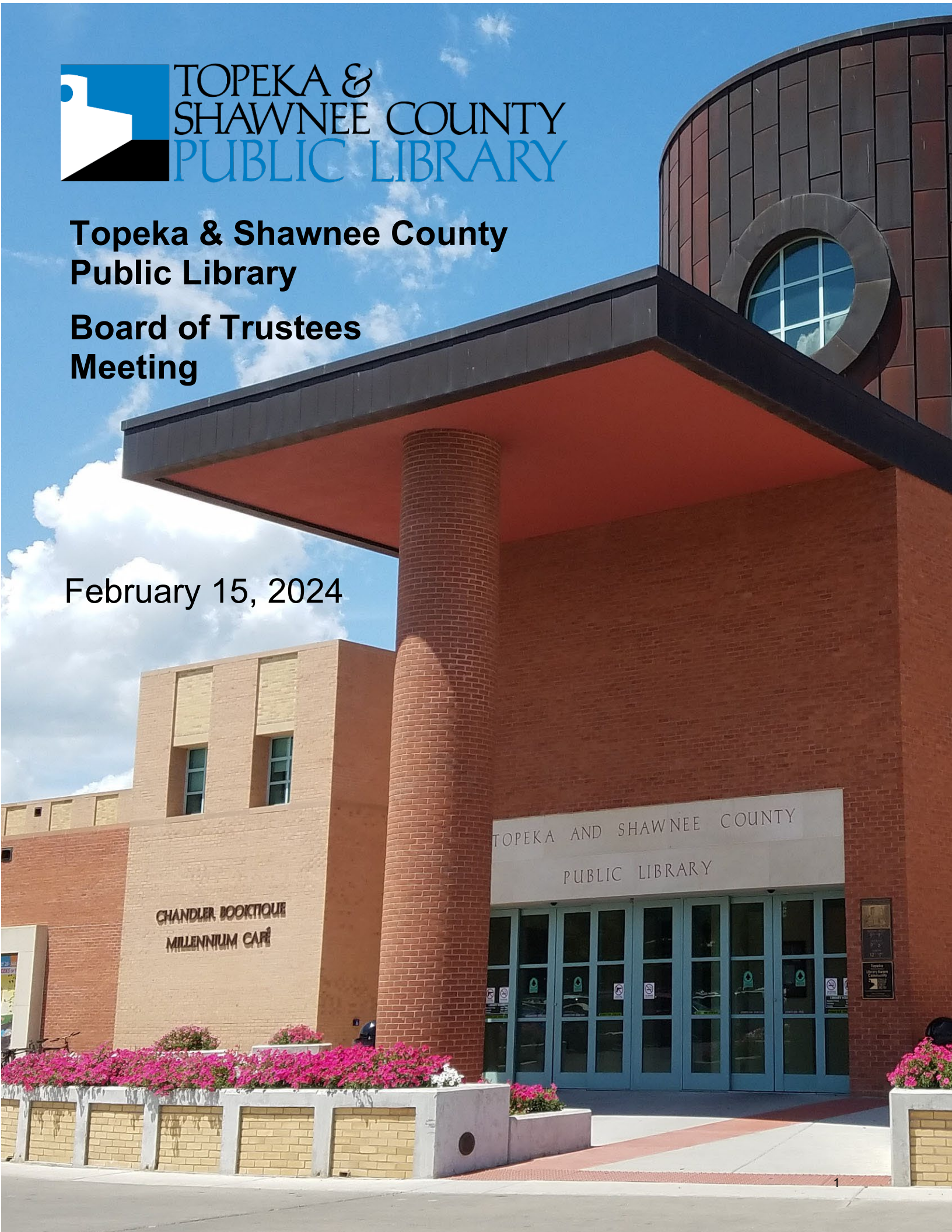


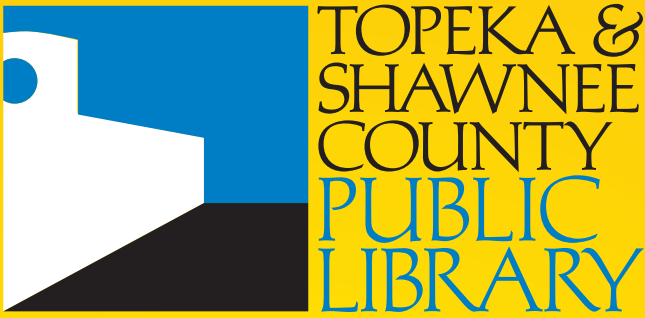


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

February 15, 2024





Core Values

Excellence

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

Accountability

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

Literacy

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

Freedom

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

Teamwork

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

Curiosity

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





February 15, 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

Introduction of New Trustee and Oath of Office

Public Comment

Trustee Advocacy Stories

**Approval of January 18, 2024, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 29**

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

- **New Website** – Diana Friend and David King
- **Trustee Education** – Collections Ordering Process – Scarlett Fisher-Herreman

Chief of Staff Report – Thad Hartman **pg. 37**

New Business

- New Bank Investments **pg. 48 Action Item**

Adjournment

Public Comment

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

Next Meeting

March 21, 2024

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice



Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 18, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Public Comment

There were two people signed up for public comment. Marta Huey spoke, and Kathy Brown was not present for public comment. The public comment session was closed.

Trustee Advocacy Stories

There were no Trustee Advocacy Stories shared.

Approval of Minutes

On a motion by Jim Edwards, seconded by Mark Zillinger, the December 21, 2023, 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 stated that the Audit Committee kickoff meeting is Friday, January 19, 2024, at 10:00 am in Hughes room.

Trustee Liz Post shared that she enjoyed that Strube shared the achievements made in 2023 in her report.

Financial Reports

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

On a motion by Hannah Uhlrig and seconded by Peg Dunlap, the Treasurer's Financial Report for December 2023 was accepted.

Motion passed unanimously.

On a motion by Hannah Uhlrig, seconded by Jim Ramos, the Audit Committee Appointments resolution was moved from New Business to following the Treasurer's Financial Reports.

Motion passed unanimously.

Audit Committee Appointments

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

Motion passed unanimously.

The Library Foundation

The Library Foundation Vice Chair Haley DaVee shared that the Foundation board met right before the December Board of Trustees meeting. The Foundation thanked the library staff for their generosity. The Foundation met and exceeded their goal of 50 donors for employee giving in 2024. DaVee urged attendees to mark their calendars for a new donor recruitment event on Saturday, May 4, 2024.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared she was recently elected as Friends of the Library Board President. John Conlee was nominated as Vice President, Robin Sweeney as Treasurer and Jane Myers as Secretary.

The first book sale of the year is coming up this weekend. As always, Friday night is Friends members only from 5:00 pm to 8:00 pm, the sale is open to the public on Saturday from 9:00 am to 3:00 pm, and Sunday is bag day (fill a grocery bag for \$10) from 12:00 pm to 3:00 pm. Volunteers have been busy setting up the book sale and working in the Booktique.

Friends Operations Manager Kallie Worthington has been trying new things in the Booktique and is gaining new followers on Facebook. Worthington has stocked the Booktique with some exciting new inventory.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on January 8, 2024.

Leisinger shared that the Executive Committee discussed the change order to the dock project. There was an issue with drainage at the dock which the construction crew could address before the concrete was completely poured and before the snow and ice came.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared she was happy to report the amount of growth the library has seen in Level 2 Tech Center.

Leisinger shared that he came to the library a couple weeks ago to scan documents in the Level 2 Tech Center. He said he had a great experience, and the staff was very helpful.

Pyko presented the draft Strategic Plan 2024-2029. Discussion followed.

Chief of Staff Report

Chief of Staff Thad Hartman introduced Facilities Manager Joe Hobbs and Program Coordinator Autumn Friedli in their new positions.

Hartman shared an update on the dock project. Due to heavy rain in late December right before the construction crew was going to pour the concrete and due to the heavy snow and freeze, the dock project is running behind. There were issues with the subgrade which was replaced with heavier subgrade. The project is not finished yet, but the concrete has been tested and it is almost ready to be driven on. There will have to be concrete poured at the approach from the road to the dock, but the construction crew will need to have several days of consistent warmer weather before that can be done. The dock will also have to close for approximately a week in the spring for some final touches.

Hartman stated that the project in the west wing is moving along smoothly. Currently the crew is working on lighting in the ceiling. There is a concern about some ordered items arriving late which may put the project back a week or so if those items don't arrive on time. Hartman shared he is confident that this project will be done by mid-May so it is finished for the Summer Reading Program.

Hartman mentioned the quarterly all staff meetings. He and Pyko are trying a reverse classroom type of meeting where they recorded a presentation and staff attended small group meetings where there was good discussion and questions. This suggestion was based on a presentation by Emerging Library Leaders Program (ELLP) graduate Dawn Buttery. The ELLP 2023 class graduated in December. This year's graduates of the program are Dawn Buttery, Aubrey Conner, LaVoyce Ewing, Alex Henault, Cale Herreman, Zan Popp, Angie Reed, and Todd Smith.

New Business

Nutanix System Upgrade

On a motion by Mark Zillinger, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

Resolution to Approve Strategic Plan 2024

On a motion by Joan Hicks, seconded by Jim Ramos, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:48 pm.

Next Meeting

February 15, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 836 0667 9055

Passcode: 617300

*Subject to change without notice

Investments and Debt as of January 31, 2024; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 19th, were included in the investment opportunity offered to local financial institutions per my letter dated January 22nd, with bids received no later than February 7th. A resolution is included in this month's packet with the recommended financial institution and background information pertinent to the decision about outside investments.

Revenue/Expense/Balance by Fund Report – Page 2

The "Prev. Year PO Expenditures" column reports payments for items that were ordered or committed during the 2023 budget year and received and/or invoiced January 1, 2024 or after.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 50% of the budgeted revenue has been received and 13% of the approved budget has been expended/encumbered. This compares to 2023 in which 49% of the budgeted revenue had been received and 5% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2024 was received January 19th as scheduled. The total received for the General Fund was \$7,862,424. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2023 was also 55%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2023.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 49% of the budgeted revenue has been received and 8% of the approved budget has been expended/encumbered. This compares to 2023 in which 49% of the budgeted revenue had been received and 11% of the approved budget had been expended/encumbered.

The January 19th tax distribution totaled \$1,979,585. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2023 was also 55%. The percentage of year-to-date motor vehicle taxes collected is 4%. The percentage of year-to-date motor vehicle taxes collected was 3% as of this point in time in 2023.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,560,463.

Debt Service Fund-Bond and Interest – Page 7

The January 19th tax distribution totaled \$303. The bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes may continue to trickle in during the year.

Purchase Order Notification

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

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Facilities supplies open PO	\$6,000.00	Border States Industries, Inc.
Board approved 10/19/2023 funding request to the Friends of the Library that included \$10,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$10,000.00	The Library Foundation
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe’s Companies, Inc.
Approved operating budget	Membership renewal	\$10,500.00	Urban Libraries Council
Approved operating budget	Annual preventive maintenance agreement	\$9,718.00	McElroy’s Inc.

Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism, and cyber security	\$61,327.00	World Insurance Associates LLC
Approved operating budget	Annual workers' compensation insurance	\$62,994.00	The Cincinnati Insurance Company
Approved operating budget	Annual cloud backup subscription	\$18,000.00	IT Outlet Inc.
Approved operating budget	Annual internet service	\$28,860.00	AT&T
Approved operating budget	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$31,400.26	Bibliocommons, Inc.
Approved operating budget	Annual K-9 inspection services	\$38,400.00	Bug Hounds LLC
Approved operating budget	Job postings open PO	\$6,000.00	Indeed.com
Approved operating budget	Annual natural gas service	\$18,000.00	Kansas Gas Service
Approved operating budget	Annual water and sewer service	\$38,200.00	City of Topeka
Approved operating budget	Vehicle repair open PO	\$18,000.00	Hoyt's Truck Center
Approved operating budget	Vehicle repair open PO	\$6,000.00	Yingling's Auto Service
Approved operating budget	Rebuild heating pumps	\$7,295.00	McElroy's Inc.
Approved operating budget	Employee assistance program – annual	\$6,726.00	New Directions Behavioral Health
Approved operating budget	Employee testing open PO	\$6,000.00	Kansas Builders Insurance Group
Approved operating budget	Annual cataloging and ILL database service	\$90,014.59	OCLC, Inc.
Approved operating budget	Vehicle tires open PO	\$6,000.00	Performance Tire & Wheel
Approved operating budget	MailChimp newsletter service renewal	\$7,260.00	Mailchimp
Approved operating budget	Annual electric service	\$306,722.20	Evergy
Approved operating budget	Human Resource Information System annual fee	\$60,477.50	Paycom
Approved operating budget	Facilities service/repairs open PO	\$15,000.00	McElroys Inc.
Approved operating budget	Annual Mitel VOIP support	\$7,091.70	Datacomm Networks Inc.

Approved operating budget	Annual advertising PO	\$18,000.00	Cohort.Digital
Approved operating budget	Annual subscription for MuseumPlus	\$8,250.00	Zetcom North America Inc.
Approved operating budget	Equipment for network closet upgrade	\$16,500.00	IT Outlet Inc.
Approved operating budget	Chairs for renovated readers lounge	\$7,014.84	Encompas
Approved operating budget	Tables for renovated readers lounge	\$5,320.36	Modern Business Interiors LLC
Library Materials	2024 admission passes	\$28,622.00	Kansas Children's Discovery Center
Approved operating budget	Annual OrangeBoy services and software subscription	\$15,675.00	Orangeboy Inc.
Request for Proposal; Board resolution approved bid award on 1/18/2024	Nutanix system upgrade	\$143,049.14	CDW Government, Inc.
Approved operating budget	2024 staff awards	\$6,200.00	C.A. Short Company
Library Materials	Annual Library IQ database fee	\$15,000.00	Library Systems Services
Library Materials	Adult blue-rays & DVDs	\$5,300.00	Midwest Tape LLC
Library Materials	Adult fiction & non-fiction audiobooks	\$5,700.00	Overdrive, Inc.
Library Materials	Annual ABCMouse database fee	\$6,759.82	Age of Learning, Inc.

Other Items:

- The fieldwork for the 2023 audit is ongoing. The audit will go through several reviews at BT & Co. and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board's Finance and Audit Committee is scheduled to meet on April 15th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.
- The annual workers' compensation audit is scheduled on February 14th.

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

1/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 7,900,370.28	\$ 1,194,356.73	\$ 12,753,698.59
Employee Benefits	2,314,022.82	1,991,364.57	401,145.02	\$ 3,904,242.37
Capital Improvement	6,533,723.06	26,739.93	-	\$ 6,560,462.99
Bond & Interest	1,095.41	302.63	-	\$ 1,398.04
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	-	-	\$ 49,186.93
Federal, State & Local Grants	44.03	-	-	\$ 44.03
Other Special Revenue	691,309.66	2,819.76	11,782.54	\$ 682,346.88
Permanent Funds	251,285.09	-	-	\$ 251,285.09
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 9,921,597.17</u>	<u>\$ 1,607,284.29</u>	<u>\$ 24,202,664.92</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 197,174.07
Restricted Funds-CoreFirst Bank-Checking	682,508.81
Capital Improvement Fund-VisionBank-Money Market Account	6,560,462.99
Cash on Hand	3,087.75
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	16,616,988.38
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 24,311,727.09</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	59.32
Less Payroll Deduction and Employer Benefit Liabilities	14,954.51
Less Outstanding Checks	94,048.34
	<u>\$ 24,202,664.92</u>

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

1/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 7,900,370.28	\$ 228,200.93	\$ 966,155.80	\$ 12,753,698.59	\$ 2,506,398.85	\$ 10,247,299.74
Employee Benefit Fund	2,314,022.82	1,991,364.57	-	401,145.02	3,904,242.37	53,995.00	3,850,247.37
Capital Improvement Fund	6,533,723.06	26,739.93	-	-	6,560,462.99	-	6,560,462.99
Bond & Interest Fund	1,095.41	302.63	-	-	1,398.04	-	1,398.04
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	-	-	-	49,186.93	49,186.93	-
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	2.79	-	-	10,715.37	-	10,715.37
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.01	-	-	31.54	-	31.54
Friends	187,616.53	46.30	-	10,142.90	177,519.93	8,112.96	169,406.97
Fun Committee	6,845.90	370.24	-	-	7,216.14	65.00	7,151.14
Gallery Competitions/Exhibits	36,604.82	9.55	-	-	36,614.37	-	36,614.37
Gifts/Memorials (Undesignated)	409,610.19	106.88	-	-	409,717.07	485.09	409,231.98
Hathaway Trust - Library Materials	3,082.85	0.73	281.81	-	2,801.77	501.06	2,300.71
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	2,275.76	172.71	-	8,468.02	16.58	8,451.44
Lingo	-	-	-	-	-	-	-
NEH Expendable	12,776.46	3.33	-	-	12,779.79	1,433.06	11,346.73
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	1.50	-	-	5,767.14	-	5,767.14
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.01	-	-	36.59	-	36.59
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	0.57	-	-	2,201.59	-	2,201.59
Youth Services	9,201.90	2.09	1,151.92	33.20	8,018.87	281.28	7,737.59
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	-	-	-	251,285.09	-	251,285.09
TOTALS	\$ 15,888,352.04	\$ 9,921,597.17	\$ 229,807.37	\$ 1,377,476.92	\$ 24,202,664.92	\$ 2,620,475.81	\$ 21,582,189.11

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

1/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2024</u>
				8.5%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 7,776,570.62	\$ (6,374,817.38)	55%
Revitalization Rebates	(126,213.00)	(78,279.38)	\$ 47,933.62	62%
Back Tax	-	49,128.11	\$ 49,128.11	N/A
Motor Vehicle Tax	1,369,020.00	47,399.64	\$ (1,321,620.36)	3%
Recreational Vehicle Tax	15,594.00	302.46	\$ (15,291.54)	2%
16/20 M Vehicle Tax	6,546.00	4,463.14	\$ (2,082.86)	68%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	4,204.78	\$ (43,401.22)	9%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	2,338.56	\$ (661.44)	78%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	103,204.00	-	\$ (103,204.00)	0%
Salary Refunds-Friends	29,115.00	-	\$ (29,115.00)	0%
Salary Refunds-Shawnee Cty	21,343.00	2,383.20	\$ (18,959.80)	11%
Vending Machines	1,500.00	109.55	\$ (1,390.45)	7%
Overdue Fees*	20,000.00	2,561.56	\$ (17,438.44)	13%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	400.00	85.00	\$ (315.00)	21%
Obituary Fees	200.00	50.00	\$ (150.00)	25%
Meeting Room Charges	750.00	50.00	\$ (700.00)	7%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	30,368.80	\$ (119,631.20)	20%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 7,900,370.28</u>	<u>\$ (7,968,356.72)</u>	50%

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

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

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

1/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 369.22	\$ -	\$ 4,430.78	8%
Salaries-Facilities	688,284.00	41,124.83	-	647,159.17	6%
Salaries-Overtime	10,000.00	156.71	-	9,843.29	2%
Salaries-Security	309,259.00	19,786.78	-	289,472.22	6%
Salaries-Shelvers	63,125.00	2,621.49	-	60,503.51	4%
Salaries-Staff	8,301,982.00	627,948.47	-	7,674,033.53	8%
Conferences	174,000.00	174.03	4,209.98	169,615.99	3%
Staff Internal Dev/Trng - Web Based	15,000.00	-	1,399.00	13,601.00	9%
Staff Development & Training	35,000.00	-	2,128.86	32,871.14	6%
Mileage	7,800.00	43.55	9,920.00	(2,163.55)	128%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	-	-	1,500.00	0%
Materials-Periodicals	26,000.00	50.80	200.00	25,749.20	1%
Materials-Print/Non-Print <1 YR	839,000.00	26,382.82	31,622.00	780,995.18	7%
Materials-Print/Non-Print	1,207,500.00	25,678.42	72,291.47	1,109,530.11	8%
OPERATIONS:					
Art Purchases	8,000.00	-	2,480.60	5,519.40	31%
Cataloging and ILL Services	104,959.00	90,014.59	-	14,944.41	86%
Contracted-Digital Services	667,991.00	40,300.35	203,678.32	424,012.33	37%
Contracted-Facilities	348,600.00	3,996.71	84,072.08	260,531.21	25%
Contracted-Equipment	66,900.00	1,986.17	6,956.54	57,957.29	13%
Contracted-Professional	282,000.00	5,945.52	75,956.29	200,098.19	29%
Contracted-E-Rate Services	1,279.00	-	-	1,279.00	0%
Digital Services Support	623,112.00	572.29	168,871.24	453,668.47	27%
Furniture/Equipment	45,500.00	-	12,335.20	33,164.80	27%
Insurance	87,000.00	37,718.00	29,037.00	20,245.00	77%
Marketing & Communication	60,208.00	7,200.00	18,680.00	34,328.00	43%
Memberships/Dues	30,900.00	18,200.00	317.00	12,383.00	60%
Miscellaneous	5,000.00	233.89	17.65	4,748.46	5%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	-	-	64,270.00	0%
Printing	116,408.00	68.00	-	116,340.00	0%
Programming	113,227.00	1,476.03	1,634.64	110,116.33	3%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	-	-	1,700,000.00	0%
Supplies-Facilities	118,536.00	1,558.37	47,259.48	69,718.15	41%
Supplies-Office/Library	95,700.00	3,948.13	2,161.17	89,590.70	6%
Supplies-Processing	49,296.00	33.86	1,683.07	47,579.07	3%
Telecommunications	165,064.00	704.29	28,155.71	136,204.00	17%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	-	306,722.20	94,489.80	76%
Utilities-Gas	72,427.00	-	18,000.00	54,427.00	25%
Utilities-Water/Sewage	38,242.00	-	38,200.00	42.00	100%
Vehicle-Gas	45,405.00	1,842.53	-	43,562.47	4%
Vehicle-Repair	60,000.00	6,019.00	41,306.37	12,674.63	79%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	0.95	-	(0.95)	N/A
TOTALS	\$ 18,848,897.00	\$ 966,155.80	\$ 1,209,295.87	\$ 15,023,445.33	13%

