



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

June 20, 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, June 20, 2024 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of May 16, 2024, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

**Approval of June 4, 2024, Meeting Minutes of the Trustees Budget Work
Session 1 – Action Item pg. 8**

Chief Financial Officer’s Report – Kim Strube pg. 10

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. 27**

Chief Executive Officer Report – Marie Pyko pg. 29

Chief of Staff Report – Thad Hartman pg. 43

- **Kids Library Presentation – HTK**

Executive Session

Adjournment

Public Comment

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

Next Meeting

July 18, 2024

4:00 pm

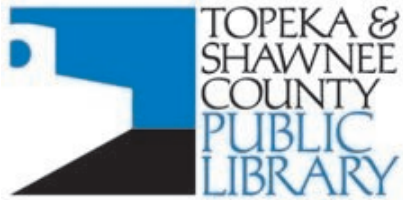
Menninger Room and Zoom meeting

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Board Members Present

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

Board Members Absent

Joan Hicks – Secretary

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 16, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Public Comment

There were three people signed in for public comment. Karen Faulk and Kathy Brown spoke, Susan Duffy was not present. The public comment session was then closed.

Trustee Advocacy Stories

Trustee Jim Ramos shared that Program Services Coordinator Autumn Friedli spoke to Topeka South Rotary and did a great job representing the library.

Trustee Mark Zillinger shared that he went to the Foundation’s May the Fourth donor cultivation event. He said it was excellent and exciting to hear library staff share about the library's future.

Approval of Minutes

On a motion by Jim Ramos, seconded by Jim Edwards, the April 18, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer’s Report

Chief Financial Officer Kim Strube noted no additions to her report. Strube is renewing Certificates of Deposit. She shared that Equity Bank will be sending documents via email to the members of the board’s executive committee.

Financial Reports

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

On a motion by Hannah Uhlrig and seconded by Peg Dunlap, the Treasurer’s Financial Report for April 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board Chair Kim Patton shared that the Star Wars themed May the Fourth donor cultivation event was a success. The event had the attendees tour the library, learn about the Level 2 Tech Center, the new plans for the Kids Library, and enjoy food and beverages. Patton thanked library staff, Foundation staff, and Chief Executive Officer Marie Pyko for their work on this event.

Friends of Topeka and Shawnee County Public Library

Friends Board Treasurer Robin Sweeney shared that the Friends of the Library's old donation drop bin has been replaced with an 8x12-foot custom building that has been affectionately named the Friends Book Barn. This will enable donors to drive up and drop off large and small donations into a covered, secure area without having to wait for library staff to assist. The pewter and grey barn is located on the delivery dock drive on the west side of the library and will be open for donations Sunday-Friday 7:00 am – 7:00 pm and Saturday 7:00 am – 5:00 pm. The Barn will be closed on the days when the library is closed. For donors who wish to receive a donation receipt, blank donation slips, and a secure drop box are available inside the building.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on Monday, May 6, 2024.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared she had no additions to her report. Pyko was able to use the Urban Library Council's Business Value Calculator to calculate the value of the library with the addition of the Level 2 Tech Center, this figure can be found in the board packet.

Pyko presented the different services that the library offers the public. She highlighted the services that people might not know about. A few examples of these unique offerings are notary services, proctoring, Steam Ahead Kits for children, magnifiers for those with vision needs, and NewsBank.

Program Services Coordinator Autumn Friedli presented Adventure Summer Reading 2024. Visit tscpl.org/summer for all upcoming offerings.

Chief of Staff Report

Chief of Staff Thad Hartman shared an update on the Readers Lounge. The wings are on track to be mostly completed and open to the public by Memorial Day. LFI Shelving has been working on installing shelving this week. The Technical Services team is moving collections in tandem with LFI moving shelving. With the changes in the fiction section of the library, two new fiction collections have been created, Romance and Suspense.

Hartman wished to shoutout the Facilities team and the Gallery team for their hard work creating the volcano that will be featured in The Floor is Lava gallery exhibit. He shared that it's great to see these two teams come together to create something exciting like this.

New Business

Bid for the 2024 Computer Replacement Purchase

On a motion by Beth Dobler, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$87,451.00 from Century Business Technologies, Topeka, KS as written.

Motion passed unanimously.

Request to Dispose of Lingo Bookmobile

On a motion by Liz Post, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously.

Executive Session

On a motion by Peg Dunlap, seconded by Beth Dobler, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, will recess the regular monthly meeting to enter into Executive Session at 4:48 pm for a time not to exceed 20 minutes to discuss legal matters with the library's attorney. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion was made by Peg Dunlap, seconded by Mark Zillinger, at 5:08 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Peg Dunlap, seconded by Liz Post, the meeting was adjourned at 5:08 pm.

Next Meeting

Thursday, June 20, 2024

4:00 pm

Topeka & Shawnee County Public Library

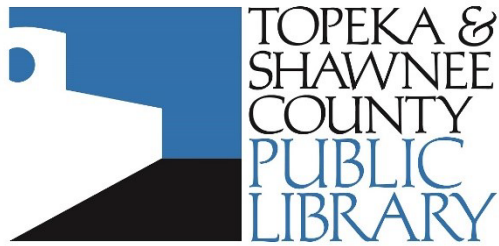
Menninger Room 206/Zoom Meeting

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

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Minutes
Board of Trustees Budget Work Session #1
June 4, 2024, 9:00 am – 11:00 am
Menninger Room 205 and via Zoom

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Fred Patton

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Chief Human Resources Officer Jesse Maddox, Access Services Manager Kelli Smith, and Executive Assistant Aubrey Conner.

CALL TO ORDER

The meeting was called to order at 9:00 am for the first of two planned Board Budget Work Sessions. Chief Executive Officer Marie Pyko welcomed the Board to the Budget Work Session 1.

Chief Financial Officer Kim Strube introduced the purpose of today’s meeting and went through the agenda.

Lockton Companies Compensation Study presentation

Joe Meyer and Maggie Schomaker from Lockton Companies spoke about the compensation study. Meyer explained the process thus far and shared recommendations and comparisons. Lockton will continue to work closely with the library even after implementation.

Discussion followed.

Fiscal Year 2024 Review and 2025 Budget Overview

Chief Financial Officer Kim Strube reviewed the documents in the meeting packet. Strube spoke about the 2024 budget moving along as expected.

Strube spoke about the assessed valuations on property. She reported 85% of properties in Shawnee County saw a rise in their assessed values. Strube shared she has received motor vehicle tax assessments from Shawnee County. The library is expecting \$126,000 less revenue from motor vehicles in 2025. Strube shared that no transfer is budgeted from the general fund to the capital improvement fund in 2024, there likely will not be a transfer made in 2025 either.

Strube spoke about FY 2025 budget planning. Strube discussed the annual line items and the one-time fund needs including the 2025 Facilities Master Plan projects. Strube shared that the employer share of KPERS will increase by 0.45%.

Strube explained that legislators added language that if an entity accepts the RNR set by the county, even if assessed valuations come in lower, they will still get the same amount of dollars for their budget that was requested in the previous year. Strube said she still anticipates the library to exceed the RNR by a small amount.

Discussion followed with no further questions.

Facilities Master Plan Update and Outreach/Satellite Plan discussion

Chief of Staff Thad Hartman and Access Services Manager Kelli Smith presented about outreach services and satellites.

Discussion followed.

Chief of Staff Thad Hartman provided an overview of projects slated for 2025.

Discussion followed with no further questions.

Review anticipated employee benefit expenses

Chief Human Resources Officer Jesse Maddox stated that he is preparing for a 7-9% increase in health insurance costs. He will have final insurance numbers prior to the July 10 Budget Work Session.

Discussion followed with no further questions.

Adjournment

The meeting was adjourned at 11:23 am.

Next meeting:

July 10, 2024

1:00-3:00 pm

Menninger Room 206 and via Zoom

<https://tscpl.zoom.us/j/88610697334?pwd=eErfcwMlxdxK6M8w3UEX7VHDt3gH7P.1>

Meeting ID: 886 1069 7334

Passcode: 782997

**Chief Financial Officer's Report
June 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 41.5% of the budget year completed, 54% of the budgeted revenue has been received and 41% of the approved budget has been expended/encumbered. This compares to 2023 in which 53% of the budgeted revenue had been received and 36% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41.5% of the budget year completed, 53% of the budgeted revenue has been received and 32% of the approved budget has been expended/encumbered. This compares to 2023 in which 53% of the budgeted revenue had been received and 33% 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 \$6,674,207.

State Aid Fund – Page 6

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use to purchase equipment/furnishings for the Kids Library. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

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	Author event	\$10,000.00	Unbound Events Inc.
Approved operating budget	Advertising for summer programs	\$11,100.00	WIBW
Approved operating budget	Annual courier service fee	\$11,020.00	Mid-America Library Alliance
Library Materials	Annual database renewal for Ancestry Library	\$8,274.21	Proquest LLC
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Library Materials	Hoopla online	\$38,524.31	Midwest Tape LLC
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Approved operating budget	2024 DEI Summit	\$7,500.00	Greater Topeka Partnership
Approved operating budget	Carts for Tech Services and stool for the Wings	\$7,236.00	Demco Inc.
Approved operating budget	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	\$40,077.63	Bibliotheca LLC
Approved operating budget	Smartlocker annual lease	\$15,965.43	Bibliotheca LLC
Approved operating budget	Annual CONTENTdm renewal	\$8,306.81	OCLC, Inc.
Approved facilities master plan budget	Architectural fees for the Kids Library	\$93,575.00	HTK Architects Inc.
Paid from non-budgeted funds	Keynote speaker fee for Identity Quest	\$15,000.00	Observation Group Inc.
Library Materials	LinkedIn Learning Library database annual fee	\$20,000.00	LinkedIn Corporation
Library Materials	Scholastic database annual renewal	\$12,194.00	Scholastic Library Publishing Inc.
Approved operating budget	Zello annual subscription	\$7,956.00	Zello.com

Approved operating budget	Service to elevator	\$9,334.76	TK Elevator Corporation
Approved operating budget	Annual Bitdefender antivirus subscription	\$20,250.00	CDW Government, Inc.
Approved operating budget	Annual maintenance for controlled access system	\$19,958.00	Cam-Dex Security Corp.
RFP was posted and approved by the Board 4/12/2024 – approved operating budget	Staff computer replacement	\$87,451.00	Century Business Technologies

Other Items:

- Please remember to schedule the forthcoming Board budget work session:
 - Wednesday, July 10th, 1 pm to 3 pm (Menninger Room 206)

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

5/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 8,580,139.98	\$ 6,839,288.43	\$ 7,788,536.59
Employee Benefits	2,314,022.82	2,188,831.22	1,683,593.08	\$ 2,819,260.96
Capital Improvement	6,533,723.06	140,483.88	-	\$ 6,674,206.94
Bond & Interest	1,095.41	1,542.99	-	\$ 2,638.40
<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	-	\$ 1,344.03
Other Special Revenue	691,309.66	17,175.08	75,406.44	\$ 633,078.30
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 11,006,646.65</u>	<u>\$ 8,647,474.88</u>	<u>\$ 18,247,523.81</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 455,683.96
Restricted Funds-CoreFirst Bank-Checking	643,826.53
Capital Improvement Fund-Community National Bank-Money Market Account	6,674,206.94
Cash on Hand	3,080.53
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	3,192,960.26
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,091,229.51
	<u>\$ 18,340,922.68</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	1,512.95
Less Payroll Deduction and Employer Benefit Liabilities	1,750.59
Less Outstanding Checks	90,135.33
	<u>\$ 18,247,523.81</u>

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

5/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	5/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 8,580,139.98	\$ 1,042,689.61	\$ 5,796,598.82	\$ 7,788,536.59	\$ 1,669,280.09	\$ 6,119,256.50
Employee Benefit Fund	2,314,022.82	2,188,831.22	25.00	1,683,568.08	2,819,260.96	36,068.00	2,783,192.96
Capital Improvement Fund	6,533,723.06	140,483.88	-	-	6,674,206.94	-	6,674,206.94
Bond & Interest Fund	1,095.41	1,542.99	-	-	2,638.40	-	2,638.40
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	-	-	1,325.00	-	1,325.00
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	13.73	-	-	10,726.31	-	10,726.31
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	3,270.52	(3,270.52)	3,368.55	(6,639.07)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.05	-	-	31.58	-	31.58
Friends	187,616.53	215.76	-	30,956.12	156,876.17	10,617.10	146,259.07
Fun Committee	6,845.90	743.54	-	-	7,589.44	65.00	7,524.44
Gallery Competitions/Exhibits	36,604.82	46.96	-	-	36,651.78	-	36,651.78
Gifts/Memorials (Undesignated)	409,610.19	10,862.28	-	32,732.13	387,740.34	61,091.83	326,648.51
Hathaway Trust - Library Materials	3,082.85	1,216.08	330.10	845.36	3,123.47	826.51	2,296.96
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	2,418.83	172.71	-	8,611.09	-	8,611.09
Lingo	-	-	-	-	-	-	-
NEH Expendable	12,776.46	13.44	-	5,351.36	7,438.54	3,500.00	3,938.54
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	7.40	-	-	5,773.04	-	5,773.04
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.05	-	-	36.63	-	36.63
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	2.81	-	-	2,203.83	-	2,203.83
Youth Services	9,201.90	1,634.15	1,151.92	596.22	9,087.91	5.38	9,082.53
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 11,006,646.65	\$ 1,093,556.27	\$ 7,553,918.61	\$ 18,247,523.81	\$ 1,784,822.46	\$ 16,462,701.35

