



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

July 18, 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, July 18, 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 June 20, 2024, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

**Approval of June 20, 2024, Meeting Minutes of the Trustee Budget Work
Session 1.5 – [Action Item](#) pg. 9**

**Approval of July 10, 2024, Meeting Minutes of the Trustee Budget Work
Session 2 – [Action Item](#) pg. 11**

Chief Financial Officer’s Report – Kim Strube [pg. 13](#)

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. 31](#)

Chief Executive Officer Report – Marie Pyko [pg. 33](#)

Chief of Staff Report – Thad Hartman [pg. 38](#)

New Business

- Resolution – Bid for Self-Check Kiosks – [Action Item](#) [pg. 61](#)
- FY2025 Budget Approval for Publication – [Action Item](#) [pg. 64](#)

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

August 22, 2024

5:00 pm

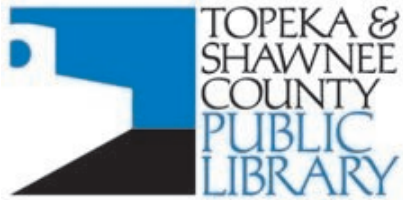
Marvin Auditorium 101C and Zoom

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Board Members Absent

Peg Dunlap – Vice Chair

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 20, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Public Comment

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

Trustee Advocacy Stories

Trustee Mark Zillinger shared that he attended the Summer Reading Kickoff on June 1. He thought the event was excellent and well attended. He was happy to see that even the indoor activities were very busy. He said staff did a great job.

Chair Shawn Leisinger shared that every time he walks by the art exhibit in the gallery, he sees multiple children coming and going. He can tell that traffic is high this summer.

Approval of Minutes

On a motion by Jim Edwards, seconded by Jim Ramos, the May 16, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Budget work session

On a motion by Mark Zillinger, seconded by Beth Dobler, the June 4, 2024, First Trustee Budget Work Session Minutes were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube noted she had nothing to add to her report and was available to answer questions.

Financial Reports

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

On a motion by Hannah Uhlrig and seconded by Liz Post, the Treasurer's Financial Report for May 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Kim Patton shared that the Foundation met yesterday. Maddie Stafford and Maria Kutina with HTK presented the Kids Library schematics. The Foundation is excited to bring in donors for that project.

Patton shared that the Foundation staff alongside library staff applied for the DOCK grant with the Kansas Office of Broadband. Patton was pleased to hear that they will be receiving that grant.

The Foundation staff just returned from an International Public Library Fundraising Conference. This was a very informative conference.

The Wilder Society event will be on August 18. Sara Neiswanger who wrote *Which Hat Will You Wear Today, Cyrus?* about Cyrus K Holliday will be the guest speaker.

The Foundation's Annual Report has been sent in the mail. It should start hitting mailboxes soon.

Friends of Topeka and Shawnee County Public Library

Friends Board President Ruth Nelson introduced Kallie Worthington the Friends Operations Manager to those in attendance.

Nelson announced that Lisa Scottoline will be the speaker at the Fall Author Series event Monday, September 30, 2024. Scottoline has written 32 bestselling novels of legal thrillers, historical fiction and nonfiction humor. Friends members will be invited to an exclusive reception prior to the public event, premier seating at the author talk, and a copy of her latest novel, *The Truth about the Devlins*. Her visit is sponsored by funds raised by the Friends.

The next Book and Media Sale will be the weekend of July 19-21. Friday, July 19, will be members only night and memberships will be available at the door.

The Chandler Booktique Facebook page has merged with the Friends page. This will offer a more cohesive social media presence because now you will only have to follow the Friends of the Topeka and Shawnee County page to keep up with all of the Friends activities. Follow them on Facebook at Friends of the Topeka Shawnee County Public Library.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on Monday, June 10.

Leisinger shared that there was great discussion in the First Trustee Budget Work Session on Tuesday, June 4. There will be another budget discussion after adjournment of the Board of Trustees Meeting tonight.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko wanted to highlight a couple new revenue streams that the library has been able to explore. The library was a recipient of the DOCK grant which will allow the library to take their technology classes on the road. The library also was a recipient of a Lyrasis Catalyst Fund. This fund will allow the library to help the Shawnee County Juvenile Detention Center kickstart their library.

Pyko shared that she took Commissioner Riphahn on a tour of the library. His wife is retired from Topeka High School and she came along too. They had a good conversation about the library's new strategic plan, how library usage has changed over time, and local history in our library. The tour was offered to all three commissioners.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Readers Lounge is now completely opened and there are just a few small things that are waiting to be completed. He feels as if this is one of the best projects that the library has done recently, and next is the Kids Library. Hartman introduced Maria Kutina and Maddie Stafford with HTK to present the Kids Library schematics. This project would go to bid in August-September 2024 with presentations occurring in September. Construction should then begin October 2024 – May 2025.

Executive Session

On a motion by Jim Ramos, seconded by Liz Post, 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 4:36 pm for a time not to exceed 15 minutes to discuss real estate matters with the library's attorney. No action will be taken following adjournment of the Executive Session.

Motion passed.

A motion as made by Jim Ramos, seconded by Mark Zillinger, at 4:53 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Jim Edwards, seconded by Jim Ramos, the meeting was adjourned at 4:54 pm.

Next Meeting

Thursday, July 18, 2024

4:00 pm

Topeka & Shawnee County Public Library

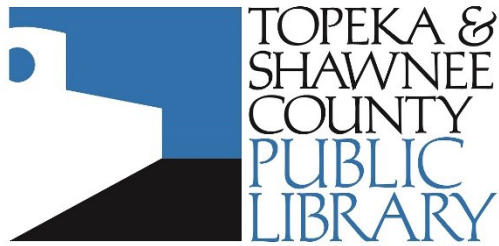
Menninger Room 206/Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Minutes
Board of Trustees Budget Work Session #1.5
June 20, 2024, Following the Board Meeting
Menninger Room 205 and via Zoom

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Peg Dunlap – Vice Chair

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Library Counsel Chuck Engel, and Executive Assistant Aubrey Conner.

CALL TO ORDER

The meeting was called to order at 5:00 pm for the second of three planned Board Budget Work Sessions. Chief Executive Officer Marie Pyko welcomed the Board to the Budget Work Session 1.5.

Marie Pyko introduced the purpose of today’s meeting and went through the agenda.

Further discussion of FY2025 Budget

Marie Pyko and Chief Financial Officer Kim Strube led a discussion about the salary survey. Questions and discussion included proposed pay grades and merit-based increases.

Marie Pyko and Chief of Staff Thad Hartman led a conversation about outreach services and satellites.

Discussion included cost of vehicles and delivery services.

Marie Pyko facilitated a brief discussion about benefits.

The board was in consensus of having an RNR hearing.

ADJOURNMENT

On a motion by Jim Edwards, seconded by Liz Post, the meeting was adjourned at 5:56 pm.

Next meeting:

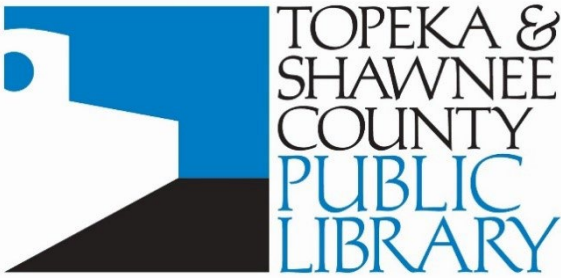
July 10, 2024
1:00-3:00 pm

Menninger Room 206 and via Zoom

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

Meeting ID: 886 1069 7334

Passcode: 782997



Minutes
Board of Trustees Budget Work Session #2
Wednesday July 10, 2024
1:00 pm – 3:00 pm
Menninger Room 206 and Zoom

<https://tscpl.zoom.us/j/89553953184?pwd=4ymZOuHknDoANObYX5nGCO6Ami5arp.1>

Meeting ID: 895 5395 3184

Passcode: 697073

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Shawn Leisinger – Chair, Jim Ramos

OTHERS PRESENT

Chief Executive Officer Marie Pyko, Chief Financial Officer Kim Strube, Chief of Staff Thad Hartman, Chief Human Resources Officer Jesse Maddox, Library Counsel Chuck Engel, and Executive Assistant Aubrey Conner

CALL TO ORDER

Vice Chair Peg Dunlap called the Second Board Budget Work Session to order at 1:00 pm. Chief Financial Officer Kim Strube introduced the additional documents provided for this session. Strube reviewed the agenda for the meeting.

Review additional information requests from Budget Work Session #1.5

Chief Human Resources Officer Jesse Maddox presented a breakdown of the compensation study cost of labor calculation and cost of living percentage.

Discussion followed.

Chief Financial Officer Kim Strube discussed three scenarios for implementation of the compensation study.

Discussion followed.

Review updated information for property valuations and other key expenditures for the budgeted funds: General, Employee Benefit and State Aid

Chief Financial Officer Kim Strube reviewed the budget as presented.

Discussion followed.

Review proposed documents to be published: Revenue Neutral Rate, Notice of Hearing and Budget Summary, Notice of Budget Hearing

Strube provided an overview of the revenue neutral budget rate, notice of hearing and budget summary, and notice of budget hearing.

Discussion followed.

The present board members came to a consensus to move forward with the proposed budget. At the July Board Meeting, the board will vote on the budget's publication.

Adjournment

The meeting was adjourned at 2:02 pm.

August Meetings

Board of Trustees Meeting

August 22, 2024, 5:00 pm

Marvin Auditorium 101C/Zoom Meeting

Revenue Neutral Rate Hearing

August 22, 2024, 5:00 pm

Marvin Auditorium 101C/Zoom Meeting

Annual Budget Hearing

August 22, 2024

Immediately following the Revenue Neutral Rate Hearing

Marvin Auditorium 101C/Zoom Meeting

*Subject to change without notice

Chief Financial Officer's Report
July 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 49.7% of the budget year completed, 91% of the budgeted revenue has been received and 46% of the approved budget has been expended/encumbered. This compares to 2023 in which 87% of the budgeted revenue had been received and 43% of the approved budget had been expended/encumbered.

The third tax distribution for 2024 was received June 5th as scheduled. The total received for the General Fund was \$5,797,501.02. The percentage of the ad valorem tax budget collected year-to-date is 95% compared to 92% in 2023. The percentage of year-to-date motor vehicle tax collected year-to-date is 38% compared to 36% in 2023.

Employee Benefit Fund – Page 6

With 49.7% of the budget year completed, 90% of the budgeted revenue has been received and 38% of the approved budget has been expended/encumbered. This compares to 2023 in which 87% of the budgeted revenue had been received and 40% of the approved budget had been expended/encumbered.

The June 5th tax distribution totaled \$1,462,144.88. The percentage of the ad valorem tax budget collected year-to-date is 95% compared to 92% in 2023. The percentage of year-to-date motor vehicle tax collected is 38% compared to 36% in 2023.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,707,095.

Debt Service Fund-Bond & Interest – Page 7

The June 5th tax distribution totaled \$378.73. The bond and interest levy is 0.000, however motor vehicle taxes and delinquent taxes will continue to trickle in during the year.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual maintenance for event scheduling software	\$32,892.00	Communico LLC
Approved operating budget	Rework 4 website projects	\$5,850.00	Imagemakers Inc.
Approved operating budget	Annual renewal of security awareness training software	\$8,268.48	Knowbe4 Inc.
Approved operating budget	Estimated annual purchases	\$6,000.00	Border States Industries Inc.
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Library Materials	Hoopla	\$38,541.74	Midwest Tape LLC
Library Materials	Newspaper database annual subscription	\$12,213.72	Proquest LLC
Library Materials	Adult feature DVD's	\$5,480.00	Midwest Tape LLC
Library Materials	Adult nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Kansas Children's Discovery Center Admission Passes	\$10,000.00	Kansas Children's Discovery Center
Library Materials	Zoo Passport Program	\$10,000.00	Friends of the Topeka Zoo

Other Items:

- Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2025 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Revenue Neutral Rate Hearing" and the "Notice of Budget Hearing" proposed for 5:00 pm on August 22, 2024 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

[Board of Trustees Meeting Agendas & Packets - Topeka & Shawnee County Public Library \(tscpl.org\).](https://www.tscpl.org/Board-of-Trustees-Meeting-Agendas-&-Packets-Topeka-&-Shawnee-County-Public-Library)

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

6/30/2024

	Balance 1/1/2024	Revenue Y-T-D	Expenditures Y-T-D	Balance 6/30/2024
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 14,446,025.52	\$ 8,121,695.58	\$ 12,372,014.98
Employee Benefits	2,314,022.82	3,673,680.98	2,000,545.65	\$ 3,987,158.15
Capital Improvement	6,533,723.06	173,372.18	-	\$ 6,707,095.24
Bond & Interest	1,095.41	1,978.97	-	\$ 3,074.38
<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	37,465.54	85,052.18	\$ 643,723.02
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	\$ 15,888,352.04	\$ 18,410,996.69	\$ 10,256,480.34	\$ 24,042,868.39

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 383,911.78
Restricted Funds-CoreFirst Bank-Checking	649,008.35
Capital Improvement Fund-Community National Bank-Money Market Account	6,707,095.24
Cash on Hand	3,090.93
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	9,081,674.34
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,120,662.97
	\$ 24,225,378.56
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	1,797.03
Less Payroll Deduction and Employer Benefit Liabilities	17,194.63
Less Outstanding Checks	163,518.51
	\$ 24,042,868.39

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

6/30/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 14,446,025.52	\$ 1,164,081.28	\$ 6,957,614.30	\$ 12,372,014.98	\$ 1,314,120.22	\$ 11,057,894.76
Employee Benefit Fund	2,314,022.82	3,673,680.98	25.00	2,000,520.65	3,987,158.15	19,701.30	3,967,456.85
Capital Improvement Fund	6,533,723.06	173,372.18	-	-	6,707,095.24	-	6,707,095.24
Bond & Interest Fund	1,095.41	1,978.97	-	-	3,074.38	-	3,074.38
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	37.04	-	-	10,749.62	-	10,749.62
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	6,180.06	(6,180.06)	4,258.05	(10,438.11)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.06	-	-	31.59	-	31.59
Friends	187,616.53	249.67	-	31,804.86	156,061.34	9,685.10	146,376.24
Fun Committee	6,845.90	743.54	-	34.00	7,555.44	-	7,555.44
Gallery Competitions/Exhibits	36,604.82	54.93	-	-	36,659.75	-	36,659.75
Gifts/Memorials (Undesignated)	409,610.19	10,945.32	-	38,340.05	382,215.46	60,500.00	321,715.46
Hathaway Trust - Library Materials	3,082.85	1,216.71	330.10	1,090.90	2,878.56	719.16	2,159.40
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	22,555.08	172.71	-	28,747.34	-	28,747.34
NEH Expendable	12,776.46	15.06	-	5,351.36	7,440.16	3,500.00	3,940.16
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	8.65	-	-	5,774.29	-	5,774.29
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.06	-	-	36.64	-	36.64
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	3.29	-	-	2,204.31	-	2,204.31
Youth Services	9,201.90	1,636.13	1,151.92	596.22	9,089.89	-	9,089.89
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 18,410,996.69	\$ 1,214,947.94	\$ 9,041,532.40	\$ 24,042,868.39	\$ 1,412,483.83	\$ 22,630,384.56