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

1/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	7,776,570.62	55%
Revitalization Rebates	(126,213.00)	(78,279.38)	62%
Back Tax	-	49,128.11	N/A
Motor Vehicle Tax	1,369,020.00	47,399.64	3%
Recreational Vehicle Tax	15,594.00	302.46	2%
16/20M Vehicle Tax	6,546.00	4,463.14	68%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	4,204.78	9%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	5,194.67	20%
Reimbursements	153,662.00	2,383.20	2%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	30,368.80	20%
	<u>\$ 15,868,727.00</u>	<u>\$ 7,900,370.28</u>	50%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	692,007.50	7%
Other Staff Support Costs	231,800.00	17,875.42	8%
Library Collections	2,074,000.00	156,225.51	8%
Contracted Services	1,471,729.00	512,906.57	35%
Digital Services Support	623,112.00	169,443.53	27%
Furniture/Equipment/Art	53,500.00	14,815.80	28%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	-	0%
Utilities & Telecommunications	676,945.00	391,782.20	58%
Vehicles	105,405.00	49,167.90	47%
Other Operating Expenditures	740,545.00	171,227.24	23%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 2,175,451.67</u>	13%
Prior Year Canceled Purchase Orders		<u>\$ 80,248.07</u>	
Unencumbered Balance 1/31/2024	\$ -	<u>\$ 10,247,299.74</u>	

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

1/31/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 1,956,968.83	55%
Revitalization Rebates	(31,746.00)	(19,713.48)	62%
Back Tax	-	12,566.16	N/A
Motor Vehicle Tax	356,200.00	12,621.30	4%
Recreational Vehicle Tax	4,057.00	80.56	2%
16/20M Vehicle Tax	1,703.00	1,186.85	70%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	1,119.61	9%
Refund-Fringe Benefits-Foundation	52,069.00	-	0%
Refund-Fringe Benefits-Friends	23,578.00	-	0%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	800.08	8%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	1,670.76	N/A
Interest on Idle Funds	85,000.00	9,309.04	11%
	\$ 4,100,666.00	\$ 1,991,364.57	49%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	-	0%
Social Security/Medicare	717,375.00	48,954.04	7%
Ks Public Employees Retirement Sys	943,675.00	68,320.58	7%
Worker's Compensation	53,000.00	62,994.00	119%
Unemployment Tax	15,004.00	3,734.89	25%
Health/Dental Insurance	3,618,770.00	264,385.51	7%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 455,115.02	8%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 1/31/2024	\$ -	\$ 3,850,247.37	

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

CAPITAL IMPROVEMENT

Balance 01/01/2024	\$ 6,533,723.06
Revenue:	
Transfer In	\$ -
Interest received	26,739.93
	\$ 26,739.93
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 1/31/2024	\$ 6,560,462.99

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	-
	\$ 52,000.00	\$ -
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 1/31/2024	\$ -	\$ -

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

1/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	300.73	3%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	1.90	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	-	0%
	<u>\$ 10,010.00</u>	<u>\$ 302.63</u>	3%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 1/31/2024	<u><u>\$ -</u></u>	<u><u>\$ 1,398.04</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 January 31, 2024

Capital Improvement Funds - Community National Bank

\$ 6,560,462.99 at 5.335% (money market account)

Municipal Investment Pool

\$16,616,988.38 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average January 1 - 31, 2024 was 4.02%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	1/12/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,731.44	-96989
15	21516	0	1/12/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,908.86	-96989
15	21517	0	1/12/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,121.88	-96989
10	21513	0	1/12/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,502.27	-96989
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 52,264.45	-96989 Total
10	21509	0	1/12/2024	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,711.72	-96986
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,711.72	-96986 Total
10	21501	0	1/25/2024	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,839.75	-96980
10	21502	0	1/25/2024	PAYCOM PAYROLL LLC	State W/H	\$ 12,088.39	-96980
15	21521	0	1/25/2024	PAYCOM PAYROLL LLC	State Unemployment	\$ 293.80	-96980
10	21503	0	1/25/2024	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,385.33	-96980
15	21504	0	1/25/2024	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,385.33	-96980
10	21503	0	1/25/2024	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,767.67	-96980
15	21504	0	1/25/2024	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,767.67	-96980
10	21514	0	1/25/2024	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96980
10	21518	0	1/25/2024	PAYCOM PAYROLL LLC	Garnishments	\$ -	-96980
10	41000	313	1/25/2024	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,176.29	-96980
10	23800	0	1/25/2024	PAYCOM PAYROLL LLC	W-2s	\$ 1,583.15	-96980
10	23800	0	1/25/2024	PAYCOM PAYROLL LLC	W-3	\$ 18.50	-96980
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 91,485.75	-96980 Total
10	21509	0	1/29/2024	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 29,151.72	-96978
				<i>Remittance of deferred retirement employee contributions</i>		\$ 29,151.72	-96978 Total
10	21505	0	1/29/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,852.01	-96977
15	21516	0	1/29/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,181.65	-96977
15	21517	0	1/29/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,475.30	-96977
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 56,508.96	-96977 Total
10	21515	0	1/26/2024	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,534.20	-96975
15	21515	0	1/26/2024	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 179,285.93	-96975
15	21515	0	1/26/2024	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96975
						\$ 216,647.53	-96975 Total
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Copper Foil Tape	\$ 9.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	LED Circuit Kit	\$ 10.35	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Lithium Battery 50	\$ 8.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Screwdriver Set	\$ 10.49	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	iPad	\$ 798.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Filament	\$ 569.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	3.6 craft scissors"	\$ 69.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	8 scissors"	\$ 74.90	-96973

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Baby wipes, 12 packs	\$ 21.74	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	3-ply masks 2000	\$ 236.97	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Scigrip Ips	\$ 15.49	-96973
10	41000	410	1/17/2024	COREFIRST BANK & TRUST	Shipping & Handling	\$ 13.75	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Bissel BG22	\$ 167.36	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	San Jamar dispenser	\$ 222.05	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Palmer 4-roll dispenser	\$ 279.85	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	8 bamboo skewers"	\$ 4.69	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Himalayan Salt	\$ 7.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Mugs	\$ 26.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Water Color Paper	\$ 9.95	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Watercolor	\$ 12.45	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Watercolor Set	\$ 28.54	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Watercolor	\$ 15.39	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Brush Set	\$ 47.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Washi Tape	\$ 10.95	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Illustration Pens	\$ 8.40	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Watercolor Cards	\$ 27.43	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Black Sharpie Pack	\$ 5.74	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	72 Sharpies	\$ 47.27	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	500 Tongue Depressors	\$ 13.30	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Glass Marbles	\$ 16.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Ceramic Tiles	\$ 15.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Bookmark Set	\$ 9.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Embroidery Kit	\$ 9.49	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Cookie Cutter Set	\$ 5.92	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Black Cardstock	\$ 14.38	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Combs	\$ 34.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Toothpaste	\$ 39.76	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Food Processor	\$ 79.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Mason Jars	\$ 19.54	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Stickers	\$ 5.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Sticker Pack	\$ 6.78	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Journal Stickers	\$ 9.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Paint Pens	\$ 59.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Illiterati	\$ 32.45	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Mobile White Board	\$ 189.78	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Lip Balm	\$ 31.98	-96973

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Lotion	\$ 61.29	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	clip on light white	\$ 16.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	ball chain	\$ 19.98	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	photolumen vinyl	\$ 29.98	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	mini bar magnet	\$ 12.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	two pocket folders	\$ 34.16	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	18 x 24 calendar	\$ 25.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	32 x 48 calendar	\$ 26.59	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	24 x 36	\$ 19.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	6 section folders	\$ 42.60	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	9 x 11 calendar	\$ 14.06	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	micro usb 2pack	\$ 14.97	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	49 in umbrella - black	\$ 47.78	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	dark gray cardstock	\$ 24.49	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	navy blue cardstock	\$ 14.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	8 bamboo skewers"	\$ 6.88	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Contact paper 3 pk	\$ 12.75	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	mini hot glue gun	\$ 35.34	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	full-size hot glue gun	\$ 29.98	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Contact paper 3 pk \$ increase	\$ 0.17	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	mini hot glue gun \$ increase	\$ 1.22	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	10 pack 1ft cables	\$ 69.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	10 pack 2 ft cables	\$ 38.38	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	microwave	\$ 99.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	microwave glass kiln	\$ 47.98	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	mini pottery wheel	\$ 53.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	fireplace tongs	\$ 49.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	crucible tongs	\$ 14.48	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	welding gloves	\$ 33.18	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	morcon R6800	\$ 254.16	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	12-16 gallon bags	\$ 203.68	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	foaming hand soap 4 pack	\$ 260.24	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	ammex nitrile glove mediu	\$ 73.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	HDMI	\$ 44.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	foamular 150 1inx4ftx8ft	\$ 64.74	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	USB Chargers	\$ 43.58	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Hand Sanitizer	\$ 55.68	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	calendar	\$ 21.58	-96973

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Flashdrives	\$ 192.88	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Headphones	\$ 195.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	20 ft white extension cor	\$ 28.30	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	30ft white extension cord	\$ 35.22	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	two pocket folders	\$ (34.16)	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	2ft White 10pack ethernet	\$ 115.14	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Logitech MK345 KMB Combo	\$ 299.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	LED stage lights 4 pack	\$ 88.88	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Nitto 1 tape 1x60yd"	\$ 120.54	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	22 canvas tote ryl blue"	\$ 13.85	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Nitto 1/2 tape 1x60yd"	\$ 92.76	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	LED Christmas lights, 98	\$ 25.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	white zip ties, 6	\$ 7.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	foaming hand soap 4 pack	\$ (65.06)	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Dell 24 Height Adjustabl"	\$ 839.94	-96973
10	41000	320	1/17/2024	COREFIRST BANK & TRUST	Dell 24 Height Adjustabl"	\$ 40.02	-96973
10	41000	320	1/17/2024	COREFIRST BANK & TRUST	Tax to be refunded	\$ 82.27	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	8mm scarf 6 x 24"	\$ 208.75	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Shipping	\$ 13.27	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	RFID Smart cards 100pack	\$ 89.10	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	brads 100pk	\$ 22.36	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	window cling 9 pk.	\$ 45.72	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Shipping	\$ 3.95	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Taxes to be refunded	\$ 3.81	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Mario Kart 8 Deluxe	\$ 53.80	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	LEGo Gear Bots	\$ 22.37	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	LEGo Gear Bots	\$ 3.78	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Animal Upon Animal	\$ 24.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Miniscope	\$ 20.35	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Teenage Mutant Ninja	\$ 34.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Programmable Robot	\$ 49.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Mancala	\$ 25.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Nintendo Joy-Con	\$ 123.96	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Nintendo Joy-Con	\$ 31.64	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Sticker Pack	\$ 6.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Magnetic Blocks	\$ 29.98	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Magnetic Blocks	\$ 4.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Spanish Learning Cards	\$ 22.99	-96973

