



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

April 16, 2026





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



April 16, 2026 – 4:00 pm
Menninger Room and Zoom Meeting
<https://tscpl.zoom.us/j/82451801227>
Meeting ID: 824 5180 1227
Passcode: 487035

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of March 19, 2026, Meeting Minutes of the Board of Trustees –
Action Item pg. 5**

**Audit Report – Swindoll, Janzen, Hawk & Lloyd, LLC– Emily Sheldon, Partner &
Trae Shelton, Audit Senior Manager**

- **Audit Committee Report** – Fred Patton, Chair
- **Acceptance of the 2025 Audit Report - **Action Item** pg. 9**

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

Financial Reports

- Treasurer’s Report – Fred Patton
- Financial Report – **Action Item**

The Library Foundation – Haley DaVee, Board Chair

**Friends of Topeka and Shawnee County Public Library – John Conlee, Board
President**

Board Vice Chair Report – Mark Zillinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 28**

Chief Executive Officer Report – Marie Pyko **pg. 30**

Chief of Staff Report – Thad Hartman **pg. 34**

New Business

- **Nominating Committee Report** – Jim Edwards, Chair
- **Election of Officers – **Action Item** pg. 48**
- **Resolution- Bid for 2026 Subaru Outback – **Action Item** pg. 49**
- **Resolution- Bid for Staff Spaces Renovation – **Action Item** pg. 52**
- **Resolution- Bid for Staff Spaces Furniture – **Action Item** pg. 56**
- **Friends of the Library Memorandum of Understanding– **Action Item** pg. 61**
- **Policy discussion- Online Security, Privacy, Refund, Shipping**
- **User Confidentiality Policy – First Reading **pg. 78****

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

May 21, 2026

4:00 pm

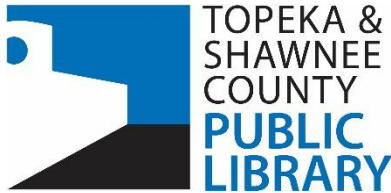
Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Fred Patton – Treasurer, Jim Edwards, Valerie Peckham, Lori Finney, Liz Post, Beth Dobler

Board Members Absent

Hannah Uhlrig – Secretary, Shawn Leisinger

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, March 19, 2026, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Peg Dunlap.

Public Comment

There was one person signed in for public comment. Ethel Edwards spoke and then the public comment session was closed.

Trustee Advocacy Stories

Trustee Valerie Peckham shared that she was at an event this month and was speaking with someone whose parents moved to Topeka from Wichita. They check out large print books for their parents. Peckham told them about the Red Carpet Service and they were interested.

Approval of Minutes

On a motion by Jim Edwards, seconded by Lori Finney, the February 19, 2026, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted a time change for the Audit Meeting. It will now be held on April 13 at 10:30am.

Financial Reports

Board Treasurer Fred Patton reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for February 2026.

On a motion by Fred Patton and seconded by Mark Zillinger, the Treasurer's Financial Report for February 2026 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Vice Chair Katie Koupal shared that April 1 is Library Giving Day. This will be an online event. Their goal is to raise \$2,500. They will be promoting it on social media.

In February the Library Foundation Board approved the contract with 2 Chefs for this year.

Their audit is wrapping up and will be presented at their April Audit Committee meeting and then presented to their board later in April.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President John Conlee shared that the next book sale will be on April 17-19. It will follow the same format as previous sales with Friday being for members only and a bag sale on Sunday.

Author Brad Taylor will be at the library on April 22. His newest book Shadow Strike will be released on April 21. Round Table Books will be at the event selling his books.

Conlee shared that Author Rick Atkinson will be in Kansas City on April 14. He has written several books about historical events and wars. His most recent works have been about the Revolutionary War which is timely with America turning 250 years old this summer.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on March 9, 2026.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that there are new wraps on the bookdrops around the city and more will be added soon. They have heard positive feedback from community members.

Pyko shared that the Annual Report for 2025 is completed and is in the board packet. She thanked Statistical Research Analyst Robert Soria, and the Communications and Marketing team for their hard work on this.

Chief of Staff Report

Chief of Staff Thad Hartman shared that so far 2026 has showed some encouraging numbers. There has been an increase of traffic in the building over 2025 numbers. Program and gallery attendance has increased. Hopefully this means a very exciting summer.

Spring Break at the library will be full of Lego programming. So far feedback has been positive.