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

6/30/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2024</u>
				49.7%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,470,023.04	\$ (681,364.96)	95%
Revitalization Rebates	(126,213.00)	(117,043.74)	\$ 9,169.26	93%
Back Tax	-	133,695.74	\$ 133,695.74	N/A
Motor Vehicle Tax	1,369,020.00	519,264.02	\$ (849,755.98)	38%
Recreational Vehicle Tax	15,594.00	5,533.17	\$ (10,060.83)	35%
16/20 M Vehicle Tax	6,546.00	6,364.31	\$ (181.69)	97%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	43,788.91	\$ (3,817.09)	92%
E-Rate Reimbursement	14,209.00	-	\$ (14,209.00)	0%
Miscellaneous Revenue	3,000.00	18,438.13	\$ 15,438.13	615%
Miscellaneous Revenue - Recyclg	-	50.00	\$ 50.00	N/A
Salary Refunds-Foundation	103,204.00	46,504.51	\$ (56,699.49)	45%
Salary Refunds-Friends	29,115.00	13,366.18	\$ (15,748.82)	46%
Salary Refunds-Shawnee Cty	21,343.00	11,121.60	\$ (10,221.40)	52%
Vending Machines	1,500.00	860.56	\$ (639.44)	57%
Overdue Fees*	20,000.00	16,507.65	\$ (3,492.35)	83%
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	1,190.00	\$ 790.00	298%
Obituary Fees	200.00	180.00	\$ (20.00)	90%
Meeting Room Charges	750.00	1,800.00	\$ 1,050.00	240%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	215,720.21	\$ 65,720.21	144%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 14,446,025.52</u>	<u>\$ (1,422,701.48)</u>	91%

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

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

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

6/30/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					49.7%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,399.93	\$ -	\$ 2,400.07	50%
Salaries-Facilities	688,284.00	291,984.58	-	396,299.42	42%
Salaries-Overtime	10,000.00	6,662.13	-	3,337.87	67%
Salaries-Security	309,259.00	136,563.38	-	172,695.62	44%
Salaries-Shelvers	63,125.00	18,964.38	-	44,160.62	30%
Salaries-Staff	8,301,982.00	3,775,257.90	-	4,526,724.10	45%
Conferences	174,000.00	62,684.48	36,108.94	75,206.58	57%
Staff Internal Dev/Trng - Web Based	15,000.00	7,122.46	531.00	7,346.54	51%
Staff Development & Training	35,000.00	8,967.38	775.00	25,257.62	28%
Mileage	7,800.00	2,858.37	9,433.55	(4,491.92)	158%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	366.82	-	1,133.18	24%
Materials-Periodicals	26,000.00	941.96	240.05	24,817.99	5%
Materials-Print/Non-Print <1 YR	839,000.00	374,708.86	10,000.00	454,291.14	46%
Materials-Print/Non-Print	1,207,500.00	523,780.27	114,286.39	569,433.34	53%
OPERATIONS:					
Art Purchases	8,000.00	2,483.70	623.00	4,893.30	39%
Cataloging and ILL Services	104,959.00	90,014.59	-	14,944.41	86%
Contracted-Digital Services	667,991.00	430,855.24	82,100.79	155,034.97	77%
Contracted-Facilities	348,600.00	144,172.58	104,362.50	100,064.92	71%
Contracted-Equipment	66,900.00	43,224.17	29,265.83	(5,590.00)	108%
Contracted-Professional	282,000.00	165,500.47	52,964.14	63,535.39	77%
Contracted-E-Rate Services	1,279.00	-	1,793.34	(514.34)	140%
Digital Services Support	623,112.00	250,599.74	92,476.57	280,035.69	55%
Furniture/Equipment	45,500.00	25,225.01	-	20,274.99	55%
Insurance	87,000.00	64,967.00	-	22,033.00	75%
Marketing & Communication	60,208.00	39,741.74	15,624.65	4,841.61	92%
Memberships/Dues	30,900.00	19,348.00	-	11,552.00	63%
Miscellaneous	5,000.00	1,498.35	3,069.98	431.67	91%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	25,124.02	1,116.49	38,029.49	41%
Printing	116,408.00	7,353.51	3,686.20	105,368.29	9%
Programming	113,227.00	35,571.00	23,926.12	53,729.88	53%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	72,659.14	55,066.25	1,572,274.61	8%
Supplies-Facilities	118,536.00	44,240.34	44,171.02	30,124.64	75%
Supplies-Office/Library	95,700.00	32,489.90	2,592.52	60,617.58	37%
Supplies-Processing	49,296.00	16,959.47	714.50	31,622.03	36%
Telecommunications	165,064.00	40,113.50	63,759.81	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	112,235.16	193,144.54	95,832.30	76%
Utilities-Gas	72,427.00	27,897.10	28,172.90	16,357.00	77%
Utilities-Water/Sewage	38,242.00	13,916.66	24,283.34	42.00	100%
Vehicle-Gas	45,405.00	10,938.76	-	34,466.24	24%
Vehicle-Repair	60,000.00	27,233.93	33,410.41	(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	\$ 6,957,614.30	\$ 1,027,699.83	\$ 9,213,582.87	46%

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

6/30/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	13,470,023.04	95%
Revitalization Rebates	(126,213.00)	(117,043.74)	93%
Back Tax	-	133,695.74	N/A
Motor Vehicle Tax	1,369,020.00	519,264.02	38%
Recreational Vehicle Tax	15,594.00	5,533.17	35%
16/20M Vehicle Tax	6,546.00	6,364.31	97%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	43,788.91	92%
E-Rate Reimbursement	14,209.00	-	0%
Fees and Charges	26,050.00	39,003.33	150%
Reimbursements	153,662.00	71,042.29	46%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	215,720.21	144%
	<u>\$ 15,868,727.00</u>	<u>\$ 14,446,025.52</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	4,231,832.30	45%
Other Staff Support Costs	231,800.00	128,481.18	55%
Library Collections	2,074,000.00	1,024,324.35	49%
Contracted Services	1,471,729.00	1,144,253.65	78%
Digital Services Support	623,112.00	343,076.31	55%
Furniture/Equipment/Art	53,500.00	28,331.71	53%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	127,725.39	8%
Utilities & Telecommunications	676,945.00	503,523.01	74%
Vehicles	105,405.00	71,583.10	68%
Other Operating Expenditures	740,545.00	382,183.13	52%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 7,985,314.13</u>	46%
Prior Year Canceled Purchase Orders		<u>\$ 155,050.31</u>	
Unencumbered Balance 6/30/2024	\$ -	<u><u>\$ 11,057,894.76</u></u>	

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

6/30/2024

EMPLOYEE BENEFITS

	<u>2024 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 3,389,537.97	95%
Revitalization Rebates	(31,746.00)	(29,468.13)	93%
Back Tax	-	33,932.43	N/A
Motor Vehicle Tax	356,200.00	135,437.07	38%
Recreational Vehicle Tax	4,057.00	1,442.02	36%
16/20M Vehicle Tax	1,703.00	1,690.75	99%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	11,422.52	92%
Refund-Fringe Benefits-Foundation	52,069.00	20,285.11	39%
Refund-Fringe Benefits-Friends	23,578.00	8,836.77	37%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	4,580.16	46%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	10,024.56	N/A
Interest on Idle Funds	85,000.00	71,204.89	84%
	<u>\$ 4,100,666.00</u>	<u>\$ 3,673,680.98</u>	90%
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	300,004.77	42%
Ks Public Employees Retirement Sys	943,675.00	423,331.83	45%
Worker's Compensation	53,000.00	58,843.16	111%
Unemployment Tax	15,004.00	5,652.10	38%
Health/Dental Insurance	3,618,770.00	1,224,950.09	34%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 5,757,209.00</u>	<u>\$ 2,020,221.95</u>	38%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 6/30/2024	\$ -	\$ 3,967,210.85	

* 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		173,372.18
		<u>\$ 173,372.18</u>
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 6/30/2024		\$ 6,707,095.24

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	<u>\$ 52,000.00</u>	<u>\$ 48,743.64</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	<u>\$ 52,000.00</u>	<u>\$ -</u>
Unencumbered Balance 6/30/2024		\$ 48,743.64

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

6/30/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,897.30	19%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	5.14	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	76.53	765%
	<u>\$ 10,010.00</u>	<u>\$ 1,978.97</u>	20%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 6/30/2024	<u><u>\$ -</u></u>	<u><u>\$ 3,074.38</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 June 30, 2024

Capital Improvement Funds - Community National Bank

\$ 6,707,095.24 at 5.29% (money market account)

Municipal Investment Pool

\$ 9,081,674.34 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average June 1 - 30, 2024 was 4.02%

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

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 64.04	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 27.04	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 2,229.18	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 26.81	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 25.29	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 25.68	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 25.29	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 26.90	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 25.29	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 26.98	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 237.34	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 25.47	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 57.90	-96790
10	41000	351	6/4/2024	EVERGY	Electric Service	\$ 23,313.15	-96790
						\$ 26,136.36	-96790 Total
10	41000	350	6/4/2024	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,683.58	-96787
						\$ 6,683.58	-96787 Total
10	21505	0	6/14/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,884.09	-96766
15	21516	0	6/14/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,144.48	-96766
15	21517	0	6/14/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,147.31	-96766
10	21513	0	6/14/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,487.59	-96766
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 52,663.47	-96766 Total
10	21501	0	6/13/2024	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,949.64	-96762
10	21502	0	6/13/2024	PAYCOM PAYROLL LLC	State W/H	\$ 11,709.27	-96762
15	21521	0	6/13/2024	PAYCOM PAYROLL LLC	State Unemployment	\$ 56.76	-96762
10	21503	0	6/13/2024	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,475.43	-96762
15	21504	0	6/13/2024	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,475.43	-96762
10	21503	0	6/13/2024	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,320.93	-96762
15	21504	0	6/13/2024	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,320.93	-96762
10	21514	0	6/13/2024	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96762
10	41000	313	6/13/2024	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,243.44	-96762
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 82,731.70	-96762 Total
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 115.80	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	ISSUU monthly newsletter	\$ 21.00	-96757
10	41000	313	6/14/2024	COREFIRST BANK & TRUST	Job Posting PSS	\$ 210.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 17.49	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	SW SSL EZPROXY	\$ 449.99	-96757
10	41000	341	6/14/2024	COREFIRST BANK & TRUST	webinar seat	\$ 49.00	-96757

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	6/14/2024	COREFIRST BANK & TRUST	Monthly Rental Fee	\$ 178.50	-96757
10	41000	313	6/14/2024	COREFIRST BANK & TRUST	Job Posting - Program Man	\$ 324.00	-96757
10	41000	341	6/14/2024	COREFIRST BANK & TRUST	online course	\$ 260.10	-96757
10	41000	341	6/14/2024	COREFIRST BANK & TRUST	webinar for 5	\$ 199.96	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	1Password renewal	\$ (10.10)	-96757
10	41000	324	6/14/2024	COREFIRST BANK & TRUST	2024 K-Tag Mnthly Chrgs	\$ 1.70	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	Messaging service	\$ 6.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 71.00	-96757
10	41000	320	6/14/2024	COREFIRST BANK & TRUST	YubiKey 5 NFC	\$ 300.00	-96757
10	41000	320	6/14/2024	COREFIRST BANK & TRUST	YubiKey 5C NFC	\$ 110.00	-96757
10	41000	320	6/14/2024	COREFIRST BANK & TRUST	YubiKey 5Ci	\$ 150.00	-96757
10	41000	320	6/14/2024	COREFIRST BANK & TRUST	Security Key NFC by Yubic	\$ 125.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	Flickr 2-yr subscriptio	\$ 132.99	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	1Password renewal	\$ 2,933.93	-96757
10	41000	342	6/14/2024	COREFIRST BANK & TRUST	event space deposit	\$ 255.00	-96757
10	41000	341	6/14/2024	COREFIRST BANK & TRUST	collection dev webinars	\$ 142.20	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	Veeam Connect	\$ 566.49	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-96757
10	41000	310	6/14/2024	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 118.60	-96757
10	41000	341	6/14/2024	COREFIRST BANK & TRUST	webinar seats	\$ 150.00	-96757
10	41000	340	6/14/2024	COREFIRST BANK & TRUST	Class - Managing Change	\$ 149.00	-96757
					<i>Miscellaneous online orders paid by credit card</i>	\$ 7,961.65	-96757 Total
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Grabber tool	\$ 8.98	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardstock blue 21911	\$ 17.50	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardstock g grn 22741	\$ 33.68	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardsstock oorange 22761	\$ 15.29	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardstock ggold 22771	\$ 19.29	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardstock rred 22751	\$ 14.84	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardstock lblue 22721	\$ 15.35	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	1/2 nitto tape"	\$ 45.21	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	3/4 nitto tape"	\$ 167.94	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	1 nitto tape"	\$ 153.00	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Shipping	\$ 26.32	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	KoolAid Packets	\$ 21.95	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	100 Piece containers	\$ 9.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Petroleum Jelly 2 pack	\$ 6.38	-96752