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	the Game of LIFE	\$ 14.87	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Picasso Tiles 60-piece	\$ 25.98	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Nintendo Switch	\$ 289.00	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Nintendo Switch	\$ 10.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	UNO -2 pack	\$ 11.16	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Earth Science Kit	\$ 22.49	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Earth Science Kit	\$ 3.35	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Gross Science Kit	\$ 29.88	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Journaling supplies	\$ 13.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Answer Buzzers	\$ 92.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Cricut Mat	\$ 26.47	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Cricut Mat	\$ 0.70	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	30-inch curved monitor	\$ 205.75	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Go Fish -Jumbo size	\$ 5.16	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Diamond Gem Painting	\$ 19.79	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Pups 'n' Ladders	\$ 9.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Giant Dominoes	\$ 34.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Cricut Mat	\$ 33.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	SKIP-BO	\$ 16.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	UNO Giant	\$ 14.49	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Taco Cat Goat Cheese	\$ 7.49	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Sorry!	\$ 19.06	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Charging Dock	\$ 50.19	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Jenga	\$ 9.97	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Cardstock 11x17	\$ 79.37	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Lego Table	\$ 139.95	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Sticker & Label Maker	\$ 53.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Taco Cat Goat Cheese	\$ 8.85	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Trouble	\$ 15.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Yeti in my Spaghetti	\$ 11.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	The Ladybug Game	\$ 14.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Spiral Notebook Pack	\$ 78.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Gaming Chair	\$ 79.96	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Llamedon	\$ 19.99	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Llamedon S/H	\$ 4.49	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Super Smash Bros	\$ 52.95	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Pokken Tournament	\$ 59.99	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	mobile whiteboard	\$ 119.29	-96973

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	table topics teen	\$ 50.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	table topics kids	\$ 75.20	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	table topics women	\$ 47.04	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Logitech M510	\$ 229.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	ceiling tv mount	\$ 104.95	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	mount extension 20 in	\$ 27.95	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	mount extension 10 in	\$ 21.95	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	tv mount S/H	\$ 32.28	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	SMART printer ribbon	\$ 203.70	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	STEAM egg drop kit	\$ 49.98	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	STEAM Car Kit	\$ 35.98	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	Magnetic Mega Ball Run	\$ 124.99	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	OTC S/H	\$ 15.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	healthier together game	\$ 41.90	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	working together game	\$ 58.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	English is for everyone 1	\$ 179.82	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	instant papier mache	\$ 33.72	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	baren	\$ 28.04	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	transfer paper	\$ 17.40	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	inking plate	\$ 11.69	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	CF reader	\$ 36.79	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	desk fan	\$ 35.68	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	wall wedge w vitrine	\$ 929.40	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	fosshape medium grade 45i	\$ 23.75	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	foam book support 8x11 po	\$ 264.95	-96973
10	41000	330	1/17/2024	COREFIRST BANK & TRUST	Hollinger Metal S/H	\$ 300.00	-96973
10	23800	0	1/17/2024	COREFIRST BANK & TRUST	glossy blue pocket folder	\$ 39.66	-96973
				<i>Miscellaneous online orders paid by credit card</i>		\$ 12,932.63	-96973 Total
10	21501	0	1/11/2024	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,712.90	-96961
10	21502	0	1/11/2024	PAYCOM PAYROLL LLC	State W/H	\$ 12,360.61	-96961
15	21521	0	1/11/2024	PAYCOM PAYROLL LLC	State Unemployment	\$ 3,441.09	-96961
10	21503	0	1/11/2024	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,289.74	-96961
15	21504	0	1/11/2024	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,289.74	-96961
10	21503	0	1/11/2024	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,511.30	-96961
15	21504	0	1/11/2024	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,511.30	-96961
10	21514	0	1/11/2024	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96961
10	21518	0	1/11/2024	PAYCOM PAYROLL LLC	Garnishments	\$ -	-96961
10	41000	313	1/11/2024	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,234.88	-96961

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 91,531.43	-96961 Total
49	41000	919	1/5/2024	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 10,000.00	12175
					<i>Friends funding request approved by Board on 10/19/2023 included \$10,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>	\$ 10,000.00	12175 Total
10	21512	0	1/5/2024	DELTA DENTAL OF KANSAS, INC	EE Jan Premiums	\$ 2,531.34	100393
15	21512	0	1/5/2024	DELTA DENTAL OF KANSAS, INC	ER Jan Premiums	\$ 9,985.60	100393
15	21512	0	1/5/2024	DELTA DENTAL OF KANSAS, INC	Retiree Premiums	\$ 44.16	100393
						\$ 12,561.10	100393 Total
10	23800	0	1/5/2024	VERIZON WIRELESS	mobile mifi cards	\$ 6,655.23	100409
						\$ 6,655.23	100409 Total
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 24.73	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 24.73	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 24.73	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 60.38	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 24.73	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 24.73	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 24.73	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 23.33	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 206.50	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 1,180.05	100418
10	23800	0	1/11/2024	EVERGY	Electric Service	\$ 17,696.89	100418
						\$ 19,456.91	100418 Total
10	41000	323	1/11/2024	GREATER TOPEKA PARTNERSHIP	MOM 2027 Pledge	\$ 5,000.00	100419
10	41000	323	1/11/2024	GREATER TOPEKA PARTNERSHIP	Membership	\$ 2,700.00	100419
10	41000	322	1/11/2024	GREATER TOPEKA PARTNERSHIP	12 Ads plus SM mentions	\$ 3,000.00	100419
					<i>2024 approved operating budget - membership fees and advertising</i>	\$ 10,700.00	100419 Total
10	41000	323	1/11/2024	URBAN LIBRARIES COUNCIL	Membership Renewal	\$ 10,500.00	100433
					<i>2024 approved operating budget - memberships and dues</i>	\$ 10,500.00	100433 Total
10	23800	0	1/18/2024	KELLEY CONSTRUCTION CO., INC.	DOCK REMODEL	\$ 73,865.00	100448
10	23800	0	1/18/2024	KELLEY CONSTRUCTION CO., INC.	Chg Order #1	\$ 3,850.00	100448
						\$ 77,715.00	100448 Total
10	41000	301	1/18/2024	OCLC, INC.	OCLC cataloging & ILL	\$ 90,014.59	100454

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All Checking Accounts
For the Month Ended January 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2024 approved operating budget - annual fee for cataloging and interlibrary loan database</i>		\$ 90,014.59	100454 Total
10	41000	310	1/25/2024	BIBLIOCOMMONS, INC.	annual renewal	\$ 31,400.26	100462
				<i>2024 approved operating budget - contracted digital services</i>		\$ 31,400.26	100462 Total
15	41000	260	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>1st qtr workers comp ins</i>	\$ 15,750.00	100478
10	41000	321	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>Semi-Annual Prop</i>	\$ 18,156.00	100478
10	41000	321	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>Semi-Annual Vehicle Ins</i>	\$ 6,193.00	100478
10	41000	321	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>Semi-Annual Genl Liab</i>	\$ 5,372.00	100478
10	41000	321	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>Semi-Annual Crime</i>	\$ 1,477.00	100478
10	41000	321	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>Semi-Annual Cyber</i>	\$ 1,092.00	100478
10	41000	321	1/25/2024	THE CINCINNATI INSURANCE COMPANY	<i>Insurance rider</i>	\$ 9.00	100478
						\$ 48,049.00	100478 Total
10	41000	310	1/25/2024	ZETCOM NORTH AMERICA INC	SaaS annual maintenance	\$ 8,250.00	100479
				<i>2024 approved operating budget - contracted digital services</i>		\$ 8,250.00	100479 Total
						\$ 881,536.28	Grand Total



Board of Trustees Executive Committee
Meeting
February 5, 2024 – 4:00pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on February 5, 2024, via Zoom, and was called to order at 4:01 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the January 8, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the January 8, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the January 18, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees February 15, 2024, meeting were reviewed.

Chief Financial Officer Kim Strube stated that she sent the investment bid letter to banks. She heard from one bank. She compared them to the municipal pool and their rate isn't high enough. If a bank bids and they exceed the statutory rates, she will create a resolution to go before the board, but as of now there is no resolution. The deadline for banks to reach out to Strube is Wednesday.

Chief Executive Officer Marie Pyko will share the full 2024 Quarter 1-4 projects for the Strategic Plan in her board report. She will share where the library is in regards to the completion of projects planned for Q1. Pyko plans to give these updates regularly. Communications and Marketing Director Diana Friend and Digital Services Director David King will present the new website and will talk about what has been done to update the library website. Technical Services Manager Scarlett Fisher-Herremann will present Trustee Education on the collection ordering process. This presentation will be shared with the board prior to the board meeting. Pyko encouraged trustees to reach out to her if they have any questions about the collections ordering process.

Chief of Staff Thad Hartman shared he will speak about the upcoming Staff Development Day and will provide an update on the dock project.

Other Items

No other items were discussed.

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:21 pm.

Next Meeting

March 11, 2024

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

CHIEF EXECUTIVE OFFICER’S REPORT
February 2024

News and Updates

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

Enrollment numbers remain strong at the end of January 2024. We currently have 5,992 children birth to age five enrolled. We continue to promote the program with our collaborations with the hospitals and pediatricians’ offices. Sherry Hess and her colleagues continue to find local early education partners who can house a collection of books in their spaces. Our Book Nook at Westridge Mall remains a popular place to have DPIL books for family book sharing. It is also a wonderful way to help families learn about the program and sign up for their young children.

Strategic Plan 2024-2029

Included after my report is the 2024 project document which identifies the project and the quarter of 2024 that work will begin. I will include a status report on the projects at least quarterly during the board meeting. Communications and Marketing continues to work on the final print and online version of the Strategic Plan which will be available for distribution at the March board meeting.

