



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

November 21, 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



November 21, 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 October 17, 2024, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Kim Patton, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 27**
- Board Presentation Discussion

Chief Executive Officer Report – Marie Pyko pg. 29

- **Outreach Service Models Study – Discussion**

Chief of Staff Report – Thad Hartman pg. 38

New Business

- **Friends of the Library Loaned Employee Agreement – Action Item pg. 52**
- **Library Foundation Loaned Employee Agreement – Action Item pg. 55**
- **Bid for Automated Materials Handling System (AMH) Replacement – Action Item pg. 58**
- **Neighborhood Revitalization Plan - Action Item pg. 61**

Executive Session

Adjournment

Public Comment

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

Next Meeting

December 19, 2024

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Board Members Absent

Chair – Shawn Leisinger, Secretary – Joan Hicks, Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 17, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Vice Chair Peg Dunlap.

Public Comment

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

Trustee Advocacy Stories

Trustee Beth Dobler wanted to thank the library for their support of the Kansas Book Festival on September 28. She said the event was a success and the library was very generous in support of the event.

Approval of Minutes

On a motion by Fred Patton, seconded by Mark Zillinger, the September 19, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

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

The Library Foundation

Library Foundation Board Chair Kim Patton thanked Foundation Executive Director Ashley Charest for working hard on Employee Giving Week. Patton shared that the Foundation almost matched the number of pledges received last year and earned the same amount of dollars as last year.

Yesterday the Library Foundation signed a letter in support of the Charitable Act that Senator Moran is leading. This act proposes to restore and expand the universal charitable deduction through 2024. It would provide additional incentive for charitable giving.

The Foundation will host a donor cultivation event on February 2, 2025. This will be on a Sunday morning with the theme Books, Brunch, and Behind the Scenes. Patton shared that the Library Foundation is the recipient of the Target Circle votes this quarter. Patton urged those in attendance to get on the Target app and use their votes to vote for the Library Foundation.

Friends of Topeka and Shawnee County Public Library

Friends Vice President John Conlee shared the next Friends book sale is October 18-20. It will follow the same format as the others with Friday night reserved for Friends only members. If you aren't a member, memberships will be sold at the door or in the Chandler Booktique. Single memberships are \$20, family memberships are \$30. Memberships are good for one year from date of purchase.

The Friends annual meeting is coming up on November 3 from 1-3 pm in Marvin Auditorium. The speakers will be local authors and wife and husband duo, Lara Avery and Dane Kroll. Avery writes award winning young adult novels. Her latest novel *The Year of Second Chances* was released last year. Kroll has a passion for giant monsters, horror and adventure. He is the author of the beloved series Realm of Goryo. Register by October 25 at this [link](#) or contact Friends Executive Janel DeLeye.

The Booktique's part time assistant manager, Elaine Sherrick, resigned to relocate and her last day was September 23. Volunteers quickly stepped forward to cover her hours. The Friends are evaluating the position before posting the job opening.

Financial Reports

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

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

Motion passed unanimously.

Board Chair Reports

Vice Chair Peg Dunlap reported the Executive Committee met via Zoom on October 7, 2024.

New Business

Request for FY 2025 Friends of the Library Funding

On a motion by Fred Patton, seconded by Hannah Uhlrig, the Board of Trustees, Topeka and Shawnee County Public Library, approves the funding request as written.

Motion passed unanimously

Executive Session

On a motion by Beth Dobler, seconded by Mark Zillinger for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session at 4:15 pm for a period not to exceed 15 minutes to discuss a personnel matter. Participants will include members of the Board of Trustees and library counsel. Action will be taken following the Executive Session.

Motion passed.

A motion was made by Mark Zillinger, seconded by Liz Post at 4:28 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

On a motion by Hannah Uhlrig, seconded by Beth Dobler, resolved that the Board of Trustees of the Topeka and Shawnee County Public Library hereby authorize the chair and the Library attorney to enter into an employment agreement with Marie Pyko, CEO, that extends her contract beginning October 22, 2024 and ending October 21, 2027, with an annual salary in the amount of \$170,892.85 beginning on January 1, 2025, providing further however, that any salary increase in subsequent fiscal years to be based on the results of an annual performance review.

Be it further resolved that the chair and Library attorney interface with the CEO to develop the annual performance review process by December 31 and a timeline for the annual performance review to begin in January and to be completed prior to June 1, for consideration during the budget development process for the next fiscal year.

Motion passed unanimously.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that she was interviewed by WIBW yesterday regarding an article they published about early literacy. They were curious as to what role the library plays into that. Next Tuesday Pyko will be a guest on the Topeka Rescue Mission podcast. Pyko was asked to speak at a Washburn University class about nonprofit management. She was excited to speak about the role that libraries play in leadership. The library has a table at the State of the Community event on November 7. Trustees are encouraged to attend if they are able. Pyko shared that the first budget work session for FY 2026 will be on June 10, 2025, and will be an open meeting to the public.

Pyko then led a discussion regarding library service beyond the main building. The board will start to look at statistics and begin the prework in November with progress occurring January – June of 2025.

Chief of Staff Report

Chief of Staff Thad Hartman spoke about the DOCK grant. This program allows the library to pay three high school interns from TCALC and one intern from Washburn University to teach technology classes outside of the library. This program just started this month and has the

funding to run through October of 2026. Right now, the interns are gathering attendance, location, and documenting the types of classes that they are teaching. This first group of interns will work for six weeks.

Calling local authors: NaNoWriMo events are happening in November. November is National Novel Writing Month. Librarian Lissa Staley has been leading this event for several years. The kickoff this year will be October 24.

Work in the Kids Library begins soon with the first major move happening today. The biggest change people will notice is the fish are not present. The fish that were in the tank have been rehomed and the library is getting a new aquarium with new fish. Library Furniture International will be here on October 28 to install shelving in The Edge to temporarily house part of the collection. Construction will officially begin in the space on November 12.

Hartman then introduced Communications and Marketing Director Diana Friend to present the 2024-2029 Marketing Plan. Friend spoke about the four initiatives her team wishes to accomplish: attract new and retain library users, increase awareness and use of library spaces, attract new and increase use of early childhood resources and services, and attract new customers needing digital literacy resources and services.

Adjournment

On a motion by Mark Zillinger, seconded by Fred Patton, the meeting adjourned at 5:10 pm.

Motion passed unanimously

Next Meeting

November 21, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund, Undesignated Fund and Dock Grant Fund are temporarily negative due to pending billings and reimbursements.

General Fund – Pages 3 through 5

With 83.3% of the budget year completed, 100% of the budgeted revenue has been received and 73% of the approved budget has been expended/encumbered. This compares to 2023 in which 99% of the budgeted revenue had been received and 68% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2024 was received October 31st as scheduled. The total received for the General Fund was \$325,063.77. The percentage of the ad valorem budget collected year-to-date is 97% which is the same at this time in 2023.

The percentage of year-to-date motor vehicle tax is 90% in 2024 which compares to 82% at this time in 2023.

Employee Benefit Fund – Page 6

With 83.3% of the budget year completed, 99% of the budgeted revenue has been received and 61% of the approved budget has been expended/encumbered. This compares to 2023 in which 99% of the budgeted revenue had been received and 68% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2024 was received as scheduled. The total received for the Employee Benefit Fund was \$83,029.57. The percentage of the ad valorem budget collected year-to-date is 98%. This compares to 2023 in which 99% had been collected.

The percentage of year-to-date motor vehicle tax is 90% in 2024 and was 82% at this same time in 2023.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,823,445.78.

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 software renewal and support	\$5,855.04	Zendesk, Inc.
Facilities Master Plan Budget	New aquarium for Kids Library	\$18,740.33	Big Fish LLC
Facilities Master Plan - Request for Proposal; Board resolution approved bid aware on 9/19/2024	Construction of Kids Library remodel	\$914,294.00	Shirley Construction Inc.
Facilities Master Plan - Request for Proposal; Board resolution approved bid award on 9/19/2024	Shelving for the Kids Library remodel	\$114,897.00	Library Furniture International
Library Materials	Adult feature & TV	\$8,400.00	Midwest Tape LLC
Library Materials	Hoopla online	\$31,134.22	Midwest Tape LLC
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials – Purchased with grant funds for the juvenile detention center	Juvenile books	\$9,000.00	Baker & Taylor Books

Other Items:

- Notification was received from the Shawnee County Treasurer’s Office that the October 31, 2024, tax distribution contained taxes paid under protest from Heartland Park Topeka. The portion of back tax distributed to Topeka & Shawnee County Public Library was \$89,934.89.

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

10/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 10/31/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 15,883,457.41	\$ 12,583,008.30	\$ 9,348,134.15
Employee Benefits	2,314,022.82	4,062,917.66	3,283,311.94	\$ 3,093,628.54
Capital Improvement	6,533,723.06	289,722.72	-	\$ 6,823,445.78
Bond & Interest	1,095.41	7,049.96	-	\$ 8,145.37
<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	592.68	3,811.47	\$ (3,174.76)
Other Special Revenue	691,309.66	47,008.36	148,562.49	\$ 589,755.53
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 20,367,922.29</u>	<u>\$ 16,067,881.13</u>	<u>\$ 20,188,393.20</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,442,737.93
Restricted Funds-CoreFirst Bank-Checking	596,380.06
Capital Improvement Fund-Community National Bank-Money Market Account	6,823,445.78
Cash on Hand	2,536.18
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	8,120,967.77
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	3,000,000.00
	<u>\$ 20,266,002.67</u>
Less Pending Claims (invoices posted, but not paid until next month)	28,021.71
Less Deferred Revenue (SAM account payments)	3,782.61
Less Payroll Deduction and Employer Benefit Liabilities	989.03
Less Outstanding Checks	44,816.12
	<u>\$ 20,188,393.20</u>

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

10/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	10/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 15,883,457.41	\$ 1,351,258.16	\$ 11,231,750.14	\$ 9,348,134.15	\$ 1,337,009.25	\$ 8,011,124.90
Employee Benefit Fund	2,314,022.82	4,062,917.66	25.00	3,283,286.94	3,093,628.54	1,000.70	3,092,627.84
Capital Improvement Fund	6,533,723.06	289,722.72	-	-	6,823,445.78	-	6,823,445.78
Bond & Interest Fund	1,095.41	7,049.96	-	-	8,145.37	-	8,145.37
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	592.68	-	592.68	25.00	-	25.00
Dock Grant	-	-	-	3,218.79	(3,218.79)	12,541.38	(15,760.17)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	48.15	-	-	10,760.73	-	10,760.73
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	6,180.06	-	8,145.00	(1,964.94)	107.90	(2,072.84)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.10	-	-	31.63	-	31.63
Friends	187,616.53	400.92	-	47,530.86	140,486.59	10,151.12	130,335.47
Fun Committee	6,845.90	1,135.64	-	166.00	7,815.54	-	7,815.54
Gallery Competitions/Exhibits	36,604.82	92.82	-	-	36,697.64	-	36,697.64
Gifts/Memorials (Undesignated)	409,610.19	11,326.31	-	75,414.41	345,522.09	427,589.93	(82,067.84)
Hathaway Trust - Library Materials	3,082.85	2,431.78	330.10	1,882.98	3,301.55	833.44	2,468.11
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	23,454.04	172.71	5,942.14	23,704.16	12,127.86	11,576.30
NEH Expendable	12,776.46	21.59	-	6,851.36	5,946.69	2,000.00	3,946.69
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	14.62	-	-	5,780.26	-	5,780.26
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.10	-	-	36.68	-	36.68
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	5.56	-	-	2,206.58	-	2,206.58
Youth Services	9,201.90	1,896.67	1,151.92	975.01	8,971.64	127.49	8,844.15
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 20,367,922.29	\$ 1,402,124.82	\$ 14,665,756.31	\$ 20,188,393.20	\$ 1,803,489.07	\$ 18,384,904.13

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

10/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 10/31/2024</u>
				83.3%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,794,621.74	\$ (356,766.26)	97%
Revitalization Rebates	(126,213.00)	(122,452.90)	\$ 3,760.10	97%
Back Tax	-	296,544.06	\$ 296,544.06	N/A
Motor Vehicle Tax	1,369,020.00	1,236,985.99	\$ (132,034.01)	90%
Recreational Vehicle Tax	15,594.00	13,583.75	\$ (2,010.25)	87%
16/20 M Vehicle Tax	6,546.00	6,501.38	\$ (44.62)	99%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	49,617.60	\$ 2,011.60	104%
E-Rate Reimbursement	14,209.00	14,208.00	\$ (1.00)	100%
Miscellaneous Revenue	3,000.00	30,476.59	\$ 27,476.59	1016%
Miscellaneous Revenue - Recyclg	-	164.30	\$ 164.30	N/A
Salary Refunds-Foundation	103,204.00	77,482.55	\$ (25,721.45)	75%
Salary Refunds-Friends	29,115.00	22,350.82	\$ (6,764.18)	77%
Salary Refunds-Shawnee Cty	21,343.00	17,748.04	\$ (3,594.96)	83%
Vending Machines	1,500.00	1,347.96	\$ (152.04)	90%
Overdue Fees*	20,000.00	25,780.63	\$ 5,780.63	129%
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	1,785.00	\$ 1,385.00	446%
Obituary Fees	200.00	235.00	\$ 35.00	118%
Meeting Room Charges	750.00	2,687.50	\$ 1,937.50	358%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	355,128.17	\$ 205,128.17	237%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 15,883,457.41</u>	<u>\$ 14,730.41</u>	100%

* 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**

10/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					83.3%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,876.81	\$ -	\$ 923.19	81%
Salaries-Facilities	688,284.00	494,502.26	-	193,781.74	72%
Salaries-Overtime	10,000.00	9,115.65	-	884.35	91%
Salaries-Security	309,259.00	225,077.90	-	84,181.10	73%
Salaries-Shelvers	63,125.00	29,986.41	-	33,138.59	48%
Salaries-Staff	8,301,982.00	6,107,286.06	-	2,194,695.94	74%
Conferences	174,000.00	124,599.18	17,361.84	32,038.98	82%
Staff Internal Dev/Trng - Web Based	15,000.00	9,163.05	630.10	5,206.85	65%
Staff Development & Training	35,000.00	14,727.55	1,050.73	19,221.72	45%
Mileage	7,800.00	4,559.94	6,272.83	(3,032.77)	139%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	426.85	10.00	1,063.15	29%
Materials-Periodicals	26,000.00	3,175.81	1,234.38	21,589.81	17%
Materials-Print/Non-Print <1 YR	839,000.00	574,628.12	66,258.00	198,113.88	76%
Materials-Print/Non-Print	1,207,500.00	883,698.96	140,945.16	182,855.88	85%
OPERATIONS:					
Art Purchases	8,000.00	3,106.70	-	4,893.30	39%
Cataloging and ILL Services	104,959.00	97,669.95	-	7,289.05	93%
Contracted-Digital Services	667,991.00	664,100.69	54,546.58	(50,656.27)	108%
Contracted-Facilities	348,600.00	247,723.45	34,315.07	66,561.48	81%
Contracted-Equipment	66,900.00	66,107.02	14,398.79	(13,605.81)	120%
Contracted-Professional	282,000.00	204,439.99	40,983.80	36,576.21	87%
Contracted-E-Rate Services	1,279.00	1,793.34	-	(514.34)	140%
Digital Services Support	623,112.00	420,836.02	50,337.88	151,938.10	76%
Furniture/Equipment	45,500.00	34,802.31	-	10,697.69	76%
Insurance	87,000.00	64,872.00	-	22,128.00	75%
Marketing & Communication	60,208.00	53,921.77	4,650.62	1,635.61	97%
Memberships/Dues	30,900.00	28,216.00	1,000.00	1,684.00	95%
Miscellaneous	5,000.00	4,289.49	129.75	580.76	88%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	20,422.02	856.72	42,991.26	33%
Printing	116,408.00	26,503.68	62.64	89,841.68	23%
Programming	113,227.00	61,308.65	2,305.81	49,612.54	56%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	159,149.72	657,650.17	883,200.11	48%
Supplies-Facilities	118,536.00	65,621.27	21,381.24	31,533.49	73%
Supplies-Office/Library	95,700.00	45,050.57	3,161.65	47,487.78	50%
Supplies-Processing	49,296.00	23,451.50	8,697.75	17,146.75	65%
Telecommunications	165,064.00	79,950.90	23,922.41	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	235,982.53	70,642.55	94,586.92	76%
Utilities-Gas	72,427.00	40,614.55	13,055.45	18,757.00	74%
Utilities-Water/Sewage	38,242.00	36,075.53	2,124.47	42.00	100%
Vehicle-Gas	45,405.00	18,923.11	-	26,481.89	42%
Vehicle-Repair	60,000.00	42,023.47	11,057.94	6,918.59	88%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(30.64)	-	30.64	N/A
TOTALS	\$ 18,848,897.00	\$ 11,231,750.14	\$ 1,249,044.33	\$ 4,718,102.53	73%

