Smith from the 1980’s TV show, the A-Team and library CEO Marie Pyko

You will have the complete Strategic Plan elsewhere in this board packet but wanted to share the wonderful brand management Karen provides for the library. Bright colors, real people and clear identification of the library. It’s a place you want to visit!





Resolution – Nominating Committee Appointments

BOARD OF TRUSTEES

March 21, 2024

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

- **Jim Edwards - Chair**
- **Mark Zillinger**
- **Liz Post**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Health Insurance Review Committee Appointments

BOARD OF TRUSTEES

March 16, 2023

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

- **Mark Zillinger – Chair**
- **Jim Edwards**
- **Beth Dobler**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Customer Conduct Policy

The Customer Conduct Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is in force on all library premises including bookmobile locations. The Library staff may enforce this policy by checking bags; requesting identification; or, searching or removing unattended items.

Be respectful of others.

- Do not harass or threaten another person. This includes but is not limited to physical, sexual, or verbal abuse; using "fighting words;" throwing things; soliciting, selling, or campaigning; interfering with the free passage of others.
- Do not engage in disorderly or disruptive behavior. This includes but is not limited to yelling, loud cell phone usage or playing audio equipment loudly; sleeping or loitering; being under the influence of drugs or alcohol; roughhousing; poor personal hygiene; bringing animals into the library with the exception of service animals or animals used in library sponsored programming.
- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required.
- Maintain silence in the designated quiet areas of the library.

Be respectful of library property.

- Drinks with lids or caps are allowed except in the Gallery. Snacks are allowed in the Movies & Music Lounge in the non-carpeted area, Claire's Courtyard and Claire's Sunroom. Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils like granola bars and fruit. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.

- Keep your belongings safe with you.
- Bicycles, scooters, or small motorized vehicles must be parked in the bike racks outside the library. They may not be chained to trees or benches or other inappropriate places. Small items such as skateboards, roller blades or skate shoes may be brought into but cannot be used inside the library or on the library front sidewalk.

Be safe.

- Stay in the public areas of the library during normal open hours.
- Only people age 12 through 18 are allowed in The Edge (teen area) during posted times.
- Adults and children age 12 and older can use the Level 2 Tech Center independently, however children under age 12 must be accompanied by an adult.
- Do not go into unauthorized areas unless accompanied by staff.
- Do not stay in the library during hours the external doors are locked.
- Do not leave a child or vulnerable adult unattended. A vulnerable adult is one who cannot take care of him/herself, requires assistance to move about, and/or communicate with others. A child is one who is under the age of 8 and who does not have a caretaker 12 years of age or older present.
- Do not photograph children without the express permission of each child's parent or guardian.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules, and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Unless permitted by Gun-Free School Zones Act, (18 U.S.C. §922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.
- Follow all local, state, and federal laws, codes, rules, and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security Supervisor to address the grievance. The Safety and Security Supervisor has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Safety and Security Supervisor;

2. Contact the Chief of Staff. The Chief of Staff has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief of Staff;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: November 17, 2022

Board of Trustees

Topeka and Shawnee County Public Library

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Should an agreement not be reached with the Chief of Staff;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