New Business

Online Security Policy – First Reading

The board read the proposed updates to the policy. This will go before the board at the April meeting for a vote.

Privacy Policy – First Reading

The board read the proposed updates to the policy. This will go before the board at the April meeting for a vote.

Refund Policy – First Reading

The board read the proposed updates to the policy. This will go before the board at the April meeting for a vote.

Shipping Policy – First Reading

The board read the proposed updates to the policy. This will go before the board at the April meeting for a vote.

Petition Policy

On a motion by Jim Edwards, seconded by Mark Zillinger, the Petition Policy was approved as presented.

Motion passed unanimously

Elevator Modernization Bid

On a motion by Valerie Peckham, seconded by Beth Dobler, the bid of \$129,245 by TK Elevator of Lenexa, KS for the modernization of the administration elevator was approved as presented.

Motion passed unanimously

Nominating Committee Appointments

On a motion by Lori Finney, seconded by Valerie Peckham, the Nominating Committee Appointments were approved as presented.

Motion passed unanimously

Adjournment

The meeting was adjourned at 4:27 pm.

Next Meeting

April 16, 2026

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/82451801227?pwd=PugNVZ1MRiVbouSJMlzwGFyBDxfEJP.1>

Meeting ID: 824 5180 1227

Passcode: 487035

*Subject to change without notice

The Audit Committee meets Monday, April 13 at 10:30 am

This board packet will be updated to include the minutes of the Audit Committee meeting on April 13

**Chief Financial Officer's Report
April 2026
Kim Strube**

General Fund – Pages 3 through 5

With 24.7% of the budget year completed, 55% of the budgeted revenue has been received and 28% of the approved budget has been expended/encumbered. This compares to 2025 in which 54% of the budgeted revenue and been received and 25% of the approved budget had been expended/encumbered.

The second tax distribution of 2026 was received March 19th as scheduled. The total received for the General Fund was \$706,078. The percentage of the ad valorem budget collected year-to-date is 58% which compares to 57% at this time in 2024. The percentage of year-to-date motor vehicle taxes collected is 14% which compares to 12% at this time in 2024.

The Mileage, Cataloging and ILL Services, and Utilities – Gas budget line items are over budget but may not end up that way as actual costs are known.

Employee Benefit Fund – Page 6

With 24.7% of the budget year completed, 55% of the budgeted revenue has been received and 23% of the approved budget has been expended/encumbered. This compares to 2025 in which 53% of the budgeted revenue had been received and 21% of the approved budget had been expended/encumbered.

The March 19th tax distribution totaled \$171,251. The percentage of the ad valorem budget received year-to-date is 58% which compares to 57% at this time in 2025. The percentage of year-to-date motor vehicle tax received is 14% which compares to 13% at this time in 2025.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,886,033.

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	Broadcasting and digital advertising	\$12,000.00	WIBW
Approved operating budget	2025 audit	\$41,000.00	Swindoll, Janzen, Hawk & Loyd LLC
Approved operating budget	Puzzle piece chairs for Kids Library	\$7,947.00	Muzo
Approved operating budget	Furniture for Readers Lounge	\$7,626.41	Modern Business Interiors LLC
Approved operating budget	Microsoft licenses	\$11,600.00	Premier One Data Systems Inc.
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$16,107.12	Blackbaud Inc.
Approved operating budget	Replacement office phones for Ring Central Project	\$14,056.92	CDW Government, Inc.
Approved operating budget	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$33,863.63	Bibliocommons Corp.
Approved operating budget	Leased space for Learn & Play Bus (4/2026 to 12/2026)	\$15,948.00	Starwood PH Properties, LLC
Request for Proposal; Board approved on 2/19/2026	Network switch upgrade project	\$255,868.67	Oneneck IT Solutions LLC
Approved operating budget	Annual pest control services	\$6,000.00	Schendel Pest Services
Approved operating budget	Annual subscription	\$5,497.50	Zoom Video Communications Inc.
Approved operating budget	Annual renewal Cisco SmartNet	\$20,828.11	Oneneck IT Solutions LLC
Paid from non-tax funds	Exhibition fee	\$8,500.00	Mid-America Arts Alliance
Library Materials	Annual renewal Newspapers: World Collection	\$13,465.63	Proquest LLC
Library Materials	Hoopla usage	\$33,187.15	Midwest Tape LLC
Library Materials	Adult fiction and non-fiction ebooks	\$6,310.00	Overdrive, Inc.

