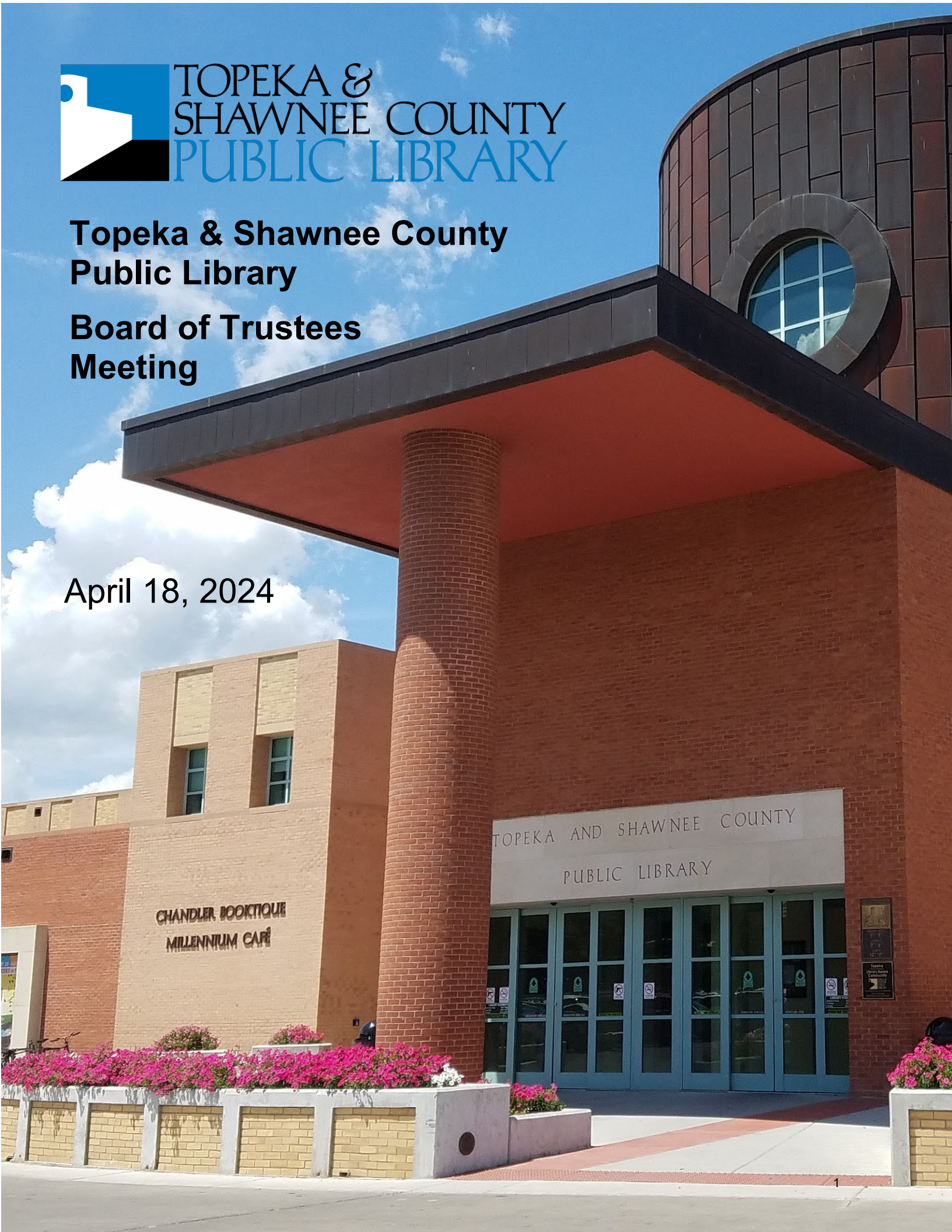




**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

April 18, 2024





TOPEKA &  
SHAWNEE  
COUNTY  
PUBLIC  
LIBRARY

# Strategic Plan 2024 - 2029

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

## CONNECTION

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

## SPACE

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

## LEARNING

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

## JOY

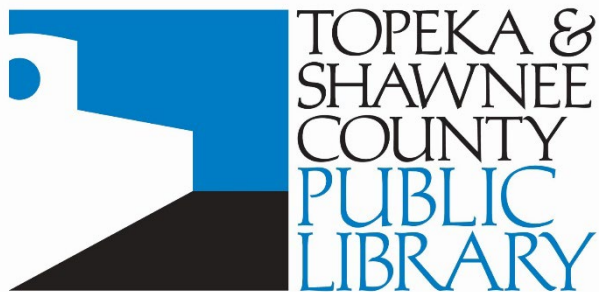
The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

## PEOPLE

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



**Values** Excellence  
Curiosity  
Literacy  
Freedom  
Teamwork  
Accountability



April 18, 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 March 21, 2024, Meeting Minutes of the Board of Trustees –  
**Action Item** pg. 5**

**Audit Report – Berberich Trahan & Company, PA – Stacey Hammond, Director**

- **Audit Committee Report** – Hannah Uhlrig, Chair
- **Acceptance of the 2023 Audit Report - **Action Item** pg. 9**

**Chief Financial Officer’s Report – Kim Strube **pg. 12****

**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. 29**

**Chief Executive Officer Report – Marie Pyko **pg. 31****

- **Presentation of the 2023 Annual Report**

**Chief of Staff Report – Thad Hartman **pg. 36****

**New Business**

- **Nominating Committee Report** – Jim Edwards, Chair
- **Election of Officers – **Action Item** pg. 54**
- **Customer Conduct Policy – **Action Item** pg. 58**

**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](mailto:aconner@tscpl.org) to request their name be placed on the public comment listing.

## **Next Meeting**

May 16, 2024

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

\*Subject to change without notice



### **Board Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 21, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

### **Public Comment**

There were two people signed in for public comment. Susan Thowe and Kathy Brown spoke then the public comment session was closed.

### **Trustee Advocacy Stories**

Chair Shawn Leisinger shared he was at the Lawrence Community Theatre and saw a fellow board member on stage. Trustee Jim Ramos was in the production and he did a wonderful job!

Treasurer Hannah Uhrig stated she works from home and experienced an internet outage. She came to the library and was able to work at the library for part of the day and got lunch at the Millennium Café. Uhrig told her peers what the library can offer and they were impressed. She sees the value that the library provides to its community.

Trustee Mark Zillinger was able to attend Staff Development Day. He shared that it was very well organized and the sessions he attended provided very good information. He also enjoyed the opportunity to mingle with staff.

### **Approval of Minutes**

On a motion by Jim Edwards, seconded by Mark Zillinger, the February 15, 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. She shared that everything has gone smoothly with the audit, and it is beginning to wrap up.

### **Financial Reports**

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

On a motion by Hannah Uhlrig and seconded by Joan Hicks, the Treasurer's Financial Report for February 2024 was accepted.

Motion passed unanimously.

### **The Library Foundation**

Library Foundation Board Chair Kim Patton shared that the Foundation was able to give the Dick and Donna Crawford Scholarship to two library employees. Ryan Holm in Digital Services is going to use the scholarship to take his CCNA certification test and Krystal Fawl in Finance is working towards her bachelor's in finance with interest in continuing on to her masters.

The Foundation worked with some library staff members to apply for a grant for digital equity through the Kansas Office of Broadband Development. The team hopes to hear back in June.

Patton reminded those in attendance that Library Giving Day is in 13 days on April 3, 2024. The Library Foundation's goal is to raise \$5,000. These funds will go to the kids library remodel.

### **Friends of Topeka and Shawnee County Public Library**

Friends Board President Ruth Nelson shared that the Friends Book and Media Sale will be April 12-14 in Marvin Auditorium. The format will be the same. Members have the benefit of exclusive access on Friday night and Sunday will be Bag Day. The dock closure has not affected the Book Sale because leftovers from the January sale will restock the April sale. The Booktique will stay open until 8:00 pm on Friday night.

Friends Operations Manager Kallie Worthington is working on new promotional ideas for the Chandler Booktique. The Booktique continually changes with new displays of merchandise and books for current celebrations and holidays. Complimentary bookmarks are included with each book purchase with QR code for the Booktique Facebook page and contact information. Foot traffic for January was up 268 from last January.

Genevieve Akins, a new board member, has created an Instagram page for the Booktique, and is busy creating new posts, pictures and videos. Her posts are approved first by TSCPL Communications & Marketing. The Friends Instagram username is topekalibraryfriends.

Nelson shared that Amazon Web Sales is back to work, but the Friends would appreciate more volunteers as sorters. Now that the dock is open the Friends are getting more donations.

### **Board Chair Reports**

Chair Shawn Leisinger reported the Executive Committee met via Zoom on March 11, 2024.

Leisinger invited the board to go to the Sabatini Gallery to view the two exhibits on display following the board meeting.

### **Chief Executive Officer Report**

Chief Executive Officer Marie Pyko provided an update on the compensation study. The library is working with Lockton out of Kansas City. Lockton works with for-profit, nonprofit, and government entities to do compensation studies. The library has pulled together all position

descriptions and are sending them to Lockton. Once they get the position descriptions they can do market analysis. They will be looking at specific industries that are local to us. They can also look outside the library realm and compare to other IT positions, custodians, and finance, for example. Lockton has been very responsive to questions. Lockton should have information to Chief Human Resources Officer Jesse Maddox in 10-12 weeks which is prior to the First Trustee Budget Work Session.

Pyko gave a preview of the Strategic Plan 2024-2029 final document. Communications and Marketing did a great job putting the document together. This will go on the website and will be rolled out on social media channels. A Red Couch interview about the plan is in the works, as is airtime on the radio. Pyko is working with Communications and Marketing to create a plan to visit groups in the community to present this Strategic Plan.

Pyko invited board members to the gallery following the board meeting to view the two exhibits on display. Our Stories exhibits experiences of Topeka pre-and-post the 70<sup>th</sup> anniversary of Brown v Board. Sorting Out Race is a Humanities Kansas Exhibit. It is very visual and immersive. The Humanities Kansas board will also be viewing the gallery exhibits this evening.

### **Chief of Staff Report**

Chief of Staff Thad Hartman shared that there have been a few more changes to Management Team. Kelli Smith is the new Access Services Manager. She was the Circulation Supervisor and has been at the library for 20 years. Cadie Maas is the new Readers and Resources Supervisor on the Public Services team. She was a cataloger and has been at the library 20 years as well.

The nonfiction wing is open, but not quite complete. It still needs endcaps and some furniture. Public computers will be going in the passthroughs soon. Hartman and the staff that work the area have heard a lot of compliments about the space. Technical Services Manager Scarlett Fisher-Herremann and her team have been very efficient moving books and materials throughout all this construction. Hartman shared that both wings should be completed by Memorial Day.

Hartman shared that the dock is open and can receive deliveries and donations again.

### **New Business**

#### **Nominating Committee**

On a motion by Joan Hicks, seconded by Hannah Uhrig, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee as presented.

Motion passed unanimously.

#### **Health Insurance Review Committee**

On a motion by Joan Hicks, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Health Insurance Review Committee as presented.

Motion passed unanimously.

### **Customer Conduct Policy – First Reading**

Pyko spoke on the changes to the policy. The main change is that during the remodel of spaces an extension of the café was created where people can sit with their food. This policy allows people to have drinks with a cap or a lid. It also changes the age requirements in the Level 2 Tech Center. This policy will be brought before the board in April as a resolution.