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

5/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 5/31/2024</u>
				41.5%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 8,053,588.11	\$ (6,097,799.89)	57%
Revitalization Rebates	(126,213.00)	(81,161.31)	\$ 45,051.69	64%
Back Tax	-	88,671.75	\$ 88,671.75	N/A
Motor Vehicle Tax	1,369,020.00	161,218.32	\$ (1,207,801.68)	12%
Recreational Vehicle Tax	15,594.00	1,207.47	\$ (14,386.53)	8%
16/20 M Vehicle Tax	6,546.00	5,331.88	\$ (1,214.12)	81%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	35,268.21	\$ (12,337.79)	74%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	15,720.83	\$ 12,720.83	524%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	103,204.00	34,810.09	\$ (68,393.91)	34%
Salary Refunds-Friends	29,115.00	9,996.94	\$ (19,118.06)	34%
Salary Refunds-Shawnee Cty	21,343.00	8,738.40	\$ (12,604.60)	41%
Vending Machines	1,500.00	745.46	\$ (754.54)	50%
Overdue Fees*	20,000.00	13,520.39	\$ (6,479.61)	68%
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	1,105.00	\$ 705.00	276%
Obituary Fees	200.00	175.00	\$ (25.00)	88%
Meeting Room Charges	750.00	1,075.00	\$ 325.00	143%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	171,467.21	\$ 21,467.21	114%
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>\$ 8,580,139.98</u>	<u>\$ (7,288,587.02)</u>	54%

* 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**

5/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					41.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,030.71	\$ -	\$ 2,769.29	42%
Salaries-Facilities	688,284.00	240,065.07	-	448,218.93	35%
Salaries-Overtime	10,000.00	6,001.24	-	3,998.76	60%
Salaries-Security	309,259.00	116,294.14	-	192,964.86	38%
Salaries-Shelvers	63,125.00	15,859.04	-	47,265.96	25%
Salaries-Staff	8,301,982.00	3,193,519.84	-	5,108,462.16	38%
Conferences	174,000.00	43,814.15	39,252.03	90,933.82	48%
Staff Internal Dev/Trng - Web Based	15,000.00	4,629.20	2,682.12	7,688.68	49%
Staff Development & Training	35,000.00	7,712.38	430.00	26,857.62	23%
Mileage	7,800.00	2,479.12	9,752.50	(4,431.62)	157%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	4.97	361.85	1,133.18	24%
Materials-Periodicals	26,000.00	522.32	291.15	25,186.53	3%
Materials-Print/Non-Print <1 YR	839,000.00	301,379.33	12,576.00	525,044.67	37%
Materials-Print/Non-Print	1,207,500.00	421,369.81	131,393.45	654,736.74	46%
OPERATIONS:					
Art Purchases	8,000.00	2,483.70	-	5,516.30	31%
Cataloging and ILL Services	104,959.00	90,014.59	-	14,944.41	86%
Contracted-Digital Services	667,991.00	338,722.08	116,845.26	212,423.66	68%
Contracted-Facilities	348,600.00	114,141.48	129,817.32	104,641.20	70%
Contracted-Equipment	66,900.00	38,981.31	32,193.33	(4,274.64)	106%
Contracted-Professional	282,000.00	131,405.83	85,107.40	65,486.77	77%
Contracted-E-Rate Services	1,279.00	-	-	1,279.00	0%
Digital Services Support	623,112.00	246,016.91	92,695.38	284,399.71	54%
Furniture/Equipment	45,500.00	17,989.33	7,236.00	20,274.67	55%
Insurance	87,000.00	39,893.00	29,037.00	18,070.00	79%
Marketing & Communication	60,208.00	34,171.51	21,102.50	4,933.99	92%
Memberships/Dues	30,900.00	19,169.00	-	11,731.00	62%
Miscellaneous	5,000.00	1,141.95	1,049.98	2,808.07	44%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	26,058.56	1,156.09	37,055.35	42%
Printing	116,408.00	6,277.47	1,576.00	108,554.53	7%
Programming	113,227.00	18,753.71	38,794.65	55,678.64	51%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	58,622.89	65,502.50	1,575,874.61	7%
Supplies-Facilities	118,536.00	30,518.73	47,160.50	40,856.77	66%
Supplies-Office/Library	95,700.00	25,650.08	4,765.50	65,284.42	32%
Supplies-Processing	49,296.00	12,441.08	3,628.43	33,226.49	33%
Telecommunications	165,064.00	30,924.15	72,949.16	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	86,098.80	218,503.94	96,609.26	76%
Utilities-Gas	72,427.00	24,909.57	31,160.43	16,357.00	77%
Utilities-Water/Sewage	38,242.00	10,414.87	27,785.13	42.00	100%
Vehicle-Gas	45,405.00	9,315.29	-	36,089.71	21%
Vehicle-Repair	60,000.00	26,813.29	33,831.05	(644.34)	101%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(11.68)	-	11.68	N/A
TOTALS	\$ 18,848,897.00	\$ 5,796,598.82	\$ 1,258,636.65	\$ 10,143,661.53	41%

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

5/31/2024

	<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	8,053,588.11	57%
Revitalization Rebates	(126,213.00)	(81,161.31)	64%
Back Tax	-	88,671.75	N/A
Motor Vehicle Tax	1,369,020.00	161,218.32	12%
Recreational Vehicle Tax	15,594.00	1,207.47	8%
16/20M Vehicle Tax	6,546.00	5,331.88	81%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	35,268.21	74%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	32,368.67	124%
Reimbursements	153,662.00	53,545.43	35%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	171,467.21	114%
	<u>\$ 15,868,727.00</u>	<u>\$ 8,580,139.98</u>	54%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	3,573,770.04	38%
Other Staff Support Costs	231,800.00	110,751.50	48%
Library Collections	2,074,000.00	867,898.88	42%
Contracted Services	1,471,729.00	1,077,228.60	73%
Digital Services Support	623,112.00	338,712.29	54%
Furniture/Equipment/Art	53,500.00	27,709.03	52%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	124,125.39	7%
Utilities & Telecommunications	676,945.00	502,746.05	74%
Vehicles	105,405.00	69,959.63	66%
Other Operating Expenditures	740,545.00	362,334.06	49%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 7,055,235.47</u>	41%
Prior Year Canceled Purchase Orders		<u>\$ 152,218.93</u>	
Unencumbered Balance 5/31/2024	\$ -	<u><u>\$ 6,119,256.50</u></u>	

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

5/31/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 2,026,664.36	57%
Revitalization Rebates	(31,746.00)	(20,438.71)	64%
Back Tax	-	22,439.36	N/A
Motor Vehicle Tax	356,200.00	42,245.89	12%
Recreational Vehicle Tax	4,057.00	316.15	8%
16/20M Vehicle Tax	1,703.00	1,417.94	83%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	9,204.76	74%
Refund-Fringe Benefits-Foundation	52,069.00	15,789.28	30%
Refund-Fringe Benefits-Friends	23,578.00	7,040.30	30%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	3,760.31	38%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	8,353.80	N/A
Interest on Idle Funds	85,000.00	57,282.92	67%
	\$ 4,100,666.00	\$ 2,188,831.22	53%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	253,598.27	35%
Ks Public Employees Retirement Sys	943,675.00	357,222.76	38%
Worker's Compensation	53,000.00	61,397.16	116%
Unemployment Tax	15,004.00	5,547.71	37%
Health/Dental Insurance	3,618,770.00	1,034,430.18	29%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 1,719,636.08	32%
Prior Year Canceled Purchase Orders		\$ 246.00	
Unencumbered Balance 5/31/2024	\$ -	\$ 2,783,192.96	

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

CAPITAL IMPROVEMENT

Balance 01/01/2024	\$ 6,533,723.06
Revenue:	
Transfer In	\$ -
Interest received	140,483.88
	\$ 140,483.88
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 5/31/2024	\$ 6,674,206.94

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 5/31/2024		\$ 48,743.64

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

5/31/2024

	<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	1,521.15	15%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	2.56	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	19.28	193%
	<u>\$ 10,010.00</u>	<u>\$ 1,542.99</u>	15%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 5/31/2024	<u><u>\$ -</u></u>	<u><u>\$ 2,638.40</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 May 31, 2024

Capital Improvement Funds - Community National Bank

\$ 6,674,206.94 at 5.29% (money market account)

Municipal Investment Pool

\$ 3,192,960.26 Operating funds in "overnight pool"*;
available for transfer whenever needed

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

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

\$ 7,091,229.51 Certificate of Deposit for Employee Benefit
Fund (\$1,519,549.18) and General Fund (\$5,571,680.33);
5/16/2024 @ 5.05%; 6/15/2024 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 May 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 20,460.76	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 27.57	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 1,653.38	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 109.97	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 27.44	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 18.55	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 25.51	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 27.09	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 19.66	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 19.66	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 26.98	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 233.50	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 25.62	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 64.24	-96846
10	41000	351	5/3/24	EVERGY	<i>Electric Service</i>	\$ 19.66	-96846
						\$ 22,835.46	-96846 Total
10	21505	0	5/3/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,744.16	-96842
15	21516	0	5/3/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 28,928.52	-96842
15	21517	0	5/3/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,124.00	-96842
10	21513	0	5/3/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,474.91	-96842
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 52,271.59	-96842 Total
10	21501	0	5/2/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,833.73	-96838
10	21502	0	5/2/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,688.48	-96838
15	21521	0	5/2/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 263.46	-96838
10	21503	0	5/2/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,347.84	-96838
15	21504	0	5/2/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,347.84	-96838
10	21503	0	5/2/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,291.07	-96838
15	21504	0	5/2/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,291.07	-96838
10	21514	0	5/2/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96838
10	41000	313	5/2/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,195.27	-96838
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 82,438.63	-96838 Total
10	41000	350	5/6/24	VERIZON WIRELESS	<i>Mobile/MI-FI 2024</i>	\$ 6,662.54	-96836

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 6,662.54	-96836 Total
10	21501	0	5/16/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,941.72	-96829
10	21502	0	5/16/24	PAYCOM PAYROLL LLC	State W/H	\$ 11,716.73	-96829
15	21521	0	5/16/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 89.40	-96829
10	21503	0	5/16/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,428.78	-96829
15	21504	0	5/16/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,428.78	-96829
10	21503	0	5/16/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,309.96	-96829
15	21504	0	5/16/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,309.96	-96829
10	21514	0	5/16/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96829
10	41000	313	5/16/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,205.66	-96829
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,610.86	-96829 Total
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Tape	\$ 17.48	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Archival slide storage	\$ 73.20	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Shipping	\$ 15.37	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	orange tissue paper	\$ 8.99	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	cricut 12x12 light mat	\$ 53.97	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	cricut 12x12 reg mat	\$ 47.97	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	cricut 12x24 mat	\$ 43.98	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	32pk Comp. Notebook	\$ 33.98	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	KOVANO 96 rolls wash i tpe	\$ 9.88	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	48 sheet 6x8 puzzle	\$ 16.98	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	36pk blank 8.5x11 puzzle	\$ 19.48	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Assort. Duct Tapes	\$ 27.98	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	SEBETOW colored duct tape	\$ 18.99	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	48 sheet watercolor stick	\$ 9.99	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	4Gx 8 Value Pack Super Gl	\$ 9.99	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	25pc. plastic torndo bot.	\$ 9.98	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	plastic ornaments 30pk	\$ 15.99	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Fellow Gel Mouse Pad	\$ 17.28	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	USB Type C Cable Fast Cha	\$ 44.37	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	White card stock	\$ 57.16	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	staples 3/8 length	\$ 19.50	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	staples 1/2 length	\$ 10.87	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	repairs - reglue, crack	\$ 60.00	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Keyboard	\$ 19.44	-96816

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Mouse	\$ 29.97	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Case	\$ 87.99	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Panasonic Lumix G7 Mirror	\$ 595.00	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	DB 25 Break ur own geodes	\$ 29.95	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Dymo Labels 30252	\$ 67.52	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Dymo labels 30251	\$ 81.76	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	USB to USB C Adapter 4 Pa	\$ 17.97	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Bostitch 1/4 inch staples	\$ 14.90	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	iPad Pro	\$ 1,199.00	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Apple Pencil	\$ 129.00	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Dowel rods, 6x1/4"	\$ 19.79	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	HP 414A Magenta Toner	\$ 126.89	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Phone holster	\$ 37.37	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Phone Holster	\$ 19.98	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Phone Holster	\$ 19.16	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Phone Holster	\$ 19.96	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	CoverON Holster for Googl	\$ 38.97	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	notary journal	\$ 36.64	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	dbl CD boxes (50)	\$ 23.98	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	single CD boxes (50)	\$ 30.15	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	exp DVD boxes (50)	\$ 34.98	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	single DVD bxs (50)	\$ 57.92	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Phone cases	\$ 66.24	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	AC Power Adapter Dummy Ba	\$ 24.59	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	amazon basics hand soap	\$ 49.44	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	3 gallon liners 300	\$ 154.90	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	nitrile gloves large	\$ 113.85	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	nitrile gloves medium	\$ 175.21	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	vinyl gloves large	\$ 92.43	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	zorbent 10qt	\$ 29.99	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	murphy oil soap	\$ 36.25	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	electric water bottle pum	\$ 31.96	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Folding hand dolly	\$ 89.98	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	WD40 11 oz.	\$ 7.98	-96816
10	41000	420	5/13/24	COREFIRST BANK & TRUST	Mondo Media Rack	\$ 701.49	-96816