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

10/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	13,794,621.74	97%
Revitalization Rebates	(126,213.00)	(122,452.90)	97%
Back Tax	-	296,544.06	N/A
Motor Vehicle Tax	1,369,020.00	1,236,985.99	90%
Recreational Vehicle Tax	15,594.00	13,583.75	87%
16/20M Vehicle Tax	6,546.00	6,501.38	99%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	49,617.60	104%
E-Rate Reimbursement	14,209.00	14,208.00	100%
Fees and Charges	26,050.00	62,339.67	239%
Reimbursements	153,662.00	117,745.71	77%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	355,128.17	237%
	<u>\$ 15,868,727.00</u>	<u>\$ 15,883,457.41</u>	100%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	6,869,845.09	73%
Other Staff Support Costs	231,800.00	178,365.22	77%
Library Collections	2,074,000.00	1,670,377.28	81%
Contracted Services	1,471,729.00	1,426,078.68	97%
Digital Services Support	623,112.00	471,173.90	76%
Furniture/Equipment/Art	53,500.00	37,909.01	71%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	816,799.89	48%
Utilities & Telecommunications	676,945.00	502,368.39	74%
Vehicles	105,405.00	72,004.52	68%
Other Operating Expenditures	740,545.00	435,872.49	59%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 12,480,794.47</u>	73%
Prior Year Canceled Purchase Orders		<u>\$ 166,328.90</u>	
Unencumbered Balance 10/31/2024	\$ -	<u><u>\$ 8,011,124.90</u></u>	

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

10/31/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 3,471,224.10	98%
Revitalization Rebates	(31,746.00)	(30,834.65)	97%
Back Tax	-	74,529.28	N/A
Motor Vehicle Tax	356,200.00	322,244.42	90%
Recreational Vehicle Tax	4,057.00	3,537.48	87%
16/20M Vehicle Tax	1,703.00	1,726.93	101%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	12,939.63	104%
Refund-Fringe Benefits-Foundation	52,069.00	32,110.82	62%
Refund-Fringe Benefits-Friends	23,578.00	15,702.01	67%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	7,589.01	76%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	16,541.90	N/A
Interest on Idle Funds	85,000.00	120,851.87	142%
	\$ 4,100,666.00	\$ 4,062,917.66	99%
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	486,383.31	68%
Ks Public Employees Retirement Sys	943,675.00	688,880.39	73%
Worker's Compensation	53,000.00	59,893.16	113%
Unemployment Tax	15,004.00	8,904.95	59%
Health/Dental Insurance	3,618,770.00	2,032,785.83	56%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 3,284,287.64	61%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 10/31/2024	\$ -	\$ 3,092,381.84	

* 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	289,722.72
	\$ 289,722.72
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 10/31/2024	\$ 6,823,445.78

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 10/31/2024	\$ -	\$ 48,743.64

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

10/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	6,510.88	65%
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	533.94	5339%
	<u>\$ 10,010.00</u>	<u>\$ 7,049.96</u>	70%
<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 10/31/2024	<u><u>\$ -</u></u>	<u><u>\$ 8,145.37</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 October 31, 2024

Capital Improvement Funds - Community National Bank

\$ 6,823,445.78 at 4.9157% (money market account)

Municipal Investment Pool

\$ 8,120,967.77 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average October 1 - 31, 2024 was 3.54%

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

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	736	10/10/24	LIBRARY FURNITURE INTERNATIONAL LLC	KIDS LIBRARY SHELVING	\$ 26,688.33	-96495
				<i>RFP issued and approved by the Board on 9/19/2024 for shelving and installation for the Kids' Library</i>		\$ 26,688.33	-96495 Total
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>		-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 33.06	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 127.15	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 26.81	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 2,307.06	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 26.81	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 26.81	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 242.41	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 56.34	-96488
10	41000	351	10/4/24	EVERGY	<i>Electric Service</i>	\$ 27,503.71	-96488
						\$ 30,451.32	-96488 Total
10	41000	350	10/4/24	VERIZON WIRELESS	<i>Mobile/MI-FI 2024</i>	\$ 6,634.94	-96486
						\$ 6,634.94	-96486 Total
10	21505	0	10/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,836.17	-96485
15	21516	0	10/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,070.52	-96485
15	21517	0	10/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,139.31	-96485
10	21513	0	10/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,397.66	-96485
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 52,443.66	-96485 Total
10	21509	0	10/4/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,090.46	-96482
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,090.46	-96482 Total
10	21501	0	10/3/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,145.03	-96481
10	21502	0	10/3/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,236.30	-96481
15	21521	0	10/3/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 21.04	-96481
10	21503	0	10/3/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,473.58	-96481
15	21504	0	10/3/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,473.58	-96481
10	21503	0	10/3/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,320.49	-96481
15	21504	0	10/3/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,320.49	-96481
10	21514	0	10/3/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96481
10	21518	0	10/3/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96481

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	313	10/3/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,215.45	-96481
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 84,519.34	-96481 Total
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 31.33	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Hearing Aid Building	\$ 99.34	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 700.70	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 504.27	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 4,470.40	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 58.96	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 68.97	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 14.01	-96476
10	41000	353	10/10/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 16.52	-96476
						\$ 6,001.78	-96476 Total
10	21509	0	10/18/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,105.67	-96469
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,105.67	-96469 Total
10	21501	0	10/18/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,705.45	-96468
10	21502	0	10/18/24	PAYCOM PAYROLL LLC	State W/H	\$ 14,118.07	-96468
15	21521	0	10/18/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,663.34	-96468
10	21503	0	10/18/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,447.56	-96468
15	21504	0	10/18/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,447.56	-96468
10	21503	0	10/18/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,548.20	-96468
15	21504	0	10/18/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,548.20	-96468
10	21514	0	10/18/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96468
10	21518	0	10/18/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96468
10	41000	313	10/18/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,213.65	-96468
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 92,005.41	-96468 Total
10	21505	0	10/18/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,643.96	-96467
15	21516	0	10/18/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 30,317.28	-96467
15	21517	0	10/18/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,273.92	-96467
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 53,235.16	-96467 Total
10	41000	310	10/10/24	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 134.28	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	N-able cove data annual	\$ 3,975.75	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	ISSUUpri change	\$ 64.00	-96461

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	10/10/24	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 19.24	-96461
10	41000	313	10/10/24	COREFIRST BANK & TRUST	Job postings-Pub Srvs	\$ 179.21	-96461
10	41000	313	10/10/24	COREFIRST BANK & TRUST	Job postings-Lib Sr Assoc	\$ 75.26	-96461
10	41000	311	10/10/24	COREFIRST BANK & TRUST	Monthly Rental Fee	\$ 183.86	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	Subscription	\$ 5,855.04	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	Maintenance and support f	\$ 49.00	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	Remote access software	\$ 3,180.00	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 77.00	-96461
10	41000	324	10/10/24	COREFIRST BANK & TRUST	2024 K-Tag Mnthly Chrgs	\$ 5.48	-96461
10	41000	342	10/10/24	COREFIRST BANK & TRUST	Workshop refreshments	\$ 280.00	-96461
10	41000	323	10/10/24	COREFIRST BANK & TRUST	Membership	\$ 940.00	-96461
10	41000	310	10/10/24	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-96461
					<i>Miscellaneous online orders paid by credit card</i>	\$ 15,903.12	-96461 Total
10	41000	420	10/16/24	COREFIRST BANK & TRUST	metal plates with adhesiv	\$ 5.99	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	disc magnets	\$ 14.97	-96459
10	41000	310	10/16/24	COREFIRST BANK & TRUST	Training software	\$ 2,998.00	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	clock	\$ 19.95	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	brochure holder	\$ 19.99	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	storage bin	\$ 18.50	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	tool set	\$ 20.69	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	hexagon hoops	\$ 55.96	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	30A 4 pack	\$ 48.99	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Pencil Sharpner	\$ 11.20	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	AAA Batteries	\$ 112.08	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Epson A3 Transparency Uni	\$ 604.80	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	50 pack small magnets	\$ 9.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	5 lb tub air dry clay	\$ 10.62	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	27 piece clay tools set	\$ 7.29	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	2 pack super glue	\$ 3.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	1 large drying rack	\$ 16.27	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	75 ft roll wax paper	\$ 5.08	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	24 pack mini sewing kits	\$ 49.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	5 pack resistance bands	\$ 19.90	-96459

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Powered 6-Port USB Hub	\$ 38.97	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Pipe Cleaners	\$ 18.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Meadowlark Toy	\$ 51.84	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Fake Sunflowers	\$ 16.59	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Kansas State Flag	\$ 6.95	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Funny Stickers	\$ 7.95	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Cotton String	\$ 19.96	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Peppermint Candy	\$ 24.49	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Blackcard stock paper	\$ 50.30	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Small Paperclips	\$ 5.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Jumbo Paperclips	\$ 6.10	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Yellow Paint	\$ 9.12	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Magenta Paint	\$ 9.04	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Red Paint	\$ 10.69	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Purple Paint	\$ 13.85	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Turquoise paint	\$ 18.06	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Binder Clips	\$ 7.92	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Electrical Tape	\$ 1.48	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Foil Tape	\$ 9.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Dark Blue Beads	\$ 9.55	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	White Beads	\$ 10.80	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Orange Beads	\$ 4.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Taxidermy Bat Skeleton	\$ 27.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Spoons	\$ 19.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Safari Ball	\$ 25.72	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Light Kit	\$ 7.49	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	3 Volt Battery	\$ 19.74	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Taxidermy Bat	\$ 29.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Fake Flies	\$ 27.96	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Apple Green Paint	\$ 9.88	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	World Map Poster	\$ 17.99	-96459
10	41000	313	10/16/24	COREFIRST BANK & TRUST	Notary Renewal Package	\$ 83.95	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Dummy Battery for L2 came	\$ 45.18	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Notebook Journals	\$ 107.58	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	honeybee Life Cycle	\$ 40.58	-96459

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Craft sticks	\$ 11.15	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	portion cups with lids	\$ 32.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Saline Solution	\$ 27.58	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Baking Soda	\$ 15.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Easel	\$ 18.09	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Science kit	\$ 15.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	1 inch pom-poms	\$ 27.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	4oz glue bottles	\$ 8.27	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Aluminum foil	\$ 34.75	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Artificial Acorn Set	\$ 14.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	600 sheet colored paper	\$ 34.89	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Paper Pad for easel	\$ 52.56	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Elmers Glue	\$ 41.59	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Black Craft Tubes	\$ -	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	sloan efx-1-a	\$ 266.89	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Emerals paper 48 x 200"	\$ 94.30	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	shipping 11%	\$ -	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	4 pack toner-206x	\$ 460.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	300pc wood circles	\$ 9.99	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Sticky Magnets - 100P	\$ 89.97	-96459
10	41000	323	10/16/24	COREFIRST BANK & TRUST	KMA annual membership	\$ 150.00	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Clear Plastic Storage Bin	\$ 19.99	-96459
57	41000	330	10/16/24	COREFIRST BANK & TRUST	SKB 6x16 laptop case	\$ 890.00	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	4 pack elbow noodles	\$ 10.88	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	10 pack shell pasta	\$ 5.00	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	6 pack rotini pasta	\$ 5.88	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Shipping	\$ 7.00	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	50 pack small magnets	\$ (9.99)	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Set Wooden Frames 8x10m=,	\$ 32.39	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Cotton Swabs 300 count	\$ 4.24	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Black Sharpies Set of 5	\$ 14.61	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Macally USB Keyboard Mac	\$ 56.97	-96459
10	41000	313	10/16/24	COREFIRST BANK & TRUST	Notary Renewal Package	\$ 83.95	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Lightning to RJ45	\$ 99.95	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	HP 138X Toner	\$ 125.89	-96459

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/16/24	COREFIRST BANK & TRUST	gray area rug, 10x14	\$ 179.99	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	spot lights for the rotun	\$ 31.98	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Plotter Paper	\$ 1,349.90	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Plotter Paper	\$ 84.24	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	subscription renewal	\$ 101.97	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	English Made Easy Vol. 1	\$ 442.26	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	OptiPlex SFF 14500	\$ 3,105.92	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Dell 24 Monitors"	\$ 573.48	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	hook & loop sander pad	\$ 10.07	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	stand kits	\$ 408.87	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	draoes	\$ 198.87	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Dell Laptop Batter	\$ 101.74	-96459
10	41000	342	10/16/24	COREFIRST BANK & TRUST	flip chart desk easels	\$ 117.93	-96459
10	41000	342	10/16/24	COREFIRST BANK & TRUST	flip chart markers	\$ 27.66	-96459
10	41000	313	10/16/24	COREFIRST BANK & TRUST	Notary Renewal Package	\$ 83.95	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	yellow earth paint	\$ 5.95	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	blue earth paint	\$ 3.95	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Shipping	\$ 5.99	-96459
10	41000	323	10/16/24	COREFIRST BANK & TRUST	Anchor Membership	\$ 500.00	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Bottle Caps	\$ 23.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Squeeze Bottles	\$ 17.50	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Xerox D35	\$ 283.49	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Chocolate Brown Beads	\$ 1.49	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Dark Turquoise Beads	\$ 6.96	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Clear Beads	\$ 5.97	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Royal Blue Beads	\$ 1.49	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Red Beads	\$ 1.49	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	74795 led light bulbs	\$ 159.90	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	table cloth	\$ 6.49	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	macrame cord lilac color	\$ 12.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	macrame cord baby blue	\$ 12.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	macrame cord crepe green	\$ 12.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	macrame cord mustard	\$ 12.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	key rings and hooks	\$ 8.79	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	wood beads	\$ 9.99	-96459

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended October 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/16/24	COREFIRST BANK & TRUST	ziploc bags	\$ 37.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	metal floral hoops	\$ 17.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Triangular washable crayo	\$ 93.66	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	felt & foam tacky glue	\$ 4.95	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	sage yarn	\$ 2.79	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	coral yarn	\$ 2.79	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	cornflower yarn	\$ 2.79	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	mauve yarn	\$ 2.79	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	dark taupe yarn	\$ 2.79	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Shipping	\$ 8.95	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	Honeywell Voyager Extreme	\$ 155.00	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Drone kit	\$ 59.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	100pc Jumbo Straws	\$ 7.88	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	100 pc Flexible Straws	\$ 3.98	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Augmented Reality cards	\$ 31.44	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Shipping	\$ 27.82	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Int'l Fee	\$ 1.19	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Sunflower seeds	\$ 13.48	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	sunflower stickers	\$ 13.58	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	snack bags	\$ 15.14	-96459
10	41000	313	10/16/24	COREFIRST BANK & TRUST	Notary Renewal	\$ 25.00	-96459
10	41000	313	10/16/24	COREFIRST BANK & TRUST	Notary Application	\$ 83.95	-96459
10	41000	320	10/16/24	COREFIRST BANK & TRUST	10gen iPad 64gb Yellow	\$ 677.96	-96459
10	41000	420	10/16/24	COREFIRST BANK & TRUST	Epson T48L Gray	\$ 226.80	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	4 embroidery hoops"	\$ 197.16	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Black Cardboard Tubes	\$ 25.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Batteries	\$ 21.80	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Red Crepe Paper	\$ 5.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	orange & yellow crepe	\$ 9.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	100 ct. plastic plates	\$ 9.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	100 Jumbo straws	\$ 8.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	12 ct. Modeling clay	\$ 6.24	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	50 ct. popsicle sticks	\$ 11.97	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	24 ct. Alka-seltzer tabs	\$ 5.78	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	1 gallon vegetable oil	\$ 18.24	-96459