Library Materials	Annual subscription E-Magazines	\$17,500.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$6,150.00	Overdrive, Inc.
Library Materials	Annual database fee for Digital Learn	\$6,000.00	American Library Association
Library Materials	Annual database fee for Novelist	\$10,844.00	EBSCO Information Services
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and non-fiction ebooks	\$5,850.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$6,100.00	Overdrive, Inc.

Other Items:

- The Board’s Audit Committee met to review the audit draft and hear the audit presentation on Monday, April 13th. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. The 2025 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to make arrangements with Aubrey or Kim to sign the various signature cards for TSCPL’s bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State’s Office and provide a copy of their driver’s license as well. The effective date of the new positions is May 1, per the bylaws.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Thursday, April 30th, 5 pm to 7 pm in the Marvin Auditorium 101C (listening session with the community)
 - Tuesday, June 9th, 9 am to 11 am in the Marvin Auditorium 101C
 - Wednesday, July 8th, 1 pm to 3 pm in the Hughes Room 205

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

3/31/2026

	<u>Balance 1/1/2026</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2026</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,453,534.81	\$ 8,866,929.88	\$ 3,805,525.45	\$ 11,514,939.24
Employee Benefits	2,335,897.85	2,160,288.32	1,121,389.12	\$ 3,374,797.05
Capital Improvement	6,824,614.37	61,418.49	-	\$ 6,886,032.86
Bond & Interest	612.58	532.78	-	\$ 1,145.36
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	59,409.81	-	\$ 59,409.81
Federal, State & Local Grants	3,833.59	-	7,948.03	\$ (4,114.44)
Other Special Revenue	878,267.55	4,498.51	32,415.96	\$ 850,350.10
Permanent Funds	298,866.14	-	-	\$ 298,866.14
Totals	<u>\$ 16,795,626.89</u>	<u>\$ 11,153,077.79</u>	<u>\$ 4,967,278.56</u>	<u>\$ 22,981,426.12</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 480,563.97
Restricted Funds-CoreFirst Bank-Checking	850,553.66
Capital Improvement Fund-Community National Bank-Money Market Account	6,886,032.86
Cash on Hand	2,151.97
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	7,492,403.68
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	7,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	<u>\$ 23,010,792.28</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,118.56
Less Payroll Deduction and Employer Benefit Liabilities	1,165.42
Less Outstanding Checks	26,082.18
	<u>\$ 22,981,426.12</u>

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

3/31/2026

	1/1/2026 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	3/31/2026 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,453,534.81	\$ 8,866,929.88	\$ 392,817.14	\$ 3,412,708.31	\$ 11,514,939.24	\$ 1,911,700.77	\$ 9,603,238.47
Employee Benefit Fund	2,335,897.85	2,160,288.32	70.00	1,121,319.12	3,374,797.05	39,200.25	3,335,596.80
Capital Improvement Fund	6,824,614.37	61,418.49	-	-	6,886,032.86	-	6,886,032.86
Bond & Interest Fund	612.58	532.78	-	-	1,145.36	-	1,145.36
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	59,409.81	-	-	59,409.81	-	59,409.81
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	3,789.56	-	-	7,948.03	(4,158.47)	293.92	(4,452.39)
Library Services & Technology Act	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,797.76	8.15	-	-	10,805.91	-	10,805.91
Children's Art Show	-	-	-	-	-	-	-
French Gift - Library Materials	31.77	0.03	-	-	31.80	-	31.80
Friends	270,335.88	189.76	85.00	23,903.72	246,536.92	9,311.30	237,225.62
Fun Committee	9,215.93	315.37	78.91	2.00	9,450.39	-	9,450.39
Gallery Competitions/Exhibits	37,705.43	28.45	-	-	37,733.88	-	37,733.88
Gifts/Memorials (Undesignated)	514,601.11	385.74	660.00	6,021.59	508,305.26	73,554.27	434,750.99
Hathaway Trust - Library Materials	3,381.06	1,214.40	163.07	120.25	4,312.14	1,449.01	2,863.13
Library Materials	14,050.24	2,344.16	33.36	34.03	16,327.01	137.61	16,189.40
NEH Expendable	851.99	0.64	-	-	852.63	-	852.63
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,800.15	4.37	-	-	5,804.52	-	5,804.52
Torluemke Landscaping	36.82	0.03	-	-	36.85	-	36.85
Workshops	2,214.18	1.66	-	-	2,215.84	-	2,215.84
Youth Services	8,786.54	5.75	967.91	346.12	7,478.26	125.03	7,353.23
<i>Permanent Funds</i>							
Mertz Trust	298,866.14	-	-	-	298,866.14	-	298,866.14
TOTALS	\$ 16,795,626.89	\$ 11,153,077.79	\$ 394,875.39	\$ 4,572,403.17	\$ 22,981,426.12	\$ 2,035,772.16	\$ 20,945,653.96

