Topeka & Shawnee County Public Library

Topeka & Shawnee County Public Library

Board of Trustees Meeting

January 18, 2024

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
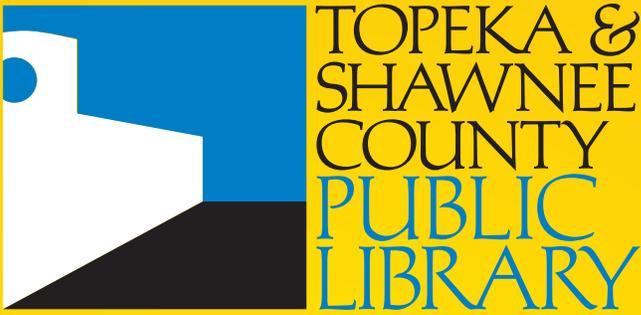
Core Values

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

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

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

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

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

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

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals

PreK
Every child will be ready for kindergarten

Kids & Adults
Everyone will discover their passion for learning

Kids & Adults
Everyone will continue learning new ways to live their best life

Literacy
Topeka & Shawnee County will be an engaged community of readers

Organization
The library will be a learning organization committed to excellence in:

- leadership
- planning
- customer focus
- process management
- partner focus

Agenda
Board of Trustees Meeting

January 18, 2024 – 4:00 pm
Menninger Room and Zoom Meeting
https://tscpl.zoom.us/j/83606679055
Meeting ID: 836 0667 9055
Passcode: 617300

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of December 21, 2023, Meeting Minutes of the Board of Trustees – Action Item pg. 5

Chief Financial Officer's Report – Kim Strube **pg. 10**

Financial Reports

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

The Library Foundation – Haley DaVee, Board Vice Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 30**

Chief Executive Officer Report – Marie Pyko **pg. 32**

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

New Business

- **Audit Committee Action Item pg. 51**
- **Nutanix System Upgrade Action Item pg. 52**
- **Resolution to Approve Strategic Plan 2024 Action Item pg. 54**

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
February 15, 2024
4:00 pm

Menninger Room and Zoom meeting
https://tscpl.zoom.us/j/83606679055
Meeting ID: 836 0667 9055
Passcode: 617300

*Subject to change without notice

Board Members Present
Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Hannah Uhlrig – Treasurer, Joan Hicks – Treasurer, Liz Post, Beth Dobler, Jim Edwards, Mark Zillinger

Board Members Absent
Jim Ramos

Call to Order
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 21, 2023, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10ᵗʰ Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Public Comment
There were four people signed in for public comment. Ethel Edwards, Arthur Schaper, JuLee Adams, and Kathy Brown spoke, then the public comment session was closed.

Trustee Advocacy Stories
Trustee Beth Dobler shared that a good friend of hers started doing daily care for her grandson while his parents struggled to find childcare. Dobler told her friend about the services for young children at the library. The child found a toy he liked while playing at the library and it made it on his Christmas list. She was amused that children could find a Christmas wish list item at the library.

Trustee Mark Zillinger shared that he completed his tour of the library. Zillinger liked to see the energy the library staff have as well as the pride they have in their work.

Trustee Chair Shawn Leisinger shared that he found a book signed by Dick Vitale at the Booktique. He paid only $2 for this Christmas gift for his brother-in-law. Leisinger shared he appreciates the variety of books at the Booktique.

Trustee Jim Edwards shared that the Sabatini Gallery received an award from Arts Connect. The gallery won the People's Choice Award. He wished congratulations to the staff who work in the gallery.

Approval of Minutes
On a motion by Peg Dunlap, seconded by Jim Edwards, the November 16, 2023, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report
Chief Financial Officer Kim Strube noted no additions to her report. Strube shared a reminder that the Health Insurance figures for the 2025 budget will be known prior to the second Trustee Budget Work Session in July. Strube has been in contact with BT&Co and plans for the audit kickoff meeting to take place on January 22, 2024, at 2:00 pm.

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

On a motion by Hannah Uhlrig and seconded by Joan Hicks, the Treasurer's Financial Report for November 2023 was accepted.

Motion passed unanimously.

The Library Foundation
Library Foundation Chair Kim Patton shared The Foundation's last meeting of 2023 was last week. The Foundation elected officers and Patton will remain Chair for 2024. Patton gave thanks to the departing trustees and welcomed the three new trustees.

At their last meeting, the Foundation approved the Development and Management Agreement as well as the Loaned Employee Agreement.

Patton shared that the ribbon cutting for the Beverly J. Thompson Room was successful. It was a well-attended event and Thompson's family was very proud of the recognition.

Employee giving reached far beyond the Foundation's goals. Patton shared that they will receive $10,000 from this campaign. The Foundation's Fall Appeal also garnered great results. The Foundation received many donations and a Wilder Society membership from the Fall Appeal.

Patton then presented the annual distribution check on behalf of The Library Foundation to library Board of Trustees Chair, Shawn Leisinger.

Friends of Topeka and Shawnee County Public Library
Friends of the Library Board President Christy Molzen shared that because of the dock renovation, the Friends have not been accepting large donations for the last couple of months. However, they have plenty of books boxed and ready for the next sale, which will be held January 19-21, 2024. Molzen shared the dock will be reopening at the first of the year, and she's confident that those large donations from the community will be rolling in again soon.

Molzen shared that some Friends volunteers have begun volunteering in the Booktique because there isn't enough sorting work to do. Molzen shared this is an example of how dedicated Friends volunteers are to supporting the library.

Molzen presented the annual distribution check on behalf of the Friends of the Library for $80,000 to library Board of Trustees Chair, Shawn Leisinger.

Board Chair Reports
Chair Shawn Leisinger reported the Executive Committee met via Zoom on December 11, 2023.

Chief Executive Officer Report
Chief Executive Officer Marie Pyko wished to thank Midwest Ballet for the En Pointe Award. Pyko shared that the library invites ballerinas to storytime and the children love to see them all dressed up. Pyko attended a performance of The Nutcracker to receive the award.

Pyko and Library Statistical Analyst Robert Soria presented on TSCPL Service Points including Bookmobiles, Learn and Play Bus, Smartlockers, computer labs, and the main library branch. The map also included bus routes.

Chief of Staff Report
Chief of Staff Thad Hartman shared an update on the dock project. The construction crew has started pouring concrete this week. The construction crew is hopeful they can finish up the concrete next week. They will send someone out to see when the new dock is safe to drive on.

Hartman shared that the west wing is all empty now. The shelving from that area is currently in the New and Novel area being held temporarily.

Hartman announced that as of Tuesday, library management will be fully staffed. Facilities Manager Joe Hobbs starts December 26, 2023. Public Services Supervisor Autumn Friedli will be the new Program Coordinator and the library will be filling that vacancy. Collections Director Paul Brennan will be retiring on January 8, 2024. Brennan has been with the library for 31 years and has been involved with so much. He was a supervisor, manager, and director for the Circulation department which is where the library does a majority of hiring entry-level staff. A lot of these Circulation staff members move on to other jobs within our library or other libraries in the country. Hartman shared he is one of those individuals. Brennan will be greatly missed.

New Business
Audit Committee
Board Chair Shawn Leisinger appointed the following individuals to the Audit Committee.

Hannah Uhlrig – Chair
Mark Zillinger
Jim Ramos
Peg Dunlap

All committee members accepted their position on the Audit Committee.

Thank You to The Library Foundation
On a motion by Joan Hicks, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

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

Motion passed unanimously.

Memorandum of Understanding – Shawnee County Parks and Recreation
On a motion by Beth Dobler, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Memorandum of Understanding for Shawnee County Parks and Recreation as written.

Motion passed unanimously.

Strategic Plan 2024 First Reading
Chief Executive Officer Marie Pyko presented the First Reading of the Strategic Plan 2024.

Discussion followed. Final action on this policy is to be taken next month.

Executive Session
On a motion by Peg Dunlap, seconded by Joan Hicks, for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session at 5:31 pm for a period not to exceed 15 minutes to discuss a personnel matter. Participants will include members of the Board of Trustees. Action will be taken following the Executive Session.

Motion passed.

A motion was made by Jim Edwards, seconded by Hannah Uhlrig at 5:43 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

On a motion by Peg Dunlap, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, sets the CEO's annual base compensation at 5% increase effective on her employment anniversary date, October 22, 2023.

Motion passed unanimously.

Adjournment
On a motion by Joan Hicks, seconded by Mark Zillinger, the meeting was adjourned at 5:45 pm.

Next Meeting
January 18, 2024
4:00 pm
Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting
https://tscpl.zoom.us/j/83606679055?pwd=eDlGaHh0MldDbnpYUHkyUWVlcUJwZz09
Meeting ID: 836 0667 9055
Passcode: 617300

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Chief Financial Officer's Report
January 2024
Kim Strube

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the "Unencumbered Cash Balance" column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

Checks were written on 12/29/2023 so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2023; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process allows for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions may be on the February Board agenda if acceptable bids are received.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The Friends of the Library's generous contribution of $80,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 15th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 101% of the budgeted revenue has been received and 94% of the approved budget has been expended/encumbered. This compares to 2022 in which 101% of the budgeted revenue had been received and 93% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by $594,222, about 6.7% of budgeted. For regular staff salaries, 2023 continued the budgeting of a "shrinkage" factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted.

The shrinkage rate was set at 1.85% in 2023.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2023's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Materials – Print/Non-Print < 1 year – an increase in digital checkouts resulted in expenses exceeding the budget, however the Materials – Print/Non-Print line item was under budget. The net of the two line items resulted in savings of $3,291; (2) Contracted – Digital Services - exceeded the budgeted amount primarily due to the addition of Co-Managed IT services and higher than estimated costs for various annual software renewals; (3) Contracted – Equipment – an emergency weekend repair of the elevator was miscoded to this budget line item (should have been Contracted – Facilities) and an increase in renewal lease rates for several copiers increased this budget line item; (4) Furniture/Equipment – cubicles were purchased for Administration that were not budgeted; (5) Insurance – additional cyber security coverage was added to the library's policy, as well as an umbrella policy, which were unbudgeted expenses; (6) Marketing and Communications - there was an increased demand for library promotional materials at community events; (7) Payments to Other Libraries – actual requests were higher than budgeted; and (8) Utilities – Water/Sewage – grass and landscape was planted near the west parking lot and required additional water to get established.

The 2023 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

Description	2023 Budget	2023 Actual	Difference
Revenues	$15,739,974	$15,870,605	$130,631 over-budget
Expenditures	$18,713,678	$15,969,274	$2,744,404 under-budget
Annual Revenues (-) Expenditures		$98,669 annual revenues less than expenditures	
Description	2022 Actual	2023 Actual	Difference
Unencumbered Ending Cash Balance	$4,404,625	$4,443,516	$38,891

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash.

TSCPL was able to accomplish many initiatives in 2023 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:
(1) dock drive renovation in progress (completion expected in 2024);
(2) roof replacement completed at 1020 SW Washburn;
(3) completion of phase 1 of the wayfinding/signage project;
(4) phase 2 of the wayfinding/signage project has started;
(5) completion the Movies & Music Lounge;
(6) remodeling of wing spaces in progress (completion expected in 2024).

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 101% of the budgeted revenue has been received and 79% of the approved budget has been expended/encumbered. This compares to 2022 in which 101% of the budgeted revenue had been received and 80% of the approved budget had been expended/encumbered.

Employee Benefit Fund

Description	2023 Budget	2023 Actual	Difference
Revenues	$4,128,019	$4,177,927	$49,908 over-budget
Expenditures	$5,249,505	$3,827,068	$1,422,437 under-budget
Annual Revenues (-) Expenditures		$350,859 annual revenues more than expenditures	
Description	**2022 Actual**	**2023 Actual**	**Difference**
Unencumbered Ending Cash Balance	$1,962,697	$2,313,998	$351,301

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $6,533,723.

Debt Service Fund-Bond & Interest – Page 7

Bond & Interest Fund

Description	2023 Budget	2023 Actual	Difference
Revenues	$25,050	$3,134	$21,916 under-budget
Expenditures	$25,050	$2,039	$23,011 under-budget
Annual Revenues (-) Expenditures		$1,095 annual revenues more than expenditures	
Description	**2022 Actual**	**2023 Actual**	**Difference**
Unencumbered Ending Cash Balance	$0	$1,095	$1,095

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	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	$63,273.00	Rossville Community Library
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	$74,262.00	Silver Lake Library
Request for Proposal; Board resolution approved bid award on 10/19/2023	Shelving for Readers' Lounge	$243,342.00	Library Furniture International
Approved operating budget	Floor scrubber	$5,557.33	Waxie Sanitary Supply
Approved operating budget	Firewall with 3-year security subscription	$7,172.57	Premier One Data Systems, Inc.
Approved operating budget	Annual staff training software subscription	$6,500.00	Niche Academy LLC
Library materials	Annual admission passes for patron checkout	$41,430.00	Kansas Children's Discovery
Library materials	Online service plan fee	$15,000.00	Overdrive, Inc
Library materials	Hoopla online - November	$33,266.53	Midwest Tape
Library materials	Hoopla online - December	$35,660.00	Midwest Tape
Library materials	Annual renewal of Gage Biography databases	$18,492.15	Gale/Cengage Learning Inc.
Library materials	Adult fiction and nonfiction	$5,480.00	Overdrive, Inc.
Library materials	Adult feature DVD's	$5,900.00	Midwest Tape LLC

Other Items:

- The audit of the 2023 financial year will begin Monday, February 12th.

    - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

Topeka and Shawnee County Public Library
Financial Summary

	Balance 1/1/2023	Revenue Y-T-D	Expenditures Y-T-D	Balance 12/31/2023
GOVERNMENTAL FUNDS				
General Operating	$ 5,322,622.64	$ 15,870,604.73	$ 15,144,159.69	$ 6,049,067.68
Employee Benefits	1,963,139.59	4,177,926.71	3,827,043.48	$ 2,314,022.82
Capital Improvement	5,275,079.91	1,258,643.15	-	$ 6,533,723.06
Bond & Interest	-	3,134.41	2,039.00	$ 1,095.41
NON MAJOR GOVERNMENTAL FUNDS				
State Aid	-	49,186.93	-	$ 49,186.93
Federal, State & Local Grants	3,649.47	-	3,605.44	$ 44.03
Other Special Revenue	597,620.31	246,926.44	153,237.09	$ 691,309.66
Permanent Funds	299,808.78	(48,523.69)	-	$ 251,285.09
Totals	$ 13,461,920.70	$ 21,557,898.68	$ 19,130,084.70	$ 15,889,734.68

Bank Account Summary

General Fund-CoreFirst Bank-Checking	$ 711,854.43
Restricted Funds-CoreFirst Bank-Checking	692,413.17
Capital Improvement Fund-VisionBank-Money Market Account	6,533,723.06
Cash on Hand	3,088.10
Petty Cash	220.00
Endowment Securities	251,285.09
Municipal Investment Pool - Overnight	8,135,122.99
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	$ 16,327,706.84
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	(1,382.64)
Less Payroll Deduction and Employer Benefit Liabilities	15,330.97
Less Outstanding Checks	424,023.83
	$ 15,889,734.68

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

	1/1/2023 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2023 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	$ 5,322,622.64	$ 15,870,604.73	$ 773,501.65	$ 14,370,658.04	$ 6,049,067.68	$ 1,605,551.98	$ 4,443,515.70
Employee Benefit Fund	1,963,139.59	4,177,926.71	-	3,827,043.48	2,314,022.82	25.00	2,313,997.82
Capital Improvement Fund	5,275,079.91	1,258,643.15	-	-	6,533,723.06	-	6,533,723.06
Bond & Interest Fund	-	3,134.41	-	2,039.00	1,095.41	-	1,095.41
Non Major Governmental Funds							
State Aid Fund	-	49,186.93	-	-	49,186.93	49,186.93	-
Federal & State Grants							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	3,605.44	-	3,605.44	-	-	-	-
Other Special Revenue Funds							
Adult Programs	1.49			-	1.49	-	1.49
Art Collection	10,680.49	32.09		-	10,712.58	-	10,712.58
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-	3,121.74		3,121.74	-	-	-
Cooking Neighborhood	-				-		-
French Gift - Library Materials	31.41	0.12	-	-	31.53	-	31.53
Friends	159,733.11	80,386.99	344.70	52,158.87	187,616.53	1,575.20	186,041.33
Fun Committee	5,483.31	1,330.28	-	(32.31)	6,845.90	65.00	6,780.90
Gallery Competitions/Exhibits	36,495.16	109.66	-	-	36,604.82	-	36,604.82
Gifts/Memorials (Undesignated)	347,421.41	133,897.12	20,770.79	50,937.55	409,610.19	-	409,610.19
Hathaway Trust - Library Materials	3,338.66	2,273.24	(9.64)	2,538.69	3,082.85	632.87	2,449.98
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	5,012.24	1,665.65	(23.47)	336.39	6,364.97	206.58	6,158.39
Lingo	-				-		-
NEH Expendable	8,065.71	21,950.44	-	17,239.69	12,776.46	-	12,776.46
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-		-	457.20	-	457.20
Red Carpet	4,015.19	7.38	-	4,022.57	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,748.38	17.26	-	-	5,765.64	-	5,765.64
Talking Books	-				-		-
Torluemke Landscaping	36.46	0.12		-	36.58	-	36.58
Wedding Neighborhood	-				-		-
Workshops	2,194.43	6.59			2,201.02		2,201.02
Youth Services	8,905.66	2,127.76	476.59	1,354.93	9,201.90	1,168.37	8,033.53
Permanent Funds							
Mertz Trust	299,808.78	(48,523.69)	-	-	251,285.09	-	251,285.09
TOTALS	$ 13,461,920.70	$ 21,557,898.68	$ 798,666.06	$ 18,331,418.64	**$ 15,889,734.68**	$ 1,658,411.93	$ 14,231,322.75

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Topeka and Shawnee County Public Library
General Fund - Revenue

	Approved Budget	Received Year-To-Date	Over/(Under) Budget	% 12/31/2023
				100.0%
Ad Valorem Property Tax	$ 13,939,037.00	$ 13,556,173.09	$ (382,863.91)	97%
Revitalization Rebates	(119,110.00)	(125,352.97)	$ (6,242.97)	105%
Back Tax	-	197,854.61	$ 197,854.61	N/A
Motor Vehicle Tax	1,557,671.00	1,525,814.83	$ (31,856.17)	98%
Recreational Vehicle Tax	17,297.00	17,554.16	$ 257.16	101%
16/20 M Vehicle Tax	5,960.00	7,366.05	$ 1,406.05	124%
In Lieu of Tax	35,897.00	45,534.96	$ 9,637.96	127%
Watercraft Special Tax**	8,729.00	-	$ (8,729.00)	0%
Commercial Vehicle Fees	53,540.00	50,855.08	$ (2,684.92)	95%
E-Rate Reimbursement	19,329.00	18,680.11	$ (648.89)	97%
Miscellaneous Revenue	3,000.00	42,812.97	$ 39,812.97	1427%
Miscellaneous Revenue - Recyclg	-	219.40	$ 219.40	N/A
Salary Refunds-Foundation	100,678.00	80,797.78	$ (19,880.22)	80%
Salary Refunds-Friends	33,155.00	33,202.83	$ 47.83	100%
Salary Refunds-Shawnee Cty	20,151.00	22,647.87	$ 2,496.87	112%
Vending Machines	2,000.00	1,304.16	$ (695.84)	65%
Overdue Fees*	15,000.00	25,535.98	$ 10,535.98	170%
Debt Collect	-	69.98	$ 69.98	N/A
ILL Fees	100.00	146.89	$ 46.89	147%
Mailing Fees	100.00	10.32	$ (89.68)	10%
Non Resident Card Fee	340.00	805.00	$ 465.00	237%
Obituary Fees	350.00	446.02	$ 96.02	127%
Meeting Room Charges	1,200.00	4,184.50	$ 2,984.50	349%
Monday Market Fees	500.00	-	$ (500.00)	0%
Foundation Distribution	-	-	$ -	N/A
Interest Received-Investments	20,000.00	361,902.11	$ 341,902.11	1810%
Transfer In	25,050.00	2,039.00	$ (23,011.00)	8%
Library Treasurer's Balance	2,973,704.00	-	$ -	N/A
TOTALS	**$ 18,713,678.00**	**$ 15,870,604.73**	**$ 130,630.73**	**101%**

 * 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

	Approved Budget	Expended Year-To-Date	Encumbrances	#	(Over)/Under Budget	% Expended
						100.0%
STAFF:						
Salaries-Auto Allowance	$ 4,800.00	$ 4,799.86	$ -		$ 0.14	100%
Salaries-Facilities	670,789.00	585,013.44	-		85,775.56	87%
Salaries-Overtime	10,000.00	10,059.13	-		(59.13)	101%
Salaries-Security	313,379.00	276,773.31	-		36,605.69	88%
Salaries-Shelvers	102,545.00	32,500.88	-		70,044.12	32%
Salaries-Staff	7,705,190.00	7,303,334.59	-		401,855.41	95%
Conferences	144,217.00	116,372.47	1,064.00		26,780.53	81%
Staff Internal Dev/Trng - Web Based	15,000.00	12,679.09	-		2,320.91	85%
Staff Development & Training	15,000.00	10,879.73	-		4,120.27	73%
Mileage	7,600.00	7,161.77	254.94		183.29	98%
COLLECTION:						
Materials-Binding/Replacements	2,500.00	1,240.26	-		1,259.74	50%
Materials-Periodicals	25,000.00	23,812.72	1,124.10		63.18	100%
Materials-Print/Non-Print <1 YR	730,200.00	731,400.68	35,660.00		(36,860.68)	105%
Materials-Print/Non-Print	1,220,380.00	1,087,469.55	92,758.29		40,152.16	97%
OPERATIONS:						
Art Purchases	8,000.00	7,955.00	-		45.00	99%
Cataloging and ILL Services	102,700.00	101,217.16	-		1,482.84	99%
Contracted-Digital Services	548,252.00	668,728.91	12,508.16		(132,985.07)	124%
Contracted-Facilities	301,700.00	275,996.68	25,793.25		(89.93)	100%
Contracted-Equipment	67,200.00	74,586.18	-		(7,386.18)	111%
Contracted-Professional	294,700.00	188,817.24	12,459.32		93,423.44	68%
Contracted-E-Rate Services	1,740.00	1,278.72	-		461.28	73%
Digital Services Support	464,152.00	181,884.24	20,129.23		262,138.53	44%
Furniture/Equipment	45,000.00	37,540.10	13,017.23		(5,557.33)	112%
Insurance	64,000.00	76,316.97	-		(12,316.97)	119%
Marketing & Communication	61,256.00	64,298.45	4,175.64		(7,218.09)	112%
Memberships/Dues	30,900.00	22,906.00	1,312.00		6,682.00	78%
Miscellaneous	5,000.00	4,441.58	17.99		540.43	89%
Payments to Other Libraries	127,238.00	137,535.00	-		(10,297.00)	108%
Postage/Shipping	59,786.00	46,645.50	-		13,140.50	78%
Printing	110,976.00	21,270.72	2,828.00		86,877.28	22%
Programming	103,480.00	68,972.10	9,117.55		25,390.35	75%
Special Events	-	-	-		-	0%
Special Projects	1,702,500.00	472,166.94	1,223,193.20		7,139.86	100%
Supplies-Facilities	101,920.00	64,196.99	33,402.80		4,320.21	96%
Supplies-Office/Library	93,184.00	57,811.58	2,150.22		33,222.20	64%
Supplies-Processing	46,800.00	43,836.92	2,202.00		761.08	98%
Telecommunications	155,064.00	113,975.69	16,520.03		24,568.28	84%
Transfer Out	1,000,000.00	1,000,000.00	-		-	100%
Utilities-Electric	389,526.00	279,299.27	62,044.95		48,181.78	88%
Utilities-Gas	71,007.00	54,243.53	11,412.80		5,350.67	92%
Utilities-Water/Sewage	37,128.00	40,937.93	1,476.90		(5,286.83)	114%
Vehicle-Gas	43,870.00	28,346.84	-		15,523.16	65%
Vehicle-Repair	60,000.00	32,033.03	13,994.46		13,972.51	77%
Contingency/Fund Balance	1,650,000.00	-	-		-	0%
Cash Long/Short	-	(78.71)	-		78.71	N/A
TOTALS	**$ 18,713,679.00**	**$ 14,370,658.04**	**$ 1,598,617.06**		**$ 1,094,403.90**	94%

Topeka and Shawnee County Public Library
General Fund

	2023 Budget	Year to Date	%
Balance 01/01/2023	$ 2,973,704.00	$ 4,415,932.44	
Revenue:			
Ad Valorem Property Tax	13,939,037.00	13,556,173.09	97%
Revitalization Rebates	(119,110.00)	(125,352.97)	105%
Back Tax	-	197,854.61	N/A
Motor Vehicle Tax	1,557,671.00	1,525,814.83	98%
Recreational Vehicle Tax	17,297.00	17,554.16	101%
16/20M Vehicle Tax	5,960.00	7,366.05	124%
In Lieu of Tax	35,897.00	45,534.96	127%
Watercraft Special Tax	8,729.00	-	0%
Commercial Vehicle Fees	53,540.00	50,855.08	95%
E-Rate Reimbursement	19,329.00	18,680.11	97%
Fees and Charges	22,590.00	75,315.82	333%
Reimbursements	153,984.00	136,867.88	89%
Transfer In	25,050.00	2,039.00	
Interest on Idle Funds	20,000.00	361,902.11	1810%
	$ 15,739,974.00	$ 15,870,604.73	101%
Expenditures/Encumbrances:			
Salaries	8,806,703.00	8,212,481.21	93%
Other Staff Support Costs	181,817.00	148,412.00	82%
Library Collections	1,978,080.00	1,973,465.60	100%
Contracted Services	1,316,292.00	1,361,385.62	103%
Digital Services Support	464,152.00	202,013.47	44%
Furniture/Equipment/Art	53,000.00	58,512.33	110%
Payments to Other Libraries	127,238.00	137,535.00	108%
Special Projects	1,702,500.00	1,695,360.14	100%
Utilities & Telecommunications	652,725.00	579,911.10	89%
Vehicles	103,870.00	74,374.33	72%
Other Operating Expenditures	677,301.00	525,824.30	78%
Transfer Out	1,000,000.00	1,000,000.00	
Cash Basis Reserve	1,650,000.00	-	0%
	$ 18,713,678.00	$ 15,969,275.10	94%
Prior Year Canceled Purchase Orders		$ 126,253.63	
Unencumbered Balance 12/31/2023	$ -	$ 4,443,515.70	

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Topeka and Shawnee County Public Library
Special Revenue Funds

EMPLOYEE BENEFITS

	2023 Budget	Year To Date	%
Balance 01/01/2023	$ 1,121,486.00	$ 1,962,696.59	
Revenue:			
Ad Valorem Property Tax	$ 3,626,746.00	$ 3,529,134.64	97%
Revitalization Rebates	(30,991.00)	(32,644.72)	105%
Back Tax	-	49,159.14	N/A
Motor Vehicle Tax	414,748.00	404,871.29	98%
Recreational Vehicle Tax	4,605.00	4,663.22	101%
16/20M Vehicle Tax	1,587.00	1,738.72	110%
In Lieu of Tax	11,684.00	11,851.75	101%
Watercraft Special Tax*	2,324.00	-	0%
Commercial Vehicle Fees	14,256.00	13,391.85	94%
Refund-Fringe Benefits-Foundation	48,256.00	39,144.73	81%
Refund-Fringe Benefits-Friends	20,829.00	19,740.61	95%
Refund-Fringe Benefits-Shawnee Cty	8,975.00	9,181.54	102%
Refund FICA	-	(21,730.50)	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	11,306.88	N/A
Interest on Idle Funds	5,000.00	138,117.56	2762%
	$ 4,128,019.00	$ 4,177,926.71	101%
Expenditures/Encumbrances:			
Employee Assistance Program	$ 7,503.00	$ 7,375.85	98%
Cafeteria Plan Administration Fees	2,725.00	396.00	15%
Social Security/Medicare	673,713.00	585,335.40	87%
Ks Public Employees Retirement Sys	809,090.00	753,735.36	93%
Worker's Compensation	54,000.00	51,037.56	95%
Unemployment Tax	88,948.00	30,170.50	34%
Health/Dental Insurance	3,213,526.00	2,399,002.81	75%
Miscellaneous	-	15.00	0%
Contingency/Fund Balance	400,000.00		0%
	$ 5,249,505.00	$ 3,827,068.48	79%
Prior Year Canceled Purchase Orders		$ 443.00	
Unencumbered Balance 12/31/2023	$ -	$ 2,313,997.82	

* 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 01/01/2023		$ 5,275,079.91	
Revenue:			
Transfer In		$ 1,000,000.00	
Interest received		258,643.15	
		$ 1,258,643.15	
Expenditures/Encumbrances:			
Contracted - Professional		-	
Capital Outlay		-	
		-	
Prior Year Canceled Purchase Orders		-	
Unencumbered Balance 12/31/2023		$ 6,533,723.06	

STATE AID

Balance 01/01/2023	$ -	$ -	
Revenue:			
State Aid	-	49,186.93	
	$ -	$ 49,186.93	
Expenditures/Encumbrances:			
Contracted - Digital Services			
Digital Services Support		-	
Staff Internal Development/Trng		-	
Special Projects	52,000.00	49,186.93	
	$ 52,000.00	$ 49,186.93	
Unencumbered Balance 12/31/2023		$ -	

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

	2023 Budget	Year to Date	%
Balance 01/01/2023	$ -	$ -	
Revenue:			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	20.52	0%
Back Tax	25,000.00	2,962.44	12%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	34.76	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	116.69	233%
	$ 25,050.00	$ 3,134.41	13%
Expenditures/Encumbrances:			
Principal	$ -	$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	2,039.00	0%
Cash Basis Reserve	-		0%
	$ 25,050.00	$ 2,039.00	8%
Unencumbered Balance 12/31/2023	$ -	$ 1,095.41	

* 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.