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended October 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/16/24	COREFIRST BANK & TRUST	4 ct. food coloring	\$ 6.94	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	18 ct. popcorn	\$ 29.90	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	40 ct. bottled water	\$ 10.72	-96459
10	41000	313	10/16/24	COREFIRST BANK & TRUST	Notary Filing Fee	\$ 25.00	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	30 ct. burlap bags	\$ 8.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	100 ct. 4 chains"	\$ 5.99	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	1200 ct. screw hooks	\$ 9.69	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	hand pin drill w/ bits	\$ 14.99	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	palmer carousel dispenser	\$ 229.84	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	broom dustpan set	\$ 17.96	-96459
10	41000	410	10/16/24	COREFIRST BANK & TRUST	scissors 12 pack	\$ 6.59	-96459
10	41000	330	10/16/24	COREFIRST BANK & TRUST	Shipping	\$ 8.95	-96459
				<i>Miscellaneous online orders paid by credit card</i>		\$ 17,760.17	-96459 Total
10	21515	0	10/21/24	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 33,215.04	-96457
15	21515	0	10/21/24	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 167,404.22	-96457
15	21515	0	10/21/24	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 1,716.74	-96457
						\$ 202,336.00	-96457 Total
10	41000	320	10/24/24	BIBLIOTHECA LLC	<i>Inventory Wand</i>	\$ 3,324.00	-96452
10	41000	320	10/24/24	BIBLIOTHECA LLC	<i>(8) Self-check kiosks 50% payment</i>	\$ 43,271.00	-96452
				<i>RFP issued and approved by the Board on 7/18/2024 for the purchase of replacement self-check kiosks</i>		\$ 46,595.00	-96452 Total
10	41000	326	10/24/24	KILLER CUSTOM WRAPS	Bookmoible Wrap	\$ 7,100.00	-96446
10	41000	326	10/24/24	KILLER CUSTOM WRAPS	logo overlays & art adjus	\$ 575.00	-96446
				<i>2024 approved operating budget - convert Adventuremobile to Bookmobile</i>		\$ 7,675.00	-96446 Total
10	41000	310	10/10/24	ZOOBEAN INC	license fee	\$ 5,245.00	101370
				<i>2024 approved operating budget - annual subscription for summer reading Beanstack platform</i>		\$ 5,245.00	101370 Total
10	21512	0	10/24/24	DELTA DENTAL OF KANSAS, INC	<i>EE Withholding</i>	\$ 2,322.86	101398
15	21512	0	10/24/24	DELTA DENTAL OF KANSAS, INC	<i>ER Withholding</i>	\$ 9,371.32	101398
15	21512	0	10/24/24	DELTA DENTAL OF KANSAS, INC	<i>Retirees</i>	\$ 88.32	101398
						\$ 11,782.50	101398 Total
10	41000	310	10/24/24	KOIOS LLC	koios annual payment	\$ 6,902.00	101406
				<i>2024 approved operating budget - annual marketing subscription</i>		\$ 6,902.00	101406 Total
						\$ 676,374.86	Grand Total



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

Executive Committee Members Present

Shawn Leisinger – Chair, Joan Hicks – Secretary, Hannah Uhlrig – Treasurer

Executive Committee Members Absent

Peg Dunlap – Vice Chair

Staff Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on November 4, 2024, via Zoom, and was called to order at 4:05 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

The minutes from the October 7, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Joan Hicks, seconded by Hannah Uhlrig, the minutes from the October 7, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the October 17, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees November 21, 2024, meeting were reviewed.

Chief Financial Officer Kim Strube will have nothing out of the ordinary to report.

Chief Executive Officer Marie Pyko will discuss what services outside of the library building could look like in the future. She shared that she would like to present the Facilities Master Plan for the next ten years at the January board meeting.

Chief of Staff Thad Hartman shared that he will present the Automated Materials Handler (AMH) replacement bids. Hartman shared that the bids were below what was budgeted.

There are several items for new business in November. The board will discuss the Audit Committee, the Neighborhood Revitalization Plan from the City of Topeka, bids for the AMH replacement, and the loaned employee agreements for the Friends and the Library Foundation.

Other Items

The Trustee Executive Committee discussed library staff sending PowerPoint presentations to the board prior to the Board Meetings.

The Trustee Executive Committee discussed adding an Executive Session to the November Board Meeting.

No other items were discussed

Adjournment

On a motion by Joan Hicks, seconded by Hannah Uhlrig, the meeting was adjourned at 4:26 pm.

Next Meeting

December 9, 2024

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report November 2024

News and Updates

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

As of October 31, 2024 there are 5,780 children enrolled in the DPIL program. It remains steady with a relatively equal number of children enrolled for each year with the exception of younger than birth to age one. We continue to look for new partners to help us grow the program into zip codes with the greatest open market. As we move into 2025, our goal will be to increase enrollment in zip codes that are below 50% enrollment.

Outreach Services Model Study discussion

As part of my Board report, we will begin our discussion of the strategic plan initiative on exploring the need and feasibility of a physical presence in the county for services. Following my report is a draft document which includes preliminary questions, options for Discovery Team composition and scope of work. The document is designed to offer a starting point for our conversation at the November board meeting. Please take a few minutes to review the Outreach Services Model Study document. It will assist our discussion and facilitate items to consider for the direction of the study.

2025 Board of Trustees Scheduled Meetings

Included in the board packet is the draft 2025 Board of Trustees scheduled meetings. Please review and include on your schedule. As with all Board of Trustees meetings, there will be an in-person and Zoom offer for the meetings. Please let Aubrey Conner, Executive Assistant know if you are not able to attend meetings, so we are able to ensure we have a quorum. Also note, we have moved the first budget work session to the Marvin Auditorium, 101c in order to provide a larger space for the public to attend this first session.

Sign up for Friends of the Library and the Library Foundation meetings

Several years ago the Board of Trustees decided to rotate board members to attend and represent the board at the Friends of the Library and the Library Foundation board meetings. At the November Board of Trustees meeting, the signup sheets will come around for members to select the dates that work for them. Each board member should choose one Friends and one Foundation board meeting to attend.

Strategic Plan 2024 Projects

As we wind down the 2024 year, it is important to review the work from the Strategic Plan and the subsequent work plans. While 2024 was a year of establishing baseline measurement data for many of the strategic initiatives, it is also important to highlight what work was accomplished toward the 27 new actions and initiatives resulting from the plan. Included after my report are the strategic work plan projects and the status of the project.

As of November 1, 2024, **23 of the 27 new strategic actions** are either completed or in process. Several of the in process projects have an early 2025 completion date due to outside vendor/community timelines. Based on the work plans, we have also moved 4 actions into the 2025 strategic plan work projects (expand collaborations with community groups, build a dynamic genealogy & local history webpage, perform usability testing on new website and library app and research feasibility of introducing advisory groups for curating specialized collections).

In collaboration with the Senior Director team, we will begin to discuss the 2025 work plan including quarter start dates later in November 2024.

Audit Committee Appointment discussion

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:

“The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board.” Board of Trustees Treasurer, Hannah Uhrig will begin the discussion to seek volunteers to serve on this committee at the board meeting. The Audit Committee Appointment resolution will be an action item in new business during the December board meeting.

Urban Library Council Leadership Forum- October 23-26, 2024

Thad Hartman, Jesse Maddox, Autumn Friedli, Debbie Stanton and I had the opportunity to participate in the ULC Leadership Forum in Philadelphia, PA. Over 230 library leaders engaged in presentations and discussions focused on the role of libraries as trusted anchor institutions, organizational capacity and the importance of respecting individuality and fostering a positive culture in our libraries. The team was able to learn together and more importantly network with other colleagues throughout the country regarding common issues.

Agenda Items- New Business

Loaned Employee Agreement, Friends of the Library FY 2025

Loaned Employee Agreement, The Library Foundation FY 2025

Each year the loaned employee agreements with the TSCPL Friends of the Library and The Library Foundation are reviewed and approved by the Board of Trustees and the Friends and Foundation boards. A reminder that the Friends executive, the Library Foundation executive director, and Library Foundation development professional are all library employees who are in effect loaned to those 501©3 organizations each year.

Bid for Automated Material Handling System (AMH) Replacement

Please see the resolution sheet for background information, bid summary and recommendation and fiscal note. A more detailed description of the project is included in Chief of Staff, Thad Hartman’s report related to this budget item.

Neighborhood Revitalization Plan/Interlocal Agreement 2025-2027

In September 2024, Mike Hall, City of Topeka presented information about the agreement. On October 15, 2024, Dan Warner, City of Topeka Planning Office presented the plan during a public hearing in their weekly city council meeting. The City of Topeka's Governing Body adopted the plan during the meeting. The associated documents are included in your packet and listed on the resolution sheet. The City of Topeka is now officially requesting all taxing authorities', including the Library's approval to continue this interlocal agreement through 2027.

Professional Activities/Community Contacts

October 14, 2024	Attended the Library Foundation Finance committee meeting
October 15, 2024	Attended the Intergovernmental Cooperative Coalition at Washburn University
October 16, 2024	Chaired the ALA Public and Cultural Program Advisory Committee.
October 16, 2024	Attended the Library Foundation Board of Trustees meeting
October 17, 2024	Participated in a joint meeting with Wichita Public Library leadership on digital equity strategies.
October 17, 2024	Attended the Board of Trustees meeting.
October 21, 2024	Attended the Kansas Library Directors' Community of Practice Zoom call.
October 22, 2024	Facilitated two community conversations related to social media and cell phones for students with Topeka Collegiate school.
October 22, 2024	Guest speaker for the Topeka Rescue Mission's podcast regarding library services for the community.
October 23-25, 2024	Attended the Urban Library Council Leadership Forum in Philadelphia, PA
October 28, 2024	Met with LaManda Broyles Topeka Rescue Mission and Scarlett Fisher-Herrman regarding ongoing collaboration with the Children's Palace.
October 29, 2024	Reviewed the charter for the Digital Library Strategic Plan with Diana Friend and David King.
October 29, 2024	Co-led All Staff Meeting with Kelli Smith
November 1, 2024	Autumn Friedli and I met with Michaela Saunders, KSU PhD student regarding research project on social infrastructure and the Topeka Library.

- November 3, 2024 Presented the State of the Library for the Friends Annual Meeting.
- November 4, 2024 Attended the Board of Trustees Executive Committee meeting.
- November 6, 2024 Chaired the Topeka Collegiate Equity and Justice Committee.
- November 6, 2024 Participated in a panel with the Kansas Children's Discovery Center and SENT at Washburn University's Nonprofit Management and Leadership class.
- November 7, 2024 Attended the Greater Topeka Partnership State of the Community Breakfast
- November 7, 2024 Attended the Capper Foundation recognition dinner.
- November 12, 2024 Attended the Friends of the Library Board of Directors meeting.
- November 14, 2024 Met with Sean Bird, Senior Associate Dean, Plass Learning Center at Washburn University.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 11/15/24

Dolly Parton's Imagination Library

October 2024



Total Enrolled
5,780

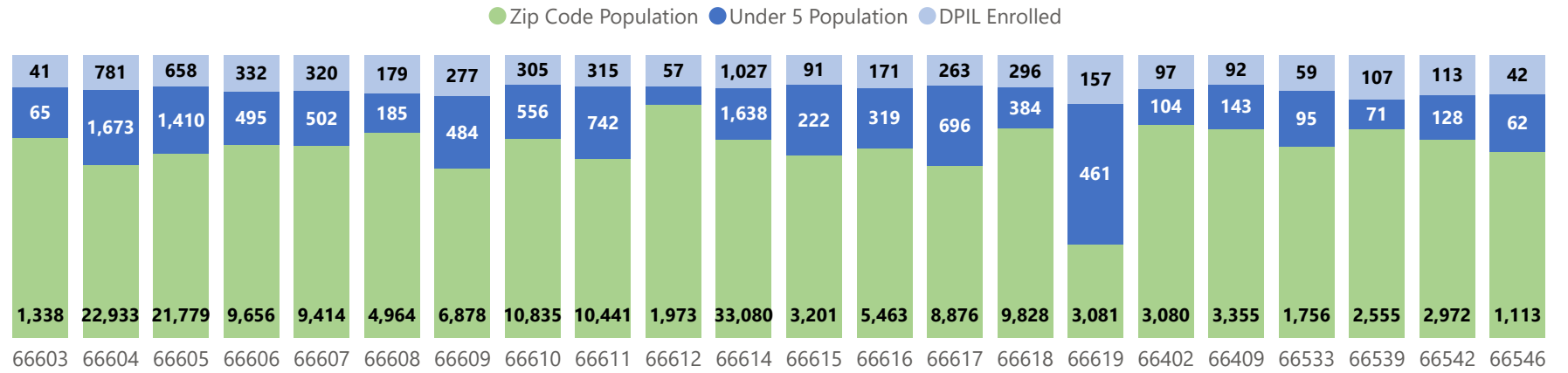


Total Graduated
9,248

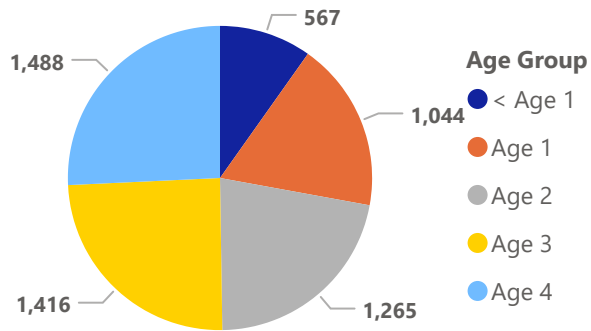
Year, Month

2024 (Year) + October (Month)

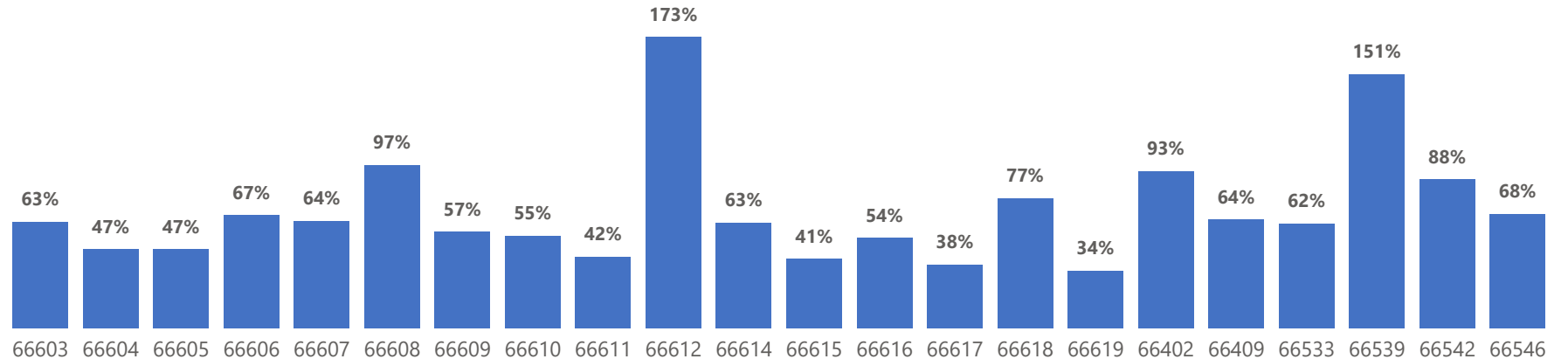
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Outreach Service Models Study

Board of Trustees discussion

Purpose:

To identify direction including type, goals, cost and impact of current and future service models beyond the main library building.