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	DONATION BOX	\$ 33.65	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	ramp	\$ 218.49	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Anker USB 3.0 SD Card Rea	\$ 29.97	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	42X Toner for mailroom	\$ 96.88	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	30X + 32X Toner kit for 2	\$ 68.80	-96752
10	41000	313	6/17/2024	COREFIRST BANK & TRUST	2023 Audit Filing Fee	\$ 300.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	9x12 zip bags 100ct	\$ 14.79	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	150 pc fake ice rocks	\$ 23.94	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Elmers glue sticks	\$ 19.38	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	dbl zipper sand. bags	\$ 3.99	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	44 gallon liners	\$ 396.50	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	roll towels	\$ 547.36	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	kleenex	\$ 255.20	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	waxie foam glass cleaner	\$ 227.40	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	toilet tissue	\$ 870.72	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	blitz twin bubble blower	\$ 21.10	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Epson Maintenance Box	\$ 197.64	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Tulip One-Step Tie-Dye Ki	\$ 219.35	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	24-pack tote bags	\$ 439.90	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Rubber Bands	\$ 39.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Watercolor pad	\$ 48.76	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Blunted needles	\$ 15.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Wood corks	\$ 12.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Drawstring bags	\$ 7.92	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Dragon tears	\$ 47.94	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Styrofoam eggs	\$ 37.80	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Shrinky-dink kit	\$ 25.88	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Ring Toss Game	\$ 39.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Wood tic-tac-toe	\$ 9.58	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pick up sticks (12 pack)	\$ 14.67	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Marbles	\$ 17.90	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Chess/Checkers/Backgammon	\$ 61.60	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Foam roller	\$ 71.96	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	crepe paper streamers	\$ 35.97	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Harry Potter stickers (50	\$ 9.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	D&D stickers	\$ 4.49	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Anime stickers	\$ 5.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Justice League stickers	\$ 9.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Avengers stickers	\$ 6.99	-96752

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	D&D Dice Sets	\$ 17.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pink pompom (60)	\$ 5.89	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	TR-Life 12 in. plate stan	\$ 18.99	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Letterboard organizer cas	\$ 29.86	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Felt Letterboard	\$ 27.95	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Dowling Magnets North/So4	\$ 38.24	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Inflatable Campfire	\$ 13.99	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	AAA Batteries	\$ 109.96	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Headphones	\$ 157.90	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Earbuds	\$ 105.64	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Phone Holder	\$ 26.58	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Snowflake #4	\$ 47.50	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Shipping	\$ 13.00	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Type A Qi Wireless Chargi	\$ 12.55	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Universal thumbtacks	\$ 18.24	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Shipping	\$ 8.99	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Gikfun 2 4Ohm 3W Full Ra"	\$ 38.94	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	QualGear Pro-AV QG-KIT-VA	\$ 214.46	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	RODE Wireless ME Dual	\$ 166.80	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	ZG-R30Pro Charging Case	\$ 40.49	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	White b72 lacquer	\$ 8.75	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Clear B72 lacquer	\$ 8.75	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	shipping	\$ 7.07	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	XFasten Gaffers Tape	\$ 51.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	3 Pack of flag stakes	\$ 298.35	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	322	6/17/2024	COREFIRST BANK & TRUST	Feather banner swooper fl	\$ 18.99	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Mice	\$ 326.40	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	HTV Vinyl 16 pack	\$ 14.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Hand Held Microscope	\$ 44.50	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Slides	\$ 10.89	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Magnifying Glass	\$ 18.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Wires with Clip	\$ 5.99	-96752

Topeka and Shawnee County Public Library
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10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Foil Pans	\$ 5.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	School Glue	\$ 26.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	EOOUT Notebook	\$ 49.95	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Nature Stickers	\$ 9.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Wildlife Stickers	\$ 5.50	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Animal Stickers	\$ 7.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	6 in 1 STEM Robot Kits	\$ 20.99	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	swingline Stapler	\$ 21.54	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	staples	\$ 10.56	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	post it 4 x 6	\$ 6.89	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	sticky notes	\$ 12.99	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	blue folders	\$ 72.95	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	4-cell 68W laptop battery	\$ 305.22	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Dell English-US Keyboard	\$ 42.99	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	ESR for iPhone 14 Case	\$ 20.99	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	MrCleanMagicEraser6pk	\$ 4.98	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cloroxwipes 75ct/3pk	\$ 12.47	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	White Cardstock 8.5x11	\$ 57.16	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Smead exp letter pkcts	\$ 19.98	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	ZOWEETEK ZW-Z258 Voice Am	\$ 62.68	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	water toys	\$ 24.87	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	HP LaserJet Pro 3001dw	\$ 592.35	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	138X Black Toner Cartridg	\$ 93.08	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Lightning to USB	\$ 57.00	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Lightning to USB 2M	\$ 44.30	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Lightning to USB 4 pack	\$ 9.14	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	foam glider planes	\$ 9.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	mini yoyo assorted colors	\$ 28.79	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Party favor assortment	\$ 29.59	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Traveling Resource Trunk	\$ 30.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	10 inch plastic plates	\$ 18.51	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Cotton swabs 500count	\$ 2.96	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Small plastic bowl	\$ 4.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Painters tape	\$ 15.84	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	3 inch terracotta pot	\$ 86.94	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Acrylic paint 15-pack	\$ 55.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Acrylic paint 12-pack	\$ 48.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	1 in foam paintbrush	\$ 7.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	50-pack foam brush set	\$ 11.69	-96752

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10	41000	330	6/17/2024	COREFIRST BANK & TRUST	40 piece bookmark	\$ 19.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Dried flower 140 piece	\$ 15.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Dried flower 100 piece	\$ 12.89	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Dried leaves 100 piece	\$ 11.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Scrapbook stickers	\$ 11.49	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	6-pack double tape	\$ 47.96	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Tweezers	\$ 12.98	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pigment PEACOCK GREEN	\$ 17.95	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	\$10 Gift Card to Cafe	\$ 20.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Passport Notebooks 24 pc	\$ 16.58	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	Backlit Keyboard	\$ 217.85	-96752
10	41000	320	6/17/2024	COREFIRST BANK & TRUST	10-key	\$ 71.98	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	T48L Cyan	\$ 226.80	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	T48L Magenta	\$ 226.80	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	T48L Yellow	\$ 226.80	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	T48L Grey	\$ 226.80	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	T48L Black	\$ 226.80	-96752
10	41000	323	6/17/2024	COREFIRST BANK & TRUST	Membership Fee	\$ 179.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Sunny Days Snack Bars	\$ 23.82	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Gerber Puffs	\$ 26.80	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Plum Soft Fruit Snacks	\$ 16.98	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	Members mark paper towels	\$ 199.80	-96752
10	41000	410	6/17/2024	COREFIRST BANK & TRUST	shipping	\$ 8.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pure Life Water, 8 oz, 12	\$ 32.39	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Shipping	\$ -	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	sunscreen	\$ 27.84	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	cupcake liners	\$ 4.48	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pringles chili cheese	\$ 2.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pringles cheddar &	\$ 2.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pringles Pizza	\$ 2.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Pringles Ranch	\$ 2.00	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Cheerios Choco PB	\$ 4.93	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Cheerios Apple Cinna	\$ 4.93	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Cheerios Berry	\$ 4.93	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	Cheerios Oat Cinna	\$ 4.93	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	OREO Choco PB	\$ 12.84	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	OREO Churro	\$ 29.22	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	OREO Bday	\$ 12.84	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	OREO Mint	\$ 12.84	-96752

Topeka and Shawnee County Public Library
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10	41000	330	6/17/2024	COREFIRST BANK & TRUST	MMs Caramel	\$ 7.48	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	MMs PB	\$ 7.48	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	MMs Pretzal	\$ 7.48	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	MMs Chocolate	\$ 7.48	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	hefty everyday plastic	\$ 9.12	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	popsecret microwave popco	\$ 48.84	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	25 pack succulent	\$ 37.99	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	50 pack succulent	\$ 74.28	-96752
10	41000	330	6/17/2024	COREFIRST BANK & TRUST	48 Photo Mini Photo Album	\$ 79.96	-96752
10	41000	420	6/17/2024	COREFIRST BANK & TRUST	Cardstock ggrape 21971	\$ 24.45	-96752
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,610.27	-96752 Total
10	41000	310	6/27/2024	COMMUNICO LLC	Communico annual subscription	\$ 32,892.00	-96747
				<i>2024 approved operating budget - annual software maintenance/support for event management system</i>		\$ 32,892.00	-96747 Total
10	21501	0	6/27/2024	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,281.75	-96741
10	21502	0	6/27/2024	PAYCOM PAYROLL LLC	State W/H	\$ 12,254.59	-96741
15	21521	0	6/27/2024	PAYCOM PAYROLL LLC	State Unemployment	\$ 47.63	-96741
10	21503	0	6/27/2024	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,135.05	-96741
15	21504	0	6/27/2024	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,135.05	-96741
10	21503	0	6/27/2024	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,475.09	-96741
15	21504	0	6/27/2024	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,475.09	-96741
10	21514	0	6/27/2024	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96741
10	41000	313	6/27/2024	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,216.35	-96741
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,200.47	-96741 Total
10	21505	0	6/28/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,397.28	-96740
15	21516	0	6/28/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,936.64	-96740
15	21517	0	6/28/2024	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,232.83	-96740
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 52,566.75	-96740 Total
10	21515	0	6/28/2024	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 34,953.96	-96738
15	21515	0	6/28/2024	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 174,192.45	-96738
15	21515	0	6/28/2024	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,827.40	-96738
						\$ 210,973.81	-96738 Total
10	41000	910	6/19/2024	COREFIRST BANK & TRUST	20 carts & stools	\$ 7,235.68	-96727
				<i>2024 approved operating budget - furniture/equipment</i>		\$ 7,235.68	-96727 Total
35	41000	735	6/28/2024	KANSAS BOOK FESTIVAL	Festival Sponsorship	\$ 5,000.00	12220
						\$ 5,000.00	12220 Total
10	23800	0	6/6/2024	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CONSTRUCTION	\$ 121,302.00	101008
				<i>Event sponsorship - paid from non-bugeted funds</i>		\$ 121,302.00	101008 Total
10	41000	313	6/6/2024	MID-AMERICA LIBRARY ALLIANCE	5-day Courier Service	\$ 10,920.00	101011

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10	41000	313	6/6/2024	MID-AMERICA LIBRARY ALLIANCE	Admin Fee	\$ 100.00	101011
					<i>2024 approved operating budget - annual courier fees</i>	\$ 11,020.00	101011 Total
10	41000	310	6/13/2024	CDW GOVERNMENT, INC.	SW BITDEFENDER	\$ 20,250.00	101029
						\$ 20,250.00	101029 Total
10	41000	736	6/13/2024	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 14,036.25	101033
						\$ 14,036.25	101033 Total
10	41000	311	6/13/2024	JOHNSON CONTROLS FIRE PROTECTION LP	service agreement fire system	\$ 831.00	101034
10	41000	311	6/13/2024	JOHNSON CONTROLS FIRE PROTECTION LP	service agreement fire system	\$ 10,297.00	101034
					<i>2024 approved operating budget - annual maintenance agreement</i>	\$ 11,128.00	101034 Total
10	41000	313	6/13/2024	MIDWEST SERIES OF LOCKTON COMPANIES LLC	Compensation Study	\$ 15,200.00	101039
					<i>2024 operating budget - professional contracted service</i>	\$ 15,200.00	101039 Total
10	41000	310	6/28/2024	CAM-DEX SECURITY CORP.	Cam-Dex annual maintance	\$ 19,958.00	101089
					<i>2024 approved operating budget - annual software maintenance/support for access control system</i>	\$ 19,958.00	101089 Total
10	41000	311	6/28/2024	JOHNSON CONTROLS, INC.	2 M9220-HGA-3 DAMPOR ACTU	\$ 1,157.43	101096
10	41000	311	6/28/2024	JOHNSON CONTROLS, INC.	renewal pm aggreement	\$ 5,648.25	101096
					<i>2024 approved operating budget - annual maintenance agreement</i>	\$ 6,805.68	101096 Total
10	41000	310	6/28/2024	KNOWBE4 INC	awareness training	\$ 5,762.88	101099
10	41000	310	6/28/2024	KNOWBE4 INC	PhishER	\$ 2,505.60	101099
					<i>2024 approved operating budget - annual subscription and support</i>	\$ 8,268.48	101099 Total
10	41000	321	6/28/2024	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Prop	\$ 14,903.00	101110
10	41000	321	6/28/2024	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Vehicle Ins	\$ 6,193.00	101110
10	41000	321	6/28/2024	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Genl Liab	\$ 2,501.00	101110
10	41000	321	6/28/2024	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Crime	\$ 1,477.00	101110
10	41000	321	6/28/2024	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Cyber	\$ -	101110
15	41000	260	6/28/2024	THE CINCINNATI INSURANCE COMPANY	3rd qtr workers comp ins	\$ 13,194.00	101110
						\$ 38,268.00	101110 Total
						\$ 848,892.15	Grand Total



Board of Trustees Executive Committee Meeting
July 8, 2024 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary

Executive Committee Members Absent

Hannah Uhrig – Treasurer

Staff Members Present

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

Call to Order

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

Review Minutes and Agenda

The minutes from the June 10, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the June 10, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the June 20, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees July 18, 2024, meeting were reviewed.

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

Chief Executive Officer Marie Pyko will speak about how Summer Reading 2024 is going and where the library is at with meeting those goals. She will also share what she learned at the library conference she recently attended. Pyko was recently named the chair of the Public and Cultural Programs Advisory Committee. She will give a rundown of what the scope of that committee will be

Chief of Staff Thad Hartman shared that he will provide some general departmental updates.

For new business, the board will have resolutions for the self-check kiosk replacement, and FY2025 budget approval for publication.

Other Items

Pyko shared that she will be attending the Greater Topeka Partnership Intercity Visit to Boise, Idaho. She will be able to Zoom into the board meeting on July 18.

No other items were discussed

Adjournment

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 4:19 pm.

Next Meeting

August 5, 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

Following the board report, you can find the June 2024 enrollment numbers for DPIL. We continue to remain flat in terms of growth with the greatest opportunity to increase participation occurring in the first year of birth for children. As part of our outreach to new parents we provide information at the hospitals, Shawnee County Health Department and Grace Med. It perhaps is a time when families are receiving a lot of information, so the book program may not be as high a priority. That being said it remains a vital promotion venue. We know there is a correlation between the number of books in a child's home to their readiness for kindergarten.

Summer Engagement Update

Summer Reading arrived with gangbusters in June. We have seen a significant increase in participants across all our program areas. The Gallery exhibit attendance has been significant with a 74.16% increase in comparison to last year. Kudos to all the hard work of the Gallery team. Overall programs have increase 51.19% in comparison to last year. Several department supervisors have shared stories within the Chief of Staff reports. The hard work, planning, marketing and dedication from our entire staff is evident not only based on these wonderful numbers but also on the positive feedback we regularly hear from attendees of all ages.

Kansas Children's Discovery Center and Topeka Zoo and Conservation Center passes

The passes that we provide to allow customers to "check-out" an experience with the Zoo and the Discovery Center have seen a significant uptick in interest. In order to continue to support this valuable experience we added an additional \$10,000 for both the Discovery Center and the Zoo. Additionally, both the Zoo and the Discovery Center were able to lobby for matching funds from the Gage Park Improvement Authority. With this support families being able to receive two passes annually to visit the Zoo and Discovery Center. We will be including as part of the collaboration the following language- Thanks in part to the Gage Park Improvement Authority for helping to make these passes possible.

