



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

October 17, 2024





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



October 17, 2024 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of September 19, 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 – John Conlee, Board
Vice President**

Board Chair Report – Vice Chair Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –**pg. 25**

Chief Executive Officer Report – Marie Pyko pg. 27

- **Access- Library service beyond the main building discussion**

Chief of Staff Report – Thad Hartman pg. 33

- **Trustee Education-** 2024-2025 Marketing Plan- Communications and
Marketing Director Diana Friend

New Business

- Request for FY 2025 Friends of the Library Funding – **Action Item pg. 49**

Executive Session

Adjournment

Public Comment

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

Next Meeting

November 21, 2024

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Board Members Absent

Shawn Leisinger – Chair

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 19, 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 Vice Chair Peg Dunlap.

Public Comment

There was no one signed in 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 Ramos, seconded by Mark Zillinger, the August 22, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Neighborhood Revitalization Plan (NRP) Presentation

Senior Land Use Planner with the City of Topeka Mike Hall presented the updated Neighborhood Revitalization Plan. A resolution requesting approval of the NRP will be presented before the Board of Trustees this Fall.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report. There were no questions for Strube.

Financial Reports

Board Treasurer Hannah Uhrig led a discussion about the budget hearing and how the budget processes could be communicated with the community. Discussion followed.

Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for August 2024.

On a motion by Hannah Uhlrig and seconded by Beth Dobler, the Treasurer's Financial Report for August 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton shared The Foundation is the middle of Employee Giving Week. Fun employee engagement activities are occurring each day of Employee Giving Week. Several board members have been able to attend to speak about the work the Foundation does.

Patton shared that The Foundation posted a position for a Finance and Administrative Specialist. This position is open for applications until September 29, 2024.

Friends of Topeka and Shawnee County Public Library

Friends Board President Ruth Nelson shared the next Book Sale will be Friday, October 18 through Sunday, October 20.

The Lingo bookmobile sold through Purple Wave Auction for \$4,300 and the buyer picked it up September 4, 2024.

The Friends are looking forward to the author visit with Lisa Scottoline on September 30 and are expecting a great crowd. Friends' members will be able to attend a reception beforehand in Claire's Courtyard.

The Friends' Facebook posts have had more viewers since the Friends of the Library and Booktique pages have been combined. Last month the post about the Book Sale was the second most viewed page of all the library's posts.

Nelson shared that the Friends annual meeting will be November 3 at 1:00 pm. Local authors Lara Avery, writer of young adult novels and Dane Kroll, author of horror, fantasy and sci-fi novels, will discuss their work.

The Booktique hosts half-price day on the 15th of each month. In August the Friends made almost \$1700 on Half-Price Day (historically, the day has averaged \$800). Friends Operation Manager Kallie Worthington continues to be creative; for example, in August the Booktique sold "Back to School Reads" which was a backpack filled with 29 children's books of various levels as well as a stuffed animal.

Board Chair Reports

Vice Chair Peg Dunlap reported the Executive Committee met via Zoom on Monday, September 9, 2024.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that she attended Founders Fest at Gage Park. The library had several staff members attend and brought the Adventuremobile. Pyko shared that a

staff member spoke to an attendee whose picture appears on the Adventuremobile wrap. She was excited to see her younger self and took a selfie with the vehicle.

Pyko and several other library staff attended the Kansas Inclusion Summit at Prairie Brand Casino. She shared it was a great summit with some amazing speakers.

The library had the opportunity to walk in the second annual Juneteenth parade last weekend. It was postponed due to poor weather on the original date in June. Pyko had a great time walking in the parade with staff.

Chief of Staff Report

Chief of Staff Thad Hartman spoke to the two resolutions before the board. There were four bids for the construction of the Kids Library and Hartman is recommending the lowest bid. There was one bid for the shelving since the library will be reusing the existing shelving.

Hartman then asked Access Services Manager Kelli Smith to present an overview of the Material Workflow Process Improvement & Automated Material Handling (AMH) Replacement. Smith spoke about the project the library team completed with Consultant John Huber. She shared several changes the Circulation department has already made to be more efficient.

New Business

Resolution for Kids Library Construction

On a motion by Jim Ramos, seconded by Joan Hicks, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$914,294 by Shirley Construction of Topeka, Kansas as written.

Motion passed unanimously.

Resolution for Kids Library Shelving

On a motion by Mark Zillinger, seconded by Hannah Uhlig, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$114,897 by Library Furniture International, Inc. of Wheeling, Illinois as written.

Motion passed unanimously.

Executive Session

On a motion by Joan Hicks, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 5:04 pm for a time not to exceed 10 minutes to discuss legal matters with the library's attorney. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion was made by Jim Ramos, seconded by Beth Dobler, at 5:12 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Executive Session

On a motion by Jim Ramos, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 5:15 pm for a time not to exceed 15 minutes to discuss personnel matters. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion was made by Joan Hicks, seconded by Fred Patton, at 5:30 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Beth Dobler, seconded by Hannah Uhrig, the meeting was adjourned at 5:30 pm.

Next Meeting

October 17, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

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

Revenue/Expense/Balance by Fund Report – Page 2

The Childrens Art Show Fund and the Dock Grant Fund are temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to The Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 74.9% of the budget year completed, 99% of the budgeted revenue has been received and 64% of the approved budget has been expended/encumbered. This compares to 2023 in which 97% of the budgeted revenue had been received and 62% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2024 was received September 20th as scheduled. The total received for the General Fund was \$888,712.40. The percentage of the ad valorem budget collected year-to-date is 97% which is the same at this time in 2023.

The percentage of year-to-date motor vehicle tax collected is 77% in 2024 compared to 70% at this time in 2023.

Employee Benefit Fund – Page 6

With 74.9% of the budget year completed, 97% of the budgeted revenue has been received and 56% of the approved budget has been expended/encumbered. This compares to 2023 in which 97% of the budgeted revenue had been received and 60% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2024 was received as scheduled. The total received for the Employee Benefit Fund was \$228,342.99. The percentage of the ad valorem budget collected year-to-date is 97% which is the same at this time in 2023.

The percentage of year-to-date motor vehicle tax collected is 77% in 2024 compared to 70% at this 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 \$6,797,811.51.

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.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription for Libre Ads (library marketing service)	\$6,902.00	Koios LLC
Approved operating budget	Annual license renewal for Idea Management software	\$5,785.00	Qmarkets USA Inc.
Approved operating budget – paid from Dock grant	(12) laptop computers	\$12,376.44	Dell Marketing LP
Approved facilities master plan budget	Replace flooring in lower level staff area	\$19,950.00	Tile is the Style LLC
Approved facilities master plan budget	Construct new walls in lower level staff area	\$11,284.00	Drywall Aesthetics
Approved operating budget	New wrap for Adventuremobile	\$7,100.00	Killer Custom Wraps
Library Materials	Hoopla online	\$35,999.95	Midwest Tape LLC
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and non-fiction e-books	\$5,130.00	Overdrive, Inc.
Library Materials	Annual license renewal for Treehouse online	\$12,375.00	Treehouse Island, Inc.
Library Materials	Annual Literature Resource Center database renewal	\$10,149.30	Gage/Cengage Learning Inc.
Library Materials	Adult fiction and nonfiction e-books	\$5,110.00	Overdrive, Inc.
Library Materials	Annual Newsbank subscription renewal	\$65,252.00	Newsbank
Library Materials	Research database annual renewal	\$13,331.00	Morningstar

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

9/30/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 15,529,076.58	\$ 11,474,800.53	\$ 10,101,961.09
Employee Benefits	2,314,022.82	3,966,078.29	2,985,011.76	\$ 3,295,089.35
Capital Improvement	6,533,723.06	264,088.45	-	\$ 6,797,811.51
Bond & Interest	1,095.41	2,956.19	-	\$ 4,051.60
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	48,743.64	49,186.93	\$ 48,743.64
Federal, State & Local Grants	44.03	1,300.00	200.00	\$ 1,144.03
Other Special Revenue	691,309.66	46,345.41	131,050.57	\$ 606,604.50
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 19,887,018.42</u>	<u>\$ 14,640,249.79</u>	<u>\$ 21,135,120.67</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 697,138.15
Restricted Funds-CoreFirst Bank-Checking	639,582.69
Capital Improvement Fund-Community National Bank-Money Market Account	6,797,811.51
Cash on Hand	2,529.36
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	9,782,639.62
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	3,000,000.00
	<u>\$ 21,199,636.28</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,389.73
Less Payroll Deduction and Employer Benefit Liabilities	1,087.13
Less Outstanding Checks	61,038.75
	<u>\$ 21,135,120.67</u>

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

9/30/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	# \$ 15,529,076.58	\$ 1,351,666.31	\$ 10,123,134.22	\$ 10,101,961.09	\$ 944,295.25	\$ 9,157,665.84
Employee Benefit Fund	2,314,022.82	3,966,078.29	25.00	2,984,986.76	3,295,089.35	2,092.20	3,292,997.15
Capital Improvement Fund	6,533,723.06	264,088.45	-	-	6,797,811.51	-	6,797,811.51
Bond & Interest Fund	1,095.41	2,956.19	-	-	4,051.60	-	4,051.60
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	48,743.64	49,186.93	-	48,743.64	-	48,743.64
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	1,300.00	-	200.00	1,125.00	-	1,125.00
Dock Grant	-	-	-	-	-	13,266.44	(13,266.44)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	45.36	-	-	10,757.94	-	10,757.94
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	8,145.00	(8,145.00)	107.90	(8,252.90)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.09	-	-	31.62	-	31.62
Friends	187,616.53	364.22	-	45,028.79	142,951.96	11,245.85	131,706.11
Fun Committee	6,845.90	1,135.64	-	100.00	7,881.54	-	7,881.54
Gallery Competitions/Exhibits	36,604.82	83.30	-	-	36,688.12	-	36,688.12
Gifts/Memorials (Undesignated)	409,610.19	17,665.89	-	66,558.91	360,717.17	35,538.14	325,179.03
Hathaway Trust - Library Materials	3,082.85	2,430.92	330.10	1,787.60	3,396.07	528.82	2,867.25
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	22,938.61	172.71	-	29,130.87	9,035.00	20,095.87
NEH Expendable	12,776.46	20.05	-	6,851.36	5,945.15	2,000.00	3,945.15
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	13.12	-	-	5,778.76	-	5,778.76
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.09	-	-	36.67	-	36.67
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	4.99	-	-	2,206.01	-	2,206.01
Youth Services	9,201.90	1,643.13	1,151.92	924.18	8,768.93	50.83	8,718.10
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 19,887,018.42	\$ 1,402,532.97	\$ 13,237,716.82	\$ 21,135,120.67	\$ 1,018,160.43	\$ 20,116,960.24

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

9/30/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2024</u>
				74.9%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,759,471.25	\$ (391,916.75)	97%
Revitalization Rebates	(126,213.00)	(121,503.13)	\$ 4,709.87	96%
Back Tax	-	192,889.71	\$ 192,889.71	N/A
Motor Vehicle Tax	1,369,020.00	1,052,511.83	\$ (316,508.17)	77%
Recreational Vehicle Tax	15,594.00	11,701.57	\$ (3,892.43)	75%
16/20 M Vehicle Tax	6,546.00	6,476.95	\$ (69.05)	99%
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	48,789.67	\$ 1,183.67	102%
E-Rate Reimbursement	14,209.00	14,208.00	\$ (1.00)	100%
Miscellaneous Revenue	3,000.00	27,781.65	\$ 24,781.65	926%
Miscellaneous Revenue - Recyclg	-	4,464.30	\$ 4,464.30	N/A
Salary Refunds-Foundation	103,204.00	71,329.17	\$ (31,874.83)	69%
Salary Refunds-Friends	29,115.00	20,104.66	\$ (9,010.34)	69%
Salary Refunds-Shawnee Cty	21,343.00	16,088.04	\$ (5,254.96)	75%
Vending Machines	1,500.00	1,252.96	\$ (247.04)	84%
Overdue Fees*	20,000.00	24,111.14	\$ 4,111.14	121%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	26.99	\$ (73.01)	27%
Non Resident Card Fee	400.00	1,615.00	\$ 1,215.00	404%
Obituary Fees	200.00	230.00	\$ 30.00	115%
Meeting Room Charges	750.00	2,025.00	\$ 1,275.00	270%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	336,867.58	\$ 186,867.58	225%
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>\$ 15,529,076.58</u>	<u>\$ (339,650.42)</u>	98%

