



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

August 22, 2024





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Thursday, August 22, 2024 – 5:00 pm
Marvin Auditorium 101C and Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order [Regular Board Meeting]

Public Comment

Trustee Advocacy Stories

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

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

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 26**

Chief Executive Officer Report – Marie Pyko pg. 28

Chief of Staff Report – Thad Hartman pg. 34

New Business

Recess into Revenue Neutral Rate (RNR) Hearing - **Action Item**

RNR Hearing [B Meeting] Agenda

Call to Order

**Presentation of the Proposed FY2025 Revenue Neutral Rate – Kim
Strube**

Public Hearing on the Proposed FY2025 Revenue Neutral Rate

Close the Revenue Neutral Rate Hearing

Reconvene to Board of Trustees Meeting - **Action Item**

New Business

- Approval of the FY2025 Revenue Neutral Rate increase – **Action Item pg. 46**
(Roll Call Vote)

Recess to Public Budget Hearing - Action Item

Public Budget Hearing [C Meeting] Agenda

Call to Order

Public Budget Hearing Public Comment

Presentation of the Proposed FY2025 Budget – Kim Strube

Public Hearing on the Proposed FY2025 Budget

Close the Public Budget Hearing

Reconvene to Board of Trustees Meeting – Action Item

New Business

- Adoption of FY2025 Operating Budgets – **Action Item pg. 47**

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

September 19, 2024

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Call to Order

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

Public Comment

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

Trustee Advocacy Stories

Trustee Liz Post shared that she wore her library shirt to a couple of stores and got stopped by the people working the cash registers who shared how much they love the library and how much their family and children love the library.

Chair Shawn Leisinger shared that he wore his library shirt out to run errands and had two different teenagers tell him that they love the library. He shared that he is glad that the library has such a positive image with the public.

Approval of Minutes

On a motion by Jim Edwards, seconded by Mark Zillinger, the June 20, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Approval of Meeting Minutes of the Trustee Budget Work Session 1.5

On a motion by Liz Post, seconded by Mark Zillinger, the June 20, 2024, Meeting Minutes of the Trustee Budget Work Session 1.5 were approved.

Motion passed unanimously.

Approval of Meeting Minutes of the Trustee Budget Work Session 2

On a motion by Jim Edwards, seconded by Joan Hicks, the July 10, 2024, Meeting Minutes of the Trustee Budget Work Session 2 were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted no additions to her report. She shared that she informed the Shawnee County Clerk's Office about the library's intent to exceed the Revenue Neutral Rate.

Financial Reports

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

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

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Kim Patton shared the Foundation is preparing for the Wilder Society event on August 18. All Wilder Society members should have received their invitations by now.

Patton shared that The Foundation will have orientation for their incoming board members tomorrow.

Patton shared that she recently attended the American Library Association conference. She said it was a week full of information and books. She attended several sessions about Foundations and Friends organizations working together. She said she is proud of the strong structure the Topeka and Shawnee County Public Library has in place and how the Friends, Foundation, and Trustees work well together.

Friends of Topeka and Shawnee County Public Library

Friends Board President Ruth Nelson shared the Friends are currently working with Purple Wave Auction to sell the Lingo Bookmobile. The bookmobile was funded by Robert and Hazel Lingo in 1993 and delivered books full-time until 2014. It was used as a backup until 2023 and has 160,000 miles.

Many Friends members are attending the Lisa Scottoline reception on September 30. Registered members will enjoy a reception at 5:30 pm in Claire's Courtyard and then have front row seating at her talk. They will also receive a copy of her latest book *The Truth About the Devlins* and be first in line for the book signing. The author talk will begin at 7:00 pm. Registration for the author talk opens August 15. Those interested can register on the library's website.

The next Book Sale is July 19-21 in Marvin Auditorium with Friday night being for Friends members only. Nelson shared that the Chandler Booktique will be open on Sunday during the book sale. Friends Executive Janel DeLeye promoted the Book Sale on Fox 43AM Live with Dane Kroll.

Board Chair Reports

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

Leisinger shared he recently attended the ALA conference in San Diego, CA. There were approximately 15,000 attendees this year. He attended several sessions and enjoyed hearing other libraries' perceptions and ideas.

Leisinger shared he was recently at Emporia State and was chatting with one of their professors in their library sciences department. The professor shared that he thinks the world of this library and sees us as a great example of a library.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko reported she is currently in Boise, ID along with folks from the Greater Topeka Partnership and Lincoln, NE. She was currently Zooming into the meeting from the public library in Boise.

Pyko stated that staff have shared how busy it has been on the floor, and they are right! There has been an incredible increase in foot traffic in the building.

Pyko wanted to thank the Gage Park Improvement Authority for matching the dollars put toward the Topeka Zoo and Kansas Children's Discovery Center passes. This will extend opportunities for families to borrow the passes beyond the current budget allocation.

Chief of Staff Report

Chief of Staff Thad Hartman wished to highlight the book barn on the dock. Facilities Manager Joe Hobbs led the installation and the purchase of that building. Library Maintenance staff were spending so much time and effort having to unload books from patrons' cars. This has significantly streamlined their work.

Hartman also wanted to highlight Access Services Manager Kelli Smith's report. Smith is currently leading a team with John Huber from Lean Management for Streamlined Processes. They are working together to find a way to get materials upstairs and on the shelves as quickly as possible. This should free up staff so people working the floor won't have to run downstairs to find the materials. This work will pave the way for the upcoming replacement of the Automatic Materials Handling System.

New Business

Bid for Self-Check Kiosks

On a motion by Jim Edwards, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$86,542 by Bibliotheca, LLC of Oakdale, Minnesota as written.

Motion passed unanimously.

FY2025 Budget Approval for Publication

On a motion by Joan Hicks, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2025 budget for publication as written.

Motion passed unanimously.

Adjournment

On a motion by Liz Post, seconded by Joan Hicks, the meeting was adjourned at 4:23 pm.

Next Meeting

August 22, 2024

5:00 pm

Topeka & Shawnee County Public Library

Marvin Auditorium 101C/Zoom Meeting

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

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Chief Financial Officer's Report
August 2024
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 58.2% of the budget year completed, 91% of the budgeted revenue has been received and 52% of the approved budget has been expended/encumbered. This compares to 2023 in which 88% of the budgeted revenue had been received and 48% of the approved budget had been expended/encumbered.

The Mileage, Contracted-Equipment, and the Vehicle-Repair line items are over budget but include a significant amount reserved in open purchase orders for potential costs. Open purchase orders are easier to work with when emergencies occur. It is likely the full amount will not be needed, and these lines may not be over-budget at the end of the year.

It is my preference to allow budget line items to go over-budget when necessary to clearly identify the actual expenditures and allow a sufficient budget in future years, when possible. Other options would be to code expenditures in another related but not optimal line item or request the Board to reallocate the budget among the line items (which can be done without amending the budget provided the total spending authority remains the same). However, a budget is a plan, and some over/under situations should be expected.

Employee Benefit Fund – Page 6

With 58.2% of the budget year completed, 90% of the budgeted revenue has been received and 45% of the approved budget has been expended/encumbered. This compares to 2023 in which 88% of the budgeted revenue had been received and 48% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,735,473.

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	Tables for staff training room	\$6,765.58	Nextgen Wholesale Furniture Inc.
Approved operating budget	Annual renewal for Microsoft 365 licenses	\$16,077.25	Black Diamond Solutions, Inc.
Library Materials	Annual software renewal for Creativebug	\$5,600.00	Jo-Ann Stores Holdings Inc.
Approved operating budget	Annual renewal for Adobe Enterprise and Adobe Acrobat	\$17,064.36	Premier One Data Systems Inc.
Library Materials	Adult nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction e-books	\$6,250.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$5,820.00	Overdrive, Inc.
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Library Materials	Hoopla online (June)	\$37,979.14	Midwest Tape LLC
RFP was posted and approved by the Board of Trustees on 7/18/2024	(8) Replacement self-check kiosks	\$86,542.00	Bibliotheca LLC
Approved operating budget	Legal fees estimate for remainder of the year	\$25,000.00	Engel Law, PA
Approved operating budget	Annual renewal for SAM products	\$26,953.90	Comprise Technologies, Inc.

Other Items:

- The “Notice of Hearing/Budget Summary” document was published in the August 8th edition of the *Topeka Capital Journal*. This is a 14-day notice period before the revenue neutral rate hearing and the public budget hearing, scheduled for 5:00 pm on August 22nd at the library. State law requires a minimum 10-day notice period.

- This month's packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. There is also a separate link on TSCPL's website under About Us>Administration>Budgets & Audit Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL's website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions.
- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.
- Next steps in the budget process, if the Board approves the revenue neutral rate and the budget after the public hearing at the August 22nd meeting, are: (1) deliver (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than October 1st. I will take care of these tasks.

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

7/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 14,472,422.32	\$ 9,181,600.24	\$ 11,338,507.12
Employee Benefits	2,314,022.82	3,687,403.26	2,366,939.16	\$ 3,634,486.92
Capital Improvement	6,533,723.06	201,749.62	-	\$ 6,735,472.68
Bond & Interest	1,095.41	2,021.56	-	\$ 3,116.97
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	48,743.64	49,186.93	\$ 48,743.64
Federal, State & Local Grants	44.03	1,300.00	200.00	\$ 1,144.03
Other Special Revenue	691,309.66	38,382.56	93,024.87	\$ 636,667.35
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 18,480,452.82</u>	<u>\$ 11,690,951.20</u>	<u>\$ 22,677,853.66</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 342,131.47
Restricted Funds-CoreFirst Bank-Checking	636,914.68
Capital Improvement Fund-Community National Bank-Money Market Account	6,735,472.68
Cash on Hand	3,087.02
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	2,602,967.36
Municipal Investment Pool - 30-day Fixed	5,000,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,120,662.97
	<u>\$ 22,721,171.13</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,123.39
Less Payroll Deduction and Employer Benefit Liabilities	14,509.13
Less Outstanding Checks	26,684.95
	<u><u>\$ 22,677,853.66</u></u>

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

7/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	7/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	# \$ 14,472,422.32	\$ 1,228,435.95	\$ 7,953,164.29	\$ 11,338,507.12	\$ 1,256,335.16	\$ 10,082,171.96
Employee Benefit Fund	2,314,022.82	3,687,403.26	25.00	2,366,914.16	3,634,486.92	19,132.60	3,615,354.32
Capital Improvement Fund	6,533,723.06	201,749.62	-	-	6,735,472.68	-	6,735,472.68
Bond & Interest Fund	1,095.41	2,021.56	-	-	3,116.97	-	3,116.97
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	48,743.64	49,186.93	-	48,743.64	-	48,743.64
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	1,300.00	-	200.00	1,125.00	-	1,125.00
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	39.81	-	-	10,752.39	-	10,752.39
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	8,498.06	(8,498.06)	236.53	(8,734.59)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.07	-	-	31.60	-	31.60
Friends	187,616.53	288.49	-	37,113.79	150,791.23	14,364.46	136,426.77
Fun Committee	6,845.90	1,135.64	-	34.00	7,947.54	66.00	7,881.54
Gallery Competitions/Exhibits	36,604.82	64.37	-	-	36,669.19	-	36,669.19
Gifts/Memorials (Undesignated)	409,610.19	11,043.68	-	38,486.05	382,167.82	63,195.00	318,972.82
Hathaway Trust - Library Materials	3,082.85	1,217.40	330.10	1,290.66	2,679.49	752.38	1,927.11
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	22,923.58	172.71	-	29,115.84	-	29,115.84
NEH Expendable	12,776.46	16.98	-	5,351.36	7,442.08	3,500.00	3,942.08
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	10.14	-	-	5,775.78	-	5,775.78
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.07	-	-	36.65	-	36.65
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	3.86	-	-	2,204.88	-	2,204.88
Youth Services	9,201.90	1,638.47	1,151.92	596.22	9,092.23	36.36	9,055.87
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 18,480,452.82	\$ 1,279,302.61	\$ 10,411,648.59	\$ 22,677,853.66	\$ 1,357,618.49	\$ 21,320,235.17

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

7/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 7/31/2024</u>
				58.2%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,470,023.04	\$ (681,364.96)	95%
Revitalization Rebates	(126,213.00)	(117,043.74)	\$ 9,169.26	93%
Back Tax	-	133,695.74	\$ 133,695.74	N/A
Motor Vehicle Tax	1,369,020.00	519,264.02	\$ (849,755.98)	38%
Recreational Vehicle Tax	15,594.00	5,533.17	\$ (10,060.83)	35%
16/20 M Vehicle Tax	6,546.00	6,364.31	\$ (181.69)	97%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	43,788.91	\$ (3,817.09)	92%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	21,149.23	\$ 18,149.23	705%
Miscellaneous Revenue - Recyclg	-	50.00	\$ 50.00	N/A
Salary Refunds-Foundation	103,204.00	50,239.99	\$ (52,964.01)	49%
Salary Refunds-Friends	29,115.00	15,612.34	\$ (13,502.66)	54%
Salary Refunds-Shawnee Cty	21,343.00	12,768.03	\$ (8,574.97)	60%
Vending Machines	1,500.00	946.86	\$ (553.14)	63%
Overdue Fees*	20,000.00	19,185.79	\$ (814.21)	96%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	26.99	\$ (73.01)	27%
Non Resident Card Fee	400.00	1,360.00	\$ 960.00	340%
Obituary Fees	200.00	200.00	\$ -	100%
Meeting Room Charges	750.00	1,875.00	\$ 1,125.00	250%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	228,748.40	\$ 78,748.40	152%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 14,472,422.32</u>	<u>\$ (1,396,304.68)</u>	91%

* 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**

7/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					58.2%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,769.15	\$ -	\$ 2,030.85	58%
Salaries-Facilities	688,284.00	344,664.50	-	343,619.50	50%
Salaries-Overtime	10,000.00	7,239.63	-	2,760.37	72%
Salaries-Security	309,259.00	158,850.00	-	150,409.00	51%
Salaries-Shelvers	63,125.00	21,913.10	-	41,211.90	35%
Salaries-Staff	8,301,982.00	4,346,821.00	-	3,955,161.00	52%
Conferences	174,000.00	81,313.41	31,830.32	60,856.27	65%
Staff Internal Dev/Trng - Web Based	15,000.00	7,653.46	519.25	6,827.29	54%
Staff Development & Training	35,000.00	11,732.86	100.00	23,167.14	34%
Mileage	7,800.00	3,143.32	9,148.60	(4,491.92)	158%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	380.79	-	1,119.21	25%
Materials-Periodicals	26,000.00	2,444.92	190.06	23,365.02	10%
Materials-Print/Non-Print <1 YR	839,000.00	428,288.00	-	410,712.00	51%
Materials-Print/Non-Print	1,207,500.00	599,371.10	117,476.02	490,652.88	59%
OPERATIONS:					
Art Purchases	8,000.00	3,106.70	-	4,893.30	39%
Cataloging and ILL Services	104,959.00	90,014.59	-	14,944.41	86%
Contracted-Digital Services	667,991.00	486,504.86	92,694.91	88,791.23	87%
Contracted-Facilities	348,600.00	171,628.68	78,268.92	98,702.40	72%
Contracted-Equipment	66,900.00	43,560.00	30,045.83	(6,705.83)	110%
Contracted-Professional	282,000.00	179,491.75	65,998.81	36,509.44	87%
Contracted-E-Rate Services	1,279.00	-	1,793.34	(514.34)	140%
Digital Services Support	623,112.00	252,715.98	187,591.88	182,804.14	71%
Furniture/Equipment	45,500.00	26,794.01	7,386.94	11,319.05	75%
Insurance	87,000.00	64,967.00	-	22,033.00	75%
Marketing & Communication	60,208.00	44,604.61	10,761.78	4,841.61	92%
Memberships/Dues	30,900.00	19,348.00	8,118.00	3,434.00	89%
Miscellaneous	5,000.00	2,791.23	127.92	2,080.85	58%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	24,057.20	1,116.49	39,096.31	39%
Printing	116,408.00	11,837.79	4,593.80	99,976.41	14%
Programming	113,227.00	48,013.80	3,113.33	62,099.87	45%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	82,016.64	45,708.75	1,572,274.61	8%
Supplies-Facilities	118,536.00	48,938.30	44,862.28	24,735.42	79%
Supplies-Office/Library	95,700.00	34,957.20	2,153.17	58,589.63	39%
Supplies-Processing	49,296.00	17,907.40	1,404.69	29,983.91	39%
Telecommunications	165,064.00	49,306.52	54,566.79	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	142,868.68	162,307.81	96,035.51	76%
Utilities-Gas	72,427.00	30,026.15	26,043.85	16,357.00	77%
Utilities-Water/Sewage	38,242.00	18,899.49	19,300.51	42.00	100%
Vehicle-Gas	45,405.00	13,232.11	-	32,172.89	29%
Vehicle-Repair	60,000.00	29,028.09	32,920.14	(1,948.23)	103%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(37.73)	-	37.73	N/A
TOTALS	\$ 18,848,897.00	\$ 7,953,164.29	\$ 1,040,144.19	\$ 8,205,588.52	52%