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TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of December 31, 2023

Capital Improvement Funds - Community National Bank

$ 6,533,723.06 at 5.42% (money market account)

Municipal Investment Pool

$ 8,135,122.99 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average December 1 - 31, 2023 was 4.02%

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	21505	0	12/1/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	18,819.72	-97026
15	21516	0	12/1/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	26,441.70	-97026
15	21517	0	12/1/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,136.59	-97026
10	21513	0	12/1/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	$	1,354.19	-97026
				Remittance of pension benefit contributions & optional group life premiums		$	49,752.20	**-97026 Total**
10	21509	0	12/1/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	5,499.92	-97023
				Remittance of deferred retirement employee contributions		$	5,499.92	**-97023 Total**
10	21501	0	11/30/2023	PAYCOM PAYROLL LLC	Federal W/H	$	23,094.84	-97022
10	21502	0	11/30/2023	PAYCOM PAYROLL LLC	State W/H	$	11,593.04	-97022
15	21521	0	11/30/2023	PAYCOM PAYROLL LLC	State Unemployment	$	31.44	-97022
10	21503	0	11/30/2023	PAYCOM PAYROLL LLC	Social Security EE	$	18,399.13	-97022
15	21504	0	11/30/2023	PAYCOM PAYROLL LLC	Social Security ER	$	18,399.13	-97022
10	21503	0	11/30/2023	PAYCOM PAYROLL LLC	Medicare EE	$	4,303.04	-97022
15	21504	0	11/30/2023	PAYCOM PAYROLL LLC	Medicare ER	$	4,303.04	-97022
10	21514	0	11/30/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,179.87	-97022
10	21518	0	11/30/2023	PAYCOM PAYROLL LLC	Garnishments	$	335.80	-97022
10	41000	313	11/30/2023	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,181.58	-97022
				Remittance of payroll taxes, garnishments and Paycom fees		$	83,820.91	**-97022 Total**
10	21509	0	12/15/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	5,710.62	-97019
				Remittance of deferred retirement employee contributions		$	5,710.62	**-97019 Total**
10	21501	0	12/14/2023	PAYCOM PAYROLL LLC	Federal W/H	$	25,020.41	-97018
10	21502	0	12/14/2023	PAYCOM PAYROLL LLC	State W/H	$	12,399.40	-97018
15	21521	0	12/14/2023	PAYCOM PAYROLL LLC	State Unemployment	$	32.10	-97018
10	21503	0	12/14/2023	PAYCOM PAYROLL LLC	Social Security EE	$	19,350.77	-97018
15	21504	0	12/14/2023	PAYCOM PAYROLL LLC	Social Security ER	$	19,350.77	-97018
10	21503	0	12/14/2023	PAYCOM PAYROLL LLC	Medicare EE	$	4,525.54	-97018
15	21504	0	12/14/2023	PAYCOM PAYROLL LLC	Medicare ER	$	4,525.54	-97018
10	21514	0	12/14/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,179.87	-97018
10	21518	0	12/14/2023	PAYCOM PAYROLL LLC	Garnishments	$	335.80	-97018
10	41000	313	12/14/2023	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,187.89	-97018
				Remittance of payroll taxes, garnishments and Paycom fees		$	88,908.09	**-97018 Total**
10	21505	0	12/18/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	19,666.86	-97017
15	21516	0	12/18/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	27,631.94	-97017
15	21517	0	12/18/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,277.78	-97017
				Remittance of pension benefit contributions & optional group life premiums		$	50,576.58	**-97017 Total**
10	21505	0	12/29/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	18,599.66	-97009
15	21516	0	12/29/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	26,132.54	-97009
15	21517	0	12/29/2023	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,099.90	-97009

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
				Remittance of pension benefit contributions & optional group life premiums		$	47,832.10	**-97009 Total**
10	21509	0	12/29/2023	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	5,642.47	-97006
				Remittance of deferred retirement employee contributions		$	5,642.47	**-97006 Total**
10	21501	0	12/28/2023	PAYCOM PAYROLL LLC	Federal W/H	$	25,120.17	-97005
10	21502	0	12/28/2023	PAYCOM PAYROLL LLC	State W/H	$	12,714.71	-97005
15	21521	0	12/28/2023	PAYCOM PAYROLL LLC	State Unemployment	$	31.85	-97005
10	21503	0	12/28/2023	PAYCOM PAYROLL LLC	Social Security EE	$	19,791.17	-97005
15	21504	0	12/28/2023	PAYCOM PAYROLL LLC	Social Security ER	$	19,791.17	-97005
10	21503	0	12/28/2023	PAYCOM PAYROLL LLC	Medicare EE	$	4,628.56	-97005
15	21504	0	12/28/2023	PAYCOM PAYROLL LLC	Medicare ER	$	4,628.56	-97005
10	21514	0	12/28/2023	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,054.87	-97005
10	21518	0	12/28/2023	PAYCOM PAYROLL LLC	Garnishments	$	218.98	-97005
15	32850	0	12/28/2023	PAYCOM PAYROLL LLC	ER-Refund-FICA	$	22,182.91	-97005
10	41000	313	12/28/2023	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,128.89	-97005
				Remittance of payroll taxes, garnishments and Paycom fees		$	112,291.84	**-97005 Total**
10	41000	410	12/20/2023	COREFIRST BANK & TRUST	toro 250 valve	$	97.98	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	chargers	$	187.96	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	10th gen keyboard	$	224.00	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	framer's pointe box of 3,	$	34.02	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Natural acid free 32 x 40	$	416.20	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	White acid free 32 x 40 4	$	416.20	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Cream acid free 32 x 40 4	$	416.20	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	1/2 clear corners"	$	9.96	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Network Cable	$	44.15	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Network Cable	$	47.95	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	40 Logan straight edge"	$	49.95	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Logan 5000 8-ply bevel cu	$	61.95	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Logan 270 mat blades - 50	$	18.95	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	27.95	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	20 x 30 acid-free tissue"	$	157.10	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	20.35	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	16 x 20 acid free tissue"	$	107.48	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	9.50	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	1 1/4 clear mounting cor"	$	26.90	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	3 clear mounting corners"	$	45.55	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	15.21	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	cellophane sheets	$	7.98	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	green craft sticks	$	9.98	-97001

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	UV black light flashlight	$	9.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	holographic vinyl opal wh	$	74.95	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	hdmi media player	$	128.97	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Ice scraper/ snow brush,	$	42.15	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	27 IPS Dell"	$	415.80	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	standing desk	$	412.25	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	ET-LAV400 Lamp	$	172.50	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Power cord	$	41.94	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Power cord (green)	$	25.96	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Power cord (yellow)	$	25.96	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Power cord (yellow 3 ft)	$	41.94	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	14 MBPro 16c 40g 64gbRAM"	$	3,899.00	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	magic foam, 1000 pieces	$	27.79	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Santa hats, 12	$	11.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Safety vest, 10 pack	$	51.99	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	16 X 18 zipper bags	$	178.20	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Christmas wall decals, 57	$	17.98	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Christmas hanging paper f	$	14.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Hanging party decorationH	$	31.98	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Hanging ornaments, 24 pcs	$	30.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	100 ft tinsel garland	$	43.98	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Christmas window silhouet	$	59.98	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Technica USB Mic	$	177.75	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Dell 27 4K"	$	1,025.26	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	IOGEAR USBC to DP	$	18.09	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	CalDigit TS3 Plus	$	209.52	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Pebble Speakers 8w	$	99.36	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	ceramic wall tile	$	17.36	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	FolkArt 4035 paint	$	6.87	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	treat bags	$	5.50	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	paint marker pens	$	27.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	river rocks	$	8.99	-97001
10	41000	911	12/20/2023	COREFIRST BANK & TRUST	Large Vessel by Peter Pin	$	1,600.00	-97001
10	41000	911	12/20/2023	COREFIRST BANK & TRUST	shipping	$	50.00	-97001
10	41000	911	12/20/2023	COREFIRST BANK & TRUST	Contraction by Rhinannon	$	1,925.00	-97001
10	41000	911	12/20/2023	COREFIRST BANK & TRUST	shipping	$	40.00	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Dell 4-cell 68Wh for 5591	$	406.96	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	pen chain, set of 20	$	18.99	-97001

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	curtain rod	$	29.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	blackout curtain, 2 set	$	26.01	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	UV pen, set of 2	$	79.90	-97001
10	41000	313	12/20/2023	COREFIRST BANK & TRUST	17 3/4 x 36 3/8 maple fr"	$	109.84	-97001
10	41000	313	12/20/2023	COREFIRST BANK & TRUST	UV acrylic same size	$	72.76	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	4ftWhite	$	23.97	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	4ftRed	$	23.97	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	4ftBlue	$	26.49	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	6ftYellow	$	9.99	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	5ftYellow	$	10.37	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	6ftOrange	$	9.99	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	6ftGreen	$	11.15	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	rack frame	$	179.98	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Isopropyl Alcohol 32 oz	$	10.78	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	HP to DP 6ft	$	191.00	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	USB 3.0 Hub	$	39.95	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	TV Antenna	$	23.34	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	white out	$	15.14	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	File Folders 1/3 tab, ltr	$	37.26	-97001
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	batteries AA	$	76.64	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Osophter G S20 FE Case	$	57.52	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	6 cardboard circles"	$	29.79	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	battery tea lights	$	46.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	contact paper 3 pk	$	12.76	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	clear dessert plates	$	31.45	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	asst. color brads	$	10.78	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	clip-on light black	$	71.76	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	hole punch 1/4"	$	25.00	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	sandwich bags 280 ct.	$	9.91	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Cricut vinyl tape	$	4.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Cricut window cling	$	45.72	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	ET-LAV400 Bulb	$	85.00	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	tissue paper 100 sheets	$	17.80	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	7.95	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Safety vest, 10 pack	$	42.39	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Santa hats, 12	$	12.99	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	LED Christmas necklaces,	$	32.50	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Mini candy canes, 260 pcs	$	145.20	-97001

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	Electric kettle, red	$	15.32	-97001
10	41000	320	12/20/2023	COREFIRST BANK & TRUST	Smart Card Printer Ribbon	$	63.70	-97001
10	41000	330	12/20/2023	COREFIRST BANK & TRUST	6 bamboo skewers"	$	4.59	-97001
					Miscellaneous online orders paid by credit card	$	15,635.02	**-97001 Total**
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	2023 LibSyn renewal	$	20.00	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	$	15.99	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	ISSUU monthly newsletter	$	21.00	-96992
10	41000	313	12/20/2023	COREFIRST BANK & TRUST	Job posting	$	319.98	-96992
10	41000	311	12/20/2023	COREFIRST BANK & TRUST	Monthly Rental Fee	$	178.50	-96992
10	41000	736	12/20/2023	COREFIRST BANK & TRUST	Garland G60-4G36RR Natural Gas	$	7,969.00	-96992
10	41000	736	12/20/2023	COREFIRST BANK & TRUST	Liftgate Charge	$	55.00	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Wordpress plugin	$	59.00	-96992
10	41000	313	12/20/2023	COREFIRST BANK & TRUST	Posting - PS Coordinator	$	324.00	-96992
35	41000	735	12/20/2023	COREFIRST BANK & TRUST	Avantco SS-2R-4-HC 54 St"	$	3,299.00	-96992
35	41000	736	12/20/2023	COREFIRST BANK & TRUST	Scotsman UN1215A	$	3,630.00	-96992
35	41000	736	12/20/2023	COREFIRST BANK & TRUST	Filtration System	$	84.99	-96992
35	41000	736	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	13.11	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Maintenance and support f	$	49.00	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Cloud server backups	$	285.38	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Flattening service	$	54.00	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Flattening service	$	243.00	-96992
10	41000	340	12/20/2023	COREFIRST BANK & TRUST	Webinar	$	169.00	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	$	98.00	-96992
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Laser 1099-NEC Blank	$	25.68	-96992
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	1099NEC Double Window Env	$	25.22	-96992
10	41000	420	12/20/2023	COREFIRST BANK & TRUST	Shipping	$	25.00	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	MailChimp 2023	$	540.00	-96992
35	41000	736	12/20/2023	COREFIRST BANK & TRUST	Filtration System	$	(84.99)	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Messaging service	$	32.00	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	341	12/20/2023	COREFIRST BANK & TRUST	Webinar seats	$	39.99	-96992
10	41000	310	12/20/2023	COREFIRST BANK & TRUST	Wordpress plugin	$	304.98	-96992
					Miscellaneous online orders paid by credit card, including a replacement gas range for the Café	$	18,035.77	**-96992 Total**

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	21515	0	1/5/2023	BLUE CROSS BLUE SHIELD OF KS	*EE - BCBS Actives Premiums*	$	36,045.56	-96991
15	21515	0	1/5/2023	BLUE CROSS BLUE SHIELD OF KS	*ER - BCBS Actives Premiums*	$	180,789.21	-96991
15	21515	0	1/5/2023	BLUE CROSS BLUE SHIELD OF KS	*Retiree BCBS Premiums*	$	913.70	-96991
						$	217,748.47	**-96991 Total**
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	25.97	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	24.32	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	24.38	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	23.44	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	1,413.48	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	23.30	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	24.09	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	24.09	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	201.29	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	62.57	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	24.09	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	21,006.04	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	22.73	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	22.73	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	22.73	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	24.18	100253
10	41000	351	12/8/2023	EVERGY	*Electric Service*	$	22.73	100253
						$	22,992.16	**100253 Total**
10	41000	736	12/8/2023	KELLEY CONSTRUCTION CO., INC.	*READERS LOUNGE CONSTRUCTION*	$	23,895.00	100264
10	41000	736	12/8/2023	KELLEY CONSTRUCTION CO., INC.	*DOCK REMODEL*	$	80,910.00	100264
						$	104,805.00	**100264 Total**
10	41000	736	12/8/2023	LIBRARY FURNITURE INTERNATIONAL LLC	*READERS LOUNGE SHELVING*	$	73,002.60	100265
						$	73,002.60	**100265 Total**
10	41000	312	12/8/2023	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0041072429	$	2,337.33	100274
10	41000	312	12/8/2023	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Lease #0040766462	$	3,343.92	100274
				2023 approved operating budget - contracted equipment		$	5,681.25	**100274 Total**
10	41000	350	12/8/2023	VERIZON WIRELESS	mobile mifi cards	$	6,631.72	100284
				2023 approved operating budget - telecommunications expense		$	6,631.72	**100284 Total**
10	41000	310	12/15/2023	CANTO INC	DAM platform	$	27,000.00	100291
				2023 approved operating budget - digital asset management subscription for the Communication and Marketing Team		$	27,000.00	**100291 Total**
10	41000	720	12/15/2023	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2024	$	63,273.00	100308
				As required by Kansas Statute		$	63,273.00	**100308 Total**
10	41000	720	12/15/2023	SILVER LAKE LIBRARY	50% Annual Bdgt for 2024	$	74,262.00	100310