2024 Q1 Projects

Access	Evaluate Current Mobile Delivery Plan
Access	Reader’s Lounge Remodel
Digital Library	Launch the new Digital Library Website
Readers and Reading	Create Juvenile Detention Center program
Play & Experiential Learning	Ensure the Kids Library design is infused with play based learning
Celebrate Local Stories	Create a Digital Memory Lab in Level 2 Tech Center
Recruitment and Retention	Engage in a compensation study

New website launch

On January 29, 2024, we launched our new modern and dynamic website. The complete rollover took about two hours. Prior to the launch, all library staff participated in website training. Additional staff were available to respond to phone calls and chat reference during the transition. The implementation went well, and it required all areas of the library from customer service to the digital services team to help support the roll out. As with any new implementation, our Communications and Marketing and Digital Services team are working

diligently to fix or improve any search wayfinding or broken links. The website team are now in the phase of responding to changes and seeing how our customers are using the website. Over the next month or so, we will be introducing the website search capability so staff and customers will be able to use the large google-like box to put in terms and find the exact page content is located. There were many people who worked tirelessly to create and implement the new website including Diana Friend, Michael Perkins, Karen Watson, Ginger Park, Jayne McFarland, David King, Shannon Eddings, Scarlett Fisher-Herreman, Thad Hartman, and Jacques Belderok. Also, a big thank you to Brenda Hough and Kate Hughes who worked with the new website implementation team on staff training for all staff to be ready to help customers on the launch day.

Diana Friend and David King will be presenting an overview of the new website at the February board meeting.

Speaking Engagements

The new year started with several opportunities to speak about the library's services, spaces, and collections. During the February speaking engagements, I was able to share the new strategic plan and respond to questions regarding new projects on the horizon and what we learned from our community focus groups and surveys. I have two additional presentations scheduled later in February and look forward to sharing our new Strategic Plan.

For Staff Development Day on February 19th, I will be opening the day with a keynote presentation on Libraries Connect and Strengthen Communities. The talk will highlight the new focus areas of the Strategic Plan 2024-2029.

Staff Development Day- February 19, 2024- 8:00-4:00 pm

Our Staff Day 2024's theme is Act Experimentally, and it is a day where all staff come together to learn and grow. This annual day is named the Stephanie Hall Day of Sneaky Learning in honor of our former colleague Stephanie Hall, who passed away in 2021. Stephanie was the library's Learning Experience manager and coordinated all the programming for many years. A commitment to everyone being a continuous learner was core to what mattered to Stephanie and so this day is always special for the library staff who worked closely with Stephanie. On the day, we will have breakout sessions on topics of Connection, Learning, Space and Joy. It will be the official kick-off for the Strategic Plan 2024-2029 for staff.

New Business

Resolution- New Bank Investments

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

Professional Activities/Community Contacts

January 16, 2024	Attended the Friends of the Library Board meeting
January 17, 2024	Attended the Governmental Affairs Committee planning meeting
January 18, 2024	Kids Library remodel planning team
January 18, 2024	Attended the Board of Trustees meeting
January 19, 2024	Met with BT&CO and the Board of Trustees Audit Committee for the Audit Kickoff meeting.
January 22, 2024	Attended the Kansas Director's Communities of Practice meeting.
January 24, 2024	Led the Topeka Collegiate Equity and Justice Committee
January 26, 2024	Met with Barb LaClair, Topeka Genealogical Society
January 27, 2024	Participated in the Constitution Hall Board retreat
January 29, 2024	Attended the Capper Foundation Board meeting
January 30, 2024	Met with Friends of the Library Scholarship Committee
January 31, 2024	Attended Library Legislative Day at the Capitol
January 31, 2024	Visited with Glenda Washington and Dr. Beryl New from the Topeka Chapter of the Links.
February 1, 2024	Thad Hartman and I visited with Topeka Jump group to discuss homelessness in Topeka.
February 5, 2024	Attended the Board of Trustees Executive Committee meeting.
February 6, 2024	Attended the Topeka Day at the KS Legislature and hosted a library booth with several staff members.
February 9, 2024	Presented to the Knollwood Garden Club about the future of the library and provided a tour.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 02/8/24

Dolly Parton Imagination Library January 2024

Total Enrolled

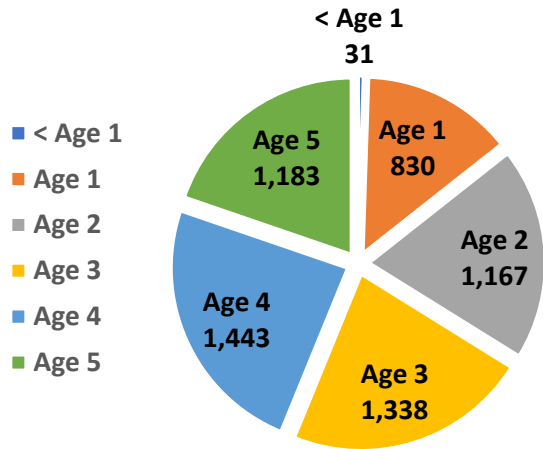
5,992



Total Graduated

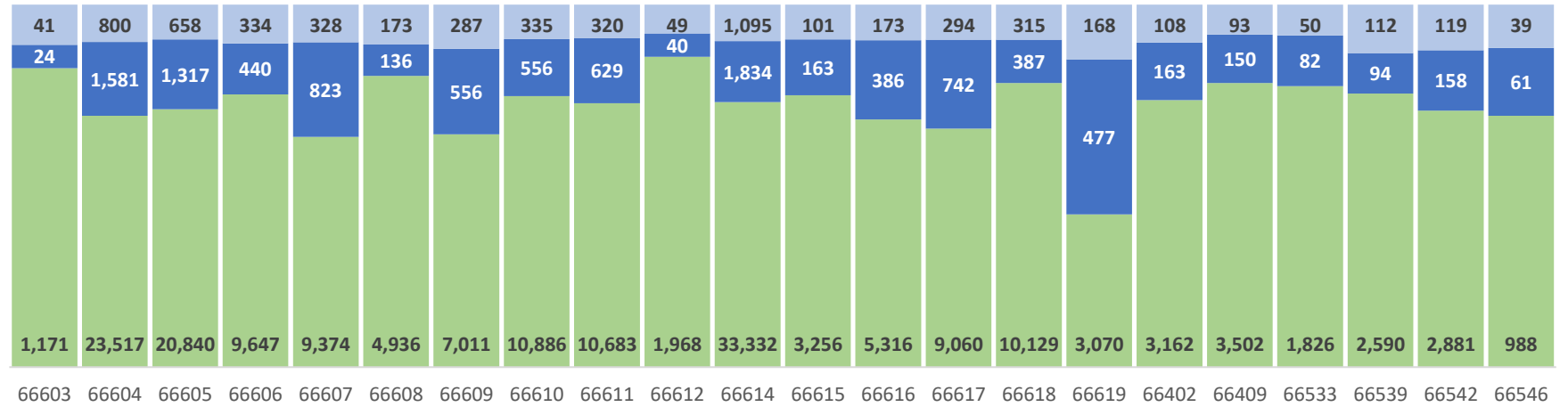
8,054

Age Of Children

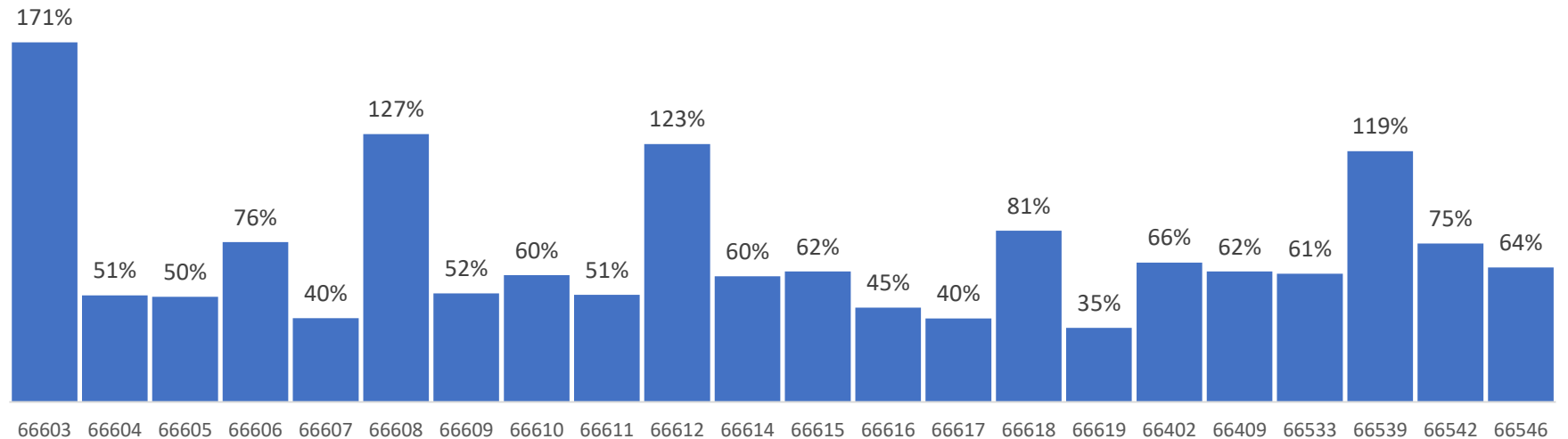


Enrollment by Zip Code

■ Zip Code Population ■ Under 5 Population ■ DPIL Enrolled



Percent of Children Signed Up by Zip Code



Strategic Plan 2024 Projects

Focus Area	Strategic Initiative	Action		Quarter beginning
Connection	Digital Equity	Expand digital skills training	SP	Q4
		Visit innovation centers and local technology schools to strengthen best practices and offerings	SP	Q2
	Socialization	Update program review process to support social events for the public.	SP	Q3
		Expand use of health information and referral program among staff and the public	SP	Q4
		Expand marketing of Spanish language collections to community	SP	Q3
Space	Access	Evaluate current Mobile Delivery Plan	SP	Q1
		new Automated Material Handling System	FMP	Q3-Q4
		Kiosk upgrade	FMP	Q2
		Lower-level remodel part 1	FMP	Q3
		Reader's Lounge remodel	FMP	Q1-Q2
		Kids Library remodel	FMP	Q4
	Digital Library	Develop a strategic work plan for Digital Library	SP	Q2
		Market and promote library digital resources to the community in an engaging way	SP	Q2
		Launch the new Digital Library website	SP	Q1
		Perform usability testing on new website and library app	SP	Q3
Learning	Readers and Reading	Create Juvenile Detention Center program to support young adult readers	SP	Q1
		Implement book talks and areaders conversations in the newly renovated Reader's Lounge	SP	Q3
		Research feasibility of introducing advisory groups for curating specialized collections.	SP	Q3
	Play and Experiential Learning	Ensure that the updated Kids Library design is infused with play-based learning opportunities	SP	Q1
		Ensure that the updated Teen Space is infused with experiential learning	SP	Q4
		Establish relationships with local teen focus groups	SP	Q4
Joy	Discover & Grow Passions	Update program review process to support unique offerings that cannot be found elsewhere	SP	Q3
		Celebrate Local Stories	SP	Q2

Focus Area	Strategic Initiative	Action		Quarter beginning
Joy	Celebrate Local Stories	Expand collaborations with community groups	SP	Q3
		Build a dynamic Genealogy & Local History webpage	SP	Q3
		Create a Digital Memory Lab in the Level 2 Tech Center	SP	Q1
People	Training	Develop a standard process and practice for all staff on how to effectively work in all public facing areas of the library.	SP	Q2
		Provide training on de-escalation and trauma-informed practices	SP	Q2
	Recruitment and Retention	Engage in compensation study	SP	Q1

Chief of Staff Report

Thad Hartman
February 8, 2024

Staffing

We are currently in the process of filling the Access Services Manager and Public Services Supervisor positions on our Management Team. We have the final round of interviews for Access Services Manager the week of February 12 and hope to have that position filled by March. We are in the process of reviewing applications for Public Services Supervisor and will probably begin the first round of interviews the week of February 19. We hope to have that position filled by April. Once these are filled, Management Team will be fully staffed. However, if there is any internal movement when these positions are filled, it could lead to other openings within Management Team.