### **Executive Session**

On a motion by Peg Dunlap, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 4:45 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.

Motion passed.

A motion as made by Liz Post, seconded by Beth Dobler, at 5:15 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

### **Adjournment**

On a motion by Jim Edwards, seconded by Jim Ramos, the meeting was adjourned at 5:16 pm.

### **Next Meeting**

April 18, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/83606679055?pwd=eDIGaHh0MldDbnpYUHkyUWVlcUJwZz09>

Meeting ID: 836 0667 9055

Passcode: 617300

\*Subject to change without notice





**Resolution – 2023 Audit Report**

**BOARD OF TRUSTEES**

**April 18, 2024**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2023 Audit Report by BT&Co., P.A.**

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_



Minutes  
Audit Committee Meeting  
April 15, 2023 – 1:00 pm  
Hughes Room 205

**BOARD/COMMITTEE MEMBERS PRESENT:**

Hannah Uhlrig – Audit Committee Chair, Mark Zillinger, Peg Dunlap, Jim Ramos

**STAFF:**

Kim Strube, Marie Pyko, Thad Hartman, and Aubrey Conner

**OTHERS:**

Emily Sheldon – Audit Principal at BT & Co., PA

Trae Shelton – Audit Manager at BT & Co., PA

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Tuesday, April 15, 2024, in the Hughes Room 205 of the Topeka and Shawnee County Public Library. The Audit Committee meeting was called to order at 1:00 pm by Chief Financial Officer Kim Strube. Hannah Uhlrig is serving as Audit Committee Chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements for the year ended December 31, 2023, and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided at the meeting.

Emily Sheldon presented the 12/31/2023 audit documents to the committee. She reviewed the sections of the Report to the Board of Trustees in detail.

Sheldon reviewed significant estimates, financial highlights, and investments. Sheldon spoke about generally accepted auditing principles by which she conducted the library's audit. Sheldon stated that there were no requested changes to the audit. She reported that there were no significant issues that arose during the audit, and Kim Strube, her staff, and management were cooperative and transparent in answering questions.

Sheldon noted that the library has received an unmodified audit opinion which is the best opinion the library could receive. Sheldon thanked Chief Financial Officer Kim Strube and her team as well as library staff for their assistance with the audit.

Sheldon reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed and after The Foundation Board has accepted their audit report.

**COMMITTEE DISCUSSION**

Topics included:

- The Management Representation letter drafted by BT & Co.
- Identified control risks
- Past journal entries below materiality level
- Threshold of materiality for the library
- GASB Statement No. 96 that took effect this audit

#### **NEXT STEPS**

BT & Co Director Stacey Hammond will present at the Board of Trustees meeting on Thursday April 18, 2024, at 4:00 pm in the Menninger Room 206 of the Topeka and Shawnee County Public Library.

The Audit Committee members voted to make a recommendation to the full Board to accept the final audit report at the April 18, 2023, Board of Trustees meeting.

There being no further business for the Committee the meeting was adjourned at 1:11 pm.

**Chief Financial Officer's Report**  
**April 2024**  
**Kim Strube**

**General Fund – Pages 3 through 5**

With 24.9% of the budget year completed, 53% of the budgeted revenue has been received and 26% of the approved budget has been expended/encumbered. This compares to 2023 in which 52% of the budgeted revenue and been received and 24% of the approved budget had been expended/encumbered.

The second tax distribution of 2024 was received March 20<sup>th</sup> as scheduled. The total received for the General Fund was \$460,335. The percentage of the ad valorem budget collected year-to-date is 57% which is the same at this time in 2023. The percentage of year-to-date motor vehicle taxes collected is 12% which compares to 11% collected at this point in time in 2023.

The Mileage and Contracted - Equipment line items are over budget but may not end up that way as actual costs are known.

**Employee Benefit Fund – Page 6**

With 24.9% of the budget year completed, 52% of the budgeted revenue has been received and 20% of the approved budget has been expended/encumbered. This compares to 2023 in which 52% of the budgeted revenue had been received and 21% 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 \$6,620,386.

**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.

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
Approved operating budget	Annual maintenance and renewal fee	\$5,975.00	Stackmap Inc.
Approved operating budget	2023 annual audit	\$36,500.00	BT&Co., PA
Approved operating budget	Annual subscription fee for Beanstack platform	\$5,245.00	Zoobean Inc.
Approved operating budget	(4) new projectors for the gallery	\$18,900.00	IT Outlet Incl
Approved operating budget	Estimated annual legal fees	\$22,000.00	Engel Law, PA
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$13,894.86	Blackbaud Inc.
Approved operating budget	2024 marketing package	\$6,000.00	Seveneightfive Magazine
Approved operating budget	Replace humidity sensor and controller in gallery	\$7,873.00	Johnson Controls, Inc.
Approved operating budget	Network closet APC batteries	\$5,250.00	IT Outlet Inc.
Approved operating budget	Annual subscription for Syndetics	\$21,636.28	Innovative Interfaces, Inc.
Approved operating budget	Annual renewal and maintenance fee for ILS	\$65,654.22	Innovative Interfaces, Inc.
Approved operating budget	Annual renewal fee	\$5,497.50	Zoom Video Communications, Inc.
Approved operating budget	Annual lease renewal for (3) public copiers	\$6,308.33	Century Business Technologies
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Hoopla online	\$36,346.87	Midwest Tape LLC
Library Materials	Annual renewal fee for Ancestry Library	\$8,563.81	Proquest LLC
Library Materials	Annual library passport program	\$25,000.00	Friends of the Topeka Zoo
Library Materials	Annual database fee for Flipster	\$18,925.60	EBSCO Information Services
Library Materials	Adult nonfiction	\$5,500.00	Ingram Library Services

## Other Items:

- The Board's Audit Committee met to review the audit draft and hear the audit presentation on Monday, April 15<sup>th</sup>. The Committee's recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. The 2023 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to make arrangements with Aubrey or Kim to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State's Office and provide a copy of their driver's license as well. The effective date of the new positions is May 1, per the bylaws.
- 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 and Shawnee County Public Library  
Financial Summary**

3/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2024</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 6,047,685.04	\$ 8,449,497.19	\$ 4,045,474.70	\$ 10,451,707.53
Employee Benefits	2,314,022.82	2,142,608.13	1,019,532.56	\$ 3,437,098.39
Capital Improvement	6,533,723.06	86,662.75	-	\$ 6,620,385.81
Bond & Interest	1,095.41	1,523.87	-	\$ 2,619.28
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	49,186.93	48,743.64	-	\$ 97,930.57
Federal, State & Local Grants	44.03	-	-	\$ 44.03
Other Special Revenue	691,309.66	7,664.28	32,109.92	\$ 666,864.02
Permanent Funds	251,285.09	-	-	\$ 251,285.09
<b>Totals</b>	<b><u>\$ 15,888,352.04</u></b>	<b><u>\$ 10,736,699.86</u></b>	<b><u>\$ 5,097,117.18</u></b>	<b><u>\$ 21,527,934.72</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 288,215.53
Restricted Funds-CoreFirst Bank-Checking	667,369.95
Capital Improvement Fund-Community National Bank-Money Market Account	6,620,385.81
Cash on Hand	3,085.64
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	6,859,596.61
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>\$ 21,690,158.63</u>
Less Pending Claims (invoices posted, but not paid until next month)	837.25
Less Deferred Revenue (SAM account payments)	840.66
Less Payroll Deduction and Employer Benefit Liabilities	(175.50)
Less Outstanding Checks	160,721.50
	<u><u>\$ 21,527,934.72</u></u>

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

3/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	3/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 6,047,685.04	\$ 8,449,497.19	\$ 691,220.59	\$ 3,354,254.11	\$ 10,451,707.53	\$ 1,942,805.16	\$ 8,508,902.37
Employee Benefit Fund	2,314,022.82	2,142,608.13	25.00	1,019,507.56	3,437,098.39	37,230.40	3,399,867.99
Capital Improvement Fund	6,533,723.06	86,662.75	-	-	6,620,385.81	-	6,620,385.81
Bond & Interest Fund	1,095.41	1,523.87	-	-	2,619.28	-	2,619.28
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	49,186.93	48,743.64	-	-	97,930.57	49,186.93	48,743.64
<i>Federal &amp; 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	8.20	-	-	10,720.78	-	10,720.78
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	653.07	(653.07)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.03	-	-	31.56	-	31.56
Friends	187,616.53	134.71	-	13,801.93	173,949.31	9,154.00	164,795.31
Fun Committee	6,845.90	370.24	-	-	7,216.14	65.00	7,151.14
Gallery Competitions/Exhibits	36,604.82	28.06	-	-	36,632.88	-	36,632.88
Gifts/Memorials (Undesignated)	409,610.19	3,607.20	-	14,563.83	398,653.56	31,000.00	367,653.56
Hathaway Trust - Library Materials	3,082.85	1,214.38	330.10	211.36	3,755.77	842.93	2,912.84
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	2,280.04	172.71	-	8,472.30	-	8,472.30
Lingo	-	-	-	-	-	-	-
NEH Expendable	12,776.46	9.30	-	1,533.06	11,252.70	7,309.93	3,942.77
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	4.42	-	-	5,770.06	-	5,770.06
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.03	-	-	36.61	-	36.61
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	1.68	-	-	2,202.70	-	2,202.70
Youth Services	9,201.90	5.99	1,151.92	345.01	7,710.96	-	7,710.96
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	-	-	-	251,285.09	-	251,285.09
<b>TOTALS</b>	<b>\$ 15,888,352.04</b>	<b>\$ 10,736,699.86</b>	<b>\$ 692,900.32</b>	<b>\$ 4,404,216.86</b>	<b>\$ 21,527,934.72</b>	<b>\$ 2,078,247.42</b>	<b>\$ 19,449,687.30</b>



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

3/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2024</u>
				24.9%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 8,053,588.11	\$ (6,097,799.89)	57%
Revitalization Rebates	(126,213.00)	(81,161.31)	\$ 45,051.69	64%
Back Tax	-	88,671.75	\$ 88,671.75	N/A
Motor Vehicle Tax	1,369,020.00	161,218.32	\$ (1,207,801.68)	12%
Recreational Vehicle Tax	15,594.00	1,207.47	\$ (14,386.53)	8%
16/20 M Vehicle Tax	6,546.00	5,331.88	\$ (1,214.12)	81%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	35,268.21	\$ (12,337.79)	74%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	9,443.79	\$ 6,443.79	315%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	103,204.00	19,046.00	\$ (84,158.00)	18%
Salary Refunds-Friends	29,115.00	5,504.62	\$ (23,610.38)	19%
Salary Refunds-Shawnee Cty	21,343.00	5,560.80	\$ (15,782.20)	26%
Vending Machines	1,500.00	561.56	\$ (938.44)	37%
Overdue Fees*	20,000.00	8,084.90	\$ (11,915.10)	40%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	400.00	425.00	\$ 25.00	106%
Obituary Fees	200.00	100.00	\$ (100.00)	50%
Meeting Room Charges	750.00	637.50	\$ (112.50)	85%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	77,374.35	\$ (72,625.65)	52%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 18,848,897.00</u></b>	<b><u>\$ 8,449,497.19</u></b>	<b><u>\$ (7,419,229.81)</u></b>	<b>53%</b>