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
					As required by Kansas Statute	$	74,262.00	**100310 Total**
10	41000	736	12/21/2023	HTK ARCHITECTS INC.	*ARC FEES FOR DOCK*	$	1,331.25	100335
10	41000	736	12/21/2023	HTK ARCHITECTS INC.	*ARC FEES FOR DOCK*	$	1,553.13	100335
10	41000	736	12/21/2023	HTK ARCHITECTS INC.	*ARCHITECTS READERS LOUNGE*	$	2,850.00	100335
10	41000	736	12/21/2023	HTK ARCHITECTS INC.	*WAYFINDING ARC FEES*	$	935.00	100335
10	41000	736	12/21/2023	HTK ARCHITECTS INC.	*Permit Topeka Reimbursable*	$	(1,403.70)	100335
						$	5,265.68	**100335 Total**
10	23800	0	12/21/2023	JOHNSON CONTROLS FIRE PROTECTION LP	*1020 FIRE PANEL*	$	19,545.94	100336
						$	19,545.94	**100336 Total**
10	41000	311	12/21/2023	JOHNSON CONTROLS, INC.	renewal pm aggreement	$	5,229.75	100337
					2023 approved operating budget - annual maintenance agreement	$	5,229.75	**100337 Total**
10	41000	910	12/21/2023	WAXIE SANITARY SUPPLY	Ice I20NBV Autoscrubber	$	5,557.33	100357
					2023 approved operating budget - new floor scrubber	$	5,557.33	**100357 Total**
10	41000	736	12/28/2023	KELLEY CONSTRUCTION CO., INC.	*READERS LOUNGE CONSTRUCTION*	$	26,010.00	100376
						$	26,010.00	**100376 Total**
						$	1,140,710.42	**Grand Total**
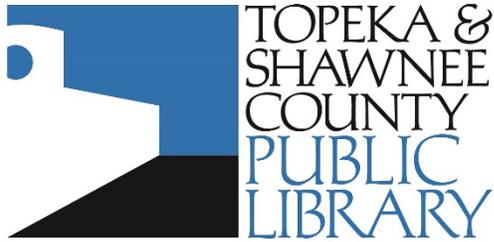
Executive Committee Members Present
Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhlrig – Treasurer

Call to order
The meeting of the Board of Trustees Executive Committee was held on January 8, 2024, via Zoom, and was called to order at 4:03 pm by Chair Shawn Leisinger.

Review Minutes and Agenda
The minutes from the December 11, 2023, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhlrig, seconded by Peg Dunlap, the minutes from the December 11, 2023, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the December 21, 2023, Board of Trustees Meeting and the agenda for the Board of Trustees January 18, 2024, meeting were reviewed.

Chief Financial Officer Kim Strube noted she will have nothing out of the ordinary to share in her report.

Chief Executive Officer Marie Pyko will speak about the adjustment for additional costs for the dock project. The rock that was initially laid down was not porous enough, so it was replaced with different rock. The change order will be paid for with the 2024 Facilities Master Plan project fund. Concrete is now laid for the dock and the construction crew will have to wait to lay the connector to the street until the outside temperature reaches 40 degrees.

Chief of Staff Thad Hartman will share that the Readers Lounge project is moving right along. The library also has a number of positions that we are starting to post and he is excited to get those filled.

New Business includes a resolution for the appointment of the Audit Committee. The first meeting of the committee will be January 19, 2024. There will be a resolution to accept the Strategic Plan 2024. Pyko will have made updates and added research rationale for the Strategic Plan 2024. Pyko will send out Strategic Plan materials when they are completed. There will be a resolution for the Nutanix System Upgrade. The resolution will be opting for the low bid. Digital Services Director David King will be there to explain the upgrade in detail if needed.

Other Items

Pyko mentioned Trustee Education for February will be collection development procedures with youth collections.

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:34 pm.

Next Meeting

February 5, 2024
4:00 pm
https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09
Meeting ID: 882 5779 1498
Passcode: 695332

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley
We finished the year with strong numbers with the program. At the end of December, there were 5,969 children enrolled in the program which continues to represent approximately 58% of children 0-5 years of age in Shawnee County. As you review the chart regarding the percentage of children signed up by zip code you might wonder why there are some over 100% zip codes listed. The primary reason for this is the census data available is an estimate and is based on the 2021 American Community Survey. It is the best data point that is available which the Dolly Parton's Imagination Foundation uses.

Strategic Plan 2024-2029
Following the December board meeting, I have made updates in response to Trustee feedback. I have included the most up to date draft and will be presenting the plan again for board consideration. I have also included the 2024 projects identified within the plan and additional organization projects that were approved in the 2024 budget.

Staff Development Day
Our annual staff development day will be on February 19, 2024. Our theme is Act Experimentally, and we are infusing the day with opportunities to learn about aspects of the Strategic Plan 2024-2029. We will have break-out sessions focused on different aspects of the plan in a fun and engaging hands-on style to begin to connect the dots for the staff on the direction we are moving for the next five years. It should be a fun filled and learning day. As we do for every year, Trustees are welcome to join us for all or part of the day. It is a great opportunity to get to know the library staff especially as we have had a number of new staff members join the library in 2023.

All Staff Meetings

As has been the practice for over 20 years, at least quarterly we host All Staff Meetings to bring staff from all over the library together to have three in-person meetings on topics that impact the entire staff such as facilities projects, upcoming major events and strategic direction planning. After some feedback from staff, we decided to try a new style of meeting. Thad Hartman and I recorded a Zoom meeting where we discussed the year in review and upcoming major projects and then posted it onto the intranet. We invited staff to join us at one of nine small group discussions where staff could comfortably ask questions and hear directly from us. It was very successful, and staff reported they enjoyed the opportunity to view the topics ahead

of time to prepare them to ask questions. We will continue this format for several months and also depending on the topic, invite other managers to present information. It is always important to regularly seek feedback on meeting styles as well as content to ensure we are communicating effectively.

Library Usage

As I have shared several times in 2023, the library is getting busier again in both borrowing and visitors. The youth collections continue to increase in usage again and families are once again spending time in the Kids Library, attending a program and visiting the Alice C. Sabatini Gallery and making art. The Level 2 Tech Center remains very popular with independent users and customers who need help with technology. In December alone, staff responded to 5918 questions in the Level 2 Tech Center. While the bulk of the questions were computer related, staff also helped people get started in the recording studios, helped with beginning research and resolved library account issues.

As community members visits to the library increased in 2023, the meeting rooms have begun to be full once again. The meeting rooms usage hours increased 40.2% over last year which impacted several areas of the library including digital services, facilities and also the Millennium Café. Community groups shared their appreciation with the new audio-visual equipment available in the meeting rooms.

Activity in the main building was not the only success, our outreach services including Bookmobile, outreach storytellers and the Learn and Play bus saw increases in usage. Outreach programs were back on pace with participation and staff enjoyed getting back into the classrooms with Kansas Connections and childcare visits.

There are still significant opportunities for the library to reengage or newly engage our community and I look forward to the implementation of some of the action items with the new strategic plan to be able to welcome more citizens to read more, experience more and connect to the needed information to support their lives.

New Business

Resolution- Audit Committee appointments
Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:
"The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board."

Resolution- Nutanix System Upgrade
Please see the resolution and bid tally form in the board packet.

Resolution- Approve Strategic Plan 2024-2029
During my board report I will discuss the plan with the updates and seek feedback regarding the plan. After discussion if the Board agrees the resolution will be presented.

Professional Activities/Community Contacts

|	
December 18, 2023	Attended the Kansas Director Zoom meeting- Communities of Practice.
December 20, 2023	Led the All Staff Meeting small group discussion
December 21, 2023	Attended the Board of Trustees meeting.
December 28, 2023	Met with Joe Hobbs, new Facilities Manager
January 3, 2024	Attended Jennifer Jones Retirement reception
January 4, 2024	Attended the ribbon cutting for Topeka Collegiate's new remodel.
January 4, 2024	Attended the Rotary Club of Topeka meeting.
January 5, 2024	Attended Paul Brennan's Retirement reception.
January 8, 2024	Attended Trustee Executive meeting.
January 11, 2024	Attended the National Issues Forum Executive Committee meeting.
January 12, 2024	Attended the Topeka Collegiate meeting.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 01/12/24

Dolly Parton Imagination Library
December 2023

Total Enrolled

5,969

Total Graduated

7,927

Age Of Children

- 0-1 yrs old: 771
- 1-2 yrs old: 1,140
- 2-3 yrs old: 1,322
- 3-4 yrs old: 1,437
- 4-5 yrs old: 1,299

Enrollment by Zip Code

Legend: Zip Code Population | Under 5 Population | DPIL Enrolled

Zip Code	DPIL Enrolled	Under 5 Population	Zip Code Population
66603	41	24	1,171
66604	800	1,581	23,517
66605	655	1,317	20,840
66606	330	440	9,647
66607	326	823	9,374
66608	172	136	4,936
66609	284	556	7,011
66610	338	556	10,886
66611	326	629	10,683
66612	48	40	1,968
66614	1,079	1,834	33,332
66615	101	163	3,256
66616	174	386	5,316
66617	295	742	9,060
66618	313	387	10,129
66619	170	477	3,070
66402	106	163	3,162
66409	91	150	3,502
66533	52	82	1,826
66539	114	94	2,590
66542	117	158	2,881
66546	37	61	988

Percent of Children Signed Up by Zip Code

Zip Code	Percent
66603	171%
66604	51%
66605	50%
66606	75%
66607	40%
66608	126%
66609	51%
66610	61%
66611	52%
66612	120%
66614	59%
66615	62%
66616	45%
66617	40%
66618	81%
66619	36%
66402	65%
66409	61%
66533	63%
66539	121%
66542	74%
66546	61%

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

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

Chief of Staff Report

Thad Hartman
January 11, 2024

Staffing
Joe Hobbs has had a busy first couple of weeks after starting work as our new Facilities Manager on December 26, 2023. He has been meeting with staff within Facilities and throughout the rest of the library. Joe has been getting quickly up to speed on Library procedures and familiarizing himself with the facility. He's also started working with contractors and attending the construction meetings related to our Facilities Master Plan. We are lucky to have him as part of our team.

December 26th was also Autumn Friedli's first day in her new role as Program Coordinator. Autumn has continued to spend some of her time helping with Public Services as we look for her replacement. However, she has already taken the lead with programming and her new responsibilities. We are excited to see everything she will accomplish in her new role.

We recently posted positions for Access Services Manager (Paul Brennan's old position with a few changes) and Public Services Supervisor (Autumn's previous position). These positions will be posted for 3-4 weeks, and we plan to hold interviews in February with decisions shortly thereafter. We're excited to get these positions filled and bring our management team back to full capacity.

All Staff Meetings
Traditionally we have held a series of meetings each quarter with all library staff to cover information that everyone needs to know. However, the large groups and limited time made it difficult to engage with each other and some staff were not able to attend. In December we tried a new format based on a suggestion that Dawn Buttery developed during the Emerging Leaders program.

Marie and I recorded video updates on the library year in review and upcoming facilities projects. Staff were able to view the updates when they had time, and then we scheduled several meetings on multiple days that gave smaller groups the opportunity to ask questions and make suggestions. We received a lot of questions and comments that we were able to record and answer. We then shared all the questions, answers, and comments with everyone on staff. We felt this "flipped classroom" method went well and received positive feedback from staff. A big thanks to all the staff for participating and to Dawn for her suggestion!

Construction Projects
There was good and bad news about the dock project this past month. We thought we were going to be able to get the concrete poured before Christmas, but an especially wet Sunday followed by cold weather pushed the work back. It also required a change order to fix subgrade issues caused by the weather that was needed to expedite work. The good news is that there was a window after Christmas in which they were able to

finish the work to the subgrade and then pour the concrete for the remainder of the dock. We will shortly have a series of tests to the concrete to determine when the dock is ready to be reopened. While we should be able to open the dock shortly, there is still other work remaining, primarily sealing concrete joints, backfilling the curbs, and replacing the approach. This work will be completed at a later date when the weather is warmer, but the dock will be useable before then.

Construction in the west wing continues to progress according to plan. After clearing out all the shelving, work has been focused on the ceiling and the lighting. Soon they will be working on fixtures and painting. The last step will be the flooring. After that work is complete, we'll be able to move shelving back in along with the collections. We're still looking to be able to move the collections in February. Once collections are moved, the whole process will repeat in the east wing. We are still waiting on some of the lighting to arrive, which is the biggest threat to the timeline, but it appears that if that pushes us back, it should only be for a week or two.
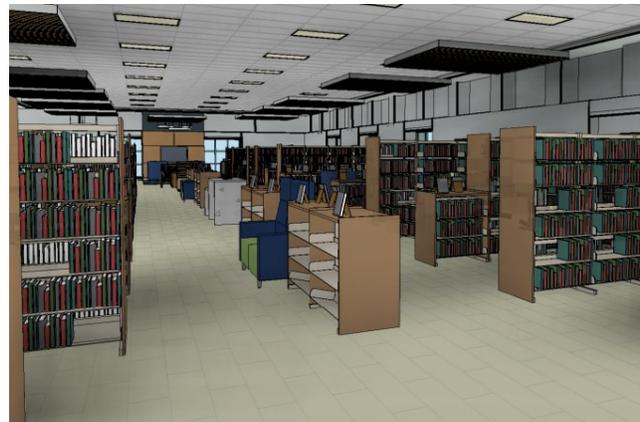
Department Highlights

Public Services
Debbie Stanton, Manager

Position Open
With Autumn Friedli's move to become Program Coordinator, we now have an open position for a Public Services Supervisor. This Supervisor will oversee the talented Readers & Resources Team focused on readers, writers, literacy, and community resources. Thanks for your help in sharing the word so we can get a solid leader in this position: https://tscpl.org/employment/public-services-supervisor-3

Collaboration Spotlight
We love getting wild with the Topeka Zoo & Conservation Center! Our friends at the Zoo do such incredible work and it's our delight to bring the Zoo to the library and to bring the library to the Zoo. Here are just a few of the fun and engaging things we've been able to do through our collaboration with the Zoo:

- **Passport Program:** We have been offering passes you can checkout to visit the Zoo for years now. This year we're expanding the program to offer more opportunities for families to experience the unique and world class Topeka Zoo.