* 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**

9/30/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.9%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,507.59	\$ -	\$ 1,292.41	73%
Salaries-Facilities	688,284.00	445,655.93	-	242,628.07	65%
Salaries-Overtime	10,000.00	8,539.55	-	1,460.45	85%
Salaries-Security	309,259.00	203,075.22	-	106,183.78	66%
Salaries-Shelvers	63,125.00	26,763.54	-	36,361.46	42%
Salaries-Staff	8,301,982.00	5,521,299.05	-	2,780,682.95	67%
Conferences	174,000.00	118,102.49	15,557.68	40,339.83	77%
Staff Internal Dev/Trng - Web Based	15,000.00	9,163.05	260.10	5,576.85	63%
Staff Development & Training	35,000.00	11,892.86	1,472.69	21,634.45	38%
Mileage	7,800.00	3,912.77	7,356.73	(3,469.50)	144%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	422.87	13.98	1,063.15	29%
Materials-Periodicals	26,000.00	2,802.85	173.02	23,024.13	11%
Materials-Print/Non-Print <1 YR	839,000.00	523,567.90	85,178.00	230,254.10	73%
Materials-Print/Non-Print	1,207,500.00	769,145.16	141,733.22	296,621.62	75%
OPERATIONS:					
Art Purchases	8,000.00	3,106.70	-	4,893.30	39%
Cataloging and ILL Services	104,959.00	97,669.95	-	7,289.05	93%
Contracted-Digital Services	667,991.00	621,509.85	68,952.91	(22,471.76)	103%
Contracted-Facilities	348,600.00	231,679.20	51,440.89	65,479.91	81%
Contracted-Equipment	66,900.00	59,452.28	21,053.53	(13,605.81)	120%
Contracted-Professional	282,000.00	197,662.77	50,383.92	33,953.31	88%
Contracted-E-Rate Services	1,279.00	1,793.34	-	(514.34)	140%
Digital Services Support	623,112.00	368,085.56	97,238.95	157,787.49	75%
Furniture/Equipment	45,500.00	34,802.31	-	10,697.69	76%
Insurance	87,000.00	65,032.00	-	21,968.00	75%
Marketing & Communication	60,208.00	53,921.77	4,650.62	1,635.61	97%
Memberships/Dues	30,900.00	25,626.00	3,590.00	1,684.00	95%
Miscellaneous	5,000.00	3,341.15	118.91	1,539.94	69%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	21,634.17	1,007.42	41,628.41	35%
Printing	116,408.00	16,642.29	9,448.70	90,317.01	22%
Programming	113,227.00	53,531.80	7,596.98	52,098.22	54%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	104,331.64	58,128.75	1,537,539.61	10%
Supplies-Facilities	118,536.00	58,372.45	38,366.49	21,797.06	82%
Supplies-Office/Library	95,700.00	39,620.87	5,377.02	50,702.11	47%
Supplies-Processing	49,296.00	20,455.89	2,158.91	26,681.20	46%
Telecommunications	165,064.00	68,685.05	35,188.26	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	205,500.02	99,105.25	96,606.73	76%
Utilities-Gas	72,427.00	36,934.37	16,735.63	18,757.00	74%
Utilities-Water/Sewage	38,242.00	30,073.75	8,126.25	42.00	100%
Vehicle-Gas	45,405.00	17,390.81	-	28,014.19	38%
Vehicle-Repair	60,000.00	38,473.34	25,881.23	(4,354.57)	107%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(45.94)	-	45.94	N/A
TOTALS	\$ 18,848,897.00	\$ 10,123,134.22	\$ 856,296.04	\$ 6,219,466.74	64%

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

9/30/2024

	<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	13,759,471.25	97%
Revitalization Rebates	(126,213.00)	(121,503.13)	96%
Back Tax	-	192,889.71	N/A
Motor Vehicle Tax	1,369,020.00	1,052,511.83	77%
Recreational Vehicle Tax	15,594.00	11,701.57	75%
16/20M Vehicle Tax	6,546.00	6,476.95	99%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	48,789.67	102%
E-Rate Reimbursement	14,209.00	14,208.00	100%
Fees and Charges	26,050.00	57,042.74	219%
Reimbursements	153,662.00	111,986.17	73%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	336,867.58	225%
	<u>\$ 15,868,727.00</u>	<u>\$ 15,529,076.58</u>	98%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	6,208,840.88	66%
Other Staff Support Costs	231,800.00	167,718.37	72%
Library Collections	2,074,000.00	1,523,037.00	73%
Contracted Services	1,471,729.00	1,401,598.64	95%
Digital Services Support	623,112.00	465,324.51	75%
Furniture/Equipment/Art	53,500.00	37,909.01	71%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	162,460.39	10%
Utilities & Telecommunications	676,945.00	500,348.58	74%
Vehicles	105,405.00	81,745.38	78%
Other Operating Expenditures	740,545.00	430,447.50	58%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 10,979,430.26</u>	64%
Prior Year Canceled Purchase Orders		<u>\$ 165,886.46</u>	
Unencumbered Balance 9/30/2024	\$ -	<u><u>\$ 9,157,665.84</u></u>	

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

9/30/2024

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	\$ 3,462,378.90	97%
Revitalization Rebates	(31,746.00)	(30,594.62)	96%
Back Tax	-	48,831.08	N/A
Motor Vehicle Tax	356,200.00	274,229.78	77%
Recreational Vehicle Tax	4,057.00	3,047.57	75%
16/20M Vehicle Tax	1,703.00	1,720.79	101%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	12,724.12	103%
Refund-Fringe Benefits-Foundation	52,069.00	30,211.81	58%
Refund-Fringe Benefits-Friends	23,578.00	14,110.70	60%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	6,898.69	69%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	15,036.84	N/A
Interest on Idle Funds	85,000.00	112,727.77	133%
	\$ 4,100,666.00	\$ 3,966,078.29	97%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	439,593.48	61%
Ks Public Employees Retirement Sys	943,675.00	622,416.52	66%
Worker's Compensation	53,000.00	59,893.16	113%
Unemployment Tax	15,004.00	7,220.57	48%
Health/Dental Insurance	3,618,770.00	1,850,515.23	51%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 2,987,078.96	56%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 9/30/2024	\$ -	\$ 3,292,751.15	

* 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	264,088.45
	\$ 264,088.45
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 9/30/2024	\$ 6,797,811.51

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 9/30/2024		\$ 48,743.64

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

9/30/2024

	<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	2,469.50	25%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	5.14	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	481.55	4816%
	<u>\$ 10,010.00</u>	<u>\$ 2,956.19</u>	30%
<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 9/30/2024	<u><u>\$ -</u></u>	<u><u>\$ 4,051.60</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 September 30, 2024

Capital Improvement Funds - Community National Bank

\$ 6,797,811.51 at 5.35% (money market account)

Municipal Investment Pool

\$ 9,782,639.62 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average September 1 - 30, 2024 was 3.87%

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

\$ 3,000,000.00 Certificate of Deposit for General Fund;
9/16/2024 @ 4.82%; 12/15/2024 maturity

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	9/5/24	SPRINGSHARE LLC	annual renewal	\$ 8,343.00	-96584
				<i>2024 approved operating budget - software support/subscription</i>		\$ 8,343.00	-96584 Total
10	41000	310	9/5/24	OCLC, INC.	ILLIAD license	\$ 5,594.22	-96583
10	41000	301	9/5/24	OCLC, INC.	FirstSearch	\$ 7,655.36	-96583
				<i>2024 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 13,249.58	-96583 Total
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 67.39	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 2,566.80	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 28,013.73	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 26.81	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 26.81	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 25.29	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 25.29	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 25.29	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 26.81	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 25.29	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 26.81	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 25.29	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 244.27	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 25.29	-96572
10	41000	351	9/4/24	EVERGY	Electric Service	\$ 57.31	-96572
						\$ 31,183.19	-96572 Total
10	41000	311	9/5/24	TK ELEVATOR CORPORATION	ELEVATOR SERVICE AGREEMENT	\$ 11,760.00	-96571
				<i>2024 approved operating budget - contracted facilities</i>		\$ 11,760.00	-96571 Total
10	21505	0	9/6/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,254.87	-96569
15	21516	0	9/6/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,716.74	-96569
15	21517	0	9/6/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,209.13	-96569
10	21513	0	9/6/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,462.74	-96569
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 53,643.48	-96569 Total
10	21501	0	9/5/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,039.01	-96565
10	21502	0	9/5/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,552.91	-96565
15	21521	0	9/5/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 22.89	-96565
10	21503	0	9/5/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,892.61	-96565
15	21504	0	9/5/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,892.61	-96565
10	21503	0	9/5/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,418.49	-96565
15	21504	0	9/5/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,418.49	-96565
10	21514	0	9/5/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96565
10	41000	313	9/5/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,194.97	-96565
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,611.85	-96565 Total
10	41000	350	9/5/24	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,871.41	-96563
						\$ 6,871.41	-96563 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Hearing Aid Building	\$ 99.34	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 494.39	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 4,597.04	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 16.52	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 31.33	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 58.96	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 14.01	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 425.50	-96554
10	41000	353	9/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 68.55	-96554
						\$ 5,842.92	-96554 Total
10	41000	311	9/12/24	MCELROY'S INC.	replace water pump	\$ 3,497.63	-96552
10	41000	311	9/12/24	MCELROY'S INC.	ahu 14 hvac repair	\$ 2,825.84	-96552
10	41000	311	9/12/24	MCELROY'S INC.	chilled water pump repair	\$ 2,995.00	-96552
					<i>2024 approved operating budget - contracted facilities</i>	\$ 9,318.47	-96552 Total
10	41000	310	9/20/24	QMARKETS USA INC	annual maint contract	\$ 5,785.00	-96547
					<i>2024 approved operating budget - Idea Management renewal</i>	\$ 5,785.00	-96547 Total
10	21509	0	9/20/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,098.37	-96545
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,098.37	-96545 Total
10	21505	0	9/20/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,183.84	-96544
15	21516	0	9/20/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,607.04	-96544
15	21517	0	9/20/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,197.25	-96544
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 51,988.13	-96544 Total
10	21515	0	9/20/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 33,740.00	-96542
15	21515	0	9/20/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 169,645.14	-96542
15	21515	0	9/20/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96542
						\$ 205,212.54	-96542 Total
10	21501	0	9/19/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,182.60	-96541
10	21502	0	9/19/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,604.42	-96541
15	21521	0	9/19/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 22.05	-96541
10	21503	0	9/19/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,908.41	-96541
15	21504	0	9/19/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,908.41	-96541
10	21503	0	9/19/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,422.05	-96541
15	21504	0	9/19/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,422.05	-96541
10	21514	0	9/19/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96541
10	21518	0	9/19/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96541
10	41000	313	9/19/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,232.15	-96541
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 87,015.52	-96541 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	9/16/24	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-96532
10	41000	313	9/16/24	COREFIRST BANK & TRUST	Job postings	\$ 375.88	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	ISSUU monthly newsletter	\$ 64.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 19.24	-96532
10	41000	311	9/16/24	COREFIRST BANK & TRUST	Monthly Rental Fee	\$ 183.86	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	from live to pro tier	\$ 214.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	from pro to pro+ tier	\$ 110.00	-96532
10	41000	420	9/16/24	COREFIRST BANK & TRUST	red label holder	\$ 163.28	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	ARCGIS	\$ 2,065.00	-96532
10	41000	341	9/16/24	COREFIRST BANK & TRUST	online course registratio	\$ 752.40	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	SurveyMonkey renewal	\$ 468.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	NDIA Annual Subscription	\$ 650.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 77.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	SW ZENDESK LIC FAC	\$ 60.62	-96532
10	41000	341	9/16/24	COREFIRST BANK & TRUST	webinar seats	\$ 237.94	-96532
10	41000	324	9/16/24	COREFIRST BANK & TRUST	2024 K-Tag Mnthly Chrgs	\$ 0.35	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-96532
10	41000	310	9/16/24	COREFIRST BANK & TRUST	Basecamp renewal	\$ 1,149.00	-96532
10	41000	342	9/16/24	COREFIRST BANK & TRUST	Deposit	\$ 60.00	-96532
					<i>Miscellaneous online orders paid with credit card</i>	\$ 7,584.57	-96532 Total
10	41000	320	9/16/24	COREFIRST BANK & TRUST	ID holder	\$ 116.38	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	ID holder	\$ 4.99	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Joycon Stick 4 Pack	\$ 12.59	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Anker charging blocks	\$ 189.90	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Lightning charging c	\$ 64.20	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Polaroid color film	\$ 19.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Polaroid b&w film	\$ 19.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 4.85	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Apple Earpods	\$ 18.00	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	10x10 black pop-up canopy	\$ 182.18	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Battery/Motorolla	\$ 1,155.00	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	iPhone cases	\$ 94.80	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	iPhone cables	\$ 89.90	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	100ct 4gb memory stick	\$ 342.98	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	6pk canned air	\$ 64.36	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	5 inch Binders 2pk	\$ 32.99	-96530