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

7/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	13,470,023.04	95%
Revitalization Rebates	(126,213.00)	(117,043.74)	93%
Back Tax	-	133,695.74	N/A
Motor Vehicle Tax	1,369,020.00	519,264.02	38%
Recreational Vehicle Tax	15,594.00	5,533.17	35%
16/20M Vehicle Tax	6,546.00	6,364.31	97%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	43,788.91	92%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	44,743.87	172%
Reimbursements	153,662.00	78,670.36	51%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	228,748.40	152%
	<u>\$ 15,868,727.00</u>	<u>\$ 14,472,422.32</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	4,882,257.38	52%
Other Staff Support Costs	231,800.00	145,441.22	63%
Library Collections	2,074,000.00	1,148,150.89	55%
Contracted Services	1,471,729.00	1,240,001.69	84%
Digital Services Support	623,112.00	440,307.86	71%
Furniture/Equipment/Art	53,500.00	37,287.65	70%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	127,725.39	8%
Utilities & Telecommunications	676,945.00	503,319.80	74%
Vehicles	105,405.00	75,180.34	71%
Other Operating Expenditures	740,545.00	393,636.26	53%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 8,993,308.48</u>	52%
Prior Year Canceled Purchase Orders		<u>\$ 160,925.06</u>	
Unencumbered Balance 7/31/2024	\$ -	<u><u>\$ 10,082,171.96</u></u>	

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

7/31/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 3,389,537.97	95%
Revitalization Rebates	(31,746.00)	(29,468.13)	93%
Back Tax	-	33,932.43	N/A
Motor Vehicle Tax	356,200.00	135,437.07	38%
Recreational Vehicle Tax	4,057.00	1,442.02	36%
16/20M Vehicle Tax	1,703.00	1,690.75	99%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	11,422.52	92%
Refund-Fringe Benefits-Foundation	52,069.00	21,735.13	42%
Refund-Fringe Benefits-Friends	23,578.00	10,428.08	44%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	5,268.05	53%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	11,695.32	N/A
Interest on Idle Funds	85,000.00	79,527.19	94%
	\$ 4,100,666.00	\$ 3,687,403.26	90%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	345,844.10	48%
Ks Public Employees Retirement Sys	943,675.00	488,861.78	52%
Worker's Compensation	53,000.00	59,893.16	113%
Unemployment Tax	15,004.00	7,116.28	47%
Health/Dental Insurance	3,618,770.00	1,476,891.44	41%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 2,386,046.76	45%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 7/31/2024	\$ -	\$ 3,615,108.32	

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

CAPITAL IMPROVEMENT

Balance 01/01/2024	\$ 6,533,723.06
<u>Revenue:</u>	
Transfer In	\$ -
Interest received	201,749.62
	\$ 201,749.62
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 7/31/2024	\$ 6,735,472.68

STATE AID

Balance 01/01/2024	\$ -	\$ -
<u>Revenue:</u>		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 7/31/2024		\$ 48,743.64

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

7/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,897.30	19%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	5.14	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	119.12	1191%
	<u>\$ 10,010.00</u>	<u>\$ 2,021.56</u>	20%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 7/31/2024	<u><u>\$ -</u></u>	<u><u>\$ 3,116.97</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of July 31, 2024

Capital Improvement Funds - Community National Bank

\$ 6,735,472.68 at 5.33% (money market account)

Municipal Investment Pool

\$ 2,602,967.36 Operating funds in "overnight pool"*;
available for transfer whenever needed

4,000,000.00 General fund; 30-day 7/19/2024 at 4.83%,
maturity 8/19/2024

1,000,000.00 Employee benefit fund; 30-day 7/19/2024 at
4.83%, maturity 8/19/2024

\$ 7,602,967.36

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

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

\$ 7,120,662.97 Certificate of Deposit for Employee Benefit
Fund (\$1,525,856.35) and General Fund (\$5,594,806.62);
6/17/2024 @ 4.82%; 9/15/2024 maturity

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 27,438.56	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 26.81	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 2,611.56	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 64.80	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 26.81	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 25.29	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 25.29	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 25.29	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 26.81	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 25.29	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 26.81	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 230.71	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 25.29	-96724
10	41000	351	7/3/24	EVERGY	Electric Service	\$ 54.20	-96724
						\$ 30,633.52	-96724 Total
10	41000	350	7/3/24	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,662.98	-96722
						\$ 6,662.98	-96722 Total
10	21505	0	7/12/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,018.97	-96699
15	21516	0	7/12/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,352.68	-96699
15	21517	0	7/12/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,169.79	-96699
10	21513	0	7/12/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,487.59	-96699
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 53,029.03	-96699 Total
10	21509	0	7/12/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,689.94	-96696
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,689.94	-96696 Total
10	21501	0	7/12/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,071.13	-96695
10	21502	0	7/12/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,774.59	-96695
15	21521	0	7/12/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 39.69	-96695
10	21503	0	7/12/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,655.70	-96695
15	21504	0	7/12/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,655.70	-96695
10	21503	0	7/12/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,363.00	-96695
15	21504	0	7/12/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,363.00	-96695
10	21514	0	7/12/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96695
10	41000	313	7/12/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,236.53	-96695
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 83,339.21	-96695 Total
10	41000	311	7/19/24	TK ELEVATOR CORPORATION	change oil and clean tank	\$ 9,334.76	-96683
					<i>2024 approved operating budget - contract facilities expense</i>	\$ 9,334.76	-96683 Total
10	21509	0	7/26/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,629.94	-96681
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,629.94	-96681 Total
10	21501	0	7/26/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,964.40	-96680

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21502	0	7/26/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,693.55	-96680
15	21521	0	7/26/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,424.49	-96680
10	21503	0	7/26/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,495.12	-96680
15	21504	0	7/26/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,495.12	-96680
10	21503	0	7/26/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,325.51	-96680
15	21504	0	7/26/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,325.51	-96680
10	21514	0	7/26/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96680
10	41000	313	7/26/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,236.53	-96680
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 84,140.10	-96680 Total
10	21505	0	7/26/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,923.80	-96679
15	21516	0	7/26/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,205.85	-96679
15	21517	0	7/26/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,153.91	-96679
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,283.56	-96679 Total
10	21515	0	7/26/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 34,953.96	-96677
15	21515	0	7/26/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 174,192.45	-96677
15	21515	0	7/26/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96677
						\$ 210,973.81	-96677 Total
10	41000	340	7/19/24	COREFIRST BANK & TRUST	Hotel	\$ 1,131.96	-96674
10	41000	340	7/19/24	COREFIRST BANK & TRUST	Sundry -reimbursed	\$ 8.66	-96674
10	41000	340	7/19/24	COREFIRST BANK & TRUST	Hotel	\$ 1,662.25	-96674
10	41000	340	7/19/24	COREFIRST BANK & TRUST	Hotel	\$ 1,329.80	-96674
10	41000	340	7/19/24	COREFIRST BANK & TRUST	Hotel	\$ 1,329.80	-96674
				<i>Miscellaneous travel expenditures paid by credit card</i>		\$ 5,462.47	-96674 Total
10	41000	330	7/19/24	COREFIRST BANK & TRUST	SU24 prize flashlight	\$ 2,379.00	-96672
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Set-up	\$ 55.00	-96672
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Shipping	\$ 77.31	-96672
10	41000	330	7/19/24	COREFIRST BANK & TRUST	SU24 adult prize caps	\$ 2,696.00	-96672
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Set-up	\$ 45.00	-96672
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Shipping	\$ 164.27	-96672
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,416.58	-96672 Total
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Activator	\$ 20.88	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	cupcake liners - 600	\$ 9.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	cupcake liners - 200	\$ 7.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	cardboard sheets	\$ 19.79	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	mini hammer	\$ 82.08	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Shipping	\$ 13.09	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	reversible sequin ribbon	\$ 9.99	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	pom poms	\$ 6.49	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	plast canvas	\$ 1.99	-96668

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	7/19/24	COREFIRST BANK & TRUST	shipping	\$ 8.95	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	1/2 nitto tape"	\$ 90.42	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	Shipping	\$ 11.87	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	command hooks	\$ 17.20	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	felt pads	\$ 4.29	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	super glue	\$ 7.28	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	4 pack led light bulbs	\$ 29.99	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	ProRak 4U Rack	\$ 139.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Reading List Bookmarks	\$ 18.90	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Book Lovers Gifts Noteboo	\$ 38.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	8 Inch Wooden Catch Ball	\$ 15.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Playbees Metal Jacks Game	\$ 12.95	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Frienda Love to Read Slap	\$ 25.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	GoSports Foam Golf Balls	\$ 25.30	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	84PACK Foam Craft Sheets	\$ 13.96	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Paint Sticks, 50 Pack	\$ 9.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	25 Pack Paint Stir Sticks	\$ 5.99	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	2 Pcs Glass Paperweight	\$ 37.58	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Acrylic paint pens	\$ 53.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	leather stamping kit	\$ 20.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	rubber mallet	\$ 19.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	leather	\$ 24.00	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	leather punch	\$ 6.49	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	acrylic paint set	\$ 11.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	wooden balls	\$ 13.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	colored masking tape	\$ 22.05	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	paint pen markers	\$ 11.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	caliart paint set	\$ 25.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Geodes	\$ 172.75	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	mug	\$ 23.49	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	pink const paper	\$ 4.59	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	green const paper	\$ 4.57	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	black constr paper	\$ 4.49	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	hanes white socks	\$ 20.00	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	adventure stickers	\$ 10.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	const paper red/blue	\$ 15.75	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	9 inch paper plates	\$ 12.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	ribbon striped	\$ 9.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	bingo	\$ 32.94	-96668

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

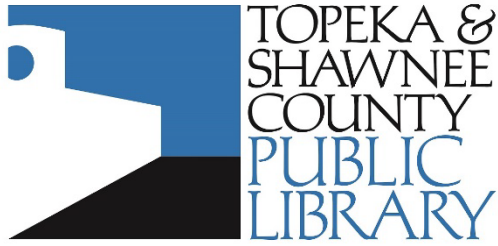
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	7/19/24	COREFIRST BANK & TRUST	party favors	\$ 24.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	party supplies	\$ 12.89	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Butterfly stickers	\$ 8.99	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	Gaffers Tape 3 pack	\$ 55.76	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	VIENON 4-Port USB Hub	\$ 67.90	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	USB 3.0 to Dual DisplayPo	\$ 142.63	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	Amazon Basics Rectangular	\$ 57.94	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	DIY butterfly house	\$ 99.90	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	GoSports Foam Golf Balls	\$ 29.83	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Paint Sticks, 50 Pack	\$ 9.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Green Construction Paper,	\$ 14.02	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Carrdboard Squares	\$ 33.99	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	boomjoy duster	\$ 74.15	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	toilet holder and brush	\$ 71.15	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	spargos urinal screens	\$ 55.90	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	10' Green Power Cord	\$ 107.90	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	cardboard tubes	\$ 151.90	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	wooden balls	\$ 13.99	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	Desk Lamp	\$ 59.98	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	Leeyoung Folding Hand Tru	\$ 152.98	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	Shipping & Handling	\$ -	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	6 pocket wood display	\$ 115.55	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	Chargers	\$ 209.97	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	GPC 202X Full Set	\$ 57.34	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	12 x 33' roll adhesive"	\$ 34.25	-96668
10	41000	420	7/19/24	COREFIRST BANK & TRUST	shipping estimate	\$ 15.22	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	4 embroidery hoops"	\$ 7.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	tapestry needles	\$ 54.74	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	break your own geodes	\$ 86.26	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Fine tip pens	\$ 34.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	brown leather rolls	\$ 46.00	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	natural leather rolls	\$ 59.96	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	acrylic paint pens	\$ 29.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	leathercraft mallets	\$ 19.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Shipping	\$ 2.76	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	dust mop handles 4 pack	\$ 65.98	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	36 inch frame 3 pack	\$ 41.48	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	proteam vacuum bags	\$ 35.60	-96668
10	41000	410	7/19/24	COREFIRST BANK & TRUST	chapin 1003 pump sprayer	\$ 51.88	-96668

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	7/19/24	COREFIRST BANK & TRUST	Ties	\$ 8.99	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	batteries	\$ 608.00	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	Computer Desk Light	\$ 59.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	play doh party packs	\$ 39.96	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	play dough extruders	\$ 42.94	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	Dell 65W USB-C	\$ 136.56	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	Logitech M510 Wireless	\$ 162.25	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	USB to Aux 2 pack	\$ 19.89	-96668
10	41000	911	7/19/24	COREFIRST BANK & TRUST	teapot	\$ 600.00	-96668
10	41000	911	7/19/24	COREFIRST BANK & TRUST	shipping estimate	\$ 23.00	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Stacking Tower	\$ 23.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	KLOO Board Game	\$ 39.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Learn Spanish Game	\$ 11.95	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Minilingo Spanish	\$ 13.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Juego De Palabras	\$ 31.00	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Flags of America	\$ 20.00	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Spanish Animal Card Game	\$ 15.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Bingo Game Dora	\$ 13.98	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	20oz clear plastic cups	\$ 21.99	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	USB C Pack 3/3/6/6/10	\$ 7.99	-96668
10	41000	320	7/19/24	COREFIRST BANK & TRUST	SaiTech 20 pack Mouse Pad	\$ 24.89	-96668
10	41000	330	7/19/24	COREFIRST BANK & TRUST	Mobile folding cart	\$ 36.40	-96668
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,399.32	-96668 Total
10	41000	310	7/25/24	PREMIER ONE DATA SYSTEMS INC.	Adobe Renewal	\$ 17,064.36	-96666
				<i>2024 approved operating budget - software support/subscription</i>		\$ 17,064.36	-96666 Total
10	41000	311	7/25/24	MCELROY'S INC.	open po for repairs	\$ 327.88	-96665
10	41000	311	7/25/24	MCELROY'S INC.	open po for repairs	\$ 921.13	-96665
10	41000	311	7/25/24	MCELROY'S INC.	open po for repairs	\$ 19.59	-96665
10	41000	311	7/25/24	MCELROY'S INC.	rebuild heating pumps	\$ 7,295.00	-96665
				<i>2024 approved operating budget - contract facilities expense</i>		\$ 8,563.60	-96665 Total
10	21512	0	7/5/24	DELTA DENTAL OF KANSAS, INC	EE July Premiums	\$ 2,449.50	101118
15	21512	0	7/5/24	DELTA DENTAL OF KANSAS, INC	ER July Premiums	\$ 9,822.90	101118
15	21512	0	7/5/24	DELTA DENTAL OF KANSAS, INC	Retiree July Premiums	\$ 131.56	101118
						\$ 12,403.96	101118 Total
10	23800	0	7/5/24	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CONSTRUCTION	\$ 60,480.00	101121
						\$ 60,480.00	101121 Total
10	41000	310	7/18/24	COMPRISE TECHNOLOGIES, INC.	Comprise renewal	\$ 26,953.90	101161
				<i>2024 approved operating budget - software support/subscription</i>		\$ 26,953.90	101161 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	313	7/18/24	ENGEL LAW, PA	2024 Legal Services	\$ 3,963.60	101162
10	41000	313	7/18/24	ENGEL LAW, PA	2024 Legal Services	\$ 3,931.20	101162
						\$ 7,894.80	101162 Total
10	23800	0	7/18/24	HTK ARCHITECTS INC.	ARCHITECTS READERS LOUNGE	\$ 2,850.00	101164
10	23800	0	7/18/24	HTK ARCHITECTS INC.	WAYFINDING ARC FEES	\$ 935.00	101164
10	41000	736	7/18/24	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 9,357.50	101164
						\$ 13,142.50	101164 Total
						\$ 703,498.34	Grand Total



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

Executive Committee Members Present

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

Staff Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on August 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 July 8, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Shawn Leisinger, the minutes from the July 8, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the July 18, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees August 22, 2024, meeting were reviewed.