- **Zoo Animals Live:** We offer a monthly educational program with the Zoo where they bring animals into the library for a close encounter with our visitors.

- **Pop-Up Excitement:** Last summer we offered pop-up storytimes in the Zoo, and Zoo staff offered pop-up animal programming in the Gallery. We regularly visit the Zoo for things like Earth Day and other community events.

- **Sharing Knowledge, Fostering Growth:** Library staff and Zoo staff work hand-in-hand to share resources, educate each other, and cross-promote our unique offerings. We love our friends at the Zoo!

Public Services
Autumn Friedli, Program Coordinator
Readers Services Report
(Autumn recently began her new role as Program Coordinator, but her report this month covers the Readers Services unit within Public Services)

Authors
The library will host our first author of 2024 on February 11th from 2-3pm, with an uplifting Galentine's Day event. Topeka author Lara Avery will chat with readers about different kinds of love in books, with a focus on friendship love and love for oneself. Attendees will engage with love letters and quotes from books, then write affirmations and notes for loved ones. Everyone will discover new reads for their list while chatting about books and sharing a fun experience at the library.

Book Group in a Bag
Our team is excited about being able to offer large print copies in some of the new kits we are adding this year. We made this change after getting feedback from some of users that they would find large print copies useful in the kits. After surveying the users of the Book Group in a bag service we found that over 80% of them would find Large Print copies helpful, with a majority of the groups saying that 1-2 copies in the kit would be sufficient. We have listened to our users and five of the kits we will be adding in 2024 will have 2 large print copies and 8 regular print copies of the book.

Top City Reads
Our Top City Reads Facebook group is going to be exploring the theme of Adventure this year. We've already gotten off to a great start by asking our members what Adventure means to them. We got a variety of answers from "exploring somewhere new and exciting" to "I like my adventures to be fun and create meaningful change" and "setting out to experience something new". The conversation will continue as we explore classic adventure stories this month. We'll also kick off our year of engagement by hosting an in-person social event and challenge prize pick-up on January 27 in the library's learning center.

Red Carpet

The library continued its Red Carpet 50th anniversary celebration on January 4th at Brewster Place with a very successful event. Five members of the Red Carpet staff brought the Activities Carnival out for the Brewster Place community and had a fantastic turnout, with about 40 residents attending. Residents enthusiastically participated in the various physical activities, including bowling, horseshoes, and bag toss. In addition to these games, various table games, red carpet crosswords and word searches were provided for residents with mobility issues.

Brewster staff was invested and excited about working with the library to host this event. They provided root beer floats, as well.

During the carnival, one of the residents was signed up for a new library card, and several individuals were introduced to the services Red Carpet can provide.

This event was an excellent way to showcase what the library has to offer, as well as an example of the value the Red Carpet program brings to the community.

Public Services
Zan Popp, Supervisor – Information & Learning

As we reflect on the past month's accomplishments, these highlights offer a glimpse into the remarkable endeavors of the Learning and Information Team

Alice C. Sabatini Gallery Team
The latest exhibition, "Light & Shadow," opened on December 15, attracting 1,160 visitors in its first month. Notably, a tour from the VA during the first week received positive feedback, particularly regarding the photolumin wall. The counselors expressed interest in replicating it as a therapeutic tool, showcasing the diverse appeal of the exhibit.

Visitor comments captured by the team during the gallery include: "That is the coolest thing I've ever seen!" and "Loved the photolumin wall - this is like spray painting, it's so cool!" Additionally, the dark room received high praise with comments like, "That dark room is AWESOME!"

Ye Wang, one of the contributing artists, commended the team for effectively layering information in the exhibit. According to Wang, the inclusion of explanatory text alongside the artwork elevates the exhibit to an educational experience, providing visitors with a valuable opportunity to learn about art.

Community Connections
Sometimes Community Connections work sneaks up on me in unexpected ways. Talking to customers on the service floor during remodeling presents additional opportunities to upsell collections and services, because so many previously self-service folks now have directional questions for staff. I worry that customers might be annoyed that we have temporary changes, so I try to be proactive with my enthusiasm for the improvements. I've been making an effort to talk to folks while I walk them to their requested item or location. And once I get the customer talking about themselves a bit, I can recommend more library services and collections, or community resources, that might interest them. Once customers connect and we build some rapport or trust, they can share more about what they really need from the library or community resources. And that's the part of my job I really love to do. I'm surprised at how much I'm enjoying this remodeling project – even though I'm also looking forward to the beautiful results! ~Lissa Staley, Community Connections Librarian

Local History Team
The local history team had a big win this month by completing the inventory of materials in the periodical storage. This accomplishment is crucial as we progress with the proper accessioning and cataloging of all items within our collection.

Our December Local History blog post about historical baking was a big hit with both patrons and staff. We got a lot of fun feedback on the recipes chosen, and it seems like this might become an annual thing!

In December, the team assisted several patrons in creating historical collages for their family members. Notably, we aided two individuals in locating coverage of their high school sports achievements (one in track, the other in rowing) for holiday reunions. We successfully sourced newspaper clippings and yearbook articles for both patrons.

We also got a lot of compliments on the holiday decorations in the Topeka Room, particularly for the cozy and festive ambiance created, enhanced by the illuminated fireplace.

Youth Services
LeAnn Brungardt, Youth Services Supervisor

Self-Directed Activities
In addition to the play-based learning offered in the Family Zone. Visitors to the Kids' Library find regularly changing, self-directed activities. In the month of December that annually includes the Doll House. Many families see it as a part of their traditions to take part in the search and find activity that was staff developed to go along with it. The current activity touches upon individual reading interests and gets kids searching in the collections. Completion even earns them a small prize. These types of activities give individuals and families a little something fun to do during all the hours the library is open. That is an especially nice option for folks who might not be able to make a scheduled program. The School Aged Kids' Team develop these to engage primarily that age group.

Librarian Updates

Early Childhood Learning Coordinator
The Postal Service sends undeliverable books from the Dolly Parton Imagination Library (DPIL) to the library. This occurs when a book is not able to be delivered if the family has moved. We have a plan for these undeliverable books. They are processed and then purposefully redistributed within our community. Processing the books includes unwrapping the plastic covering, removing the adhesive address label, and placing a new sticker/label onto the book. The new sticker, developed by our Communications and Marketing team, provides information about signing up to receive books from the Dolly Parton Imagination Library. Earlier this fall, I contacted our Volunteer Coordinator to request volunteers to process the DPIL books. On two Sunday afternoons during the months of November and December, I was delighted to host several youth volunteers. The group worked diligently to process the DPIL books. They worked for two hours on each occasion. A lot of work was completed. I am excited to place these books within our community.

Early Childhood Librarian
Lisa Bebout and Melissa Meinhardt made their debuts in preschools and childcare centers around Shawnee County as our newest Outreach Storytellers. Our four storytellers, Lisa, Melissa, Rhonda, and Theresa, visit 146 classrooms each month which means they see around 4,000 children. They cover Tecumseh to Auburn and Hunter's Ridge to Berryton. Lisa and Melissa are now sharing stories, singing, and moving with the children in our community. We were fortunate to have both ladies take a turn at in-house Preschool Storytimes this past month. We welcome both to the Youth Services Team!

Teen Librarian

Best Attended Young Adult Program of the Year: DnD

We have been so fortunate this year to work with a slew of amazing volunteers throughout the library. I have been personally fortunate as the Teen Librarian to get to work with Brian Reynolds, the volunteer who has been working DnD with me consistently over the last quarter of 2023. This program has appealed to Topeka teens and built a consistent following and continues to bring in new attendees who have heard how fun it is. It has been a joy to watch homeschooled teens bond with football players and gamers from public schools and form bonds that go beyond the game. They employ critical thinking, communication, strategic thinking, teamwork, and leadership skills every Tuesday night.

Cooking with Teens: "This Cocoa Slaps"

The last program we ran before the Christmas holiday had me making a hot cocoa mix with the teens. We had mason jars so they could present this cozy gift they had made to friends, family members, and loved ones. We had a mess-making good time and definitely sampled the cocoa. The reviews included, "This cocoa slaps!", "My mom is going to be so proud of me!", and "This is the dopest cocoa ever." My favorite moment, however, was when one of my regulars, a young man who had taken a cooking class of some sort through school who offered to read the recipe and take the lead. He also took the lead on clean up, assigning everyone a role in returning the Edge to a clean place. He then declared that since he led, he got first choice of games, obviously.

Community Services
Patrick Berry, Community Services Supervisor

School Outreach
The team has started their January Kansas Celebration at schools. We offer three programs solely available during January in honor of Kansas' birthday on January 29th. We offer three specific programs:

Kansas Symbols Storytime (offered to Kindergarten) includes a quick exploration of our state's symbols followed by a Kansas-themed story.

Kansas Symbols (grades 1-3) includes getting acquainted with our state's symbols through sight and touch. Children will discover fun and interesting facts as they interact with our state's symbols.

Famous Kansan Amelia Earhart (grades 3-6) includes a discussion of the life of Amelia Earhart. Students will discover the fascination of flight. Students will also experiment with flight by making paper planes.

Bookmobile
The team has concluded its final Maintenance Week of the year and is hoping that 2024 will be an even better year! We hope to see everyone out at our stops!

@Home Delivery
Here is another great image taken by one of our team while they were out making home deliveries.

Technical Services
Scarlett Fisher-Herreman, Technical Services Manager

FY 24 Purchasing
With the start of a new fiscal year, we have resumed ordering for physical and digital collections. January is typically a strong month for ordering as we prepare for the spring publishing season and order purchase requests that came in after mid-December. We are looking forward to another year of bringing new items to the library shelves, especially in the newly renovated Readers Lounge.

Topeka Capital Journal and USA Today
Gannett, the parent company of the Topeka Capital Journal and USA Today newspapers, announced that they are ceasing daily delivery of the newspaper and moving to mailing the papers beginning on January 29. While we are not pleased with this news, the decision is out of our control. These two newspapers, along with the Wall Street Journal, are the only papers still delivered each day to the library. All others come by mail and generally run 2 to 5 days behind the current date. We have a small group of customers who come to the library daily to read the local newspaper. We will be communicating this change to them and offering access and login assistance to the image editions of the Topeka Capital Journal and USA Today papers via our Newsbank database subscription. These online image editions replicate the print paper and are available for the current day. We've been notified that the Wall Street Journal will continue with daily delivery for the present time. If there's an upside in this, the move to mailing papers will hopefully reduce instances where we don't receive the papers at all due to a delivery issue. Papers arriving by mail have a better track record, just one that runs on a slower timeline. Looking back, I think the library has received daily hand delivery of local papers for over 120 years. It's the end of an era but not the end of our offering access to the local paper. As always, we evolve to meet the current situation and look for new ways to support readers.

Circulation Department
Angie Hardy-Foltz & Kelli Smith, Circulation Supervisors

Staffing
We are working to fill our current openings in the Circulation department. There are four part-time and one full-time openings for the Library Associate position we are trying to fill. We anticipate conducting interviews in the next couple of weeks.

SAM Database Integrity Project
A smaller Circulation team has been busy cleaning up SAM accounts. SAM accounts are linked to individual library accounts in Polaris. Customers can add funds to SAM to pay for any lost charges or to copy and print documents. The focus of this project is to remove older duplicate accounts and transfer any funds from the old account to the patron's current SAM balance so they can be used. The team is noting any balance transfers on the Polaris patron account.

This project will require some time to complete. The duplicate account report we ran a few months ago resulted in roughly 26,000 accounts. Staff have been going through the report to make sure what the system flagged as a duplicate account truly is one. Cleaning up SAM duplicate accounts will be a responsibility this team will continue to work on regularly.

AMH Data

The AMH machine checked in and sorted nearly 910,000 items in 2023. That number is higher than the Polaris ILS data because that software only captures circulation status changes. However, many checked in items are also sent through the machine for sorting. Staff send misplaced items, old display titles, and more through the AMH to be sorted and shelved even though they are already checked in on Polaris.

2023 AMH Check Ins

21%

79%

■ ILS Polaris Check In - 714,545   ■ AMH Sorts - 193,528
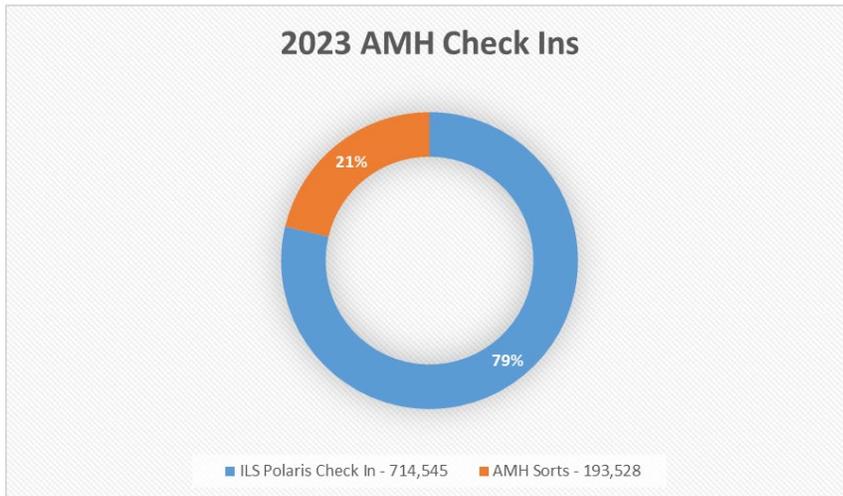
The AMH system also sorts reserved titles to various AMH bins based on the pickup location patrons select. Sorting holds keeps the staff holds processing procedure running efficiently. Roughly 20% of all AMH check-ins in 2023 were holds customers ordered.

2023 AMH Holds Check In

■ Captured Holds - 178,915   ■ Returns - 729,158

20%

80%

As of January 10, 2024, the AMH machine has checked in over **30,269,695** library items in its lifetime.

Digital Services
David King, Digital Services Director

Public Website
The web team continued making progress on the public website and worked with Imagemakers on some last minute items. We have been updating pages and articles, and plan to launch the new website on January 29.