\* 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**

3/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					24.9%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,107.66	\$ -	\$ 3,692.34	23%
Salaries-Facilities	688,284.00	128,531.57	-	559,752.43	19%
Salaries-Overtime	10,000.00	1,512.61	-	8,487.39	15%
Salaries-Security	309,259.00	62,575.53	-	246,683.47	20%
Salaries-Shelvers	63,125.00	8,837.63	-	54,287.37	14%
Salaries-Staff	8,301,982.00	1,761,178.43	-	6,540,803.57	21%
Conferences	174,000.00	15,406.93	23,436.22	135,156.85	22%
Staff Internal Dev/Trng - Web Based	15,000.00	4,179.20	200.00	10,620.80	29%
Staff Development & Training	35,000.00	7,712.38	-	27,287.62	22%
Mileage	7,800.00	1,224.14	9,639.41	(3,063.55)	139%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	1,500.00	4.97	-	1,495.03	0%
Materials-Periodicals	26,000.00	194.24	203.06	25,602.70	2%
Materials-Print/Non-Print <1 YR	839,000.00	183,416.92	20,920.60	634,662.48	24%
Materials-Print/Non-Print	1,207,500.00	215,655.85	126,656.82	865,187.33	28%
<b>OPERATIONS:</b>					
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	251,814.40	78,471.74	337,704.86	49%
Contracted-Facilities	348,600.00	75,175.73	142,741.84	130,682.43	63%
Contracted-Equipment	66,900.00	27,322.80	43,342.84	(3,765.64)	106%
Contracted-Professional	282,000.00	55,012.46	94,862.15	132,125.39	53%
Contracted-E-Rate Services	1,279.00	-	-	1,279.00	0%
Digital Services Support	623,112.00	194,019.64	35,051.35	394,041.01	37%
Furniture/Equipment	45,500.00	3,507.42	8,827.78	33,164.80	27%
Insurance	87,000.00	34,645.00	29,037.00	23,318.00	73%
Marketing & Communication	60,208.00	14,229.81	21,130.31	24,847.88	59%
Memberships/Dues	30,900.00	18,295.00	793.00	11,812.00	62%
Miscellaneous	5,000.00	798.54	-	4,201.46	16%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	28,670.90	1,277.33	34,321.77	47%
Printing	116,408.00	3,341.70	516.00	112,550.30	3%
Programming	113,227.00	5,273.75	11,157.39	96,795.86	15%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	22,687.00	-	1,677,313.00	1%
Supplies-Facilities	118,536.00	13,025.23	52,562.27	52,948.50	55%
Supplies-Office/Library	95,700.00	18,077.84	4,319.24	73,302.92	23%
Supplies-Processing	49,296.00	7,686.95	87.65	41,521.40	16%
Telecommunications	165,064.00	13,087.10	90,786.21	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	41,504.92	264,206.50	95,500.58	76%
Utilities-Gas	72,427.00	16,532.53	39,537.47	16,357.00	77%
Utilities-Water/Sewage	38,242.00	6,542.87	31,657.13	42.00	100%
Vehicle-Gas	45,405.00	5,034.51	-	40,370.49	11%
Vehicle-Repair	60,000.00	14,342.38	41,846.35	3,811.27	94%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	2.38	-	(2.38)	N/A
<b>TOTALS</b>	<b>\$ 18,848,897.00</b>	<b>\$ 3,354,254.11</b>	<b>\$ 1,173,677.66</b>	<b>\$ 12,670,965.23</b>	<b>26%</b>

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

3/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2024</b>	<b>\$ 2,980,170.00</b>	<b>\$ 4,442,133.06</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	8,053,588.11	57%
Revitalization Rebates	(126,213.00)	(81,161.31)	64%
Back Tax	-	88,671.75	N/A
Motor Vehicle Tax	1,369,020.00	161,218.32	12%
Recreational Vehicle Tax	15,594.00	1,207.47	8%
16/20M Vehicle Tax	6,546.00	5,331.88	81%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	35,268.21	74%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	19,252.75	74%
Reimbursements	153,662.00	30,111.42	20%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	77,374.35	52%
	<u>\$ 15,868,727.00</u>	<u>\$ 8,449,497.19</u>	53%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	1,963,743.43	21%
Other Staff Support Costs	231,800.00	61,798.28	27%
Library Collections	2,074,000.00	547,052.46	26%
Contracted Services	1,471,729.00	858,758.55	58%
Digital Services Support	623,112.00	229,070.99	37%
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	503,854.73	74%
Vehicles	105,405.00	61,223.24	58%
Other Operating Expenditures	740,545.00	264,927.29	36%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 4,527,931.77</u>	26%
Prior Year Canceled Purchase Orders		<u>\$ 145,203.89</u>	
<b>Unencumbered Balance 3/31/2024</b>	<b>\$ -</b>	<b><u>\$ 8,508,902.37</u></b>	

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

3/31/2024

**EMPLOYEE BENEFITS**

	<b>2024 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2024</b>	<b>\$ 1,656,543.00</b>	<b>\$ 2,313,751.82</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 2,026,664.36	57%
Revitalization Rebates	(31,746.00)	(20,438.71)	64%
Back Tax	-	22,439.36	N/A
Motor Vehicle Tax	356,200.00	42,245.89	12%
Recreational Vehicle Tax	4,057.00	316.15	8%
16/20M Vehicle Tax	1,703.00	1,417.94	83%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	9,204.76	74%
Refund-Fringe Benefits-Foundation	52,069.00	8,175.21	16%
Refund-Fringe Benefits-Friends	23,578.00	3,857.68	16%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	2,405.19	24%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	5,012.28	N/A
Interest on Idle Funds	85,000.00	26,553.16	31%
	<b>\$ 4,100,666.00</b>	<b>\$ 2,142,608.13</b>	<b>52%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	138,339.29	19%
Ks Public Employees Retirement Sys	943,675.00	195,164.64	21%
Worker's Compensation	53,000.00	63,235.63	119%
Unemployment Tax	15,004.00	4,793.00	32%
Health/Dental Insurance	3,618,770.00	647,765.40	18%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 5,757,209.00</b>	<b>\$ 1,056,737.96</b>	<b>20%</b>
Prior Year Canceled Purchase Orders		\$ 246.00	
<b>Unencumbered Balance 3/31/2024</b>	<b>\$ -</b>	<b>\$ 3,399,867.99</b>	

\* 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**

<b>Balance 01/01/2024</b>	<b>\$ 6,533,723.06</b>
<b>Revenue:</b>	
Transfer In	\$ -
Interest received	86,662.75
	<b>\$ 86,662.75</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 3/31/2024</b>	<b>\$ 6,620,385.81</b>

**STATE AID**

<b>Balance 01/01/2024</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	52,000.00	48,743.64
	<b>\$ 52,000.00</b>	<b>\$ 48,743.64</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	<b>\$ 52,000.00</b>	<b>\$ -</b>
<b>Unencumbered Balance 3/31/2024</b>		<b>\$ 48,743.64</b>

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

3/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2024</b>	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,521.15	15%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	2.56	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	0.16	2%
	<u>\$ 10,010.00</u>	<u>\$ 1,523.87</u>	15%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 3/31/2024</b>	<u><u>\$ -</u></u>	<u><u>\$ 2,619.28</u></u>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of March 31, 2024**

**Capital Improvement Funds - Community National Bank**

\$ 6,620,385.81 at 5.28% (money market account)

**Municipal Investment Pool**

\$ 6,859,596.61 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average March 1 - 31, 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 March 31, 2024**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21505	0	3/8/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,263.78	-96920
15	21516	0	3/8/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,187.12	-96920
15	21517	0	3/8/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,043.93	-96920
10	21513	0	3/8/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,469.26	-96920
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 50,964.09	<b>-96920 Total</b>
10	21501	0	3/7/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,568.02	-96916
10	21502	0	3/7/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,417.00	-96916
15	21521	0	3/7/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 261.57	-96916
10	21503	0	3/7/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,129.95	-96916
15	21504	0	3/7/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,129.95	-96916
10	21503	0	3/7/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,240.14	-96916
15	21504	0	3/7/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,240.14	-96916
10	21514	0	3/7/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96916
10	41000	313	3/7/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,175.39	-96916
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,342.03	<b>-96916 Total</b>
10	41000	342	3/7/24	COREFIRST BANK & TRUST	watercolor tubes	\$ 89.82	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	charles leonard brushes	\$ 20.82	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	artist brushes	\$ 14.99	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	watercolor cards	\$ 37.99	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	plastic plates	\$ 19.89	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	plastic bowls	\$ 9.89	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	transparent tape	\$ 12.98	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	white crayons	\$ 9.90	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	15 5540 Latitude Laptop"	\$ 2,592.92	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Dell Dock - WD19S 180W	\$ 431.24	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	snake party favors	\$ 73.84	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	robot fidget spinners	\$ 65.97	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	puzzle cubes	\$ 39.98	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	extension cords	\$ 97.50	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	fluorescent orange ink	\$ 3.90	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Shipping Ink	\$ 7.95	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	washcloths,blueberry	\$ 19.79	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	washcloths,blueberry	\$ (19.79)	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	hamper	\$ 24.24	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	contact paper	\$ 18.04	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	honeycomb balls blk	\$ 43.96	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	honeycomb balls multi	\$ 50.36	-96905

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2024**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	342	3/7/24	COREFIRST BANK & TRUST	lanterns	\$ 34.99	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	stars	\$ 29.80	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	test tubes	\$ 33.98	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	old man wig props	\$ 21.88	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	photo booth props	\$ 10.89	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	lab coat	\$ 16.99	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	lab coat	\$ 14.44	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	safety goggles	\$ 12.99	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	plasma balls	\$ 70.98	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	galaxy projects	\$ 109.84	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	led lights	\$ 56.97	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	glow sticks	\$ 35.97	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	plastic graduated cylind	\$ 21.98	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	teenitor cylinders	\$ 33.98	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	cole palmer	\$ 39.36	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	American metalcraft	\$ 25.38	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	tablecloths	\$ 21.94	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	glass erlen beakers	\$ 27.40	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	nerdy mini buttons	\$ 31.16	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	nerdy buttons	\$ 50.20	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	first arch	\$ 76.81	-96905
10	41000	342	3/7/24	COREFIRST BANK & TRUST	second arch	\$ 67.31	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	English for Everyone: Niv	\$ 89.91	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Model 225 2.25 Pin-Back"	\$ 64.99	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	23a batteries	\$ 10.72	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Wacom Cintiq Pro 27 Inter	\$ 3,499.95	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Canon BG-R10 Battery Grip	\$ 340.19	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Canon LP-E6NH Lithium-Ion	\$ 77.75	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Wacom Cintiq Pro 27 Stand	\$ 421.16	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Canon EOS R5 Mirrorless C	\$ 3,183.01	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Holsters	\$ 155.34	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Mic	\$ 177.96	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Battery	\$ 806.05	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Chargers	\$ 397.90	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	binder clips	\$ 33.98	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	white card stock	\$ 11.49	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	expanding files 5.25	\$ 53.04	-96905