Construction Projects

The dock is nearing completion. Crews have been finishing up this week including painting stripes, installing handrails, and caulking. On Tuesday, Feb 13, irrigation work will be completed and the next day backfilling. We should be able to take possession on Thursday, Feb 15. However, if there is a significant delivery before that date, we actually could do that before then, but we'd like to wait until everything is complete before fully opening up the dock. Everyone is excited to get it back into operation!



On the Readers Lounge side of things, we've had some setbacks. The delivery date for some of the lighting fixtures has been pushed back a few times, which has altered our schedule. We are now expecting those lights to ship in April, which would push back the work in the east wing until Summer. However, Kelley has developed a workaround with LFI, our shelving supplier, in which we will complete everything in the west wing, including installing the shelving, before installing the delayed lighting. We will shift the collections back into the west wing and Kelley will begin work in the east wing. Once the lighting fixtures arrive, we will shut down the west wing for a few days and Kelley will install the lights over the shelving.

This means that there will be some collections that won't be open to customers for a few days while the lights are installed. Library staff will be able to retrieve materials for customers during this time. It also means that there will be a few weeks in which the west wing won't have the full complement of lighting. There is currently lighting in the ceiling in the west wing, but we won't have some of the canned lights that will go in the wood clouds. There will still be plenty of light in the room, but there may be some areas that are not as well-lit. We feel it is worth it so that work can continue in an effort to keep the project on schedule.

Kelley recently pulled up the old carpeting in the west wing and will begin laying new flooring the week of February 12. Once flooring is complete, LFI will come in to move and install shelving. This is scheduled for the week of February 26, but this is still being finalized with LFI. After the shelving has

been moved, library staff will be able to move collections back into the west wing. This should happen in early to mid-March. Once the collection has been moved into the west wing, the whole process will begin again in the east wing. Although there have been many changes to the timeline, we are still planning to be done before Memorial Day.



Department Highlights

Public Services

Debbie Stanton, Manager

Collaboration Spotlight

We have been playmates with the Kansas Children's Discovery Center since its opening in 2011 and love connecting children in Topeka and Shawnee County to the engaging and fun services provided by our friends at KCDC! Here are just some of the services we have offered in collaboration with KCDC:

- **Pass Program**
Families can visit the Discovery Center up to six times a year using passes provided by the library.
- **STEAM Ahead Kits**
Since Covid we have worked with KCDC to offer Discovery Center STEAM Ahead activity kits for checkout in our Kids Library. Kits are developed by Playologists at the Discovery Center and include a bilingual book and a bag filled with interactive activities for children to play and learn. The kits fly off the shelves and have been incredibly popular with families.
- **TSCPL @ KCDC**
We love bringing stories to our friends at KCDC. During the most recent Curious George exhibit at KCDC we provided storytimes at the Discovery Center every other week.
- **Discovery Kindergarten**
We have gotten to join in the fun of Discovery Kindergarten at the Discovery Center by running

the activity table at Camp Kindergarten and providing information and resources at the Kindergarten Fair.

Readers & Resources Team

Program Coordinator Autumn Friedli shared this exciting news about the Winter Reading Challenge:

This year's Winter Reading Challenge was a giant success. So much so that additional prizes (an adorably popular mug) had to be ordered to cover all of the completers! This year's challenge set a new record for number of people completing the challenge – 1552!! In January, participants logged 8458 books that they read! For some perspective:

- 2023 – 1,068 people completed the challenge
- 2022 – 805 people completed the challenge
- 2021 – 454 people completed the challenge.

Our Winter Reading Challenge is something many readers anticipate every year.

Public Services

Zan Popp, Supervisor – Information & Learning

To better reflect the essence of our work, the Information and Learning Team transformed into the Learning Experience Team at the start of 2024. This name change doesn't signify a change in our work, but rather clarifies our focus on creating unique and engaging experiences for individuals to explore art, technology, and history within our welcoming physical spaces.

Alice C. Sabatini Gallery

The Reed Studio continues to be very popular during Light & Shadow. Kids and adults alike are enjoying the art projects and drawing on the Reed Studio walls with glass markers. Dragons and sea creatures are popular themes in the window art. Our tissue paper- stained glass program on January 27 was a big success! We had 21 people making art in the Reed Studio. There was so much interest that we had to turn away a few people as they arrived after the program was over. Everyone was excited and wanted to know when the next Reed Studio program would be. We directed them to keep an eye on the library's website and Facebook page for schedule updates.



(The attached photos were posted on the TSCPL Instagram account. The young lady in the photos is Jayna's daughter.)

Local History

This month, the team completed the inventory of the gallery storage area. Now, both local history collections storage areas have been roughly inventoried. This will greatly help the team as they move forward with their search for collections management software. January kicked off our first of five “watch parties” that we are hosting to show the Humanities Kansas "Big Idea: Brown at 70" live streams. The weather for our January presentation wasn't great, but we still had people turn out to listen to Cheryl Brown Henderson discuss her memories of Brown v. Board.

Level 2 Tech Center

The L2TC team has been hard at work creating kits for in-house checkout and use in the recording studios, colabs, and digital art studio. These kits range from HDMI cables and headphones to different microphones and even a keyboard. So far, there are five different kits available for checkout for three hours, and more are on the way!



Community Connections

To increase knowledge of these tools, our Community Connections Librarian launched public training this spring. The first workshop in a new NonProfit Resources series, “How Candid Helps Nonprofits & Using your Candid Profile” drew 8 eager participants. Some immediate successes included a participant successfully updating their organization’s Candid Profile during the workshop, and a second local nonprofit following up to share they achieved their 2024 Gold Seal of Transparency on their Guidestar profile that same evening.

Learn more about Candid resources on the library’s website <https://tscpl.org/job-seeking-career/non-profits>

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staff changes

Teen Librarian Angie Reed headed back to Washington state where she accepted a job as a teen librarian at Orcas Island Public Library. We wish her the best. She started with us just a few weeks before the pandemic lockdown and was a part of the Youth Services team just shy of 4 years.

Librarian Updates

Early Childhood Learning Coordinator

Recently, Topeka Public Schools – Parents as Teachers and the Topeka and Shawnee County Public Library co-hosted BLOCK Fest®. It is based on research that supports learning about math and science through hands-on block play experiences. BLOCK Fest® includes five unique block stations where children build, play, and explore. Staff from both Topeka Public Schools and the library were available at each station to engage with families and offer ideas to promote learning. BLOCK Fest® is for children 8 months to 8 years alongside their parents. The event was held in the evening on Tuesday, January 30th and again in the morning on Wednesday, January 31st. Total attendance for both days was 198.



Early Childhood Librarian

In January, we celebrated our state's 163rd birthday with a Happy Birthday, Kansas! storytime. We sang our state song, Home on the Range, with gusto! We learned about some of our state symbols – sunflower, American Bison, and Barred Tiger Salamander. Our birthday storytime would not have been complete without a group sing-a-long of Happy Birthday to our great state. As a first we provided an ASL interpreter. After storytime we made homemade butter and a sunflower! Over 100 children and their grown-ups were in attendance.



School Age Outreach Librarian

I am so excited to be getting started in my new role as the School Age Outreach Librarian! My experience of working with school-aged children combined with working in the community for 9 years, leads me to have no doubts that this role will flourish within the library organization. As a part of that I

will lead the TSCPL@School team. We are in the process of creating new impactful goals. I jumped into things by connecting with the four school districts we serve to begin creating a positive relationship with all of them. Within the library the school-age team held some very successful programs, with “Fun with Food”, being our most popular. Amazingly enough, this hands-on activity helps children develop language and motor skills! It’s important to us as a school-age team to let the children learn and explore through play.

School Age Librarian

Brrrr. . . January 2024 School Age Programming kept our customers warm during the sub-zero temperatures. Our Specialists facilitated making waffles, creating paper 3-D Squishmallows, playing bilingual games and making dragon eyes! A highlight was creative writing and poetry. Our specialist provided art supplies for customers to decorate their own notebooks for story starters and journaling purposes. Some school-aged customers took pictures of the story starters and used them at subsequent programming. An adult customer who provides homeschooling for her children also took pictures of the notebooks and story starters to use in her curriculum. Because the story starters were such a hit in her first session, the programmer made new ones for the next poetry program based upon that customer feedback and use!

I am the *newest* School Age Librarian at TSCPL. Thank you for giving me this amazing opportunity to “spark curiosity and connect our community through literacy and learning.” My background includes working with early childhood special education and mental health.

Teen Librarian

Our newest specialist for teens has revamped that age group’s cooking program. It is called Cooking: Chemistry Creations, and it will explore kitchen science concepts. The first one included turning sugar to caramel to make caramel corn.

Program Services

Autumn Friedli, Program Services Coordinator

Program Services is working hard planning for Summer. This year’s theme is “Adventure Begins at Your Library.” Ten teams have been assembled to plan activities that will be fun and adventurous for everyone! Blockbuster Wednesday events, Fun at One events, and Friday Flicks are all making a comeback this summer with a focus on adventure. A Kick-Off Event is being planned for June 1st as well. As always there will be reading challenges for all ages to enjoy and earn prizes. Stay tuned for more details!

Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

Community Passes to Discovery Center and Topeka Zoo



Kansas Children's Discovery Center Passes



Topeka Zoo & Conservation Center Passes

We launched a new ticketing system to the Kansas Children’s Discovery Center and the Topeka Zoo on Monday, January 29. Our new system, called TixKeeper, provides an improved experience for customers interested in visiting these two treasured local destinations. With both locations, customers visit the [“Passes”](#) page on our new website. From there, they complete a simple reservation process within just a couple of minutes. An email confirmation and printable PDF with the tickets is immediately sent to the customer. They show the passes or email confirmation to Zoo or Discovery Center staff upon arrival. It’s that simple! Passes allow up to 6 visits per year for each destination, each visit allowing 2 adults and 4 children.

We have experienced a very positive response from customers who enjoy the ability to book tickets from home and that they can choose when to visit instead of waiting for a pass to be available. In the 10 days since we launched the new system, 170 customers booked reservations. We anticipate interest in this program to remain strong, especially as we pull out of the winter months. Last, we see this passport experience as a model we can hopefully expand with to other area destinations. Now that we have the system in place, onboarding with other organizations will be easier.