Timeline: FY 2025

- Study launch date January 2025

Questions for consideration by the Board of Trustees (BOT)

1. Format of discovery team
2. Current complement of services provided
 - a. Include cost, time commitment, market penetration, impact
3. What the community indicated based on most recent survey- March-May 2023
4. What additional information do we need from the community?
5. Other library service model visits
6. Format of board involvement
7. Costs for research project- library consultant or staff led
8. Feedback loop for the BOT

Suggested Options for Study framework consideration

- | | |
|----------|---|
| Option 1 | Discovery Team- Library leadership led with monthly reports and discussion during BOT meetings |
| Option 2 | Discovery Team- Library leadership with BOT representatives- taskforce |
| Option 3 | Discovery Team- Library leadership and BOT at least bi-annual workshops throughout the exploration year. |
| Option 4 | Discovery Team- Library leadership with outside consultant identify/review our current and future service models with recommendation to BOT |

Each option offers a structure and a rigorous timeline for determination and decision making. With each option there will be a timeline and budgetary implications component. Additionally, each option will include a determination of access and impact vs cost in the final report.

Scope of work

- Review all lines of business for service deployment- associated resource allocation/usage/market penetration including customer analysis of each service.
- Develop and launch community survey focused on service needs outside the main library including questions related to cost of service deployment. Evaluate results and identify key community priorities and cost tolerance.
- Using our current demographic tools identify the open market potential for library services. Identify who is not a current regular library user and determine what are the services/resources/cost tolerance our non-library users might engage them.
- Identify what is the gap analysis between distance, resources and community interests and needs for library services.
- Environmental scanning of different service models in libraries including visits (travel costs)

Logic Model

If based on the above bullets, the determination is to develop specific outreach service models, then develop a plan including cost/service area/type of service/implementation model and timeline.

Example- based on feedback of 2023 and 2025 community surveys- the community wants more pickup locations for library materials. Staff will develop a plan for adding additional lockers or @home & @work delivery services.

Example- based on feedback of 2023 and 2025 community surveys, the community wants improved/more access to digital access and training closer to their area of Topeka and Shawnee County.

Example- based on feedback of 2023 and 2025 community surveys, the community wants more physical locations for collections, or technology, or program or gathering spaces closer to their area of Topeka and Shawnee County.

Deliverable

At end of Outreach Model Study, a recommendation for scope of outreach service plans including, timeline, costs and phased approach for implementation will be identified.



Board of Trustees Scheduled Meetings
(Meeting room locations may change)

Board of Trustee Meetings

2025

Thursday January 16, 2025	4:00 pm	Zoom/Menninger room 206
Thursday February 20, 2025	4:00 pm	Zoom/Menninger room 206
Thursday March 20, 2025	4:00 pm	Zoom/Menninger room 206
Thursday April 17, 2025	4:00 pm	Zoom/Menninger room 206
Thursday May 15, 2025	4:00 pm	Zoom/Menninger room 206
Thursday June 19, 2025	4:00 pm	Zoom/Menninger room 206
Thursday July 17, 2025	4:00 pm	Zoom/Menninger room 206
Thursday August 28, 2025	5:00 pm	Zoom/Marvin Aud. 101C
(Revenue Neutral Rate (RNR) at 5:30 pm Annual Public Budget Hearing Following RNR Hearing)		
Thursday August 28, 2025	5:30 pm	Zoom/Marvin Aud. 101 ABC
Thursday September 18, 2025	4:00 pm	Zoom/Menninger room 206
Thursday October 16, 2025	4:00 pm	Zoom/Menninger room 206
Thursday November 20, 2025	4:00 pm	Zoom/Menninger room 206
Thursday December 18, 2025	4:00 pm	Zoom/Menninger room 206

Trustee Budget Work Sessions

Tuesday June 10, 2025	9:00 am – 12:00 am	Zoom/Marvin 101C
Wednesday July 9, 2025	1:00 pm – 3:00 pm	Zoom/Menninger Room 206

Trustee Executive Meetings (TEC)

2025

Monday January 6, 2025	4:00 pm	Zoom/room 208F
Monday February 10, 2025	4:00 pm	Zoom/room 208F
Monday March 10, 2025	4:00 pm	Zoom/room 208F
Monday April 7, 2025	4:00 pm	Zoom/room 208F
Monday May 5, 2025	4:00 pm	Zoom/room 208F
Monday June 9, 2025	4:00 pm	Zoom/room 208F
Monday July 7, 2025	4:00 pm	Zoom/room 208F
Monday August 11, 2025	4:00 pm	Zoom/room 208F
Monday September 8, 2025	4:00 pm	Zoom/room 208F
Monday October 6, 2025	4:00 pm	Zoom/room 208F
Monday November 10, 2025	4:00 pm	Zoom/room 208F
Monday December 8, 2025	4:00 pm	Zoom/room 208F

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

Chief of Staff Report

Thad Hartman

November 13, 2024

Automated Material Handling System Replacement

At this month's meeting we are bringing the resolution to the board with a bid recommendation for the replacement of the Automated Materials Handling (AMH) System. Our current system is almost 25 years old and was the third system of its kind installed in the United States. It has served us well during this past quarter century. It has checked in over 30 million items and was vital in handling increased circulation totals while improving material turnaround time and without adding staff. However, a great deal of the components of the machine, such as being powered pneumatically, have become obsolete in the field of AMH systems. Parts are becoming more difficult to obtain and there is a possibility of a part failure causing the system to be down for multiple weeks to repair as parts are located or manufactured. With the system's age and the advances in technology, we feel it is prudent to replace the system.

Library staff have been very thoughtful in determining the best way to replace the system. Not only is it a large financial investment, but it is also the backbone of the circulation process and needs to function in a way that is efficient and effective. Prior to creating an RFP, library staff spoke with vendors and saw demonstrations of machines at conferences. Staff have also visited several libraries over the past few years and seen different models and their real-world implementations.

Earlier this year a team of library staff worked with Lean Library Management consultant, John Huber, to evaluate TSCPL's current material handling workflows and help determine the functional requirements the new AMH System needed to support those workflows. It is imperative that the new system is designed to function optimally for processes and not force us to change in ways that require more staff intervention or increase customer wait times. This process was extremely helpful in improving overall workflows and getting specifications developed for the new system.

After the RFP was created and posted, team members met with vendor representatives and contacted multiple libraries with each of the different systems for feedback. The low bid was from Tech-Logic, who is our current vendor. Their bid met all of our criteria and we have been pleased with the service we have received from them over the years. The bid came in lower than what was budgeted and in fact, was less than the cost of the initial installation in 2000. We're very pleased with the responses we received from all of the vendors and feel confident in recommending the bid from Tech-Logic.

Kids Library Construction

Phase 1 of construction in the Kids Library has officially begun. Library staff have done an amazing job getting the space ready by shifting collections, moving furniture, creating signs, shifting program locations, and clearing out storage areas. They've also been helping customers navigate the space effectively and locate what they need. A big thank you goes out to everyone for getting the project started successfully and helping the public deal with the temporary changes.

Department Highlights

Public Services

Debbie Stanton, Manager

Lower Level Updates

The updates in the lower level of the library are coming along. On the left is a picture showing the new paint, flooring, and dining furniture in the breakroom.

We've also finished with painting and flooring in the east-west hallway on the way to the breakroom, and painting is nearly finished in the main north-south hallway near the elevator.

A new staff meeting room was created where some locker nooks used to be in the adult services workroom.

This will function similarly to one of the public CoLab Rooms in the Level 2 Tech Center.



Finally, another storage room was divided in half by a wall and doorway, with the north half of the room being used for digitization and photography projects (photo left) and the south half used for program supplies and program prep.

We're close to closing out these projects for the year, and then next year's big project is updating the lower level bathrooms!

Collaboration Spotlight

The Topeka Genealogical Society is a non-profit organization dedicated to preserving family history. Since 1965, they've been helping individuals research, discover, and preserve their family heritage. Their free monthly educational programs at the library feature area presenters speaking about interesting topics related to local and family history. TGS also offers workshops and research assistance to members and the public.



We have been working with TGS as they look to their future and the possibility of moving to a membership-driven organization rather than maintaining a physical library. Their library houses an extensive collection of genealogical resources, including books, periodicals, and original records. Members of our Genealogy, Local History, and Technical Services teams have been determining what items from the TGS library would make sense to provide access to through our Baker Genealogy Library, and how we can best collaborate with TGS to promote family history in our community.

Public Services

Zan Popp, Supervisor – Learning Experiences



Staff News

This month, we bid farewell to Susan Schafer, who retired after 30 years with Public Services. Known for her expertise, warmth, and commitment, Susan’s presence is already greatly missed by colleagues and patrons alike. She wrapped up her library career in style, riding off into the sunset on her trusty moped, leaving behind a legacy of dedication and countless memories.

Alice C. Sabatini Gallery

In October, Brittany Keegan accepted the 2024 Outstanding Art Enhancer award on behalf of the Alice C. Sabatini Gallery. This award celebrates individuals, groups, institutions, or businesses that have significantly contributed to art education or art in their community. We partner annually with KAEA to host Youth Art

Month throughout the library.

Additionally, a piece from the Library’s Chinese pewter collection was featured in a new catalog titled *Animalia*, which highlights Chinese export porcelains and animal-form tureens. The featured item is a pewter “Tureen in the Form of a Crane.” Notably, the catalog’s scholar identified a maker’s mark on the bottom, revealing that this piece was crafted by the Zhaocheng Sanxing workshop and dates back to the late Qing dynasty (1644–1911), with our piece originating in the late 19th century.



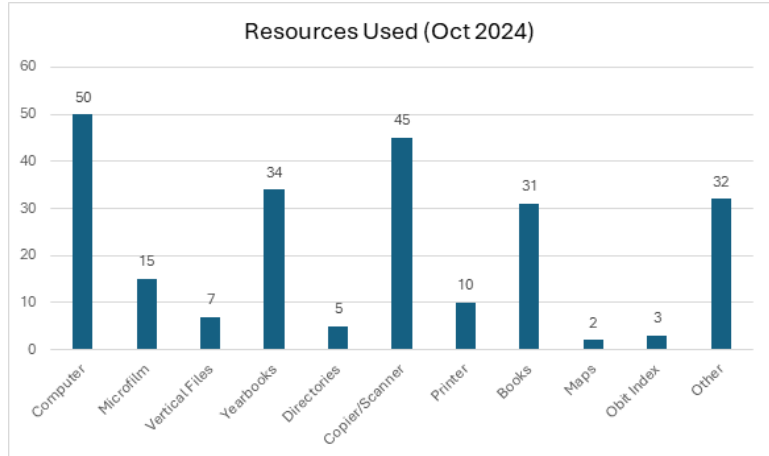
Core Technology Team

This month, our first four Level Up Shawnee County DOCK interns began teaching basic computer classes at community centers around town. In addition, they have been assisting customers one day per week in the Level 2 Tech Center with computer and gadget support.

Topeka Room

The Topeka Room has begun tracking more detailed statistics to better understand how the space is utilized. These new metrics capture the variety of resources accessed, patron comments, and general usage patterns.

Here are a few highlights from this month's feedback:



- A visitor attended after seeing Sherrri's genealogy presentation and was inspired to explore our resources.
- We provided a genealogy area tour for a couple interested in their home's history, leading to further research in the City directories. They plan to return.
- Other visitors sought yearbooks, viewed the music box, and we were even visited by a cold-case investigator looking for leads.

In other Topeka Room news, registration is still open for the Identity Quest Genealogy Conference on November 16. This free event will feature keynote speaker Kenneth B. Morris, Jr., a performance by African Americans Renewing Interest in Spirituals Ensemble (ARISE), and presentations by regional speakers. For details and registration, visit tscpl.org/genealogy/identity-quest.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Community Engagement

The culmination of the library's efforts to provide voter education this election cycle was the October 15th Legislative Candidate Meet and Greet from 5:30-7 pm throughout the Marvin Auditorium. League of Women Voters Topeka-Shawnee County President Mary Lou Davis emceed the event, which was additionally sponsored by ACLU Kansas, Ballots & Brews, Forge, Loud Light, LULAC, NAACP, Topeka Voter Collaborative and YWCA Northeast Kansas. Political Photographer Pancho Metz posted striking images on his Instagram @media_by_pancho; be sure to see the candidates alongside many community members in the photos from the event. This was an excellent opportunity for the approximately 50 attendees to ask questions of candidates and become more informed voters and engaged community members before casting their



ballots on November 5th. Preliminary numbers indicate around 67-70% percent voter turnout in Shawnee County for the 2024 Presidential election.

Red Carpet

Dave, one of our Red Carpet Team members, shares this story about a customer he sees twice a month at one of his delivery sites. This anecdote is a perfect example of why our Red Carpet outreach services are so important to our older adult customers in the community. Without Dave and his regular deliveries of library materials, it is unlikely that this customer would have this level of access to the many materials that enrich his daily life.

"During the past ten years I have been delivering library materials to a 98-year-old gentleman. I'm sure that his use of the library has kept his life full and his mind active. He began his connection with us by first requesting CD's because his wife suffered from dementia and listening to music helped to calm her as the long days passed. As a couple they loved to travel, and he enjoyed showing her photographs from some of the books from our travel neighborhood. She passed away several years ago leaving him to find ways to stay engaged despite the loss of his loved one.

"Well, what a journey he has been on! He is a retired minister who still does a weekly worship service for his neighbors at his residence. He asks me to bring material and stories for his sermons. He loves to read the classics and has completed an impressive reading list including titles such as Uncle Toms Cabin, Gone with the Wind, and several titles by John Steinbeck. As an emphatic fan of westerns, he is always happy to read a Louis L'amour or Zane Grey.

"About 6 months ago he checked out a book with lots of pictures that he enjoyed very much. This led to him asking his children for a sketch book and some coloring pencils. It has been fun to see new works of art decorating his room on each of my twice monthly visits. Artwork he created from the photographs of scenery he viewed in library books!

"Mind you this is a new hobby he's just been picking up at the age of 98. His latest project is drawing the town square in the last small town in Kansas where he lived. I asked him if the town had a library? He said, "Of course it does, a small one where my wife served on the board when we lived there." As we reminisced about small town living as depicted in his drawing, we agreed that every small town needs four essential things; a grain elevator, a water tower, a church, and a library. In our estimation, each one is vital for bringing life to the people of any community. "



Welcome Jennifer Tauer to the Readers & Resources Team!



We're excited to announce that Jennifer Tauer has joined our team as a part-time Public Services Specialist. Jennifer's enthusiasm for providing exceptional customer service and her strong background in education make her a perfect fit for our library. We're confident that Jennifer will be a valuable asset to our team and our community. We look forward to seeing the positive impact she will make on our library and customers.

Please join us in welcoming Jennifer to the team!

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing changes

We just welcomed in our newest part time Early Childhood Specialist. Her name is Jenna Glaze. While limited to 20 hours, Jenna's role will include a full complement of duties including outreach programming, internal programming and working with customers directly on the service floor. We are excited to have her join the team.

Kyler Carpenter, Youth Services Specialist and High Five Enthusiast, will retire in December. Kyler has worked here for over 25 years. His connection with people is near magical and has made his name near synonymous with library, especially for families with young children. His heart, voice, and guitar will be greatly missed, although we are happy for him.