It is wonderful when we can collaborate to help support our shared goals of literacy and learning.

2023-2024 Performance goals

Fiscal Responsibility

As part of this goal area to strive to ensure that TSCPL's budget is adequately funded, and properly managed, Kim Strube and I are continuing to **evaluate cost centers of service areas**. Last year we began with a review of costs associated with the 2023 implementation of Community Services. We are continuing to evaluate that service area overall cost and will begin to review the overall cost of other outreach services including the Red Carpet Service program and Outreach Storyteller service. The elements that are included in the analysis are equipment, vehicles, staffing and other essential resources necessary to provide these needed services.

The second activity area under fiscal responsibility that I continue to focus on **is to evaluate each position and department team complement to ensure we are optimizing our staffing level and structure to meet the needs of the organization and community**. Retention and recruitment of employees remains high as the employment landscape in the northeast Kansas area continues to be fluid. This shift began during the pandemic and continues. In May-June 2024, we had 9 new hires and 4 internal transfers and promotions. Last year at this time, we had significantly fewer recruitments. We continue to review each opening to determine the best fit in the organization for the position. While this has been the practice of the library for over 10 years, it does mean that some positions are held open for several additional weeks until filled if necessary. As you can see in the Chief of Staff department reports several of the supervisors speak to the new staff hires which are contributing to the success of their service areas.

Professional Growth

I had the opportunity to attend the annual library conference in San Diego. In addition to the numerous training and information sessions, I attended the Leadership Committee training for a new committee chair position. I have been invited to serve as committee chair for the **Public Program Office**. This is a two year appointment and will involve leading a group of library leaders in the review of national grant opportunities and program development that can be shared throughout the country. The meetings will primarily occur online however there may be in person meetings during the annual conferences.

Additionally, I am serving on the **Executive Committee for the National Issue Forum Institute (NIFI)**. I have been an active member of the board of directors for the last 4 years. As an organization that works with libraries, non-profits and faith based communities, we focus on engaging community members in deliberative dialogue on topics of concern. We are beginning a strategic planning process on the goals for the organization for the next 5 years. As a library we have been actively involved in NIFI work for the past 8 years and have used the resources to build our focus of civic engagement activities. If you ever had an opportunity to attend a deliberative dialogue session with Lissa Staley, the resources and training that was provided was part of the National Issue Forum Institute work.

Greater Topeka Partnership- Intercity Visit

Next week Diana Friend and I will be joining 130 other community leaders on an intercity visit to Boise, Idaho. In addition to learning about the infrastructure, community engagement improvements and areas where our communities are similar, we will have an opportunity to visit the Boise Public Library and connect with other local business leaders. I hope to be able to formally meet Jessica Dorr, Director of the library. In addition to Topeka leaders, this is a partnership with the Chamber of Commerce of Lincoln, NE.

New Business

Resolution – Bid for Self-Check Kiosks

As part of the FY2024 General Fund allocation, we have sought request for proposals for new Self-Check Kiosks. Our current kiosks are 10 years old and have reached end of life with technology upgrades.

Please see the resolution and bid tally form in the board packet.

Resolution- FY 2025 Budget Approval for Publication

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole. Please see Chief Financial Officer Kim Strube’s reports, narrative and notes from the three Board Work Sessions held June 4, June 20 and July 10 for additional information. Once the work is complete per state statute, the Board of Trustees must approve publication of the budget at the July Board meeting. The public hearing and budget approval for FY2025 will occur at the August 22nd Board meeting.

Professional Activities/Community Contacts

June 17, 2024	Participated in the NIFI Executive Committee Strategic Planning session
June 18, 2024	Met with John Huber regarding the Circulation Process Team results
June 19, 2024	Attended the Library Foundation Board of Trustees meeting
June 20, 2024	Attended the TSCPL Board of Trustees meeting and Budget work session
June 21, 2024	Attended the NIFI Board meeting and Visioning session.
June 24, 2024	Attended a dinner to meet the new Topeka Zoo Chief Executive Officer Christina Castellano
June 26, 2024	Attended the Library Communications and Marketing retreat.
June 27-July 3, 2024	Attended the ALA annual conference in San Diego, CA
July 10, 2024	Met with Dene’ Mosier, Kansas Children’s Discovery Center

- July 10, 2024 Attended the 2nd Board of Trustees budget work session.
- July 11, 2024 Attended the YWCA Meet and Greet to meet Executive Director Cherie Faunce.
- July 12, 2024 Met with Library Debbie Stanton, Cadie Maas and YWCA Kristin Hammer and Cherie Faunce regarding our partnership.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 07/12/24

Dolly Parton's Imagination Library

June 2024

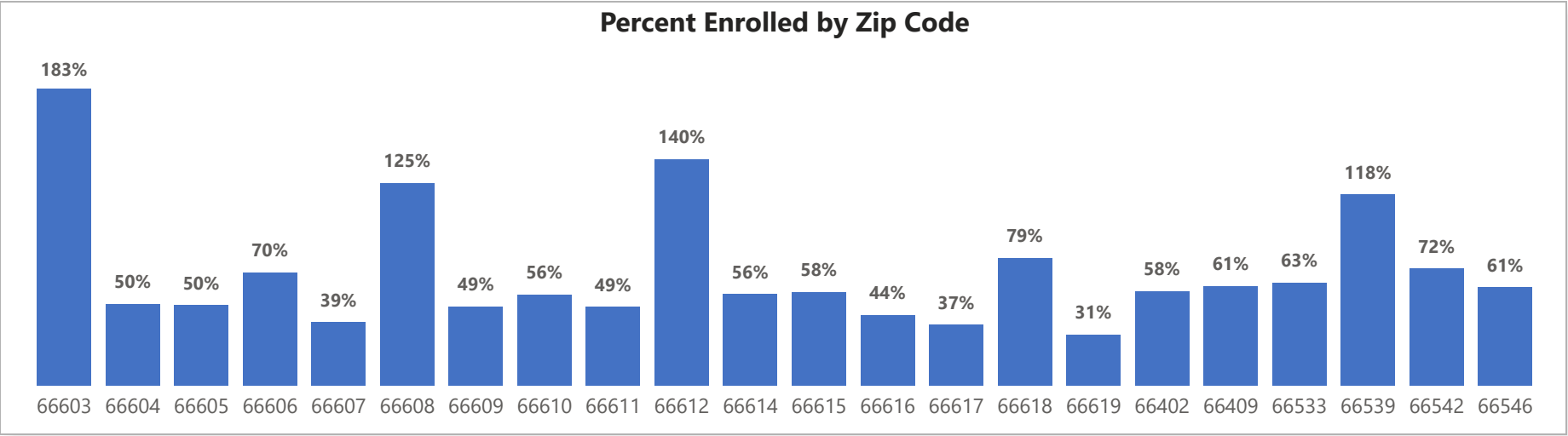
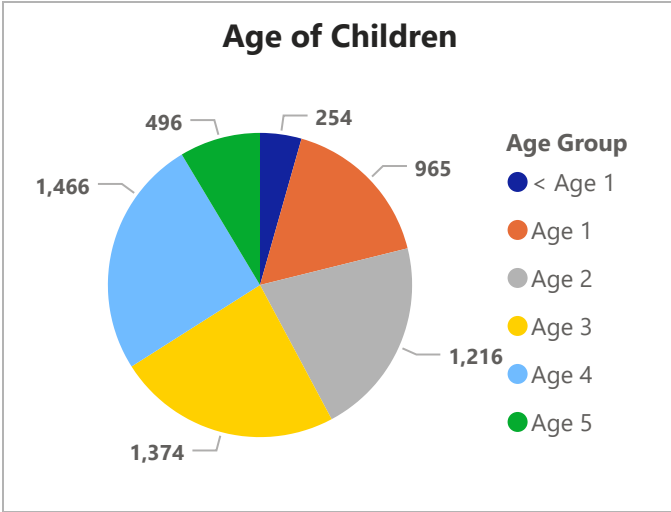
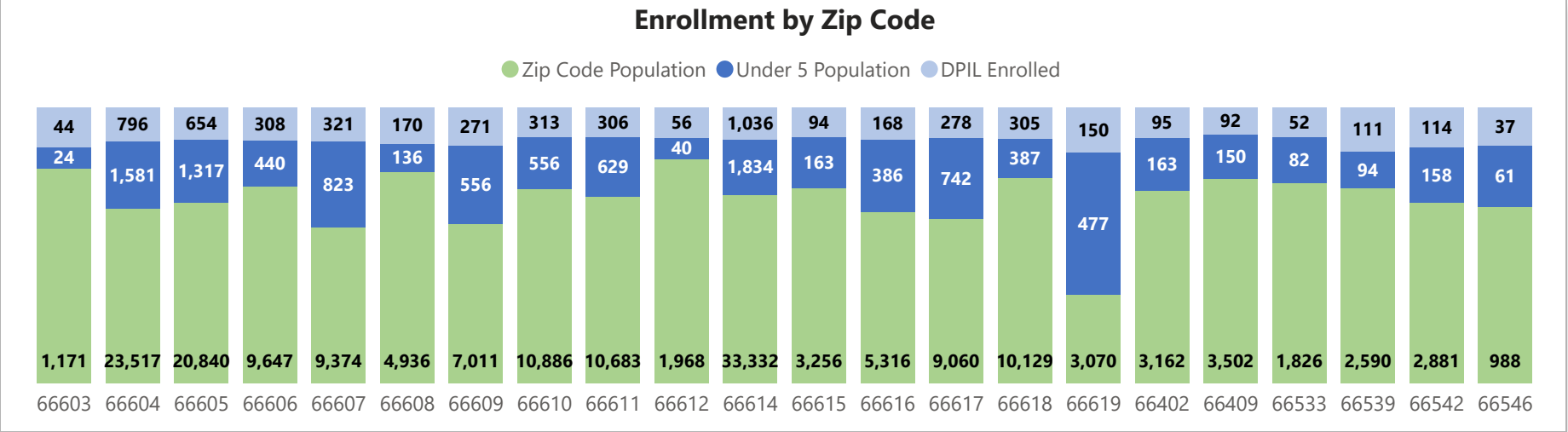


Total Enrolled
5,771



Total Graduated
8,748

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



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

Chief of Staff Report

Thad Hartman

July 11, 2024

Summer is in full swing at the Library, and as you can see from the reports below, we have a lot going on. Library staff have done a wonderful job of creating programs, services, and experiences that resonate with our kids and community. It's been great to see the increased number of visitors to the Library and the flurry of activity in places like the Gallery and the Kids Library.

Outreach

Over the last several months we have been working on an updated plan for how we serve customers outside of the building. The details are not fully complete, but we have focused on several key areas, including services to schools, material delivery, programming, computer labs, and staffing. One key change will be the retirement of the Adventuremobile service and scaling up of our Kansas Connections programs. This will allow us to have a clearer focus for our services to schools and repurpose the vehicle to cover other general Bookmobile stops. The future of this vehicle was one of the key questions that needed to be answered before other decisions could be made. Making this change has helped clear the way to be able to plan for the rest of outreach. We are in the process of finalizing timelines and details.

ALA & Kids Library

I was fortunate to be able to attend the American Library Association annual conference in June. The conference is always a great place to gather ideas, learn about new concepts, meet with vendors, and get inspired. I had several key takeaways, including some great information from other libraries working on digital equity within their communities, and there are some exciting updates to products that might benefit us.

The session that had the biggest impact on me was presented by staff at Calgary Public Library who had recently opened a new facility. The facility had a brand new Kids Library that featured many areas dedicated to imaginative open-ended play. Their session focused on how they operationalized this space so that staff felt comfortable and confident in how they worked in the new space. They had a lot of valuable insights and some helpful documentation that is especially timely as we are talking about these same things as we plan how we function effectively in the upcoming Kids Library renovation. I've already shared a lot of this information with Debbie, LeAnn, and Brenda, to help us prepare for our new space.

Department Highlights

Public Services

Debbie Stanton, Manager

Collaboration Spotlight

This month, we're highlighting our partnership with the Topeka Rescue Mission (TRM). TRM has served the community for over 70 years, providing shelter, food, and social services to those in need. Their Street Reach program, including the Mobile Access Partnership (MAP), offers essential services like meals, clothing, and healthcare connections directly to people experiencing homelessness. We support TRM by providing Wi-Fi access through MAP and teaching communication skills in their Life Skills program to help people prepare for employment. We're proud to collaborate with such an impactful organization.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

This summer has been a resounding success for the Sabatini Gallery, with over 14,000 visitors so far and several weeks remaining in July and August for more families and art lovers to visit. A heartwarming story from a family visiting the "Floor is Lava" exhibit this month stood out. This family, who have been traveling from McKinney, Texas every summer since the "Oceans" exhibit, shared their love for our library and its programs and exhibits. Their dedication highlights the Sabatini Gallery and our library as a cherished destination and attraction.

Art Collection

In March, we hosted a Collections Assessment for Preservation visit with assessor Heather White, conservator, and Jim Pettijohn, architect. They reviewed our art collection management and practices, providing valuable feedback and recommendations. Their assessment will be instrumental as we develop a long-range conservation plan and upgrade our equipment. The assessors praised our building's maintenance, noting, "The Topeka and Shawnee County Public Library Board has done an outstanding job in the maintenance and upkeep of the building."

Topeka Room: Local History

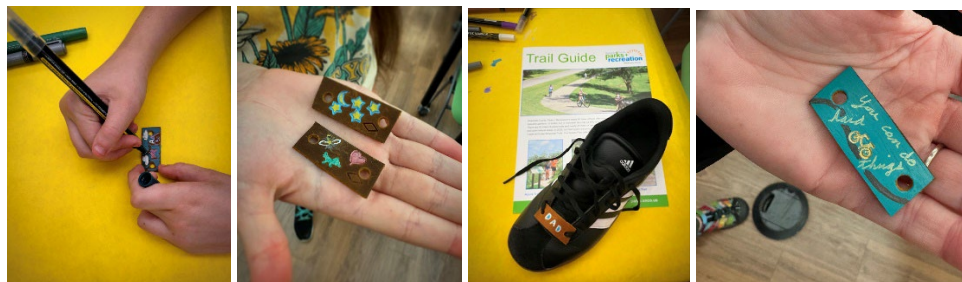
We have recently enriched our Local History collection with two unique additions. The first is a report from the U.S. Army Corps of Engineers on the June-July 1951 floods in Kansas and Missouri, featuring extensive technical data, figures, and photographs, including several from Topeka. This report will significantly enhance our existing 1951 flood collection. The second addition is a selection of letters and photographs from Harold T. Chase, for whom Chase Middle School is named. This gift was graciously donated by his grandson, Charles Courtsal.