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	5/13/24	COREFIRST BANK & TRUST	SHIPPING	\$ 211.60	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Small Jenga	\$ 8.75	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Connect Four Grab and Go	\$ 10.95	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Mini Dice	\$ 5.99	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Worlds smallest Lite Brit	\$ 9.31	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Tax Refund	\$ (82.93)	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	9 pair of oven mitts	\$ 36.99	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	12 pack pot holders	\$ 18.69	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	11 piece cookware	\$ 129.99	-96816
10	41000	410	5/13/24	COREFIRST BANK & TRUST	air purifiers	\$ 623.35	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Silicon Power 5 Pack 64GB	\$ 21.99	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	1/4 to 1/8 adapters	\$ 9.45	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	BENFEI CFexpress Type B C	\$ 38.78	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	SanDisk 128GB Extreme 128	\$ 15.99	-96816
10	41000	320	5/13/24	COREFIRST BANK & TRUST	Anker USB 3.0 SD Card Rea	\$ 9.99	-96816
10	41000	330	5/13/24	COREFIRST BANK & TRUST	Shipping	\$ 2.51	-96816
10	41000	310	5/13/24	COREFIRST BANK & TRUST	Zello subscription	\$ 7,956.00	-96816
				<i>Miscellaneous online orders paid by credit card</i>		\$ 13,983.38	-96816 Total
10	41000	310	5/23/24	BIBLIOTHECA LLC	Bibliotheca renewal	\$ 40,077.63	-96814
10	41000	310	5/23/24	BIBLIOTHECA LLC	smartlocker lease agreement	\$ 15,965.43	-96814
				<i>2024 approved operating budget - annual software maintenance/support for self service checkouts</i>		\$ 56,043.06	-96814 Total
10	41000	312	5/24/24	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-96812
10	41000	312	5/24/24	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-96812
						\$ 5,681.25	-96812 Total
10	21515	0	5/30/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,380.26	-96807
15	21515	0	5/30/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 176,404.78	-96807
15	21515	0	5/30/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96807
						\$ 213,612.44	-96807 Total
10	21505	0	5/31/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,985.22	-96806
15	21516	0	5/31/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,300.61	-96806
15	21517	0	5/31/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,164.18	-96806
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,450.01	-96806 Total
10	21501	0	5/30/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,242.78	-96804
10	21502	0	5/30/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,144.10	-96804
15	21521	0	5/30/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 73.57	-96804

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21503	0	5/30/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,236.92	-96804
15	21504	0	5/30/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,236.92	-96804
10	21503	0	5/30/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,732.78	-96804
15	21504	0	5/30/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,732.78	-96804
10	21514	0	5/30/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,054.87	-96804
10	41000	313	5/30/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,150.27	-96804
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 91,604.99	-96804 Total
10	21505	0	5/17/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,821.40	-96791
15	21516	0	5/17/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,047.75	-96791
15	21517	0	5/17/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,136.88	-96791
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 51,006.03	-96791 Total
35	41000	330	5/30/24	OBSERVATION GROUP INC.	Kenneth Morris Jr Fee	\$ 7,500.00	12212
				<i>Paid from non-budgeted funds - Identity Quest</i>		\$ 7,500.00	12212 Total
10	41000	313	5/3/24	BT&CO., PA	Audit for YE 12/31/2023	\$ 16,500.00	100890
				<i>2024 approved operating budget - 2nd of 3 year agreement; final 2024 payment</i>		\$ 16,500.00	100890 Total
10	21512	0	5/3/24	DELTA DENTAL OF KANSAS, INC	EE May Premiums	\$ 2,511.84	100892
15	21512	0	5/3/24	DELTA DENTAL OF KANSAS, INC	ER May Premiums	\$ 9,996.70	100892
15	21512	0	5/3/24	DELTA DENTAL OF KANSAS, INC	Retiree May Premiums	\$ 131.56	100892
						\$ 12,640.10	100892 Total
10	23800	0	5/3/24	STARWOOD PH PROPERTIES, LLC	Qtrly lease	\$ 5,016.67	100907
10	23800	0	5/3/24	STARWOOD PH PROPERTIES, LLC	Qtrly wat/sew @\$30/mo	\$ -	100907
10	23800	0	5/3/24	STARWOOD PH PROPERTIES, LLC	Qtrly trash @\$15/mo	\$ 45.00	100907
10	23800	0	5/3/24	STARWOOD PH PROPERTIES, LLC	Qtrly tax incr \$653.60/yr	\$ 201.00	100907
10	23800	0	5/3/24	STARWOOD PH PROPERTIES, LLC	Qtrly lease	\$ 312.00	100907
				<i>2023 approved operating budget - storage for Learn and Play bus</i>		\$ 5,574.67	100907 Total
10	41000	361	5/3/24	YINGLING'S AUTO SERVICE	Estimated purchases	\$ 5,284.74	100912
				<i>2024 approved operating budget - vehicle repair</i>		\$ 5,284.74	100912 Total
10	41000	910	5/9/24	CDW GOVERNMENT, INC.	HW CM PRINTER	\$ 5,654.13	100917
				<i>2024 approved operating budget - furniture/equipment</i>		\$ 5,654.13	100917 Total
10	41000	320	5/9/24	IT OUTLET INC	HW CISCO SFP	\$ 3,420.00	100923
10	41000	320	5/9/24	IT OUTLET INC	HW CATALYST 3850-12XS-S S	\$ 3,600.00	100923
10	41000	320	5/9/24	IT OUTLET INC	15 NOTEBOOK"	\$ 1,375.00	100923
10	41000	320	5/9/24	IT OUTLET INC	BEEFY TOWER	\$ 3,200.00	100923
10	41000	320	5/9/24	IT OUTLET INC	24 Class Full HD LED Mon"	\$ 330.00	100923
				<i>2024 approved operating budget - digital services support</i>		\$ 11,925.00	100923 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 May 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	5/9/24	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CONSTRUCTION	\$ 135,025.46	100925
10	41000	736	5/9/24	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CHANGE ORD	\$ 7,863.39	100925
						\$ 142,888.85	100925 Total
10	41000	313	5/9/24	MIDWEST SERIES OF LOCKTON COMPANIES LLC	Compensation Study	\$ 14,000.00	100928
					<i>2024 operating budget - professional contracted service</i>	\$ 14,000.00	100928 Total
10	41000	310	5/9/24	OCLC, INC.	Contentdm subscription	\$ 8,306.81	100931
					<i>2024 approved operating budget - software support/subscription</i>	\$ 8,306.81	100931 Total
10	41000	736	5/16/24	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 28,072.50	100942
						\$ 28,072.50	100942 Total
10	41000	322	5/23/24	KSNT	Multimedia advertising	\$ 5,085.00	100968
					<i>2024 approved operating budget - advertising</i>	\$ 5,085.00	100968 Total
10	41000	330	5/23/24	UNBOUND EVENTS INC	William Kent Krueger Author	\$ 5,000.00	100977
					<i>2024 approved operating budget - programming</i>	\$ 5,000.00	100977 Total
10	21512	0	5/30/24	DELTA DENTAL OF KANSAS, INC	EE June Premium	\$ 2,385.98	100983
15	21512	0	5/30/24	DELTA DENTAL OF KANSAS, INC	ER June Premium	\$ 9,929.66	100983
15	21512	0	5/30/24	DELTA DENTAL OF KANSAS, INC	Retiree June Premium	\$ 131.56	100983
						\$ 12,447.20	100983 Total
						\$ 1,011,079.24	Grand Total



Board of Trustees Executive Committee Meeting
Monday, June 10, 2024 – 4:00 pm
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 Monday, June 10, 2024, via Zoom, and was called to order at 4:01 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the May 6, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Joan Hicks, seconded by Shawn Leisinger, the minutes from the May 6, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the May 16, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees June 20, 2024, meeting were reviewed.

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

Chief Executive Officer Marie Pyko shared she will review Q1 and Q2 projects for the Strategic Plan and will discuss projects that will be started in Q3. Pyko indicated she will share with the board the success of a couple of grant requests for projects directly tied to our Strategic Plan. Pyko stated that HTK Architects will present the renderings and vision for the Kids Library.

A brief discussion was had about the Trustee Budget Work Sessions for FY 2025.

Other Items

Chief Human Resources Officer Jesse Maddox has been working on compiling insurance data for the next Trustee Budget Work Session. He shared that he requested additional information from Lockton and should be getting that tomorrow.

No other items were discussed.

Adjournment

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

Next Meeting

July 8, 2024

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report June 2024

News and Updates

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

There was a slight dip in the number of children enrolled in DPIL as children aged out in May 2024. As of May 31, 2024, there are 5,850 children currently enrolled with the largest numbers of children being age 2-4 years old. Another data point worth considering is the areas of the community with the greatest opportunity to grow participation which includes 66604, 66605 and 66607. We will need to collaborate with our partners in those areas to explore ways to increase awareness and participation.

So Much More than Books- TK Business Magazine

The Level 2 Tech Center was featured in the May 2024 TK Business magazine. Debbie Stanton, Public Services manager shared our experience with helping hobbyists, entrepreneurs, jobs and career seekers. I have included the article following my report. The creation of this space and new service has had a significant impact on supporting digital skills and also new start ups or hobbyists in our community.

Strategic Plan 2024-2029 updates

The 2024 projects are moving forward and are scheduled. As we move through each year, we will adjust project timelines based on the dynamics of the work environment and priorities that may shift due to opportunities. We are pleased to be on schedule with 95% of the projects listed for 2024. Included in my board report is a spreadsheet for the complete 2024 work plan listing the quarter each project will begin and the status of the project as of the June board meeting.

I have highlighted two projects which are excellent examples of the need to be flexible but focused on our strategic direction and initiatives.

Digital Opportunity Connecting Kansans Program (Dock Grant) Level Up Shawnee County- digital skills training program

I am happy to announce that on May 31, 2024, the Library Foundation learned we received the DOCK grant. We received the full amount we requested, \$78,400. The project approved was to expand our digital skills training program with the focus on taking our program on the road out to where community members need it most. In addition to providing funds for the needed mobile classroom set of laptops, MiFi devices and other equipment, the program focuses on extending our volunteer opportunities for young adults. We will be able to offer paid

internships for the young adult trainers who will help the library expand our service model. A big thank you to Ashley Charest, Debbie Stanton and Autumn Friedli who developed the vision for the program, wrote a competitive grant and sought letters of support from community partners. Our community partners for this new venture include Shawnee County Parks and Recreation, IBSA, Inc, and Topeka Housing Authority.

This project is included in the Strategic Plan under Connections/Digital Equity. It was intended to be a 2025 project, but the grant opportunity was available in Spring 2024.

If You Seed It, They will Read it: Growing a Community of Readers in the Juvenile Corrections Facility.

I am pleased to share that on June 6, 2024, we learned that we would receive a 2024 Lyrasis Catalyst grant to support the creation of a library collection for the Juvenile Detention Center (JDC). We will receive \$20,130 to create a start up collection. I will not share the details of the project in my report because I know Scarlett Fisher-Herreman will include that in her report however I will share this project was in response to a relationship that Scarlett and Alex Henault, Cataloging Paraprofessional developed.

This project is included in the Strategic Plan under Learning/Readers & Reading.

Library Tours

On June 6, 2024, Cindy Boyden, Institute of Museum and Library Services, Ray Walling, State Librarian of Kansas and Alice Smith, Director of Library Development visited the library for a tour. I had the opportunity to highlight our wonderful facility and demonstrate the unique aspects of the library including the Alice C. Sabatini Gallery. Cindy was quite impressed and discussed how innovative our library has been with the inclusion of a permanent art collection and a self-contained gallery exhibition space.

Invitations were extended to the Shawnee County Commissioners to visit the library this summer with a complete tour of the services and spaces that have recently been remodeled. Commissioner Riphahn and his wife joined me on June 10, 2024, for the tour. I specifically highlighted our newly remodeled Reader's Lounge and discussed upcoming improvements to the Kids Library.

2023-2024 Performance goals

Library Growth

Summer engagement goals

As part of my performance goals, I have developed specific goals for our largest library wide initiative Summer Reading. We will be directly focusing on Increasing visits, program attendance and Gallery visits by 5% and increasing circulation and summer reading challenge active readers by 3% in comparison to summer 2023. In August, I will bring the results but based on the first 13 days of summer, we are well on our way to meeting or exceeding these percentages.