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2024**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	420	3/7/24	COREFIRST BANK & TRUST	expanding filed 3.5	\$ 70.38	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Animal Stickers	\$ 9.55	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Dagaon, candy 1lb.	\$ 18.88	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	book stand	\$ 25.59	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	English for Everyone 3	\$ 133.90	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	2g flashdrive	\$ 92.10	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	AAA Batteries 100ct	\$ 112.08	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	2xl back brace	\$ 24.99	-96905
10	41000	410	3/7/24	COREFIRST BANK & TRUST	sunee 2024 2025 calendar	\$ 17.09	-96905
10	41000	410	3/7/24	COREFIRST BANK & TRUST	medium nitrile gloves 100	\$ 102.18	-96905
10	41000	410	3/7/24	COREFIRST BANK & TRUST	envirox H2Orange	\$ 185.12	-96905
10	41000	410	3/7/24	COREFIRST BANK & TRUST	mopheads 6 pack	\$ 110.12	-96905
10	41000	410	3/7/24	COREFIRST BANK & TRUST	spray bottles 4 pack	\$ 44.95	-96905
10	41000	410	3/7/24	COREFIRST BANK & TRUST	lobby dust pan broom	\$ 56.29	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	felt fabric sheets	\$ 9.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	sewing needles	\$ 3.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	coursage pins	\$ 4.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Oreos	\$ 5.98	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	PINK melting chocolate	\$ 24.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	chocolate baking chips	\$ 5.36	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	edible eyeballs	\$ 7.98	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	APC BE550G Surge Protecto	\$ 446.45	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	mouse pads	\$ 15.78	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	APC BE550G	\$ 446.45	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	550 compatible battery	\$ 84.90	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	HandSan 1 liter bottle	\$ 49.17	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	Cmprsd Gas Duster 6pk	\$ 39.80	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	1/2wt dbl side tape 2pk"	\$ 29.94	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Mechanical Numberpad	\$ 44.07	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Dell 4-cell 68 Wh	\$ 406.96	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	white tension curtain rod	\$ 24.99	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	SquareUp Refund	\$ (436.31)	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Wooden Dice Cube	\$ 14.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	24 piece blocks	\$ 16.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Pin Vise Molds	\$ 8.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	420 piece washers kit	\$ 6.99	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Magic Clay -colors	\$ 7.99	-96905

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10	41000	320	3/7/24	COREFIRST BANK & TRUST	Epson Workforce ES-400 II	\$ 249.99	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	Fellowes Jupiter 2 125	\$ 294.99	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	48 X 36 cork board	\$ 59.98	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	D size Batteries	\$ 97.96	-96905
10	41000	420	3/7/24	COREFIRST BANK & TRUST	Epson inkjet paper	\$ 198.72	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Adult Snail Ride-on	\$ 119.98	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Child Snail Ride-On	\$ 79.98	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	Shipping	\$ 8.99	-96905
10	41000	320	3/7/24	COREFIRST BANK & TRUST	Canon CanoScan Lide 300 S	\$ 173.25	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	shipping	\$ 13.00	-96905
10	41000	330	3/7/24	COREFIRST BANK & TRUST	plush bl. bear puppet	\$ 50.97	-96905
				<i>Miscellaneous online orders paid by credit card</i>		\$ 17,457.32	<b>-96905 Total</b>
10	21505	0	3/21/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,465.20	-96902
15	21516	0	3/21/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,498.05	-96902
15	21517	0	3/21/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,077.49	-96902
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 50,040.74	<b>-96902 Total</b>
10	21515	0	3/22/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,112.30	-96900
15	21515	0	3/22/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 175,656.57	-96900
15	21515	0	3/22/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96900
						\$ 212,596.27	<b>-96900 Total</b>
10	21501	0	3/21/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,550.51	-96896
10	21502	0	3/21/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,370.26	-96896
15	21521	0	3/21/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 228.90	-96896
10	21503	0	3/21/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,007.97	-96896
15	21504	0	3/21/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,007.97	-96896
10	21503	0	3/21/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,211.55	-96896
15	21504	0	3/21/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,211.55	-96896
10	21514	0	3/21/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96896
10	41000	313	3/21/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,154.31	-96896
10	41000	313	3/21/24	PAYCOM PAYROLL LLC	QTR 4 2023 Statement	\$ 17.00	-96896
10	41000	313	3/21/24	PAYCOM PAYROLL LLC	2023 ACA Billing	\$ 1,173.10	-96896
10	41000	313	3/21/24	PAYCOM PAYROLL LLC	2023 ACA Delivery	\$ 16.50	-96896
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,129.49	<b>-96896 Total</b>
10	41000	313	3/7/24	BT&CO., PA	Audit for YE 12/31/2023	\$ 20,000.00	100633
				<i>2024 approved operating budget - 2nd of 3 year agreement</i>		\$ 20,000.00	<b>100633 Total</b>
10	41000	313	3/7/24	ENGEL LAW, PA	2024 Legal Services	\$ 7,854.00	100639
						\$ 7,854.00	<b>100639 Total</b>

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10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 1,266.98	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 25.29	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 239.09	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 69.31	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 20,107.64	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 25.29	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 25.29	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 25.29	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 25.29	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 26.81	100641
10	41000	351	3/7/24	EVERGY	<i>Electric Service</i>	\$ 25.29	100641
						\$ 22,022.43	<b>100641 Total</b>
10	23800	0	3/7/24	KELLEY CONSTRUCTION CO., INC.	<i>DOCK REMODEL</i>	\$ 17,748.00	100651
10	23800	0	3/7/24	KELLEY CONSTRUCTION CO., INC.	<i>READERS LOUNGE CONSTRUCTI</i>	\$ 120,387.60	100651
						\$ 138,135.60	<b>100651 Total</b>
10	41000	310	3/7/24	STACKMAP INC	stackmap	\$ 5,975.00	100664
				<i>2024 approved operating budget - annual subscription and support</i>		\$ 5,975.00	<b>100664 Total</b>
10	41000	350	3/7/24	VERIZON WIRELESS	<i>Mobile/MI-FI 2024</i>	\$ 6,682.02	100670
						\$ 6,682.02	<b>100670 Total</b>
10	41000	310	3/14/24	BLACKBAUD INC	renewal	\$ 13,894.86	100674
				<i>2024 approved operating budget - annual subscription and support</i>		\$ 13,894.86	<b>100674 Total</b>
10	41000	352	3/14/24	BLUEMARK ENERGY LLC	<i>Energy Bill</i>	\$ 5,086.70	100675
						\$ 5,086.70	<b>100675 Total</b>
10	23800	0	3/14/24	JOHNSON CONTROLS FIRE PROTECTION LP	<i>Upgrade Fire Alarm Panel</i>	\$ 6,944.01	100683
10	41000	311	3/14/24	JOHNSON CONTROLS FIRE PROTECTION LP	service agreement fire system	\$ 831.00	100683
10	41000	311	3/14/24	JOHNSON CONTROLS FIRE PROTECTION LP	service agreement fire system	\$ 10,297.00	100683
				<i>2024 approved operating budget - annual maintenance agreement</i>		\$ 18,072.01	<b>100683 Total</b>
10	23800	0	3/14/24	LIBRARY FURNITURE INTERNATIONAL LLC	<i>READERS LOUNGE SHELIVING</i>	\$ 60,835.50	100685
						\$ 60,835.50	<b>100685 Total</b>
10	41000	311	3/14/24	MCELROY'S INC.	open po for repairs	\$ 1,557.77	100686
10	41000	311	3/14/24	MCELROY'S INC.	1515 & 1020 hvac pm agreement	\$ 9,718.00	100686

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10	41000	311	3/14/24	MCELROY'S INC.	1515 hvac pm agreement	\$ 1,245.00	100686
					<i>2024 approved operating budget - contracted facilities</i>	\$ 12,520.77	<b>100686 Total</b>
10	41000	311	3/21/24	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 5,648.25	100706
					<i>2024 approved operating budget - annual maintenance agreement</i>	\$ 5,648.25	<b>100706 Total</b>
15	41000	260	3/21/24	THE CINCINNATI INSURANCE COMPANY	2nd qtr workers comp ins	\$ 15,748.00	100723
						\$ 15,748.00	<b>100723 Total</b>
10	21512	0	3/28/24	DELTA DENTAL OF KANSAS, INC	EE April Premiums	\$ 2,480.60	100735
15	21512	0	3/28/24	DELTA DENTAL OF KANSAS, INC	ER April Premiums	\$ 9,862.02	100735
15	21512	0	3/28/24	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 131.56	100735
						\$ 12,474.18	<b>100735 Total</b>
10	41000	310	3/28/24	INNOVATIVE INTERFACES, INC.	syndetics renewal	\$ 21,636.28	100742
10	41000	310	3/28/24	INNOVATIVE INTERFACES, INC.	ILS renewal	\$ 65,654.22	100742
					<i>2024 approved operating budget - annual subscription and support</i>	\$ 87,290.50	<b>100742 Total</b>
						\$ 926,769.76	<b>Grand Total</b>



Board of Trustees Executive Committee Meeting  
April 8, 2024, 2024 – 4:00pm  
Zoom Meeting

**Executive Committee Members Present**

Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhlrig – Treasurer

**Executive Committee Members Absent**

Shawn Leisinger – Chair

**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, April 8, 2024, via Zoom, and was called to order at 4:05 pm by Vice Chair Peg Dunlap.

**Review Minutes and Agenda**

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

On a motion by Joan Hicks, seconded by Hannah Uhlrig, the minutes from the March 11, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the March 21, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees April 18, 2024, meeting were reviewed.

The 2023 audit report will be presented by Stacey Hammond, BT & Co at the board meeting on April 18. The audit committee will meet to review the audit on Monday at their meeting. Then Board Treasurer Hannah Uhlrig will present the audit report for acceptance by the Board.

Chief Financial Officer Kim Strube noted she won't have anything out of the ordinary to report at the board meeting. She hasn't heard any concerns about the audit and she anticipates no surprises in the audit report.

Vice Chair Peg Dunlap said she will present the Trustee Executive Committee Minutes to the Board on Chair Shawn Leisinger's behalf.

Chief Executive Officer Marie Pyko shared that she will go over the project timeline for Quarter 1 and 2 as it pertains to the Strategic Plan. Pyko will also present the 2023 Annual Report that Communications and Marketing is finishing up this week.

Chief of Staff Thad Hartman shared he will provide an update on current projects at the board meeting.

New business for the April Board of Trustees will be a presentation of the slate of officers, election of the officers and the Customer Conduct Policy.

### **Other Items**

Trustee Education Topics were discussed. There is no trustee education at the April Board Meeting as there is already a full agenda. Pyko urged the Trustee Executive Committee to reach out to her if they have ideas of what they'd like presented as trustee education.

Chief Human Resources Officer Jesse Maddox shared that he reached out to Trustee Mark Zillinger about the insurance committee. The committee will meet with the Blue Cross Blue Shield representative in May and should have the predetermination information prior to the June budget session. Maddox shared that the compensation study timeline is still on track.

No other items were discussed

### **Adjournment**

On a motion by Hannah Uhrig, seconded by Joan Hicks, the meeting was adjourned at 4:20 pm.

### **Next Meeting**

May 6, 2024

4:00pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

## CHIEF EXECUTIVE OFFICER'S REPORT

April 2024

### News and Updates

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

We are remaining steady with our enrollment numbers for the program. At the end of March, we had 5,918 children 0-5 years of age enrolled in the program. An interesting data point to consider as well, 8,333 children have graduated from the program since we began it over 6 years ago. The result of that number is that those children now in elementary school have all shared the same books before entering kindergarten across Shawnee County. The power of shared stories can not be overstated. The children who have participated in DPIL have up to a 60 book library in their homes and have been read to and with throughout the pivotal early learning years.