Level 2 Tech Center

As we progress through the year, we are thrilled to report a 20% increase in the use of our colabs, recording studios, and digital art studio compared to last year. Additionally, we have seen an 8% rise in computer workstation use in L2. These increases underscore the growing popularity and importance of these spaces to our patrons.

Core Technology

Our Core Tech Librarian went analog with their Summer craft program, Adventures from Home! The scene in the Learning Center was loud and lively on Tuesday evening. With an 80's soundtrack in the background, 13 crafters designed boot charms to customize their hiking gear using leather crafting tools and acrylic paint pens. Check out all the creativity we saw:



Public Services

Cadie Maas, Supervisor – Readers & Resources

Gadget Help

Staff members from many areas of the library find time in their busy schedules to offer Gadget Help appointments to customers needing assistance with their personal devices. One staffer helped this customer with a brand-new Braille eReader:

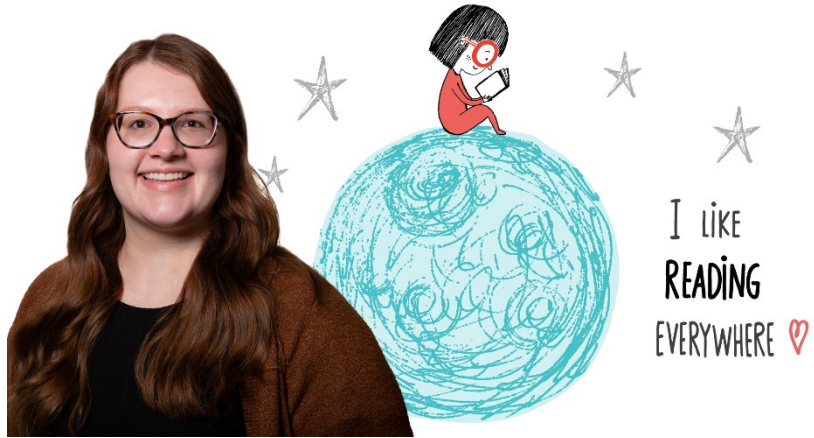
Our Gadget Help team members regularly meet with patrons in one-on-one appointments to help them with technology questions. From the basics of using a laptop to the intricacies of navigating Libby and Hoopla, the beauty of these appointments is the flexibility to meet a variety of needs. One unique appointment that one of our gadget helpers had recently was with a woman who had acquired a braille e-reader. This device is able to connect to the internet and download e-books provided by the National Library Service for the Blind. The e-reader uses a system of small pins that move up and down that the user can read with their fingertips. In this case, the gadget helper, the braille reader, and her companion were able to work together to figure out how to navigate using the buttons on the device through the various menus so that they could get the device connected to Wi-Fi. It was our pleasure to help someone get closer to having a variety of reading material available to them – at their fingertips.

Summer Reading

We continue to see active participation in our Adult Summer Reading Program. Our numbers are growing as we currently have 1,079 active participants with more than 400 readers completing the challenge thus far. All this adds up to more than 5,350 books having been read since June 1st by adult participants. These numbers reflect just how much our community loves to read and that they want to connect with their Library through our Summer Reading Program.

Readers Librarian

We are happy to welcome our new Readers Librarian to our Readers and Resources Team! Kaitlyn Kriley joins us from her most recent role as an Administrative Assistant at Washburn University. She is currently enrolled in the SLIM Program at Emporia State University. Kaitlyn is ready to jump right into her role as we prepare for our upcoming author talk on Monday, September 30th, featuring Lisa Scottoline and her most recent novel, *All About the Devlins*. While Kaitlyn loves reading **all the books**, she has recently discovered a passion for memoirs. When asked for a good memoir recommendation, Kaitlyn can't share enough about the book, *Solitary*, by Albert Woodfox. This is the story of an innocent man who spent four decades of his life in solitary confinement for a crime he did not commit. This book left a lasting impression on Kaitlyn and is one she thinks will resonate with many readers. We are so happy to have Kaitlyn on our team!



Voter Registration

While voter registration is always available at the library's Customer Service Desk, in the weekends leading up to voter registration deadlines before elections, the Shawnee County Election Office staffs a voter registration drive in the library's Rotunda, helping voters check their registration and answer questions. The weekend of June 30th the Election Office collected 20 new registrations and spoke with many other residents while tabling in the Rotunda. The library has also distributed 2000 bookmarks into the Shawnee County community that include information about the process and timelines for participating in the upcoming primary elections. While Presidential races get the most news coverage, the local and state elections determine the elected leadership on many topics that impact our community the most.

Your Vote Matters
2024 DATES TO REMEMBER
PRIMARY ELECTION
BY
JULY 16
REGISTER
to vote

MAIL OR IN-PERSON

BY
JULY 30
request
ADVANCE BALLOT
by mail

OR

JULY 22
to
AUG 5
VOTE
at the
Election Office

YOUR POLLING PLACE
AUG 6
VOTE
7AM-7PM

Shawnee County Election Office
3420 SW Van Buren St, Topeka, KS 66611
785-251-5900 | snco.us/election

PRIMARY ELECTION AUG 6, 2024

STEP 1 Register to vote by July 16

STEP 2 Make a plan to vote:

- request Advance Ballot by Mail by July 30, or
- set a reminder for advance in-person voting, or
- set a reminder for Election Day Aug 6

STEP 3 Learn about candidates and issues on your ballot

STEP 4 Cast your vote

- Return Advance Ballot by Mail, or
- Vote in person at the Election Office July 22 - Aug 5, or
- Vote at your polling place on Election Day Aug 6, 7AM-7PM

STEP 5 Stay up-to-date about the work of elected representatives in your community, state and country.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
1515 SW 10th Ave | Topeka, KS 66604
785-480-4400 | tscpl.org

Educating our community on the steps for participating in the voting process is one way the library encourages increased civic engagement.



American Library Association Annual Conference

I was able to attend the 2024 ALA Annual conference at the end of June, in San Diego, California. This was my first time to attend, and it was amazing! What a fantastic opportunity to meet and network with librarians from all over the country. I was able to attend a wide variety of sessions. There were several book and reading specific sessions like the next big reads coming soon from Harper Collins Publishing as well as a session presenting the importance of having not *just* books for our Spanish speaking customers, but the books they **WANT** to read (and what those books are). I also went to a thought-provoking session on The Future Library: 2035. This was a panel of notable library thinkers who postulated what libraries might be focusing on over the next 10 years. A consistent theme was that future library services will be much more tailored to individual users and that customers will be able to get this level of service without ever entering a physical library building. Kind of sounds like our Browsing Just for You service! We are always ahead of the curve! The conference reminded me of the important and widely varied work that libraries do for their communities every single day.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Update

We added two new staff to the Youth Services team. Marcus Gay and Maegan Hepburn joined us just shy of two weeks ago. Both worked in Community Services prior to coming to us and both currently serve as Teen Specialists. We are excited to have them.

Communities Supporting Early Learning

Since April 2020, as a part of grant work funded by the Kansas Health Foundation, we took part in a local workgroup that focused on kindergarten readiness alongside area organizations like Topeka Public Schools, Parents as Teachers, and the United Way of Kaw Valley. That group organized events like Roll and Read each April, brought the community Bright by Text, and engaged the community with Data Walks. Alongside Dr. Kara Schuetz as she completed her doctorate, it also took a deep dive into resources accessed by families prior to their children entering kindergarten. That included using the library and accessing Dolly Parton's Imagination Library. Findings included that the utilization of literacy resources influenced math and reading achievement and overall access to community resources made a small difference on kindergarten readiness.

With the end of the grant came the sunset of the workgroup. A new group is on the horizon, the Whole Family Coalition. This group will focus on needs of the whole family and not just a child or the children in the home.

Librarian Updates

Early Childhood Outreach Librarian

Book Nook

Nestled on the first floor of the West Ridge Mall lies the Book Nook. It is a part of the Topeka & Shawnee County Public Library's outreach efforts. The Book Nook is strategically positioned in proximity of the children's play space. Inside the Book Nook, families will find a selection of Dolly Parton Imagination Library books for browsing. Books include bilingual titles and picture book titles. There is also information for interested families to enroll their child to personally receive Dolly Parton Imagination Library books. The Book Nook also houses a variety of manipulatives to entice an entire family to play and explore. Both the books and manipulatives are cleaned and refreshed regularly. In addition, the Book Nook has large posters with information about the library's early childhood programs and services.



Early Childhood Librarian

Family Place Learn & Play

Family Place Learn & Play is in full swing. This program runs all eight weeks of summer on Mondays and Fridays. Various specialized play stations are available for exploration while staff and a representative from a local early childhood related organization foster interactions and conversations. These programs are just a part of what we do to maintain our credentials as a Family Place Library. At one recent session, a co-worker was facilitating when a grandma and a three-year-old came into the room. The grandma stated that she was fostering the child. She asked LaTonya, the GraceMed staff member, about establishing care with a medical card and finding a dentist for him. Later the grandma asked if they would demonstrate how to brush teeth so that he could see how that was done. Another mom with a three-year-old and a three-week-old came and visited with them about getting medical coverage. LaTonya gave her contact information and shared what her organization accepted for medical coverage and described the variety of services that they provide. Mom spoke about getting the oldest child into Head Start and needing medical documentation for enrollment. Again, LaTonya verified how they could help the mom with her family's needs.

Along with GraceMed, we have Parents as Teachers and the Shawnee County Health Department available at various time. Having partners at Family Place Learn & Play goes well beyond what we could offer these families regarding available community resources. Librarians do not have to be the expert at everything, we just need to know where to find the answers. Shawnee County is full of great resources for the community. It does wonders for the families when we can bring them together inside our library.

School Age Outreach Librarian

Book Rich Environment at Deer Creek

This month I had the opportunity to attend Deer Creek's Summer camp and do a read aloud with the campers. Though one of our main goals for these types of events is to make sure that every child leaves with a book in their hand, this event was much more than that. These Topeka Housing Authority campers ranged in age from 6-12. We shared a fiction picture book appropriate to their age with lots of bright colors inside. Picture books hold reader attention due to that and because they are known for playful text over dry, formulaic text. These campers were extremely engaged, which led them to remembering what was read, acquiring new bits of knowledge and demonstrating their understanding of the book. This event was much more substantial than the May event because of the read aloud. It is always good to demonstrate the fun of reading. There is so much positivity that is associated with reading aloud! Campers also had a meal and selected books for their home libraries.



School Age Librarian

Have you noticed? We have adventures galore at TSCPL! Staff is busy generating curiosity and excitement for our Patrons through our Summer Reading Program. We are helping kids and families enroll in the reading challenges. June's kickoff party was a huge success. The first Fun-at-One program brought in over 350 participants! Patrons could make a fire-breathing dragon, decorate a dragon egg and color dragon shrinky dinks. We partnered with experts from our community who provided beautiful Henna (V. Heiland) and entertaining not-so-scary ghost stories with folk songs (R. Cutrer). Patrons joined in on tie-dyeing tote bags for carrying Library books, making a compass and their very own treasure map. Friday Flicks was a place to watch movies with friends and cool off from the summer heat. Families also appeared to enjoy medieval games where they played medieval tabletop games and practiced their feats of strength with foam caber tossing. TSCPL is definitely the place to be for trying new things on a fantastic summer stay-cation!



Teen Librarian

Teens are Reading

Attendance was down in the Edge for the month of June. Perhaps it is teens being away with family for vacations or participating in other activities during the summer, but this trend has affected both our program hours and open hours. They do seem to still be reading, though. Our June book display in David J's saw a lot of traffic, and the shelves were noticeably emptier! As of July 1, we have 305 teens registered for summer reading of which 181 have recorded time read and 93 have completed.

Program Services

Autumn Friedli, Program Services Coordinator

Summer Adventures at the Library

This summer has been RED HOT at the library. We have had numerous programs that have seen HIGH numbers of attendees. One of those programs occurred on Saturday, July 6th. Adventurers learned all about geodes in Kansas and then enjoyed ice cream snacks. The program was attended by over 530 people! While the kids wanted the ice cream and to crack open geodes, parents enjoyed listening to a geologist talk all about geodes and geode formation. This program had been scheduled to happen in the Learning Center, but after seeing the high interest on Facebook, the program was moved into Marvin to accommodate the crowds. See the attached pictures to see just how well attended this Saturday afternoon program was.

Our Summer Planning Team has done a fabulous job of creating opportunities for adventure for our community, young and old. There is still plenty of programs happening! Check out everything here: www.tscpl.org/summer



Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

I am pleased to share that we have new members of the Technical Services Team. They are:

Emily Ragsdale, Cataloger



Emily has worked as a Processing Assistant in Technical Services for many years. She is now working as our juvenile and young adult cataloger. Emily brings lots of experience and practical knowledge of collections to her new role and is doing exceptional work in preparing collections for young readers.

Hayley Swisher, Electronic Resources Librarian



Hayley has worked at the library for 10 years, most recently as a Public Services Specialist. She is working in a new role at our library focused on the customer and staff experience with electronic resources including databases and learning products. Hayley brings a lot of enthusiasm for serving customers and connecting them with our extensive suite of online products.

Reader's Lounge: Finishing Touches

While the books have been moved into the Fiction and Nonfiction Wings for over a month, we've been wrapping up this large project with signage installation and other finishing touches. For the signage, the Communications & Marketing Team worked with Tech Services staff to design new end panel signs and top of case signs. Everything we had from before was older and didn't fit with the look we now have in these spaces. The new signs are nearly all installed and look very sharp.



End Panel sign on the bookcases



Top of case signage for each collection

Last, we have some new green residents at the library. A lovely homebound customer who our Red Carpet outreach staff have delivered to for years needed to relocate to a new living situation and was unable to take her extensive plant collection with her. She was saddened by the prospect of her plants not having a home. Outreach staff suggested that she could donate them to the library to live in the new Reader's Lounge and she was very happy with that solution. As the person who takes care of the plants in the library, I was honored to receive these plants from this generous donor. They are doing great and love their new home!