Resource and Collaborations

Volunteer Income Tax Assistance (VITA)

One of our longest running collaborations VITA recently shared their information on the tax season which ended in April. Susan Fangman, Shawnee County Family and Consumer Sciences Agent indicated that at our site 908 returns were filed and volunteers helped clients receive \$1,261,914 in total refunds. This service helped citizens save \$204,300 in tax preparation fees. She also shared that we served more people than any other sites in Topeka. While most of the work is completed by the VITA volunteers, I want to specifically thank our Digital Services team, Jenn Grammer, our Events Coordinator and our Facilities team that set up and tear down the service days at least twice per week.

Professional Activities/Community Contacts

- | | |
|--------------|---|
| May 13, 2024 | Met with BCBS representative and the Board Health Insurance Review Committee. |
| May 14, 2024 | Attended the Soul Family bill signing by Governor Laura Kelly. |
| May 14, 2024 | Attended the Friends of the Library Board meeting. |
| May 15, 2024 | Met with Sara Hamfeldt and Julia Prince, Ivy Group to review our strategic plan process. |
| May 20, 2024 | Autumn Friedli and I met with Laura Burton and Dene' Mosier of Kansas Children's Discovery Center to look to strengthen our collaborations. |
| May 20, 2024 | Attended the Community of Practice call with Kansas Directors. |
| May 21, 2024 | Attended the Intergovernmental Cooperative Council. |
| May 22, 2024 | Attended the Library Foundation Wilder Society Committee meeting. |
| May 22, 2024 | Met with Sean Dixon, Richard Ross and Greg Allen on the plans for Constitution Hall. |

May 23, 2024 Toured the Johnson County Central Library and visited with Library Deputy County Librarian Kinsley Riggs.

May 23, 2024 Attended the Leadership Greater Topeka graduation ceremony to support LeAnn Brungardt, Youth Services supervisor.

May 29, 2024 Attended the Capitol Federal Quarterly Campaign kick-off with Kim Patton, Ashley Charest and Robin Moser.

May 30, 2024 Hosted a sneak peek Open House for staff of the new Reader's Lounge.

June 1, 2024 Attended the Topeka Collegiate Building dedication of the new middle school wing.

June 3, 2024 Attended the Topeka Collegiate Retreat.

June 4, 2024 Attended the 2025 Budget Work Session #1

June 4, 2024 Met with Tracy, Advisor's Excel regarding the Kids Library opportunities

June 5, 2024 Attended the PLA Advocacy and Strategic Partnership committee meeting.

June 5, 2024 Met with Lucas Camuso-Stall, Toledo-Lucas County Public Library regarding Digital Equity initiatives in Ohio.

June 6, 2024 Toured the library with Cindy Boyden, IMLS and Ray Walling, State Library of Kansas.

June 7, 2024 Worked on a promo for the Hear Me, See Me initiative with WIBW.

June 10, 2024 Attended the Capper Foundation Board meeting.

June 11, 2024 Attended the Go Topeka- Topeka Resource Partner Workshop.

June 11, 2024 Met with Leilani Grey and Lou Saadi regarding facilitator training for Topeka United's Mosaic Pair project.

June 12, 2024 Attended the Shawnee County Advisory Council with the United Way of Kaw Valley.

Marie Pyko, Chief Executive Officer
 Topeka and Shawnee County Public Library 06/14/24

Stay Up To Date

TK tkmagazine.com/blog/2024/5/9/so-much-more-than-books

May 9, 2024



By **INDIA YARBOROUGH** | Photos by **JOHN BURNS**



LEADING CONSTRUCTION IN TOPEKA AND BEYOND

PROUD BUILDER OF STORMONT-VAIL EVENTS CENTER

[CLICK HERE TO LEARN MORE](#)

Books aren't the only items that guests will find at the Topeka & Shawnee County Public Library (TSCPL).

The library is now home to the Level 2 Tech Center, which will be two years old in August. This high-tech facility features a digital art studio, two recording studios, 30 computers and five meeting rooms.

Debbie Stanton, the library's public services manager, said that they never could have imagined how many amenities the Level 2 Tech Center would have by the time it was ready to open. When they were planning the center, she and her staff created

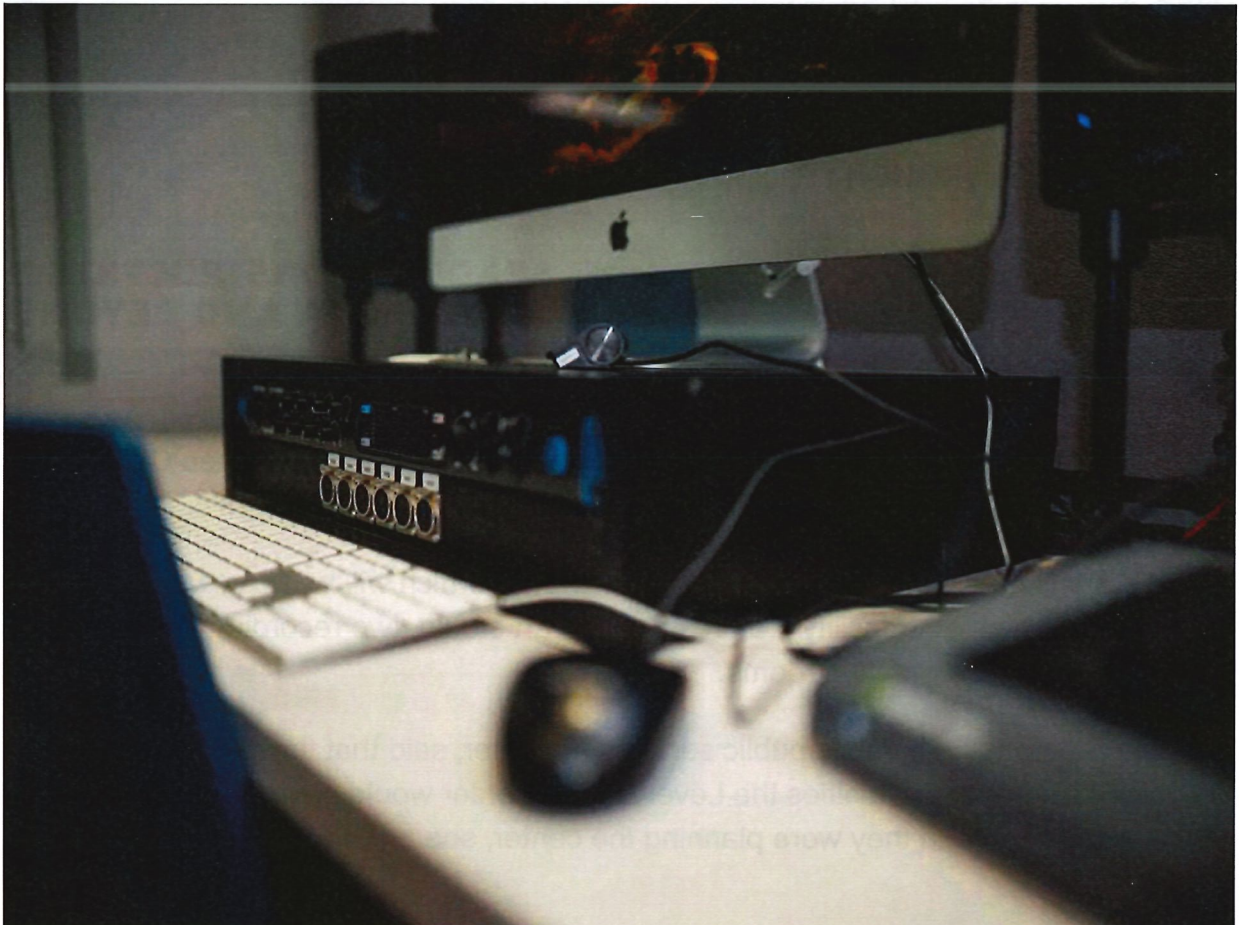
“personas,” or fictional descriptions of the type of people they expected to use the Level 2 Tech Center, to give them a better sense of what the facility should include.

Some of those personas, like a teenage YouTuber, an aspiring podcaster and a graphic design student, were a clear sign to the team at TSCPL that the Level 2 Tech Center needed to be more than just a computer lab. It needed to have technology for different purposes and needs — such as recording music.

“There is a group called the Sweet Adelines, a female barbershop group, who comes in. They use our recording studio,” said Stanton. “They also just practice in there because they like the acoustics. You’ll turn the corner sometimes and hear barbershop music.”

Located on the west end of the library’s second floor, the Level 2 Tech Center has become a valuable resource for hobbyists, entrepreneurs and everyday users. In addition to the center’s studios and meeting rooms, it features a 3D printer, a Cricut machine, a laminator and Mac and PC computers where guests can access the entire Adobe Creative Suite library of software.

Zan Popp, the library’s public services supervisor, said that the only limit you’ll find at the Level 2 Tech Center is “your own imagination.”





INTRO TO ADVANCED

Staff at TSCPL have seen library guests use the Level 2 Tech Center for anything and everything.

Stanton said that one woman used their Cricut machine to create designs for a wedding. Popp saw a young man use their on-site video recording room to create content for his show on the Twitch livestreaming platform. Other guests have used the center's 3D printer to create prototypes, quirky gifts and more.

For Popp, the Level 2 Tech Center is a place where the community can use tools that they may not have access to at home. It's also where people can try equipment or software for the first time, as well as explore new technologies, in a low-pressure setting.

Newcomers can undergo an orientation to learn how to use the center's tools. The center also provides access to online training, including free LinkedIn Learning courses.

"It's a place to play and explore, knowing that they can go as deep or as shallow as they want," said Popp. "It's that idea that you don't have to have a membership or pay a fee to go try it somewhere else."

Anyone who has a library card can reserve equipment or a space at the center, up to seven days in advance, by visiting the Level 2 Tech Center page at www.tscpl.org. In February, the center received a total of 715 online reservations, which doesn't include the 1,127 people who came in to use one of their 30 computers.

"It's also a neat place to see some of our resources come to life," said Stanton.

A guest who checks out a book about graphic design might find themselves using software like Adobe Illustrator or InDesign at the center's digital art studio. Meanwhile, someone who picks up one of their pamphlets about podcasting could end up in the recording studio.

"People grow and build their knowledge," said Stanton. "We have a few people who have come in every day, for like a month, and taken two to three hours during the day to watch videos. They're working on it, building up that knowledge set."







COMMUNITY CENTER WITHOUT A POOL

Stanton sees the TSCPL as a place where all are welcome. “It’s a space that I think people of a lot of different backgrounds feel comfortable coming to,” she said.

Stanton also said that when the library was preparing for the Level 2 Tech Center’s debut in August 2022, staff was focused on how individual people would use the center. However, pairs and small groups have turned out to be some of the center’s most common users, such as the Topeka chapter of SCORE Business Mentoring.

SCORE Business Mentoring is a nonprofit group that encourages small business mentorship. They now host free drop-in sessions in one of the center’s meeting rooms, where guests can drink coffee and chat about business.

“In all honesty, we are so much more than books,” said Popp, talking about the library. “It’s the programs. It’s the people. It’s the tools. It’s the resources. It’s a chance to meet somebody, have a cup of coffee. I mean, it’s a community center without a pool.”

The library is also a place to get work done. Many people, including remote workers, come there to find a quiet place to work or take a video conference call in one of their meeting rooms.

“In this day and age, you might not have an office, but you’ve got a library,” said Popp, adding that libraries have evolved to fit how people use them.

Both the library and the Level 2 Tech Center plan to keep evolving, adding new technology and resources. Popp said they plan to add a digital memory lab by late summer or early fall. Guests will be able to use the new lab to convert analog “memories,” such as film photographs and VHS videos, into digital files.

They also plan to add a large-format printer for poster-sized projects. TSCPL works closely with Washburn Tech and the Topeka Center for Advanced Learning & Careers to make sure that the Level 2 Tech Center’s offerings align with programs across the city.

“The idea was to start with the digital arts,” Popp said. “But there’s always discussions within the team of what’s the next step.”