Approved: November 17, 2022

Board of Trustees
Topeka and Shawnee County Public Library



Resolution – Executive Session

**BOARD OF TRUSTEES
March 21, 2024**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at _____ PM for a time not to exceed 30 minutes to discuss legal matters with the Library’s attorney. No action will be taken following adjournment of the Executive Session.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2024												2024 YTD	2023 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)																
Monthly NPS	84.1	82.2												84.7	91.9	-7.8%
Monthly # of Responses	64	45												109	770	-85.8%
Current NPS	86.4	86.4												86.4	86.3	0.1%
GATE COUNT	35,534	37,478												73,012	70,752	3.2%
CIRCULATION*																
Main Library																
TSCPL Curbside	1,219	907												2,126	3,823	-44.4%
Circulation Desk & Renewals	33,412	33,238												66,650	67,308	-1.0%
Interlibrary Loan	1,240	1,106												2,346	2,148	9.2%
Self-Check	41,085	39,420												80,505	85,648	-6.0%
Bookmobile	7,455	7,269												14,724	12,421	18.5%
TSCPL@Home	3,198	3,163												6,361	6,595	-3.5%
Red Carpet	4,484	4,168												8,652	9,570	-9.6%
Digital Downloads	61,030	56,066												117,096	105,676	10.8%
Library @ Work / Smartlocker	1,508	1,347												2,855	2,840	0.5%
TOTAL CIRCULATION	154,631	146,684	-	-	-	-	-	-	-	-	-	-	-	301,315	296,029	1.8%
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	55,269	53,657												108,926	114,496	-4.9%
CIRCULATION DETAILS																
Print Material	59,296	58,395	-	-	-	-	-	-	-	-	-	-	-	117,691	116,452	1.1%
Audio/Visual Material	27,096	25,429	-	-	-	-	-	-	-	-	-	-	-	52,525	56,486	-7.0%
Adult Materials	48,843	46,201	-	-	-	-	-	-	-	-	-	-	-	95,044	102,749	-7.5%
Children's Materials	28,831	29,446	-	-	-	-	-	-	-	-	-	-	-	58,277	53,122	9.7%
Young Adult Materials	2,484	2,385	-	-	-	-	-	-	-	-	-	-	-	4,869	4,944	-1.5%
Red Carpet Materials	6,168	5,745	-	-	-	-	-	-	-	-	-	-	-	11,913	12,070	-1.3%
NEW Patrons																
Topeka / Shawnee County																
Adults	848	866												1,714	1,295	32.4%
Children (ages 17 and under)	145	150												295	291	1.4%
Red Carpet Outreach	8	18												26	24	8.3%
NEKL	42	38												80	81	-1.2%
Non-Resident	1	0												1	3	-66.7%
Total New Registrations	1,044	1,072	-	-	-	-	-	-	-	-	-	-	-	2,116	1,694	24.9%
PATRONS DELETED	478	348												826	218	278.9%
Cardholders																
Topeka / Shawnee County																
Adults	66,121	66,929												66,929	65,285	2.5%
Children (age 0 - 17)	15,485	15,518												15,518	15,486	0.2%
TSCPL @ School	32,898	32,898												32,898	28,808	14.2%
Red Carpet Outreach	1,382	1,403												1,403	1,355	3.5%
NEKL	9,568	9,640												9,640	9,501	1.5%
Non-Resident	98	82												82	105	-21.9%
Delinquent	119	127												127	119	6.7%
TOTAL CARDHOLDERS	125,671	126,597	-	-	-	-	-	-	-	-	-	-	-	126,597	120,659	4.9%

Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785											54,785	53,392	2.6%
Student Cardholders	8,177	8,106											8,106	8,027	1.0%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891											62,891	61,419	2.4%
Unique Borrowers															
Physical	7,920	7,926											10,959	25,019	-56.2%
Digital	10,652	10,454											12,751	19,127	-33.3%
Both	1,547	1,412											2,376	6,700	-64.5%
TOTAL UNIQUE BORROWERS	17,025	16,968	-	-	-	-	-	-	-	-	-	-	21,334	37,446	-43.0%
Holds Satisfied	14,925	12,801											27,726	28,956	-4.2%
TOTAL CHECK-IN	53,663	52,439											106,102	112,711	-5.9%
COLLECTION															
Materials Added	3,066	2,593											5,659	5,963	-5.1%
Materials Discarded	12,114	9,688											21,802	6,679	226.4%
TOTAL COLLECTION	340,577	333,482	333,482	333,482	333,482	333,482	333,482	333,482	333,482	333,482	333,482	333,482	338,470	349,625	-3.2%
WEBSITE															
tsopl.org Unique Visitors	36,092	28,310											64,402	79,831	-19.3%
tsopl.org Total Visits	57,834	47,144											104,978	123,257	-14.8%
catalog.tsopl Unique Visitors	25,006	24,220											49,226	45,655	7.8%
catalog.tsopl Total Visits	65,414	56,268											121,682	89,289	36.3%
COMPUTER USE															
Public Computer Sessions	6,220	6,873											13,093	15,744	-16.8%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03											1:03:18	0:55:25	14.2%
Total Computer Hours	6,705	7,109											13,814	14,542	-5.0%
Wireless Sessions	29,289	26,647											55,936	60,716	-7.9%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00											0:14:46	0:13:19	10.8%
Total Wireless Hours	6,585	7,183											13,768	13,483	2.1%
TOTAL HOURS	13,290	14,292	-	-	-	-	-	-	-	-	-	-	27,582	28,025	-1.6%
NOTARY SERVICE	167	242											409	273	49.8%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	-	-	-	-	-	-	-	-	-	-	33,758	29,276	15.3%
Media	1,886	1,686											3,572	3,696	-3.4%
Call Center	4,069	4,069											8,138	8,966	-9.2%
Stacks/Team RM (New and Novel)	1,708	1,863											3,571	3,038	17.5%
Topeka Room	694	657											1,351	1,172	15.3%
Gallery	283	99											382	364	4.9%
L2TC	6,435	9,152											15,587	11,163	39.6%
LibAnswers	579	578											1,157	877	31.9%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639											11,196	8,883	26.0%
TOTAL REFERENCE QUESTIONS	21,211	23,743	0	0	0	0	0	0	0	0	0	0	44,954	38,159	17.8%
MEETING ROOMS															
Meeting Room Bookings	448	539											987	794	24.3%
Team Room Bookings	747	914											1,661	1,591	4.4%
L2TC Bookings	599	715											1,314	1,360	-3.4%
Total Meeting Room Hours Booked	4,129	5,174											9,303	8,709	6.8%
TOTAL ATTENDANCE	4,659	5,549											10,208	10,486	-2.7%
LEARN & PLAY BUS VISITS	46	92											138	273	-49.5%