### Presentations

#### **Northeast Kansas Library System (NEKLS) Director Institute**

On April 12th, I had the opportunity to join Rachael Hissong, Paola Free Library Director and Erin Verbeck, Morrill Public Library Director on a panel discussion on the importance of partnerships and outreach into the community. Each of us come from different size libraries in the NEKLS region and we were able to speak on a small and large scale of the importance of collaboration and outreach into our communities. I always appreciate the opportunity to learn from other directors and discover the commonalities and differences across communities.

### Professional Development

#### **Public Library Association- Columbus Ohio**

We had the opportunity to send several library staff to the biannual conference in Columbus Ohio. There were 7500 librarians from all over the country in attendance and program sessions ranged from readers advisory, technology training and digital equity, using data to determine service initiatives and developing play based spaces for children's libraries. I attended two exceptional sessions of note- Beyond the Numbers: Building a Culture of Data-informed Decision-Making and the Future's so Bright: Supporting the Next Generation of Librarians. Both sessions offered tools and examples that I am interested in reviewing as it relates to our strategic plan.

### All Staff Meetings

Building off the success of our quarter one all staff meeting, Thad Hartman, Jesse Maddox and I created a video presentation to discuss the 2024-2029 Strategic Plan and the five focus areas. Staff had an opportunity to view the video and then we hosted small group conversations for all staff to attend and ask questions. We continue to find that a small group opportunity to discuss

library wide information is much more effective because staff are able to ask questions comfortably. We intend on continuing this model throughout the year.

**Performance Goals**

**Library Service Growth**

We have seen a shift in some circulation service point usage specifically our Curbside service and TSCPL@Home service which has a nominal reduction in usage. This is in contrast to an increase in bookmobile usage and our digital downloads. The fluctuation could be based on time of the year and other options to borrow items from the library. Overall, our total circulation continues to grow. Overall cardholders and active cardholders continue to grow as more people are visiting the library or an outreach service including bookmobile. The first quarter traditionally is a slower part of the year, and we are getting ready to welcome families once again with our dynamic summer long summer reading celebration at the beginning of June.

**Community Visibility**

In concert with the National Library Week (NLW) celebration, April 8-12, 2024, we formally launched the marketing campaign for the Strategic Plan 2024-2029. In addition to the two articles in the Topeka Capital-Journal which focused on the plan and the unique services and experiences available at the library, the Communications and Marketing department, created a social media campaign focused on the five focus areas and the service initiatives within Connection, Space, Learning, Joy and People. I had the opportunity to be interviewed by both WIBW and KSNT during the week and those segments aired on April 10-April 11. Customers entering the library had the opportunity to learn more about our plans through a visual marketing campaign in the rotunda as well.

**Strategic Plan 2024-2029**

2024 Q2 projects of the Strategic Plan begin April-June. Manager project leads will begin to develop a charter, timeline and deliverables for implementation. Included in Q2 projects are the following:

Connection	Digital Equity	Visit innovations centers and local technology schools to strengthen best practices and offerings
Space	Access	Check out kiosk upgrade
	Digital Library	Develop a strategic work plan for Digital Library
	Digital Library	Market and promote library digital resources to the community in an engaging way



Joy	Celebrate Local Stories	Expand library presence at community events focused on culture
People	Training	Develop a standard process and practice for all staff on how to effectively work in all public facing areas of the library
People	Training	Provide training on de-escalation and trauma informed practices

**Recruitment and Retention**

**Compensation Study**

Jesse Maddox, Chief Human Resources Officer, Felicia Hillebert, Human Resources Supervisor and Kim Strube, Chief Financial Officer have been meeting regularly with Lockton, LLC to ensure they are on schedule with the market analysis and compensation study. They are hitting the deadlines and have been very responsive regarding their progress. The overall study will be completed for the June budget work session.

**New Business**

**Nominating Committee and Election of Officers**

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.

**Customer Conduct Policy- Action**

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 which will indicate the changes are 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**

March 18, 2024      Attended the KLA Governmental Affairs Committee meeting on Zoom.

March 20, 2024      Met with Michaela Saunders, PhD Student- Kansas State University.

March 22, 2024	Interview with Tim Hrenchir, Topeka Capital Journal regarding two stories on the library.
March 22, 2024	Met with Donna Rae Pearson, Kansas History Museum
March 23, 2024	Participated on the African American History Tour on Topeka landmarks
March 27, 2024	Met with Everett Nelson, photographer at the Topeka Capital Journal
April 1, 2024	Attended the Minerva Club, Community Resource Council.
April 2- April 6, 2024	Attended the Public Library Association conference in Columbus OH.
April 8, 2024	Met with Jim Ramos and Roger Brokke WIBW regarding the Hear Me/See Me community campaign.
April 8, 2024	Attended the Trustee Executive Committee meeting.
April 10, 2024	Met with Dene' Mosier Kansas Children's Discovery Center
April 10, 2024	Interview with Callie Holthaus, WIBW regarding 2024-2029 Strategic Plan.
April 11, 2024	Attended the Lockton-Topeka Library update meeting regarding the compensation study.
April 11, 2024	Attended the Topeka Childcare Taskforce over Zoom.
April 12, 2024	Participated on a Director Panel for the annual NEKLS Director Institute in Lawrence.

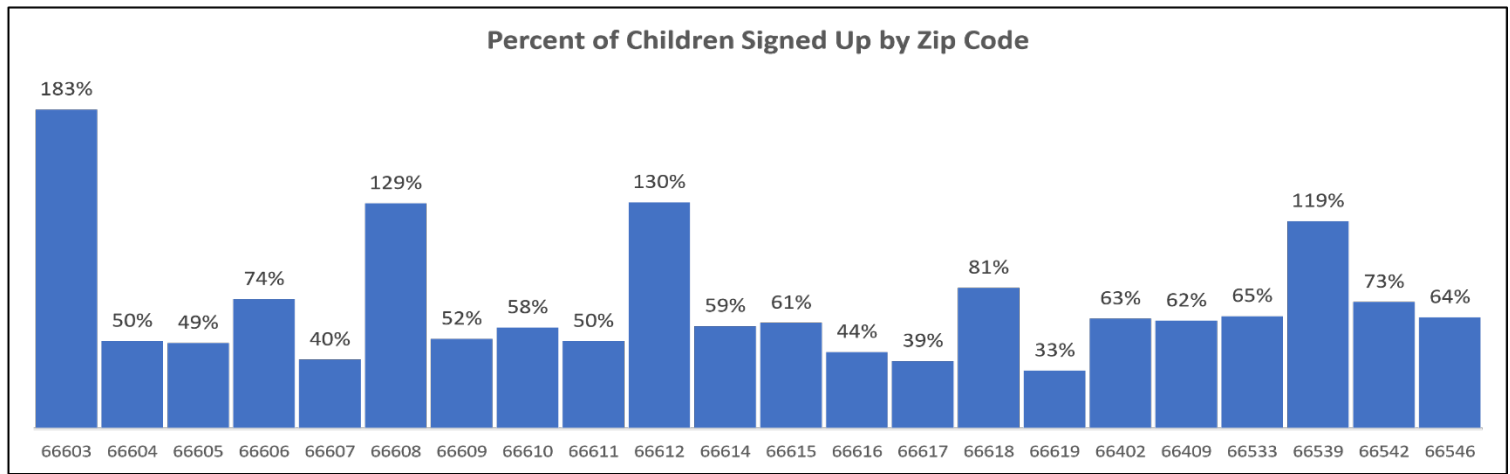
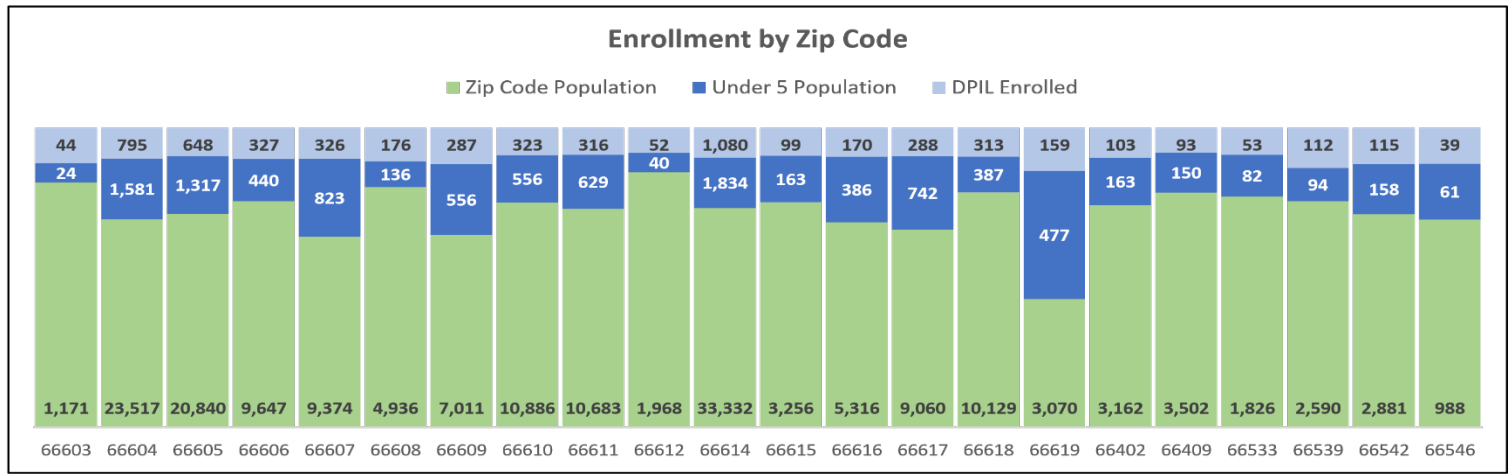
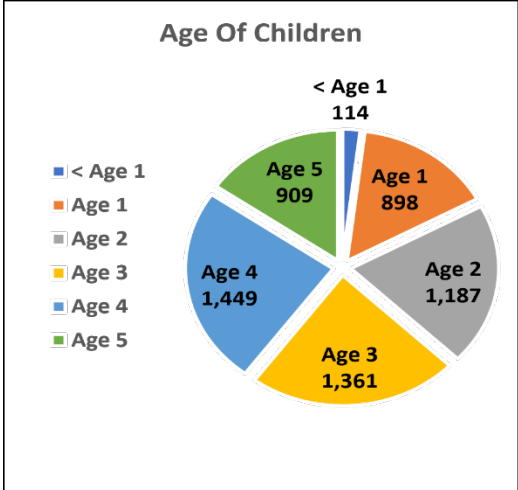
Marie Pyko, Chief Executive Officer  
Topeka and Shawnee County Public Library 04/12/24

# Dolly Parton Imagination Library March 2024

Total Enrolled  
**5,918**



Total Graduated  
**8,333**



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



## Chief of Staff Report

**Thad Hartman**

**April 12, 2024**

### ***Construction Projects***

Construction in the east wing is in full swing and is currently progressing as planned. This wing should move more quickly than the west wing because we have all of the materials on hand. We are still on schedule to complete construction before Memorial Day.

In other projects, we are currently in the middle of planning for the Kids Library remodel and making a great deal of progress. We are still on track to bring plans to the board in early summer.

We've also begun work on developing the plan for the Automated Material Handling (AMH) system. This process will include a review of the Circulation work process and how to design the AMH system to improve efficiency and get materials reshelfed and delivered as quickly as possible. We plan to bring concepts for the AMH replacement to the board in late summer / early fall.