Dolly Parton's Imagination Library

May 2024

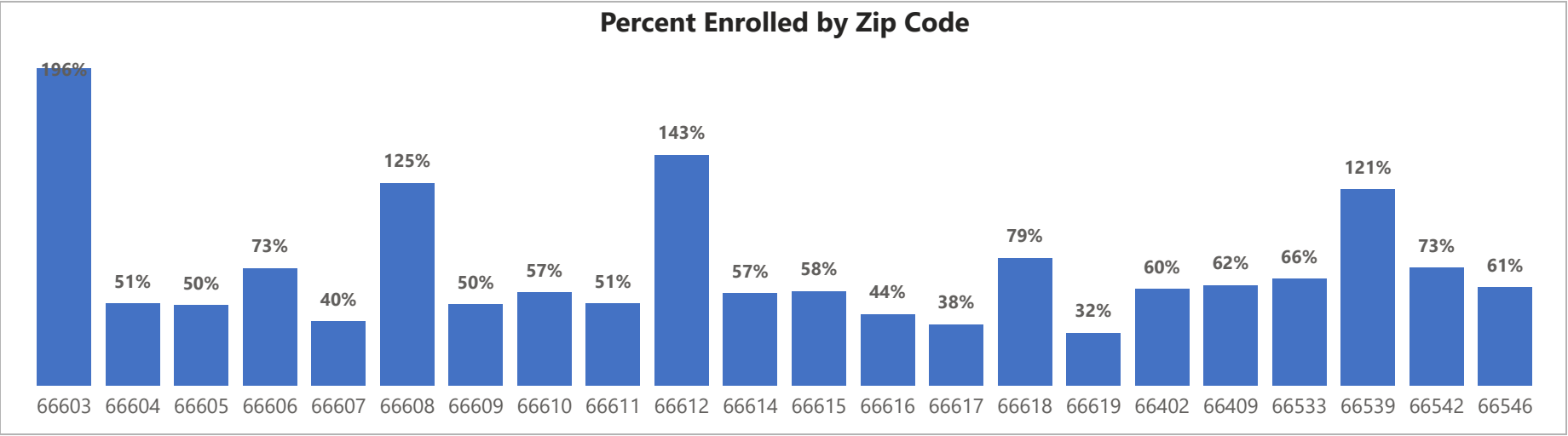
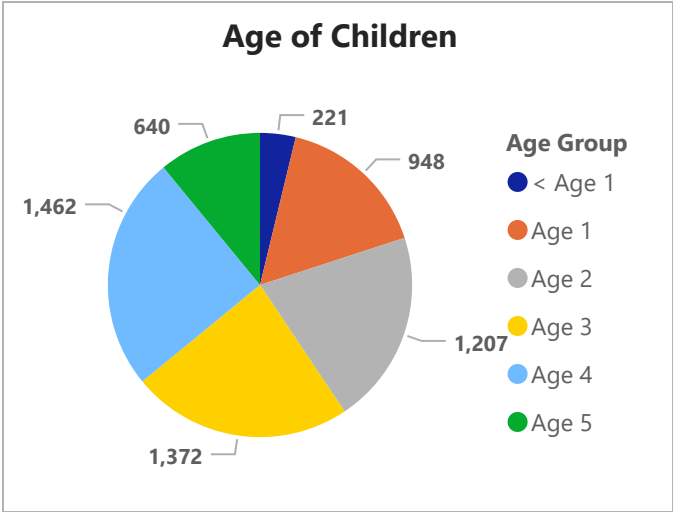
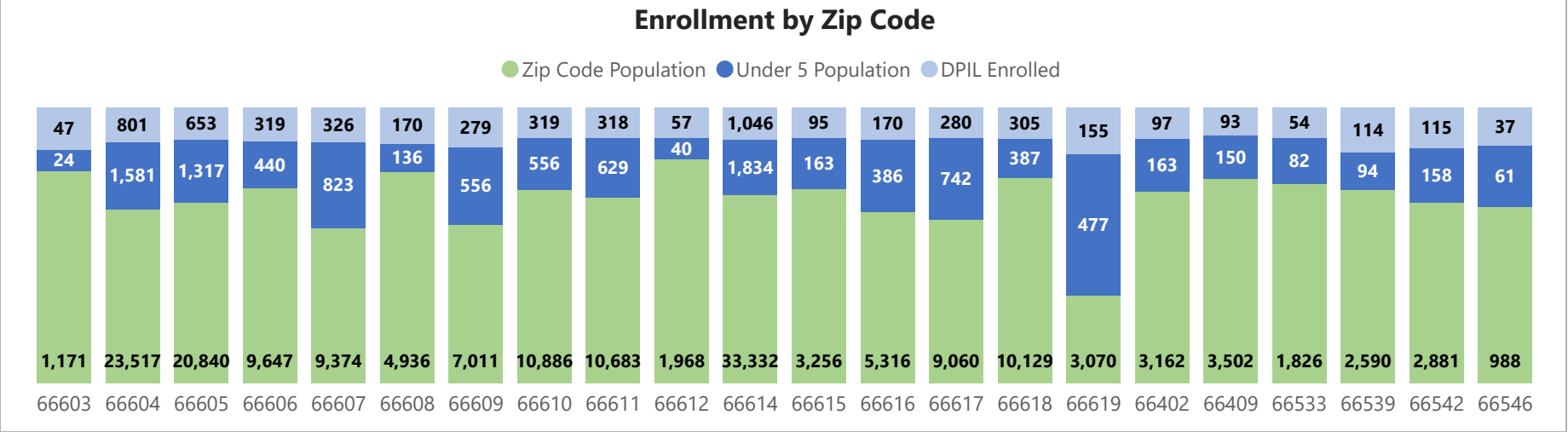


Total Enrolled
5,850



Total Graduated
8,605

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



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

Strategic Plan 2024 Projects

Focus Area	Strategic Initiative	Action	Quarter beginning	Status
Connection	Digital Equity	Expand digital skills training	Q4	not started
		Start a digital skills training- On the Road program	Q4	not started
		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.	Q3	not started
		Expand use of health information and referral program among staff and the public	Q4	not started
		Expand marketing of Spanish language collections to community	Q3	moved to 2025
Space	Access	Evaluate current Mobile Delivery Plan	Q1	ongoing
		new Automated Material Handling System	Q3	not started
		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	not started
		Launch the new Digital Library website	Q1	completed
		Perform usability testing on new website and library app	Q3	not started
Learning	Readers and 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	not started
		Research feasibility of introducing advisory groups for curating specialized collections.	Q3	not started
Focus Area	Strategic Initiative	Action	Quarter beginning	Status
	Play and Experiential Learning	Ensure that the updated Kids Library design is infused with play-based learning opportunities	Q1	ongoing
		Ensure that the updated Teen Space is infused with experiential learning	Q4	not started
		Establish relationships with local teen focus groups	Q4	not started
Joy	Discover & Grow Passions	Update program review process to support unique offerings that cannot be found elsewhere	Q3	not started
	Celebrate Local Stories	Expand library presence at community events focused on culture	Q2	ongoing
Joy	Celebrate Local Stories	Expand collaborations with community groups	Q3	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	ongoing

Chief of Staff Report

Thad Hartman
June 13, 2024

Readers Lounge

Although there are still a few finishing touches to complete, the Readers Lounge is officially open to the public. So far, the feedback has been overwhelmingly positive. We recently received a message from a customer who stopped a staff member in the east wing and said with a huge smile, “I just love it, it’s beautiful. I haven’t been here for a while, and this is just so welcoming. I love our library!”

The renovated space makes great use of the windows and lets in more natural light than before. The seating areas have very popular. In addition to casual customer use, we’ve developed a schedule for staff-led book discussion groups in the conversation area, and genre talks within the stacks. These will begin later this summer, and we hope will continue to get people excited about reading and engaging with others about books and authors.



Kids Library

Maddie Safford from HTK will be joining us at the June meeting to discuss plans for the Kids Library. This is the major interior renovation project in 2024. We have a team that has been working on developing

the plan for this space since last Fall. A large number of folks have worked on this project. A big thanks goes out to LeAnn Brungardt, Kyler Carpenter, Ashley Charest, Katie Escher, Judy Espinosa-Gonzalez, Scarlett Fisher-Herremann, Greg Gaul, Jacee Gleason, Sherry Hess, Joe Hobbs, Brenda Hough, David King, Deanna Niles, Michael Perkins, Marie Pyko, Andrew Ross, Rachael Schmidlein, Debbie Stanton, and Luanne Webb.

While the plans are not 100% complete, we do have a very good idea of what the space will look like and how it will function. There may be a few minor tweaks to the design, but we plan to have an RFP posted in August with a bid recommendation presented at the September or October board meeting. The construction timeline will more than likely be similar to that of the Readers Lounge, with work beginning in late 2024 and completion before Memorial Day 2025. We have a number of exciting updates and changes to the space which we think will make the Kids Library even more of a destination for kids and families in Shawnee County.

Department Highlights

Public Services

Debbie Stanton, Manager

Public Services Strategic Plan Update & Collaboration Spotlight

I'm very excited to share that our library is being awarded a DOCK grant from the KS Office of Broadband Development. This will kickstart our digital skills training in the community that is part of our Digital Equity initiatives. The most rewarding part of this process was reading through the many letters of support from community organizations. They have all seen us as a crucial element of building digital equity in our community, and we're so happy to be able to expand our role by expanding our training!

We received letters of support from:

- Monique Glaudé with the City of Topeka
- Trina Goss with GO Topeka and the Greater Topeka Partnership
- Teresa Baker with Housing and Credit Counseling, Inc.
- Lazonne Grays with IBSA, Inc.
- Dustyn Whyte with Shawnee County Parks and Recreation
- Trey George with Topeka Housing Authority
- Dustin Dick with Topeka Center for Advanced Learning and Careers and Topeka Public Schools

Lower Level Update

Facilities Manager, Joe Hobbs, has been working to get quotes and estimates for painting and flooring in the main library break room and hallways. One of the major concerns we received from our staff survey during the strategic planning process was that our facilities crew works very hard to keep our staff spaces clean, but that the spaces need some attention since they have been the same for the last 24 years. We're excited to bring some fresh paint and flooring to these shared staff spaces!

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

May 19 marked the final day of the “Our Stories” and “Sorting Out Race” exhibits, drawing in an impressive crowd of 5,500 visitors. We were thrilled to welcome 14 school groups, making it one of the highest numbers of school visits to a single exhibit in over a decade! This success was largely due to the 70th anniversary of Brown v. Board of Education and the energetic efforts of curator Michael Kates. As a history teacher at Robinson Middle School, he worked hard to bring all of Robinson's students, along with other 501 school students, to the gallery.

Forget the scorching temperatures, 'The Floor is Lava!' has taken the gallery by storm! In the first two weeks, we've had over 5,000 visitors. They've explored the world of volcanologists, slid down a volcano, watched lava flow, created crafts, taken selfies, and enjoyed a safe, immersive experience. Numerous children have exclaimed, “This is the best day ever!”



Additionally, the gallery has proudly accepted a Dale Chihuly glasswork donation from Dr. Michael Roberts. You can see this stunning new addition during our hugely popular “The Floor is Lava!” exhibit.

Core Technology

As we hit the mid-year mark, our Core Computer teachers and Gadget Help team have assisted over 238 patrons. They’ve provided help with everything from basic computer navigation and Excel to internet security. They've also offered one-on-one appointments to assist with using laptops and troubleshooting apps on phones.

Topeka Room

A significant achievement this month in the Topeka Room is the completion of digitizing the Topeka & Shawnee County Metropolitan Planning Department collection, donated to us last year. This collection includes nearly 700 slides and 168 photos of various buildings and homes around the county. The team aims to upload these to ContentDM by the end of the summer.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Red Carpet

In library lingo the term “Realia” refers to the three-dimensional objects in our collection. There are a wide variety of realia materials, including trivia, board games, coloring books, horseshoe sets and much more! The Red Carpet realia collection includes over 600 items that can be checked out by customers or taken to Red Carpet delivery sites. One of our Red Carpet specialists shares this story, showing just how much of an impact these materials can have on the lives of our Red Carpet customers:

When I went to LULAC today I ended up chatting with Kathy, their Activities Director. I was showing her the realia I brought, and she mentioned how her crew has really enjoyed the Talk card series we have. I've brought them multiple sets, like MusicTalk and BaseballTalk. Kathy said she loves them because they get the residents talking and that triggers their memory. Last month there was a card that asked "Have you ever ridden a train? Do you remember the first time you rode one?" They talked about trips they had taken across the country to see grandparents and more. Some residents mentioned that they had never ridden a train. This gave Kathy the idea to book a trip. The residents don't know it yet but next month Kathy has an Abilene trip planned that involves them going out to eat and then riding the train there! I found it so awesome and that for some it will be their first ever train ride! Kathy mentioned that she appreciates all the realia I bring out since it helps her come up with activities for the center. Some that she would have never thought of without the realia. She loves the collection and is happy the library has it available!

Adult Summer Reading Challenge

We are offering two great prizes for adults to entice them to continue reading all summer long and participate in our Summer Reading Challenge. Adults age 18+ can register and logon to Beanstack, our reading challenge software, to track their reading, earn badges, and get rewards! The first prize is a trucker cap and can be redeemed after completing 3 books. The second prize is a mini flashlight/lantern that can be redeemed after reading 6 books. We are only 2 weeks in and have already seen 36 customers redeem their first prize and 32 customers have completed the full 6 book challenge!



New & Novel Desk

With the completion of construction in the East and West Wings we have rolled out new guidelines for staffing the New & Novel service point aligning with our 2024-2029 Strategic Plan. Connection, Literacy, Space, and Joy are major cornerstones of the plan, outlining how we hope to engage with the residents of the Topeka & Shawnee County community. Prioritizing these components, we have determined that staffing in this space will focus on cultivating positive customer interactions around books and the joy of reading, with an emphasis on reader's advisory. We created the following goals for this space with these strategies in mind:

- Staff will interact with customers about books and reading.
- People will come to the library for advice on what to read next.
- People will come to the library for programs about books and reading.
- People will come to the library to join a book club, and/or learn about hosting their own book club.
- People will enjoy the Readers Lounge space for the welcoming environment it provides and for the simple pleasure of finding a new book and connecting with others.