Community Services

Patrick Berry, Community Services Supervisor

School Outreach

The team has finished its Kansas Celebration month. We finished with 57 programs presented to area schools. Kansas Symbols was the most popular program, as is responsible for 35 of those presentations.

The Adventuremobile

We had another awesome month with almost 3,300 checkouts. This was good when there were so many school closings, and service cancellations due to the inclement weather we had during January.

Bookmobile

The team has concluded its January schedule and had 4,171 checkouts registered during that time. This

is great when you consider the number of days the service was cancelled or delayed due to inclement weather.

@Home Delivery

This team had roughly 3,200 checkouts during the month of January. Even with the cancellation of service due weather, the team was still able to deliver to patrons by spending long days delivering to multiple routes.

Circulation

Angie Hardy-Foltz & Kelli Smith, Circulation Supervisors

Staffing

The Circulation department has hired two new part time Library Associates join the team this week. Susan Thomas and Serena Schmitz are going to be busy these next two weeks learning the library's circulation and access policy and how to apply the circulation guidelines during customer service interactions. They will also be busy learning the Polaris ILS and the many different circulation assignments they will be working. The whole team is happy to have them aboard!

Digital Services

David King, Digital Services Director

Public Website

We launched the website! The website was launched on January 29, and the launch process went smoothly.

New social media posting tool for Marketing

Digital Services set up Buffer for Marketing and for the library's social media team. Buffer allows the library to schedule social media posts and to post content across multiple platforms.

Top Web Pages for January 2024

1. Winter Reading Challenge: 4419 Pageviews
2. Library Catalog: 3057 Pageviews
3. Services Page: 2740 Pageviews
4. Work at the Library Page: 1943 Pageviews
5. Book and Media Sales: 1717 Pageviews
6. Get a Library Card: 1626 Pageviews
7. Great Gatsby Discussion Questions: 1390 Pageviews
8. My Account: 1224 Pageviews
9. About Page: 1073 Pageviews
10. Meeting Room Page: 850 Pageviews

Social Media Highlights for January 2024

Facebook

- On Wednesdays we wear Pink – reached 20,937 people
- Paul Brennan retired – reached 15,472 people
- Jennifer Jones retired – reached 15,086 people

Instagram

- Snowy day video – reached 1173 people
- Winter reading challenge – reached 786
- Jennifer Jones retired – reached 664 people

Communications & Marketing

February 8, 2024

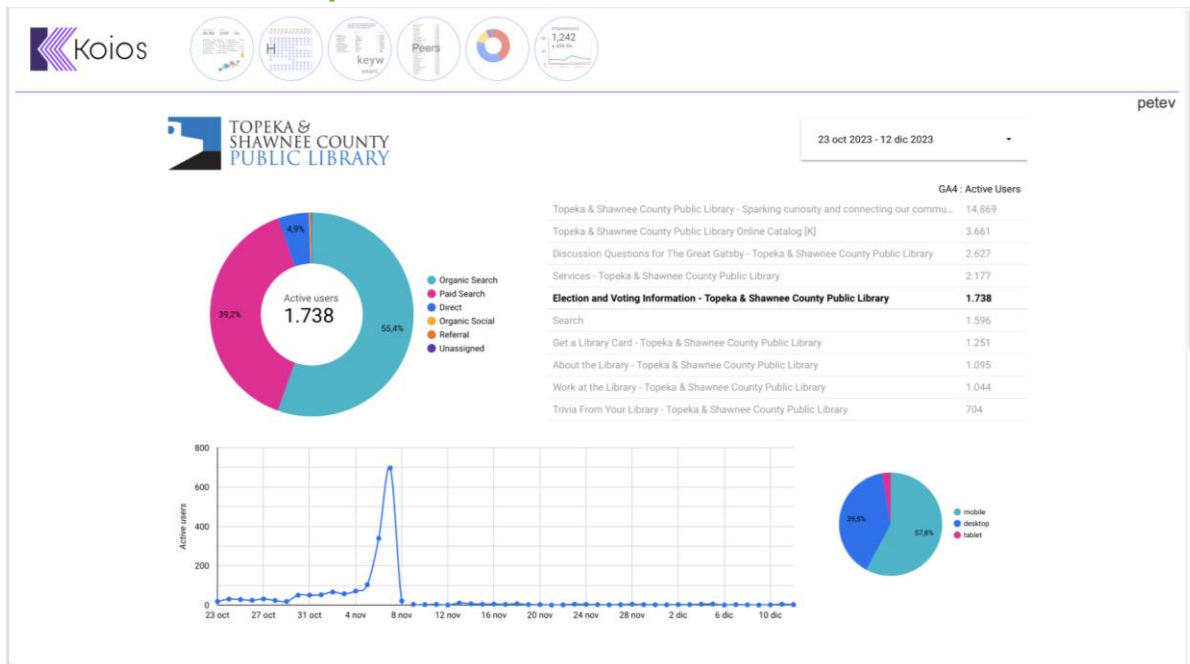
Communications & Marketing Team

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

Representing the library and how we roll

On Tuesday, Feb 6, the library was invited to participate in the Greater Topeka Partnership Legislative Day at the State Capitol. With only a few days to prepare it was exciting to see how well our departments worked together to assemble a showcase for the library. Administration staff did the paperwork to reserve our spot at the Statehouse and our events specialist checked out the community event tablecloths and literature holders for us to use. Digital Services has an easy-to-use webpage I used to check out a laptop and a MiFi Hotspot to sign people up for library cards and show items from our Digital Library. Facilities found me an extension cord to ensure we could plug in if our batteries ran low. Because the event lasted from 8am – 2pm, staff who graduated from Leadership Greater Topeka took 1.5 shifts to cover our exhibit table and talk with legislators and others who were in the Statehouse that day. There was even a bit of competition on who signed up the most people for library cards, and I'm not saying who had the most signups, but you should always consider the skill of a Human Resources professional to sell the library! The biggest reward was hearing stories about how people use the library and appreciate having a great library in our community.

November website spike



A couple of weeks ago we were working with our Data Analyst who brought to our attention that there was a big spike in website use in November 2023 and they asked if we had a marketing campaign going

on that might have caused it. We were looking into what it could be and mentioned it during our meeting with our representatives with Koios, the company that manages our paid advertising grant with Google. It took mere seconds for them to look at our analytics and find the spike occurred around the election when people were accessing the voting and election information on our website. Koios works with a lot of libraries and said we do a great job providing our community with the information they need.

Social Media Stories

Go Chiefs! Not wanting to miss out on the enthusiasm for the Chiefs going to the Super Bowl and our connection to Taylor Swift, we reposted our 2015 [Check it Out parody](#) of her hit *Shake it Off* song last night (2/7/24) and it already has 235 Facebook likes, 5.4K views and 80 shares! Fun memories and best of luck to the Chiefs and *Tayvis*!



More fun, no mean occurred when our staff plus sweet furry friend, Midnight, turned *Mean Girl* pink for the new "So Fetch" book about the making of *Mean Girls* plus the new musical movie *Mean Girls*.



**Resolution – New Bank Investments
BOARD OF TRUSTEES
February 15, 2024**

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

- (1) a transfer of \$5.5 million from the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Equity Bank, Topeka, Kansas. This certificate of deposit will originate on February 16, 2024 with a maturity date of May 16, 2024 at a rate of 5.3%; and**
- (2) a transfer of \$1.5 million from the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Equity Bank, Topeka, Kansas. This certificate of deposit will originate on February 16, 2024 with a maturity date of May 16, 2024 at a rate of 5.3%.**

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

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

Background Information:

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

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

<https://pooledmoneyinvestmentboard.com/investmentrates.html>

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

Required Rates for Week of 2/05/24-2/11/24

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.33%
3 Months	5.30%	5.28%
6 Months	5.11%	5.15%

On January 22, 2024, the Library’s Chief Financial Officer sent a written notice offering short-term investment opportunities for bid to 16 financial institutions within the Library’s district. Due to the cost of the required collateral and to provide financial institutions a chance to bid regardless of their size, two investments were offered of \$5.5 million for 90-120 days and \$1.5 million for 90-120 days. Bids were due on February 7th. The current offering resulted in three bids, one declining to bid and twelve sending no response. Some bids did not accommodate all investments.

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

The highest bids were from Equity Bank at 5.3% for any or all the investments so they are the recommended financial institution in which to place all bids, for a term of 90 days.

The offered rate matches the rates that financial institutions must meet or exceed in the table above and exceeds the current rate offered by the Municipal Investment Pool of 4.78% for fixed 90 to 179 day investments made on the week of February 5, 2024 with maturity dates ranging from May 6 to August 2, 2024.

Confirmation of the required pledged securities is expected to occur prior to the funds actually being transferred on February 16, subject to the approval of this resolution.

Staff Recommendation:

The highest bid of 5.3% for a 90-day certificate of deposit of \$7 million with Equity Bank is recommended with the funds to be transferred from the Library’s Municipal Investment Pool overnight account with the State of Kansas, effective February 16, 2024. Confirmation of collateral will be required before the transfers are completed.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library - Bids for Investment of Idle Funds - February 7, 2024, Bid Due Date
Shawnee County Financial Institutions, without Rossville & Silver Lake Townships
Offering: \$5.5 M (GF) and/or \$1.5 M (EE Bene) for 90-120 days - maturity date 5/16/2024-6/15/2024

awarded								
Name	Amount	Rate	Maturity	Rate	Maturity	Security	Investment Type	Notes
Alliance Bank	no response							
Capitol Federal Bank	no response							
Central National Bank	called to offer variable rate, but could not pledge collateral							
Community Bank	no response							
Community National Bank (formerly Vision)	\$5.5M			4.75%	120 days	Government agency securities	CDs	No bid for 90 days, only 120 days
CoreFirst Bank & Trust	did not notify because they are unable to have more than maximum for TSCPL funds (\$3 M all)							
Denison State Bank Branch	\$2 M	5.15%	90 days	5.15%	120 days	Pledged security information not provided by bank	CDs	Bid was limited to \$2M for one or both funds
Equity Bank	\$5.5M	5.30%	90 days			Pledged security information not provided by bank	CDs	No bid for 120 days, only 90 days
Fidelity State Banks & Trust Co.	no response							
Heritage Bank	no response							
Intrust Bank NA Branch	no response							
Kaw Valley Bank	no response							
Landmark National Bank	no response							
Lyndon State Bank Branch	declined to offer bid (per email)							
Silver Lake Bank	no response							
UMB Bank, NA Branch	no response							
US Bank NA Branch	no response							

maximum rate 5.30%

# of financial institutions bidding	3	Denison State Bank bid on \$2M only
# of financial institutions replied by not interested	1	
# of financial institutions not responding	12	
Total Financial Institutions	16	

Topeka and Shawnee County Public Library - Bids for Investment of Idle Funds - February 7, 2024, Bid Due Date
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Equity Bank	\$1.5M	5.30%	90 days			Pledged security information not provided by bank	CDs	No bid for 120 days, only 90 days
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US Bank NA Branch	no response							

	maximum rate	5.30%
# of financial institutions bidding		3 Denison State Bank bid on \$2M only
# of financial institutions replied by not interested		1
# of financial institutions not responding		12
Total Financial Institutions		16