Wide Format Printer for the Level 2 Tech Center
Digital Services has been working out details in order to add a wide format printer to the Level 2 Tech Center. A wide format printer prints "wider" things, like posters and banners. We were able to get one in December. We are now working with Public Services to plan details of how best to deploy the printer. One we get those details worked out, the wide format printer will be a nice addition to the equipment and offerings in the Level 2 Tech Center.

Top Web Pages for December 2023

1. Local Best Books of 2023: 3295 Pageviews
2. Library Catalog: 3027 Pageviews
3. Services Page: 2287 Pageviews
4. Great Gatsby Discussion Questions: 1519 Pageviews
5. Search: 1161 Pageviews
6. Work at the Library Page: 1056 Pageviews
7. Get a Library Card: 973 Pageviews
8. My Account: 955 Pageviews
9. Meeting Room Page: 852 Pageviews
10. About Page: 825 Pageviews

Social Media Highlights for December 2023

Facebook

- Winter Reading Challenge Kicks off – reached 7427 people
- Songs of the Season – reached 6233 people
- Nutcracker storytime – reached 4827 people

Instagram

- Favorite cookie recipe – reached 940 people
- Winter Reading Challenge Kicks off – reached 869 people
- Winter break adventure – reached 585 people

Communications & Marketing Report

January 11, 2024

Communications & Marketing Team

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

Website – preparing to launch

Shannon Eddings, Ginger and Michael have been working on updating articles and webpages on the new website to fix formatting, images and any link issues before launch. So far they have edited more than 500 articles and more than 100 webpages. Ginger is double posting any new articles on the current website and the new website. Michael and Ginger assisted Brenda in training staff who write articles. Currently web writers are creating test articles on the new website so they will be ready when the new website launches on January 29.

Wayfinding Phase 2

We are entering our final work on the Wayfinding Phase 2 project that will provide public area directional signage aligning with the directional signage from Phase 1 digital monitors and a kiosk in the atrium. Working with HTK, we will be submitting our order and expect to install the signs this spring. The Kids Library is not included in this Phase due to the planned remodel that will occur in 2024-2025. Establishing a consistent language used for directional signs, using graphics to assist with the text and having Spanish translations will help all visitors to the library navigate the building independently.

Working with Graphic Design Students

Last semester we had the opportunity to mentor a graphic design student from Shawnee Heights and enjoyed her concepts of how she would approach marketing the library to other high school students. Karen has been working with Tim Manning, Web and Digital Pathway instructor at Topeka Center for Advanced Learning and Careers (TCALC), to find a project his class can work on with the library. Our project will be our Summer Reading campaign that will allow students to develop concept print and digital materials.

New in 2024

Karen designed an awesome look for our current exhibit in the Alice C. Sabatini Gallery, plus you will also see it in the Visit Topeka newsletter and on social media. We have been working with the early readers staff to create print materials to promote our "Building Readers" series of classes and resources that are available at the Digital Library. The print materials will be used primarily at the community events we attend throughout the year. Karen also worked with Community Outreach Librarian Abigail Siemers on materials for elementary schools to request the library programs available this spring.

Stories

Jayna shared insights to our social media audiences. By far, the highest performing post was wishing Jennifer Jones the best in her retirement, with 14.4K impressions and 483 engagements. Clearly, she was beloved by customers and staff! Almost as popular were posts kicking off our Winter Reading Challenge. We also had several fun Reels that captured the library experience for our customers, like the Cookie Taste Test, Snowy Day at the Library, and Holiday Scavenger Hunt. A librarian reported some customers came in just because they saw the video about the scavenger hunt on social media.

Topeka & Shawnee County Public Library
Published by Jayna McFarland · 4d ·

Jennifer Jones retired this week after serving the library community for many years. An adult fiction selector since 2002, you may also recognize her from her previous years in the Bookmobile, her Fiction 5 articles, Red Carpet Services, or from "fluffing her fiction" (a favorite phrase) around the library as she tended to her beloved books. Join us in wishing this "worker bee" the best in retirement as she takes time to enjoy birds, animals and all her favorite things!

3

Below are our recent Facebook & Instagram statistics

Reach

Facebook reach ⓘ

63,680 ↑ 25.3%
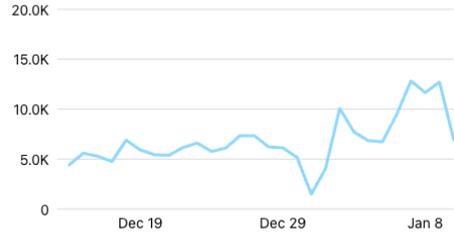
Instagram reach ⓘ

3,745 ↑ 162.3%
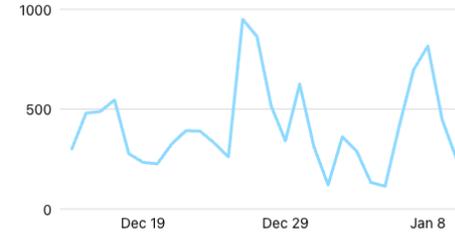
New likes and follows

Facebook Page new likes ⓘ

86 ↑ 290.9%
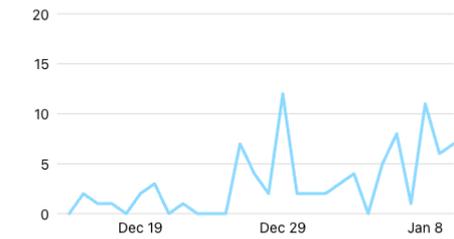
New Instagram followers ⓘ

40 ↑ 207.7%

###
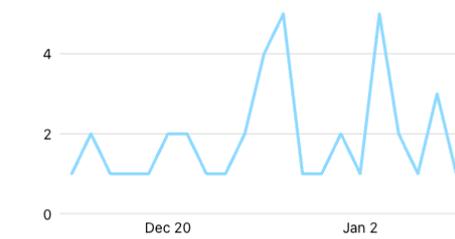
Resolution - Audit Committee Appointments

BOARD OF TRUSTEES
January 18, 2024

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

Hannah Uhlrig, Chair

Mark Zillinger

Peg Dunlap

Jim Ramos

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – RFP for the Nutanix System Upgrade

BOARD OF TRUSTEES
January 18, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of $143,049.14 by CDW Government LLC of Vernon Hills, Illinois for the Nutanix System Upgrade for the library. This expenditure shall be paid from the 2024 budget, General Fund, Digital Services line.

Policy and Background Information:
The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds $20,000.

On December 6, 2023, the Request for Proposal (RFP) for the Nutanix System Upgrade project was posted on the Library's website as notice to any vendor. It was also electronically sent to four companies that specialize in Nutanix systems. Responses to the RFP were due by 3pm on January 8, 2024. Responses were sent by three companies.

The Digital Services Director reviewed all the bids and determined that all met basic specifications.

Project Goals:
The Library is updating our Nutanix Hyperconverged System. The vendor will provide a Nutanix Hyperconverged System solution including all necessary equipment, accessories, cables and an annual maintenance and support contract for the system.

The Nutanix system is a back-end virtual server and storage system that houses the library's servers and local storage for files. We have used a Nutanix system since September 2016. We upgraded the storage in 2019. The Nutanix system's hardware is at end-of-life and needs to be replaced.

Staff Recommendation:
TSCPL staff recommends approving the bid of $143,049.14 by CDW Government LLC out of Vernon Hills, Illinois for the Nutanix System Upgrade. This expenditure shall be paid from the 2024 budget, General Fund, Digital Services line. The Purchasing Policy does not require the lowest bid be awarded. CDW Government LLC's bid was chosen because it met all specifications as outlined in the RFQ, and it was the lowest cost.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2024 Nutanix Bid Tally

Vendor		IT Outlet	CDW Government LLC	ProActive Solutions
Location		Brandon, SD	Vernon Hills, IL	Mission, KS
Price:				
Hardware			$ 39,738.46	$ 37,106.88
Software			$ 90,467.84	$ 118,636.80
Accessories			$ -	$ 34.68
Licensing & Support			$ 12,842.84	$ 21,163.57
Total Base Bid		$ 189,500.00	$ 143,049.14	$ 176,941.93
Shipping		N/A	N/A	N/A
Time of completion		60 days	45 days	45 days
Total Bid:		**$ 189,500.00**	**$ 143,049.14**	**$ 176,941.93**

*Award to the lowest bidder.

Resolution – Approval of Strategic Plan 2024-2029

January 18, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Strategic Plan 2024-2029 as presented.

Background information

The strategic planning goals include seeking feedback from citizens, stakeholders, community partners through a formal external objective survey; seeking a strategic planning consultant to help with planning and facilitation of community conversations and developing a goal focused strategic plan with clear objectives and tactics and measurable outcomes. The Strategic Plan 2024-2029 will be the road map for the next five years.

In January 2023, the Library began a formal strategic planning process working with Ivy Group, Ltd, Charlottesville, VA. Community conversations, customer and staff surveys and stakeholder meetings occurred between February-May 2023. The results and a draft framework were presented to the Board of Trustees, library leadership and community stakeholders in May. The final deliverable and formal presentation were shared by the Ivy Group, ltd at the September 2023 board meeting.

Further discussions followed which resulted in a library-community needs focused plan with clear action items and measurable outcomes.

The Strategic Plan 2024-2029 is included in the board packet.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Strategic Plan
2024-2029

TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY
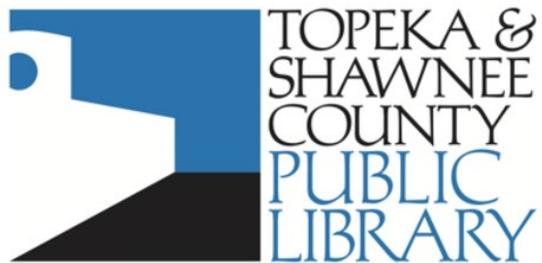
After a thorough review of the research findings, the team determined that the Library's current Mission Statement and Values still resonated and would remain unchanged.

Mission

Sparking curiosity and connecting our community through literacy and learning

Values

- Accountability
- Curiosity
- Excellence
- Freedom
- Literacy
- Teamwork

Executive Summary

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

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

Its research identified areas of service inequity and confirmed notable growth in the community's oldest and youngest age groups. It crystallized community-wide aspirations for more opportunities to gather, celebrate and learn.

Executive Summary (cont.)

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

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

- Connection
- Learning
- Space
- Joy
- People

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 welcome and inviting physical and digital spaces in which people have easy access to learning, connections, and joy.
LEARNING	The Library is committed to offer equitable learning and development opportunities to meet the goals and needs of diverse learners.
JOY	The Library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.
PEOPLE	The Library will create a work environment where our staff and volunteers are valued, respected and empowered to contribute their best.

DIGITAL EQUITY

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

TRAINING

STRATEGIC INITIATIVES

Increase digital skills in the community.

ACTIONS

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

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # of digital skills training classes offered increases by 10%
- # of customers attending classes increases by 10% over previous year.
- Customer reports in survey they have improved their digital skills.

RESOURCES

STRATEGIC INITIATIVES

Increase access to digital tools and equipment.

ACTIONS

- Expand device loan program (2025)
- Expand Get Digital Partnership (2025-2026)

KEY PERFORMANCE INDICATORS

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

INNOVATION

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

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SOCIALIZATION & COMMUNITY CONNECTIONS

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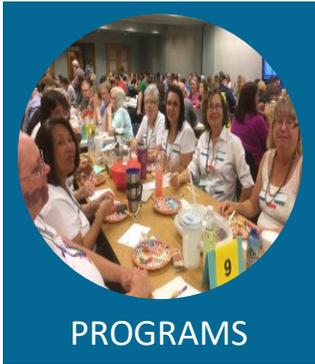
PROGRAMS

STRATEGIC INITIATIVES

Prioritize programming and events that build community and offer opportunities to engage with others

ACTIONS

- Update program review process to support social events for the public (2024)
- Expand civic engagement events and resources (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # attendees of events increases by 10%
- Customer reports in survey they have made a social connection at a library event or program.

RESOURCES

STRATEGIC INITIATIVES

Expand access to community resources, especially those that build connections and support mental health.

ACTIONS

- Expand use of health information and referral program among staff and the public (2024-2025)
- Expand the number of organizations that offer Community Office Hours at the library (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # referrals generated by the library through Community health collaboration program increases.
- # office hours provided by local organizations at the library increases.

COMMUNITY

STRATEGIC INITIATIVES

Expand opportunities for customers to engage in services, collections and events that reflect our diverse community.

ACTIONS

- Expand marketing of Spanish language collections to community (2024)
- Explore opportunities for emerging communities to feel connected with the library (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- Circulation and engagement with Spanish language resources Increases in comparison to previous year
- # of new community members who have registered for library cards and are actively using the library.

ACCESS

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

EXPAND

STRATEGIC INITIATIVES

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

ACTIONS

- Expand Remote lockers to at least two more areas of the community. (2025)
- Explore Satellite/Colocation of library services (2025-2029)

KEY PERFORMANCE INDICATORS

- Progress has been made on two remote locker locations and the funding source (2025)
- Plan has been developed and progress made on satellites, kiosks, and other service options by Q4 2025.

OUTREACH

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- Customer survey of bookmobile users provide feedback for current needs.

FACILITIES

STRATEGIC INITIATIVES

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

ACTIONS

- Complete 2018-2024 Facility Master Plan projects (2025)
- Review all library spaces and systems to develop next phase of the comprehensive Facilities Plan. (2025-2027)

KEY PERFORMANCE INDICATORS

- Individual Facilities Plan projects are reviewed and if implemented are on time and within budget.

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DIGITAL LIBRARY

The Library will support our Digital Library customers with an exceptional and seamless experience

STRATEGIC

STRATEGIC INITIATIVES

Develop a strategic work plan focused on improving the customer experience for the digital library.

ACTIONS

- Improve the customer experience at major touchpoints;
- Provide easy to use services across platforms. (2025)

KEY PERFORMANCE INDICATORS

- Progress benchmarks for the plans are on schedule and focused on improving the customer experience.

DIGITAL CUSTOMERS

STRATEGIC INITIATIVES

Provide a positive and dynamic experience with digital library resources.

ACTIONS

- Market and promote library digital resources to the community in an engaging way (2024)
- Provide an inclusive search solution that makes database searching easy (2025)
- Develop a customer feedback tool (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- Database and learning product usage increases among user groups.
- Customer reports in survey they would recommend the digital library to a friend.

DIGITAL PLATFORMS

STRATEGIC INITIATIVES

Improve customer experience with the complement of digital platforms (library app, digital content apps, electronic resources).

ACTIONS

- Launch the new Digital Library website. (2024)
- Perform usability testing on the new website and on the library app, and make improvements (2024)
- Complete Platform Analysis Project (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- Customer reports they find what they need with our new Digital Library website and would recommend the website to a friend.
- Customer reports in survey they would recommend digital content applications and electronic resources to a friend.