Staff are already observing an increase in the use of the space. Customers lounging in both wings, quietly reading. A father sitting with his daughter in one of the high back double chairs, reading to her from a picture book while her mother gathered her own books from the stacks. A young couple set themselves up in one of the small booth style seats in the West wing, along the north wall. They had pulled several travel books, spreading them across the table as they worked to plan their next vacation. The space is proving to be inviting as customers browse for their materials and then sit and stay awhile.

Another fun addition is our letterboard at the New & Novel desk to promote customer engagement (see photo above). The letterboard will feature a new book or reading related question each week to provide opportunities to connect with customers and share a mutual love for books and reading. For our first week we posed the question, "What is the first book you remember reading?" Staff have been sharing some great exchanges with customers around this question, but an equally positive outcome was the staff response to this question, producing a long email chain of everyone sharing both the book they first remember having read to them, and the first book they recall reading themselves. One of our Readers & Resources librarians compiled a book list on Bibliocommons to share:

<https://tsopl.bibliocommons.com/list/share/617849735/2554993909>.

I am excited and delighted to report that the Readers Lounge is the hot new destination @TSCPL!

Public Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Update

Katie Simmons, one of our teen specialists, took a job with the state library as an electronic resource librarian. We thank Katie for just over four years of service and wish them well.

We are finishing interviews for a teen specialist position that came about when Andrew Ross was promoted to Teen Librarian. With Katie's news, we now hope to get two solid candidates from that pool.

Long Report Explained

Last month, I accidentally sent the wrong file Thad's way at reporting time. So this month from most Librarians, you are getting a combination from what I should have sent for May in addition to June's.

Librarian Updates

Early Childhood Outreach Librarian

Learn & Play Bus

Earlier this year I was contacted by a staff member with the Parents as Teachers program with the Valley Center School District. They are creating an early childhood vehicle and had heard about the Learn & Play Bus via the website. In April I was happy to facilitate a personal tour for their program staff and administrator. The entire group was blown away by the Learn & Play Bus! The group was very cognizant of the intention that went into creating it. Specific items of interest included the shelving, bench seat storage, and even the slat walls that display community resources. The group was very interested in the community partnerships that are a part of the service. I look forward to future communications with them as they create a vehicle for their community.



Dolly Parton's Imagination Library

The Topeka & Shawnee County Public Library works with several community agencies to display information about how to participate in the Dolly Parton Imagination Library. This information is displayed alongside a browsable variety of Dolly Parton Imagination Library books. Community agencies include the Topeka Housing Authority, Shawnee County Health Department, and West Ridge Mall. We recently added the Ronald McDonald House base upon an employee's suggestion. As you may know, the Ronald McDonald House provides a home away from home for families who have children or loved ones who are receiving medical care at area hospitals. A Dolly Parton Imagination Library display and books are now available for families to enjoy. In addition, information related to the library's Call-a-Story, the digital branch and the Level 2 Tech Center is also available.



Early Childhood Librarian

Book Bundles are as popular with the adults as they are with the children. Each bundle of 2-3 books is carefully curated by a team of seven librarians and Youth Services Specialists. The bundles cover a variety of topics including Dinosaurs, ABC/123, Potty Training, and Staff Favorites. About 30 bundles are made each week and about that many check out. They are affectionately called “book presents” by the children. They can be found on the school bus in the Kids Library. With summer just begun, they are flying out the door.



School Age Outreach Librarian

Library Journal Training

This month I attended a 3-week online course hosted by Library Journal that focused on how to collaborate with the community to build programs and services. This training was crucial for my outreach position because I need to be aware and understand methods for enacting co-designs as well as how to continually gather my community’s interest and input. It was awesome to have the chance to expand my knowledge and practical skills for engaging with both individual customers and community organizations when establishing services. My hope is that I can collaboratively shape the library’s services, programs, and outreach to ensure that the needs and expectations are met, build trust, and create more opportunities.

Book Rich Environment

This month we partnered with Topeka Housing Authority for their annual Summer Kick-Off Event. With this partnership, we served over 160 families who utilize accessible affordable housing by distributing 27 different book titles that are provided through Book Rich Environment. These titles included an author who is a former NFL player, many Pura Belpré Award-Winning books and topics that are full of folklore adventures, self-finding, comfort, hope and joy. While there we offered low-cost but high-interest activity that connected the families with the library by having them create their own DIY READ buttons. For this, I precut the paper to button size. The children used their imaginations to color and decorate their buttons, and then with guidance, they were able to follow the step-by-step directions to successfully create a button. I found that this small but simple activity provided a quick moment of engagement between myself and the families to better connect on events happening here at the library, as well as their own lives and needs.

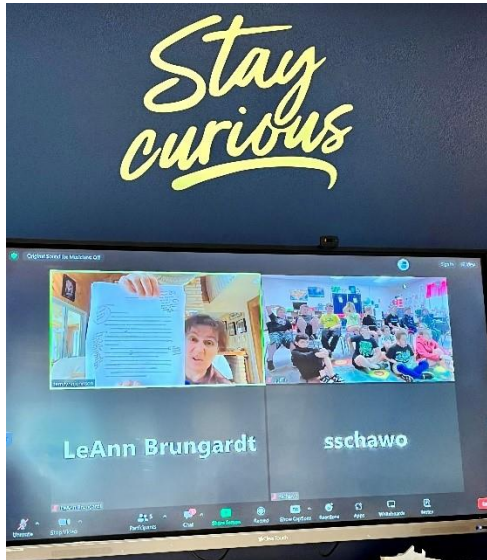


School Age Librarian

Author Visit: Terry Lynn Johnson

Whew, what an adventure filled April for School Age Patrons at TSCPL. Canadian Author and nature enthusiast, Terry Lynn Johnson, partnered with us to provide TSCPL’s FIRST hybrid author visit for school aged patrons! Ms. Johnson presented via ZOOM about how she came to write her high stakes adventure Survivor Diaries series. It was her love of reading at a young age that summoned her to

write. Titles include Dust Storm!, Avalanche!, Lost!, and Overboard!. Students from Ms. Giffin's 3rd grade class at North Fairview Elementary joined us on ZOOM while young patrons here at TSCPL joined in person. To further connect with our community, our staff visited the classroom to meet the students and Teacher. We thanked them for partaking in the author visit and encouraged them to come visit us at TSCPL as curious readers. We surprised them with some TSCPL swag and a set of the Survivor Diaries series, complete with bookplates, sent all the way from Canada by Ms. Johnson.



Día de los Niños/Día de los Libros

We celebrated Día de los Niños/Día de los Libros, Children's Day/Book Day, on Saturday, April 27th. We are proud of our entire team who worked hard to bring this event to fruition. They connected with 184 attendees while providing bilingual music, storytime, dancing, martial arts, and joy! Guest performers included Zydeco Tougeau and Axe Capoeira of Kansas City.

May Programing

It was a memorable May in Youth Services. A few program highlights intended for K-5 grade Patrons, included bilingual games, bracelet making, video gaming, creating 3-D art, giant and mini games, Coding Club, and Call-A-Story, and five different ways to make turtles out craft items. Personal connections were made, and joy was spread, as we saw an increase in entire families attending and participating in programming all together. One example of an exceptional, positive, impact that TSCPL and our Staff had upon a Patron, was brought to life when this (now Adult) Patron came to the Youth Services desk to "Thank the Staff." She said she used to come to TSCPL when she was growing up. Her Mom told her to come to the library instead of "Going out and getting in trouble". She particularly remembers the "Homework Center, and the people who helped her with her homework". She was extremely complimentary of Staff. She wants Staff to know that she is now a Special Contract Investigator for the Government. She credits TSCPL and our Staff for making a positive difference in her life. She returned to the library today to do some work for her occupation. She has two young children with whom she hopes to share her love of Libraries, especially TSCPL. She left her business card and wrote a note on the back of it because it was important that her message of "Thanks" be disbursed. Success!



Teen Update

Tomato: Vegetable or Fruit

Teen cooks made salsa, guacamole, and their own chips this month. That is right, they even made their own chips. Those that attended took part in every detail of the process... prep, cooking, clean up, and snacking. They gain confidence in life skills and get to enjoy the immediate *fruits* of their labor.

D&D

Dungeons and Dragons has been running for close to a year now. Though attendance was slow initially, it has become our most popular teen program. It has been through some changes as staff have been reshuffled but has found a solid crowd of regulars! Big changes to the program started in May. We've looked at attendance and observed the teens' play style with the goal of tailoring the program a bit more to these factors. A sign-up system has been implemented to create smaller table sizes, and a second night per week has been added to continue to include all our regulars and have room for new players. We believe these changes will allow us to provide a more in-depth and enriching experience for the players, as well as provide better support for teens wishing to learn the Game Master side of the table. Adult volunteers are encouraged to apply if they have interest or experience in the Game Master role so that we can add more tables and player sign-up slots given that this program has been on a growth track.

Program Services

Autumn Friedli, Program Services Coordinator

Summer

Summer has officially been kicked off! On June 1st the library was hopping! Kids (and Adults) enjoyed a parking lot full of adventurous vehicles – Evergy vehicles, a fire truck, and a SWAT vehicle to name a few. The big hit of the parking lot was the Hot Air Balloon that was able to partially fill. Also outside were a unicycle group from a local school and a face painting station. Inside the building, people could listen to a band in the auditorium or see MyGym in the Learning Center. People also enjoyed visiting The Floor is Lava exhibit in the gallery. The day was a HUGE success – staff estimate somewhere around 2000 people showed up to Kick Off Summer. Summer activities continue through the end of July!

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Lyrasis Catalyst Fund Update

I am pleased to announce that our proposal for the 2024 Lyrasis Catalyst Fund program was selected by Lyrasis members for funding. We applied to Lyrasis for funding to assist with a project detailed in the new strategic plan focused on providing library materials to incarcerated youth in our community. Our proposal, *“If you seed it, they will read it: growing a community of readers in juvenile corrections through access to books, audiobooks, and educational devices”* received the full requested amount of \$20,130. We will receive this funding in the next few weeks and are finalizing the plan for ordering the new materials. The Shawnee County Corrections staff member we are working with (who serves as the librarian at the juvenile detention center) is thrilled that we can finally move ahead with this project. To fulfill the requirements of the catalyst fund, we will expend the entire awarded amount by the end of this year. We will document our work as we go as will the Corrections staff and will present at the virtual Lyrasis conference in Spring 2025 about our project. Receiving this funding allows us to begin serving this hidden community of readers and possibly may lead to a wider expansion of library services to this population in the coming years.

Reader’s Lounge and What’s Ahead with Collections

We wrapped up with moving collections into the fiction wing (east wing) at the end of May. The books all fit and everything else does too! It’s a beautiful, open space. We have received many positive comments from library customers about both wing spaces. Over the next few weeks, we will be adding some additional signage to the bookcases and finishing up on minor shifting to balance out the shelves. Library Furniture International (LFI) will return the week of June 17th to assist us in moving four curvy cases that were temporarily installed in Movies & Music Lounge back to the New Books room. They will also be doing some sign hardware installation on some bookcases. Last, we will soon be restoring the North Reading Room to its pre-construction arrangement. Our Facilities team wisely took this moment when that room along with the New Books room are empty to check all the ceiling and soffit lighting and do some deep cleaning before we move large pieces of furniture back into place. We are very close to having it all done. I’m very appreciative of the hard work the entire library team has put in to bring it to the finish line.

Access Services

Kelli Smith, Access Services Manager

Circulation Service Delivery Chains Project

In preparation of the AMH machine replacement, consultant John Huber will be visiting TSCPL June 17 & 18 to meet with the leadership team about the project. During this time, he will visit the circulation workroom to observe the AMH and work procedures staff perform in the space. He will also visit various outreach services workrooms to learn more about those holds delivery procedures. The information he collects will help the team determine opportunities for improvement to ensure physical material handling procedures are running as efficiently as possible.

Self-Check Kiosk Demos

The self-check kiosks installed in 2014 are nearing end of life. Interested vendors have been visiting the library to demonstrate their self-check kiosks to the RFP team. The team has been learning more about each kiosk product such as the available hardware, basic functionality, software capabilities, and compatibility with other products the library uses. Once the demos are all completed and the RFP closes, the team will reach out to the Board of Trustees with a recommendation.

Community Services

Patrick Berry, Community Services Supervisor

School Outreach

During the 2023-2024 school year, our team presented 274 programs, as part of our Kansas Connection service, to classes of elementary students across Shawnee County.

Starting June 3, this same team will be hitting the road in the Adventuremobile where they will have materials available for checkout to summer camps, daycares, and at public stops. This team will also be providing crafts and activities at each of the stops. These activities will change from week-to-week.

Adventuremobile Summer Schedule

Monday

Christ the King

5973 SW 25th St
9-11am

First Lutheran

1234 SW Fairlawn Rd
12:30-3pm

Tuesday

N. Topeka Westlake

Parking Lot
NW Topeka Blvd & Lyman Rd
4-7 PM

Wednesday

Auburn Community Center

121 W 11th St, Auburn KS
9:30-11:30am

Thursday

YWCA

225 SW 12th St
9-11am

Heights of Learning

6020 SE 44th St
12:30-3pm

Friday

Security Benefit Academy

1 SW Security Benefit Pl
9-11am

Logan Boys & Girls Club

1124 NW Lyman Rd
12:30-3pm

Bookmobile

The team had a slight dip in checkouts in May, where they had just over 4000 checkouts for the month. This is down roughly 700 items from last month.