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	9/16/24	COREFIRST BANK & TRUST	5 inch binders 4 pk	\$ 59.99	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	colored file folders	\$ 28.49	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	receipt book	\$ 15.18	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Compact Mini Refrigerator	\$ 129.99	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	SAMSUNG 55-Inch BED-H Ser	\$ 496.90	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Razer Kiyo	\$ 91.54	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	108 mini stress ball set	\$ 73.98	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	260 pop keychain bulk	\$ 97.96	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	notebook	\$ 15.95	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	set of 10 5qt storage bin	\$ 29.49	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Epson Expression 1	\$ 3,595.32	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Nintendo Screwdriver Kit	\$ 6.99	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Bambu Lab P1S 3D Printer	\$ 1,699.06	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	18 x 24 calendar	\$ 67.60	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	24 x 36 calendar	\$ 23.39	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	3 wide packing tape"	\$ 15.32	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	tape dispenser	\$ 23.51	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Battery	\$ 169.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	10x10 ez up tent	\$ 399.96	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	wax paper bags	\$ 5.59	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	100 animal stickers	\$ 4.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	glue sticks	\$ 7.64	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	75 party noisemakers	\$ 6.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	200 foam stickers	\$ 6.69	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	50 planet stickers	\$ 4.98	-96530
10	41000	410	9/16/24	COREFIRST BANK & TRUST	safety 1st corner bumpers	\$ 30.51	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	100 2GB Flash Drives	\$ 168.99	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	soft anti-stat brush	\$ 45.12	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 10.49	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	10.9 iPad 10th Gen 64gb"	\$ 327.36	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Cricut Venture	\$ 1,249.00	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	BOX OF 2-PRONG MULTIPOINY	\$ 199.75	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Camco Pop-A-Bag	\$ 17.96	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Anti Fatigue Mat - Grey	\$ 69.99	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	870 mounting adhesive, 12	\$ 92.97	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 16.24	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	USB Type C Cable Fast Cha	\$ 29.58	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	micro-usb chargers	\$ 27.42	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	lightning chargers	\$ 26.97	-96530

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/16/24	COREFIRST BANK & TRUST	multicolored masking tape	\$ 9.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	DIY drone building kit	\$ 59.99	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	16 x 20 tissue	\$ 95.88	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	20 x 30 tissue	\$ 140.24	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	50' Lineco gummed tape	\$ 129.12	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	shipping estimate	\$ 32.72	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Rapidograph pen 6x0/.13	\$ 37.29	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Booktruck Laptop shelf	\$ 89.99	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Library Quiet Bktrk	\$ 482.67	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 199.00	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	74x84 sun zero curtains	\$ 114.73	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	100x84 sun zero curtains	\$ 167.96	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Dell 27 Monitor	\$ 1,332.95	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	15 i5 laptop"	\$ 2,374.71	-96530
10	41000	410	9/16/24	COREFIRST BANK & TRUST	sprayway 3 pack	\$ 186.48	-96530
10	41000	410	9/16/24	COREFIRST BANK & TRUST	bostitch pencil sharperer	\$ 15.19	-96530
10	41000	410	9/16/24	COREFIRST BANK & TRUST	rubbermaid cart bag	\$ 61.19	-96530
10	41000	410	9/16/24	COREFIRST BANK & TRUST	janitized chariot 24 bag	\$ 78.03	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Fuji Instax film	\$ 99.98	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	screen fabric	\$ 11.60	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 7.95	-96530
10	41000	361	9/16/24	COREFIRST BANK & TRUST	WF-9865-AD-CB	\$ 223.42	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	USB to HDMI 3ft	\$ 20.04	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	HDMI couples	\$ 5.49	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	CTA security charging cas	\$ 120.46	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Polaroid color film	\$ 84.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Polaroid b&w film	\$ 84.99	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	404-1235UA-SS 14 Inch Ult	\$ 88.92	-96530
10	41000	420	9/16/24	COREFIRST BANK & TRUST	ream of 365 sheets	\$ 86.94	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	4x6" wood frames"	\$ 248.64	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	gallon ziploc bags	\$ 36.66	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	paint markers	\$ 9.59	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	plastic tongs	\$ 29.95	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	round paper plates	\$ 9.99	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	glue sticks	\$ 4.48	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	sharpies 24 pk.	\$ 15.22	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 9.95	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	door prizes	\$ 94.50	-96530
10	41000	330	9/16/24	COREFIRST BANK & TRUST	English Made Easy Vol. 1	\$ 11.34	-96530

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/16/24	COREFIRST BANK & TRUST	English for Everyone Lv 3	\$ 140.40	-96530
10	41000	323	9/16/24	COREFIRST BANK & TRUST	Membership Renewal	\$ 110.00	-96530
10	41000	320	9/16/24	COREFIRST BANK & TRUST	Shipping	\$ 68.00	-96530
				<i>Miscellaneous online orders paid with credit card</i>		\$ 19,034.57	-96530 Total
10	41000	312	9/20/24	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-96525
10	41000	312	9/20/24	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-96525
				<i>2024 approved operating budget - contracted equipment</i>		\$ 5,681.25	-96525 Total
35	41000	736	9/20/24	J HUBER & ASSOCIATES	CONTRACT WITH JOHN HUBER	\$ 25,290.86	12233
				<i>Circulation process consulting to accommodate new Automated Materials Handling System (AMH) - paid from non-budgeted fund</i>		\$ 25,290.86	12233 Total
49	41000	330	9/26/24	THE TUESDAY AGENCY LLC	author event TTA/I24-000263	\$ 7,500.00	12235
				<i>Author speaker fee - paid from non-budgeted fund</i>		\$ 7,500.00	12235 Total
10	41000	736	9/20/24	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 18,715.00	101313
						\$ 18,715.00	101313 Total
10	41000	311	9/20/24	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 5,648.25	101314
				<i>2024 approved operating budget - contracted facilities</i>		\$ 5,648.25	101314 Total
15	41000	260	9/20/24	THE CINCINNATI INSURANCE COMPANY	4th qtr workers comp ins	\$ 15,748.00	101326
10	41000	321	9/20/24	THE CINCINNATI INSURANCE COMPANY	Insurance rider	\$ 65.00	101326
						\$ 15,813.00	101326 Total
10	21512	0	9/26/24	DELTA DENTAL OF KANSAS, INC	EE October Premiums	\$ 2,347.58	101329
15	21512	0	9/26/24	DELTA DENTAL OF KANSAS, INC	ER October Premiums	\$ 9,478.16	101329
15	21512	0	9/26/24	DELTA DENTAL OF KANSAS, INC	Retiree October Premiums	\$ 131.56	101329
						\$ 11,957.30	101329 Total
						\$ 699,148.26	Grand Total



Board of Trustees Executive Committee Meeting
October 7, 2024 – 4:00pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, 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 October 7, 2024, via Zoom, and was called to order at 4:06 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the September 9, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the September 9, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the September 19, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees October 17, 2024, meeting were reviewed.

Chief Executive Officer Marie Pyko noted Chief Financial Officer Kim Strube is on vacation but will be back for the meeting on October 17. Pyko will facilitate a discussion regarding service outside the building. She will aim for more concrete planning to occur in November.

Chair Shawn Leisinger stated he will not be present, but Vice Chair Peg Dunlap will be able to fill in.

Chief of Staff Thad Hartman shared he will have project updates and he will ask Communications and Marketing Director Diana Friend to present the Marketing Plan for 2024-2025. This plan ties directly to the strategic plan.

New business will be the request for Friends funding for FY2025. Pyko shared that the Friends will continue their highly successful author series. These author events are growing Friends membership.

Other Items

Pyko discussed the topic of adjusting the budget work sessions. Some larger rooms have been reserved for the sessions and dates will be sent to trustees soon.

No other items were discussed.

Executive Session

On a motion by Peg Dunlap, seconded by Hannah Uhlig, it was resolved that the Board of Trustees Executive Committee, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 4:20 pm for a time not to exceed 15 minutes to discuss personnel matters. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion as made by Peg Dunlap, seconded by Joan Hicks, at 4:30 pm to end the Executive Session and return to the Board of Trustees Executive Committee meeting.

Motion passed.

Adjournment

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:30 pm.

Next Meeting

November 4, 2024

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report
October 2024

News and Updates

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

At the end of September, there were 5731 children enrolled in the program with the largest age group being 3-4 year olds. Since the launch of the program there have been 9,137 children who have graduated from the program. With each child receiving a book monthly, that means that since the beginning of the program 548,220 books have been distributed to the children of Topeka and Shawnee County.

FY 2026 Budget Planning Workshop- Save the Date

Per the Board of Trustees discussion during the September board meeting, the first FY 2026 Budget Planning Workshop has been set for **Tuesday June 10, 2025 at 9:00-12:00 pm** in Marvin Auditorium 101C. This is a change in day and place from our previous budget planning session. Further presentation changes for the first budget session are being developed and will be included in upcoming board meetings.

Loaned Employee Agreement update

In November I will bring to the Board of Trustees the resolution for the loaned employee agreements for the Friends of the Library and The Library Foundation. The loaned employee agreement for the Friends of the Library will include both the Friends executive and the operations manager. Over the last four years, we have had difficulty recruiting and retaining an operations manager due to the changing employment landscape. The operations manager is critical to the effective day to day operations of the Booktique, book sorting and online sales.

Neighborhood Revitalization Plan (NFP)

At the September board meeting, Mike Hall from the City of Topeka shared the new Neighborhood Revitalization Plan. On October 15, 2024 at 6:00 pm in the Cyrus K. Holliday building at 620 SE Madison St., Topeka KS there will be a public hearing conducted. I plan on attending the session to learn more and will share with the board at the October board meeting.