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

Chief Executive Officer Marie Pyko said she will speak about some of the additional funds received for the Kids Library remodel and will wrap up how Summer Reading 2024 went. She will also speak to her role as Chair of the Public and Cultural Programs Advisory Committee.

Other Items

No other items were discussed

Adjournment

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:22 pm.

Next Meeting

September 9, 2024

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXlrb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report August 2024

News and Updates

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

At the end of July, there were **5771 children enrolled and 8,882 children graduated** from the program. The program remains stable with growth. Sherry Hess, our Early Childhood Coordinator continues to lead the effort of distributing books and marketing resources into the community to promote the program. Books that are not able to be delivered after all avenues have been exhausted to reach those children are available for families at our Westridge Mall Book Nook, Shawnee County Health Department and CRC-Stout. The ability to hand a family a first book to inspire them to sign up has been a great way to grow the program.

Accolades

I am pleased to share that the Kansas Art Education Association (KAEA) is honoring the Alice C. Sabatini Gallery with the Art Enhancers award for hosting the annual Youth Art Month (YAM) display. This collaboration is another example of how the Gallery team continues to stretch their mission of helping our community "get art". Thousands of amazing art pieces created by wonderful students have graced our library and galley walls with YAM since 2018.

Partnerships

USD 501- New Teacher Orientation

On August 1, 2024 we hosted over 200 new and returning teachers at the library. In addition to their traditional professional development sessions, there were eight community partners tabled in the Edge and Jacee Gleason, our School Age Librarian spoke to all the teachers and created a self-directed scavenger hunt which had attendees moving throughout the library learning about spaces and resources that can help support their professional success in their new job. Our parking lot was full, and it was wonderful to see our school colleagues exploring the library and engaging in some sneaky learning.

Strategic Plan 2024 Projects

Digital Equity

Expand digital skills training project

We have signed all the needed federal and state documents which was the final step to be able to the implementation of the DOCK grant- LevelUp Shawnee County which we received in late Spring. We are excited to be able to get the project started. While we do not have a firm start date, we will be ordering equipment, begin developing the digital trainer internship program and developing the curriculum for the classes that will be offered. Meg Porteous, our Core

Technologies Librarian will be the point person for the class curriculum development and training. More details to come in the late Fall and early Winter.

Access- Facilities Master Plan projects

New Automated Material Handling System (AMH)

Kelli Smith (Access Services Manager) and David King (Digital Services Director) are the team leads for this Facilities Master Plan project. Our AMH is over 24 years old and is at end of life. As part of the project Kelli has been leading a process improvement review of all the touch points involved with the circulation of physical materials. At our September board meeting, Kelli Smith and John Huber, a Lean Management Consultant from Tulsa Oklahoma who we contracted with to review our circulation processes and systems will present and discuss the improvements identified that will help to move materials through our library more efficiently. A Request for Proposal (RFP) will be released in late September for a new AMH.

Lower-level remodel

We are on schedule with the improvements for the Lower Level of the library. Debbie Stanton, Public Services manager is the team lead and has collaborated with a cross departmental team to create a plan that will update paint, floors, create some small study spaces, update staff break rooms and bathrooms and create a new photography lab for our gallery collection. This is a 2-3 year project and will be phased based on funding with the Facilities Master Plan.

Readers & Reading

Implement book talks and readers conversations in the new Reader's Lounge

The Reader's team has been active with hosting book talks called Let's Talk about.... in the new Reader's Lounge next to the fireplace. Book talks are offered several times each week and they have been quite popular. I had the opportunity to attend one and got to add books to my personal to be read (TBR) list. If you have not had a chance to join one, they are listed on the events page.

Included following my report is the 2024 Strategic Plan Project document.

2023-2024 Performance goals

Library Service Growth

Summer Engagement Update

We had a successful Summer Adventure program in June-July. I developed summer engagement stretch goals to help us determine baseline for future program years. Overall, in comparison year over year we saw a 6.1% increase in gate count, .5% increase in items checked out, a 5.4% increase in program attendance, a 67.6% increase in Gallery visits and a 17.5% increase in summer reading participation. We will be determining next year's summer engagement goals early in 2025.

Community Visibility

The Communications and Marketing team has been working on a 2024-2025 Marketing Plan focused on the strategic plan including attracting new and retain current library users. Diana Friend, Communications and Marketing Director will bring the final Marketing Plan in October as Trustee Education. This is the first formal marketing plan for the library in 15 years.

New Business

Adoption of the FY2025 Operating Budgets

This is the official board action that approves the budget for FY2025. We will move into the Revenue Neutral Rate Hearing (RNR) and then the Public Hearing on the proposed Budget. Following each hearing, the Board will vote on the Revenue Neutral Rate and the proposed 2025 budget.

Professional Activities/Community Contacts

July 16-July 19, 2024	Attended the Greater Topeka Partnership- Intercity Visit Boise Idaho.
July 24, 2024	Spoke at the Security Benefit check presentation for the Kids Library Remodel.
July 26, 2024	Attended the National Issues Forum Institute board meeting.
July 30, 2024	Met with Michaela Saunders- K-State PhD student on research project on social infrastructure and leadership.
August 2, 2024	Attended Public and Cultural Program Advisory Committee meeting over Zoom.
August 2, 2024	Attended ALA Planning and Budget Assembly meeting over Zoom.
August 5, 2024	Attended the Capper Foundation board meeting.
August 5, 2024	Attended the Board of Trustees Executive committee meeting
August 6, 2024	Met with Century Business Technologies owner.
August 6, 2024	Met with Jim Rhodes, customer.
August 9, 2024	Attended the National Issues Forum Board retreat on Zoom.
August 14, 2024	Attended the United Way Shawnee County Advisory Council meeting.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 08/16/24

Strategic Plan 2024 Projects

Focus Area	Strategic Initiative	Action	Quarter beginning	Status
Connection	Digital Equity	Expand digital skills training	Q4	ongoing
		Visit innovation centers and local technology schools to strengthen best practices and offerings	Q2	ongoing
	Socialization	Update program review process to support social events for the public.	Q4	not started
Space	Access	Evaluate current Mobile Delivery Plan	Q1	ongoing
		new Automated Material Handling System	Q3	ongoing
		Kiosk upgrade	Q2	ongoing
		Lower-level remodel part 1	Q3	ongoing
		Reader's Lounge remodel	Q1	completed
		Kids Library remodel	Q2	ongoing
	Digital Library	Develop a strategic work plan for Digital Library	Q2	ongoing
		Market and promote library digital resources to the community in an engaging way	Q4	ongoing
		Launch the new Digital Library website	Q1	completed
Learning	Readers & Reading	Create Juvenile Detention Center program to support young adult readers	Q1	ongoing
		Implement book talks and readers conversations in the newly renovated Reader's Lounge	Q3	ongoing
	Play and Experiential Learning	Ensure that the updated Kids Library design is infused with play-based learning opportunities	Q1	ongoing

Joy	Discover & Grow Passions	Update program review process to support unique offerings that cannot be found elsewhere	Q4	not started
Joy	Celebrate Local Stories	Expand library presence at community events focused on culture	Q2	ongoing
	Celebrate Local Stories	Expand collaborations with community groups	Q4	not started
		Build a dynamic Genealogy & Local History webpage	Q3	not started
		Create a Digital Memory Lab in the Level 2 Tech Center	Q1	ongoing
People	Training	Develop a standard process and practice for all staff on how to effectively work in all public facing areas of the library.	Q2	ongoing
		Provide training on de-escalation and trauma-informed practices	Q2	ongoing
	Recruitment and Retention	Engage in compensation study	Q1	completed

Dolly Parton's Imagination Library

July 2024



Total Enrolled
5,771

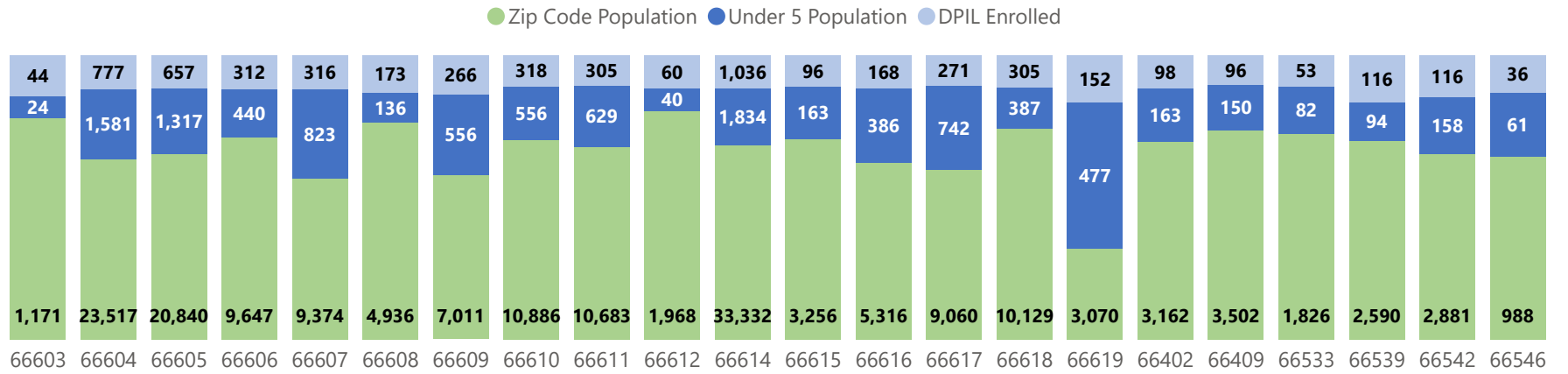


Total Graduated
8,882

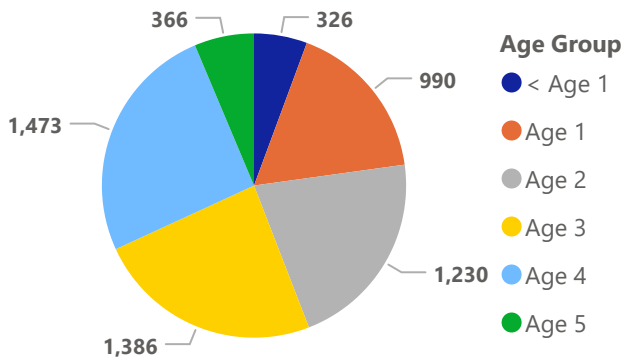
Year, Month

2024 (Year) + July (Month)

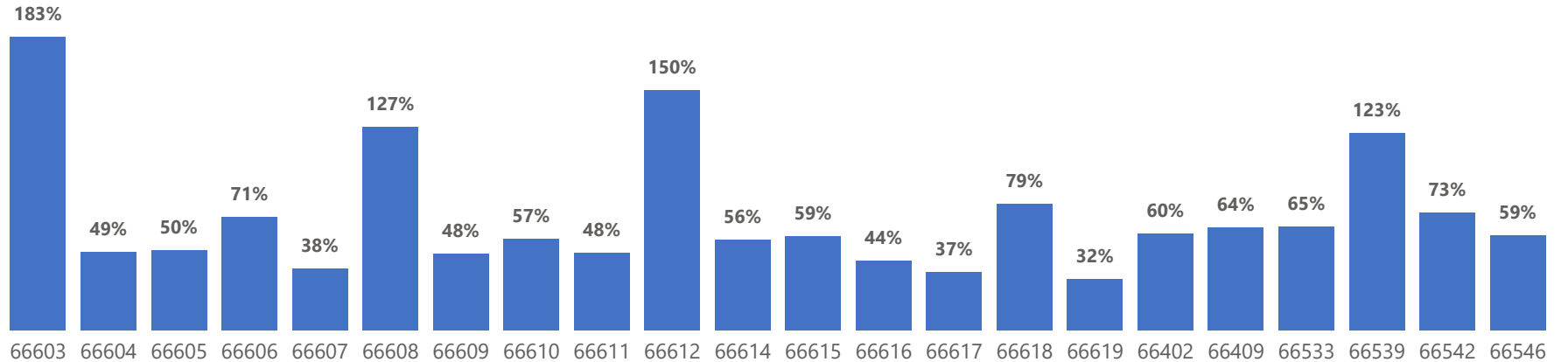
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman

August 15, 2024

Kids Library

The design plans for the Kids Library have been finalized and the Request for Proposal posted on the library's website. Bids are due September 10, and we plan to have a recommendation at the September board meeting. Based on this timeline, construction will most likely begin in late October / early November, with completion scheduled for Memorial Day 2025.

Just as was the case with the Readers Lounge, we will need to move collections to temporary locations to keep them available to the public and allow construction to proceed. We will have more details on these plans and the timeline once a contractor is selected. There will be some inconvenience to staff and the public during construction, but the end result will be well worth it.

Bookmobile Fall 2024

As mentioned in Patrick Berry's report below, Community Services has been gearing up for some changes to how the Adventuremobile is utilized and updating the Bookmobile schedule. These changes will be implemented in September and will provide essentially the same number of service hours, but with some changes to stop times. The updated schedule will provide more evening hours of Bookmobile service and working the Adventuremobile into the schedule will help make training and scheduling staff easier since that vehicle does not require a CDL.

Leadership Greater Topeka 2025

For the past several years the library has sponsored a staff member to participate in Leadership Greater Topeka. Traditionally this has been a member of management team, but we are opening up that opportunity to all staff in 2025. We can only sponsor one person, so we have an application process for any staff who are interested. So far, we have received several applications and will have a difficult decision ahead of us, but I am excited that more people will have this opportunity to get involved in the community and increase their leadership skills.

Department Highlights

Public Services

Debbie Stanton, Manager

Collaboration Spotlight

The library and United Way of Kaw Valley share a long-standing commitment to improving lives in our community. United Way brings together individuals, businesses, and nonprofits to address critical issues

such as poverty, homelessness, and educational disparities. By focusing on education, financial stability, and health, they empower partner agencies to create lasting change.

Our partnership with United Way has resulted in several impactful initiatives:

- **Dolly Parton Imagination Library:** Providing free books to children from birth to age five to foster a love of reading
- **Community Navigators:** Training volunteers to assist community members with accessing essential resources and services through on-site support at the library
- **Whole Families Coalition:** Collaborating to improve early childhood education and support the entire family
- **Book Rich Environment:** Working with the Topeka Housing Authority to increase book access and literacy in our community
- **Tuesday Collaboration Meeting:** Participating in weekly discussions with social service organizations to strengthen community partnerships and address shared challenges

Through these collaborative efforts and others, we are working together to build a stronger, more equitable community for all.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

This summer, the Sabatini Gallery has been buzzing with excitement, welcoming over 20,545 visitors with a few weeks left before it closes. Young children and their adults have been captivated by the exhibit's visuals and activities. The team's efforts to create an experience that appeals to all ages have resulted in a remarkable number of return visitors. Here are some of our favorite comments from this month:

- “We've been here every Tuesday for 6 weeks. I'm going to miss this one.”
- “This is great! We love it! We've been here five times!”
- “A young boy asked how long the exhibit would be here; his birthday is Aug 14, so he wants to come back to celebrate with volcanoes!”
- “Visitor from Japan: I can see Mount Fuji from where I work!”
- “We just came from Hawaii. I wish there had been a display like this there! Everything is so well explained. I needed that introductory level explanation. I had to come to the Topeka Library to learn about volcanoes in Hawaii!”

We also hosted 20 audience members for Andy Connolly of the Kansas Geological Survey, who discussed ash deposits in Kansas. The audience included members of the Topeka Gem and Mineral Society, who made the lecture their monthly meeting due to the heat outside.



In other exciting news, the Sabatini Gallery staff have been selected by the Kansas Art Education Association to receive the 2024 Art Enhancer Award for their ongoing support of art education in Kansas. The award will be presented at the KAEA Fall Conference on October 19.

Topeka Room: Local History

For the second year in a row, our Local History Librarian, Katie Keckeisen, has won an award from the Kansas Association of Broadcasters. This year, she took home 1st place in the Commentary/Essay/Editorial category for her story about William Aber, Topeka's fake spiritualist. <https://kansaspuplicradio.org/commentaries/2023-10-11/topekas-flirtation-with-fraudsters-mediums-and-spiritualists>

Katie also received an Honorable Mention in the Excellence in Diversity, Equity, and Inclusion News category for her story about Junius Groves, the Potato King. <https://kansaspuplicradio.org/commentaries/2023-08-30/remembering-the-former-slave-who-moved-to-kansas-and-became-the-potato-king-of-the-world>

Level 2 Tech Center

Our staff in the Level 2 Tech Center make a noticeable difference, whether assisting with basic computer needs or larger projects. Earlier this month, one of our regular patrons proudly showed the team the brochures they created for their business using the software in L2TC. They were thrilled with their design work, demonstrating the valuable benefits of our services.