Access Services

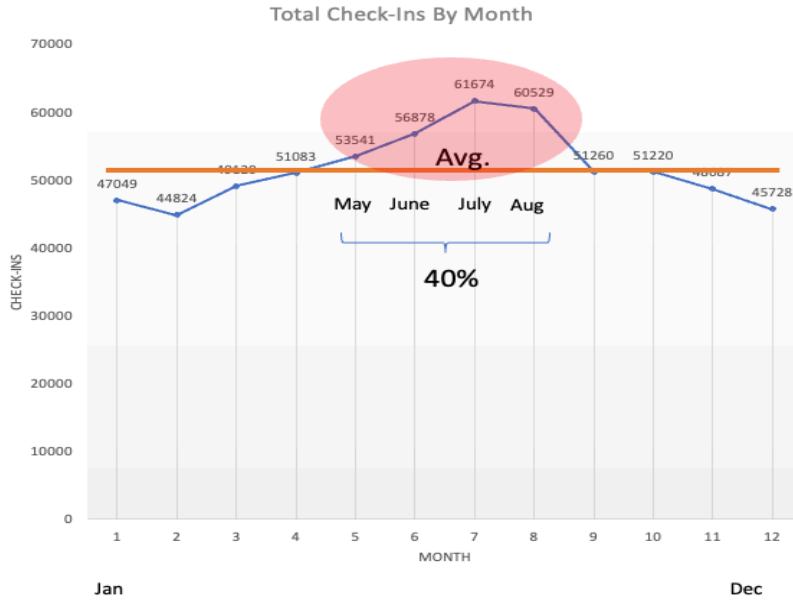
Kelli Smith, Access Services Manager

I have been busy co-facilitating with consultant, John Huber, a cross departmental team that is exploring current work procedures within the holds delivery and returns delivery chains that can be performed more efficiently. These explorations are diving into holds and AMH returns data, current Polaris ILS settings, and procedures staff are performing. The results of the project will help the Circulation team build more efficient workflows with material handling, understand the functional needs of the new AMH and help design the circulation workroom to support the optimal workflows implemented.

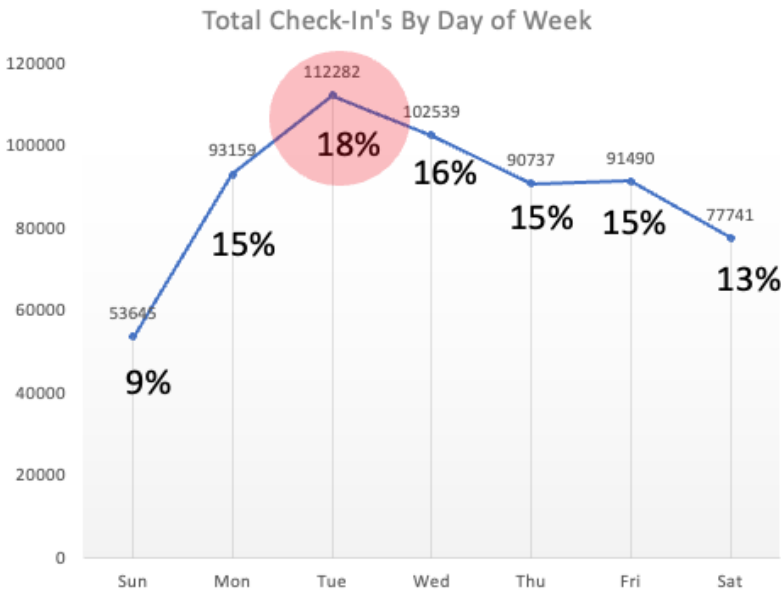
A big thanks needs go out to Jacob Ziegler, Circulation Supervisor, and Shannon Eddings, Systems Database Administrator, for all the data mining. Here is a summary of some of the data that has been collected and reviewed by the team.

Returns Delivery Chain

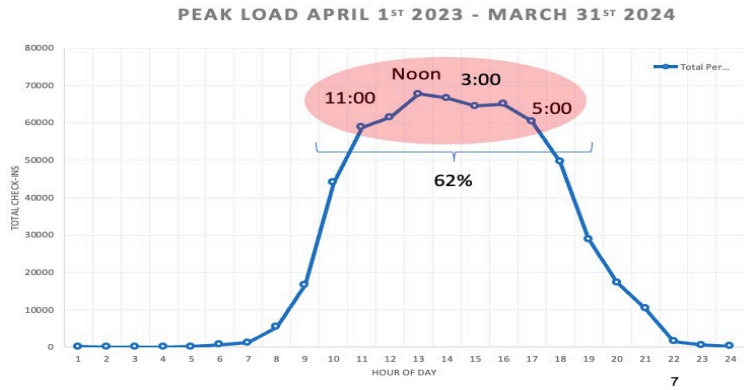
Data was gathered from the AMH machine and Polaris ILS to understand Peak Loads more and whether corresponding stagnant stages in the workflow are influenced more by Circulation's internal procedures or customer behavior.



I think it will surprise no one that summer months are the busiest time for AMH returns. 40% of all returns that came back during April 2023-March 2024 occurred in May, June, July, & August.



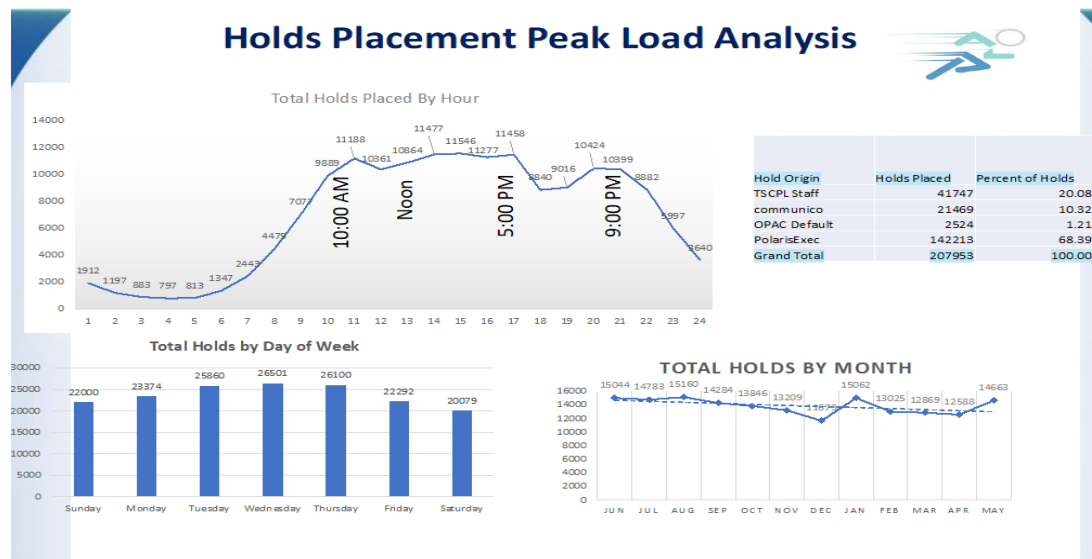
Tuesdays also tend to be the heaviest day of the week for AMH returns. This also supports some historical checkout data and visitor data that have been used to claim that Tuesdays have generally the busiest day of the week for years.



The majority of AMH returns come through on average between 11AM and 5PM. The team is also exploring the returns volume by library collection to evaluate the current bin assignments the AMH sorts different collections to.

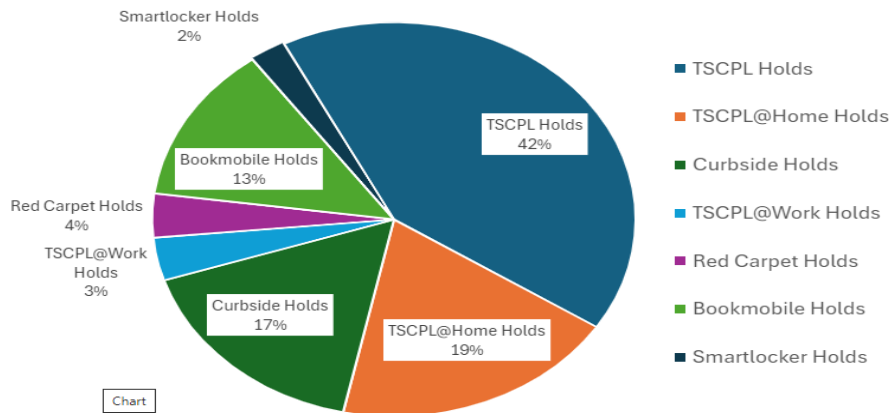
Holds Delivery Chain Data

The following chart shows customers behavior when placing holds. The majority of holds are placed between 10:00 AM and 9:00 PM and for the most part is rather even across this timeframe.



This supports the concept of Dynamic holds (pulling from a list that is updated throughout the day) and mobile processing when pulling the holds list. This would allow holds to go directly to the holds pickup room while not having to go through the sorter thus eliminating multiple handling steps and excessive lead-time.

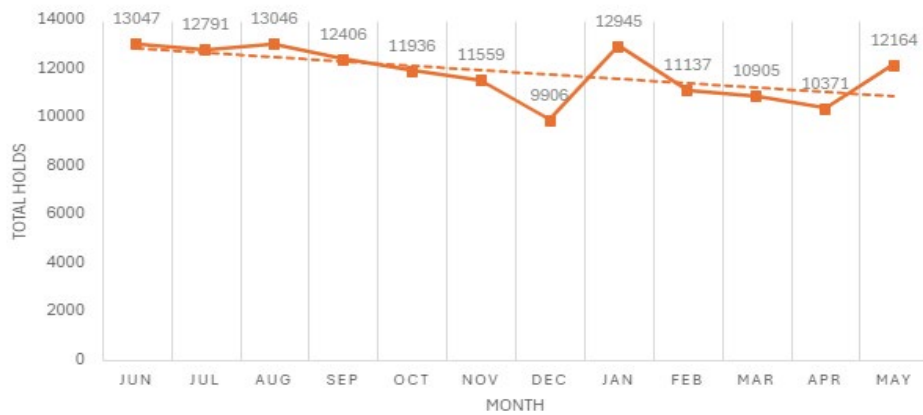
% of Holds Routed to Each Location from AMH



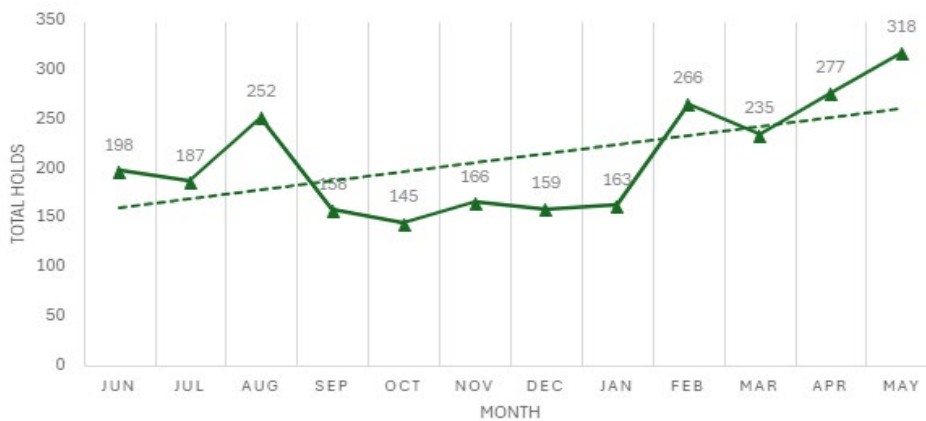
Month	Total TSCPL Holds	Total TSCPL@Home Holds	Total Curbside Holds	Total TSCPL@Work Holds	Total Red Carpet Holds	Total Bookmobile Holds	Total Smartlocker Holds	Total Holds Processed by AMH
Jan	7630	3408	2673	706	587	2327	514	17845
Feb	6488	2885	2548	607	493	2237	343	15601
Mar	6775	3085	2364	580	569	2111	328	15812
Apr	6202	3241	2875	564	542	2003	444	15871
May	7284	3416	3208	591	706	1959	477	17641
Jun	7316	3555	2899	611	618	2270	510	17779
Jul	7442	3422	2890	513	656	2262	448	17633
Aug	7859	3368	3168	557	648	2432	401	18433
Sep	7030	2959	2785	608	616	2041	344	16383
Oct	6981	3247	2776	691	693	2234	380	17002
Nov	6890	3227	2871	592	633	2079	379	16671
Dec	6137	2863	2479	462	490	2130	364	14925
Grand Total	84034	38676	33536	7082	7251	26085	4932	201596

The following charts show how customers placed holds themselves in the last year. About 20% of all holds placed were with the assistance of staff. Bibliocommons is the catalog on our website and customers utilized it to place 68% of all holds within the last year. About 10 percent of all holds were placed using the library app (Communico) and a little over 1% are still placed using the classic catalog (probably for mail holds).

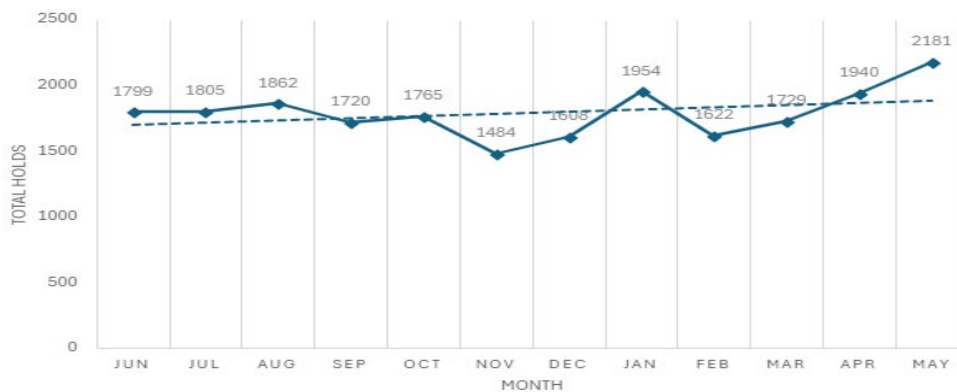
BIBLIOCOMMONS HOLDS JUNE 2023-JUNE 2024



CLASS CATALOG HOLDS JUNE 2023-JUNE 2024



COMMUNICO HOLDS JUNE 2023-JUNE 2024



The team also gathered information on how many holds were pulled from the daily request list for processing versus what holds were captured through the customer return process. This is a small sample collected for the month of June. Surprisingly 70% of all processed holds were pulled from the library’s shelves using the request list last month while 30% were collected for processing through AMH returns.

This data too supports the concept of Dynamic holds (pulling from a list that is updated throughout the day) and mobile processing when pulling the request list. This would allow the collected holds to be processed and filed away directly to the holds pickup room without having to send the collect items through the sorter. This would eliminate multiple handling steps.