Access- Library service beyond the main building discussion

In preparation for our 2025 planning year for services in the community, I plan to seek information and questions from the board at the October board meeting. I am interested in how the board would like to structure the 2025 planning work. Please take a few minutes before the board meeting to consider what type of information or questions you have about the planning process. We will have a more in-depth discussion with potential framework suggestions presented at the November board meeting.

Accolades

It is always hard to say goodbye to dear colleagues who choose to retire. Since our last board meeting, we celebrated the retirements of three amazing staff members; **Donna Casey (Circulation, 1997)**, **Aileen Finney, (Community Services, 2001)** and **Susan Schafer, (Public Services, 1994)**. All three colleagues were the heart of their units and dedicated their energy at the library to helping our customers have a wonderful experience when they visited. Each of them saw much change in our library including automating our library catalog, building a state of the art main library, and expanding our services through new and innovative ways like the Learn and Play bus, Adventuremobile and Kansas Connections. They will be missed.

Community Connections Librarian Lissa Staley shared that after she used the Reframing Topeka Deliberative Conversation guide that we created with community partners in 2021 with Dr. Jason Miller's Community Studies class at Washburn to introduce tradeoffs and unintended consequences to the various options for addressing complex issues, he reported back that one student was quite upset at the next class period. Fortunately, the student was angry and frustrated because she had learned that while she wanted to improve everything at once, she understood now that if you just address Safety it isn't addressing Fairness, and if you concentrate on making things more Fun that might be neglecting Safety and Economic Success is important but so are the other approaches too. She was angry about how complicated it is to make community changes and consider how everyone else is impacted, when she wants to make it better NOW.

Lissa says "It was THE BEST FEEDBACK EVER in introducing deliberative concepts that I have ever received. And the part where she reflected her frustration back to her classmates also.... it warms my heart."

This is a great example of how the work we do at our library has an impact for many years and can help community members see that community change is complex and multi-layered.

Strategic Plan 2024 Projects

People

Recruitment and Retention

Compensation Study

After the approval of the FY 2025 budget, we are continuing with the plans for the implementation of the new pay plan structure. Jesse Maddox, Chief Human Resources Officer

and I hosted three all staff meetings to share the results of the market study conducted by Lockton Companies, LLC. The next steps will be completed at the end of the year after all staff performance reviews have been completed and the new structure has been set up in Paycom.

Open Enrollment Fair

The Human Resources team have decided based on feedback from staff to change the model for all staff Open Enrollment sessions this year. The sessions will be held on October 16th and instead of being informational meetings they will be in the format of benefit fairs. The benefit plan providers will have designated tables at the Fair and will have more of an opportunity to talk one on one with the staff. The Human Resources team will also be available to help with answering questions regarding benefits and annual forms. I appreciate that Jesse and Felicia are looking for ways to improve the open enrollment process and am confident this will be popular with the staff.

Connection

Digital Equity

Digital Skills Training On the Road

Meg Porteous, Core Technology Librarian has begun onboarding and training our new DOCK grant funded student interns. As Zan Popp shares in her board report, the students were recruited from local high schools and Washburn. Kari Zimmerman, Volunteer Coordinator accepted applications and then interviewed the students for the internships. This is our first venture into paid internships at the library and provides an opportunity to expand our complement of digital literacy classes in the community. It is also a wonderful opportunity for young people to become familiar with all the roles that the library plays for our community.

New computers at the Community Center Labs

The Digital Services team has begun deploying the new computers for the six Shawnee County Parks and Recreation Community Centers and the Topeka Housing Authority Deer Creek Community Center. The week of October 7, 2024 new computers were added to Crestview and Central Park Community Centers. The project will be completed by the week of November 4, 2024. The Board of Trustees approved the purchase of the new computers at the May 16, 2024 board meeting.

New Business

Resolution- Request for FY2025 Friends of the Library Funding

This is the request submitted to the Friends of the Library each year. During the development of the FY2025 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, larger

programming initiative (annual signature author events and summer reading professional presenters), continued support for the Dolly Parton’s Imagination Library and furniture, equipment or vehicle need that has a direct tie to the Strategic Plan 2024-2029.

Professional Activities/Community Contacts

September 16, 2024	Met with the Kansas Library Directors’ group over Zoom
September 17, 2024	Attended the Greater Topeka Partnership Kansas Inclusion Summit with Library managers.
September 18, 2024	Participated in the Go Topeka Resource Partner meeting.
September 19, 2024	Attended the Board of Trustees September meeting.
September 20, 2024	Attended the PLA Advocacy and Strategic Partnership committee meeting.
September 25, 2024	Attended the all day Management Team Retreat
September 26, 2024	Attended the Greater Topeka Partnership Equity and Opportunity Advisory Board meeting.
September 27, 2024	Attended the Kansas Book Festival reception with Reader’s Supervisor Cadie Maas and Reader’s Librarian Kaitlyn Kriley.
September 30, 2024	Attended the Capper Foundation Board of Directors meeting.
September 30, 2024	Introduced Lisa Scottoline at the Fall author event
October 3, 2024	Attended the Rotary Club of Topeka meeting to hear about All Hands On Deck project to end chronic homelessness.
October 4, 2024	Attended the Topeka Digital Equity Group with library team.
October 9, 2024	Attended the United Way of Kaw Valley Shawnee County Advisory Council.
October 9, 2024	Attended the Women’s Fund luncheon.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 10/11/24

Dolly Parton's Imagination Library

September 2024

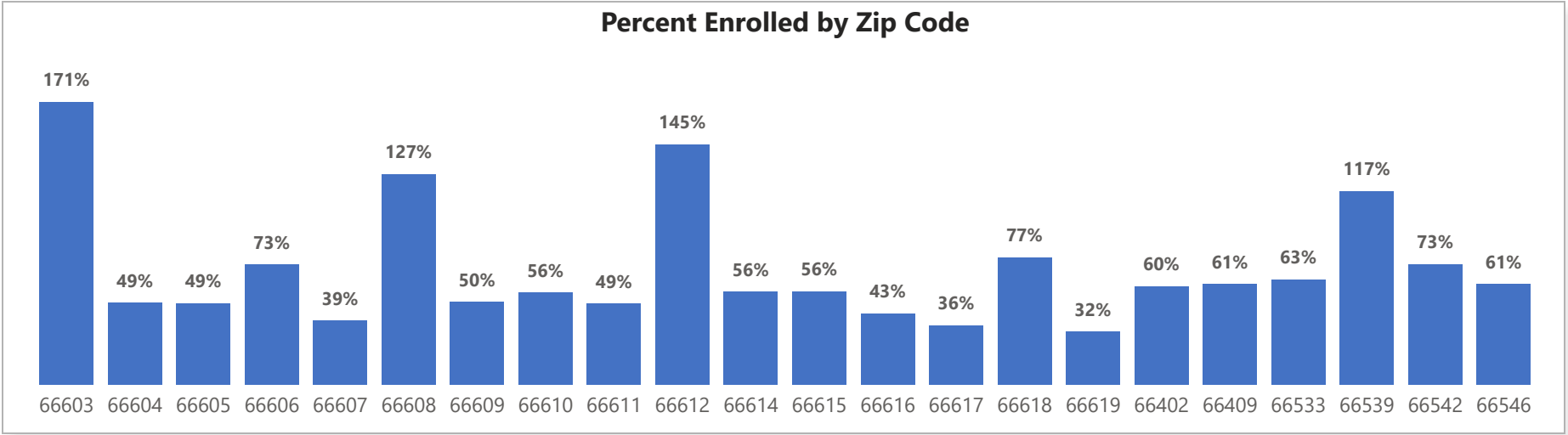
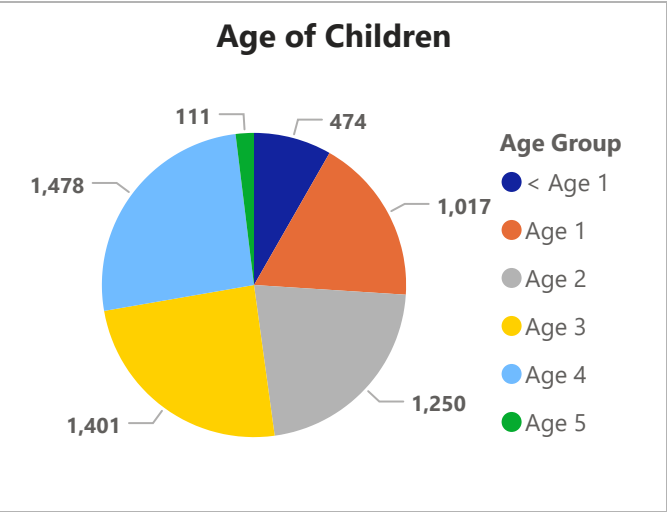
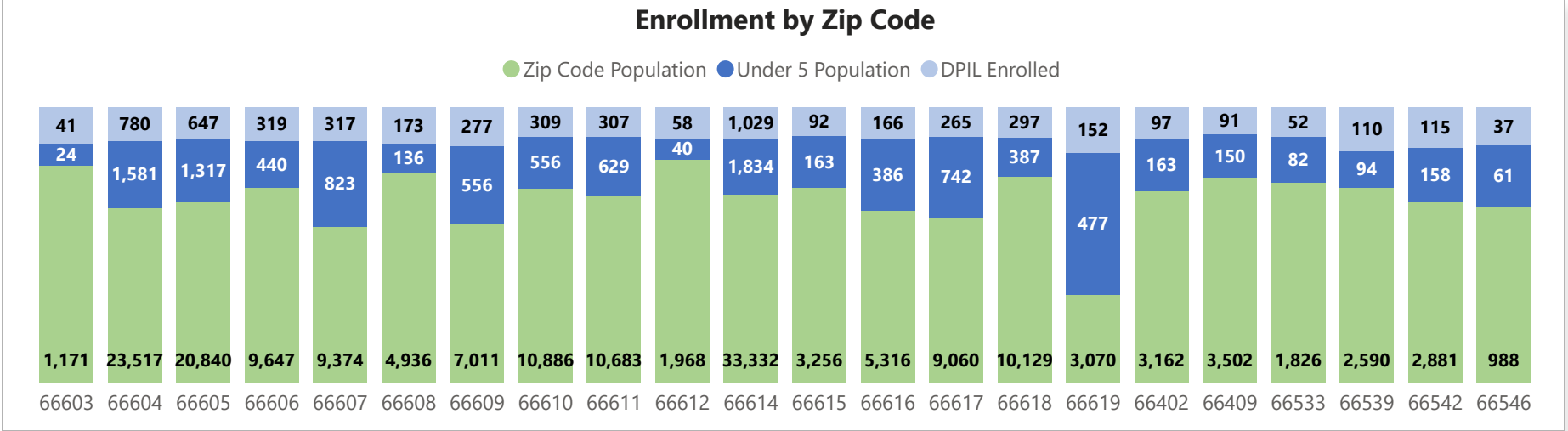