### ***Strategic Plan Projects***

Our most recent series of all staff meetings were devoted to discussing the Strategic Plan. Marie, Jesse, and I recorded a video overview of the plan for staff to view and then we held a series of meetings for staff to ask questions and voice any concerns. There were some great questions and we had several productive discussions. We are currently compiling the questions and answers to share with everyone on staff. There is a lot of excitement about the new plan!

## Department Highlights

### **Public Services**

**Debbie Stanton, Manager**

#### ***Public Services Strategic Plan Update***

For these first two quarters of the new strategic plan our Public Services team has been busy organizing around the work and helping establish baseline data for our new and ongoing initiatives. We have formed two new teams – one focused on creating a Digital Memory Lab in the Level 2 Tech Center (Celebrate: History) and the other focused on implementing services for the renovated Readers Lounge (Readers: Conversations). We have visited both TCALC and Arts & Craftsman Workshop to learn about the innovative work being done in our schools and businesses (Digital Equity: Innovation) and have been reviewing our services to schools (Access: Outreach). We look forward to making progress on these important initiatives!

### ***PLA Takeaways***

I had the opportunity earlier this month to attend the PLA conference with colleagues. It was inspiring and I left with many practical ideas, from Shola Richards' keynote on fostering a kind workplace to sessions on building schedule flexibility, customer service toolkits, and smooth onboarding. It reinforced the focus public libraries are placing on both excellent service and staff well-being through clear expectations and flexibility. The conference breaks were filled with great discussions with colleagues and trustees, which helped solidify a truly enriching experience.

### **Public Services**

#### **Zan Popp, Supervisor – Information & Learning**

### ***PLA Takeaways***

I had the opportunity to attend my first PLA conference this month. It was a great experience meeting librarians from around the country who are doing similar work. There were meaningful and inspiring speakers every morning and a wide variety of sessions to attend. Some of the sessions that resonated with me the most were those about the "customer first" approach that libraries were taking to customer service. These sessions provided valuable insights on how we can better serve our own patrons. Additionally, the discussions on the impact of Library Business Services and Digital Learning sparked new ideas for how we can leverage technology to enhance our offerings.

### ***Alice C. Sabatini Gallery***

We've had a LOT of comments this month, in regard to "Our Stories" and "Sorting Out Race". We've had many people share personal stories of how this exhibit has touched them. There's also been a lot of interest in the Black Collective and in seeing Our Stories expanded and even turned into a traveling show.

Here are some of the comments:

- Kansas University and Rockhurst - TRIO students. Very well done!
- The re-enactors are incredible! People told me I needed to hear Mamie Williams, as an educator.
- That teacher was my second-grade teacher (gesturing toward Mamie Williams' case)
- Retired nurse and her husband, looked at everything, and she told me the story of her education. One of the first Black nurses in Topeka back in the 1970s.
- Heard about exhibit via NPR
- We've lived here 10 years. We learned so much about Topeka that we didn't know.
- I didn't realize Topeka had all of this history. Wow.

- What a great exhibit! Very well done. I thought I was caught up on all the facts but to see all this- it's humbling

### ***Topeka Room***

The local history and genealogy team wanted to share two wonderful interactions they experienced this month:

A gentleman came in last night with his son. The man was asking some questions about genealogy resources, but his son was bouncing up and down excitedly. When there was a pause in the conversation, he very proudly showed me the library card he'd just gotten. I told him choosing the first books he was going to check out would be a big decision, and he got even more excited about it. It's great to see the next generation of voracious readers get their start here!

I received a call from a gentleman wanting to know what sort of information we had on his father. He and his mom had left when he was about three, and he hardly knew anything about his dad. He didn't even know if he was still alive. I was able to find his father in the City Directories and let him know what his address was in 1946. I was also able to find his dad on Find-A-Grave and was able to give him a date of death and cemetery where he was buried. The patron was amazed that I was able to find so much so quickly and was very appreciative.

### **Public Services**

#### **Cadie Maas, Supervisor – Readers & Resources**

In March, the Community Navigator volunteers were busy connecting customers with vital resources. They made a total of 40 referrals, with a primary focus on referrals for housing and shelter and connecting customers with utility assistance programs. Beyond these areas, the navigators also assisted individuals in finding support for food security, healthcare access, clothing assistance, unemployment benefits, legal aid, and transportation needs. Their efforts demonstrate the scope of challenges faced by community members and the navigators' commitment to providing a holistic approach to connecting people with the help they need. Thank you to our Community Connections Librarian Lissa Stately for managing this program in collaboration with the United Way of Kaw Valley.

Also last month, the library hosted an event to help customers register for the Low-Income Energy Assistance Program (LIEAP). This library sponsored event connected 34 local households with valued community partners, including Doorstep, Evergy, the Kansas Gas Service, Topeka Water Utility, Let's Help and several others. Attendees were able to apply for LIEAP benefits, which provide once yearly payment assistance with utility bills. The Facebook post featuring this event received 103 shares, expanding the reach of this vital program.



Red Carpet staff are taking the show on the road with the continuation of the Red Carpet Carnival. Staff members arrive at participating residential facilities with their fun and games in tow to delight and engage the residents, and to share with the Activity Directors at these facilities the kinds of materials we have to offer for their own use. From board games, to trivia, to puzzles, to sensory activities, the RC staff bring along the goods to spark curiosity and to bring joy through fun and play. LaVoyce, our Red Carpet Librarian, shares this anecdote about one of the participants she connected with: “A touching moment was with a quiet little lady in a wheelchair. With encouragement and a few challenging minutes encouraging her to blow harder, I finally had her blowing bubbles and she suddenly stopped and said, “I haven’t blown bubbles since I was little, it’s fun.” I gave her a bottle to take with her and she was thrilled.”

Lastly, as we near the completion of the remodeling of the east and west wings, staff members from Technical Services and Public Services have joined forces to create a new Reader’s Lounge Implementation Team. The purpose of this team is to collaborate on the initial staffing plan and identify best practices and procedures for the newly redesigned Reader’s Lounge. Staffing of the space will focus on cultivating positive customer interactions around books and the joy of reading, with an emphasis on reader’s advisory. The team will also identify and outline an engaging programming schedule for the first 6 months of operation in the space with the goal of creating a community of readers. The new Reader’s Lounge has been designed to help meet several of goals outlined in the strategic plan, including:

- Connection – provide programming that will foster a sense of community.
- Literacy – expand programs and services with the goal of building readers and a love of reading.
- Space – provide welcoming physical space where people have access to learning, connections, and joy.

- Joy – provide a variety of programs that reflect our diverse population to enrich our community and create a spark of wonder in the residents of Topeka and Shawnee County.

The team is excited to start working together on this cornerstone project and we look forward to onboarding both the new Fiction Selector and the new Reader’s Librarian to this team in the coming weeks.

## **Youth Services**

### **LeAnn Brungardt, Youth Services Supervisor**

#### ***New Employee***

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

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

#### ***Connections***

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

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

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

#### ***Librarian Updates***



### **Early Childhood Outreach Librarian**

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



### **Early Childhood Librarian**

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

### **School Age Outreach Librarian**

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

### **School Age Librarian**

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



### **Teen Update**

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

### **Program Services**

#### **Autumn Friedli, Program Services Coordinator**

#### ***Music for a Sunday Afternoon***

On Sunday, April 7<sup>th</sup> the library hosted the Marcus Lewis Big Band. The musicians treated a packed auditorium to the sounds of big band jazz plus hip-hop sounds to create a unique blend of music they call “Brass & Boujee.”

Marcus Lewis and his band got listeners young, old and in-between up and moving!

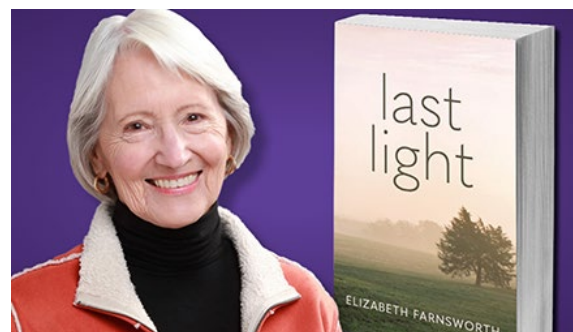
The next opportunity to hear live music at the library will be Sunday May 12<sup>th</sup>.



**NAVO Trio** combines the virtuosic talents of three internationally recognized musicians with careers that have taken them throughout North America, Central and South America, Europe, and Asia both as soloists and chamber musicians.

**Author Event**

On Sunday, April 21<sup>st</sup> at 2pm in Marvin Auditorium, author and Topeka native Elizabeth Farnsworth will be talking about her new book *Last Light*. *Last Light* is historical fiction inspired by true events. Farnsworth will chat about the history and landscape that inspired her story, writing, and of course share anecdotes from her fascinating life. She will also answer questions



about the novella and her long career as a foreign correspondent and Jim Lehrer's substitute anchor on the NewsHour.

## **Technical Services**

### **Scarlett Fisher-Herremann, Technical Services Manager**

#### ***Spring Collections Update***

We are currently in a holding pattern with moving adult collections as we await the completion of the east wing. Fiction is in the New & Novel room and the North Reading Room. Adult nonfiction collections are in the west wing. Selectors have been making small shelving adjustments to the nonfiction books and applying subject-specific shelf labels to the collection. We have received many positive comments from customers about the west wing. From floor to ceiling, it's now a bright, open space. We look forward to the completion of the east wing and we'll be ready to move the fiction collections into it in just a few weeks.

Related to digital collections, we have experienced very strong circulation numbers since the beginning of this year. March checkouts on hoopla are the highest total we've experienced since going live with hoopla in August 2013. March Overdrive checkouts are the second highest ever, coming in just a bit behind our record-breaking total in January 2024. Audiobook checkouts on both platforms are especially strong. As we move into the summer months of the year, a time when we see the highest months for digital circulation, it will be interesting to see what happens with the digital usage.

#### ***Public Library Association Conference (PLA)***

I participated in the PLA Conference held in Columbus, OH, April 3-5<sup>th</sup>. It was an excellent conference! I attended several sessions related to cataloging and collection management. I came away from the conference with several ideas to share about with my team and with a renewed confidence that we do excellent work in our management of collections and in our work in our community. In one session I attended, the presenter shared about the work they did in their library to open up their adult collection space. Nearly every strategy that was shared in that session is something we've implemented with the Reader's Lounge project. I also gleaned information and ideas about work we can explore related to subject headings and digital collection management, both new areas to explore with collections in the next year. I'm appreciative for the opportunity to participate in the conference and enjoyed the sessions and time spent with work colleagues and two library trustees.

## **Community Services**

### **Patrick Berry, Community Services Supervisor**

#### ***School Outreach***



Jackie Hurst presents Life Cycles, a Kansas Connections program for kindergarten. Students are excited to have completed one of the life cycles challenges! This program is very popular for kindergarten & 1<sup>st</sup> grade.



Skylar Travis did a Breakout EDU Breakout Box with a class of 3rd graders from Randolph Elementary. They were able to have some fun before settling in and gearing up for their state testing that's starting soon. They broke out with 22 seconds remaining and were very excited!

Dawn was visiting the second grade classes at Pauline Central presenting the Kansas Connections program Dinosaurs Biggest to Littlest and the kids had so many great questions that there wasn't time to answer them all. The teacher and I were encouraging them to check out library books or use their tablets and do more research on their own. As I finished up my presentation and started to pack things away a group of the kids were begging the teacher to stay inside for recess so they could look up more information about the dinosaurs. Given that it was a very warm and sunny February day, I think that was a very successful program. I love getting the kids excited about learning!