READERS & READING

The library will grow and support an engaged community of readers

LITERACY

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- % of readers at JDC grows and indicate they like the books available
- # attendees at story time programs increases.
- Customer reports in survey they would recommend the reading challenges to a friend.

CONVERSATIONS

STRATEGIC INITIATIVES

Explore new services that foster reading and conversation.

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

COLLECTIONS

STRATEGIC INITIATIVES

Curate collections that reflect the interests of our diverse community.

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

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PLAY & EXPERIENTIAL LEARNING

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

YOUTH

STRATEGIC INITIATIVES

Cultivate play-based learning activities in library spaces and through outreach focused on family engagement.

ACTIONS

- Ensure that the updated Kids Library design is infused with play-based learning opportunities (2024-2025)
- Expand hands-on STEM programming for school age children (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # families visiting and playing in the Kids Library grows
- # of school age children attendance increases by 10% in STEM programming.

YOUNG ADULT

STRATEGIC INITIATIVES

Expand opportunities for engaging hands-on activities for young adults.

ACTIONS

- Ensure that the updated Teen Space is infused with experiential learning opportunities (2024-2025)
- Establish relationships with local teen focus groups (2024)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- Teens report in survey they enjoyed the experiential learning opportunities.
- # of collaborations with local teen focus groups has increased.

ADULT

STRATEGIC INITIATIVES

Infuse fun into learning for adults.

ACTIONS

- Prioritize hands-on experiences in gallery exhibitions that appeal to adult visitors (2025)
- Expand experiential program offerings for adults (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # of hands-on experiences offered during non-summer exhibitions increases.
- Customer reports in survey they would recommend the experiences to a friend.

DISCOVER & GROW PASSIONS

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

DISCOVER

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

ART

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

CREATION

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

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CELEBRATE LOCAL STORIES

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

DIVERSITY

STRATEGIC INITIATIVES

Offer opportunities for the community to find their story and experience at the library.

ACTIONS

- Expand library presence at community events focused on culture (2024)
- Expand collaborations with community groups. (2024)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # of outreach events attended by the library increases in comparison to previous year.

GENEALOGY

STRATEGIC INITIATIVES

Expand collaborate with community partners to be the best, first and most accessible choice for genealogy research.

ACTIONS

- Build a dynamic Genealogy & Local History webpage (2024)
- Reprioritize genealogy services and collections to serve as a local Genealogy Hub (2025)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- Usage of online genealogy resources increases.
- Customer reports in survey they have enjoyed the genealogy resources.

HISTORY

STRATEGIC INITIATIVES

Expand resources and events that celebrate the rich history of Topeka and Shawnee County.

ACTIONS

- Build a Digital Memory Lab in the Level 2 Tech Center (2024-2025)
- Prioritize digitization projects that celebrate our rich history (2025)
- Expand number of Local History Programs that highlight diverse history (2025-2026)

KEY PERFORMANCE INDICATORS

- Establish a baseline for usage in 2024.
- # of people using the digitized local history increases.
- # of people recording their stories at the library increases in comparison to previous year.
- Customers report they appreciate events and classes that connect with their interests increases

TRAINING

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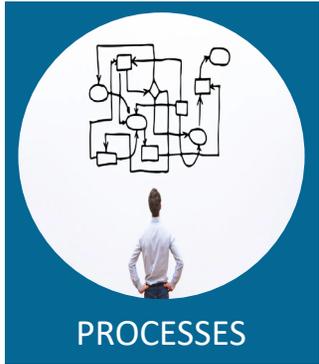
PROCESSES

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

FOCUS

STRATEGIC INITIATIVES

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

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

RESILIENCE

STRATEGIC INITIATIVES

Expand training focused on social-emotional learning for staff.

ACTIONS

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

KEY PERFORMANCE INDICATORS

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

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RECRUITMENT & RETENTION

The Library will be the employer of choice in which staff and volunteers feel confident, trusted, fulfilled, and appreciated in their work.

STUDY

STRATEGIC INITIATIVES

Review marketplace to ensure equitable compensation.

ACTIONS

- Engage in a compensation study (2024)
- Budget Review

KEY PERFORMANCE INDICATORS

- Compensation study stays on schedule with each aspect of the study.
- Recommendation of any updates will be included in budget planning process.
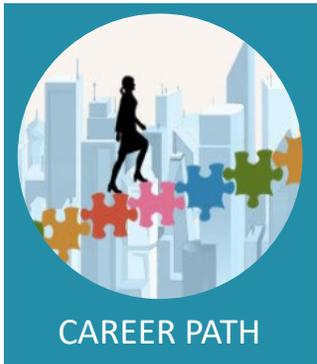
CAREER PATH

STRATEGIC INITIATIVES

Investigate potential career paths and plan.

ACTIONS

- Research education and/or Research feasibility of expanded career path for individual classification levels (2025)
- training opportunities to provide career growth in the library. (2025)
- Research feasibility of skills-based pay differentials (2026)

KEY PERFORMANCE INDICATORS

- # of staff indicate there is a career pathway for their job growth increases in comparison to previous year.
- # of staff consider continuing education trainings increases in comparison to previous years.
- Determination of pay structure is finalized for 2027 budget cycle.
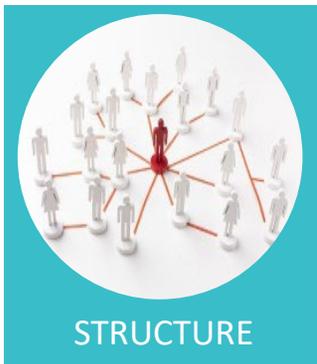
STRUCTURE

STRATEGIC INITIATIVES

Develop an organizational structure that optimizes the service areas identified that addresses community needs and interest goals.

ACTIONS

- Evaluate the current organizational structure and determine optimal structure related to the new service response work. (2024-2025)

KEY PERFORMANCE INDICATORS

- Progress is made to develop a structure that optimizes service focus and reporting structure.

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RESEARCH HIGHLIGHTS

Connection

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

Space

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

RESEARCH HIGHLIGHTS

Learning

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

Joy

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

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RESEARCH HIGHLIGHTS

People

- 55% of respondents to the staff survey disagree or strongly disagree that they can support themselves/their households with their TSCPL salary and benefits.
- Surveyed staff disagree or strongly disagree that the Library is adequately staffed (73%) and that staff is appropriately allocated. (72%)
- Only 17% of surveyed staff survey strongly agree that the Library's policies and procedures are written with a DEI lens to be open and inclusive to all.
- 52% of surveyed staff disagree or strongly disagree that departments share information and work together.
- 52% of surveyed staff reported that break rooms need improvement.

Strategic Plan 2024 Projects

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

		Create a Digital Memory Lab in the Level 2 Tech Center	SP	
People	Training	Organize the staff intranet to prioritize coordinated workfows and documentation	SP	
		Provide training on de-escalation and trauma-informed practices	SP	
	Recruitment and Retention	Engagement in compensation study	SP	

	2023												**2023**	**2022**	**% Change**
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
Net Promoter Score (NPS)															
Monthly NPS	84.3	86	78.9	88.4	84.1	89.7	86.7	83.2	92.5	87	92.7	78.6	86.7	91.9	-5.7%
Monthly # of Responses	51	57	57	43	44	29	31	133	149	92	125	70	881	770	14.4%
Current NPS	86.3	86.3	86.2	86.2	86.2	86.2	86.2	86.1	86.4	86.4	86.6	86.4	86.4	86.3	0.1%
GATE COUNT	36,300	34,452	40,310	37,110	36,461	41,846	39,304	40,588	36,467	40,441	35,896	33,548	452,723	349,950	29.4%
CIRCULATION*															
Main Library															
TSCPL Curbside	2,150	1,673	1,528	1,372	1,509	1,577	1,369	1,505	1,429	1,300	1,235	1,113	17,760	33,975	-47.7%
Circulation Desk & Renewals	34,106	33,202	40,449	53,845	37,900	40,280	44,889	42,334	39,103	38,315	34,385	34,709	473,517	432,825	9.4%
Interlibrary Loan	1,209	939	1,350	1,056	1,227	1,270	1,272	1,280	1,149	1,150	1,067	955	13,924	14,171	-1.7%
Self-Check	45,595	40,053	44,909	25,083	45,147	52,507	51,944	48,767	42,050	41,651	39,124	36,586	513,416	542,742	-5.4%
Bookmobile	6,631	5,790	7,039	6,796	5,421	7,751	7,416	5,324	5,604	7,692	8,226	6,095	79,785	67,918	17.5%
TSCPL@Home	3,388	3,207	3,500	2,927	3,384	3,406	3,434	3,453	3,139	3,420	3,389	3,174	39,821	37,348	6.6%
Red Carpet	4,994	4,576	5,089	4,616	5,101	4,599	4,656	5,107	4,452	5,045	4,715	4,392	57,342	61,713	-7.1%
Digital Downloads	55,686	49,990	52,903	50,870	55,393	54,498	57,509	56,941	53,696	54,433	53,598	54,404	649,921	608,617	6.8%
Library @ Work / Smartlocker	1,390	1,450	1,679	1,635	1,604	1,503	1,433	1,354	1,358	1,536	1,314	1,260	17,516	16,426	6.6%
TOTAL CIRCULATION	155,149	140,880	158,446	148,200	156,686	167,391	173,922	166,065	151,980	154,542	147,053	142,688	1,863,002	1,815,735	2.6%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	60,769	53,727	64,525	56,151	60,094	69,508	67,996	63,513	55,305	57,519	55,281	48,854	713,242	710,802	0.3%
CIRCULATION DETAILS															
Print Material	65,568	60,201	72,556	63,755	65,511	75,574	77,842	70,794	63,240	63,923	58,763	55,223	792,950	793,282	0.0%
Audio/Visual Material	26,904	24,517	30,057	26,885	29,089	30,468	31,620	32,048	28,679	28,759	27,125	26,657	342,808	347,723	-1.4%
Adult Materials	52,264	47,370	56,738	50,065	51,955	53,930	56,024	55,997	50,571	50,491	46,570	45,897	617,872	640,167	-3.5%
Children's Materials	30,779	28,685	35,569	31,477	33,110	41,438	42,931	36,423	32,354	32,912	30,574	27,997	404,249	391,438	3.3%
Young Adult Materials	2,851	2,561	3,290	3,065	3,295	3,940	3,679	3,533	2,798	2,855	2,865	2,445	37,177	34,872	6.6%
Red Carpet Materials	6,543	6,078	6,993	6,013	6,217	6,663	6,736	6,814	6,134	6,355	5,818	5,488	75,852	74,153	2.3%
NEW Patrons															
Topeka / Shawnee County															
Adults	752	543	693	593	593	718	749	699	704	569	589	561	7,763	5,895	31.7%
Children (ages 17 and under)	165	126	200	168	190	303	189	162	214	116	117	111	2,061	1,687	22.2%
Red Carpet Outreach	11	13	17	27	6	7	8	11	10	11	13	5	139	90	54.4%
NEKL	48	33	53	35	56	61	51	32	42	42	35	24	512	942	-45.6%
Non-Resident	2	1	0	0	1	1	0	3	0	1	0	3	12	12	0.0%
Total New Registrations	978	716	963	823	846	1,090	997	907	970	739	754	704	10,487	8,626	21.6%
PATRONS DELETED	135	83	1,081	453	351	199	193	1,326	115	287	346	971	5,540	6,482	-14.5%
Cardholders															
Topeka / Shawnee County															
Adults	60,506	60,963	60,832	61,101	61,571	62,263	62,649	63,297	64,045	64,319	64,986	65,285	65,285	59,695	9.4%
Children (age 0 - 17)	14,844	14,881	14,883	14,979	15,061	15,248	15,244	15,238	15,381	15,405	15,454	15,486	15,486	14,809	4.6%
TSCPL @ School	27,796	27,850	27,847	27,858	27,857	27,851	27,851	28,644	28,644	33,131	28,785	28,808	28,808	27,781	3.7%
Red Carpet Outreach	1,259	1,277	1,282	1,312	1,323	1,319	1,326	1,347	1,362	1,375	1,378	1,355	1,355	1,252	8.2%
NEKL	8,615	8,752	8,596	8,733	8,851	8,915	9,327	9,507	9,527	9,499	9,495	9,501	9,501	8,563	11.0%
Non-Resident	102	105	108	108	108	109	106	108	108	104	104	105	105	100	5.0%
Delinquent	92	93	89	93	94	104	103	100	96	105	109	119	119	97	22.7%
TOTAL CARDHOLDERS	113,214	113,921	113,637	114,184	114,865	115,809	116,606	118,241	119,163	123,938	120,311	120,659	120,659	112,297	7.4%