Construction

Phase 1 of the Kids Library construction plan is underway. This means that we are trying to be as fluid as we possibly can so that we can go with the flow. Collections are in temporary arrangements, programming has been adjusted to different spaces, and some favorites like the aquarium are temporarily not available. There is also the sound of progress behind the plastic sheeting. Staff are doing a great job managing and helping customers cope with this stage of the project.



Resilience training

I was afforded the opportunity to attend a local training hosted by Stormont Vail through the Community Foundation about Stress Management and Resiliency. There were many practical skills demonstrated and resources shared some of which hold personal value and others that will be good to share. It was relevant to me especially in the midst of both staffing changes and construction.

Librarian Updates

Early Childhood Outreach Librarian

Art to young children is fabulous fun with paint or glue or both. Their adventurous spirit is invited to imagine and create on the Learn & Play Bus. Every week an art project is set up for young children’s exploration and delight. The art project is “process art” not “product art”. This means that children lead the art experience with the materials provided, there are no step-by-step instructions. This lets each child focus on the experience and lets each explore the tools and materials. Completed artwork is original and unique, just like each child.



School Age Librarian

School Age customers were given a multitude of opportunities to engage in experiential learning at TSCPL during October. Experiential learning is based on the idea that knowledge is created through the transformation of active experience. Staff designs programs to connect what kids are doing to real-world situations. One benefit of this method is that it is known to make stronger connections in more regions of their brain. Young people engineered bone bridges with Q-Tips, built Lego volcanos, tinkered with Newton’s Cradles, and used Oreo cookies to make phases of the moon! They performed silly, smelly, science experiments and learned about the olfactory nerve in their brain during the Odor Decoder program. Young Artists created their own works of art in the program Like Stained Glass. They proudly took their own 8 x 10 framed art made with aluminum foil, home to enjoy. Kids continue to partake in Coding and Bilingual Games which are programs that are ongoing. The month ended in a Halloween Hijinks program where patrons immersed themselves with spooky fun as they carved their own Jack O Lanterns, made a monster cake pop, and animated some Frankenworms! Hum . . . I wonder, do ghosts exist?





Teen Librarian

From October 30-November 1, the Teen Librarian attended the Kansas Library Association's annual conference in Wichita. The sessions and speakers there were wonderful. In some cases, they offered valuable insight into trends, such as AI and how it is being or may be used. Others provided helpful information about events that can be put on for customers or explored ways to increase attendance at those events. It was a great opportunity to connect with the state's network of libraries and exchange ideas about the work we do. We look forward to implementing what was learned there.

Program Services

Autumn Friedli, Program Services Coordinator

KYEA Disability Mentoring Day

On October 23rd, the library worked with KYEA (Kansas Youth Empowerment Academy) to host their Disability Mentoring Day. This year the event focused on a job fair specifically geared and youth ages 16-23 with disabilities. The event kicked off with a panel discussion from former KYEA youths talking about finding employment. From there, the attendees could attend several different breakout sessions about things like interviewing, disability rights and resume writing. After the breakout sessions, fifteen area businesses attended the job fair portion of the event. This was the first time an event like this has been held in our community. All total, about 220 attendees participated in at least part of the events. KYEA reported that the day surpassed their expectations and there are already making plans to make next year's event even bigger. They were grateful for the library's assistance in pulling off this event.

Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

Kids Library Collections Prep

The renovation of the Kids Library is now underway with the first phase of construction. To prepare for

this project we needed to move almost all of the collections in the Kids Library to temporary locations. Collections that will move at the end of the first phase were moved into David J's place. Juvenile entertainment DVDs were moved to the Movies & Music Room. Collections that will move at the end of the project were transferred into The Edge. While this project was large, we got it done in record time. Working alongside the team from Library Furniture International, we were able to get books moved within the first few hours of the project and we kept up the pace until completion. We moved everything in 1.5 days which allowed Shirley Construction to begin a week early. I am very appreciative of the hard work of my team and others who assisted in accomplishing this first step so efficiently. We look forward to seeing the changes as this project moves through the first phase.

Access Services

Kelli Smith, Access Services Manager

Phase 2: Material Handling Workflow Process Improvement Begins

Back in June a cross departmental team worked with Library Lean Management consultant, John Huber, to examine the customer holds service delivery chain and the customer returns delivery chain. The major focus at that time was on the workflows tied to the AMH system and circulation workroom in preparation for the installation of the new AMH system.

We are taking the methods and techniques John shared and are applying them to a new project. A new team started meeting in November with a focus on material delivery services tied to the Access Services team. This group is exploring the data, tools, workflows, and workspaces Book Locker, TSCPL@Home, and TSCPL@Work deliveries. The project objectives are:

- Ensure that material handling workflows for each service are operating efficiently.
- Explore feasibility of consolidating these three outreach delivery services.
- Explore feasibility of increasing frequency of material deliveries to library customers.
- Decrease customer wait times in getting their holds delivered through these services.



Community Services

Patrick Berry, Community Services Supervisor

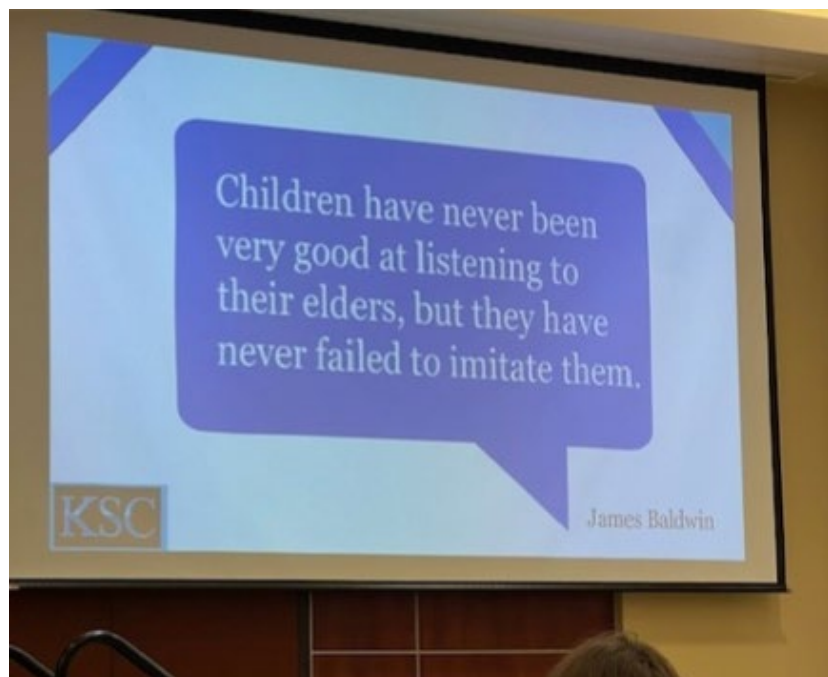
In October, the Community Services department welcomed a new staff member, Tyler Swaffar. Tyler has come to us from the education field. Tyler will be joining the School Outreach team and will soon be offering Classroom Connections programs at area elementary schools.

Community Services Outreach Librarian

This month I had the privilege of attending the Kansas Connections Conference in Wichita, a gathering focused on the power of programming in building relationships and expanding opportunities for children. This event provided valuable insights that align closely with my role as the Community Outreach School-Age Librarian, particularly in how we can enhance our programming within schools and foster meaningful connections within our communities.

One of the central themes of the conference was the idea that the future begins with connections. The speakers emphasized that building strong relationships with children, families, and educators is crucial for creating supportive learning environments. As a community outreach librarian, my work revolves around establishing and nurturing these connections, ensuring that our programs resonate with the needs and interests of the students we serve!

During the conference, there were several breakout sessions that highlighted innovative programming ideas that could be implemented in school settings. These included interactive storytelling sessions, STEM-focused workshops, and community engagement projects. Each session reinforced the notion that programming is not just about delivering information but about creating experiences that inspire curiosity and a love for learning.



I found this quote that was shared during the conference extremely powerful. It highlights how children learn primarily through observation rather than instruction. It shows the importance of being positive role models, as children tend to replicate the behaviors and values they see in adults. This active learning process shapes their character and future interactions. As someone who works closely with children, this serves as a reminder to model the qualities we want to instill in them, highlighting how our actions can profoundly influence their development and shape their understanding of the world.

Community Services Librarian

October has been a busy month for our Bookmobile and Delivery Teams! Our Bookmobile Team checked out over 4,300 items. I also had a young patron come on a bookmobile and tell me how much she likes the decorations on the Sherlock bookmobile, which are created seasonally by Community Services' own Cole Clay. She said that she loves the search and find part the most because she likes to be able to look around the bookmobile for new things. Great work, Cole!

Our Delivery Team has been busy this month with almost 3,800 items delivered to library patrons throughout Shawnee County. This is an increase of over 400 items as compared to September. We love to see this service continue to grow as Colton Teske and Nancy Wurm provide excellent service to the Topeka and Shawnee County community!

Circulation Department

Angie Hardy-Foltz & Jacob Ziegler, Circulation Supervisors

New Hires

We are pleased to announce that Allie Lockwood has accepted the position of Library Senior Associate, effective October 14th. Allie replaces Donna Casey, who retired in September after a dedicated 27-year career at TSCPL. With two years of experience as a Library Associate at TSCPL, and previous roles at the Shawnee County Elections Office and the State Library, Allie brings a wealth of knowledge and skills to her new position. She holds a BA in Theatre and a master's in library science.

We are excited to welcome back two familiar faces to the TSCPL team. Ashley Leesman and Lupe Tibbits have accepted part-time Library Associate positions. Ashley, who previously worked here as a shelving assistant about 10 years ago, and Lupe, who was a part-time Library Associate in Circulation from 2022 to 2023, bring a wealth of experience and knowledge to their roles.

Digital Services

David King, Digital Services Director

Automated Materials Handler project

The AMH team met with three vendors onsite to discuss details of our needs and to get better acquainted with each vendor's products. The team then met to discuss our options and to work through the vendor's RFP responses. The result of this work is our recommendation on moving forward with an AMH vendor and product, as you'll see in the board packet under New Business.

Community Center Computer updates

This project is moving along – we have replaced the computers at over half of our community center computer labs, and should finish the rest by the end of November.

Top Web Pages for October 2024

1. Tools & Services Page: 4888 Pageviews
2. Election & Voting Information: 4787 Pageviews
3. Get a Library Card: 1673 Pageviews
4. Kanopy: 1630 Pageviews

5. Hours & Locations Page: 1354 Pageviews
6. Work at the Library: 1301 Pageviews
7. Careers Detail: 1241 Pageviews
8. Friends of the Library: 983 Pageviews
9. Trivia: 817 Pageviews
10. Topeka Zoo Passes: 778 Pageviews

Social Media Highlights for October 2024

Facebook

- Halloween photo event – reached 18,085 people
- Kids Library changes – reached 9279 people
- Lisa Scottline post– reached 6884 people

Instagram

- Thunderbirds photo – reached 1266 people
- Library building ghost – reached 819 people
- Silents in the Cathedral – reached 585 people

Our Halloween Picture Album



One of Michael's favorite projects is a visual treat for the families who bring their trick-or-treaters to have a photo taken at the library. Years ago, when a Baby Bookworm librarian asked Michael to see how cute the kids were dressed. Fast forward to 2024, Michael and assistant Karen photographed 192 kids, resulting in 2100 photos and 580 edited images! The families received a link to the library's Flickr account to access their photo(s). The "Power Puff Girls" aka Areli, Chris, Hayley and Michelle (lower left) won the library's United Way Halloween Costume contest.

Learning at Adobe Max

Michael Perkins and Karen Watson attended the AdobeMax conference in October. AdobeMax is a gigantic, world-renowned conference for creatives who work on Adobe applications. Michael and Karen not only learned the latest updates in creative applications, but they also learned tips & tricks to increase productivity and improve workflows for the rest of the Communications & Marketing team and library staff. An example of what they learned is how to use AI to create and enhance one-of-a-kind assets. This skill brings attention to marketing print and digital designs and helps them remember and discover library resources and services. Michael attended sessions that focused on video production, photo compositing and illustration. Karen passed two exams which enhanced her credentials as an Adobe Visual Design Professional and is now an Adobe Certified Photoshop & InDesign Professional.



Michael Perkins, Multimedia artist

AI design technology is a tool that enables designers to work quickly on tasks that previously took time and practice to become proficient in using as well as learning from the artist using it. On the heels of Hurricane Milton, Michael arrived in Miami a day early to attend a workshop to hone his skills using animation and AI to create the Le Cirque Galactique Adobe MAX pre-conference poster. His poster was on display all week for conference attendees to view. If you view this on Michael's Instagram, you will see the carousel top smoking and turning, and a beam of light going from the trapeze artist's eye to the Zombie's hat. It was printed on a Roland UV printer.

Karen Watson, Certified Graphic Designer

In addition to attending four days of conference sessions, Karen passed exams to become certified in Adobe InDesign and Adobe Photoshop software. If you have ever used these complex applications, you might understand what an accomplishment this is!





**Resolution – Loaned Employee Agreement, Friends of the Library
for FY 2025**

**BOARD OF TRUSTEES
November 21, 2024**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Friends of the Library Loaned Employee
Agreement for FY 2025 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2025 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this ____ day of November 2024.

WHEREAS, the Friends requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2025, and ending December 31, 2025, the services of the following support staff:
 - Friends executive, and
 - Operations manager,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the Friends executive or operations manager be considered employees of the Friends, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Friends shall:
 - a. As consideration for the services of the support staff, pay to the Library fifty percent (50%) of the total amount of the Friends executive's and the operations manager's salaries and fringe benefits as billed by the Library beginning on January 1, 2025, and each month thereafter until December 31, 2025, and
 - b. Consent to the support staff being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Marie Pyko
Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604, or

Friends: Ruth Nelson, President
The Friends of the Topeka and
Shawnee County Public Library
1515 SW Tenth Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

Shawn Leisinger, Chair

The Friends of the Topeka and Shawnee County Public Library, Inc.

Ruth Nelson, President



**Resolution – Loaned Employee Agreement, The Library Foundation
for FY 2025**

**BOARD OF TRUSTEES
November 21, 2024**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Foundation Loaned Employee Agreement for
FY 2025 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2025 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 21st day of November, 2024.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2025 and ending on December 31, 2025 the services of the following support staff:
 - Finance & Administrative specialist, and
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the finance & administrative specialist, and one-half of the amount of the salary and fringe benefits of the executive director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Marie Pyko, Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604,

Foundation: Ashley Charest, Executive Director
1020 SW Washburn Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

Shawn Leisinger, Chair

The Library Foundation

Kim Patton, Chair



Resolution – Bid for Automated Materials Handling System

BOARD OF TRUSTEES November 21, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Tech Logic, Oakdale, Minnesota, in the amount of \$456,615.34 for a new Automated Materials Handling System, including alternates for nineteen easyBIN Sorting Containers and one toteLIFTER. This expenditure shall be paid from the General Fund.

Policy and Background Information

In 2000, the Topeka & Shawnee County Public Library installed an Automated Material Handling System (AMH) from Tech Logic to make material handling workflows more efficient and reduce physical, repetitive motion for Circulation staff processing returned titles. The system performs three very important functions for staff. The AMH delivers returns to the Circulation workroom, automatically checks them in, and then sorts each title by assigned collection code. Overall, the AMH system has proven to be invaluable to library operations and has checked in nearly 31 million items over the last 24 years.

Due to the system's age, however, replacement parts have become harder to find and sorting accuracy has declined due to it being an older pneumatic system. Therefore, an AMH project team was created to investigate system replacement. This included visiting with AMH vendors at library conferences to better understand the different systems available as well as talking to multiple libraries about their specific AMH system and vendor experiences. At the conclusion of the research phase, the team determined a new system was needed.