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

3/31/2026

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2026</u>
				24.7%
Ad Valorem Property Tax	\$ 14,401,097.00	\$ 8,375,471.34	\$ (6,025,625.66)	58%
Revitalization Rebates	(106,840.00)	(78,497.75)	\$ 28,342.25	73%
Back Tax	-	192,445.45	\$ 192,445.45	N/A
Motor Vehicle Tax	1,291,774.00	181,553.95	\$ (1,110,220.05)	14%
Recreational Vehicle Tax	13,852.00	1,317.86	\$ (12,534.14)	10%
16/20 M Vehicle Tax	5,231.00	5,159.41	\$ (71.59)	99%
In Lieu of Tax	57,806.00	50,570.50	\$ (7,235.50)	87%
Watercraft Special Tax**	9,638.00	-	\$ (9,638.00)	0%
Commercial Vehicle Fees	48,309.00	38,943.17	\$ (9,365.83)	81%
E-Rate Reimbursement	15,245.00	-	\$ (15,245.00)	0%
Miscellaneous Revenue	3,000.00	12,154.81	\$ 9,154.81	405%
Miscellaneous Revenue - Recyclg	-	516.32	\$ 516.32	N/A
Salary Refunds-Foundation	98,705.00	14,564.50	\$ (84,140.50)	15%
Salary Refunds-Friends	58,189.00	8,858.14	\$ (49,330.86)	15%
Salary Refunds-Shawnee Cty	23,856.00	5,337.60	\$ (18,518.40)	22%
Vending Machines	1,500.00	235.99	\$ (1,264.01)	16%
Overdue Fees	25,000.00	8,091.63	\$ (16,908.37)	32%
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	1,000.00	595.00	\$ (405.00)	60%
Obituary Fees	300.00	40.00	\$ (260.00)	13%
Meeting Room Charges	2,500.00	1,012.50	\$ (1,487.50)	41%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	48,559.46	\$ (101,440.54)	32%
Transfer In	18,241.00	-	\$ (18,241.00)	0%
Library Treasurer's Balance	4,256,292.00	-	\$ -	N/A
TOTALS	<u>\$ 20,374,895.00</u>	<u>\$ 8,866,929.88</u>	<u>\$ (7,251,673.12)</u>	55%