Public Services

Cadie Maas, Supervisor – Readers & Resources

With the start of August, we have kicked off programming in the new Readers Lounge spaces in both the Fiction and Nonfiction wings. We have several book talks focusing on a variety of themes, starting with our “Genre Talks.” Genre Talks feature a staff member who is especially knowledgeable about specific genres in our collection. Genres include mystery, romance, suspense, memoir, and more. These programs do not focus on a particular book or author, instead they are intended to be a general overview of the genre, highlighting some of the major themes and concepts readers can expect to find in these works and sharing recent popular titles, as well as classic works within the genre. They are not intended to be a presentation, but rather an informal conversation between staff and customers around

a mutual fondness for a genre, or for customers to dip their toes into a genre they may have never read before. For the month of August, we have two genre talks planned each week covering a wide range of genres. Our marketing team has created a fun video to share on social media featuring these programs:

[Genre Reel](#). If you'd like to check the schedule to learn more about a specific genre you've always been curious about, check it out: [Books, Authors & Writing Events @ TSCPL](#)

We are also offering traditional programming around books and reading. Dave, our resident sports enthusiast offered a program on books about the Olympics and Olympians. He featured several titles in our collection and went off book to talk about some of our local ties to these notable games by featuring community members who are past Olympians.



Another new program we are offering is a series called “Fact vs. Fiction” these programs are provided by two staff members who take a topic and then feature books from both our fiction and nonfiction collections. The first program in the series is titled: Fact vs. Fiction: Vacations gone wrong. This program focuses on what happens when best-laid travel plans go awry, and features tales- both true, and fictional of vacations gone, terribly, horribly wrong.

These programs offer a great example of how staff are working towards goals outlined in our strategic plan, **connecting** with customers through books and reading, creating **joy** through enriching programming and celebrating our **local stories**.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Update

We are adjusting staffing a little. In doing so, our School Age Librarian for Outreach will be leading a team within Community Services. This evens out some teams in terms of staffing numbers and aligns the lead with the existing team. Her board report will fall there starting in September.

Teamwork

This past year the Youth Services Team has gone through significant staffing changes. At this moment in time, we are down only a single, part time position, and the process for filling it, has begun. Hiring is

much more than a numbers deal. We have infused new personalities, dealt with loss of previous relationship, learned a lot about one another, dealt with some fears, and reviewed lots of how to's. Bruce Tuckman's model of group development (forming, storming, norming, and performing) is very real to me. The whole team is getting to norming and smaller workgroup teams are at various stages depending upon the timing of filling positions within each of them. Even though we may still be gelling, we pulled off serving the busier foot traffic that summer brings. I am proud of how people have come together.

Librarian Updates

Early Childhood Outreach Librarian

The Learn & Play Bus continues to provide a unique service to our community – a mobile early childhood setting rich in learning experiences. Library staff facilitate, coach, and model engagement strategies for caregivers. Our staff also share developmental milestones and early learning tips. In addition to community partners who are regularly scheduled, the service also has a volunteer at the Western Hills' stop. She is a strong asset. Her work history demonstrates support of literacy and of the importance of early childhood education. The entire Learn & Play Bus team is appreciative of her and her desire and ability to share her expertise. The library's Volunteer Coordinator was instrumental in connecting her to the Learn & Play Bus.

Early Childhood Librarian

This summer the Early Childhood Team including the Outreach Storytellers provided 16 sessions of Preschool Stories and more. While not a new program in the summer line up, we did a bit of experimentation with presentation. We wanted to enhance the experience of large crowds, and we wanted to make the book sharing more accessible. To do that, storytellers created PowerPoints that included scanned in images of each book page. During the program, the book was shared by the storyteller as usual, but also displayed on the big screen, so that everyone could see the pictures and the text. Storytellers also wore a mic, so that they could be heard more easily too. We did take a customer survey in late June to see what people thought of the changes. The response was overwhelmingly in favor of them, so it is a practice we plan to continue. Activities this summer included making gnome homes, assembling bird feeders, squishing moon sand, watching Daisy the dog do amazing tricks, and participating in mini Olympics.

Preschool Storytime starts in August and birth to three programming begins in September.

School Age Outreach Librarian

Outside events are important in supporting the community growth because they bring people together and provide chances for interaction and collaboration with one another. This month I had the opportunity to table at an event at Pauline South Intermediate where I and 21 other vendors were handing out helpful resources, such as new backpack, a wide variety of school supplies, new bike helmets and much more to families with students who will attend the Pauline Schools this year. The families that live in the Montara neighborhood have expressed concern that they don't feel not seen or heard and have fewer resources available to them. For example, not only is it a low-income area, but folks without reliable transportation are unable to easily go into town to receive proper resources because there are currently no bus routes to this neighborhood. The goal of this event was to bring resources directly to families and to make them feel supported by a community that cares about them. With this event we served over 300 families in need!



School Age Librarian

Our school age readers were enthralled with the variety of experiences at TSCPL this July. Participation numbers continued to be high. A favorite performance was by award-winning magician, Jack Reid. His magic included audience participation and yielded a lot of awe. Staff gave out oodles of prizes to all our young patrons as they reach their reading goals! We watched the smiles on their faces grow as we helped them celebrate their personal reading accomplishments. The intrinsic value customers gained was priceless. New this year, Topeka Public Schools students were able to link their library and Beanstack profiles to get credit for all their logged reading both with the library and at school. We sincerely thank our community partners for supporting incentives and our volunteers who helped us with registration, prizes, and programs. Together, we all made magic happen.



Teen Librarian

The Teen team is fully staffed for the first time in several months! We are excited to bring some fresh ideas to previous programs, as well as new ideas altogether in the coming months. We are glad to offer a better slate of programs especially as school gets back in session. We are excited to since greet new and returning teens to The Edge.

Our August David J's Place display features picks from Topeka school media specialist. They let us know what is popular at their libraries so that we could feature titles that teens are demonstrating are of interest.

Program Services

Autumn Friedli, Program Services Coordinator

Summer!

Summer was hot in Topeka, especially at the Topeka & Shawnee County Public Library. A variety of programs all summer long brought in people of all ages all summer long! With everything from learning about Geodes (a program that saw well over 500 attendees – see the picture for proof) to an indoor campout – kids (and adults!) had quite an adventure at the library all summer long. The Summer Program Teams did a fantastic job coming up with exciting new things each week to keep people coming back all summer long.



Music For a Sunday Afternoon

We closed out summer and moved right back into our regular programming! Music for a Sunday Afternoon brought in the Topeka Jazz Workshop on Sunday, August 4th. Somewhere around 140 people beat the heat and enjoyed some cool, smooth jazz in Marvin Auditorium. The next Music for a Sunday Afternoon event will be on Sunday, August 25th in Marvin Auditorium with Opera Souvenirs: Harp Music by Rob Banks!



Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Topeka Genealogical Society Collection Update

We are working with the Topeka Genealogical Society (TGS) on a long-term plan to transfer some materials in their collection to our library. TGS has a physical library space at 27th & SE Indiana that houses their collection. TGS has a plan to vacate the building housing their library and disperse their physical collection to other libraries or genealogy-based organizations while continuing on as a membership society offering classes, conferences and online resources. To complete our part of the project, a small team of library staff and several volunteers have been working through a large spreadsheet that serves as the library catalog for the TGS collection. TSCPL staff and volunteers are checking to see if we own the books in our own collection, which other libraries in our nearby region own the books as well as their availability through online resources. It is a tedious, title-by-title endeavor however they are making steady progress. We plan to be through the spreadsheet before the end of this year and will then move into the final decision process about which items we will bring into our collection. This work is done to support our strategic plan initiatives related to genealogy and helping beginners and others connect to their family stories and places in our community. We appreciate TGS working with us as we progress through this initial phase of the work.

Juvenile Detention Center Collection Update

Working with the librarian at the Shawnee County Juvenile Detention Center, we've started ordering new materials for their collection. This project is supported by a Lyrasis Catalyst Fund grant we received in June. Books are being ordered as well as Playaway audiobook and Launchpads. The librarian we work with shared with us that she is currently working with a young person at the center who is unable to read print books due to a physical disability. We fast-tracked getting some Playaway audiobooks on order so that she could have something available for this child to enjoy from the collection. She selected the titles and we worked on finding the lowest prices from our selection of vendors. The work is going well and it's exciting to work with this librarian on creating a collection that's specifically curated for the children at the center. I will continue to share updates as we progress through this project. We're off to a great start!

Community Services

Patrick Berry, Community Services Supervisor

School Outreach

As discussed last month by the Chief of Staff, beginning this Fall, we will be sunsetting the Adventuremobile service to schools and integrating the Adventuremobile into our bookmobile rotation. This transition will extend our reach to individuals and families across Shawnee County.

This will allow us to enhance our Kansas Connections service. It may allow the library to reach more students in more schools across Shawnee County. Our School Outreach Team is prepping for the

upcoming year, and we anticipate releasing the signup form for teachers in September, with classroom programming scheduled to commence in late September.

We are also pleased to introduce the newest member our School Outreach team, Jacee Gleason. Jacee was previously with Youth Services as one of the library's School-Age Librarians. Jacee will be bringing valuable experience and enthusiasm to our efforts here in Community Services.

Bookmobile

We are delighted to report a continued increase in checkouts for the Bookmobile Team, with last month's checkouts exceeding 5300 items, marking a positive trend for this service over the last two months.

@Home Delivery

The @Home Delivery Team achieved nearly 3700 checkouts in July, an increase of approximately 300 items compared to the previous month. This performance includes the successful distribution of Summer Reading prizes to adults within our communities.

Digital Services

David King, Digital Services Director

Self-Check Kiosk Project Update

The paperwork is done, and the project has begun! We are scheduled to install the new kiosks at the end of September. We are looking forward to refreshing our self-check kiosks with newer, modern models.

Staff Intranet – the best!

At the summer ALA conference, I talked to Inkleaf, which makes intranet sites for libraries. They were interested in seeing ours, so Shannon Eddings and I met with them and gave them a tour of our staff intranet. After the tour, John (the CEO) commented that he has seen a LOT of library intranet sites ... and ours is by far the best one he has ever seen! So – kudos to our DS and Communications staff for building a nice staff intranet site!

Top Web Pages for July 2024

1. Summer Reading: 3272 Pageviews
2. Tools & Services Page: 4272 Pageviews
3. Work at the Library: 2977 Pageviews
4. Careers Page: 2456 Pageviews
5. Get a Library Card: 1889 Pageviews
6. Friends of the Library: 1803 Pageviews
7. Hours & Locations Page: 1665 Pageviews
8. Election and Voting Information: 1306 Pageviews

9. Topeka Zoo Passes: 1239 Pageviews
10. Library Catalog: 1192 Pageviews

Social Media Highlights for July 2024

Facebook

- Work at the Library – reached 4816 people
- Soccer Tournament – reached 4544 people
- Security Benefit gift – reached 4259 people

Instagram











- Fun at One – reached 1484 people
- Mobile printing service – reached 639 people
- Dazzling Dave – reached 459 people

Social Media Report – July 12-Aug 15, 2024

As summer wound down, so did social media activity, but our audience remains engaged and enthusiastic. Happy faces featured prominently during this period from staff and volunteers to customers and community partners. This period particularly showcases our commitment to children. The Security Benefit check presentation is one of our most engaged posts, and the live video from the event has been played more than 4000 times. The Read and Ride program highlighted another community partnership and a direct impact to area kids. Kids and teens enjoying events and experiences in the library also caught audience attention. A post promoting Bilingual Games appeared to have moderate success, but saw a return of a larger attendance than usual at this event with customers reporting they found out about it on social media.

We published 32 videos on Facebook during this period. Our new Monday Minute series is off to a strong start with thousands of plays and increased interaction each week. Two entertaining videos, Librarians Talk Genre and Librarian Bolero Challenge, gave customers a good chuckle and generated interest in upcoming programs. With the help of our intern, we jumped onto a video trend and answered an FAQ – how do I print from my phone at the library? Videos posted toward the end of this period, like Books to Keep the Olympic Spirit Going and the National Book Lovers Day series have been popular and will continue circulating and increasing reach.

Top 10 Facebook Videos & Reels by Plays

	Title	Date published ↑↓	Plays ⓘ ↓
Security Benefit	 Security Benefit presents donation to the T... Topeka & Shawnee County Public Library	Wed Jul 24, 10:08...	4.1K Plays
Print from your phone	 Did you know you can print from your phon... Topeka & Shawnee County Public Library	Tue Jul 30, 3:28pm	2.1K Plays
Monday Minute #1	 This week we're launching something NEW... Topeka & Shawnee County Public Library	Mon Jul 22, 11:29am	1.9K Plays
Librarians Talk Genre	 Is there a genre you love to read and you ju... Topeka & Shawnee County Public Library	Sun Jul 28, 5:00pm	1.7K Plays
Librarian Bolero Challenge	 We're always game for trying something ne... Topeka & Shawnee County Public Library	Sun Jul 21, 5:00pm	1.6K Plays
Volcanoes in Kansas	 Volcanoes in Kansas?! Have you ever heard... Topeka & Shawnee County Public Library	Thu Jul 25, 9:08am	1.5K Plays
Romance Book Chat promo	 Come chat with us about books! Our NEW ... Topeka & Shawnee County Public Library	Wed Jul 31, 1:00pm	1.3K Plays
Epic Adventure (TCALC)	 Come to the library for epic reading advent... Topeka & Shawnee County Public Library	Fri Jul 19, 8:30pm	1.2K Plays
Blockbuster reminder	 Sugar Free Allstars have two more shows t... Topeka & Shawnee County Public Library	Wed Jul 31, 11:11am	1.1K Plays
Kids at Floor is Lava	 These two boys met one day at The Floor is... Topeka & Shawnee County Public Library	Thu Aug 1, 2:02pm	1.1K Plays

Top 10 Facebook Posts by Engagement Rate

	July 30, 2024 12:30am	The library is an excellent place to work. Come be part of our team! We have several positions open that might be right for you. Learn more and apply on our website. https://tsopl.org/work-at-the-library	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			759	69	2,988	2,942	28.25%
	July 20, 2024 12:30am	It takes a lot of volunteers to set up the book sale every quarter! They make quick work of arranging thousands of items to sell. When you come to the book sale this weekend, thank a volunteer! We are so grateful for all our volunteers!	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			391	93	3,486	3,486	14.00%
	July 24, 2024 06:57pm	Today, the Library Foundation received a \$50,000 gift from Security Benefit to support the renovations of the Kids Library. Read on to learn more about the grant and some key features the renovations will include.	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			403	181	4,430	4,275	13.57%
	July 31, 2024 01:01am	Wow, it was so fun to see so many friends at the library today! At Stories & More we sang "C is for Cookie," read wonderful books and made paper jellyfish! Then Fun at One spun us right 'round, baby! We made drinks and more!	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			230	40	2,134	2,101	12.79%
	July 17, 2024 12:30am	Today for Fun at One, Victoria Lafean, an Ojibwe of the Turtle Clan, shared with us the story of the Jingle Dress Dance and the culture of the Ojibwe people. The story of the Jingle Dress Dance is one of healing and hope.	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			172	55	2,082	2,044	11.00%
	July 18, 2024 12:30am	At today's Blockbuster Wednesday, we explored outer space with Dino O'Dell and sang some songs that made us laugh, helped us learn and left us feeling happy. Dino let us take turns playing a cool musical instrument called a kazoo!	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			173	23	1,830	1,739	10.82%
	July 24, 2024 12:30am	The library isn't all fun and games, you know. Except for days like today! This morning, Stories & More was all about dogs! Dog stories, dog songs, and a real dog came to do some neat tricks! Then, at Fun at One, we played a game!	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			121	27	1,392	1,343	10.63%
	August 14, 2024 09:36pm	Step into the bright, open and relaxing fiction and nonfiction wings to find a book, work on your device, chat with a friend, meet with a book group or escape into your latest read. We've made our book wings at the library easier to navigate. Formerly known as the east and west wings, these spaces have been reimagined!	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			474	132	5,963	5,963	10.35%
	August 2, 2024 04:21pm	Campers at Deer Creek received a free bicycle today through the "Read and Ride" program, sponsored by the Topeka and Shawnee County Public Library; the United Way of Greater Topeka; and the Topeka Housing Authority.	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			300	87	3,894	3,808	10.14%
	August 8, 2024 05:00pm	Hanging out at Anime Club. Acting natural.	Post Clicks	Reactions	Impressions	Reach	Eng. Rate
			176	32	2,171	2,152	9.72%