**The Adventuremobile**



Cale Herreman created a Women's History Month Display on the Adventuremobile for the month of March.





Maegan Hepburn created a display on the Adventuremobile for the month of April featuring books about the Titanic. The Titanic sank in April, 112 years ago. The ages and grades the Adventuremobile serves always seem to have a fascination with the Titanic.

**Parades**



On Saturday, March 16<sup>th</sup>, the Adventuremobile drove in the St. Patrick's Parade, spreading holiday cheer, candy, and Library swag down Kansas Avenue. A crew of seven staff members, plus two children of staffers, enjoyed the beautiful sunny day and represented our Library!

**Bookmobile**



Cole from the bookmobile team decorated the Sherlock bookmobile in a festive Spring theme. Visitors can play a fun game of Seek and Find for a small prize.

### ***@Home Delivery***

Our team had another nice month with 3,309 checkouts. This is yet another nice month for this team and the customers they serve.

### **Digital Services**

**David King, Digital Services Director**

### ***New Network/System Administrator:***

Welcome to Brent Mersmann, our newest member of Digital Services. He is one of two System & Network Administrators, and one of three Admins in the DS department. He has hit the ground running and is already working on projects.



### ***Upcoming projects***

Digital Services is working with library staff on quite a few upcoming projects. We have been meeting with Local History staff to explore options for an Archival Content Management System. This would hold all the library's archive and local history records, and provide us with our first online, searchable system for our important and unique local history content. We are working on the Automated Materials Handling system and Self Checkout Kiosk RFPs that you will see later this year (it's time to replace both). We are also having discussions about door access systems, phones in elevators, better ways to manage our wifi hotspots, and planning with the gallery on a future digital show.

### ***Top Web Pages for March 2024***

1. Tools and Services Page: 3258 Pageviews
2. Library Catalog: 3065 Pageviews
3. Get a Library Card: 2568 Pageviews
4. Work at the Library Page: 1805 Pageviews
5. Careers Detail page: 1704 Pageviews
6. Research Tools: 1556 Pageviews
7. Hours & Locations: 1538 Pageviews
8. Topeka Zoo Passes: 1203 Pageviews
9. Kansas Children's Discovery Center Passes: 1061 Pageviews
10. Passes Page: 981 Pageviews

### ***Social Media Highlights for March 2024***

#### **Facebook**

- Meet library staffer Bret – reached 26,023 people
- Needs assistance post – reached 14,784 people
- Spring has sprung! – reached 4,048 people

#### **Instagram**

- Read across America Day – reached 772 people
- Musical Storytime – reached 428 people
- West Wing update video – reached 323 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

## 2023 Annual Report



Please enjoy our “yearbook” that captures the activities, services, people and joy that the library shared with customers and the community last year. It will be available online <https://tscpl.org/about/admin/business/annual-reports>.

## Social media leads people to community resources

Librarian Lissa Staley shared that our social media posts helped inform the community about a recent Nonprofit Resource Workshop at the library. At the first event in this series, they had one person, then two people show up before it was posted on social media. After it was posted, the next event had 18 people!

(image on next page)



Topeka & Shawnee County Public Library

Published by Buffer · March 19 at 10:47 AM · 🌐



**\*\*Update:** The LIEAP program for energy/utility assistance for this year closes March 29.

Apply online, or fax your paper application for free from the library.

<https://www.dcf.ks.gov/.../ees/Pages/EnergyAssistance.aspx> \*\*

If you or someone you know needs assistance with utility costs, come to the library TODAY for the LIEAP Energy Bill community resource fair. Friendly faces will be here until 3pm to help you access the resources you need.

Please bring:

- Identification
- Copies of all proof of income for all permanent individuals in the home who are 18 years or older
- Copies of utility bills (gas, electric, propane, wood, etc.)

For more information please call: 785-379-4432



👍❤️👤 68

7 comments 103 shares

👍 Like

💬 Comment

➦ Share

## Social media at a glance

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



Did you catch the solar eclipse today? This thrilling astronomical event captured the attention and imagination of people all across the country. We encourage our community to "Stay Curious," but no one is more curio

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
511	93	2,948	2,912	20.69%	—



**April 9, 2024 07:30pm**

What are you reading

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
40	8	438	438	18.49%	—



**March 26, 2024 02:33pm**

Have you visited the Sorting Out Race exhibit in the library's Alice C. Sabatini Gallery

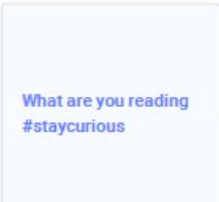
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
501	48	3,731	3,578	14.96%	—



**March 11, 2024 05:41pm**

It's spring break at the library and we're having a blast! Today we "shaved" shamrocks and made some tricky rattlesnake eggs, edible soap and candy bracelets. Tomorrow we start "hangin with our gnomies" by creati

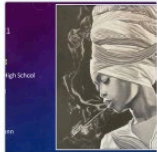
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
355	57	2,826	2,765	14.61%	—



**April 1, 2024 07:30pm**

What are you reading #staycurious

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
253	21	2,774	2,774	13.88%	—



**April 9, 2024 03:47pm**

Who won YAM Youth Art Month The Kansas Art Education Association has announced their winners. Congratulations to the many talented students in Kansas! There were many categories in the competition. [Scroll down](#)

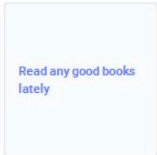
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
217	25	1,773	1,773	13.82%	—



**April 4, 2024 09:27am**

What's the longest book you ever made it all the way through How did you feel when you finished

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
281	17	2,651	2,651	13.43%	—



**March 24, 2024 04:36pm**

Read any good books lately

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
396	29	4,217	3,948	12.62%	—



**April 1, 2024 04:36pm**

Our Stories: African American Topeka Before and After Brown continues to fascinate visitors with displays celebrating the history of our community. On select evenings, Our Stories comes to life with actors portraying [more](#)

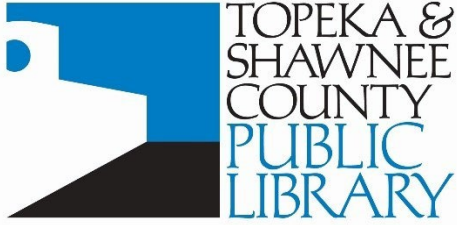
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
413	98	4,645	4,382	11.65%	—



**March 19, 2024 10:47am**

If you or someone you know needs assistance with utility costs, come to the library TODAY for the LIEAP Energy Bill community resource fair. Friendly faces will be here until 3pm to help you access the resources you [need](#)

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
1,514	68	15,217	14,784	11.11%	—



**Resolution – Election of Officers**

**BOARD OF TRUSTEES**

**April 18, 2024**

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

**Shawn Leisinger, Chair**

**Peg Dunlap, Vice Chair**

**Joan Hicks, Secretary**

**Hannah Uhlrig, Treasurer**

**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



**Resolution – Customer Conduct Policy**

**BOARD OF TRUSTEES**

**April 18, 2024**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Customer Conduct Policy as presented.**

**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				
<b>Net Promoter Score (NPS)</b>																
Monthly NPS	84.1	82.2	84.4											83.7	86.7	-3.5%
Monthly # of Responses	64	45	45											154	881	-82.5%
Current NPS	86.4	86.4	86.3											86.3	86.4	-0.1%
<b>GATE COUNT</b>	<b>35,534</b>	<b>37,478</b>	<b>39,161</b>											<b>112,173</b>	<b>111,062</b>	<b>1.0%</b>
<b>CIRCULATION*</b>																
<b>Main Library</b>																
TSCPL Curbside	1,219	907	476											2,602	5,351	-51.4%
Circulation Desk & Renewals	33,412	33,238	79,032											145,682	107,757	35.2%
Interlibrary Loan	1,240	1,106	1,281											3,627	3,498	3.7%
Self-Check	41,085	39,420												80,505	130,557	-38.3%
<b>Bookmobile</b>	7,455	7,269	7,596											22,320	19,460	14.7%
TSCPL@Home	3,198	3,163	3,309											9,670	10,095	-4.2%
<b>Red Carpet</b>	4,484	4,168	4,732											13,384	14,659	-8.7%
<b>Digital Downloads</b>	61,030	56,066	60,254											177,350	158,579	11.8%
<b>Library @ Work / Smartlocker</b>	1,508	1,347	1,446											4,301	4,519	-4.8%
<b>TOTAL CIRCULATION</b>	<b>154,631</b>	<b>146,684</b>	<b>158,126</b>	-	-	-	-	-	-	-	-	-	-	<b>459,441</b>	<b>454,475</b>	<b>1.1%</b>
* Includes first-time checkouts and renewals																
<b>FIRST-TIME CHECKOUTS</b>	<b>55,269</b>	<b>53,657</b>	<b>56,135</b>											<b>165,061</b>	<b>179,021</b>	<b>-7.8%</b>
<b>CIRCULATION DETAILS</b>																
Print Material	59,296	58,395	63,951	-	-	-	-	-	-	-	-	-	-	181,642	181,972	-0.2%
Audio/Visual Material	27,096	25,429	27,002	-	-	-	-	-	-	-	-	-	-	79,527	86,532	-8.1%
Adult Materials	48,843	46,201	48,302	-	-	-	-	-	-	-	-	-	-	143,346	157,664	-9.1%
Children's Materials	28,831	29,446	33,553	-	-	-	-	-	-	-	-	-	-	91,830	84,903	8.2%
Young Adult Materials	2,484	2,385	2,939	-	-	-	-	-	-	-	-	-	-	7,808	7,460	4.7%
Red Carpet Materials	6,168	5,745	6,112	-	-	-	-	-	-	-	-	-	-	18,025	18,386	-2.0%
<b>NEW Patrons</b>																
<b>Topeka / Shawnee County</b>																
Adults	848	866	856											2,570	1,988	29.3%
Children (ages 17 and under)	145	150	160											455	491	-7.3%
<b>Red Carpet Outreach</b>	8	18	6											32	41	-22.0%
<b>NEKL</b>	42	38	61											141	134	5.2%
<b>Non-Resident</b>	1	0	2											3	3	0.0%
<b>Total New Registrations</b>	<b>1,044</b>	<b>1,072</b>	<b>1,085</b>	-	-	-	-	-	-	-	-	-	-	<b>3,201</b>	<b>2,657</b>	<b>20.5%</b>
<b>PATRONS DELETED</b>	<b>478</b>	<b>348</b>	<b>718</b>											<b>1,544</b>	<b>1,299</b>	<b>18.9%</b>
<b>Cardholders</b>																
<b>Topeka / Shawnee County</b>																
Adults	66,121	66,929	67,294											67,294	65,285	3.1%
Children (age 0 - 17)	15,485	15,518	15,466											15,466	15,486	-0.1%
TSCPL @ School	32,898	32,898	32,894											32,894	28,808	14.2%
<b>Red Carpet Outreach</b>	1,382	1,403	1,408											1,408	1,355	3.9%
<b>NEKL</b>	9,568	9,640	9,775											9,775	9,501	2.9%
<b>Non-Resident</b>	98	82	38											38	105	-63.8%
<b>Delinquent</b>	119	127	128											128	119	7.6%
<b>TOTAL CARDHOLDERS</b>	<b>125,671</b>	<b>126,597</b>	<b>127,003</b>	-	-	-	-	-	-	-	-	-	-	<b>127,003</b>	<b>120,659</b>	<b>5.3%</b>