Total Enrolled
5,731



Total Graduated
9,137

Year, Month ▼
 2024 (Year) + September (Month) ▼



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

Focus Area	Strategic Initiative	Action	beginning	Status
Space	Access	Evaluate current Mobile Delivery Plan	Q1	completed
Space	Access	Reader's Lounge remodel	Q1	completed
Space	Access	Launch the new Digital Library website	Q1	completed
Learning	Readers & Reading	Create Juvenile Detention Center program to support young adult readers	Q1	completed
Learning	Play and Experiential Learning	Ensure that the updated Kids Library design is infused with play-based learning opportunities	Q1	completed
Joy	Celebrate Local Stories	Create a Digital Memory Lab in the Level 2 Tech Center	Q1	completed
People	Recruitment and Retention	Engage in compensation study	Q1	completed
Connection	Digital Equity	Visit innovation centers and local technology schools to strengthen best practices and offerings	Q2	ongoing
Space	Access	Kiosk upgrade	Q2	ongoing- December 2024
Space	Access	Kids Library remodel	Q2	ongoing- May 2025
Space	Digital Library	Develop a strategic work plan for Digital Library	Q2	ongoing- December 2024
Joy	Celebrate Local Stories	Expand library presence at community events focused on culture	Q2	ongoing
People	Training	Develop a standard process and practice for all staff on how to effectively work in all public facing areas of the library.	Q2	ongoing
People	Training	Provide training on de-escalation and trauma-informed practices	Q2	ongoing
Connection	Socialization	Update program review process to support social events for the public.	Q3	ongoing
Space	Access	new Automated Material Handling System	Q3	ongoing- May 2025
Space	Access	Lower-level remodel part 1	Q3	ongoing- December 2024
Learning	Readers & Reading	Implement book talks and readers conversations in the newly renovated Reader's Lounge	Q3	completed- August 2024
Joy	Celebrate Local Stories	Expand collaborations with community groups	Q3	not started
Joy	Celebrate Local Stories	Build a dynamic Genealogy & Local History webpage	Q3	not started
Connection	Digital Equity	Expand digital skills training	Q4	ongoing
Connection	Socialization	Expand use of health information and referral program among staff and the public	Q4	ongoing
Space	Digital Library	Market and promote library digital resources to the community in an engaging way	Q4	ongoing
Space	Digital Library	Perform usability testing on new website and library app	Q4	not started
Learning	Readers & Reading	Research feasibility of introducing advisory groups for curating specialized collections.	Q4	not started
Learning	Play and Experiential Learning	Ensure that the updated Teen Space is infused with experiential learning	Q4	ongoing- May 2025
Joy	Discover & Grow Passions	Update program review process to support unique offerings that cannot be found elsewhere	Q4	ongoing

Chief of Staff Report

Thad Hartman

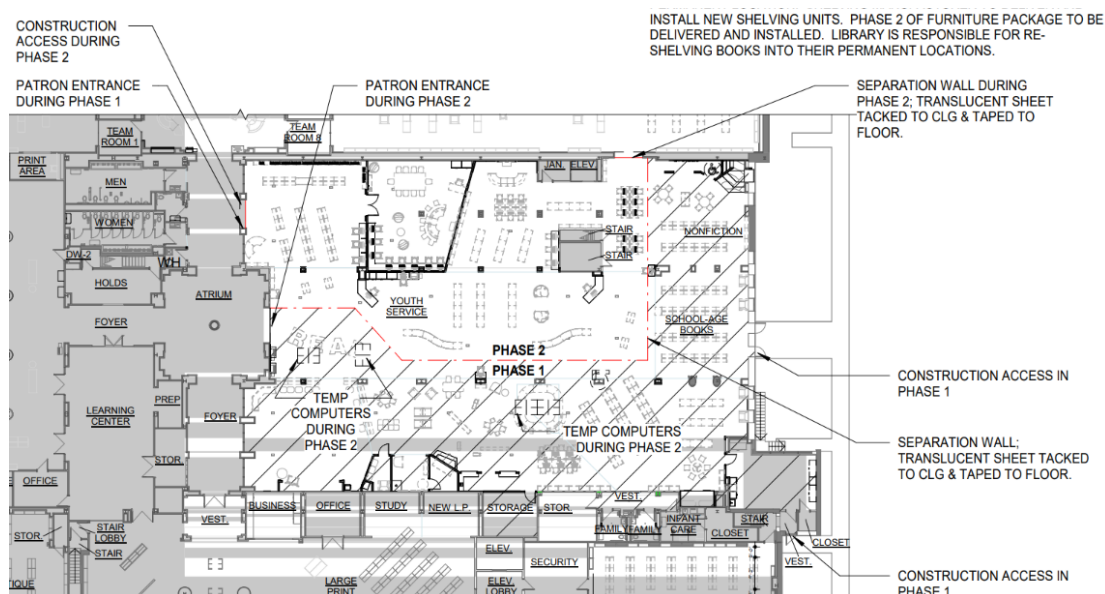
October 10, 2024

Kids Library Construction

We had our first pre-construction meeting with Shirley Construction and LFI and now have a start date for the project. LFI will begin setting up shelving in the Edge on Monday, October 28. This should take approximately one week. During the week of November 4, LFI will focus on moving shelving within the Kids Library to free up space for construction. Scarlett and her team will be working with LFI to coordinate moving collections during these two weeks. This will prepare the space for demolition.

Shirley will begin the Phase 1 demo on November 12. Phase 1 will encompass the south portion of the room and the west wall section that currently contains the juvenile nonfiction collection (see diagram below). Customers will enter through David J's or the Readers Lounge. It is estimated Phase 1 will finish in February 2025. At the end of Phase 1 we will need to reset some shelving and shift some collections and then Shirley will begin Phase 2 of construction, which will encompass the northern portion of the room. Customers will be able to enter through the main entrance during Phase 2. The project is scheduled to be completed in May 2025. We will have a more detailed timeline at our next meeting with the contractors once work on the project officially begins.

Customers will notice changes once the collections begin moving the week of October 28. The week of November 12 a partition will be erected in the Kids Library and demo will begin, at which point customers will really begin to see the impact of construction. However, we have workarounds to keep services and collections available during the majority of construction, so customers will still be able to access their favorite reading materials and attend programs such as story time. A big thank you goes out to all of the library staff who have been altering schedules and locations for programs, preparing spaces for construction, and who will be shifting collections in the near future.



Department Highlights

Public Services

Debbie Stanton, Manager

Collaboration Spotlight

The library has been deeply involved in commemorating the 70th anniversary of Brown v. Board of Education this year. We've collaborated with numerous organizations to offer programs and educational opportunities centered around this landmark case. A highlight of our collaboration was working with the Brown v. Board National Historic Park to celebrate Topeka's pivotal role in the decision. Our ties with Brown v. Board National Historic Park go well beyond anniversary years as we continue to build our historic archives focused on Topeka's involvement in the case.

In September, I had the privilege of representing the library at workshops where we discussed updates to the park's foundational documents. Being invited to contribute to such an important project underscores the strength of our connection and our commitment to preserving the legacy of Brown v. Board. We look forward to continuing our work with the park in the years to come.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

On September 5th, we opened *Through the Lens*, an exhibit exploring the history of photography and showcasing six core processes. Since then, we've had 1,757 visitors. The oversized camera obscura, built by the team, has been a standout feature, with one young visitor coming back twice and eager for a third visit. Visitors have also been intrigued by the AI-generated art, with one spending extra time examining the creative process. A professional photographer praised the exhibit as “thoughtfully curated” and “very, very, very nice.”

On Saturday, October 26, we'll host National Geographic photographer Jim Richardson, who will discuss his past and current projects. With over 50 stories for *National Geographic* and a role as contributing editor for *TRAVELER Magazine*, Jim's presentation promises to be a highlight.

Core Technology Team

At the end of September, we welcomed our first four Level Up Shawnee County DOCK interns, who have already begun their training and are preparing to teach basic computer classes at community centers. Our interns include three high school students from TCALC and one senior from Washburn University. They are highly engaged and eager to begin their work. Over the next six weeks, you may spot them teaching at various community centers across the area.

Level 2 Tech Center

In September, a core team from Public Services and Digital Services toured the makerspaces at Johnson County Central Library and Olathe Public Library. The visit allowed us to observe how other regional makerspaces operate, ask questions, and compare them to our own Digital Art Studio. Our hosts were

incredibly helpful, offering insights into equipment use, public assistance with projects, and team training processes.

Topeka Room

Registration is open for the *Identity Quest Genealogy Conference* on November 16. The free event will feature keynote speaker Kenneth B. Morris, Jr., along with music group African Americans Renewing Interest in Spirituals Ensemble (ARISE) and other regional speakers. For details and registration, visit <https://tscpl.org/genealogy/identity-quest>.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Lisa Scottoline Author Talk

In September we hosted our big author talk for the year. With funding from the Friends of the Library we were able to confirm best-selling author, Lisa Scottoline, an acclaimed author of more than 30 books, many of which appeared on the New York Times bestsellers list. She was honored with the prestigious Edgar Award from Mystery Writers of America in 1995. Before Lisa’s writing career took off, she worked as an attorney for a major law firm. With her knowledge and background in law, Lisa writes fantastic legal thrillers that grip readers from the very first page. While Lisa is well known for her nail-biting crime fiction, she’s also co-authored numerous essay collections with her daughter, Francesca Serritella. These humorous works feature relatable stories of everyday life from a woman’s perspective. Lisa shared many of those perspectives with the audience in our Marvin Auditorium on Monday, September 30. The room was filled with 250 attendees eager to learn about Lisa and her process.

Lisa opened her presentation by sharing how impressed she is with our beautiful library, how great it had been for her to work with our staff, and how much she loves libraries in general. She shared that she was first inspired to start writing because at the time there were few strong female lead characters in suspense fiction. She had grown up as a devoted reader of Nancy Drew and she longed to hear a female voice in fiction that would appeal to readers like herself. Lisa spoke on stage for nearly 45 minutes and answered numerous questions from the audience. Attendees of the event were surprised to learn that Lisa had generously gifted



everyone in the audience a signed copy of her newest novel, [The Truth About the Devils](#). Lisa also took time to personalize books for many customers. It was a fantastic evening that was enjoyed by all!

New Bookclub

Our Readers Librarian has teamed up with staff at the YWCA to offer a new hybrid book club. Learn. Engage. Act. is a call-to-action bookclub that meets every month. They select a book to read over a two month period. During the first meeting attendees hear a speaker or do an activity that is related to the book they are reading for that cycle. During the second meeting participants discuss the book. Learn. Engage. Act. is a revamped bookclub that started as a zoom bookclub during covid. For the first September/October cycle the group is focusing on voting. At the September meeting, participants heard from speakers from the Topeka Voters Collaborative, presenting information on the importance of making a voting plan. They facilitated discussion on this issue and shared their experiences. The group is reading [Say it Louder](#), by [Tiffany Cross](#), and will meet to discuss the book in late October. We are happy to partner with the YWCA, and we are excited to offer this new format in which folks can choose to participate either online, or in person.



Youth Services

LeAnn Brungardt, Youth Services Supervisor

Outreach Storytellers

September is usually a busy month for Youth Services. Programming ramps up and as a part of that storytellers begin their school year schedule. This year we have 58 sites and will provide 142 storytimes every 4 weeks, often to combined classrooms. With 4 part time storytellers and 16 workdays (1 of those is a full day in the library for planning purposes), they each end up with roughly 2.4 storytimes per day. Storytimes for outreach use the same opening, closing and basic structure as the ones in the building. This is done purposefully for skill building. Kids can readily predict the routine and grow in confidence as they participate. They learn from those built in cues things like rhyme, self-regulation, and group behavior.

Librarian Updates

Early Childhood Outreach Librarian

Setting or environment has a great impact on each of us. This is true in many things (a home or even Arrowhead Stadium). It is also the case in a learning environment. There was much thought given with the Learn & Play Bus (wall colors, carpeting, step stool for the sink, etc.). This intentionality also looks like a numeracy board and literacy board that provide opportunity for caregivers and their child to explore, think, and play with concepts that ready the child for school. These literacy and numeracy boards are changed every week to reflect a new theme. The concept boards also include information directed to the caregiver as to what numeracy and literacy skills look like to a toddler or a preschooler. They also include why these concepts and skills are important for this age group.



Early Childhood Librarian

Former library CEO, Gina Millsap, often spoke of us creating an army of storytellers for our community. We have our Building Readers programs: Baby Bookworms, Wonderful 1s, and Totally 2s, Preschool Storytime, Musical Storytime, and our Outreach Storytellers which reach hundreds of children each month. Gina always wanted us to do more.