Top 10 Facebook Posts by Reach

	August 14, 2024 09:36pm	Step into the bright, open and relaxing fiction and nonfiction wings to find a book meet with a book group or escape into your latest read. We've made our book wings at the library easier to navigate. Formerly known as the east and west wings, these spaces have been reimagined!	Post Clicks	Reactions	Impressions	Reach
			474	132	5,963	5,963
	July 23, 2024 06:00pm	The library is hiring! Come be a part of the team that brings the library to you. Lib the Bookmobile team, is looking for someone to provide library materials and info bookmobile and delivery services. Apply for the Community Services Library Senior	Post Clicks	Reactions	Impressions	Reach
			389	42	5,033	4,827
	July 12, 2024 12:30am	There's excitement in the air at the library, and it's all about the Copa America soccer game (hosted by the United States this year)! Two of our staff have a special role in the game—Judy is from Colombia and Fernando is from Argentina. Their respective	Post Clicks	Reactions	Impressions	Reach
			245	107	4,544	4,544
	July 24, 2024 06:57pm	Today, the Library Foundation received a \$50,000 gift from Security Benefit to support the renovations of the Kids Library. Read on to learn more about the grant and some key features the renovations will include.	Post Clicks	Reactions	Impressions	Reach
			403	181	4,430	4,275
	August 2, 2024 04:21pm	Campers at Deer Creek received a free bicycle today through the "Read and Ride" program, sponsored by the Topeka and Shawnee County Public Library; the United Way of Greater Topeka; and the Topeka Housing Authority.	Post Clicks	Reactions	Impressions	Reach
			300	87	3,894	3,808
	July 20, 2024 12:30am	It takes a lot of volunteers to set up the book sale every quarter! They make quick work of arranging thousands of items to sell. When you come to the book sale this weekend, thank a volunteer! We are so grateful for all our volunteers!	Post Clicks	Reactions	Impressions	Reach
			391	93	3,486	3,486
	August 5, 2024 08:44pm	Announcing our next author visit – Lisa Scottoline! We're hosting a conversation, known author of legal thrillers, historical fiction and essays on Monday, September 2nd at 7:30pm in the Community Services Library Senior Auditorium.	Post Clicks	Reactions	Impressions	Reach
			131	48	3,272	3,235
	July 30, 2024 12:30am	The library is an excellent place to work. Come be part of our team! We have several positions open that might be right for you. Learn more and apply on our website. https://tsopl.org/work-at-the-library	Post Clicks	Reactions	Impressions	Reach
			759	69	2,988	2,942
	July 22, 2024 09:36pm	If you've taken your little ones to Stories & More this summer, you might recognize helping with kids programming this summer, most recently turning pages on the senior in high school, Cameryn enjoys skateboarding, video games and mythology!	Post Clicks	Reactions	Impressions	Reach
			58	63	2,412	2,412
	August 7, 2024 08:29pm	Library days are the best days 📖	Post Clicks	Reactions	Impressions	Reach
			142	61	2,275	2,275



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Resolution – Levy a Property Tax Rate Exceeding the Revenue Neutral Rate for the FY 2025 Operating Budgets

**BOARD OF TRUSTEES
August 22, 2024**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, shall levy a property tax rate exceeding the Revenue Neutral Rate for the FY 2025 operating budgets.

The Revenue Neutral Rate for the Topeka and Shawnee County Public Library was calculated as 7.837 mills by the Shawnee County Clerk.

The FY 2025 budget proposed by the Board of Trustees will require the levy of a property tax rate of 7.910 mills. The FY 2025 levy is .282 mills less than the FY 2024 rate of 8.192.

The Board has held a hearing on August 22, 2024 to allow all interested taxpayers desiring to be heard an opportunity to give oral testimony. Having heard any testimony, the Board still finds it necessary to exceed the Revenue Neutral Rate.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Adoption of FY2025 Operating Budgets

**BOARD OF TRUSTEES
August 22, 2024**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2025 operating budgets as presented/published in the Topeka Capital Journal on August 8, 2024.

Topeka Capital Journal, The (KS) - August 8, 2024 - page 25
August 8, 2024 | Topeka Capital Journal, The (KS) | Topeka, Kansas | Page 15

State of Kansas
Special District

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
Topeka and Shawnee County Public Library
Shawnee County

will meet on August 22, 2024 at 5:00 PM at 1515 SW 10th Ave., Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate.

Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY
Proposed Budget 2025 Expenditures and Amount of Current Year Estimate for 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2023		Current Year Estimate for 2024		Proposed Budget Year for 2025			
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2024 Ad Valorem Tax	Proposed Estimated Tax Rate*	
General	15,969,275	7.054	17,232,922	6.545	19,025,487	14,367,436	6.356	
Debt Service	2,039		10,010		10,010			
Employee Benefits	3,827,068	1.836	4,866,209	1.647	5,537,630	3,511,423	1.554	
State Aid	49,187		48,744		52,000			
Non-Budgeted Funds	135,327							
Totals	19,982,896	8.890	22,157,885	8.192	24,625,127	17,878,859	7.910	
<i>Revenue Neutral Rate**</i>								7.837

Less: Transfers	2,039	10,010
Net Expenditures	19,980,857	22,147,875
Total Tax Levied	17,565,783	17,710,807
Assessed Valuation	1,976,304,148	2,162,283,640

Outstanding Indebtedness, Jan 1,		
G.O. Bonds	0	0
Revenue Bonds	0	0
Other	0	0
Lease Pur. Princ.	0	0
Total	0	0

*Tax rates are expressed in mills.
**Revenue Neutral Rate as defined by KSA 79-2988

Joan Hicks
Secretary

TP-40009859

CITATION (AGLC STYLE)

Topeka Capital Journal, The (online), 8 Aug 2024 15 - <https://www.topeka.com/news/2024/08/08/topeka-shawnee-county-public-library-adopts-fy2025-budgets>

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2025 Budget Summary

Public Hearing – August 22, 2024, 5:00 pm, Marvin Auditorium 101C

Zoom Meeting: <https://tscpl.zoom.us/j/89843212489?pwd=1w9IAOeSvaSkrPFSJfB8vZ5oTikROG.1>

Meeting ID: 898 4321 2489

Overview

The Board of Trustees and Library management have developed a budget review and preparation process that is based on a comprehensive assessment of operational and strategic needs. The process involves two extensive Board Budget Work Sessions which are held in June and July. In 2024, the Board elected to conduct a third Budget Work Session to further discuss items in the pending budget. This is a logical and responsible progression for funding, and more importantly accomplishing, the initiatives within strategic, community and facilities plans, as well as fulfilling Topeka and Shawnee County Public Library's (TSCPL's) mission and goals. This methodology will be particularly important as the Library implemented a new strategic plan in 2024 and makes decisions regarding prioritization of projects in the multi-year Facilities Master Plan. Further, the Library's past success has been accomplished by wisely using its resources and maintaining a stable mill levy rate.

As a result, the Library has progressed in the implementation of its strategic plan for the benefit and betterment of the community, including being chosen as the 2016 *Library of the Year* in the United States and Canada.

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only 1.888 mills in the past eleven years (high to low) and a fluctuation of only 1.594 mills for the past five years' actual rates. Further, the decline in the local economy, coupled with an increase in the portion of resources needed for the rising costs of employment benefits, is recognized and managed with an approved nearly flat mill levy in 2015-2024. The use of additional strategic and financial tools to anticipate and plan for needs will enhance this pattern of excellent stewardship.

Please refer to Schedule A which provides a graphical depiction of mill levy rates for the three funds with taxing authority for the past 10 years, as well as the 2025 proposed budget. Schedule B provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2025 proposed budget.

TSCPL has crafted a 2025 budget that decreases the total mill levy and actually expands services including a reconfiguration and expansion of library spaces to better accommodate the needs of 21st century customers and their usage of the building. The TSCPL 2025 "Budget Summary", published in the August 8, 2024 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2025 budget year operations, including several of the design projects on the Facilities Master Plan in accordance with the strategic plan, within the resources provided at mill levy of 7.910 which is below the 2024 mill levy rate of 8.192. The decrease in the mill levy rate is based on increased property valuations in Shawnee County.

Due to the retirement of the debt service in 2019, a resolution to increase the 2020 mill levy rate was passed by the Board of Trustees prior to the publication of the budget. The Board resolved to increase the budget levy for 2020 and following years to not exceed 9.786 mills, which equals the 2019 budget and bond levies. This requirement applies to local taxing authorities in which a majority of governing body members vote to set a budget which increases ad valorem property taxes beyond the prior year, adjusted by certain types of valuation increases and the *Consumer Price Index for All Urban Consumers*. There was no opposition to the mill levy increase. The proposed budget is less than the amount of ad valorem property tax allowed by a total budget levy of 9.786 mills.

- Modify the split of the total mill levy between the General and Employee Benefit funds.
 - *Debt Service Fund* - The elimination of the debt service in 2019 will result in the bond levy rate to be allocated to the General Fund.
 - *Employee Benefit Fund* – In recent years, a greater proportion of the total mill levy had to be allocated from the General Fund to the Employee Benefit Fund due to increasing employee benefit costs, including KPERS rate increases required by Kansas law.
- Effective with the 2025 plan year, the Library’s experience rating period has changed from August 1 to July 31 to June 1 to May 31. This change allows Blue Cross Blue Shield (BCBS) to accurately calculate the next year’s health insurance premiums by July 1 of each year. This is the first year to accurately budget health insurance premiums instead of using an estimate. The premiums will increase 8.7% for the 2025 plan year per the renewal documents from BCBS.

The dental plan is expected to increase 5% for the 2025 plan year.

- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; and (2) allow for unforeseen situations.
- Continue the design concept projects on the Facilities Master Plan in phases in accordance with the specific funding matrix and timeline. Infrastructure projects are expected to be funded by the General Fund and the Capital Improvement Fund (not a budgeted fund) if needed. The available balance in the Capital Improvement Fund as of July 31, 2024 is \$6,735,473.
- Use existing resources with a focus on supporting strategies and tactics for implementation of the Community Impact Goals:

The library’s new 2024 – 2029 strategic plan was approved by the Board of Trustees in January 2024. The plan was developed using information from more than 1,750 Shawnee County residents’ responses to a community survey along with focus groups and stakeholder meetings of hundreds of individuals who shared what matters to them about the future of the library. It is a working plan that is focused on areas of connection, learning, space, joy, and people that will benefit the community.

- Lead and fund technological advancements, including electronic materials, to support the expectations and requirements of customers and the community, and to demonstrate how technology can enhance learning and living.

The total ad valorem tax to be levied is proposed to be \$17,878,859 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2024 will produce \$98,042 more per mill above the 2024 final valuations. At a combined levy of 7.910, revenue increases by \$168,052 for the two taxed funds and is entirely due to increased property valuations at a decreased total mill levy from the prior year.

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are \$126,621 less than 2024.

The published budget also includes the State Aid Fund whose source is from the State of Kansas.

When comparing 2025 and 2024 total budgeted expenditures, the increase appears to be about \$2.5 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a “miscellaneous expenditure” or “cash basis reserve” (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for the two taxed funds includes \$2,050,000.

Expenditure authority increase – Budget Summary	\$2,467,000
Add difference in cash transfer amount from General Fund to Capital Improvement Fund in 2025	0
Less portion in 2025 expenditures for cash carry forward	<u>(2,050,000)</u>
Adjusted increase from 2024 to 2025	<u>\$ 417,000</u>

Expected 2024 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	500,000
Other employment benefits increase	(9,000)
Other operating cost increase	(34,000)
State Aid reduction to actual	<u>3,000</u>
Total 2024 Adjustments	\$ 460,000 (1)

2025 changes in expenditure authority from 2024:	
Decrease Facilities Master Plan projects using <i>one-time</i> funding	(700,000)
Net decrease employee benefits	(219,000)
Net increase contracted digital services	104,000
Net increase in salaries	740,000
Net increase in library materials	136,000
Net decrease operating expenditures from 2024	<u>(104,000)</u>
Total Change from 2024 Estimate to 2025 per Budget Summary	<u>\$ 417,000 (2)</u>

Total Change from Approved 2024 Budget to 2025 Proposed (2-1) \$(43,000)

Please refer to the enclosed Schedule C “Key to 2024 and 2025 Comparison-Notice of Budget Hearing” to assist with understanding TSCPL’s budget year-to-year.

Additionally, the reported 2024 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments based on 2023 actual and to-date in

2024 (\$24,795); (2) increase in interest earnings (\$70,000); (3) a 2% uncollectible tax revenue allowance (\$388,627-); and (4) reduction in State Aid revenues to actual (\$3,256-).

These revisions are important to the 2025 budget to recognize cash transfers to other funds and carry forward cash available to apply to budget year expenditures, instead of finding new-year revenue, but gives the appearance of a larger change between 2024 and 2025 budgets.

Schedule D provides revenue source definitions to help with understanding that portion of the budget. Neighborhood revitalization rebates are a reduction of expected tax revenues and are projected to decrease (increase total revenue) by about \$9,168 in 2025.

TSCPL is a library district and was established under Kansas law (K.S.A. 12-1261) as a municipal corporation. Unlike most libraries in Kansas and other states, it is a stand-alone municipality. It is not under the umbrella of another government. TSCPL must have its own staff for services that in many other libraries are provided free-of-charge and whose costs are not allocated for accounting or operational purposes. Examples of these services include, but are not limited to, accounting, procurement, payroll, human resources, events management, security, motor pool, information technology, clerical support, marketing and communications, janitorial, building and grounds maintenance and support, capital improvements, mailroom, utilities, telephone and internet services. Thus, this difference in governmental structure and accounting for all costs must be taken into consideration when comparing the TSCPL budget to other Kansas and out-of-state libraries. Support costs not paid or allocated to a library can be very significant.

How Was the 2025 Budget Accomplished and Will this Continue Every Year?

- The continued use of data-driven, process improvement techniques and the objective review of each vacant position have stabilized the amount of the budget spent on salaries, without a sacrifice in the quality or quantity of customer services. This is now a standard and proven practice at TSCPL with tangible benefits and should provide budget flexibility in the future as retirements and opportunities occur.
- Process improvement will be even more important as technology drives the use of the Library and the needs of its customers.
- The entire budget is proposed to carefully use one-time funding sources for one-time expenditures so the mill levy remains stable. When a budget includes one-time expenditures, it can be difficult to compare the current and prior years' base budgets.
- Overall, expenditures for the three budgeted funds decrease from the 2024 *approved* budget by \$42,989 and provides funding for: (1) \$1,000,000 in projects on the Facilities Master Plan, if needed; (2) an increase of \$103,864 in contracted - digital services which includes the purchase of new security incident software; (3) an increase in salaries to include staff merit pay increases of 3% -5% and to fund several vacant positions (\$94,706); (4) an increase in salaries to implement the Lockton compensation study recommendation (\$645,000); (5) an increase in employer paid fringe benefits to implement the compensation study (\$70,000); and (6) an increase in library materials (\$136,000). This increase is mostly funded by: (1) expenditure savings in other areas, such as increasing shrinkage and not funding twelve part time (not eligible for benefits) and two full time positions; (2) a decrease in the mill levy from 2024; and (3) an increase in ad valorem property tax of \$168,052 solely from increased valuations and not at the Library's request.

- Budgeted employee benefit costs decrease by \$219,579, primarily due to the previously explained change in how health insurance premiums are now budgeted. Historically, an *estimated* increase has been budgeted for health insurance because renewal costs were not known when the budget was prepared. The policy rating period has been changed so health insurance costs are known by July 1 and are accurately included in the budget. An 8.7% increase in health insurance and a 5% increase in dental insurance are budgeted. To retain employees in the health savings accounts, the employer contributions will remain the same for at least 2025. The retiree health premium subsidy by TSCPL will also remain at \$300 monthly, regardless of coverage.
- The shrinkage concept, to anticipate expected salary savings in advance for budget reallocation, was piloted in 2014 with no adverse effects (actual turnover seems to be in alignment with expected turnover). A shrinkage factor of 1.85% was applied to 2025 gross salaries, allowing about \$154,200 to be directed elsewhere in the budget. This is possible due to several retirements of professional level staff who will likely be replaced with lower paid staff.
- The 2025 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan and other initiatives funding matrices, and the benefit of increased property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

What does the Community Receive for its Funding Dollars?