The team also explored the number of times a title on the request list was not on its assigned shelf when staff went to find it the first time. The chart below represents data collected from the last month. These numbers strongly correlated with which collections were backed up in circulation workroom for shelving. We've been experiencing some shelving delays during this busy time. As mentioned before, the team is exploring different strategies to smooth out peak loads and implement small batches into the workflows to ensure physical materials are reaching their assigned collections as soon as possible. Overall, the team has done a great job determining where we can streamline procedures or scheduling.

We will be looking at the overall workflows and layout of the circulation workroom this month.

Percent not found on Shelf					
New and Wings	Movies & Music	Red Carpet	Youth Services	Bookmobile	Grand Total
12.6%	0.0%	8.7%	15.7%	0.0%	7.3%
16.7%	22.0%	17.9%	0.0%	0.0%	9.4%
15.3%	8.5%	0.0%	17.4%	0.0%	8.0%
15.0%	14.4%	0.0%	12.9%	0.0%	10.3%
15.3%	19.4%	28.6%	26.5%	0.0%	16.9%
21.7%	29.4%	21.4%	16.2%	0.0%	17.6%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
24.3%	11.3%	18.8%	33.3%	0.0%	12.9%
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6.5%	14.3%	0.0%	40.4%	17.9%	15.8%
15.6%	14.6%	0.0%	1.9%	6.5%	10.5%
18.9%	30.0%	0.0%	51.4%	8.3%	20.5%
16.2%	10.2%	7.4%	31.1%	0.0%	13.6%
5.9%	7.5%	0.0%	3.4%	0.0%	4.3%
3.6%	3.4%	0.0%	0.0%	0.0%	1.7%
3.6%	32.7%	0.0%	8.8%	9.9%	9.7%
7.6%	11.6%	22.6%	48.6%	2.9%	13.3%
0.0%	13.5%	0.0%	46.8%	8.2%	10.9%
30.8%	25.8%	0.0%	51.7%	11.3%	27.1%
27.3%	26.4%	0.0%	0.0%	7.3%	16.1%
24.4%	18.2%	16.0%	39.7%	2.7%	22.7%
4.7%	21.1%	0.0%	30.8%	8.8%	10.9%
21.1%	19.0%	14.3%	25.6%	2.6%	13.9%
0.0%	0.0%	32.4%	0.0%	0.0%	4.0%
22.3%	0.0%	51.4%	24.3%	0.0%	17.6%
14.5%	5.8%	26.7%	36.3%	0.0%	16.9%
14.1%	6.8%	13.8%	23.2%	5.7%	13.2%
10.9%	5.7%	15.2%	32.4%	0.0%	12.5%
7.5%	14.3%	20.5%	33.3%	0.0%	10.1%
13.6%	0.0%	29.2%	31.4%	3.1%	11.4%
4.7%	25.4%	0.0%	45.7%	7.5%	14.2%
3.7%	26.3%	16.5%	36.2%	9.5%	14.2%
1.8%	14.9%	12.5%	12.0%	0.0%	5.1%
0.0%	28.3%	0.0%	0.0%	10.0%	9.1%
11.8%	14.1%	11.0%	22.9%	3.6%	11.8%

Community Services

Patrick Berry, Community Services Supervisor

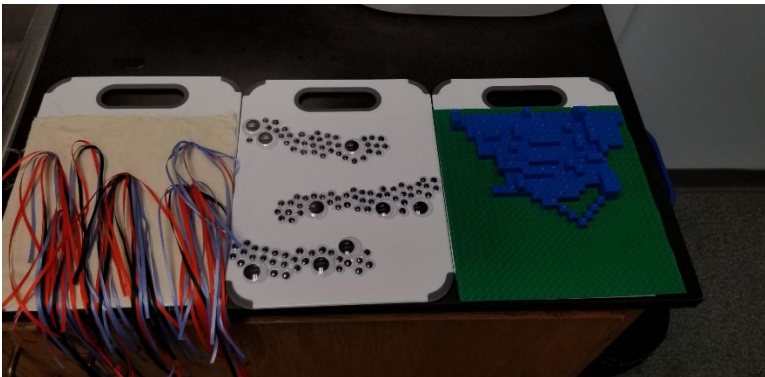
Adventuremobile

During the month of June, The Summer Adventuremobile had almost 2,400 checkouts from its 8 scheduled stops.

Bookmobile

The team had an uptick in check outs of approximately 800 units for the month of June. For the month of June, the Bookmobile Team had almost 4,900 checkouts.

Cole Clay and Jaclyn Shannon spearheaded a project to add sensory boards to the Sherlock bookmobile. The purpose for this project is to make children's experience on the bookmobiles more inclusive, interactive, and fun. Sensory interactions are great for neurodivergent children, children who need a distraction (so their families can browse), or just to keep hands busy.



@Home Delivery

In April, this team saw approximately 3,400 checkouts.

Circulation

Angie Hardy-Foltz, Circulation Supervisor

My participation in the recent American Library Association conference in San Diego proved to be a valuable experience. The opening session featured a keynote address by Trevor Noah, which set an inspiring tone for the event. Prior to the official program, I also attended a pre-conference workshop titled "Managing Change and Holding Effective Difficult Conversations: Tools for Every Leader." This practical session provided valuable insights and strategies for navigating challenging staff conversations, which I look forward to implementing in my work. Overall, the conference offered a strong foundation for a productive and enriching ALA experience.

Circulation

Jacob Ziegler, Circulation Supervisor

I am excited to share that I recently completed Library Management Training sponsored by the Library Journal Professional Development in June. This training covered essential topics such as running effective team meetings, managing burnout, and having difficult conversations. The speakers provided great examples and valuable information, and I am eager to apply these strategies in my new role. Looking ahead, the library will host Leader Launchpad training sessions throughout July and August, which will provide further management growth training. I look forward to attending these events and continue to become a better leader for the circulation department.

Speaking of training, we have filled the Public Service Specialist - Interlibrary Loan position that opened up when I moved to the Circulation Supervisor role. Abigail Thomas has joined the interlibrary loan team, transitioning from her previous role within the circulation department. As a Library Associate, Abigail played a pivotal role in leading various initiatives, including overseeing the RFID wand team to ensure accurate inventory of our collections. We are excited to welcome her aboard, leveraging her valuable circulation experience, and are eager to integrate her into the interlibrary loan department.

Circulation staff have been busy this summer helping out with many program opportunities. Carrie Cummings - Painting in Watercolor, Shelves Maria Zubiato and Teri Wodtke - Make Leather Hiking-Boot Charms, Geode Ice Cream Party, Patrick Abbott - Exploring Science, Natalie Allen - Dirty Girl Adventures (Upcoming on July 15th), Elaine Holt- Fun at one (Pre-Independence Day Celebration), Graham 'GR' Marchant - Friday Flicks.

Digital Services

David King, Digital Services Director

Self-Check Kiosk project

The library spent the month of June with demos and discussions about self-check kiosks! We had hands-on demos from three vendors, which really helped the team focus on our goals for new kiosks. You'll see the result of these demos in the board packet, as a resolution item. We're really looking forward to new self-check kiosks!

Digital Library Strategic Plan Initiative

A couple of Digital Services staff are involved with the initiative to improve the customer experience of our Digital Library, which includes our website, social media channels, and mobile apps. We started holding meetings in June, and plan to have our recommendations on next steps by the end of the year.

Top Web Pages for June 2024

1. Summer Reading: 7021 Pageviews
2. Tools & Services Page: 3879 Pageviews
3. Topeka Zoo Passes: 2609 Pageviews
4. Get a Library Card: 2333 Pageviews
5. Passes Page: 2079 Pageviews
6. Hours & Locations Page: 2006 Pageviews
7. Discovery Center Passes Page: 1707 Pageviews
8. Library Catalog: 1622 Pageviews
9. Work at the Library: 1533 Pageviews
10. Research Tools: 1098 Pageviews

Social Media Highlights for June 2024

Facebook

- Library received a grant – reached 20,988 people
- Cool clouds at the library photo – reached 19,453 people
- The Floor is Lave post – reached 16,213 people

Instagram

- Drumline video – reached 654 people
- The library is just right photo – reached 484 people
- Library received a grant – reached 455 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

Planning to market our Strategic Plan

In late June, the Communications and Marketing Team, CM intern Antonia and CEO Marie Pyko relocated to the shores of Lake Shawnee to immerse the team and energize the ideas needed to move the library's Strategic Plan initiatives forward. Marie facilitated the morning session with a review of the Strategic Plan initiatives. We quickly moved on to brainstorming possible strategies and action steps needed in the following areas:

- Attract new and retain library users
- Increase awareness and use of library spaces
- Attract new and increase the use of Early Childhood services and resources
- Attract new customers needing Digital Literacy resources and services

We reviewed the data available in these areas and will work with Robert, Kelli and Shannon on setting KPIs for the marketing plan.

In the afternoon we got down to the hard work of Identifying campaign implementation milestones, assigning tasks and prioritizing action items in four areas” planning, communications, execution and closure. This marketing plan will be implemented after the Management Team has the opportunity to review the draft and the baselines are established for measuring ROI.



The weather was perfect for lunch outside for Karen, Diana, Michael, Antonia, Jayna and Ginger while working on a marketing plan.

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 exploration.

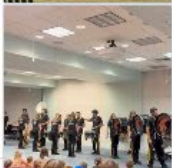
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
219	216	12,430	12,302	3.60%	—



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 landscaping.

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.

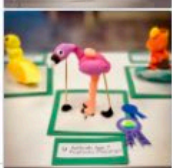
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
294	103	7,035	6,800	6.07%	—



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 #topekalibrary #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.

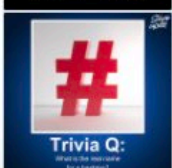
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
167	52	4,654	4,469	4.88%	—



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%	—

Social Media Report

This past month, customers were excited to engage with posts about summer reading adventures. Posts about upcoming events delivered crowds of attendees, while smiling faces brought the welcoming experience into the digital space. Striking images of our library, from the past and present, also caught the attention of our customers, who expressed their warm feelings toward this institution at the heart of our city. However, the post that reached the most people was announcing the news about the grant providing a library for the juvenile detention facility. Customers were supportive of this effort to reach these kids who cannot participate in our regular library programming.

Post Insights Topeka & Shawnee County Public Library

Top 10 Facebook posts sorted by Engagement Rate

Showing 10 posts in total Sorted by Eng. Rate

Image	Date & Time	Text	Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
	July 10, 2024 08:00pm	What are you reading?	65	4	395	395	25.32%	—
	June 28, 2024 09:27am	If you've stopped by the kids library this summer, you probably recognize these friendly faces! Isaiah is one of our youth volunteers, and library staff member, Wilson, is his proud grandpa. Isaiah usually volunteers at the summer reading booth where he hands out prizes. A fun fact about Isaiah is that he is a computer whiz! He especially likes to help our customers with their computers. He also loves to read and is a big fan of the library. He is a big fan of the library and loves to help our customers with their computers. He also loves to read and is a big fan of the library.	168	118	1,679	1,612	17.87%	—
	June 17, 2024 07:30pm	What are you reading?	455	27	3,730	3,730	16.14%	—
	June 19, 2024 07:30pm	Mad Science thrilled us with amazing demonstrations, but there was no magic to it! We learned that magicians don't reveal their tricks, but scientists will break them down and tell you how they work. A few simple tools took us on quite the learning adventure!	342	75	2,807	2,807	15.00%	—
	June 25, 2024 12:18pm	Our adult summer reading adventurers are showing us how many talented artists we have in this community! We were dazzled by the painting on these terracotta succulent pots. It was delightful to see so many people enjoying a moment of creativity at the library, especially multi-generational families and friends who came together to enjoy the day.	351	68	3,535	3,376	12.05%	—
	July 2, 2024 07:30pm	Today at Stories & More, we talked about picnics and made our very own sun visors. Then, at Fun at One we celebrated Independence Day with a star-spangled craft and some fun rounds of Bingo!	196	31	2,076	2,044	11.08%	—
	July 10, 2024 11:01am	We're not inflating this post 🎈 Balloon Animal Adventures at the 10am show was so good! Join us again at 1:00pm or 6:30pm today for POP-ular animals made out of balloons. 🎈	167	22	1,751	1,751	11.02%	—
	June 18, 2024 06:00pm	We are learning and growing so much this summer! This morning, Boomer Bear dressed up as a cowboy and we heard stories with a western theme. Then we did the hokey-pokey and everyone joined in! This afternoon, we learned how we can reduce waste by recycling so we can have a cleaner planet. Tomorrow, June 19, Mad Science will be at the library.	209	34	2,261	2,261	10.88%	—
	June 27, 2024 03:18pm	The Topeka and Shawnee County Public Library recently received a \$21,500 grant designed to increase access to age-appropriate reading materials for incarcerated children and teens. Read the story from WIBW.	165	95	2,884	2,839	9.47%	—
	July 3, 2024 03:18pm	This is where it all began so many years ago!	164	82	2,683	2,577	9.39%	—

Top 10 Facebook Posts sorted by Reach

Showing 10 posts in total

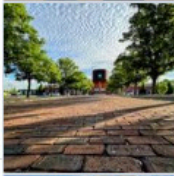
Sorted by Reach



June 28, 2024 11:40am

Have you heard our exciting news? The library recently received a \$21,500 grant to increase incarcerated children and teens' access to age-appropriate reading materials. The project titled "If You Seed It, They Will Read It" will provide the Shawnee County Juvenile Detention Center with new materials appropriate for the reading

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
540	380	21,003	20,382	4.64%	—



June 27, 2024 08:51am

The clouds added a beautiful backdrop to the library this morning. Have a great Thursday everyone!

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
407	653	20,822	19,459	5.33%	—



June 25, 2024 04:36pm

We had more exciting hands-on learning at Fun at One with the Topeka Water Department today! We got to learn what happens when the inevitable occurs...someone flushes something they shouldn't. We also learned about some of the impressive tools for handling the complicated plumbing system in our city! Did you know about

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
292	48	8,661	8,570	3.95%	—



June 27, 2024 08:00pm

We were all smiles at the library today! At Stories & More, we played a game about the letter B, sang a silly song and read the book Emile and the Field by Topeka author, Kevin Young. Maybe we could grow up to write cool books, too! At Fun at One, we learned about mosquitos and how to keep them away with our friends from KDNH.