In October 2020, Call-a-Story began. During the three months of 2020, we had almost 400 listeners. Each year we have grown. 2021: 949 listeners; 2022: 1,065; 2023: 1,783. So far this year: 1,312. In four years, we have reached about 4,200 individuals. A good in-house storytime has at least 20 children. By that figure, the 4,200 listeners were the equivalent of an additional 210 storytimes for our community. Call-a-Story also allows us to provide a regular Spanish storytime opportunity, press option 2. With all that we offer the birth to 5-year-olds, we do have an army of storytellers.

School Age Librarian

September kicked off in Youth Services with a “Boom Whacking Good Time.” Literally! Thanks to a library staff member who teaches middle school by day and serves customers at the library in the evenings and on Sundays. Participants heard a read-aloud of Violet’s Music by Angela Johnson. Next, they used critical thinking, communication, and collaboration as they created music together with boom whackers.

School aged kids and their families reaped the benefits of a multitude of programs offered this month including, bilingual Jenga, coding, magnification, the domino effect, measurement, and puppets. The “Amazing Amphibian” program, with The Topeka Zoo, had 54 attendees! The “Round and Round”, program focused on centrifugal force while the “Skittles verses M & M’s” program explored color diffusion. It gets better. Staff for school aged kids get extremely excited when they see program participants get curious. That is when the real magic happens, extended learning. When attendees walk out the doors still playfully experimenting with what they just experienced and when they keep asking questions, yep, that is when learning, the real magic, happens.



Teen Librarian

The Edge closed its doors in preparation of the Kids Library remodel. That marked the end of teen activities in that space after 16 years of operation. While teen activities will continue in other spaces during the remodel and will have a new home when renovation is complete, the Edge was the teen space for many library customers. We occasionally had adults peek in to see how it had changed in the time since they were there as teens, and they even sometimes showed their children where they used to hang out. Though the Edge, as it was, is gone, it is absolutely not forgotten. The teen team is looking forward to continuing to build the next generation of lasting connections in our new space after the remodel.

Program Services

Autumn Friedli, Program Services Coordinator

September Programming Highlights

September was a great month for programming here at the library! The Lowrider Car Festival happened on Saturday, September 14th. Every year this event surpasses the previous in attendance and this year was no different. The planning for next year’s event is already underway. On that same day, a group of staff including Marie Pyko represented the library at the rescheduled Juneteenth Parade in downtown Topeka.



On Thursday, September 26th, the library was the site of Not Your Average Career Fair put on by Topeka’s SHRM Chapter. This job fair included resume help, mock interviews, a free closet of interview attire and a room full of local business and organizations looking to hire. That weekend, the library supported the Kansas Book Festival on September 28th at Washburn University. Every year this

event gains more momentum and brings in more top name authors. This year's lineup included Sara Paretsky (and many others). Here at the library, the library hosted a Celebration of Good Neighbor Day in collaboration with the City of Topeka. Balloon animals, face painting, spin art, and useful information to help you be a better neighbor (and citizen) were the highlights of the event. Then, on Monday, September 30th, Bestselling Author Lisa Scottoline entertained a packed auditorium with stories about her life and discussion about her latest book *The Truth About Devlins*.

October & November Programming Sneak Peek

Still to come in October – On Tuesday October 15th, The League of Women Voters is having a Candidate Meet & Greet in Marvin ABC from 6-8pm. On Wednesday, October 23rd, the library will be hosting KYEA's Disability Mentoring Day – Employment Panel and Job Fair. This job fair focuses on helping youth ages 15-25 with disabilities find their perfect job. The KYEA team believe this to be the first job fair of this type hosted by their organization and the library is excited to be a part of this event. On Friday, October 25th, the popular Silents in the Cathedral will take place at Grace Cathedral. On Sunday November 17th, Local poet Matt Porubsky will be doing a reading from his newest collection of poetry titled "Stand in Old Light." To find out more about these events and ALL the other things happening at the library, please visit: www.tscpl.org/events

Technical Services

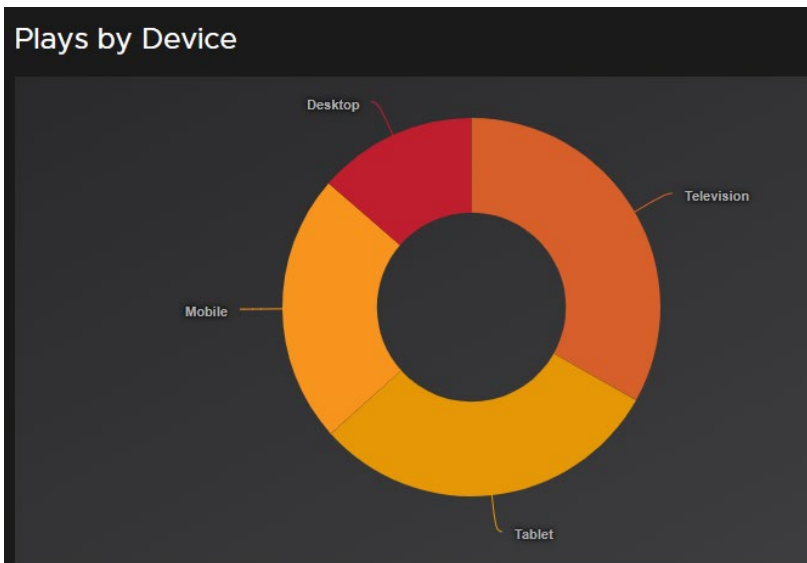
Scarlett Fisher-Herremann, Technical Services Manager

Kids Library: Collections Update

The Tech Services team is working to prepare juvenile and young adult collections for the Kids Library remodel project. We are adjusting the collection size for some areas of the collection ahead of moving them into their temporary positions for the first phase of construction. The young adult collections will be moved from David J's Place into The Edge for the duration of the project. Picture books, juvenile nonfiction, early readers and related collections for very young children will then move into David J's for the first phase of the project. David J's will become the temporary collections hub for our youngest customers and their families. Juvenile fiction will also move to The Edge though it is not necessary to move it immediately as it's not impacted by the first phase of the project. While this project will be extensive, we're experienced with managing collections during renovation and will make it the best experience we can for our customers. Library Furniture International will be onsite beginning on October 28th to work with us on this first big phase of the project.

Kanopy: the new streaming film product

We launched Kanopy at the beginning of September. Kanopy is a streaming service owned by Overdrive offering films, documentaries, TV shows and Great Courses content for adults and educational shows for children. Kanopy operates on a ticket model, providing 15 monthly tickets to each adult cardholder to manage on their own through their selection of Kanopy content. Customers check out films and TV shows using their tickets, managed through the Kanopy app. Kanopy is available on smart TVs, Roku and Amazon Firesticks, Apple TV as well as phones, tablets, and computers. With a month of data now available to us, it's interesting to see the breakout on how our customers are connecting to Kanopy:



Our customers have a nearly even 3-way split in connecting by TV, tablet or mobile device. Tuesdays and Wednesdays are the highest-use days and people log on the most between 5pm-9pm.

In terms of users, Kanopy is very popular with adults who are between 60-80 years old. The majority of all TSCPL customers who used 10 or more tickets in September are men born between 1945-1960. BBC Studio shows like Father Brown and Death in Paradise are very popular as is PBS content including older episodes of Call the Midwife. Reading Rainbow is a popular show within the children's Kanopy collection. We look forward to continuing our marketing efforts for this new product and helping customers learn more about it. Especially as the days grow cooler and shorter, we anticipate increased usage as people spend more time inside.

Access Services

Kelli Smith, Access Services Manager

AMH System Vendor Visits

Three vendors for different Automated Material Handling solution companies have visited the library to see the circulation workroom, internal and drive-up conveyors, the AMH sorter, and meet with the RFP team to discuss workflows and AMH needs.

The Request for Proposal was published shortly before last month’s Board of Trustees meeting and requires a mandatory onsite visit from interested parties. We notified multiple companies when the RFP was published, but just 3 have visited so far.



New Look for the Bookmobile Service

The new Bookmobile schedule began in September as the service transitioned to using one bus instead of two. The bus formerly known as the Adventuremobile is slated to visit the majority of the stops every week. To avoid confusion from its previous service, which featured only juvenile collections, we decided to have the vehicle wrapped with a different design. The new wrap should help customers realize that this bookmobile offers a different service than before and has library titles available for check out to adults, teens, and children.

Graphic Designer, Karen Watson, put together a fabulous design. The green is very eye-catching!



Staff Retirement

After a dedicated 23-year career with the library, Aileen Finney will be leaving the Community Services Department on October 3, 2024 to enjoy a well-deserved retirement.

Aileen joined the team in 2001. She spent 23 years driving bookmobiles out to various community stops and area elementary schools to connect customers to library materials. Every school year, Aileen developed the Adventuremobile schedule as well as the summer stop schedule the Adventuremobile would visit. During the summers, many of the kids could expect to learn more about various animals or participate in fun, educational activities every week.

In addition to working vehicle services over the years, Aileen could often be found in elementary school classroom rooms presenting Kansas Connections programs to K-6 students.

We hate to see her go, but we wish Aileen well on her new adventure!



Community Services

Patrick Berry, Community Services Supervisor

In September, the Community Services department welcomed a new staff member, Riley Sanford. Riley has come to us from Public Services department. Riley will be joining the School Outreach team and will soon be offering Classroom Connections programs at area elementary schools.

Community Services Outreach Librarian

This past month, my team and I have been diligently preparing for an exciting school year, ensuring that their programs are ready to be in the classrooms five days a week through our new initiative, Classroom Connections. We've been focused on refining our offerings and enhancing the overall experience for both educators and students. On September 16th, we successfully launched our revamped website, designed to streamline the booking process for educators. The feedback so far has been overwhelmingly positive! In just the first couple of weeks, we had over 20 educators book programs for their classrooms, which is a fantastic start. This user-friendly platform not only showcases our programs but also provides educators with all the resources they need to prepare for our sessions.

Our offering includes 17 interactive, specially curated hands-on programs that cover a wide range of captivating topics. These programs include:

- Wonders of Animals: Engaging students in the fascinating world of wildlife.
- Marvels of Science: Exploring scientific principles through fun experiments.
- Intriguing Challenges: Stimulating critical thinking and problem-solving skills.
- Richness of Language: Enhancing literacy through creative storytelling.
- Depths of History: Bringing history to life with interactive experiences.

Our goal for the Classroom Connections is to ensure that every student is not just participating, but fully immersed in the learning process. To achieve this, we've incorporated feedback from past sessions, allowing us to continuously improve and adapt our programs to meet the needs of educators and students alike.

As we move forward, we're excited to continue promoting our programs and gathering feedback from educators to enhance our offerings further. We're also planning to introduce new themes and expand our program roster to reach even more students. I am confident that the efforts of my team will create a lasting impact on student engagement and learning this school year!

Community Services Librarian

The Bookmobile Team has been busy with the new bookmobile schedule. We have been out and about, checking out over 4,300 items in the last month to patrons of all ages! We have been utilizing the Alice and Sherlock bookmobiles while the Adventuremobile gets a new wrap on the outside. The new wrap will help show the community the vehicle's transition from a bus focused on children's materials to one that is filled with items for all ages. We eagerly await the Adventuremobile's return and can't wait to see how it looks!

The Delivery Team has also been busy, checking out and delivering over 3,300 items to homes throughout Shawnee County. In addition to their deliveries, this team will also be starting an assessment of the service soon, with eyes on increased development and efficiency. We look forward to sharing more information as this project gets underway.