- The Library's beautiful and spacious facility is normally open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The Board of Trustees approved the 10-year, multi-phase Facilities Master Plan as a responsible approach to prioritization and funding of building and infrastructure projects. These projects are expected to optimize people space, customer experience and service, enhance wayfinding and the amenities within the building, meet the expectations and requirements of 21st century library users, and optimally maintain the facilities.
- The front entryway renovation was completed providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.
- The first phase of the interior renovation/remodel projects was completed providing eight collaborative work rooms with technology equipment in each and a new entryway between the Millennium Café and New Books/Media area.
- Phase II of the Facilities Master Plan for interior renovation/remodel projects was completed in 2020. These projects include the renovation of the Circulation Plaza and Learning Center and the installation of new flooring in the rotunda, the main library corridor and in the east and west hallways. Claire's Courtyard was also completed and includes an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- Several projects, including renovating the public restrooms and café, demolition of the Hearing Aid building, and paving and landscaping of the area at 1001 Garfield were completed in 2021.

- Technical Services Department has been relocated from the second level to a renovated space in the lower level of the Library. The project to reconfigure this second floor space for the public was completed in 2022. Other projects completed in 2022 include the fire panel replacement, meeting room audio/visual upgrade, phase 1 of the wayfinding project (library signage), redesigning the Living Room area, replacing the air conditioning chillers and replacing the boilers. The projects currently underway are: (1) re-working and improving the Wings; (2) resurfacing the parking lot and dock drive; and (3) phase 2 of the wayfinding project.
- The renovation of the Kids Library, replacement of the Automated Material Handling (AMH) System, and redesign of staff spaces will begin in 2024 and be completed in 2025.
- The 2025 Facilities Master Plan includes funding for parking lot lights and maintenance, the second phase of the Kids Library renovation, an elevator upgrade, restroom renovations in the lower level and 1020 Washburn, and the replacement of two route vehicles.
- An extraordinary Kids' Library has transformed into an engaging space just for kids, with more exciting changes forthcoming. Bin shelving allows kids to browse picture books by their front covers, enticing more interest and check-out of this collection. Families also were given the opportunity to check out passports to the Kansas Children's Discovery Center to enhance learning with an emphasis on science, technology, engineering, art and math.
- The Learn and Play bus provides two-hour stops at two locations in the County, with more stops planned. This is thanks to a joint funding effort between the Library and The Library Foundation. The bus serves pre-school aged children and their families by allowing a remote physical location in which programming and learning can occur within customers' neighborhoods.
- The new AdventureMobile was placed in service in March 2019. This vehicle is a library on wheels delivering some of the library's most popular books, audio-books, movies, magazines, and other materials to children and their caregivers in the community. The AdventureMobile visits all places where children can be found, including schools, day care centers, community centers, parades, festivals, and other community events.
- 41% of all households in Shawnee County have an active library cardholder.
- With the help of The Library Foundation and the United Way, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 0-5. There are already over 5,900 children enrolled. This program provides the opportunity for an economical way to scale services community-wide in support of the goal that every child is ready for kindergarten.
- During 2023, about 450,000 visitors came to the building, including nearly 5,400 using the larger meeting rooms and auditorium, almost 54,000 attending events and over 30,000 attending The Sabatini Art Gallery.
- Countless visitors used the public computers more than 96,000 sessions to search and apply for jobs, research, learn and correspond.

- Over 1.86 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2023. This is an increase of 2.6% from 2022.
- Last year, about 250,000 reference questions were answered by Library staff through various formats including in person or by telephone, text, email and online chat.
- The Digital Branch welcomed about 647,000 visitors, of which 227,000 visits were to the catalog. A new catalog was implemented which has many new features including one-click hold requests, the ability to create lists, a summary of items checked out and on hold, and the ability to view borrowing history.
- Over 650,000 digital downloads of movies, ebooks and audiobooks occurred in 2023; an increase of 6.8% over 2022. Digital downloads accounted for 34.9% of all checkouts.
- Social media continues to expand with over 21,000 people who like us on Facebook, over 1.8 million YouTube views, and about 7,000 people who follow us on Twitter. The new catalog also provides a social media feature that allows users to connect with others regarding all types of materials in all types of formats.
- Bookmobiles visited 18 locations during the day and evening throughout the city and county, with the Adventuremobile visiting many schools, day cares and community centers throughout the year to provide services and programs to children. Red Carpet serves 50 facilities, as well as over 100 individuals, to provide library services to elderly and homebound customers.
- Although COVID-19 impacted traditional Bookmobile services, new services were launched to reach our community. In addition to the 18 Bookmobile stops, TSCPL@Home, a new home delivery service began in August 2020. About 36,000 items were checked out with TSCPL@Home in 2023.
- Summer Learning continues to be an essential time for students and even parents to do some recreational reading. Students and parents read 677,000 minutes as part of the Summer Reading challenge. The Alice C. Sabatini Gallery welcomed 21,849 visitors to enjoy *The Floor is Lava* summer children's exhibit.
- The Library at Work service, in which materials are brought to and picked up from the workplace, has 24 participating work sites.
- Existing services continued their success: (1) library programs, including computer services, at the city community centers; and (2) checkout of materials via the Smartlockers located inside the Oakland Community Center and the Fairlawn Plaza. Another partnership was formed with the Topeka Housing Authority to open a training center and improve access to digital learning at the Deer Creek Community Center.
- The community can share in, and be proud of, the honor of its Library being chosen the 2016 *Library of the Year* in the United States and Canada. Although the designation is only for one year, the community will always have the distinction of having a Library that received this prestigious award.

Understanding the Budget Document

There are four funds that are required by Kansas law to be budgeted; General, Employee Benefit, Debt Service and State Aid funds. All except the State Aid Fund have ad valorem property tax as their main source of revenue.

The General Fund is the source for the majority of operational expenditures (gross salaries, information technology equipment and maintenance, utilities, internet and telecommunications, vehicle costs, supplies, insurance, professional service contracts, special projects, marketing, printing, postage, library materials purchased for customer checkout, etc).

The Employee Benefit Fund is used to pay the employer-paid portion of benefits for employees, most of which are mandatory (social security, Medicare, state retirement (KPERS), medical and dental insurance, workers compensation insurance, unemployment insurance, the administration of the cafeteria benefit plan and the employee assistance program.)

The Debt Service Fund is used to pay the principal and interest on the bond issue for the building expansion project (opened in January 2002). The 2025 budget includes a cash transfer from the Debt Service Fund to the General Fund to close out the fund; the debt payment concluded in 2019.

State Aid is provided from the Kansas State Library, but is a declining revenue source.

General Fund Budget (pages 6, 6a)

Page 10 shows the estimated tax rate for the 2025 General Fund budget is 6.356 mills; a decrease of .189 mills from the actual 2024 General Fund tax rate of 6.545 mills. The net total mill levy decreases slightly between 2023 and 2024 for the three taxing funds.

Revenues

- Ad valorem property tax (net of revitalization rebates) is 88.8% of the total projected revenue for 2025; 88.4% in 2024.
- Vehicle taxes are 8.4% of the total projected revenue for 2025; 9.1% in 2024. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .26% of total revenues in 2024.
- Tax revenues represent the amount if 100% is collected, but historically there is an uncollectible amount of less than 5%. However, this can range from a few thousand dollars to a few hundred thousand dollars so careful review occurs during the year.
- Other revenue sources from fines, fees, reimbursements and interest are 2.3% of the total projected revenue for 2025. The decision to no longer charge overdue fines on children and young adult materials reduces projected fee/fine revenue but will benefit customers.
- Revenues from e-rate reimbursement increase by \$5,717 due to the addition of mifi's for patron checkout. Qualifying expenditures are budgeted at 100% of the cost since e-rate reimburses from 50% to 90% of the cost. Revenues are not netted against expenditures.

Expenditures

The total General Fund budgeted expenditures for 2025 are \$19,025,487 (including an allowable fund balance carry forward of \$1.655 million classified as "miscellaneous expense"). This is a 0.009% increase (\$176,590) from the 2024 adopted budget of \$18,848,897 (including fund balance carry forward).

The “miscellaneous expense” of \$1.65 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2026, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL’s combined percentage is 8.7%.

K.S.A. 12-1268 allows the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund. There is no cash transfer planned from the General Fund to the Capital Improvement fund (non-budgeted) in 2025.

Gross Salaries (Employer-paid benefits are budgeted in the Employee Benefit Fund.)

The budget includes 222 full-time and part-time employees (this does not represent an actual FTE position count, but rather a count of positions in which each represents one, regardless of the percentage of time assigned). The 2024 budget also included 222 full-time and part-time positions. At any given time, approximately 185 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 53.1% of the expenditure budget in 2025; 49.8% of the expenditure budget in 2024; (or 58.2% and 54.5% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The careful consideration and review of every vacant position, as well as five retirements in 2023 and at least four in 2024, have kept gross salaries starting about \$740,000 more than those budgeted for 2024 (with the annualization of 2024 merit pay, but before any 2025 merit raise). The cost to implement the Lockton compensation study recommendation (\$645,000) is included in gross salaries in 2025.
- Merit pay ranges were adjusted from 1% - 3% to 3% - 5% effective with the 2023 budget. The budget is created using a 4.8% increase on each employee’s job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increases to be paid in 2025 is estimated at about \$232,000.
- The shrinkage concept, which in previous years funded 98.15% of the gross salaries and related percentage-based fringe benefits for regular staff, has been continued for 2024 as a way to anticipate savings and better plan/fund library operations and the funding matrix initiatives to fulfill the strategic plan. It will also assist with avoiding last minute, end-of-year spending decisions and projects or the one-year delay or budget amendment required to obtain authority to spend the savings.
- For the 2025 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$154,241 in gross salary to be budgeted elsewhere.
- At the end of 2023, at least 43 employees were eligible to accept KPERS full or reduced retirement so salary savings should be expected.

Information Technology (Digital Branch) Plan and Expenditures

Information technology is vital to keep pace with the ever-changing world and the expectations of a 21st century library, the use of the Digital Branch, content and materials, and the relevancy of the Library to its constituency.

- The Contracted – Digital Services and Digital Services Support line items contain funding for projects, annual support and maintenance costs and hardware and software that change from year-to-year, but for which the base budget generally funds. The Contracted line item increases by \$103,964 and will fund: (1) annual SmartLocker lease; (2) new security incident software; (3) staff training software; and (4) co-managed IT services. The Support line item decreases by \$172,712 and will fund: (1) 80 replacement computers on the regular 4-year cycle; (2) new door access system; and (3) replace 41 security cameras. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.
- The 80 computer replacements allow staff and public computers to offer current technology, including larger screens.

Strategic, Community and Facilities Plans

The 2025 budget supports the implementation of the new strategic plan, which is focused on connection, learning, space, joy and people. This is a logical and responsible progression for funding the approved initiatives in the strategic, information technology and facilities plans, as well as fulfilling the Library’s mission and goals.

Please refer to Schedule E for funding matrices for Facilities Master Plan projects for 2025. This document reports all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- In July 2016, the Board approved the Facilities Master Plan. This approval was contingent upon it being a multi-year plan, to be done in phases likely over 10 years, and subject to available public and private funding, with each project specifically approved by the Board. The Plan encompasses both infrastructure needs and building remodeling and renovation to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the Community Impact Goals.
- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes the following projects. This funding is from expenditure savings in the operating budget and a revenue increase from assessed valuations.
- These design projects are planned for 2025:
 - Parking lot lights and maintenance, \$25,500
 - Clean building masonry, \$15,000
 - Renovate the Kids Library (part 2), \$349,600
 - Elevator upgrade, \$200,000
 - Restroom renovations (lower level and 1020 Washburn), \$245,000
 - Staff space redesign, \$75,000
 - Cabinet replacement at 1020 Washburn, \$4,900
 - Replace (2) route vehicles, \$85,000

Total Special Projects line item for all funds is \$1,000,000. Other portions of these projects may be funded from The Library Foundation, Friends of the Library or State Aid funds. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget increases by \$4,500 and is comprised of: (1) public chair replacement (\$20,000); (2) vacuums and scrubbers (\$15,000); and (3) base for overall Library needs (\$15,000). Most furnishings will be part of the Facilities Master Plan.

- A line item for the purchase of art for the Gallery was restored in 2015 and continues in the base 2025 budget (\$8,000).
- The Contracted Facilities budget decreases by \$2,600 (based on projections starting with 2023 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget increases by \$12,700 (based on projections starting with 2023 actual expenditures). This line item is primarily for public and staff copies and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-off needs.
- The Contracted Professional Services budget decreases by \$4,000 (based on projections starting with 2023 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.
- Professional service needs in 2025 include: (1) consulting work to explore satellite location/services in more detail; (2) continuation of digitation and preservation of special collections; (3) additional expenses anticipated for job postings and drug testing; and (4) a \$25,000 placeholder for unexpected professional needs.

Other expenditures paid in this line item are credit card processing and bank fees, new hire and employee testing, courier service between libraries, and notary fees.

Library Materials

- The 2025 budget for library materials has increased by \$136,000. The materials' budget represents 12.7% of the total General Fund budget (and 13.5% without Special Projects) but drops to 9.7% of the four budgeted funds.
- The library materials budget for 2025 reflects the library's response in providing high quality, diverse physical and digital library collections. There continues to be a budget shift from physical to digital collections.
- If the State Library's funding to public libraries continues to decline, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years, sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

Other Expenditures

- Cataloging and interlibrary loan service database costs decrease by \$12,059 based on communications from the vendor (OCLC) and 2024 year-to-date actuals.

- The Conference budget line item is decreased by \$3,000 in 2025. Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. Managers submitted specific proposals for conferences for 2025 and the CEO requested funds for Trustees to attend national conferences. Several staff serve on national councils and boards and must attend the conferences. The Public Library Association conference is held every other year and 2025 is not a conference year.
- By Kansas statute, TSCPL is required to support 50% of the budget requests for the libraries in Rossville and Silver Lake. These costs continue to increase. An additional 6.2% increase from 2024 *actual* now known (\$9,025) is budgeted at a total of \$153,436 for both libraries.
- Marketing and Printing budget line items are increased in 2025. Total increase from 2024 for these items is \$5,134.
- Programming is increased by \$5,673 for added services and events.
- Insurance, Staff Training, and Membership/Dues budgets remains flat from 2024.
- Supplies increase by \$4,014 based on 2023 actual expenditures. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Electric costs have been decreased by \$49,628 based on 2023 actual expenditures and a 3% increase per the state budget indices. However, the utility market can become volatile and is subject to weather.
- Vehicle repair budget line item is based on 2024 actual expenditures to-date and increases \$25,000 in 2025. The base budget for vehicle fuel has been increased 3% or \$1,365, per the state budget indices. No fleet additions are projected.

Debt Service Fund Budget (page 7)

Reserve Fund

The debt incurred with the bond issue was paid in full in September 2019. A one-time cash transfer has been budgeted in 2024 from the Debt Service Fund to the General Fund in the amount of \$10,010 to close the fund. This amount includes the 2023 projected cash forward and an estimate for delinquent taxes which may be received. This amount also includes estimated interest earnings. Because residual back taxes continue to be deposited to the Debt Service Fund, another transfer of \$10,010 is budgeted in 2025. This transfer will be from the Debt Service Fund to the General Fund.

Employee Benefit Fund (page 7)

Page 10 shows the estimated tax rate for the 2025 Employee Benefit Fund budget is 1.554 mills; a decrease of .093 mills from the 2024 rate of 1.647. The net total mill levy decreases slightly between 2024 and 2025 for the three taxing funds.

As previously described, the experience rating period has been changed which allows Blue Cross Blue Shield (BCBS) to accurately calculate the next year's health insurance premiums by July 1 of each year.

The premiums will increase 8.7% for the 2025 plan year per the renewal documents from BCBS. The dental plan is expected to increase 5% for the 2025 plan year.