@Home Delivery

In April, this team saw approximately 3500 checkouts. This is up roughly 300 items from the previous month.

Digital Services

David King, Digital Services Director

Computer Shipment has arrived!

Our large computer shipment has arrived, and Digital Services is working on the rollout/upgrade plan. We will focus on upgrading the computers in our community center computer labs first. After that, we have some staff and service desk computers to upgrade.

Nutanix Project

Our back end virtual server system is a Nutanix platform, and we have been working to upgrade it. At this point, we are finishing up the project. The equipment was installed, and the vendor helped Digital Services staff configure it. We are now finishing up the process of moving our virtual servers from the old system to the new one.

Top Web Pages for May 2024:

1. Summer Reading: 5233 Pageviews
2. Tools & Services: 3030 Pageviews
3. Get a Library Card: 2682 Pageviews
4. Library Catalog: 2334 Pageviews
5. Work at the Library Page: 1964 Pageviews
6. Hours & Locations: 1670 Pageviews
7. Anatomy of a Folly article: 1623 Pageviews
8. Topeka Zoo Passes: 1442 Pageviews
9. Careers Detail page: 1253 Pageviews
10. Passes Page: 1134 Pageviews

Social Media Highlights for May 2024:

Facebook:

- Eccentric Millionaire post – reached 17,472 people
- Unknown magnetic monument post – reached 12,302 people
- Lunch time post – reached 9,712 people

Instagram:

- Zoo animals live – reached 1887 people
- Trivia question – reached 683 people
- 3D printer – reached 571 people

Communications & Marketing

June 7, 2024

Communications & Marketing Team

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

Website blogs/articles

If you ever wonder about how we offer so many great articles on many topics you must recognize the editorial skills of Ginger Park, our C&M copywriter, editor, projects traffic coordinator and author/researcher of the popular enewsletter Trivia questions. The Digital Library (website) for 50% of our customers and the articles are the foundation of how information is shared with our customers on the website, in enewsletters and social media.

Ginger conducted a review of web articles to see which articles and series are doing well. Looking at 2023 January – April 2024 the following series stand out as most viewed: Artsy Crafty Library, Local History, Fiction 5, Lost in the Stacks, music and While You Wait. Fiction 5, Lost in the Stacks (highlights nonfiction) and While You Wait all provide book recommendations. Local history articles have the longest average time on the page, which indicates people are reading the entire article or most of the article. The history articles also tend to be longer than other library articles. The single article with the most views (6,354) in the 16-month review was the local history article about Stone's Folly mansion written by our local history librarian.

It is helpful to see that library users are interested in a variety of topics. Our staff have expertise in many diverse topics, writing thoughtful and interesting articles for our customers to learn more about their community and library resources.

How to make a volcano

To enhance the Floor is Lava kids' exhibition Michael built a volcano for the entrance to the gallery. Made from half inch thick foam core and screws, the volcano erupted out of thin air to match Karen's wallpaper design.

The volcano includes glowing lava flows using lights and aluminum foil. Michael had a couple of youth volunteers help paint the volcano. Even before the exhibit opened, we heard lots of great comments from kids about the exterior volcano.

Michael built the volcano without a plan but if he had it would have looked like this:

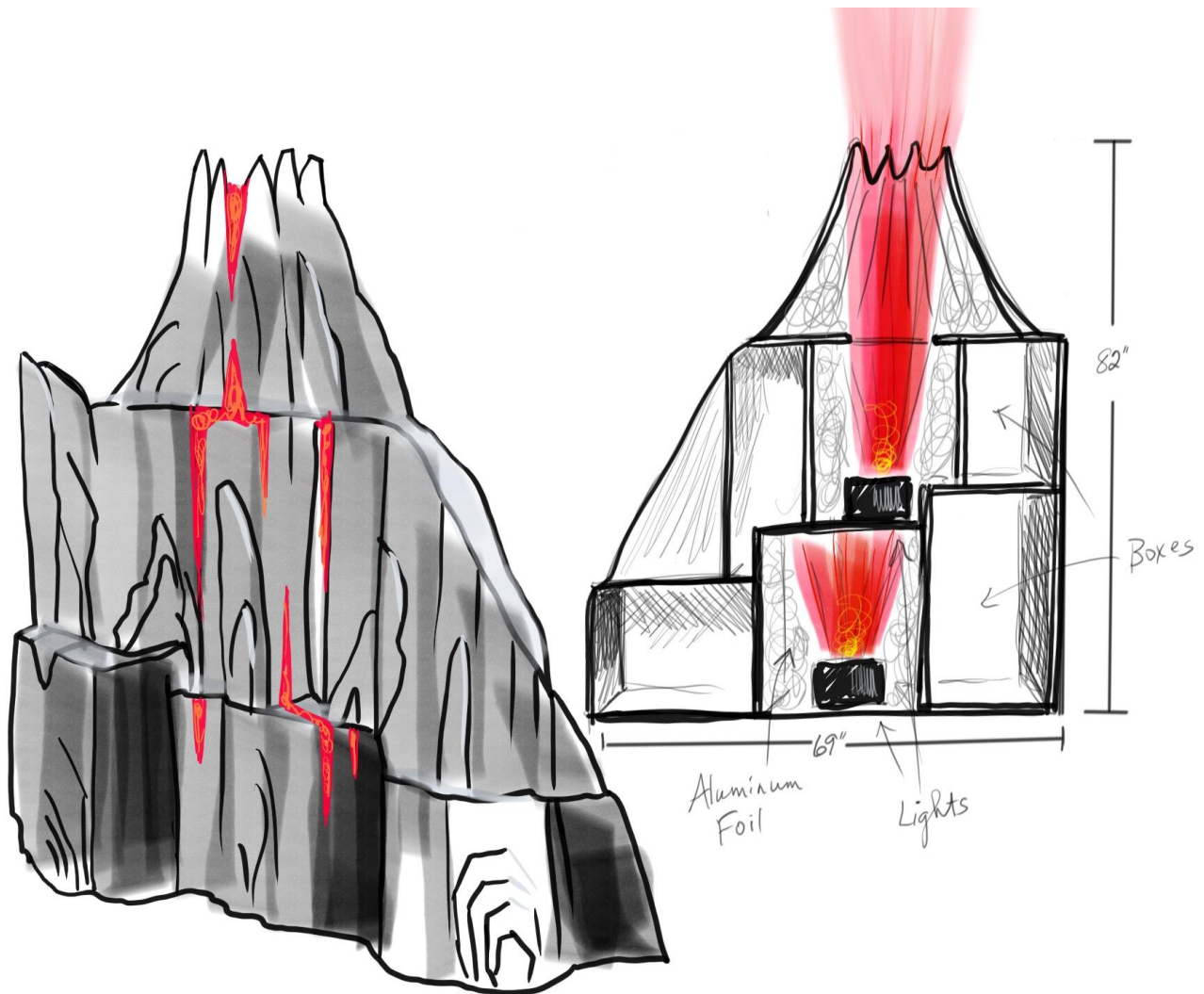




Image on the left was box planning, mountain embellishments, lighting test. Image on the right was a test fit prior to wrap being installed and the volcano being painted.



Annabelle and Caroline help Michael paint the volcano prior to it being installed. They exploded with joy helping with this project.



The finished volcano and wrap were installed prior to the gallery show opening.

Social media at a glance

The last half of May and first half of June promotions captured the last weeks of the Our Stories exhibit and the beginning of summer reading adventures. Of the top six performing paid ads on social media, three were promoting local history and Our Stories and three were summer activities at the library. We know the ads have been effective, because the summer kickoff party and summer reading events have been extremely popular and well-attended.

Top 6 Ads - Link clicks - FB



Campaign Name: TSCPL - Awareness - 2024
Adset Name: May24
Ad Name: Our Stories - Image with Skyline - May24

Spent	Reach	Frequency	CTR	Link clicks
\$187.0	18,825	2.1	0.9%	380



Campaign Name: TSCPL - Awareness Parents - 2024
Adset Name: Parents - May24
Ad Name: Summer Reading - Promo Square - May24

Spent	Reach	Frequency	CTR	Link clicks
\$92.5	6,862	3.8	1.7%	436



Campaign Name: TSCPL - Awareness - 2024
Adset Name: May24
Ad Name: Local History - Woman May24

Spent	Reach	Frequency	CTR	Link clicks
\$91.5	9,949	1.7	1.9%	326



Campaign Name: TSCPL - Awareness - 2024
Adset Name: June24
Ad Name: Blockbusters Wednesday- June24

Spent	Reach	Frequency	CTR	Link clicks
\$83.2	6,536	2.6	1.5%	260



Campaign Name: TSCPL - Awareness Parents - 2024
Adset Name: Parents - May24
Ad Name: Summer Kickoff - Face Paint May24

Spent	Reach	Frequency	CTR	Link clicks
\$83.1	8,052	2.4	2.4%	468



Campaign Name: TSCPL - Awareness - 2024
Adset Name: May24
Ad Name: Local History - Group May24

Spent	Reach	Frequency	CTR	Link clicks
\$78.2	9,045	1.5	1.8%	255

This period had several exciting moments in our organic social media activity. Customers were eager to answer a #relevant trivia question and as always, they love telling each other what they are reading. Other posts that engaged customers covered experiences people have in-person at the library: summer reading events, farmers market, and interesting things to see and do during your visit. Social posts have been so successful that summer activities and reading challenge registrations are seeing record numbers. Another post that did not make it into the top 10 but had a direct impact was a short video on the library's Facebook page showing off the new Becky Drager notecards in the Booktique. The morning after it was posted, Booktique customers were already reporting it got them excited about the new merchandise.

Post insights



Top 10 Facebook posts sorted by Engagement Rate

Showing 10 posts in total

Sorted by Eng. Rate



May 29, 2024 07:30pm

We are #curious if you know the answer to this #trivia question! Trivia Q: What is the real name for a #hashtag?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
726	14	3,952	3,952	19.08%	—



June 4, 2024 04:36pm

Wow, what amazing turnout we had for our first Stories and More and Fun at One today! We were so happy to see all of you 🥰 Stories, music, crafts, fun and friends...what could be better? Join us tomorrow at 10am, 1pm or 6:30pm for Blockbuster Wednesday – Cruzline Drumline!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
576	71	3,663	3,583	17.91%	—



June 11, 2024 09:56am

1. If you buy a mystery bag from the Chandler Booktique, drop a picture in the comments below! We are dying to know what's inside! 🥰 2. The Chandler Booktique Facebook page will be merging with the Friends of Topeka and Shawnee County Public Library Facebook page, so please like and follow the Friends page to stay up to date!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
377	33	2,527	2,527	16.38%	—



June 11, 2024 02:53pm

It's been another fun day of summer exploration at the library! We went on a bear hunt at Stories and More, then we tie dyed at Fun at One. Tomorrow is another Blockbuster Wednesday – Amazing Arthur! Come to Marvin Auditorium at 10am, 1pm or 6:30pm for a magical time! 🎨📖

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
406	63	2,982	2,942	15.96%	—



May 16, 2024 04:36pm

The Farmers Market season began at the library with lots of smiling faces and irresistible goods! Stop by our parking lot on Mondays at 7:30-11:30 a.m. for fresh vegetables, honey, pickles, plants, baked goods, gluten-free treats, \$.25 books and all your farmers market favorites.