	2023												2023	2022	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	22 TO 23%
Active Cardholders (Savannah)															
Non-Student Cardholders	48,826	49,277	49,824	50,604	51,043	52,184	52,738	52,981	53,218	53,429	53,326	53,392	53,392	47,782	11.7%
Student Cardholders	5,151	5,225	5,196	4,793	4,621	4,582	4,577	4,497	4,419	7,617	8,005	8,027	8,027	5,053	58.9%
TOTAL ACTIVE CARDHOLDERS	53,997	54,502	55,020	55,397	55,664	56,766	57,315	57,478	57,637	61,046	61,331	61,419	61,419	52,835	16.2%
Unique Borrowers															
Physical	7,918	7,378	6,244	7,353	7,008	8,550	8,145	7,710	7,560	8,095	7,188	5,703	25,019	23,386	7.0%
Digital	9,362	9,081	8,681	9,115	9,141	9,464	9,636	9,687	9,897	9,448	9,379	9,236	19,127	17,671	8.2%
Both	1,442	1,337	1,142	1,345	1,296	1,630	1,579	1,528	1,481	1,308	1,139	859	6,700	6,112	9.6%
TOTAL UNIQUE BORROWERS	15,838	15,122	13,783	15,123	14,853	16,384	16,202	15,869	15,976	16,235	15,428	14,080	37,446	34,945	7.2%
Holds Satisfied	15,683	13,273	15,285	12,642	14,713	14,587	14,297	15,383	13,649	13,825	13,460	11,812	168,609	173,888	-3.0%
TOTAL CHECK-IN	58,606	54,105	62,308	58,055	60,058	63,325	69,204	66,776	56,220	57,782	56,518	51,588	714,545	708,735	0.8%
COLLECTION															
Materials Added	2,954	3,009	3,458	3,008	3,720	2,798	2,486	3,691	2,737	2,963	2,934	1,474	35,232	38,307	-8.0%
Materials Discarded	3,426	3,253	3,919	2,734	3,716	3,967	3,750	2,469	4,786	3,219	3,766	1,215	40,220	54,212	-25.8%
TOTAL COLLECTION	354,141	353,897	353,436	353,710	353,714	352,545	351,281	352,503	350,454	350,198	349,366	349,625	349,625	354,613	-1.4%
WEBSITE															
tscpl.org Unique Visitors	42,341	37,490	41,979	39,871	39,877	34,855	33,813	31,340	31,225	30,767	28,239	27,906	419,703	446,908	-6.1%
tscpl.org Total Visits	66,457	56,800	64,097	60,709	61,464	57,484	57,553	52,324	49,158	49,825	45,239	42,813	663,923	683,277	-2.8%
catalog.tscpl Unique Visitors	19,102	26,553	18,220	16,256	15,664	17,514	17,156	19,687	20,343	19,584	18,440	18,628	227,147	212,517	6.9%
catalog.tscpl Total Visits	43,041	46,248	41,322	36,448	36,027	39,532	43,180	50,259	52,590	52,577	49,413	48,231	538,868	466,051	15.6%
COMPUTER USE															
MiFi Hotspot Data Usage (TB)													0	1.41	-100.0%
Public Computer Sessions	8,100	7,644	9,105	7,853	8,074	8,965	8,688	8,388	7,651	8,556	7,019	6,679	96,722	86,280	12.1%
Avg Public Computer Session Length (Minutes)	0:55:24	0:55:25	0:52:24	0:55:54	0:54:35	0:54:00	0:58:00	0:55:20	0:57:26	0:55:07	1:03:13	1:09:43	0:56:56	0:51:54	9.7%
Total Computer Hours	7,480	7,062	7,953	7,317	7,345	8,144	8,382	7,738	7,326	7,860	7,397	7,761	91,765	74,634	23.0%
Wireless Sessions	29,530	31,186	31,670	32,236	32,555	36,389	37,949	33,639	34,752	29,448	25,609	17,874	372,837	316,177	17.9%
Avg Wireless Session Length (Minutes)	0:13:00	0:13:00	0:14:00	0:14:00	0:12:00	0:13:00	0:12:00	0:14:00	0:13:00	0:13:00	0:13:00	0:14:00	0:13:31	0:13:15	2.1%
Total Wireless Hours	6,480	7,003	7,576	7,881	6,629	8,108	8,005	7,900	7,966	6,549	5,703	4,223	84,023	69,814	20.4%
TOTAL HOURS	13,960	14,065	15,529	15,198	13,974	16,252	16,387	15,638	15,292	14,409	13,100	11,984	175,788	144,448	21.7%
NOTARY SERVICE	137	136	128	104	126	150	148	242	115	108	123	174	1,691	1,510	12.0%
REFERENCE QUESTIONS															
Public Services	15,302	13,974	17,391	15,014	16,036	17,973	18,401	17,682	15,653	17,269	14,645	13,881	193,221	128,484	50.4%
Media	2,011	1,685	2,324	1,668	1,895	1,928	1,857	1,871	1,395	1,772	1,629	1,678	21,713	39,946	-45.6%
Call Center	4,656	4,310	5,149	3,842	4,337	3,986	4,074	4,150	3,292	3,890	3,669	3,423	48,778	49,315	-1.1%
Stacks/Team RM (New and Novel)	1,506	1,532	1,658	1,381	1,789	2,097	2,127	2,095	1,831	2,394	1,729	1,792	21,931	9,139	140.0%
Topeka Room	559	613	789	532	527	710	676	808	610	668	531	566	7,589	4,369	73.7%
Gallery	232	132	266	281	196	389	252	146	190	349	265	201	2,899	2,624	10.5%
L2TC	5,813	5,350	6,674	6,896	6,929	8,407	9,009	8,150	7,994	7,788	6,450	5,918	85,378	18,503	361.4%
LibAnswers	525	352	531	414	363	456	406	462	341	408	372	303	4,933	4,588	7.5%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,324	3,559	5,066	4,461	5,022	7,727	5,676	4,373	3,304	4,727	3,415	4,583	57,237	38,058	50.4%
TOTAL REFERENCE QUESTIONS	20,626	17,533	22,457	19,475	21,058	25,700	24,077	22,055	18,957	21,996	18,060	18,464	250,458	166,542	50.4%

	2023												2023	2022	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
MEETING ROOMS															
Meeting Room Bookings	388	406	532	470	508	460	419	401	439	546	456	353	5,378	4,706	14.3%
Team Room Bookings	815	776	876	723	805	678	784	802	766	826	791	656	9,875	9,298	-5.8%
L2TC Bookings	663	697	823	677	684	680	580	579	669	714	684	629	8,079	1,863	333.7%
Total Meeting Room Hours Booked	4,281	4,428	5,551	4,442	4,915	4,357	4,162	4,116	4,307	5,073	4,544	3,638	53,814	38,372	40.2%
TOTAL ATTENDANCE	**5,041**	**5,445**	**6,848**	**5,741**	**6,932**	**4,387**	**3,915**	**5,690**	**4,974**	**5,491**	**5,675**	**4,170**	**64,309**	**47,264**	**36.1%**
LEARN & PLAY BUS VISITS	**134**	**139**	**120**	**136**	**195**	**146**	**94**	**75**	**107**	**115**	**50**	**62**	**1,373**	**1,173**	**17.1%**
PROGRAM ATTENDANCE															
Adult - General	1,105	876	1,279	2,012	1,701	2,428	1,666	1,156	1,882	1,766	1,083	923	17,877	16,462	8.6%
Kids - Early Learners	480	531	486	669	554	549	456	501	489	470	254	251	5,690	7,661	-25.7%
Kids - Elementary	432	340	287	143	279	2,107	1,288	13	277	426	58	53	5,703	7,842	-27.3%
Teens	275	267	80	100	79	95	282	21	18	66	46	119	1,448	5,717	-74.7%
Unknown	711	412	1,203	2,588	180	3,955	8,924	1,599	2,036	803	304	184	22,899	2,963	672.8%
Outreach	4,073	2,586	2,465	2,496	2,251	2,131	645	26	2,870	3,608	2,764	2,130	28,045	7,295	284.4%
TOTAL ATTENDANCE	**7,076**	**5,012**	**5,800**	**8,008**	**5,044**	**11,265**	**13,261**	**3,316**	**7,572**	**7,139**	**4,509**	**3,660**	**81,662**	**47,940**	**70.3%**
GALLERY ATTENDANCE	**2,413**	**1,543**	**2,678**	**1,564**	**1,311**	**6,567**	**5,215**	**2,144**	**1,843**	**2,650**	**1,562**	**1,160**	**30,650**	**25,064**	**22.3%**
DOLLY PARTON ENROLLMENT	**5,807**	**5,824**	**5,837**	**5,790**	**5,761**	**5,741**	**5,927**	**5,992**	**6,002**	**6,043**	**5,985**	**5,969**	**5,969**	**5,778**	**3.3%**

	2023												2023	2022	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
CIRCULATION DETAILS															
Print Material															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	12,409	12,317	11,340	11,396	152,472	156,276	-2.4%
Adult Nonfiction	16,177	14,628	16,325	14,407	14,654	14,829	15,664	15,160	13,890	13,834	11,926	11,775	173,269	187,706	-7.7%
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	21,159	21,279	20,230	18,390	268,938	262,681	2.4%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	6,115	6,574	5,820	5,088	75,167	67,777	10.9%
Magazines	803	796	1,139	966	846	934	1,050	846	751	724	780	659	10,294	10,045	2.5%
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	6,033	6,247	5,753	5,416	74,768	73,061	2.3%
RC Realia	93	68	82	87	74	103	118	113	101	108	65	72	1,084	1,092	-0.7%
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	2,782	2,840	2,849	2,427	36,958	34,644	6.7%
PRINT CIRCULATION	**65,568**	**60,201**	**72,556**	**63,755**	**65,511**	**75,574**	**77,842**	**70,794**	**63,240**	**63,923**	**58,763**	**55,223**	**792,950**	**793,282**	**0.0%**
Audio / Visual Material															
MiFi Hotspots	35	24	23	20	23	71	92	75	62	69	61	53	608	375	62.1%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	1,501	1,455	1,385	1,412	18,783	22,514	-16.6%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	2,185	2,333	2,230	2,329	25,473	25,759	-1.1%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	19,835	19,828	18,909	18,326	237,581	237,867	-0.1%
Juvenile Audiobooks	272	230	305	252	323	356	382	304	266	267	210	225	3,392	3,577	-5.2%
Juvenile Music	221	177	215	191	215	276	291	218	208	192	170	118	2,492	2,591	-3.8%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	4,606	4,600	4,144	4,176	54,260	54,812	-1.0%
YA A/V	17	9	13	16	17	30	22	30	16	15	16	18	219	228	-3.9%
A/V CIRCULATION	**26,904**	**24,517**	**30,057**	**26,885**	**29,089**	**30,468**	**31,620**	**32,048**	**28,679**	**28,759**	**27,125**	**26,657**	**342,200**	**347,348**	**-1.5%**
Adult Material															
Adult Fiction	13,133	11,699	14,140	12,217	12,460	13,684	14,007	13,670	12,409	12,317	11,340	11,396	152,472	156,276	-2.4%
Magazines	803	796	1,139	966	846	934	1,050	846	751	724	780	659	10,294	10,045	2.5%
Adult Audiobooks	1,735	1,514	1,725	1,515	1,697	1,597	1,714	1,533	1,501	1,455	1,385	1,412	18,783	22,514	-16.6%
Adult Music	1,879	1,676	2,222	2,143	2,143	2,074	1,918	2,341	2,185	2,333	2,230	2,329	25,473	25,759	-1.1%
Adult Videos / DVDs	18,537	17,057	21,187	18,817	20,155	20,812	21,671	22,447	19,835	19,828	18,909	18,326	237,581	237,867	-0.1%
ADULT CIRCULATION	**52,264**	**47,370**	**56,738**	**50,065**	**51,955**	**53,930**	**56,024**	**55,997**	**50,571**	**50,491**	**46,570**	**45,897**	**617,872**	**640,167**	**-3.5%**
Juvenile Material															
Juvenile Fiction	20,386	18,906	23,690	21,229	22,408	28,136	28,802	24,323	21,159	21,279	20,230	18,390	268,938	262,681	2.4%
Juvenile Nonfiction	5,692	5,542	6,992	5,874	5,648	7,418	7,926	6,478	6,115	6,574	5,820	5,088	75,167	67,777	10.9%
Juvenile Audiobooks	272	230	305	252	323	356	382	304	266	267	210	225	3,392	3,577	-5.2%
Juvenile Music	221	177	215	191	215	276	291	218	208	192	170	118	2,492	2,591	-3.8%
Juvenile Videos / DVDs	4,208	3,830	4,367	3,931	4,516	5,252	5,530	5,100	4,606	4,600	4,144	4,176	54,260	54,812	-1.0%
JUVENILE CIRCULATION	**30,779**	**28,685**	**35,569**	**31,477**	**33,110**	**41,438**	**42,931**	**36,423**	**32,354**	**32,912**	**30,574**	**27,997**	**404,249**	**391,438**	**3.3%**
Red Carpet Material															
RC Print Materials	6,450	6,010	6,911	5,926	6,143	6,560	6,618	6,701	6,033	6,247	5,753	5,416	74,768	73,061	2.3%
RC Realia	93	68	82	87	74	103	118	113	101	108	65	72	1,084	1,092	-0.7%
RED CARPET CIRCULATION	**6,543**	**6,078**	**6,993**	**6,013**	**6,217**	**6,663**	**6,736**	**6,814**	**6,134**	**6,355**	**5,818**	**5,488**	**75,852**	**74,153**	**2.3%**
Young Adult Material															
YA Print Materials	2,834	2,552	3,277	3,049	3,278	3,910	3,657	3,503	2,782	2,840	2,849	2,427	36,958	34,644	6.7%
YA A/V	17	9	13	16	17	30	22	30	16	15	16	18	219	228	-3.9%
YOUNG ADULT CIRCULATION	**2,851**	**2,561**	**3,290**	**3,065**	**3,295**	**3,940**	**3,679**	**3,533**	**2,798**	**2,855**	**2,865**	**2,445**	**37,177**	**34,872**	**6.6%**
Overdrive	37,886	33,441	36,136	34,909	37,303	37,770	39,887	38,562	38,067	38,444	37,010	38,623	448,038	420,697	6.5%
Hoopla	16,568	15,614	15,865	15,130	16,965	15,904	16,806	17,569	14,834	15,077	15,729	15,072	191,133	174,153	9.8%
Flipster	1,232	935	902	831	1,125	824	816	810	795	912	859	709	10,750	13,767	-21.9%
DIGITAL DOWNLOADS	**55,686**	**49,990**	**52,903**	**50,870**	**55,393**	**54,498**	**57,509**	**56,941**	**53,696**	**54,433**	**53,598**	**54,404**	**649,921**	**608,617**	**6.8%**
Adult ebook Fiction	18,416	16,406	17,700	16,587	17,447	17,716	19,154	18,331	17659	17,498	16,843	17,781	211,538	207,707	1.8%
Adult ebook Nonfiction	4,100	3,656	3,530	3,507	3,675	3,455	3,567	3,575	3,463	3,507	3,491	3,776	43,302	42,231	2.5%
Adult digital audiobooks	21,923	19,404	20,964	20,564	22,239	21,944	23,034	23,199	21,769	22,364	22,103	21,976	261,483	224,687	16.4%
Juvenile ebook Fiction	1,948	1,536	1,523	1,394	1,608	1,546	1,652	1,642	1,652	1,565	1,595	1,543	19,204	19,044	0.8%
Juvenile ebook Nonfiction	296	239	269	245	260	223	212	198	237	235	249	173	2,836	2,925	-3.0%
Juvenile digital audiobooks	2,319	1,942	2,107	2,024	2,293	2,178	2,278	2,197	2,100	2,192	2,138	2,242	26,010	22,940	13.4%
Young Adult ebook Fiction	1,311	1,059	1,239	1,161	1,286	1,461	1,419	1,467	1,417	1,416	1,364	1,454	16,054	15,423	4.1%
Young Adult ebook Nonfiction	28	31	30	18	34	29	28	29	33	42	34	34	370	324	14.2%

Young Adult digital audiobooks	1,356	1,269	1,491	1,448	1,659	1,744	1,899	1,835	1,711	1,858	1,635	1,727	19,632	14,852	32.2%
DIGITAL CIRCULATION DETAILS	**51,697**	**45,542**	**48,853**	**46,948**	**50,501**	**50,296**	**53,243**	**52,473**	**50,041**	**50,677**	**49,452**	**50,706**	**600,429**	**550,133**	**9.1%**