Bid Process

In preparation for the bid process, the library created an AMH replacement project team in February 2024 to determine the functionalities and technical specifications needed for a new AMH System. Since the AMH is an integral part of library operations, the team worked with Lean Library Management consultant, John Huber, to evaluate TSCPL's current material handling workflows and help determine the functional requirements the new AMH System needed to support those workflows.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was going to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 11, 2024.

The RFP and related documents for the purchase of a new AMH System were posted on TSCPL's website as notice to any interested vendor. Five companies that specialize in AMH systems were also notified via email. There were three (3) addendums to the original RFP that was sent to the interested bidders and posted on the library's website. Proposals were due by 3pm on November 1, 2024.

Bids were received from three companies by 3pm on November 1, 2024 and were opened. The library's AMH replacement team reviewed all bids and determined that all met basic specifications. Each of the three bidders made the required site visit to talk with staff and examine the current AMH system and the Circulation workroom area where the new AMH system will be located.

Staff Recommendation

The low bid for the entire project, including the first and second alternates, was from Tech Logic, Oakdale, Minnesota. This bid met all the necessary criteria indicated in the RFP. The library has had a good experience with Tech Logic's current AMH system and support staff.

TSCPL staff recommends approving the bid of \$456,615.34, including the first and second alternates, submitted by Tech Logic, Oakdale, Minnesota, for the purchase of a new Automated Materials Handling system.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

AMH Bid Tab				
Base Bid				
Company	Lyngsoe Systems Option 1	Lyngsoe Systems Option 2	FE Technologies	TechLogic
Hardware	\$ 665,037.00	\$ 624,643.00	\$ 568,735.00	\$ 374,878.58
Software	\$ -	\$ -	\$ -	\$ 7,852.44
Installation	\$ 82,478.00	\$ 82,478.00	\$ 43,657.00	\$ 38,154.32
Training	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -
Total Base Bid	\$ 749,515.00	\$ 709,121.00	\$ 612,392.00	\$ 420,885.34
Time of Completion	168 days	168 days	154 days	120 days
Annual Support				
Year 1	Included	Included	Included	Included
Year 2	\$ 26,670.00	\$ 26,670.00	\$ 49,129.00	Included
Year 3	\$ 27,869.00	\$ 27,869.00		
Year 4	\$ 29,135.00	\$ 29,135.00		
Year 5	\$ 30,473.00	\$ 30,473.00		
TechLogic PMI				\$ 9,900.00
TechLogic WCP - warranty continuation program				\$ 29,995.00
Alternates				
Fire suppression system complete system UL certification	\$ 14,000.00	\$ 14,000.00		
Optional easyBIN sorting container (unit price)	\$ 7,500.00	\$ 7,500.00		\$ 1,695.00
Optional tote LIFTER (unit price)				\$ 3,525.00



Resolution – Neighborhood Revitalization Plan Interlocal Agreement

**BOARD OF TRUSTEES
November 21, 2024**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Interlocal Agreement Amendment as presented.

Background Information

See attached documents:

1. Letter to Library Trustees, October 21, 2024 from Brenda Younger
2. City of Topeka Contract No. 52440, Interlocal Agreement, 2025-2027
3. Ordinance No. 20526
4. Neighborhood Revitalization Plan, exhibit "A"

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



CITY OF TOPEKA

City Clerk
City Hall, 215 SE 7th Street, Room 166
Topeka, KS 66603
www.topeka.org

Brenda Younger, M.M.C.
785-368-3940
Email:

October 21, 2024

Topeka and Shawnee County Public Library
Attn: Marie Pyko, Chief Executive Officer
515 W. 10th Street
Topeka KS 66604

SIGNATURE REQUEST: Neighborhood Revitalization Plan/Interlocal Agreement

Ms. Pyko,

On October 15, 2024, the Governing Body of the City of Topeka adopted Ordinance No. 20526 renewing the City's Neighborhood Revitalization Plan (**Attachment A**) for an additional three years beginning January 1, 2025, and ending December 31, 2027; and approving City of Topeka Contract No. 52440 (**Attachment B**) an Interlocal Cooperation Agreement.

This letter will serve as a request for the following:

- (1) Adoption of (**Attachment B**) City of Topeka Contract No. 52440 an interlocal cooperation agreement for the Neighborhood Revitalization Plan 2025-2027 by the Topeka and Shawnee County Public Library.
- (2) Execute the enclosed signature page of City of Topeka Contract No. 52440 where indicated for the Chief Executive Officer and
- (3) Scan and email the signature page to cclerk@topeka.org by December 1, 2024.

The City Attorney will forward the executed agreement to the Attorney General's office for approval and file the executed agreement with the Secretary of State and the Shawnee County Register of Deeds, as required by state law. A fully executed copy of the agreement will be provided to each public agency.

Please contact Senior City Attorney Mat Mullen if you have any questions email mwmullen@topeka.org or call him directly at 785-368-3883.

Thank you,
Brenda Younger, M.M.C.
City Clerk

encl.

cc: Amanda Tituana-Feijoo, Planning Department

CITY OF TOPEKA CONTRACT NO. 52440

INTERLOCAL AGREEMENT/NEIGHBORHOOD REVITALIZATION
2025-2027

This Interlocal Cooperation Agreement (hereinafter referred to as "Agreement") entered into 15th day of October 2024, by and among the City of Topeka, a duly organized municipal corporation hereinafter referred to as "City" and Unified School Districts Nos. 345 (Seaman), 437 (Auburn-Washburn) 450 (Shawnee Heights), and 501 (Topeka); the Board of County Commissioners of Shawnee County; Topeka Metro Transit Authority; Metropolitan Topeka Airport Authority; Topeka & Shawnee County Library and Washburn University.

WHEREAS, K.S.A. 12-17,119 and K.S.A. 12-2904 authorize public agencies to enter into interlocal agreements to jointly perform certain functions including neighborhood revitalization; and

WHEREAS, all parties are, pursuant to K.S.A. 12-2903, public agencies, capable of entering into interlocal agreements; and

WHEREAS, K.S.A. 12-17,114 *et seq.* and any amendments thereto (the "Act"), provides a program for neighborhood revitalization and further allows for the use of interlocal agreements between public agencies to further neighborhood revitalization; and

WHEREAS, it is the desire and intent of the parties hereto to provide the maximum economic development incentive as provided for in the Act, by acting jointly.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:

1. Purpose. The purpose of this Agreement is to provide a program for neighborhood revitalization and allow the public agencies within the designated

neighborhood revitalization area to work together to maximize the economic development incentives allowed through the Act. The parties have reviewed the City's neighborhood revitalization plan ("Plan"), and by adoption of this Agreement, agree to work cooperatively to implement the Plan.

2 Administrator. As the parties are not utilizing a separate legal entity to administer the Agreement, the City shall administer the Plan.

3. Financing. The parties will finance the development in the revitalization area and the dilapidated structure identified in the Plan (Menninger Clock Tower) through a property tax rebate which shall be administered according to the Plan. Pursuant to K.S.A. 12-17,118, City will create a neighborhood revitalization fund and Shawnee County will administer distribution of the rebates. Five percent (5%) of the increment in ad valorem property taxes, as defined by the Act, shall be used to pay for administrative costs of the City and Shawnee County in budgeting, implementing and administering the Plan. The five percent (5%) administration fee shall be apportioned sixty-seven percent (67%) to Shawnee County and thirty-three percent (33%) to the City.

4. Duration. Pending approval of the Attorney General and filing with the Shawnee County Register of Deeds and the Secretary of State, this Agreement shall be effective on the date indicated on Page 1 which shall be the same date that the Agreement was executed by the City Manager, notwithstanding that the other parties may have executed this Agreement at an earlier or later date. This Agreement shall expire on December 31, 2027.

5. Termination. The Plan has a duration of three (3) calendar years, commencing January 1, 2025, and ending December 31, 2027. Notwithstanding Section 4, the parties agree that termination of this Agreement by any party prior to December 31, 2027 would adversely impact the Plan, and, consequently, this Agreement may only be terminated with

ninety (90) day's written notice, and further provided such written notice must be received prior to August 1 in the calendar year prior to the tax year the party desires to terminate participation, unless such notice is waived, in writing, by all parties. Any application for a tax rebate submitted to the City prior to receipt of the notice of termination shall, if approved, be considered eligible for the duration of the rebate period set forth in the Plan.

6. Property. No real or personal property shall be acquired, held, or disposed of during the term of this Agreement.

7. Execution. For purposes of executing this Agreement, this document, if signed by electronic signature and transmitted by electronic mail, will be treated as an original document. This Agreement may be executed by each party in one or more counterparts, each of which when so executed shall be an original, and all of which together shall constitute one instrument.

8. Liberal Construction. This Agreement shall be liberally construed to achieve the economic development objectives and purposes of both this Agreement and the Plan. Should any provision of this Agreement be determined to be void, unenforceable, or illegal, such provision(s) shall be null and void, but the remaining provisions shall be unaffected thereby and shall continue to be valid and enforceable.

9. Entire Agreement. This Agreement constitutes the entire agreement between the parties and may not be modified or amended, except in writing executed by all parties in the same manner as the original.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective representatives with authority to bind their respective entity.

(Rest of this page left intentionally blank)

SIGNATURE PAGE

(INTERLOCAL COOPERATION AGREEMENT)
(NEIGHBORHOOD REVITALIZATION 2025-2027)

Topeka and Shawnee County Public Library

Chief Executive Officer

Date: _____

Attest: _____

(Rest of signature page left intentionally blank)

(Published in the Topeka Metro News October 21, 2024)

ORDINANCE NO. 20526

AN ORDINANCE introduced by City Manager Dr. Robert M. Perez establishing a neighborhood revitalization area, adopting a neighborhood revitalization plan, and authorizing the city manager to execute an interlocal cooperation agreement with other municipalities pursuant to the Neighborhood Revitalization Act, K.S.A. 12-17,114 et seq.

WHEREAS, pursuant to K.S.A. 12-17,114 et seq., as amended (“the Act”), the governing body of any municipality may designate areas as a neighborhood revitalization area if the rehabilitation, conservation or redevelopment of the area is necessary to protect the public health, safety or welfare of the residents; and

WHEREAS, the City, pursuant to Resolution No. 9584, adopted September 17, 2024, gave notice that it is considering adopting a Plan and the Governing Body has conducted a public hearing, as required by K.S.A. 12-17,117 (c); and

WHEREAS, the Governing Body finds that one or more of the conditions identified in K.S.A. 12-17,115(c) exists within the Area; and

WHEREAS, the Act authorizes two or more municipalities to enter into an interlocal cooperation agreement to exercise the power and duties authorized by the Act; and

WHEREAS, the municipalities will execute such an agreement, which shall be substantially similar to Attachment B.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TOPEKA, KANSAS THAT:

Section 1. Eligible Area. The Governing Body finds that the Area identified in the Plan is an eligible area as defined in K.S.A. 12-17,115(c).

Ordinance/NRP(2025-2027)

10/15/2024

Attachment A



2025-2027

Prepared by : City of Topeka Planning Department
Dan Warner, AICP, Planning Director
Ann-Marie Driver, AICP, Planner II
Bryson M. Risley, Planner II

City of Topeka, Kansas

Effective January 1, 2025
ADOPTED BY THE CITY OF TOPEKA GOVERNING BODY:

10/15/2024

Introduction

This Plan is intended to promote the revitalization of the inner urban area hereinafter described as the Neighborhood Revitalization Area (NRA) of the City of Topeka through the rehabilitation, conservation and redevelopment of the area in order to protect the public health, safety welfare of the residents of the City. More specifically, in accordance with KSA 12-17, 118 (d), a tax rebate incentive will be available to property owners for certain improvements that raise the appraised value of residential property 10% and commercial property 20%.

In accordance with KSA 12-17, 114 et. seq., the Governing Body has held a public hearing and considered the existing conditions and alternatives with respect to the described area, the criteria and standards for a tax rebate and the necessity for interlocal cooperation among the other taxing units (City of Topeka, Shawnee County, USD 501 (Topeka), USD 345 (Seaman), USD 450 (Shawnee Heights), USD 437 (Auburn-Washburn Rural), Washburn University, Topeka-Shawnee County Public Library, Topeka Metropolitan Transit Authority (TMTA), Metropolitan Topeka Airport Authority (MTAA). Accordingly, the Governing Body has reviewed, evaluated, and found that the described area meets one or more of the conditions contained in KSA 12-17,115 (c).

1. An area in which there is a predominance of buildings or improvements which by reason of dilapidation, deterioration, obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, the existence of conditions which endanger life or property by fire and other causes or a combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime and which is detrimental to the public health, safety or welfare;
2. An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, defective or inadequate streets, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is detrimental to the public health, safety or welfare in its present condition and use; or

area is necessary to protect the welfare of the municipalities' residents, and that the area should not include the entire municipality.

As a matter of policy, the City of Topeka's NRA is also proposed to be limited in scope to the above areas in order to promote a streamlined and administrative "but for" policy. The inherent presumption of this Plan is that necessary private investments would not occur in these areas "but for" the incentives offered under the Plan. Incentives are approved administratively by City of Topeka staff upon application by the property owner without further proof of need for the incentives. In order to enforce this assumption, the Plan puts forth thresholds for application deadlines to ensure the applicant knew about the program prior to construction and that the investment must create an impactful value increase.

Therefore, this Plan finds the proposed areas are most legally justifiable under State law and provides for a streamlined "but for" test to revitalize the City's most deteriorated sections.

Residential Property Values (July 2023, Shawnee County Appraisers Office) – Property values are in part a reflection of the quality of housing supply and the image of a neighborhood. The median value of a house purchased in Shawnee County was \$122,000 in 2018 (Topeka Association of Realtors).

Single Family Housing Tenure (July 2023 Shawnee County Appraisers Office)
The percentage of homeowners residing in a neighborhood can be an indication of the willingness (or confidence) to invest in the area. The most relevant measure of this is how many single-family dwellings are owner-occupied since these homes were primarily built for individual ownership.

Secured Houses & Unsafe Structures (2023 City of Topeka Special Structures Unit) - A secured house is one of the most evident physical displays that will undermine confidence in an area for investment and precipitates a downward spiral for the block and/or neighborhood.