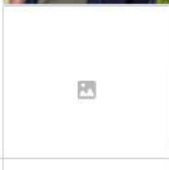
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
480	101	3,745	3,739	15.81%	—



June 11, 2024 07:30pm

Spotted: a summer reading overachiever who already earned a prize! How close are you?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
426	84	3,433	3,433	15.32%	—



June 1, 2024 09:27am

What are you reading?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
445	39	4,027	3,867	15.27%	—



May 10, 2024 07:30pm

What are you reading?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
234	20	2,831	2,831	12.33%	—



May 14, 2024 12:31pm

Today, Governor Kelly came to the library to talk about and sign the SOUL Family Bill.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
73	15	732	719	12.30%	—



June 7, 2024 09:27am

Adults are getting into summer fun at the library, too! Yesterday Carrie led us through watercolor techniques. Is there something you've really been wanting to try, but you don't know where to start? Try the library! It's the perfect place to explore your creative side, whether you are a total beginner or wanting to grow your skills!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
323	92	3,495	3,370	12.05%	—

Post insights

Top 10 Facebook Posts sorted by Reach

Showing 10 posts in total

Sorted by Reach



June 3, 2024 12:19pm

When you visit our hands-on exhibit for children, The Floor is Lava! this summer, you can make a souvenir to take home! Kids can stop by the gallery every week for a new craft. This week, we're making layers of the earth in a bottle.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
398	108	16,409	16,174	3.31%	—



May 20, 2024 04:36pm

Artist Unknown Magnetic Monument, 2024 Plastic magnetized tiles on occasional table in a flash of inspiration, an anonymous artist took advantage of a spare moment and found objects (magnatiles in the library plaza) to create an impressively tall tower, most likely to represent the heights of learning, creativity and inspiration.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
219	216	12,430	12,302	3.60%	—



May 9, 2024 11:29am

Is your stomach reminding you it's lunch time? This gorgeous day is just begging you to take a break to enjoy the sunshine, and our courtyard is just the place! Grab lunch or delicious drinks and pastries from the Millennium Café and take it out to Claire's Courtyard, where you can enjoy our soothing water feature and lovely views.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
625	134	10,188	9,712	7.71%	—



June 5, 2024 11:25am

You have two more chances to see Cruzline Drumline here at the library TODAY! Come at 1pm or 6:30pm. Maybe YOU can be the drummer!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
449	112	8,584	8,584	6.72%	—



May 31, 2024 12:14pm

Kids, join our summer reading challenge to earn amazing prizes! Level up for every two hours of reading: • Hazel Hill prize & library card holder (2 hours) • Prizes from Cashmere Popcorn & Bonkers (4 hours) • Prizes from McDonald's & Sports Center (6 hours) • Book of your choice & drawstring bag (8 hours) Starting June 1, you can earn prizes for every two hours of reading.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
401	83	6,917	6,825	7.72%	—



May 30, 2024 09:27am

This Monday, June 3 henna artist, V. Heiland, will bring her amazing artistry to the library. Watch as the designs flow from her henna cone, leaving you with a beautiful temporary henna tattoo. She only uses homemade all-natural henna made from the henna plant, essential oils, water and sugar. Join us in the Learning Center at 1:30pm.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
294	103	7,035	6,800	6.07%	—



June 4, 2024 07:30pm

Beauty from ashes... This glass egg paperweight was dipped in ashes from Mount Saint Helens. Minerals in the ashes created its iridescent colors. What else will you discover at "The Floor is Lava"? #ilavatscpl #floorislava #topekablibrary #staycurious

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
83	62	4,484	4,478	3.32%	—



May 21, 2024 04:01pm

The votes are in for the Itty Bitty Art Show! Customers voted for their favorite pieces, but it was so hard to choose! All of our itty bitty artists did spectacular work. Stop by the kids library to see their display soon. Artists may pick up their pieces next week.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
167	52	4,654	4,469	4.88%	—



May 14, 2024 04:36pm

Experience living history this Sunday, May 19 in the Our Stories: African American Topeka Before and After Brown exhibit. Actors will be in the gallery from 5-7 p.m. so you can hear the stories of several influential people from Topeka's history.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
90	63	4,654	4,434	3.63%	—



May 29, 2024 07:30pm

We are #curious if you know the answer to this #trivia question! Trivia Q: What is the real name for a #hashtag?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
726	14	3,952	3,952	19.08%	—

	2024												2024 YTD	2023 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)																
Monthly NPS	84.1	82.2	84.4	91.4	82.4									84.9	86.7	-2.1%
Monthly # of Responses	64	45	45	35	17									206	881	-76.6%
Current NPS	86.4	86.4	86.3	86.4	86.4									86.4	86.4	0.0%
GATE COUNT	35,534	37,478	39,161	39,034	36,797									188,004	184,633	1.8%
CIRCULATION*																
Main Library																
TSCPL Curbside	1,219	907	476	398	353									3,353	8,232	-59.3%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820									174,287	199,502	-12.6%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244									6,153	5,781	6.4%
Self-Check	41,085	39,420	41,412	38,166	43,608									203,691	200,787	1.4%
Bookmobile	7,455	7,269	7,596	7,865	4,378									34,563	31,677	9.1%
TSCPL@Home	3,198	3,163	3,309	3,207	3,544									16,421	16,406	0.1%
Red Carpet	4,484	4,168	4,732	4,775	4,469									22,628	24,376	-7.2%
Digital Downloads	61,030	56,066	60,254	58,534	59,941									295,825	264,842	11.7%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404									7,076	7,758	-8.8%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	-	-	-	-	-	-	-	-	763,997	759,361	0.6%
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107									274,745	295,266	-7.0%
CIRCULATION DETAILS																
Print Material	59,296	58,395	63,951	61,013	60,903	-	-	-	-	-	-	-	-	303,558	308,581	-1.6%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	-	-	-	-	-	-	-	-	130,062	143,189	-9.2%
Adult Materials	48,843	46,201	48,302	46,491	46,630	-	-	-	-	-	-	-	-	236,467	261,800	-9.7%
Children's Materials	28,831	29,446	33,553	30,520	30,713	-	-	-	-	-	-	-	-	153,063	146,326	4.6%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	-	-	-	-	-	-	-	-	13,463	13,244	1.7%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	-	-	-	-	-	-	-	-	30,365	30,225	0.5%
NEW Patrons																
Topeka / Shawnee County																
Adults	848	866	856	731	871									4,172	3,174	31.4%
Children (ages 17 and under)	145	150	160	127	246									828	849	-2.5%
Red Carpet Outreach	8	18	6	6	9									47	74	-36.5%
NEKL	42	38	61	43	40									224	225	-0.4%
Non-Resident	1	0	2	3	1									7	4	75.0%
Total New Registrations	1,044	1,072	1,085	910	1,167	-	-	-	-	-	-	-	-	5,278	4,326	22.0%
PATRONS DELETED	478	348	718	755	427									2,726	2,103	29.6%
Cardholders																
Topeka / Shawnee County																
Adults	66,121	66,929	67,294	67,664	68,478									68,478	65,285	4.9%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581									15,581	15,486	0.6%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952									32,952	28,808	14.4%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421									1,421	1,355	4.9%
NEKL	9,568	9,640	9,775	10,106	10,139									10,139	9,501	6.7%
Non-Resident	98	82	38	48	48									48	105	-54.3%
Delinquent	119	127	128	92	101									101	119	-15.1%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	-	-	-	-	-	-	-	-	128,720	120,659	6.7%

Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533								56,533	53,392	5.9%
Student Cardholders	8,177	8,106	8,094	8,130	8,069								8,069	8,027	0.5%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602								64,602	61,419	5.2%
Unique Borrowers															
Physical	7,920	7,926	8,320	5,336	7,316								14,102	25,019	-43.6%
Digital	10,652	10,454	11,114	9,605	11,038								15,161	19,127	-20.7%
Both	1,547	1,412	1,560	849	1,506								3,434	6,700	-48.7%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	-	-	-	-	-	-	-	25,829	37,446	-31.0%
Holds Satisfied	14,925	12,801	13,068	13,041	13,909								67,744	71,596	-5.4%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714								273,273	293,132	-6.8%
COLLECTION															
Materials Added	3,066	2,593	2,990	2,769	3,653								15,071	16,149	-6.7%
Materials Discarded	12,114	9,688	2,705	1,471	4,227								30,205	17,048	77.2%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,491	334,491	334,491	334,491	334,491	334,491	334,491	339,479	349,625	-2.9%
WEBSITE															
tscpl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454								147,271	201,558	-26.9%
tscpl.org Total Visits	57,834	47,144	44,362	46,599	47,938								243,877	309,527	-21.2%
catalog.tscpl Unique Visitors	25,006	24,220	29,376	29,838	31,636								140,076	95,795	46.2%
catalog.tscpl Total Visits	65,414	56,268	64,313	61,529	68,537								316,061	203,086	55.6%
COMPUTER USE															
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475								35,521	40,776	-12.9%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18								1:02:55	0:54:40	15.1%
Total Computer Hours	6,705	7,109	7,740	7,809	7,888								37,251	37,157	0.3%
Wireless Sessions	29,289	26,647	25,896	34,916									116,748	157,177	-25.7%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00									0:14:33	0:13:35	7.2%
Total Wireless Hours	6,585	7,183	6,558	7,998									28,324	35,569	-20.4%
TOTAL HOURS	13,290	14,292	14,298	15,807	7,888	-	-	-	-	-	-	-	65,575	72,726	-9.8%
NOTARY SERVICE	167	242	222	274	207								1,112	631	76.2%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	18,632	18,420	16,665	-	-	-	-	-	-	-	87,475	77,717	12.6%
Media	1,886	1,686	1,741	1,810	2,023								9,146	9,583	-4.6%
Call Center	4,069	4,069	3,831	4,123	3,931								20,023	22,294	-10.2%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370								11,333	7,866	44.1%
Topeka Room	694	657	703	615	557								3,226	3,020	6.8%
Gallery	283	99	197	325	169								1,073	1,107	-3.1%
L2TC	6,435	9,152	8,662	8,792	7,244								40,285	31,662	27.2%
LibAnswers	579	578	439	422	371								2,389	2,185	9.3%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257	6,127	6,883								30,463	23,432	30.0%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	0	0	0	0	0	0	0	117,938	101,149	16.6%
MEETING ROOMS															
Meeting Room Bookings	448	539	528	562	471								2,548	2,304	10.6%
Team Room Bookings	747	914	970	954	831								4,416	3,995	10.5%
L2TC Bookings	599	715	741	737	689								3,481	3,544	-1.8%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451								24,546	23,617	3.9%
TOTAL ATTENDANCE	4,659	5,549	6,190	5,660	6,171								28,229	30,007	-5.9%
LEARN & PLAY BUS VISITS	46	92	104										242	724	-66.6%

CIRCULATION DETAILS																
Print Material																
Adult Fiction	12,587	11,753	11,985	11,626	11,716									59,667	63,649	-6.3%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717									63,972	76,191	-16.0%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525									102,708	106,619	-3.7%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195									29,822	29,748	0.2%
Magazines	696	665	788	801	670									3,620	4,550	-20.4%
RC Print Materials	6,069	5,636	5,996	6,010	6,080									29,791	31,440	-5.2%
RC Realia	99	109	116	137	113									574	404	42.1%
YA Print Materials	2,473	2,380	2,922	2,742	2,887									13,404	14,990	-10.6%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	-	-	-	-	-	-	-	-	303,558	327,591	-7.3%
Audio / Visual Material																
MiFi Hotspots	66	47	47	45	57									262	125	109.6%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313									6,722	8,186	-17.9%
Adult Music	2,097	2,080	2,169	1,973	1,911									10,230	10,063	1.7%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303									92,256	95,753	-3.7%
Juvenile Audiobooks	252	220	235	230	229									1,166	1,382	-15.6%
Juvenile Music	121	154	127	104	112									618	1,019	-39.4%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652									18,749	20,852	-10.1%
YA A/V	11	5	17	14	12									59	72	-18.1%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	-	-	-	-	-	-	-	-	129,800	137,327	-5.5%
Adult Material																
Adult Fiction	12,587	11,753	11,985	11,626	11,716	-	-	-	-	-	-	-	-	59,667	63,649	-6.3%
Magazines	696	665	788	801	670	-	-	-	-	-	-	-	-	3,620	4,550	-20.4%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	-	-	-	-	-	-	-	-	6,722	8,186	-17.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	-	-	-	-	-	-	-	-	10,230	10,063	1.7%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	-	-	-	-	-	-	-	-	92,256	95,753	-3.7%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	-	-	-	-	-	-	-	-	236,467	258,392	-8.5%
Juvenile Material																
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	-	-	-	-	-	-	-	-	102,708	106,619	-3.7%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	-	-	-	-	-	-	-	-	29,822	29,748	0.2%
Juvenile Audiobooks	252	220	235	230	229	-	-	-	-	-	-	-	-	1,166	1,382	-15.6%
Juvenile Music	121	154	127	104	112	-	-	-	-	-	-	-	-	618	1,019	-39.4%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	-	-	-	-	-	-	-	-	18,749	20,852	-10.1%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	-	-	-	-	-	-	-	-	153,063	159,620	-4.1%
Red Carpet Material																
RC Print Materials	6,069	5,636	5,996	6,010	6,080	-	-	-	-	-	-	-	-	29,791	31,440	-5.2%
RC Realia	99	109	116	137	113	-	-	-	-	-	-	-	-	574	404	42.1%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	-	-	-	-	-	-	-	-	30,365	31,844	-4.6%
Young Adult Material																
YA Print Materials	2,473	2,380	2,922	2,742	2,887	-	-	-	-	-	-	-	-	13,404	14,990	-10.6%
YA A/V	11	5	17	14	12	-	-	-	-	-	-	-	-	59	72	-18.1%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	-	-	-	-	-	-	-	-	13,463	15,062	-10.6%
Digital Downloads																
Overdrive	43,322	38,894	42,142	40,433	42,133									206,924	179,675	15.2%
Hoopla	16,900	16,237	17,210	17,334	17,024									84,705	80,142	5.7%
Flipster	808	935	902	767	784									4,196	5,025	-16.5%
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	-	-	-	-	-	-	-	-	295,825	264,842	11.7%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614									92,936	86,556	7.4%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716									19,160	18,468	3.7%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416									122,355	105,094	16.4%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994									9,649	8,009	20.5%
Juvenile ebook Nonfiction	269	287	310	265	303									1,434	1,309	9.5%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281									11,736	10,685	9.8%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506									7,988	6,056	31.9%
Young Adult ebook Nonfiction	41	35	41	38	34									189	141	34.0%
Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814									9,236	7,223	27.9%

DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	-	-	-	-	-	-	-	274,683	243,541	12.8%
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Resolution – Executive Session

BOARD OF TRUSTEES

June 20, 2024

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____