Circulation Department

Angie Hardy-Foltz & Jacob Ziegler, Circulation Supervisors

Manhattan Short Film Festival

Our Public Service Specialists—Patrick Abbott, Carrie Cummings, Stephen Ferrell, and Abigail Thomas—hosted three screenings of this year’s Manhattan Short Film Festival. This festival featured participation from over 500 cities worldwide, showcasing 10 short films that qualify for Oscar nominations. We had over 60 film lovers attend, with many sharing that they enjoy watching the films with their spouses. The Saturday screenings were well-received, bringing both tears and laughter to the audience.



This year, the winner for Best Short Film was *Room Taken* by T.J. O'Grady-Peyton, and the Best Actor Award went to Thomas Coumans for his outstanding performance as the Construction Worker in *Alarms*. Interestingly, our local voting aligned with these global winners.

TSCPL@School Signups

This year, the circulation department is assisting systems administrator Shannon Eddings in importing TSCPL@School accounts for the new school year. We’ve successfully completed the import for USD 437 Auburn-Washburn and have just finished with USD 450 Shawnee Heights. So far, we’ve added over 1,000 new accounts this school year. TSCPL@School accounts are library cards created using student IDs, granting students access to our databases, Hoopla, Libby, and a variety of other resources. We are currently awaiting data from a few additional districts and are prepared to import it as soon as it arrives.

Circulation & Public Services

Library Associate Karen Holzmeister and Programming Services Training Professional Shari Schawo represented the library at the Security Benefit Health and Wellness Fair. They engaged with attendees in an interactive bingo game, stamping cards and promoting our library services. This provided a fun and personal way to connect with community members and showcase all that our library has to offer.

Digital Services

David King, Digital Services Director

Digital Equity Work

The library continues to meet with local leaders about the best way to move forward with our community's digital equity concerns. We have been discussing our options and if we are able to apply for federal and state grants. We are also exploring ways to address local concerns via partnerships.

Automated Materials Handler (AMH) RFP Site Visits

We have been visiting with AMH vendors to meet the RFP requirement of a site visit. They have been good meetings – our potential vendors are better able to understand our needs and our unique Circulation space. It's also helped us understand what each vendor can offer us.

Top Web Pages for September 2024

1. Tools & Services Page: 2688 Pageviews
2. Library Catalog: 2343 Pageviews
3. Get a Library Card: 1715 Pageviews
4. Careers Detail: 1405 Pageviews
5. Hours & Locations Page: 1357 Pageviews
6. Work at the Library: 1355 Pageviews
7. Kanopy: 1088 Pageviews
8. Level 2 Tech Center: 1074 Pageviews
9. Election & Voting Information: 1053 Pageviews
10. Ebooks: 1034 Pageviews

Social Media Highlights for September 2024

Facebook

- Low Rider event – reached 31,448 people
- Farmer's Market – reached 11,096 people
- Mexican Americans Hit Homeruns in Kansas – reached 6,882 people

Instagram

- Fall Reading Challenge – reached 770 people
- Zoo animals live – reached 509 people
- Talk Like a Pirate Day – reached 428 people



Setting the Stage

Visual merchandising is an element of our work at the library, and we have always wanted to improve the staging in Marvin Auditorium. It's a great event space, but it has always needed more to give the featured performer(s) more dimension. Michael and Karen started with designing a BIG book with the author's book cover on it for our bestselling authors. Author Craig Johnson liked the prop so much, that he asked if he could have it. We needed to make a new one, so the book is now in Wyoming!

Michael used his tech knowledge from his photography expertise to get the equipment we needed. The Lisa Scottline event on Sept. 30 was the first to use the new pipe and drape along with key lighting. This author also loved the BIG book, and the new backdrop helped the audience see her better because she was always in motion as she told her stories. The dark drape and lights behind her allowed the audience to see her better than looking at an off-white wall, architectural elements, and the window behind on the west wall.



Fall has begun and it is truly the best time to visit the library (do we say that every season?) September brought back the Lowrider Culture Fest honoring Hispanic Heritage Month. We know people appreciate the chance to gather and share culture at the library, but we can't always anticipate the stories that will emerge. Raven, a teen girl, opened up about how exhibiting lowriders was a special activity she shared with her dad. He suddenly passed last spring, and this was her first time attending without him. The library gave her the opportunity to celebrate her dad and her culture while telling her tender story. Her video on our social media channels has been viewed 2400 times.

Staff pitch library events...

Media training gives our staff the opportunity to represent the library and talk about their area of expertise concisely--usually in 3-5 minute interviews. Since August, library staff promoted the library more than a dozen times on WIBW's *Eye on NE Kansas* with Melissa Brunner, and FOX 43's *AM Live!* with Dane Kroll. We are very fortunate to have local media that supports the library's mission of sharing library news with the community.

There is a bit of work and practice that goes into the TV interviews with coaching staff on how to tell the story in 3-4 minutes, providing "talking



Librarian Stephen Ferrell talks with WIBW News Director and *Eye on NE Kansas* anchor about the Oct. 4-5 Manhattan Shorts Film Festival. You can watch the clip at <https://www.wibw.com/video/2024/10/03/you-be-judge-global-manhattan-short-film-festival/>

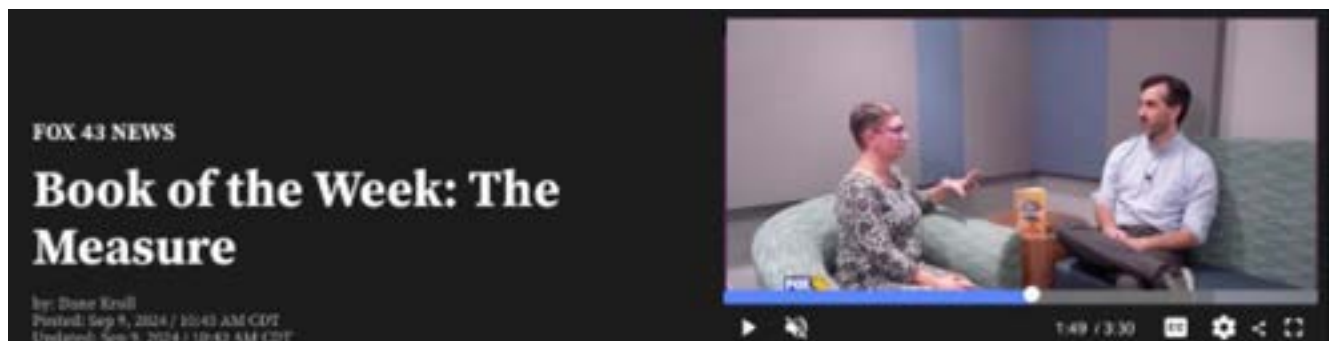


Genealogy Librarian Sherri Camp talks with Matthew Johnstone, FOX 43 AM Live!, about Identity Quest, the popular genealogy and family history conference at the library on November 16. <https://www.ksnt.com/news/topeka-shawnee-county-library-preview-genealogy-event/>

Reading Recommendations

FOX 43 AM Live! host Dane Kroll is a popular place to promote the library, and he also hosts a weekly segment called "Book of the Week" that features library staff giving their review of a book they may be reading, is popular or something you may have overlooked. C&M's Ginger Park is a regular book reviewer and it is recorded in the Level 2 Tech Center studio. To hear Ginger's review of *The Measure* go here <https://www.ksnt.com/fox-43/book-of-the-week-the-measure/new-preschool-schedule>.

points" that the TV host can use to prepare their questions for the interview. Staff also need to be prepared to talk about other topics that the interviewer may ask about the library. We prepare "talking points" that are sent before the interview so that the show host will know about the library topic or event. We also provide a digital slide and a video, if possible, to let the audience preview what may happen. WIBW also tags the library when they post the day's recording of their show, and Melissa takes photos with each guest for her Facebook page.



Get to know Ginger Park, Communications Editor

When Ginger isn't talking about books on television or at a *Book Chat* in the library's Readers Lounge, she is a very busy C&M editor writing about all things library. You may know her best for *Library Enews*, our bi-weekly newsletters that come directly to your inbox. She creates three different versions of the newsletter with content targeted at parents of young kids, and teens, plus one with general library topics for the rest of our customers. The newsletter has a great open rate ranging from 31 to 45 percent. She includes a trivia question in each issue which is often one of the top hits with our readers. She drafts news releases, coordinates C&M's long list of projects, and conducts "creative briefs" with staff to determine their needs for events, services and resources. She is a member of the Program team and helps C&M stay up to date on what is happening in library programming. Ginger is very tech-savvy and is a great resource when you have questions about Communico, our event scheduling software. She writes articles for the website and creates the content for web pages. Her work is often behind the scenes working in all of our communication platforms.



(above) Staff are frequently asked to be photo models for our publications. This poster is a natural for Ginger, because she has three dogs!



Staff bring the FUN

We also highlighted the fun still to be had in the kids library, though changes are already taking shape. In videos this month, Emily encouraged young readers to indulge their swashbuckling fantasies by coming to the library on Talk Like a Pirate Day (September 19). Her video quickly garnered 3,000 views and 148 reactions. Judy and Kyler invited kids to a roaring good dinosaur storytime to kick off the new pre-school schedule. Their video has been viewed 2,300 times and 76 reactions. The follow-up post showing how much the children loved dinosaur storytime was seen 1,593 times and has got 96 reactions.



Resolution – Request for FY 2025 Friends of the Library Funding

**BOARD OF TRUSTEES
October 17, 2024**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2025.

Background:

This is the request submitted to the Friends of TSCPL annually. During the development of the FY 2025 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition and other projects including Dolly Parton’s Imagination Library, programming initiatives and furniture, equipment/vehicle with a direct tie to the Strategic Plan 2024-2029.

Dolly Parton’s Imagination Library	\$10,000
Programming Initiatives	\$20,000
Volunteer/Employee Recognition	\$20,000
Furniture/Equipment/Vehicle- Strategic Plan	\$35,000
Total Contribution Request	\$85,000