Vital Sign Ranges (2023)

Neighborhood Health Composite (avg. score)	% of Persons Below Poverty Level (score)	Part 1 Crimes per 100 Persons (score)	Average Residential Property Values (score)	% Owner Occupied Housing Units (score)	Number of Secured and Unsafe Structures Per 100 Properties (score)
Healthy (3.3 - 4.0)	2023: 0 - 9% (4)	0 - 12 (4)	2023: \$134,451 and ↑ (4)	70 - 100% (4)	2023: 0 (4)
Out Patient (2.7 - 3.2)	2023: 10 - 18% (3)	13 - 18 (3)	2023: \$87,447 - \$134,450 (3)	50 - 69% (3)	2023: 0.01 - 0.75 (3)
At Risk (1.9 - 2.6)	2023: 19 - 30% (2)	19 - 28 (2)	2023: \$51,960 - \$87,446 (2)	34 - 49% (2)	2023: 0.76 - 1.75 (2)
Intensive Care (1.0 - 1.8)	2023: 31 - 100% (1)	29 + (1)	2023: \$51,959 and ↓ (1)	0 - 33% (1)	2023: 1.76 and ↑ (1)

Area Profile

Health rankings are determined by averaging all vital sign levels for each neighborhood area. *Intensive care* and *at risk* neighborhoods have the lowest vital sign measurements, and hence are the primary focus of the Neighborhood Revitalization (NR) Area. Below is a comparison profile of the NR Area and non-NR Area

Total Primary Neighborhood Revitalization Area 2023

Health Rating	Part 1 Crimes per 100 persons	% of Persons Below Poverty Level	% Owner Occupied Single Family Housing units	Secured & Unsafe Structures	Average Residential Property Values
Intensive Care	35	38.5%	43.4%	2.024	\$67,448
At Risk	18	29.1%	47.3%	1.050	\$74,156
Out Patient	10	11.1%	57.5%	0.878	\$90,930
Total Primary NR Area	19	25.9%	49.5%	1.160	\$77,316

30; thence westerly along the South line of Section 30 to SW Topeka Boulevard; thence northerly along Topeka Boulevard to its intersection of Interstate Highway 470; thence westerly along Interstate Highway 470 to its intersection with Burlingame Road; thence northerly along Burlingame Road to its intersection with SW 37th Street; thence Easterly along SW 37th Street to its intersection with Topeka Boulevard; thence northerly along Topeka Boulevard to its intersection with SW 29th Street; thence Easterly along SW 29th Street and SE 29th Street to its intersection with SE Adams Street; thence northerly along SE Adams Street to its intersection with SE 21st Street; thence westerly along SE 21st Street and SW 21st Street to the Northwest Corner of the Northwest Quarter of Section 7 Township 12 South Range 15 East of the 6th P.M.; thence southerly along the West line of said Quarter Section to its intersection with SW 27th Street; thence westerly along SW 27th Street to its intersection with SW Washburn Avenue; thence northerly along SW Washburn Avenue to its intersection with SW 11th Street; thence westerly along SW 11th Street to its intersection with SW Woodward Avenue; thence northerly along SW Woodward Avenue to its intersection with SW 10th Avenue; thence westerly along SW 10th Avenue to its intersection with SW Summit Avenue; thence northerly along SW Summit Avenue to its intersection with SW Sixth Avenue; thence easterly SW Sixth Avenue to its SW Washburn Avenue; thence northerly along SW Washburn Avenue to its intersection with SW Willow Avenue; thence easterly along SW Willow Avenue to its intersection with Quinton Avenue; thence northerly along Quinton Avenue to its intersection with the Centerline of SW 1st Street; thence easterly along SW 1st Street to the West line of Section 30, Township 11 South, Range 16 East of the 6th P.M.; thence northerly along the said West line to its intersection with the south line of a tract of land described in a deed recorded in Book 3384 Page 896, Register of Deeds Office, Shawnee County, Kansas; thence easterly and northeasterly along the south line and east line of said tract of land to the South Bank of the Kansas River; thence northeasterly along the extension of said east line to its intersection with the Kansas River; thence easterly down the Kansas River to its intersection with SW Topeka Boulevard; thence northerly along Topeka Boulevard to the Point of Beginning.

(AND IN ADDITION)

KANZA BUSINESS AND TECHNOLOGY PARK (OVERALL PUD BOUNDARY)

A TRACT OF LAND IN THE SOUTHEAST QUARTER, THE EAST HALF OF THE SOUTHWEST QUARTER, LOT 3 OF THE NORTHWEST QUARTER, AND THE NORTHEAST QUARTER, ALL IN SECTION 26, TOWNSHIP 11 SOUTH, RANGE 15 EAST OF THE SIXTH PRINCIPAL MERIDIAN, SHAWNEE COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER; THENCE ON AN ASSUMED BEARING OF NORTH 00°00'22" EAST, 30.00 FEET, ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89°36'04" WEST, 23.50 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°36'04" WEST, 2611.74 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHEAST QUARTER, 30.00 FEET NORTH OF THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE NORTH 00°06'23" WEST, 1118.90 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 86°16'38" EAST, 130.48 FEET; THENCE NORTH 42°55'39" EAST, 233.28 FEET; THENCE NORTH 01°25'17" WEST, 497.95 FEET; THENCE SOUTH 88°46'41" WEST, 278.01 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 00°06'23" EAST, 120.24 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER TO THE NORTH LINE OF ARLINGTON HEIGHTS SUBDIVISION; THENCE SOUTH 89°54'32" WEST, 1309.28 FEET ALONG THE NORTH LINE OF SAID SUBDIVISION TO THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°11'27" EAST, 953.94 FEET ALONG THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°18'11" EAST, 663.92 FEET ALONG THE WEST LINE OF SAID LOT 3 TO THE SOUTHERLY RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY NO. 70; THENCE NORTH 88°53'30" EAST, 883.63

SOUTH 12°51'45" EAST, AND A CHORD DISTANCE OF 80.56 FEET) A DISTANCE OF 81.15 FEET; THENCE ON A BEARING OF SOUTH 01°52'31" EAST, A DISTANCE OF 26.20 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED TRACT OF LAND CONTAINS 24.081 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENTS, RESTRICTIONS, AND COVENANTS OF RECORD, IF ANY.

(AND IN ADDITION)

KANZA BUSINESS AND TECHNOLOGY PARK SUBDIVISION. CONTAINS APPROXIMATELY 10.39-ACRES, MORE OR LESS.

EXCEPT

The property commonly known as the 501 Sports Complex and legally described as follows: A tract of land in the Southeast Quarter of Section 26, Township 11 South, Range 15 East of the Sixth Principal Meridian, described as follows: Beginning at a point on the West line, 30.00-foot North of the Southwest Corner of said Quarter Section (said point being on the North right-of-way line of West Sixth Street); thence North 00 degrees, 06 minutes, 40 seconds West, along said West Line, 1,118.79-feet; thence South 86 degrees, 14 minutes, 23 seconds East, 130.46-foot; thence North 42 degrees, 56 minutes, 08 seconds East, 233.28-foot; thence North 01 degrees, 24 minutes, 28 seconds West, 497.95-foot; thence North 88 degrees, 48 minutes, 04 seconds East, 120.98-foot; thence on a 302.50-foot radius curve to the left, with a 170.62-foot chord bearing North 72 degrees, 25 minutes, 13 seconds East, an arc distance of 172.97-foot; thence North 56 degrees, 02 minutes, 21 seconds East, 399.91-foot; thence South 20 degrees, 26 minutes, 15 seconds East 750.52-foot; thence South 00 degrees, 24 minutes, 53 seconds East, 1, 344.97-foot to the North right-of-way line of West Sixth Street; thence South 89 degrees, 36 minutes, 04 seconds West, along said North right-of-way line, 1,162.82-foot to the Point of Beginning. The above contains 44.001-acres, more or less, all in the City of Topeka, Shawnee County, Kansas.

(AND IN ADDITION)

Cowdin Subdivision No. 3, according to the recorded plat thereof.

(AND IN ADDITION)

Southern Hills Subdivision "A", Southern Hills Subdivision "B", and Southern Hills Subdivision "C" according to the recorded plats thereof. Contains approximately 110.8 acres.

(AND IN ADDITION)

Drakes Farm Subdivision, according to the recorded plat thereof.

(AND IN ADDITION)

3528 SE Cyprus Drive - Lot 1, Block A, Croco Park Subdivision

(AND IN ADDITION)

Lot 1, Block A, Altair Heights Subdivision No. 3, less street right-of-way.

(AND IN ADDITION)

3526 SE 21st Street – Lots 1, 3, and 4, Block A, Altair Heights Subdivision No. 6 and Lot 1, Block A, Altair Heights No. 7

(AND IN ADDITION)

Lot 1, Block A, Marlings Business Park Subdivision

(AND IN ADDITION)

Lot 1, Block A, and Lot 13, Block B, Shorey Estates Subdivision

(AND IN ADDITION)

PART 2

APPRAISED VALUATION OF REAL PROPERTY

The appraised valuation of the Menninger Clock Tower and the real estate contained in the Neighborhood Revitalization Area as of July, 2023 for each parcel by land and building values is on file in the office of the Shawnee County Appraiser. The January 1, 2024 appraised valuation for the 13,548 parcels contained in the area is:

Land	\$ 266,766.250
<u>Improvements</u>	<u>\$ 1,961,021.080</u>
Total Appraised Valuation	\$ 2,227, 787. 330

Updated values from Shawnee County Appraiser, May 2024

PART 3

LISTING OF OWNERS OF RECORD IN AREA

Each owner of record of the Menninger Clock Tower and each parcel of land is listed together with the corresponding address on file in the office of the Shawnee County Appraiser (<http://www.snco.us/ap/>).

PART 5
MAJOR IMPROVEMENTS
PROPOSED FOR NEIGHBORHOOD REVITALIZATION AREA

A list of the proposed major improvements within the Neighborhood Revitalization Area are identified within the adopted neighborhood and area plans of the City's Comprehensive Plan. Copies of those plans are on file with the Topeka Planning Department and on-line at www.topeka.org/planning

- Topeka Land Use and Growth Management Plan (2015)
- Central Highland Park Neighborhood Plan (2010)
- Ward-Meade Neighborhood Plan (2001/2010)
- Chesney Park Neighborhood Plan (1998/2009)
- Central Park Neighborhood Plan (1998/2008/2019)
- Hi-Crest Neighborhood Plan (2015)
- North Topeka West (2016)
- Historic North Topeka East (2013)
- Holliday Park Neighborhood Plan (1998/2008/2023)
- Oakland Neighborhood Plan (2004/2014)
- Hi-Crest Neighborhood Plan (2003)
- Old Town Neighborhood Plan (2003)
- East Topeka Neighborhood Revitalization Plan (2002)
- Downtown Topeka Redevelopment Plan (2001)
- Elmhurst Neighborhood Plan (2001)
- Tennessee Town (2001/2017)
- Washburn-Lane Parkway Plan (2001)
- Quinton Heights Neighborhood Plan (2018)
- East Topeka North Neighborhood Plan (2020)
- Downtown Master Plan (2021)
- Valley Park Neighborhood Plan (2021)

Proposed housing, infrastructure, and public facility improvements within these plans are intended to guide the City's future resource allocation as targeted within the Neighborhood Revitalization Area. Actual approved resource allocations are found with the City's Capital Improvement Budget and Consolidated Plan.

PART 7

CRITERIA FOR DETERMINATION OF ELIGIBILITY

- (a) Construction of an improvement must have begun on or after January 1, 2025. Such improvement project shall remain eligible in the event the neighborhood revitalization plan is extended beyond 2027 by a subsequent ordinance. An improvement project constructed pursuant to a building permit and an application for tax rebate filed before January 1, 2025, may be eligible for a rebate under the Neighborhood Revitalization Program created by City Ordinance No. xxxxx.
- (b) A rebate application must be filed prior to or within sixty (60) days of the issuance of a building permit or initiation of work (if no building permit is required) as determined by the Planning Director. An application determined to be “out-of-time” shall be accepted by the Planning Director if the applicant can demonstrate that prior to commencing the improvements, he or she intended to use the program’s benefits for the specific improvement proposed in the application. Some factors that may be used to determine the intent and prior knowledge of the program include previous written or verbal communication with city staff, contractors, or other interested parties in the project. The fact that the applicant was not made aware of the program by city staff shall not be used as a factor in this determination. An application shall not be accepted “out-of-time” if the building permit was issued to correct a past zoning or building code violation. The applicant must submit all evidence in writing that supports the above criteria to the Planning Department within one (1) year of the issuance of the building permit. The applicant may appeal the Planning Director’s decision to the City Manager who has final authority over the matter.
- (c) The improvements must conform with the Comprehensive Plan, design guidelines within applicable elements of the Comprehensive Plan and Title 18 Comprehensive Zoning Regulations, including adopted Neighborhood Conservation Districts in effect at the time the improvements are made.
- (d) New and existing improvements on the property must conform with all other applicable codes, rules, and regulations in effect at the time the improvements are made, and for the length of the rebate or the rebate may be terminated.
- (e) Any property that is delinquent in any real property tax payment or special assessment shall not be eligible for any rebate or future rebate until such time as all real property taxes and special assessments have been paid. Additionally, taxes on all real property owned by the applicant must be current.
- (f) Commercial or industrial property eligible for tax incentives under any adopted Neighborhood Revitalization Plan and Topeka's existing tax abatement program pursuant

PART 8

CONTENTS OF APPLICATION FOR TAX REBATE

Part 1 - General Information (Completed by applicant)

- (a) Owner's Name and applicant's name
- (b) Owner's Mailing Address.
- (c) School District No.
- (d) Parcel I.D. No.
- (e) Building Permit No. and copy of permit
- (f) Address of Property.
- (g) Legal Description of Property
- (h) Day Phone Number.
- (i) Proposed Property Use.
- (j) Improvements (Attach itemized list of improvements)
- (k) Estimated Cost of Improvements
- (l) Proof of Historical Register Listing or nomination.
- (m) List of Buildings and Improvements proposed to be or actually demolished.
- (n) Date of commencement of construction.
- (o) Estimated date of completion of construction.

Part 2 - Status of Construction/Completion

- (a) County Appraiser's Statement of Percentage Test.
- (b) County Clerk's Statement of Tax Status.
- (c) Planning's Statement of Application Conformance for Tax Rebate.

PART 9

PART 10
STANDARDS AND CRITERIA FOR APPROVAL

- (a) Project improvements shall be 100% complete within two years of building permit issuance or 100% complete within two years of beginning construction on the listed improvements (if permits are not required.).
- (b) The appraised value of residential property must be increased by a minimum of 10%.
- (c) The appraised value of commercial and industrial property must be increased by a minimum of 20%.
- (d) New improvements must conform with all applicable codes, rules, and regulations in effect at the time the improvements are made, including zoning regulations and design guidelines adopted by the Governing Body, for the length of the rebate.
- (e) Any property that is delinquent in any real property tax payment or special assessment shall not be eligible for any rebate or future rebate until such time as all real property taxes and special assessments have been paid. Additionally, taxes on all real property owned by the applicant must be current.

Part 12

OTHER MATTERS

1. The governing body may declare a building outside of a neighborhood revitalization area to be a “dilapidated structure” if it satisfies the conditions set forth in subsection (a) of KSA 12-17, 115. A “dilapidated structure” is defined as a residence or other building which is in deteriorating condition by reason of obsolescence, inadequate provision of ventilation, light, air or structural integrity or is otherwise in a condition detrimental to the health, safety or welfare of its inhabitants or a residence or other building which is in deteriorating condition and because of age, architecture, history or significance is worth of preservation. Pursuant to K.S.A. 12-17,117(b), the governing body may determine a structure outside the boundary is a ‘dilapidated structure’ and, as such, is eligible for consideration of a property tax rebate for the following reasons:

- The building is a dilapidated structure due to its long vacancy and current boarded condition,
- The building is historic and is listed on the National Register of Historic Places and is worthy of preservation.

Prior to acceptance of a tax rebate application for projects involving a ‘dilapidated structure’, the applicant must submit a “but-for” test/study to be approved by the City Manager that demonstrates the need for a rebate.

- The Menninger Clock Tower was approved as a delapidated structure with the approval of the 2022-2024 NRP plan and remains in effect.