	2024													2024 YTD	2023 YTD	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)																
Monthly NPS	84.1													84.1	91.9	-8.5%
Monthly # of Responses	64													64	770	-91.7%
Current NPS	86.4													86.4	86.3	0.1%
GATE COUNT	35,534													35,534	36,300	-2.1%
CIRCULATION*																
Main Library																
TSCPL Curbside	1,219													1,219	2,150	-43.3%
Circulation Desk & Renewals	33,412													33,412	34,106	-2.0%
Interlibrary Loan	1,240													1,240	1,209	2.6%
Self-Check	41,085													41,085	45,595	-9.9%
Bookmobile	7,455													7,455	6,631	12.4%
TSCPL@Home	3,198													3,198	3,388	-5.6%
Red Carpet	4,484													4,484	4,994	-10.2%
Digital Downloads	61,030													61,030	55,686	9.6%
Library @ Work / Smartlocker	1,508													1,508	1,390	8.5%
TOTAL CIRCULATION	154,631	-	-	-	-	-	-	-	-	-	-	-	-	154,631	155,149	-0.3%
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	55,269													55,269	60,769	-9.1%
CIRCULATION DETAILS																
Print Material	59,296	-	-	-	-	-	-	-	-	-	-	-	-	59,296	793,282	-92.5%
Audio/Visual Material	27,096	-	-	-	-	-	-	-	-	-	-	-	-	27,096	347,723	-92.2%
Adult Materials	48,843	-	-	-	-	-	-	-	-	-	-	-	-	48,843	640,167	-92.4%
Children's Materials	28,831	-	-	-	-	-	-	-	-	-	-	-	-	28,831	391,438	-92.6%
Young Adult Materials	2,484	-	-	-	-	-	-	-	-	-	-	-	-	2,484	34,872	-92.9%
Red Carpet Materials	6,168	-	-	-	-	-	-	-	-	-	-	-	-	6,168	74,153	-91.7%
NEW Patrons																
Topeka / Shawnee County																
Adults	848													848	752	12.8%
Children (ages 17 and under)	145													145	165	-12.1%
Red Carpet Outreach	8													8	11	-27.3%
NEKL	42													42	48	-12.5%
Non-Resident	1													1	2	-50.0%
Total New Registrations	1,044	-	-	-	-	-	-	-	-	-	-	-	-	1,044	978	6.7%
PATRONS DELETED	478													478	135	254.1%
Cardholders																
Topeka / Shawnee County																
Adults	66,121													66,121	65,285	1.3%
Children (age 0 - 17)	15,485													15,485	15,486	0.0%
TSCPL @ School	32,898													32,898	28,808	14.2%
Red Carpet Outreach	1,382													1,382	1,355	2.0%
NEKL	9,568													9,568	9,501	0.7%
Non-Resident	98													98	105	-6.7%
Delinquent	119													119	119	0.0%
TOTAL CARDHOLDERS	125,671	-	-	-	-	-	-	-	-	-	-	-	-	125,671	120,659	4.2%

Active Cardholders (Savannah)																
Non-Student Cardholders	53,799													53,799	53,392	0.8%
Student Cardholders	8,177													8,177	8,027	1.9%
TOTAL ACTIVE CARDHOLDERS	61,976													61,976	61,419	0.9%
Unique Borrowers																
Physical	7,920													7,920	25,019	-68.3%
Digital	10,652													10,652	19,127	-44.3%
Both	1,547													1,547	6,700	-76.9%
TOTAL UNIQUE BORROWERS	17,025	-	-	-	-	-	-	-	-	-	-	-	-	17,025	37,446	-54.5%
Holds Satisfied																
TOTAL CHECK-IN	53,663													53,663	58,606	-8.4%
COLLECTION																
Materials Added	3,066													3,066	2,954	3.8%
Materials Discarded	12,114													12,114	3,426	253.6%
TOTAL COLLECTION	340,577	340,577	340,577	340,577	340,577	340,577	340,577	340,577	340,577	340,577	340,577	340,577	340,577	345,565	349,625	-1.2%
WEBSITE																
tsopl.org Unique Visitors	36,092													36,092	42,341	-14.8%
tsopl.org Total Visits	57,834													57,834	66,457	-13.0%
catalog.tsopl Unique Visitors	25,006													25,006	19,102	30.9%
catalog.tsopl Total Visits	65,414													65,414	43,041	52.0%
COMPUTER USE																
Public Computer Sessions	6,220													6,220	8,100	-23.2%
Avg Public Computer Session Length (Minutes)	1:04:40													1:04:41	0:55:24	16.7%
Total Computer Hours	6,705													6,705	7,480	-10.4%
Wireless Sessions	29,289													29,289	29,530	-0.8%
Avg Wireless Session Length (Minutes)	0:13:00													0:13:29	0:13:10	2.5%
Total Wireless Hours	6,585													6,585	6,480	1.6%
TOTAL HOURS	13,290	-	-	-	-	-	-	-	-	-	-	-	-	13,290	13,960	-4.8%
NOTARY SERVICE																
TOTAL REFERENCE QUESTIONS	167													167	137	21.9%
REFERENCE QUESTIONS																
Public Services	15,654	-	-	-	-	-	-	-	-	-	-	-	-	15,654	15,302	2.3%
Media	1,886													1,886	2,011	-6.2%
Call Center	4,069													4,069	4,656	-12.6%
Stacks/Team RM (New and Novel)	1,708													1,708	1,506	13.4%
Topeka Room	694													694	559	24.2%
Gallery	283													283	232	22.0%
L2TC	6,435													6,435	5,813	10.7%
LibAnswers	579													579	525	10.3%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557													5,557	5,324	4.4%
TOTAL REFERENCE QUESTIONS	21,211	0	0	0	0	0	0	0	0	0	0	0	0	21,211	20,626	2.8%
MEETING ROOMS																
Meeting Room Bookings	448													448	388	15.5%
Team Room Bookings	747													747	815	-8.3%
L2TC Bookings	599													599	663	-9.7%
Total Meeting Room Hours Booked	4,129													4,129	4,281	-3.6%
TOTAL ATTENDANCE	4,659													4,659	5,041	-7.6%
LEARN & PLAY BUS VISITS																
TOTAL ATTENDANCE	46													46	134	-65.7%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587												12,587	13,133	-4.2%
Adult Nonfiction	12,779												12,779	16,177	-21.0%
Juvenile Fiction	19,018												19,018	20,386	-6.7%
Juvenile Nonfiction	5,575												5,575	5,692	-2.1%
Magazines	696												696	803	-13.3%
RC Print Materials	6,069												6,069	6,450	-5.9%
RC Realia	99												99	93	6.5%
YA Print Materials	2,473												2,473	2,834	-12.7%
PRINT CIRCULATION	59,296	-	-	-	-	-	-	-	-	-	-	-	59,296	65,568	-9.6%
Audio / Visual Material															
MiFi Hotspots	66												66	35	88.6%
Adult Audiobooks	1,380												1,380	1,735	-20.5%
Adult Music	2,097												2,097	1,879	11.6%
Adult Videos / DVDs	19,304												19,304	18,537	4.1%
Juvenile Audiobooks	252												252	272	-7.4%
Juvenile Music	121												121	221	-45.2%
Juvenile Videos / DVDs	3,865												3,865	4,208	-8.2%
YA A/V	11												11	17	-35.3%
AVV CIRCULATION	27,096	-	-	-	-	-	-	-	-	-	-	-	27,030	26,869	0.6%
Adult Material															
Adult Fiction	12,587	-	-	-	-	-	-	-	-	-	-	-	12,587	13,133	-4.2%
Magazines	696	-	-	-	-	-	-	-	-	-	-	-	696	803	-13.3%
Adult Audiobooks	1,380	-	-	-	-	-	-	-	-	-	-	-	1,380	1,735	-20.5%
Adult Music	2,097	-	-	-	-	-	-	-	-	-	-	-	2,097	1,879	11.6%
Adult Videos / DVDs	19,304	-	-	-	-	-	-	-	-	-	-	-	19,304	18,537	4.1%
ADULT CIRCULATION	48,843	-	-	-	-	-	-	-	-	-	-	-	48,843	52,264	-6.5%
Juvenile Material															
Juvenile Fiction	19,018	-	-	-	-	-	-	-	-	-	-	-	19,018	20,386	-6.7%
Juvenile Nonfiction	5,575	-	-	-	-	-	-	-	-	-	-	-	5,575	5,692	-2.1%
Juvenile Audiobooks	252	-	-	-	-	-	-	-	-	-	-	-	252	272	-7.4%
Juvenile Music	121	-	-	-	-	-	-	-	-	-	-	-	121	221	-45.2%
Juvenile Videos / DVDs	3,865	-	-	-	-	-	-	-	-	-	-	-	3,865	4,208	-8.2%
JUVENILE CIRCULATION	28,831	-	-	-	-	-	-	-	-	-	-	-	28,831	30,779	-6.3%
Red Carpet Material															
RC Print Materials	6,069	-	-	-	-	-	-	-	-	-	-	-	6,069	6,450	-5.9%
RC Realia	99	-	-	-	-	-	-	-	-	-	-	-	99	93	6.5%
RED CARPET CIRCULATION	6,168	-	-	-	-	-	-	-	-	-	-	-	6,168	6,543	-5.7%
Young Adult Material															
YA Print Materials	2,473	-	-	-	-	-	-	-	-	-	-	-	2,473	2,834	-12.7%
YA A/V	11	-	-	-	-	-	-	-	-	-	-	-	11	17	-35.3%
YOUNG ADULT CIRCULATION	2,484	-	-	-	-	-	-	-	-	-	-	-	2,484	2,851	-12.9%
Digital Downloads															
Overdrive	43,322												43,322	37,886	14.3%
Hoopla	16,900												16,900	16,568	2.0%
Flipster	808												808	1,232	-34.4%
DIGITAL DOWNLOADS	61,030	-	-	-	-	-	-	-	-	-	-	-	61,030	55,686	9.6%
Adult ebook Fiction	1,986												20,083	18,416	9.1%
Adult ebook Nonfiction	1,015												4,156	4,100	1.4%
Adult digital audiobooks	24,364												24,364	21,923	11.1%
Juvenile ebook Fiction	2,114												2,114	1,948	8.5%
Juvenile ebook Nonfiction	269												269	296	-9.1%
Juvenile digital audiobooks	2,438												2,438	2,319	5.1%
Young Adult ebook Fiction	1,676												1,676	1,311	27.8%
Young Adult ebook Nonfiction	41												41	28	46.4%
Young Adult digital audiobooks	1,866												1,866	1,356	37.6%

DIGITAL CIRCULATION DETAILS	35,769	-	-	-	-	-	-	-	-	-	-	-	35,769	51,697	-30.8%
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