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Key Metrics

Net Promoter Score

86.4

End of LY: **86.4**

Difference: **0.0** --

% Change: **0.0%** --

Active Cardholders

68,027

End of LY: **61,419**

Difference: **6,608** ▲

% Change: **10.8%** ▲

Unique Borrowers YTD

36,707

Previous YTD: **34,155**

Difference: **2,552** ▲

% Change: **7.5%** ▲

Door Count YTD

349,902

Previous YTD: **342,838**

Difference YoY: **7,064** ▲

% Change YoY: **2.1%** ▲

First Time Checkouts YTD

521,643

Previous YTD: **551,588**

Difference YoY: **-29,945** ▼

% Change YoY: **-5.4%** ▼

Digital Checkouts YTD

530,988

Previous YTD: **487,486**

Difference YoY: **43,502** ▲

% Change YoY: **8.9%** ▲

Computers and WiFi

Computer Sessions YTD

67,909

Previous YTD: **74,468**

Difference YoY: **-6,559** ▼

% Change YoY: **-8.8%** ▼

Avg Session Time YTD

01:04:18

Previous YTD: **00:55:23**

Difference YoY: **00:08:55** ▲

% Change YoY: **16.1%** ▲

WiFi Sessions YTD

295,449

Previous YTD: **299,906**

Difference YoY: **-4,457** ▼

% Change YoY: **-1.5%** ▼

Avg Session Time YTD

00:13:31

Previous YTD: **00:13:31**

Difference YoY: **00:00:00** ▼

% Change YoY: **-0.0%** ▼

Other Metrics

Program Attendance YTD

58,287

Previous YTD: **61,354**

Difference YoY: **-1,260** ▼

% Change YoY: **-2.1%** ▼

Mtg Room Attendance YTD

50,183

Previous YTD: **48,973**

Difference YoY: **1K** ▲

% Change YoY: **2.5%** ▲

Reference Questions YTD

209,766

Previous YTD: **191,938**

Difference YoY: **17,828** ▲

% Change YoY: **9.3%** ▲

	2024												2023 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			YTD
Net Promoter Score (NPS)															
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86	89.9	83.3	88.8				86.5	86.7	-0.2%
Monthly # of Responses	64	45	45	35	17	107	158	126	98				695	881	-21.1%
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3	86.5	86.4	86.4				86.4	86.4	0.0%
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364	42,746	39,322	36,466				349,902	342,838	2.1%
CIRCULATION*															
Main Library															
TSCPL Curbside	1,219	907	476	398	353	421	214	229	235				4,452	14,112	-68.5%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398	43,579	42,411	36,870				335,545	366,108	-8.3%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155	1,283	1,291	1,269				11,151	10,752	3.7%
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326	52,014	45,613	41,317				394,961	396,055	-0.3%
Bookmobile	7,455	7,269	7,596	7,865	4,378	7,262	6,823	4,701	4,450				57,799	57,772	0.0%
TSCPL@Home	3,198	3,163	3,309	3,207	3,544	3,401	3,680	3,622	3,377				30,501	29,838	2.2%
Red Carpet	4,484	4,168	4,732	4,775	4,469	4,838	5,028	5,274	4,796				42,564	43,190	-1.4%
Digital Downloads	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	55,559				530,988	487,486	8.9%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286	1,409	1,291	1,495				12,557	13,406	-6.3%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	174,666	164,173	149,368	-	-	-	1,420,518	1,418,719	0.1%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414	66,791	59,031	53,662				521,643	551,588	-5.4%
CIRCULATION DETAILS															
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	-	-	-	583,355	603,530	-3.3%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	-	-	-	244,906	266,528	-8.1%
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	-	-	-	443,413	487,907	-9.1%
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	-	-	-	301,182	299,165	0.7%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	-	-	-	27,281	26,990	1.1%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	-	-	-	55,952	55,710	0.4%
NEW Patrons															
Topeka / Shawnee County															
Adults	848	866	856	731	871	971	828	899	774				7,644	6,044	26.5%
Children (ages 17 and under)	145	150	160	127	246	420	212	183	104				1,747	1,717	1.7%
Red Carpet Outreach	8	18	6	6	9	7	8	10	5				77	110	-30.0%
NEKL	42	38	61	43	40	75	61	45	44				449	411	9.2%
Non-Resident	1	0	2	3	1	0	0	3	1				11	8	37.5%
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	1,109	1,140	928	-	-	-	9,928	8,290	19.8%
PATRONS DELETED	478	348	718	755	427	282	369	451	372				4,200	3,936	6.7%
Cardholders															
Topeka / Shawnee County															
Adults	66,121	66,929	67,294	67,664	68,478	69,334	69,957	70,866	71,486				71,486	65,285	9.5%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845	15,915	15,985	15,894				15,894	15,486	2.6%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952	32,949	32,948	33,415				33,415	28,808	16.0%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424	1,425	1,359	1,361				1,361	1,355	0.4%
NEKL	9,568	9,640	9,775	10,106	10,139	10,265	10,455	10,530	10,666				10,666	9,501	12.3%
Non-Resident	98	82	38	48	48	50	53	57	59				59	105	-43.8%
Delinquent	119	127	128	92	101	108	113	105	85				85	119	-28.6%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	130,867	131,850	132,966	-	-	-	132,966	120,659	10.2%

Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623	58,186	58,471	59,811				59,811	53,392	12.0%
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071	8,114	7,415	8,216				8,216	8,027	2.4%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694	66,300	65,886	68,027				68,027	61,419	10.8%
Unique Borrowers															
Physical	7,920	7,926	8,320	5,336	7,316	7,460	8,479	6,595	5,661				22,868	25,019	-8.6%
Digital	10,652	10,454	11,114	9,605	11,038	10,930	10,993	11,344	11,043				19,983	19,127	4.5%
Both	1,547	1,412	1,560	849	1,506	1,433	1,646	1,367	1,178				6,144	6,700	-8.3%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	17,826	16,572	15,526	-	-	-	36,707	37,446	-2.0%
Holds Satisfied	14,925	12,801	13,068	13,041	13,909	13,202	14,915	14,112	13,868				123,841	129,512	-4.4%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899	68,254	61,640	55,543				519,609	548,657	-5.3%
COLLECTION															
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734	3,077	2,615	2,836				26,333	27,861	-5.5%
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051	2,483	3,540	2,062				41,341	32,020	29.1%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174	334,768	333,843	334,617	334,617	334,617	334,617	339,605	349,625	-2.9%
WEBSITE															
tscpl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158	29,156	26,439	26,652				259,676	332,791	-22.0%
tscpl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863	49,418	43,808	41,476				429,442	526,046	-18.4%
catalog.tscpl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317	33,349	34,076	27,038				270,856	170,495	58.9%
catalog.tscpl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441	68,421	71,193	60,337				574,453	388,647	47.8%
COMPUTER USE															
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296	8,544	8,251	7,297				67,909	74,468	-8.8%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47	1:09:04	1:06:59	1:02:57				1:04:18	0:55:23	16.1%
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820	9,837	9,211	7,656				72,775	68,747	5.9%
Wireless Sessions	29,289	26,647	25,896	34,916	35,846	40,498	35,536	31,509	35,312				295,449	299,906	-1.5%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00	0:13:00	0:12:00	0:12:00	0:12:00	0:13:00				0:13:31	0:13:31	0.0%
Total Wireless Hours	6,585	7,183	6,558	7,998	7,804	8,580	7,675	6,489	7,666				66,538	67,548	-1.5%
TOTAL HOURS	13,290	14,292	14,298	15,807	15,692	17,400	17,512	15,700	15,322	-	-	-	139,313	136,295	2.2%
NOTARY SERVICE	167	242	222	274	207	98	186	153	108				1,657	1,286	28.8%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	16,656	16,650	13,462	-	-	-	151,142	147,426	2.5%
Media	1,886	1,686	1,741	1,810	2,023	1,920	2,024	1,840	1,382				16,312	16,634	-1.9%
Call Center	4,069	4,069	3,831	4,123	3,931	4,218	3,939	4,136	3,267				35,583	37,796	-5.9%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193	2,246	2,032	1,834				19,638	16,016	22.6%
Topeka Room	694	657	703	615	557	592	625	514	311				5,268	5,824	-9.5%
Gallery	283	99	197	325	169	417	461	176	318				2,445	2,084	17.3%
L2TC	6,435	9,152	8,662	8,792	7,244	7,062	6,931	7,510	5,966				67,754	65,222	3.9%
LibAnswers	579	578	439	422	371	497	430	442	384				4,142	3,850	7.6%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944	7,155	7,059	5,003				58,624	44,512	31.7%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	23,811	23,709	18,465	0	0	0	209,766	191,938	9.3%
MEETING ROOMS															
Meeting Room Bookings	448	539	528	562	471	453	438	432	473				4,344	4,023	8.0%
Team Room Bookings	747	914	970	954	831	882	881	893	912				7,984	7,025	13.7%
L2TC Bookings	599	715	741	737	689	727	632	682	663				6,185	6,052	2.2%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681	4,485	4,555	4,800				43,067	40,559	6.2%
TOTAL MEETING ROOM ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298	4,599	6,006	6,051				50,183	48,973	2.5%
LEARN & PLAY BUS VISITS	46	92	104	98	116	79	46	62	115				758	1,146	-33.9%

PROGRAM ATTENDANCE																
Adult - General	1,729	2,030	1,485	1,974	965	2,516	1,313	1,179	1,532				14,723	14,105	4.4%	
Kids - Early Learners	424	544	369	708	599	1,604	647	659	408				5,962	4,715	26.4%	
Kids - Elementary	227	393	418	240	112	3,242	490	134	408				5,664	5,166	9.6%	
Teens	156	115	213	202	103	207	119	165	192				1,472	1,217	21.0%	
Unknown	383	333	52	7	522	4,223	5,944	1,207	1,487				14,158	16,608	-14.8%	
Outreach	3,138	3,139	2,471	3,587	2,040	298	1,546		1,896				18,115	19,543	-7.3%	
TOTAL PROGRAM ATTENDANCE	6,057	6,554	5,008	6,718	4,341	12,090	10,059	3,344	5,923	-	-	-	60,094	61,354	-2.1%	
GALLERY ATTENDANCE	1,829	1,386	1,979	1,915	930	11,441	8,302	3,624	1,757				33,163	25,278	31.2%	
DOLLY PARTON ENROLLMENT	5,992	5,947	5,918	5,987	5,850	5,771	5,771	5,796	5,731				5,731	5,969	-4.0%	

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617				113,171	117,419	-3.6%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662	14,258	13,930	13,193				119,015	135,734	-12.3%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659				203,473	209,039	-2.7%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169				57,119	57,685	-1.0%
Magazines	696	665	788	801	670	959	1,016	1,057	806				7,458	8,131	-8.3%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063				54,869	57,352	-4.3%
RC Realia	99	109	116	137	113	117	126	159	107				1,083	839	29.1%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623				27,167	28,842	-5.8%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	-	-	-	583,355	615,041	-5.2%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45	57	44	48	45	34				433	425	1.9%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291				12,363	14,531	-14.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949				18,250	18,581	-1.8%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808				173,156	180,518	-4.1%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202				2,133	2,690	-20.7%
Juvenile Music	121	154	127	104	112	204	185	159	130				1,296	2,012	-35.6%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841				37,161	41,340	-10.1%
YA A/V	11	5	17	14	12	13	20	15	7				114	170	-32.9%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	-	-	-	244,473	259,842	-5.9%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	-	-	-	113,171	117,419	-3.6%
Magazines	696	665	788	801	670	959	1,016	1,057	806	-	-	-	7,458	8,131	-8.3%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	-	-	-	12,363	14,531	-14.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	-	-	-	18,250	18,581	-1.8%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	-	-	-	173,156	180,518	-4.1%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	-	-	-	443,413	474,914	-6.6%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	-	-	-	203,473	209,039	-2.7%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	-	-	-	57,119	57,685	-1.0%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	-	-	-	2,133	2,690	-20.7%
Juvenile Music	121	154	127	104	112	204	185	159	130	-	-	-	1,296	2,012	-35.6%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	-	-	-	37,161	41,340	-10.1%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	-	-	-	301,182	312,766	-3.7%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	-	-	-	54,869	57,352	-4.3%
RC Realia	99	109	116	137	113	117	126	159	107	-	-	-	1,083	839	29.1%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	-	-	-	55,952	58,191	-3.8%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	-	-	-	27,167	28,842	-5.8%
YA A/V	11	5	17	14	12	13	20	15	7	-	-	-	114	170	-32.9%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	-	-	-	27,281	29,012	-6.0%
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745	44,001	42,862	41,414				376,946	333,961	12.9%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801	15,849	16,101	13,408				146,864	145,255	1.1%
Flipster	808	935	902	767	784	681	786	778	737				7,178	8,270	-13.2%
Kanopy									895						
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	55,559	-	-	-	530,988	487,486	8.9%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612	19,387	19,095	17,643				167,673	159,416	5.2%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603	3,860	3,569	3,396				33,588	32,528	3.3%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423	26,021	25,802	24,453				224,054	195,040	14.9%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720	1,764	1,595	1,552				16,280	14,501	12.3%
Juvenile ebook Nonfiction	269	287	310	265	303	237	208	215	245				2,339	2,179	7.3%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222	2,272	2,197	2,093				20,520	19,438	5.6%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526	1,573	1,465	1,360				13,912	11,820	17.7%
Young Adult ebook Nonfiction	41	35	41	38	34	30	27	33	35				314	260	20.8%

Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944	1,965	1,967	1,792				16,904	14,412	17.3%
DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	57,077	55,938	52,569	-	-	-	495,584	449,594	10.2%