2. The governing body may designate certain projects to have up to a 20-year rebate period, provided all of the following criteria are satisfied:

- The project is located within an existing Tax Increment Financing District (TIF) within the NRP Area

SHAWNEE COUNTY TAX LEVY SCHEDULE 2023

Tax Levies per \$1,000 Assessed Valuation

	2023 Levy	% of Total Levy
Shawnee County	48.653	34.41%
City of Topeka	36.952	26.13%
USD 501 (Topeka)	37.791	26.73%
Washburn University	3.45	2.44%
Topeka-Shawnee County Public Library	8.192	5.79%
TMTA (Transit)	4.2	2.97%
MTAA (Airport)	2.157	1.53%
Total	141.395	100%

Shawnee County	48.653	33.09%
City of Topeka	36.952	25.13%
USD 345 (Seaman)	43.422	29.53%
Washburn University	3.45	2.35%
Topeka-Shawnee County Public Library	8.192	5.57%
TMTA (Transit)	4.2	2.86%
MTAA (Airport)	2.157	1.47%
Total	147.026	100%

Shawnee County	48.653	33.07%
City of Topeka	36.952	25.12%
USD 450 (Shawnee Heights)	43.501	29.57%
Washburn University	3.45	2.35%
Topeka-Shawnee County Public Library	8.192	5.57%
TMTA (Transit)	4.2	2.86%
MTAA (Airport)	2.157	1.47%
Total	147.105	100%

Shawnee County	48.653	32.29%
City of Topeka	36.952	24.52%
USD 437 (Auburn Washburn Rural)	47.092	31.25%
Washburn University	3.45	2.29%



Key Metrics

Net Promoter Score

86.5

End of LY: **86.4**

Difference: **0.1 ▲**

% Change: **0.1% ▲**

Active Cardholders

64,986

End of LY: **61,419**

Difference: **3,567 ▲**

% Change: **5.8% ▲**

Unique Borrowers YTD

38,222

Previous YTD: **35,696**

Difference: **2,526 ▲**

% Change: **7.1% ▲**

Door Count YTD

389,162

Previous YTD: **383,279**

Difference YoY: **5,883 ▲**

% Change YoY: **1.5% ▲**

First Time Checkouts YTD

575,711

Previous YTD: **609,107**

Difference YoY: **-33,396 ▼**

% Change YoY: **-5.5% ▼**

Digital Checkouts YTD

589,471

Previous YTD: **541,919**

Difference YoY: **47,552 ▲**

% Change YoY: **8.8% ▲**

Computers and WiFi

Computer Sessions YTD

75,553

Previous YTD: **83,024**

Difference YoY: **-7,471 ▼**

% Change YoY: **-9.0% ▼**

Avg Session Time YTD

01:04:09

Previous YTD: **00:55:22**

Difference YoY: **00:08:47 ▲**

% Change YoY: **15.9% ▲**

WiFi Sessions YTD

328,995

Previous YTD: **329,354**

Difference YoY: **-359 ▼**

% Change YoY: **-0.1% ▼**

Avg Session Time YTD

00:13:22

Previous YTD: **00:13:30**

Difference YoY: **00:00:08 ▼**

% Change YoY: **-1.0% ▼**

Other Metrics

Program Attendance YTD

66,958

Previous YTD: **68,493**

Difference YoY: **-1,535 ▼**

% Change YoY: **-2.2% ▼**

Mtg Room Attendance YTD

56,099

Previous YTD: **54,464**

Difference YoY: **1,635 ▲**

% Change YoY: **3.0% ▲**

Reference Questions YTD

232,167

Previous YTD: **213,934**

Difference YoY: **18,233 ▲**

% Change YoY: **8.5% ▲**

2024													2024	2023	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Net Promoter Score (NPS)																
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86	89.9	83.3	88.8	88			86.6	86.7	-0.1%	
Monthly # of Responses	64	45	45	35	17	107	158	126	98	93			788	881	-10.6%	
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3	86.5	86.4	86.4	86.5			86.5	86.4	0.1%	
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364	42,746	39,322	36,466	39,260			389,162	383,279	1.5%	
CIRCULATION*																
Main Library																
TSCPL Curbside	1,219	907	476	398	353	421	214	229	235	228			4,680	15,412	-69.6%	
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398	43,579	42,411	36,870	37,484			373,029	404,423	-7.8%	
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155	1,283	1,291	1,269	913			12,064	11,902	1.4%	
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326	52,014	45,613	41,317	40,346			435,307	437,706	-0.5%	
Bookmobile																
TSCPL@Home	7,455	7,269	7,596	7,865	4,378	7,262	6,823	4,701	4,450	4,348			62,147	65,464	-5.1%	
Red Carpet	3,198	3,163	3,309	3,207	3,544	3,401	3,680	3,622	3,377	3,795			34,296	33,258	3.1%	
Red Carpet																
Red Carpet	4,484	4,168	4,732	4,775	4,469	4,838	5,028	5,274	4,796	5,325			47,889	48,235	-0.7%	
Digital Downloads																
Digital Downloads	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	56,454	57,588			589,471	541,919	8.8%	
Library @ Work / Smartlocker																
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286	1,409	1,291	1,495	1,414			13,971	14,942	-6.5%	
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	174,666	164,173	150,263	151,441	-	-	1,572,854	1,573,261	0.0%	
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414	66,791	59,031	53,662	54,068			575,711	609,107	-5.5%	
CIRCULATION DETAILS																
Print Material																
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	60,931	-	-	644,286	671,024	-4.0%	
Audio/Visual Material																
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	26,693	-	-	271,599	295,548	-8.1%	
Adult Materials																
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	49,608	-	-	493,021	541,780	-9.0%	
Children's Materials																
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	29,124	-	-	330,306	332,508	-0.7%	
Young Adult Materials																
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	2,356	-	-	29,637	29,898	-0.9%	
Red Carpet Materials																
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	6,499	-	-	62,451	62,072	0.6%	
NEW Patrons																
Topeka / Shawnee County																
Adults																
Adults	848	866	856	731	871	971	828	899	774	671			8,315	6,613	25.7%	
Children (ages 17 and under)																
Children (ages 17 and under)	145	150	160	127	246	420	212	183	104	135			1,882	1,833	2.7%	
Red Carpet Outreach																
Red Carpet Outreach	8	18	6	6	9	7	8	10	5	8			85	121	-29.8%	
NEKL																
NEKL	42	38	61	43	40	75	61	45	44	27			476	453	5.1%	
Non-Resident																
Non-Resident	1	0	2	3	1	0	0	3	1	4			15	9	66.7%	
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	1,109	1,140	928	845	-	-	10,773	9,029	19.3%	
PATRONS DELETED	478	348	718	755	427	282	369	451	372	298			4,498	4,223	6.5%	
Cardholders																
Topeka / Shawnee County																
Adults																
Adults	66,121	66,929	67,294	67,664	68,478	69,334	69,957	70,866	71,486	71,993			71,993	65,285	10.3%	
Children (age 0 - 17)																
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845	15,915	15,985	15,894	15,889			15,889	15,486	2.6%	
TSCPL @ School																
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952	32,949	32,948	33,415	34,528			34,528	28,808	19.9%	
Red Carpet Outreach																
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424	1,425	1,359	1,361	1,334			1,334	1,355	-1.5%	
NEKL																
NEKL	9,568	9,640	9,775	10,106	10,139	10,265	10,455	10,530	10,666	10,679			10,679	9,501	12.4%	
Non-Resident																
Non-Resident	98	82	38	48	48	50	53	57	59	61			61	105	-41.9%	
Delinquent																
Delinquent	119	127	128	92	101	108	113	105	85	83			83	119	-30.3%	
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	130,867	131,850	132,966	134,567	-	-	134,567	120,659	11.5%	

Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623	58,186	58,471	59,811	60,277			60,277	53,392	12.9%
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071	8,114	7,415	8,216	4,709			4,709	8,027	-41.3%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694	66,300	65,886	68,027	64,986			64,986	61,419	5.8%
Unique Borrowers															
Physical	7,920	7,926	8,320	5,336	7,316	7,460	8,479	6,595	5,661	6,896			24,122	25,019	-3.6%
Digital	10,652	10,454	11,114	9,605	11,038	10,930	10,993	11,344	11,043	11,073			20,629	19,127	7.9%
Both	1,547	1,412	1,560	849	1,506	1,433	1,646	1,367	1,178	1,336			6,529	6,700	-2.6%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	17,826	16,572	15,526	16,633			38,222	37,446	2.1%
Holds Satisfied	14,925	12,801	13,068	13,041	13,909	13,202	14,915	14,112	13,868	13,790			137,631	143,337	-4.0%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899	68,254	61,640	55,543	55,135			574,744	606,439	-5.2%
COLLECTION															
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734	3,077	2,615	2,836	3,577			29,910	30,824	-3.0%
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051	2,483	3,540	2,062	2,739			44,080	35,239	25.1%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174	334,768	333,843	334,617	335,455	335,455	335,455	340,443	349,625	-2.6%
WEBSITE															
tsopl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158	29,156	26,439	26,652	26,708			286,384	363,558	-21.2%
tsopl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863	49,418	43,808	41,476	44,838			474,280	575,871	-17.6%
catalog.tsopl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317	33,349	34,076	27,038	19,746			290,602	190,079	52.9%
catalog.tsopl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441	68,421	71,193	60,337	53,503			627,956	441,224	42.3%
COMPUTER USE															
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296	8,544	8,251	7,297	7,644			75,553	83,024	-9.0%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47	1:09:04	1:06:59	1:02:57	1:02:49			1:04:09	0:55:22	15.9%
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820	9,837	9,211	7,656	8,005			80,780	76,607	5.4%
Wireless Sessions	29,289	26,647	25,896	34,916	35,846	40,498	35,536	31,509	35,312	33,546			328,995	329,354	-0.1%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00	0:13:00	0:12:00	0:12:00	0:12:00	0:13:00	0:12:00			0:13:22	0:13:30	-1.0%
Total Wireless Hours	6,585	7,183	6,558	7,998	7,804	8,580	7,675	6,489	7,666	6,720			73,258	74,097	-1.1%
TOTAL HOURS	13,290	14,292	14,298	15,807	15,692	17,400	17,512	15,700	15,322	14,725			154,038	150,704	2.2%
NOTARY SERVICE	167	242	222	274	207	98	186	153	108	173			1,830	1,394	31.3%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	16,656	16,650	15,275	16,076			169,031	164,695	2.6%
Media	1,886	1,686	1,741	1,810	2,023	1,920	2,024	1,840	1,557	1,550			18,037	18,406	-2.0%
Call Center	4,069	4,069	3,831	4,123	3,931	4,218	3,939	4,136	3,757	4,052			40,125	41,686	-3.7%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193	2,246	2,032	2,069	1,950			21,823	18,410	18.5%
Topeka Room	694	657	703	615	557	592	625	514	383	399			5,739	6,492	-11.6%
Gallery	283	99	197	325	169	417	461	176	353	319			2,799	2,433	15.0%
L2TC	6,435	9,152	8,662	8,792	7,244	7,062	6,931	7,510	6,739	7,350			75,877	73,010	3.9%
LibAnswers	579	578	439	422	371	497	430	442	417	456			4,631	4,258	8.8%
Plaza**	-	-	-	-	-	-	-	-	-	-			-	-	N/A
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944	7,155	7,059	5,003	4,512			63,136	49,239	28.2%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	23,811	23,709	20,278	20,588	0	0	232,167	213,934	8.5%
MEETING ROOMS															
Meeting Room Bookings	448	539	528	562	471	453	438	432	473	543			4,887	4,569	7.0%
Team Room Bookings	747	914	970	954	831	882	881	893	912	947			8,931	7,851	13.8%
L2TC Bookings	599	715	741	737	689	727	632	682	663	698			6,883	6,766	1.7%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681	4,485	4,555	4,800	5,339			48,406	45,632	6.1%
TOTAL MEETING ROOM ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298	4,599	6,006	6,051	5,916			56,099	54,464	3.0%
LEARN & PLAY BUS VISITS	46	92	104	98	116	79	46	62	115				758	1,261	-39.9%

PROGRAM ATTENDANCE																
Adult - General	1,729	2,030	1,485	1,974	965	2,516	1,313	1,179	1,532	2,111			16,834	15,871	6.1%	
Kids - Early Learners	424	544	369	708	599	1,604	647	659	408	629			6,591	5,185	27.1%	
Kids - Elementary	227	393	418	240	112	3,242	490	134	408	258			5,922	5,592	5.9%	
Teens	156	115	213	202	103	207	119	165	192	189			1,661	1,283	29.5%	
Unknown	383	333	52	7	522	4,223	5,944	1,207	1,487	333			14,491	17,411	-16.8%	
Outreach	3,138	3,139	2,471	3,587	2,040	298	1,546		1,896	3,344			21,459	23,151	-7.3%	
TOTAL PROGRAM ATTENDANCE	6,057	6,554	5,008	6,718	4,341	12,090	10,059	3,344	5,923	6,864	-	-	66,958	68,493	-2.2%	
GALLERY ATTENDANCE	1,829	1,386	1,979	1,915	930	11,441	8,302	3,624	1,757	2,093			35,256	27,928	26.2%	
DOLLY PARTON ENROLLMENT	5,992	5,947	5,918	5,987	5,850	5,771	5,771	5,796	5,731	5,780			5,780	5,969	-3.2%	

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	12,409			125,580	129,736	-3.2%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662	14,258	13,930	13,193	13,865			132,880	149,568	-11.2%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	20,052			223,525	230,318	-2.9%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	4,964			62,083	64,259	-3.4%
Magazines	696	665	788	801	670	959	1,016	1,057	806	796			8,254	8,855	-6.8%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	6,385			61,254	63,599	-3.7%
RC Realia	99	109	116	137	113	117	126	159	107	114			1,197	947	26.4%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	2,346			29,513	31,682	-6.8%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	60,931	-	-	644,286	678,964	-5.1%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45	57	44	48	45	34	37			470	494	-4.9%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	1,352			13,715	15,986	-14.2%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	2,029			20,279	20,914	-3.0%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	19,157			192,313	200,346	-4.0%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	226			2,359	2,957	-20.2%
Juvenile Music	121	154	127	104	112	204	185	159	130	151			1,447	2,204	-34.3%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	3,731			40,892	45,940	-11.0%
YA A/V	11	5	17	14	12	13	20	15	7	10			124	185	-33.0%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	26,693	-	-	271,129	288,532	-6.0%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	12,409	-	-	125,580	129,736	-3.2%
Magazines	696	665	788	801	670	959	1,016	1,057	806	796	-	-	8,254	8,855	-6.8%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	1,352	-	-	13,715	15,986	-14.2%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	2,029	-	-	20,279	20,914	-3.0%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	19,157	-	-	192,313	200,346	-4.0%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	49,608	-	-	493,021	525,405	-6.2%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	20,052	-	-	223,525	230,318	-2.9%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	4,964	-	-	62,083	64,259	-3.4%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	226	-	-	2,359	2,957	-20.2%
Juvenile Music	121	154	127	104	112	204	185	159	130	151	-	-	1,447	2,204	-34.3%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	3,731	-	-	40,892	45,940	-11.0%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	29,124	-	-	330,306	345,678	-4.4%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	6,385	-	-	61,254	63,599	-3.7%
RC Realia	99	109	116	137	113	117	126	159	107	114	-	-	1,197	947	26.4%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	6,499	-	-	62,451	64,546	-3.2%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	2,346	-	-	29,513	31,682	-6.8%
YA A/V	11	5	17	14	12	13	20	15	7	10	-	-	124	185	-33.0%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	2,356	-	-	29,637	31,867	-7.0%
Overdrive															
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745	44,001	42,862	41,414	42,098			419,044	372,405	12.5%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801	15,849	16,101	13,408	13,540			160,404	160,332	0.0%
Flipster	808	935	902	767	784	681	786	778	737	777			7,955	9,182	-13.4%
Kanopy									895	1,173			2,068		
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	56,454	57,588	-	-	587,403	541,919	8.4%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612	19,387	19,095	17,643	17,721			185,394	176,914	4.8%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603	3,860	3,569	3,396	3,363			36,951	36,035	2.5%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423	26,021	25,802	24,453	24,892			248,946	217,404	14.5%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720	1,764	1,595	1,552	1,683			17,963	16,066	11.8%
Juvenile ebook Nonfiction	269	287	310	265	303	237	208	215	245	249			2,588	2,414	7.2%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222	2,272	2,197	2,093	2,218			22,738	21,630	5.1%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526	1,573	1,465	1,360	1,423			15,335	13,236	15.9%
Young Adult ebook Nonfiction	41	35	41	38	34	30	27	33	35	13			327	302	8.3%

Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944	1,965	1,967	1,792	1,930			18,834	16,270	15.8%
DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	57,077	55,938	52,569	53,492	-	-	549,076	500,271	9.8%