<b>Active Cardholders (Savannah)</b>															
Non-Student Cardholders	53,799	54,785	55,187										55,187	53,392	3.4%
Student Cardholders	8,177	8,106	8,094										8,094	8,027	0.8%
<b>TOTAL ACTIVE CARDHOLDERS</b>	<b>61,976</b>	<b>62,891</b>	<b>63,281</b>										<b>63,281</b>	<b>61,419</b>	<b>3.0%</b>
<b>Unique Borrowers</b>															
Physical	7,920	7,926	8,320										13,316	25,019	-46.8%
Digital	10,652	10,454	11,114										14,374	19,127	-24.8%
Both	1,547	1,412	1,560										3,105	6,700	-53.7%
<b>TOTAL UNIQUE BORROWERS</b>	<b>17,025</b>	<b>16,968</b>	<b>17,874</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,585</b>	<b>37,446</b>	<b>-34.3%</b>
<b>Holds Satisfied</b>	<b>14,925</b>	<b>12,801</b>	<b>13,068</b>										<b>40,794</b>	<b>44,241</b>	<b>-7.8%</b>
<b>TOTAL CHECK-IN</b>	<b>53,663</b>	<b>52,439</b>	<b>55,969</b>										<b>162,071</b>	<b>175,019</b>	<b>-7.4%</b>
<b>COLLECTION</b>															
Materials Added	3,066	2,593	2,990										8,649	9,421	-8.2%
Materials Discarded	12,114	9,688	2,705										24,507	10,598	131.2%
<b>TOTAL COLLECTION</b>	<b>340,577</b>	<b>333,482</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>333,767</b>	<b>338,755</b>	<b>349,625</b>	<b>-3.1%</b>
<b>WEBSITE</b>															
tscpl.org Unique Visitors	36,092	28,310	26,184										90,586	121,810	-25.6%
tscpl.org Total Visits	57,834	47,144	44,362										149,340	187,354	-20.3%
catalog.tscpl Unique Visitors	25,006	24,220	29,376										78,602	63,875	23.1%
catalog.tscpl Total Visits	65,414	56,268	64,313										185,995	130,611	42.4%
<b>COMPUTER USE</b>															
Public Computer Sessions	6,220	6,873	7,390										20,483	24,849	-17.6%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50										1:03:08	0:54:19	16.2%
Total Computer Hours	6,705	7,109	7,740										21,554	22,495	-4.2%
Wireless Sessions	29,289	26,647	25,896										81,832	92,386	-11.4%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00										0:14:54	0:13:41	9.0%
Total Wireless Hours	6,585	7,183	6,558										20,326	21,059	-3.5%
<b>TOTAL HOURS</b>	<b>13,290</b>	<b>14,292</b>	<b>14,298</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,880</b>	<b>43,554</b>	<b>-3.8%</b>
<b>NOTARY SERVICE</b>	<b>167</b>	<b>242</b>	<b>222</b>										<b>631</b>	<b>401</b>	<b>57.4%</b>
<b>REFERENCE QUESTIONS</b>															
Public Services	15,654	18,104	18,632	-	-	-	-	-	-	-	-	-	52,390	46,667	12.3%
Media	1,886	1,686	1,741										5,313	6,020	-11.7%
Call Center	4,069	4,069	3,831										11,969	14,115	-15.2%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059										6,630	4,696	41.2%
Topeka Room	694	657	703										2,054	1,961	4.7%
Gallery	283	99	197										579	630	-8.1%
L2TC	6,435	9,152	8,662										24,249	17,837	35.9%
LibAnswers	579	578	439										1,596	1,408	13.4%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257										17,453	13,949	25.1%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>21,211</b>	<b>23,743</b>	<b>24,889</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69,843</b>	<b>60,616</b>	<b>15.2%</b>
<b>MEETING ROOMS</b>															
Meeting Room Bookings	448	539	528										1,515	1,326	14.3%
Team Room Bookings	747	914	970										2,631	2,467	6.6%
L2TC Bookings	599	715	741										2,055	2,183	-5.9%
Total Meeting Room Hours Booked	4,129	5,174	5,665										14,968	14,260	5.0%
<b>TOTAL ATTENDANCE</b>	<b>4,659</b>	<b>5,549</b>	<b>6,190</b>										<b>16,398</b>	<b>17,334</b>	<b>-5.4%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>46</b>	<b>92</b>	<b>104</b>										<b>242</b>	<b>393</b>	<b>-38.4%</b>

<b>PROGRAM ATTENDANCE</b>																						
Adult - General	1,729	2,030	1,485																	5,244	3,260	60.9%
Kids - Early Learners	424	544	369																	1,337	1,497	-10.7%
Kids - Elementary	227	393	418																	1,038	1,059	-2.0%
Teens	156	115	213																	484	622	-22.2%
Unknown	383	333	52																	768	2,326	-67.0%
Outreach	3,138	3,139	2,471																	8,748	9,124	-4.1%
<b>TOTAL ATTENDANCE</b>	<b>6,057</b>	<b>6,554</b>	<b>5,008</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>17,619</b>	<b>17,888</b>	<b>-1.5%</b>
<b>GALLERY ATTENDANCE</b>	<b>1,829</b>	<b>1,404</b>	<b>1,979</b>																	<b>5,212</b>	<b>6,634</b>	<b>-21.4%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,992</b>	<b>5,947</b>	<b>5,918</b>																	<b>5,918</b>	<b>5,969</b>	<b>-0.9%</b>

CIRCULATION DETAILS															
<b>Print Material</b>															
Adult Fiction	12,587	11,753	11,985										36,325	38,972	-6.8%
Adult Nonfiction	12,779	12,507	13,093										38,379	47,130	-18.6%
Juvenile Fiction	19,018	19,353	22,162										60,533	62,982	-3.9%
Juvenile Nonfiction	5,575	5,992	6,889										18,456	18,226	1.3%
Magazines	696	665	788										2,149	2,738	-21.5%
RC Print Materials	6,069	5,636	5,996										17,701	19,371	-8.6%
RC Realia	99	109	116										324	243	33.3%
YA Print Materials	2,473	2,380	2,922										7,775	8,663	-10.3%
<b>PRINT CIRCULATION</b>	<b>59,296</b>	<b>58,395</b>	<b>63,951</b>	-	-	-	-	-	-	-	-	-	<b>181,642</b>	<b>198,325</b>	<b>-8.4%</b>
<b>Audio / Visual Material</b>															
MiFi Hotspots	66	47	47										160	82	95.1%
Adult Audiobooks	1,380	1,249	1,421										4,050	4,974	-18.6%
Adult Music	2,097	2,080	2,169										6,346	5,777	9.8%
Adult Videos / DVDs	19,304	17,947	18,846										56,097	56,781	-1.2%
Juvenile Audiobooks	252	220	235										707	807	-12.4%
Juvenile Music	121	154	127										402	613	-34.4%
Juvenile Videos / DVDs	3,865	3,727	4,140										11,732	12,405	-5.4%
YA A/V	11	5	17										33	39	-15.4%
<b>AVV CIRCULATION</b>	<b>27,096</b>	<b>25,429</b>	<b>27,002</b>	-	-	-	-	-	-	-	-	-	<b>79,367</b>	<b>81,396</b>	<b>-2.5%</b>
<b>Adult Material</b>															
Adult Fiction	12,587	11,753	11,985	-	-	-	-	-	-	-	-	-	36,325	38,972	-6.8%
Magazines	696	665	788	-	-	-	-	-	-	-	-	-	2,149	2,738	-21.5%
Adult Audiobooks	1,380	1,249	1,421	-	-	-	-	-	-	-	-	-	4,050	4,974	-18.6%
Adult Music	2,097	2,080	2,169	-	-	-	-	-	-	-	-	-	6,346	5,777	9.8%
Adult Videos / DVDs	19,304	17,947	18,846	-	-	-	-	-	-	-	-	-	56,097	56,781	-1.2%
<b>ADULT CIRCULATION</b>	<b>48,843</b>	<b>46,201</b>	<b>48,302</b>	-	-	-	-	-	-	-	-	-	<b>143,346</b>	<b>156,372</b>	<b>-8.3%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	19,018	19,353	22,162	-	-	-	-	-	-	-	-	-	60,533	62,982	-3.9%
Juvenile Nonfiction	5,575	5,992	6,889	-	-	-	-	-	-	-	-	-	18,456	18,226	1.3%
Juvenile Audiobooks	252	220	235	-	-	-	-	-	-	-	-	-	707	807	-12.4%
Juvenile Music	121	154	127	-	-	-	-	-	-	-	-	-	402	613	-34.4%
Juvenile Videos / DVDs	3,865	3,727	4,140	-	-	-	-	-	-	-	-	-	11,732	12,405	-5.4%
<b>JUVENILE CIRCULATION</b>	<b>28,831</b>	<b>29,446</b>	<b>33,553</b>	-	-	-	-	-	-	-	-	-	<b>91,830</b>	<b>95,033</b>	<b>-3.4%</b>
<b>Red Carpet Material</b>															
RC Print Materials	6,069	5,636	5,996	-	-	-	-	-	-	-	-	-	17,701	19,371	-8.6%
RC Realia	99	109	116	-	-	-	-	-	-	-	-	-	324	243	33.3%
<b>RED CARPET CIRCULATION</b>	<b>6,168</b>	<b>5,745</b>	<b>6,112</b>	-	-	-	-	-	-	-	-	-	<b>18,025</b>	<b>19,614</b>	<b>-8.1%</b>
<b>Young Adult Material</b>															
YA Print Materials	2,473	2,380	2,922	-	-	-	-	-	-	-	-	-	7,775	8,663	-10.3%
YA A/V	11	5	17	-	-	-	-	-	-	-	-	-	33	39	-15.4%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,484</b>	<b>2,385</b>	<b>2,939</b>	-	-	-	-	-	-	-	-	-	<b>7,808</b>	<b>8,702</b>	<b>-10.3%</b>
<b>Digital Downloads</b>															
Overdrive	43,322	38,894	42,142										124,358	107,463	15.7%
Hoopla	16,900	16,237	17,210										50,347	48,047	4.8%
Flipster	808	935	902										2,645	3,069	-13.8%
<b>DIGITAL DOWNLOADS</b>	<b>61,030</b>	<b>56,066</b>	<b>60,254</b>	-	-	-	-	-	-	-	-	-	<b>177,350</b>	<b>158,579</b>	<b>11.8%</b>
Adult ebook Fiction	20,083	17,582	18,705										56,370	52,522	7.3%
Adult ebook Nonfiction	4,156	3,565	3,950										11,671	11,286	3.4%
Adult digital audiobooks	24,364	23,040	24,943										72,347	62,291	16.1%
Juvenile ebook Fiction	2,114	1,819	1,965										5,898	5,007	17.8%
Juvenile ebook Nonfiction	269	287	310										866	804	7.7%
Juvenile digital audiobooks	2,438	2,313	2,341										7,092	6,368	11.4%
Young Adult ebook Fiction	1,676	1,476	1,786										4,938	3,609	36.8%
Young Adult ebook Nonfiction	41	35	41										117	89	31.5%
Young Adult digital audiobooks	1,866	1,707	1,916										5,489	4,116	33.4%

DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	-	-	-	-	-	-	-	-	-	164,788	146,092	12.8%
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**Resolution – Executive Session**

**BOARD OF TRUSTEES  
April 18, 2024**

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

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_