Revenue

- Ad valorem property tax (net of revitalization rebates) is 87% of the total projected revenue in 2025; in 2024 it was 86%.
- Motor/commercial/watercraft vehicle taxes and fees are 8.7% of the total projected revenue in 2025 ; in 2024 they were 9.5% of the total projected revenue. (Estimates are from Shawnee County.)
- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2025 are 2.9% of the total projected revenue; in 2024 they were 2.4%.
- The changes in the *Group Health Care Benefits for Qualified Retirees* policy approved by the Board in April 2015 allow for a medical premium subsidy by the Library that will continue at \$300 per month. However, the policy also requires all Medicare-eligible retirees leave the plan and enroll in Medicare supplemental insurance, or when the qualified retiree reaches the age of 65.

Expenditures

The total budget for 2025 is \$5,537,630 (including fund balance carry forward “Miscellaneous Expense” of \$400,000). This is a decrease of \$219,579 or 4% from the 2024 adopted budget of \$5,757,209 (including fund balance carry forward).

The “miscellaneous expense” of \$400,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2026, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL’s combined percentage is 7.2%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2025 as in 2023.
- Kansas Public Employees Retirement System (KPERs) – The 2025 employer rate will be 9.71% compared to 9.26% in 2024. The rate for death and disability insurance benefits will continue at 1.0%. The net increase in KPERs rates for 2025 is .45%.
- KPERs Working After Retirement - The 2018 Kansas Legislature passed a bill that impacts those employees working after retirement (WAR). The Library currently has three WAR employees. The intent of the legislative changes is to simplify the rate and earnings limit structures for KPERs retirees who return to work for the same or a different KPERs employer but retain some punitive costs for employers. Employees will no longer be subject to the \$25,000 earnings limit cap and will continue to not pay into the plan. Instead, employers will now pay rates of 9.71% on all wages up to \$25,000 and 30% on all wages over \$25,000.
- Workers Compensation Insurance – Ratings continue to be low and no increase is expected in 2025.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and has been budgeted at .10% of gross wages which is the same as 2024.
- Health/Dental Insurance – Health insurance premiums will increase 8.7% in 2025 and dental rates are projected to increase 5%. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 59% of eligible employees enrolling in the qualified high-deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.

- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$28,473 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

State Aid Fund (Page 8)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. This amount has been flat since 2019. However, the budget is estimated at a maximum amount to set sufficient budget authority (\$52,000) without the need for a later budget amendment. Actual 2025 revenues are expected to be about the same as those received in 2024 based on recent trends. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2025, this will be a Special Projects line item.

Non-Budgeted Funds (Page 9)

Only the actual revenues and expenditures for 2023 are required to be reported.

- (1) Capital Improvement Fund:** A special accruing fund established under K.S.A. 12-1268 which provides for an amount, not to exceed 20% of any annual General Fund budget prepared, published and approved by the Board of Trustees, to be set aside in a special fund for major capital improvements or major equipment purchases. A cash transfer from the General Fund to the Capital Improvement Fund has not been budgeted in 2025. Some infrastructure projects on the Facilities Master Plan may be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.
- (2) Other Special Revenue:** Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.
- (3) Permanent Funds:** Endowment funds under which TSCPL can spend the interest received on the funds but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library instead of the Library Foundation. One permanent fund that had been previously reported on the Library's financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library's reporting.

Budget Summary (Page 10) and Certificate (Page 1)

These documents establish the maximum expenditure authority for the budgeted funds for 2025. Only estimated mill levy rates are presented. The TSCPL Board of Trustees sets the budgeted expenditures but does not establish the actual mill levy rates. The actual tax rates will be determined by the County Clerk based on a Revenue Neutral Rate formula which includes the total assessed valuation as of July 1 for the TSCPL District and the amount of ad valorem tax generated.

Allocation of MV, RV, 16/20M, Commercial Vehicle and Watercraft Tax Estimates (page 2) and 2025 Neighborhood Revitalization Rebate (page 11)

These pages simply provide an allocation between the three taxing funds of revenue estimates and revenue reduction estimates (rebates) provided by Shawnee County.

What does the TSCPL 2025 budget proposal mean to a residential taxpayer in Shawnee County?

The following table displays the annual cost of the TSCPL total mill levy of 7.910 for property at various values. The formula is provided so that property taxes in support of TSCPL can be calculated based on specific property values.

**Total Assessed Valuation for 2025 Budget Purposes per the Shawnee County Clerk:
\$2,260,326,084 (value of one mill = \$2,260,326)**

Impact of Mill Levy on Residential Properties**

		\$50,000	\$100,000	\$200,000	\$300,000
7.910	Total Proposed Mill	\$45.48	\$90.97	\$181.93	\$272.90
Formulas:					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

**Total Assessed Valuation for 2024 Budget Purposes per the Shawnee County Clerk:
\$2,165,544,676 (value of one mill = \$2,165,545)**

Impact of Mill Levy on Residential Properties**

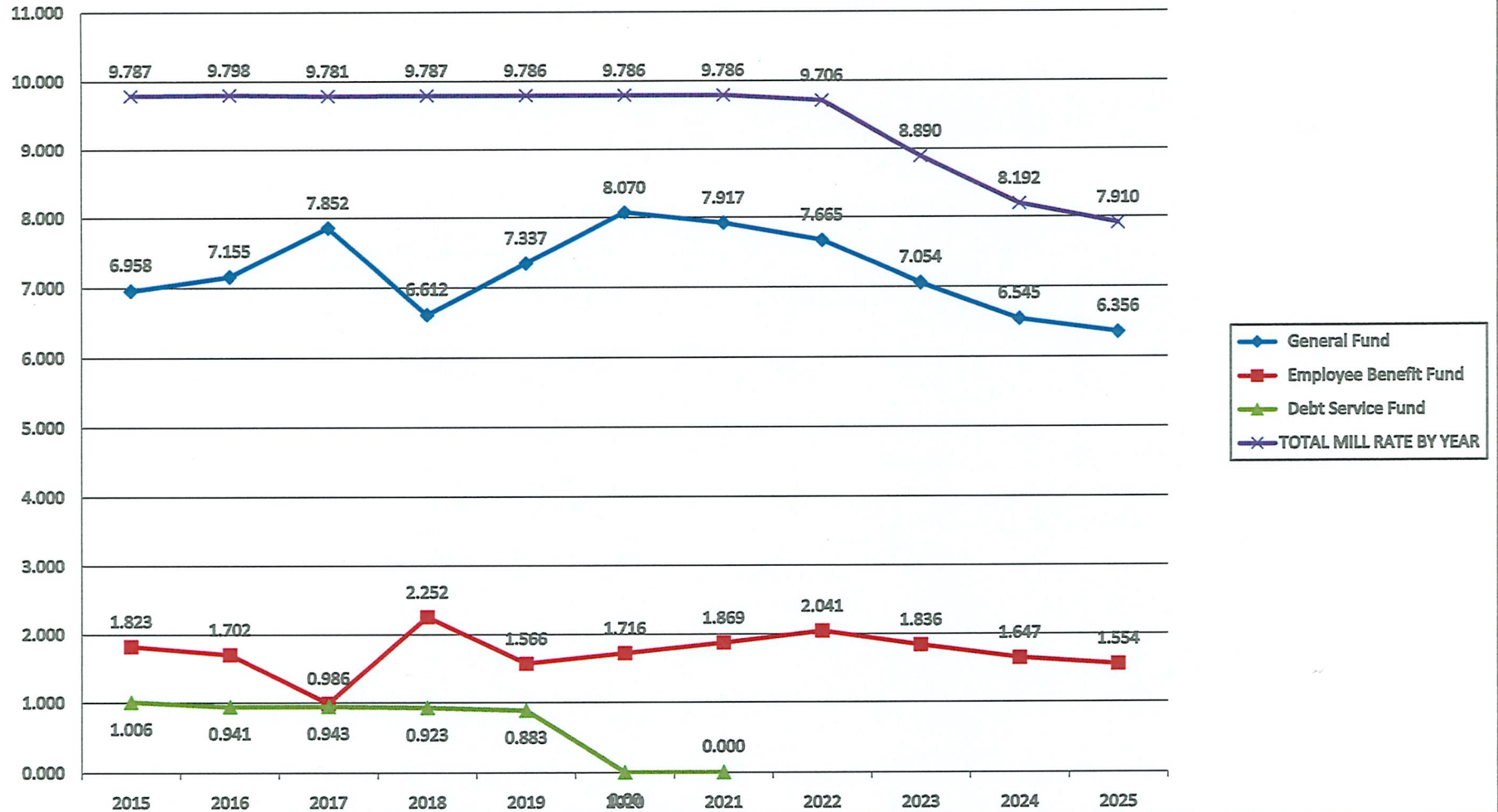
		\$50,000	\$100,000	\$200,000	\$300,000
8.179	Total Proposed Mill	\$47.03	\$94.06	\$188.12	\$282.18
Formulas:					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

** Residential properties are assessed at 11.5% of value pursuant to K.S.A. 79-1439(b)(1)(A). Commercial, industrial, railroad and improved ag land properties are assessed at 25% of value pursuant to K.S.A. 79-1439(b)(1)(F).

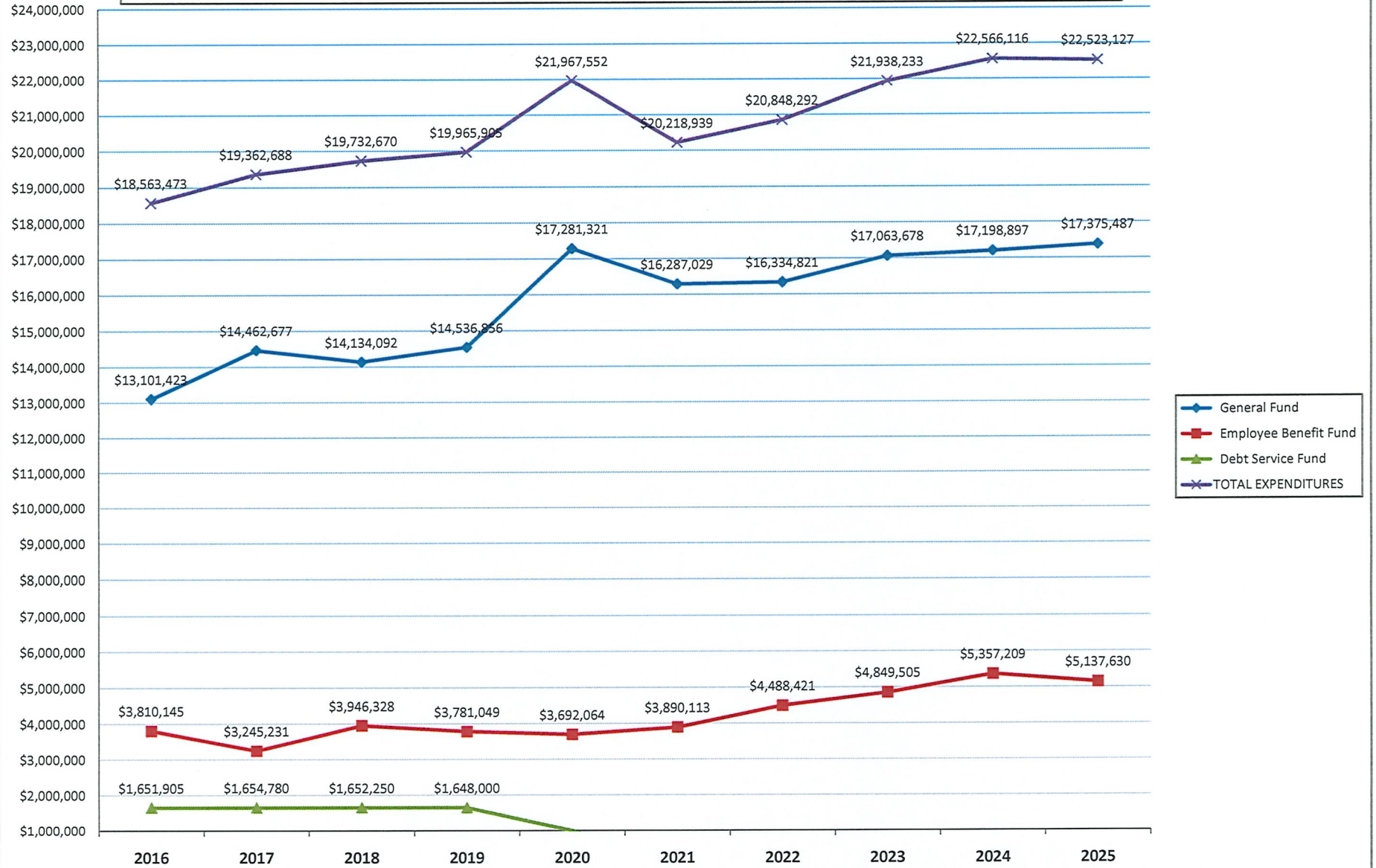
Enclosures:

- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2024 Proposed Budget
- Schedule B - Graph of TSCPL Expenditures – 10-year Retrospective and 2024 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E - Funding Matrices for 2024 for Facilities Master Plan projects

TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2025 Budget - Schedule A



TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2025 Budget - Schedule B



**Topeka and Shawnee County Public Library
Key to 2024 and 2025 Budget Comparison
2025 Budget - Public Hearing - August 22, 2024**

Has the amount of tax requested increased or decreased? *Increased;*

1 - Actual Tax Rate 2024	8.192	
2 - Estimated Tax Rate 2025	<u>7.91</u>	<i>RNR is 7.837</i>
Net Change	-0.282	

Ad valorem tax dollars by year.

3 - Total Amount of 2024 (2025) Budget Ad Valorem Tax	\$ 17,878,859
4 - Total Tax Levied 2024	\$ 17,710,807
Total Increase in Annual Ad Valorem Tax Revenues	\$ 168,052

Did the Library ask for this additional revenue? *Yes*

7 - Assessed Valuation - 2025	\$ 2,260,326,084
8 - Assessed Valuation - 2023 (final)	\$ 2,162,283,640
Total Increase in Assessed Valuation	\$ 98,042,444
Increased Value of One Mill	\$ 98,042
Increased Revenues based on Budgeted Valuation	\$ 775,512
Decrease due to Final Valuation & Setting of 2024 Mill Levy by Cty Clerk	\$ (607,460)
Increased Revenues When RNR is Increased	\$ 168,052

Why does the Library need an over \$20 million budget and why did it increase over 2024?

5 - Net Expenditures 2024	\$ 22,147,875
Add Back Revisions to 2024 Estimates for 2025 Budget:	
General Fund - Facilities Master Plan projects carryforward	\$ -
General Fund estimated cost increases - net	\$ (34,025)
Employee Benefit Fund - 2024 health plan cost decrease	\$ 500,000
Employee Benefit Fund - 2024 workers compensation increase	\$ (9,000)
State Aid Reduction to Actual	\$ 3,256
Original 2024 Expenditure Authority - excluding cash carry forward and transfers	\$ 22,608,106
6 - Net Expenditures 2025	\$ 24,615,117
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	\$ (400,000)
2025 Actual Authority for Expenditures	\$ 22,565,117
Actual Increased Expenditure Authority in 2025	\$ (42,989)
% Increase in Expenditure Authority in 2025	-0.19%
Actual Increased Taxes due to Increased RNR	\$ 168,052
% Increase in Ad Valorem Tax Revenues in 2025	0.95%

**Topeka and Shawnee County Public Library
Key to 2024 and 2025 Budget Comparison
2025 Budget - Public Hearing - August 22, 2024**

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NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of

Topeka and Shawnee County Public Library

Shawnee County

will meet on August 22, 2024 at 5:00 PM at 1515 SW 10th Ave., Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of tax to be levied and the revenue neutral rate.

Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES

Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2025 Expenditures and Amount of Current Year Estimate for 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2023		Current Year Estimate for 2024		Proposed Budget Year for 2025		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for	Amount of 2024 Ad Valorem	Proposed Estimated Tax
General	15,969,275	7.054	17,232,922	6.545	19,025,487	14,367,436	6.356
Debt Service	2,039		10,010		10,010		
Employee Benef	3,827,068	1.836	4,866,209	1.647	5,537,630	3,511,423	1.554
State Aid	49,187		48,744		52,000		
Non-Budgeted F	135,327						
Totals	19,982,896	8.890	22,157,885	8.192	24,625,127	17,878,859	7.910
<i>Revenue Neutral Rate **</i>				1		3	7.837
Less: Transfers	2,039		10,010		10,010		
Net Expenditures	19,980,857		22,147,875	5	24,615,117	6	
Total Tax Levied	17,565,783		17,710,807	4	xxxxxxxxxxxxx		
Assessed Valuat	1,976,304,148		2,162,283,640		2,260,326,084		
			8		7		

2

Outstanding Indebtedness,

Jan 1,	2022	2023	2024
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Joan Hicks
Secretary



Revenue Source Definitions

Ad Valorem Property Tax – Tax on all taxable tangible property in Shawnee County, excluding the Townships of Rossville and Silver Lake. The amount approved by the Library’s Board of Trustees to fund the budget is converted to mills by the County Clerk when final property valuations are known (end of October).