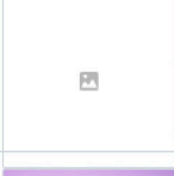
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
456	40	7,231	7,225	6.89%	—



June 18, 2024 09:00pm

Juneteenth celebrates the official end to slavery with the reading of General Order #3 in Galveston, Texas, on June 19, 1865. The order liberated all slaves and a huge celebration followed. This celebration turned into a tradition that is widely celebrated across America. Juneteenth became a federal holiday on June 17, 2021. Check out

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
69	39	4,535	4,469	2.69%	—



June 17, 2024 07:30pm

What are you reading?

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
455	27	3,730	3,730	16.14%	—



June 22, 2024 09:27am

Here's a fun activity for adults! Come learn about succulent plants and decorate a personalized terracotta pot. Then select a succulent plant to take home. We'll give you tips to care for your new plant. Monday, June 24 in the Learning Center.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
167	60	3,683	3,572	6.65%	—



June 16, 2024 04:36pm

Our Farmers Market is in full swing! Each week, more and more farm-fresh produce and homemade goodies appear on the tables. Come to the library parking lot this Monday, 7:30-11:30am to see what's new this week.

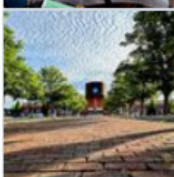
Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
22	34	3,520	3,520	1.62%	—



June 25, 2024 12:18pm

Our adult summer reading adventurers are showing us how many talented artists we have in this community! We were dazzled by the painting on these terracotta succulent pots. It was delightful to see so many people enjoying a moment of creativity at the library, especially multi-generational families and friends who came together

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
351	68	3,535	3,376	12.05%	—



June 27, 2024 03:18pm

The Topeka and Shawnee County Public Library recently received a \$21,500 grant designed to increase access to age-appropriate reading materials for incarcerated children and teens. Read the story from WIBW.

Post Clicks	Reactions	Impressions	Reach	Eng. Rate	Spend
165	95	2,884	2,839	9.47%	—



Resolution – Bid for Self-Check Kiosks

BOARD OF TRUSTEES

July 18, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$86,542.00 by Bibliotheca, LLC of Oakdale, Minnesota for the purchase of eight (8) free-standing self-check kiosks to replace our current self-check kiosks. Funding for this purchase will be from the General Fund, Digital Services Support line.

Policy and Background Information:

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

On April 22, 2024, the Request for Proposal (RFP) for the purchase of eight (8) free-standing self-check kiosks to replace our current self-check kiosks was posted on TSCPL's website as notice to any interested vendor. It was also emailed to six companies that specialize in self-check kiosks for libraries. Proposals were due by 3:00 pm on July 1, 2024 and were opened. Bids were received from three (3) companies. The Digital Services Director reviewed all the bids and determined that all met basic specifications.

Project Goals:

The Library has owned our current self-check kiosks for 10 years. The current kiosks have been updated several times but are starting to show internal wear and tear. It is time to replace them with newer models that have updated hardware and modern functionality.

Our RFP Team has also determined that we no longer need eleven self-check kiosks, each with cash, coin, and credit card functionality. That was important when we first purchased the self-check kiosks, because at that time the Library still issued overdue fines to customers. Customers could pay their overdue fines at any kiosk.

Today, customers still pay some fees at the kiosks. They also have the ability to add money to their library accounts for printing and copying, and to purchase items like USB portable drives or 3D prints. Most of this can also be done online at the library's website.

Because of those changing needs, the RFP Team has determined that we can move to having eight kiosks, with three that offer cash and coin functionality. All eight kiosks will still offer credit card transactions.

The Purchasing Policy does not require the lowest bid to be awarded. In this case, we have not chosen the lowest bid as our recommendation. We have chosen Bibliotheca for a few reasons: They offer the Library the most compatibility and centralized management with other library products, including our Book Lockers and security gates, and also software connectivity to services like NoveList, Communico, and Comprise; we think Bibliotheca’s combination of a cash and coin hopper, the ability to recycle bills, and the ability to include pennies continue to be a high need at our library and will work well in our environment; and we think Bibliotheca’s well-trained and branded support staff is essential to minimize any downtime issues.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$86,542.00 by Bibliotheca, LLC of Oakdale, Minnesota for the purchase of eight (8) free-standing self-check kiosks to replace our current self-check kiosks.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	A	B	C	D
1	Self-Check Kiosk RFP Scoring Matrix			
2				
3	Scoring: Each category gets 1-10 points			
4				
5	Vendor	Bibliotheca	FE Technologies	MK Solutions
6	Kiosk Hardware: look & feel, ease of use for customers, ease of access for staff, etc.	9	5	7
7	Bsic Functionality: is it easy and intuitive for checkout? Ability to handle multiple items placed on RFID reader, Ability of kiosk to alert staff when patron needs help, accessibility options, receipt options,ease of customizing patron interface, etc.	9	6	7
8	Finance: cash/coin/credit card - does it meet our needs? Capacity of system - how frequently will it require attention, ease of use for staff - alerts and ease of refilling, ease of use for patrons, integration with self-check units (appearance), usefulness of reports, ability to reconcile payments with patron accounts, does it recycle bills, etc.	9	2	8
9	Centralized admin interface: ease of use, web-based, etc. Ability to centrally diagnose and track transaction data over the network, ease of setting up kiosk configurations, reporting capabilities, etc.	10	6	7
10	Compatibility with other library products: book lockers, NovelList, Communico, Syndetics, Polaris, Comprise, etc.	10	8	8
11	Price:			
12	Purchase Price:	\$ 86,542.00	\$ 98,803.00	\$ 80,690.00
13	Score for Price:	9	6	10
14				
15	Total Score:	56	33	47



Resolution – FY2025 Budget-approval for publication

BOARD OF TRUSTEES

July 18, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2025 budget for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2024												2023 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			YTD
Net Promoter Score (NPS)															
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86							85.3	86.7	-1.6%
Monthly # of Responses	64	45	45	35	17	107							313	881	-64.5%
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3							86.3	86.4	-0.1%
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364							231,368	226,479	2.2%
CIRCULATION*															
Main Library															
TSCPL Curbside	1,219	907	476	398	353	421							3,774	9,809	-61.5%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398							212,685	239,782	-11.3%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155							7,308	7,051	3.6%
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326							256,017	253,294	1.1%
Bookmobile	7,455	7,269	7,596	7,865	4,378	7,262							41,825	39,428	6.1%
TSCPL@Home	3,198	3,163	3,309	3,207	3,544	3,401							19,822	19,812	0.1%
Red Carpet	4,484	4,168	4,732	4,775	4,469	4,838							27,466	28,975	-5.2%
Digital Downloads	61,030	56,066	60,254	58,534	59,941	59,227							355,052	319,340	11.2%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286							8,362	9,261	-9.7%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	-	-	-	-	-	-	932,311	926,752	0.6%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414							342,159	364,774	-6.2%
CIRCULATION DETAILS															
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	-	-	-	-	-	-	378,355	383,996	-1.5%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	-	-	-	-	-	-	157,718	173,153	-8.9%
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	-	-	-	-	-	-	286,232	316,972	-9.7%
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	-	-	-	-	-	-	195,383	186,535	4.7%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	-	-	-	-	-	-	17,711	16,892	4.8%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	-	-	-	-	-	-	36,441	36,544	-0.3%
NEW Patrons															
Topeka / Shawnee County															
Adults	848	866	856	731	871	971							5,143	3,892	32.1%
Children (ages 17 and under)	145	150	160	127	246	420							1,248	1,152	8.3%
Red Carpet Outreach	8	18	6	6	9	7							54	81	-33.3%
NEKL	42	38	61	43	40	75							299	286	4.5%
Non-Resident	1	0	2	3	1	0							7	5	40.0%
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	-	-	-	-	-	-	6,751	5,416	24.6%
PATRONS DELETED	478	348	718	755	427	282							3,008	2,302	30.7%
Cardholders															
Topeka / Shawnee County															
Adults	66,121	66,929	67,294	67,664	68,478	69,334							69,334	65,285	6.2%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845							15,845	15,486	2.3%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952							32,952	28,808	14.4%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424							1,424	1,355	5.1%
NEKL	9,568	9,640	9,775	10,106	10,139	10,265							10,265	9,501	8.0%
Non-Resident	98	82	38	48	48	50							50	105	-52.4%
Delinquent	119	127	128	92	101	108							108	119	-9.2%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	-	-	-	-	-	-	129,978	120,659	7.7%

Active Cardholders (Savannah)														
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623						57,623	53,392	7.9%
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071						8,071	8,027	0.5%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694						65,694	61,419	7.0%
Unique Borrowers														
Physical	7,920	7,926	8,320	5,336	7,316	7,460						14,102	25,019	-43.6%
Digital	10,652	10,454	11,114	9,605	11,038	10,930						15,161	19,127	-20.7%
Both	1,547	1,412	1,560	849	1,506	1,433						3,434	6,700	-48.7%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	-	-	-	-	-	25,829	37,446	-31.0%
Holds Satisfied	14,925	12,801	13,068	13,041	13,909	13,202						80,946	86,183	-6.1%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899						334,172	356,457	-6.3%
COLLECTION														
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734						17,805	18,947	-6.0%
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051						33,256	21,015	58.2%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174						339,162	349,625	-3.0%
WEBSITE														
tscpl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158						177,429	236,413	-24.9%
tscpl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863						294,740	367,011	-19.7%
catalog.tscpl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317						176,393	113,309	55.7%
catalog.tscpl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441						374,502	242,618	54.4%
COMPUTER USE														
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296						43,817	49,741	-11.9%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47						1:03:05	0:54:39	15.4%
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820						46,071	45,301	1.7%
Wireless Sessions	29,289	26,647	25,896	34,916		40,498						157,246	193,566	-18.8%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00		0:12:00						0:14:05	0:13:32	4.0%
Total Wireless Hours	6,585	7,183	6,558	7,998		8,580						36,904	43,677	-15.5%
TOTAL HOURS	13,290	14,292	14,298	15,807	7,888	17,400	-	-	-	-	-	82,975	88,978	-6.7%
NOTARY SERVICE	167	242	222	274	207	98						1,210	781	54.9%
REFERENCE QUESTIONS														
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	-	-	-	-	-	104,374	95,690	9.1%
Media	1,886	1,686	1,741	1,810	2,023	1,920						11,066	11,511	-3.9%
Call Center	4,069	4,069	3,831	4,123	3,931	4,218						24,241	26,280	-7.8%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193						13,526	9,963	35.8%
Topeka Room	694	657	703	615	557	592						3,818	3,730	2.4%
Gallery	283	99	197	325	169	417						1,490	1,496	-0.4%
L2TC	6,435	9,152	8,662	8,792	7,244	7,062						47,347	40,069	18.2%
LibAnswers	579	578	439	422	371	497						2,886	2,641	9.3%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944						39,407	31,159	26.5%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	0	0	0	0	0	143,781	126,849	13.3%
MEETING ROOMS														
Meeting Room Bookings	448	539	528	562	471	453						3,001	2,764	8.6%
Team Room Bookings	747	914	970	954	831	882						5,298	4,673	13.4%
L2TC Bookings	599	715	741	737	689	727						4,208	4,224	-0.4%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681						29,227	27,974	4.5%
TOTAL ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298						33,527	34,394	-2.5%
LEARN & PLAY BUS VISITS	46	92	104			79						321	870	-63.1%

CIRCULATION DETAILS																
Print Material																
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747								72,414	77,333	-6.4%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662								77,634	91,020	-14.7%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928								131,636	134,755	-2.3%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190								38,012	37,166	2.3%
Magazines	696	665	788	801	670	959								4,579	5,484	-16.5%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959								35,750	38,000	-5.9%
RC Realia	99	109	116	137	113	117								691	507	36.3%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235								17,639	18,900	-6.7%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	-	-	-	-	-	-	-	378,355	403,165	-6.2%
Audio / Visual Material																
MiFi Hotspots	66	47	47	45	57	44								306	196	56.1%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404								8,126	9,783	-16.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979								12,209	12,137	0.6%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014								111,270	116,565	-4.5%
Juvenile Audiobooks	252	220	235	230	229	277								1,443	1,738	-17.0%
Juvenile Music	121	154	127	104	112	204								822	1,295	-36.5%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721								23,470	26,104	-10.1%
YA A/V	11	5	17	14	12	13								72	102	-29.4%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	-	-	-	-	-	-	-	157,412	167,724	-6.1%
Adult Material																
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	-	-	-	-	-	-	-	72,414	77,333	-6.4%
Magazines	696	665	788	801	670	959	-	-	-	-	-	-	-	4,579	5,484	-16.5%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	-	-	-	-	-	-	-	8,126	9,783	-16.9%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	-	-	-	-	-	-	-	12,209	12,137	0.6%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	-	-	-	-	-	-	-	111,270	116,565	-4.5%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	-	-	-	-	-	-	-	286,232	312,322	-8.4%
Juvenile Material																
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	-	-	-	-	-	-	-	131,636	134,755	-2.3%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	-	-	-	-	-	-	-	38,012	37,166	2.3%
Juvenile Audiobooks	252	220	235	230	229	277	-	-	-	-	-	-	-	1,443	1,738	-17.0%
Juvenile Music	121	154	127	104	112	204	-	-	-	-	-	-	-	822	1,295	-36.5%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	-	-	-	-	-	-	-	23,470	26,104	-10.1%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	-	-	-	-	-	-	-	195,383	201,058	-2.8%
Red Carpet Material																
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	-	-	-	-	-	-	-	35,750	38,000	-5.9%
RC Realia	99	109	116	137	113	117	-	-	-	-	-	-	-	691	507	36.3%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	-	-	-	-	-	-	-	36,441	38,507	-5.4%
Young Adult Material																
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	-	-	-	-	-	-	-	17,639	18,900	-6.7%
YA A/V	11	5	17	14	12	13	-	-	-	-	-	-	-	72	102	-29.4%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	-	-	-	-	-	-	-	17,711	19,002	-6.8%
Digital Downloads																
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745								248,669	217,445	14.4%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801								101,506	96,046	5.7%
Flipster	808	935	902	767	784	681								4,877	5,849	-16.6%
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	-	-	-	-	-	-	-	355,052	319,340	11.2%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612								111,548	104,272	7.0%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603								22,763	21,923	3.8%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423								147,778	127,038	16.3%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720								11,369	9,555	19.0%
Juvenile ebook Nonfiction	269	287	310	265	303	237								1,671	1,532	9.1%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222								13,958	12,863	8.5%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526								9,514	7,517	26.6%
Young Adult ebook Nonfiction	41	35	41	38	34	30								219	170	28.8%
Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944								11,180	8,967	24.7%

DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	-	-	-	-	-	-	330,000	293,837	12.3%
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