PROGRAM ATTENDANCE														
Adult - General	1,729	2,030										3,759	1,981	89.8%
Kids - Early Learners	424	544										968	1,011	-4.3%
Kids - Elementary	227	393										620	772	-19.7%
Teens	156	115										271	542	-50.0%
Unknown	383	333										716	1,123	-36.2%
Outreach	3,138	3,139										6,277	6,659	-5.7%
TOTAL ATTENDANCE	6,057	6,554	-	-	-	-	-	-	-	-	-	12,611	12,088	4.3%
GALLERY ATTENDANCE														
	1,829	1,404										3,233	3,956	-18.3%
DOLLY PARTON ENROLLMENT														
	5,992	5,947										5,947	5,969	-0.4%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753											24,340	24,832	-2.0%
Adult Nonfiction	12,779	12,507											25,286	30,805	-17.9%
Juvenile Fiction	19,018	19,353											38,371	39,292	-2.3%
Juvenile Nonfiction	5,575	5,992											11,567	11,234	3.0%
Magazines	696	665											1,361	1,599	-14.9%
RC Print Materials	6,069	5,636											11,705	12,460	-6.1%
RC Realia	99	109											208	161	29.2%
YA Print Materials	2,473	2,380											4,853	5,386	-9.9%
PRINT CIRCULATION	59,296	58,395	-	-	-	-	-	-	-	-	-	-	117,691	125,769	-6.4%
Audio / Visual Material															
MiFi Hotspots	66	47											113	59	91.5%
Adult Audiobooks	1,380	1,249											2,629	3,249	-19.1%
Adult Music	2,097	2,080											4,177	3,555	17.5%
Adult Videos / DVDs	19,304	17,947											37,251	35,594	4.7%
Juvenile Audiobooks	252	220											472	502	-6.0%
Juvenile Music	121	154											275	398	-30.9%
Juvenile Videos / DVDs	3,865	3,727											7,592	8,038	-5.5%
YA A/V	11	5											16	26	-38.5%
A/V CIRCULATION	27,096	25,429	-	-	-	-	-	-	-	-	-	-	52,412	51,362	2.0%
Adult Material															
Adult Fiction	12,587	11,753	-	-	-	-	-	-	-	-	-	-	24,340	24,832	-2.0%
Magazines	696	665	-	-	-	-	-	-	-	-	-	-	1,361	1,599	-14.9%
Adult Audiobooks	1,380	1,249	-	-	-	-	-	-	-	-	-	-	2,629	3,249	-19.1%
Adult Music	2,097	2,080	-	-	-	-	-	-	-	-	-	-	4,177	3,555	17.5%
Adult Videos / DVDs	19,304	17,947	-	-	-	-	-	-	-	-	-	-	37,251	35,594	4.7%
ADULT CIRCULATION	48,843	46,201	-	-	-	-	-	-	-	-	-	-	95,044	99,634	-4.6%
Juvenile Material															
Juvenile Fiction	19,018	19,353	-	-	-	-	-	-	-	-	-	-	38,371	39,292	-2.3%
Juvenile Nonfiction	5,575	5,992	-	-	-	-	-	-	-	-	-	-	11,567	11,234	3.0%
Juvenile Audiobooks	252	220	-	-	-	-	-	-	-	-	-	-	472	502	-6.0%
Juvenile Music	121	154	-	-	-	-	-	-	-	-	-	-	275	398	-30.9%
Juvenile Videos / DVDs	3,865	3,727	-	-	-	-	-	-	-	-	-	-	7,592	8,038	-5.5%
JUVENILE CIRCULATION	28,831	29,446	-	-	-	-	-	-	-	-	-	-	58,277	59,464	-2.0%
Red Carpet Material															
RC Print Materials	6,069	5,636	-	-	-	-	-	-	-	-	-	-	11,705	12,460	-6.1%
RC Realia	99	109	-	-	-	-	-	-	-	-	-	-	208	161	29.2%
RED CARPET CIRCULATION	6,168	5,745	-	-	-	-	-	-	-	-	-	-	11,913	12,621	-5.6%
Young Adult Material															
YA Print Materials	2,473	2,380	-	-	-	-	-	-	-	-	-	-	4,853	5,386	-9.9%
YA A/V	11	5	-	-	-	-	-	-	-	-	-	-	16	26	-38.5%
YOUNG ADULT CIRCULATION	2,484	2,385	-	-	-	-	-	-	-	-	-	-	4,869	5,412	-10.0%
Overdrive															
Overdrive	43,322	38,894											82,216	71,327	15.3%
Hoopla	16,900	16,237											33,137	32,182	3.0%
Flipster	808	935											1,743	2,167	-19.6%
DIGITAL DOWNLOADS	61,030	56,066	-	-	-	-	-	-	-	-	-	-	117,096	105,676	10.8%
Adult ebook Fiction															
Adult ebook Fiction	20,083	17,582											37,665	34,822	8.2%
Adult ebook Nonfiction	4,156	3,565											7,721	7,756	-0.5%
Adult digital audiobooks	24,364	23,040											47,404	41,327	14.7%
Juvenile ebook Fiction															
Juvenile ebook Fiction	2,114	1,819											3,933	3,484	12.9%
Juvenile ebook Nonfiction	269	287											556	535	3.9%
Juvenile digital audiobooks	2,438	2,313											4,751	4,261	11.5%
Young Adult ebook Fiction															
Young Adult ebook Fiction	1,676	1,476											3,152	2,370	33.0%
Young Adult ebook Nonfiction	41	35											76	59	28.8%
Young Adult digital audiobooks	1,866	1,707											3,573	2,625	36.1%
DIGITAL CIRCULATION DETAILS	57,007	51,824	-	-	-	-	-	-	-	-	-	-	108,831	97,239	11.9%