Delinquent Tax – Taxes unpaid after the date when the penalty for non-payment begins. These are not budgeted because collection is uncertain.

Motor Vehicle Tax – Tax is based on the value of the vehicle and the previous year’s county-wide average levy. It is paid when the vehicle is registered.

Recreational Vehicle (RV) Tax – Tax is assessed by weight of the RV, rather than the value of the RV, and is paid when the RV is registered. It is based on the levies in the previous year’s budget.

16/20 Vehicle Tax – Tax is assessed like the motor vehicle tax when light trucks with a weight of 16,000 to 20,000 pounds are registered. The tax is collected like an ad valorem tax, in December and June.

In Lieu of Tax – Tax received from businesses that have issued industrial revenue bonds. These businesses do not pay taxes, but may be assessed an in lieu of tax amount to help pay for services.

Watercraft Assessments – K.S.A 79-5501 was amended by 2014 House Bill 2422, effective January 1, 2014, to change the calculation on watercraft to be based on the county average tax rate rather than being assessed like other personal property in the taxpayer’s taxing unit. Because these are not specifically based on the Library’s mill levy, they are budgeted based on estimates provided by the County. However, when collected and distributed to the taxing authorities, they are not separately identified and are paid with the ad valorem tax. Thus, it appears that this line item is always 100% under-budget.

Commercial Vehicle Fees – Collection of these fees began on January 1, 2014.

Reimbursement Foundation, Friends and Shawnee County – The Topeka & Shawnee County Public Library (TSCPL) initially pays the salaries and fringe benefits for employees on loan to The Library Foundation and the Friends of the Library. Occasionally, other small amounts are paid on behalf of these organizations.

New in 2013 was the reimbursement for a technical position as a result of a partnership agreement with Shawnee County Parks and Recreation. This partnership provides computer training and access, as well as programming, in the community centers to best utilize computer facilities, equipment and instructors. This cost-effectively boosts service equity to TSCPL customers without the need to invest in “bricks and mortar.” This agreement ended on December 2023, subject to a two year renewal by Shawnee County, and was renewed in 2024.

The revenues represent the reimbursement of the expected agreed-upon share for which these organizations are responsible.

Fees – TSCPL charges fees for a number of services or for non-compliance with library policies. These fees include: (1) debt collection (recovery of cost to TSCPL for using an outside debt collection service for unpaid debts); (2) interlibrary loan mailing fees; (3) mailing fees for customer-requested items; (4) non-resident library card fees; (5) copies/printing fees; (6) obituary lookup fees; (7) meeting room and/or equipment usage fees; (8) vending machine income and from the purchase of supplies such as headphones and flash drives by customers; and (9) charges for lost and damaged materials.

E-rate Reimbursement – A federal program in which 50% to 90% of approved, actual costs paid by TSCPL for internet and wireless services, as well as some types of communications equipment, are reimbursed.

Miscellaneous – Up to \$5,000 of annual revenues not categorized elsewhere. Due to the infrequency of receipt or small dollar amount per transaction, it is more efficient to lump them in one miscellaneous category.

Investment Income – Interest on invested idle funds not immediately needed for cash flow to pay operating expenditures.

Neighborhood Revitalization Rebates – Neighborhood revitalization districts may qualify for property tax rebates based only on the valuation of new improvements to the property. Since the rebates represent the ad valorem property tax that TSCPL will not receive, these are reported as a revenue reduction.

**Facilities Master Plan
General Fund**

2025	
Landscaping/Building Envelope	
Parking Lot Lights	\$ 20,000
Clean Masonry	\$ 15,000
Parking Lot Maintenance	\$ 5,500
Sub-Total	\$ 40,500
Main Building	
Kids Library	\$ 349,600
Elevator Upgrade	\$ 200,000
Lower Level Restroom Renovations	\$ 200,000
Staff Spaces Renovation (Circulation)	\$ 75,000
Sub-Total	\$ 824,600
1020 Building	
Lower Level Restroom Renovations	\$ 45,000
Replace Annex Cabinets on 2nd Floor	\$ 4,900
Sub-Total	\$ 49,900
Outreach Services	
New Route Vehicle	\$ 55,000
New Delivery Vehicle	\$ 30,000
Sub-Total	\$ 85,000
Total:	\$ 1,000,000



Key Metrics

Net Promoter Score

86.5

End of LY: **86.4**

Difference: **0.1 ▲**

% Change: **0.1% ▲**

Active Cardholders

66,300

End of LY: **61,419**

Difference: **4,881 ▲**

% Change: **7.9% ▲**

Unique Borrowers YTD

33,854

Previous YTD: **31,117**

Difference: **2,737 ▲**

% Change: **8.8% ▲**

Door Count YTD

274,114

Previous YTD: **265,783**

Difference YoY: **8,331 ▲**

% Change YoY: **3.1% ▲**

First Time Checkouts YTD

408,950

Previous YTD: **432,770**

Difference YoY: **-23,820 ▼**

% Change YoY: **-5.5% ▼**

Digital Checkouts YTD

415,688

Previous YTD: **376,849**

Difference YoY: **38,839 ▲**

% Change YoY: **10.3% ▲**

Computers and WiFi

Computer Sessions YTD

52,361

Previous YTD: **58,429**

Difference YoY: **-6,068 ▼**

% Change YoY: **-10.4% ▼**

Avg Session Time YTD

01:04:04

Previous YTD: **00:55:08**

Difference YoY: **00:08:56 ▲**

% Change YoY: **16.2% ▲**

WiFi Sessions YTD

192,782

Previous YTD: **231,515**

Difference YoY: **-38,733 ▼**

% Change YoY: **-16.7% ▼**

Avg Session Time YTD

00:13:52

Previous YTD: **00:13:24**

Difference YoY: **00:00:29 ▲**

% Change YoY: **3.6% ▲**

Other Metrics

Program Attendance YTD

50,827

Previous YTD: **50,466**

Difference YoY: **361 ▲**

% Change YoY: **0.7% ▲**

Mtg Room Attendance YTD

38,126

Previous YTD: **38,309**

Difference YoY: **-183 ▼**

% Change YoY: **-0.5% ▼**

Reference Questions YTD

167,592

Previous YTD: **150,926**

Difference YoY: **16,666 ▲**

% Change YoY: **11.0% ▲**

	2024												2023 YTD	% Change YTD		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			YTD	
Net Promoter Score (NPS)																
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86	89.9							86.8	86.7	0.1%
Monthly # of Responses	64	45	45	35	17	107	158							471	881	-46.5%
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3	86.5							86.5	86.4	0.1%
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364	42,746							274,114	265,783	3.1%
CIRCULATION*																
Main Library																
TSCPL Curbside	1,219	907	476	398	353	421	214							3,988	11,178	-64.3%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398	43,579							256,264	284,671	-10.0%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155	1,283							8,591	8,323	3.2%
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326	52,014							308,031	305,238	0.9%
Bookmobile	7,455	7,269	7,596	7,865	4,378	7,262	6,823							48,648	46,844	3.9%
TSCPL@Home	3,198	3,163	3,309	3,207	3,544	3,401	3,680							23,502	23,246	1.1%
Red Carpet	4,484	4,168	4,732	4,775	4,469	4,838	5,028							32,494	33,631	-3.4%
Digital Downloads	61,030	56,066	60,254	58,534	59,941	59,227	60,636							415,688	376,849	10.3%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286	1,409							9,771	10,694	-8.6%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	174,666	-	-	-	-	-	-	1,106,977	1,100,674	0.6%
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414	66,791							408,950	432,770	-5.5%
CIRCULATION DETAILS																
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	76,497	-	-	-	-	-	-	454,852	463,132	-1.8%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	30,297	-	-	-	-	-	-	188,015	205,222	-8.4%
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	54,168							340,400	375,825	-9.4%
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	42,083	-	-	-	-	-	-	237,466	228,632	3.9%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	3,767	-	-	-	-	-	-	21,478	20,656	4.0%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	6,728	-	-	-	-	-	-	43,169	43,011	0.4%
NEW Patrons																
Topeka / Shawnee County																
Adults	848	866	856	731	871	971	828							5,971	4,641	28.7%
Children (ages 17 and under)	145	150	160	127	246	420	212							1,460	1,341	8.9%
Red Carpet Outreach	8	18	6	6	9	7	8							62	89	-30.3%
NEKL	42	38	61	43	40	75	61							360	337	6.8%
Non-Resident	1	0	2	3	1	0	0							7	5	40.0%
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	1,109	-	-	-	-	-	-	7,860	6,413	22.6%
PATRONS DELETED	478	348	718	755	427	282	369							3,377	2,495	35.4%
Cardholders																
Topeka / Shawnee County																
Adults	66,121	66,929	67,294	67,664	68,478	69,334	69,957							69,957	65,285	7.2%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845	15,915							15,915	15,486	2.8%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952	32,949							32,949	28,808	14.4%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424	1,425							1,425	1,355	5.2%
NEKL	9,568	9,640	9,775	10,106	10,139	10,265	10,455							10,455	9,501	10.0%
Non-Resident	98	82	38	48	48	50	53							53	105	-49.5%
Delinquent	119	127	128	92	101	108	113							113	119	-5.0%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	130,867	-	-	-	-	-	-	130,867	120,659	8.5%

Active Cardholders (Savannah)																								
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623	58,186						58,186	53,392	9.0%									
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071	8,114						8,114	8,027	1.1%									
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694	66,300						66,300	61,419	7.9%									
Unique Borrowers																								
Physical	7,920	7,926	8,320	5,336	7,316	7,460	8,479						20,932	25,019	-16.3%									
Digital	10,652	10,454	11,114	9,605	11,038	10,930	10,993						18,299	19,127	-4.3%									
Both	1,547	1,412	1,560	849	1,506	1,433	1,646						5,377	6,700	-19.7%									
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	17,826	-	-	-	-	-	33,854	37,446	-9.6%									
Holds Satisfied	14,925	12,801	13,068	13,041	13,909	13,202	14,915						95,861	100,480	-4.6%									
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899	68,254						402,426	425,661	-5.5%									
COLLECTION																								
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734	3,077						20,882	21,433	-2.6%									
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051	2,483						35,739	24,765	44.3%									
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174	334,768	334,768	334,768	334,768	334,768	334,768	339,756	349,625	-2.8%									
WEBSITE																								
tscpl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158	29,156						206,585	270,226	-23.6%									
tscpl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863	49,418						344,158	424,564	-18.9%									
catalog.tscpl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317	33,349						209,742	130,465	60.8%									
catalog.tscpl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441	68,421						442,923	285,798	55.0%									
COMPUTER USE																								
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296	8,544						52,361	58,429	-10.4%									
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47	1:09:04						1:04:04	0:55:08	16.2%									
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820	9,837						55,908	53,683	4.1%									
Wireless Sessions	29,289	26,647	25,896	34,916		40,498	35,536						192,782	231,515	-16.7%									
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00		0:12:00	0:12:00						0:13:52	0:13:24	3.6%									
Total Wireless Hours	6,585	7,183	6,558	7,998		8,580	7,675						44,579	51,682	-13.7%									
TOTAL HOURS	13,290	14,292	14,298	15,807	7,888	17,400	17,512	-	-	-	-	-	100,487	105,365	-4.6%									
NOTARY SERVICE	167	242	222	274	207	98							1,210	929	30.2%									
REFERENCE QUESTIONS																								
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	16,656	-	-	-	-	-	121,030	114,091	6.1%									
Media	1,886	1,686	1,741	1,810	2,023	1,920	2,024						13,090	13,368	-2.1%									
Call Center	4,069	4,069	3,831	4,123	3,931	4,218	3,939						28,180	30,354	-7.2%									
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193	2,246						15,772	12,090	30.5%									
Topeka Room	694	657	703	615	557	592	625						4,443	4,406	0.8%									
Gallery	283	99	197	325	169	417	461						1,951	1,748	11.6%									
L2TC	6,435	9,152	8,662	8,792	7,244	7,062	6,931						54,278	49,078	10.6%									
LibAnswers	579	578	439	422	371	497	430						3,316	3,047	8.8%									
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A									
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944	7,155						46,562	36,835	26.4%									
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	23,811	0	0	0	0	0	167,592	150,926	11.0%									
MEETING ROOMS																								
Meeting Room Bookings	448	539	528	562	471	453	438						3,439	3,183	8.0%									
Team Room Bookings	747	914	970	954	831	882	881						6,179	5,457	13.2%									
L2TC Bookings	599	715	741	737	689	727	632						4,840	4,804	0.7%									
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681	4,485						33,712	32,136	4.9%									
TOTAL MEETING ROOM ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298	4,599						38,126	38,309	-0.5%									
LEARN & PLAY BUS VISITS	46	92	104	98	116	79	46						581	964	-39.7%									

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442						86,856	91,340	-4.9%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662	14,258						91,892	106,684	-13.9%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533						160,169	163,557	-2.1%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773						45,785	45,092	1.5%
Magazines	696	665	788	801	670	959	1,016						5,595	6,534	-14.4%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602						42,352	44,618	-5.1%
RC Realia	99	109	116	137	113	117	126						817	625	30.7%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747						21,386	22,557	-5.2%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	76,497	-	-	-	-	-	454,852	481,007	-5.4%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45	57	44	48						354	288	22.9%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542						9,668	11,497	-15.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989						14,198	14,055	1.0%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921						132,191	138,236	-4.4%
Juvenile Audiobooks	252	220	235	230	229	277	266						1,709	2,120	-19.4%
Juvenile Music	121	154	127	104	112	204	185						1,007	1,586	-36.5%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326						28,796	31,634	-9.0%
YA A/V	11	5	17	14	12	13	20						92	124	-25.8%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	30,297	-	-	-	-	-	187,661	199,252	-5.8%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	-	-	-	-	-	86,856	91,340	-4.9%
Magazines	696	665	788	801	670	959	1,016	-	-	-	-	-	5,595	6,534	-14.4%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	-	-	-	-	-	9,668	11,497	-15.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	-	-	-	-	-	14,198	14,055	1.0%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	-	-	-	-	-	132,191	138,236	-4.4%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	54,168	-	-	-	-	-	340,400	368,346	-7.6%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	-	-	-	-	-	160,169	163,557	-2.1%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	-	-	-	-	-	45,785	45,092	1.5%
Juvenile Audiobooks	252	220	235	230	229	277	266	-	-	-	-	-	1,709	2,120	-19.4%
Juvenile Music	121	154	127	104	112	204	185	-	-	-	-	-	1,007	1,586	-36.5%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	-	-	-	-	-	28,796	31,634	-9.0%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	42,083	-	-	-	-	-	237,466	243,989	-2.7%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	-	-	-	-	-	42,352	44,618	-5.1%
RC Realia	99	109	116	137	113	117	126	-	-	-	-	-	817	625	30.7%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	6,728	-	-	-	-	-	43,169	45,243	-4.6%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	-	-	-	-	-	21,386	22,557	-5.2%
YA A/V	11	5	17	14	12	13	20	-	-	-	-	-	92	124	-25.8%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	3,767	-	-	-	-	-	21,478	22,681	-5.3%
Digital Downloads															
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745	44,001						292,670	257,332	13.7%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801	15,849						117,355	112,852	4.0%
Flipster	808	935	902	767	784	681	786						5,663	6,665	-15.0%
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	60,636	-	-	-	-	-	415,688	376,849	10.3%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612	19,387						130,935	123,426	6.1%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603	3,860						26,623	25,490	4.4%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423	26,021						173,799	150,072	15.8%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720	1,764						13,133	11,207	17.2%
Juvenile ebook Nonfiction	269	287	310	265	303	237	208						1,879	1,744	7.7%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222	2,272						16,230	15,141	7.2%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526	1,573						11,087	8,936	24.1%
Young Adult ebook Nonfiction	41	35	41	38	34	30	27						246	198	24.2%
Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944	1,965						13,145	10,866	21.0%

DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	57,077	-	-	-	-	-	387,077	347,080	11.5%
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