** 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**

3/31/2026

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
STAFF:					24.7%
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,107.66	\$ -	\$ 3,692.34	23%
Salaries-Facilities	826,307.00	176,437.57	-	649,869.43	21%
Salaries-Overtime	10,000.00	3,740.86	-	6,259.14	37%
Salaries-Security	328,835.00	74,666.44	-	254,168.56	23%
Salaries-Shelvers	117,558.00	11,008.78	-	106,549.22	9%
Salaries-Staff	8,975,974.00	1,963,794.44	-	7,012,179.56	22%
Conferences	195,900.00	28,021.61	42,719.40	125,158.99	36%
Staff Internal Dev/Trng - Web Based	15,000.00	807.00	265.00	13,928.00	7%
Staff Development & Training	36,500.00	9,813.27	581.65	26,105.08	28%
Mileage	8,969.00	1,553.10	10,677.09	(3,261.19)	136%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	19.98	-	1,480.02	1%
Materials-Periodicals	22,000.00	322.08	140.80	21,537.12	2%
Materials-Print/Non-Print <1 YR	917,500.00	212,940.13	8,395.00	696,164.87	24%
Materials-Print/Non-Print	1,333,000.00	216,990.12	140,218.29	975,791.59	27%
OPERATIONS:					
Art Purchases	10,000.00	-	-	10,000.00	0%
Cataloging and ILL Services	96,500.00	97,507.48	-	(1,007.48)	101%
Contracted-Digital Services	909,135.00	171,905.26	69,651.72	667,578.02	27%
Contracted-Facilities	316,000.00	85,988.34	137,220.46	92,791.20	71%
Contracted-Equipment	85,500.00	7,459.08	35,819.68	42,221.24	51%
Contracted-Professional	250,500.00	44,692.71	149,027.51	56,779.78	77%
Contracted-E-Rate Services	1,372.00	-	-	1,372.00	0%
Digital Services Support	936,787.00	7,870.19	279,059.61	649,857.20	31%
Furniture/Equipment	69,000.00	21,304.27	18,958.62	28,737.11	58%
Insurance	93,000.00	44,715.44	34,800.00	13,484.56	86%
Marketing & Communication	124,010.00	9,938.32	31,271.68	82,800.00	33%
Memberships/Dues	31,673.00	16,514.01	-	15,158.99	52%
Miscellaneous	5,000.00	645.39	-	4,354.61	13%
Payments to Other Libraries	165,941.00	-	-	165,941.00	0%
Postage/Shipping	62,990.00	27,810.72	1,781.82	33,397.46	47%
Printing	86,750.00	384.63	2,025.00	84,340.37	3%
Programming	119,100.00	8,533.05	9,819.12	100,747.83	15%
Special Events	-	-	-	-	0%
Special Projects	1,550,000.00	27,100.01	196,814.00	1,326,085.99	14%
Supplies-Facilities	107,267.00	9,648.27	66,234.57	31,384.16	71%
Supplies-Office/Library	90,815.00	2,085.07	5,142.93	83,587.00	8%
Supplies-Processing	41,000.00	1,397.16	4,629.15	34,973.69	15%
Telecommunications	204,100.00	41,450.73	129,508.92	33,140.35	84%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	337,670.00	41,456.53	268,543.47	27,670.00	92%
Utilities-Gas	58,231.00	32,905.36	52,290.15	(26,964.51)	146%
Utilities-Water/Sewage	56,025.00	5,034.32	38,965.68	12,025.00	79%
Vehicle-Gas	37,686.00	3,826.56	-	33,859.44	10%
Vehicle-Repair	85,000.00	1,314.22	30,845.78	52,840.00	38%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(1.85)	-	1.85	N/A
TOTALS	\$ 20,374,895.00	\$ 3,412,708.31	\$ 1,765,407.10	\$ 13,546,779.59	28%

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

3/31/2026

	<u>2026 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2026	\$ 4,256,292.00	\$ 5,872,972.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,401,097.00	8,375,471.34	58%
Revitalization Rebates	(106,840.00)	(78,497.75)	73%
Back Tax	-	192,445.45	N/A
Motor Vehicle Tax	1,291,774.00	181,553.95	14%
Recreational Vehicle Tax	13,852.00	1,317.86	10%
16/20M Vehicle Tax	5,231.00	5,159.41	99%
In Lieu of Tax	57,806.00	50,570.50	87%
Watercraft Special Tax	9,638.00	-	0%
Commercial Vehicle Fees	48,309.00	38,943.17	81%
E-Rate Reimbursement	15,245.00	-	0%
Fees and Charges	33,500.00	22,129.93	66%
Reimbursements	180,750.00	29,276.56	16%
Transfer In	18,241.00	-	
Interest on Idle Funds	150,000.00	48,559.46	32%
	<u>\$ 16,118,603.00</u>	<u>\$ 8,866,929.88</u>	55%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,263,474.00	2,230,755.75	22%
Other Staff Support Costs	256,369.00	94,438.12	37%
Library Collections	2,274,000.00	579,026.40	25%
Contracted Services	1,659,007.00	799,272.24	48%
Digital Services Support	936,787.00	286,929.80	31%
Furniture/Equipment/Art	79,000.00	40,262.89	51%
Payments to Other Libraries	165,941.00	-	0%
Special Projects	1,550,000.00	223,914.01	14%
Utilities & Telecommunications	656,026.00	610,155.16	93%
Vehicles	122,686.00	35,986.56	29%
Other Operating Expenditures	761,605.00	277,374.48	36%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 20,374,895.00</u>	<u>\$ 5,178,115.41</u>	28%
Prior Year Canceled Purchase Orders		\$ 41,451.18	
Unencumbered Balance 3/31/2026	\$ -	\$ 9,603,238.47	

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

3/31/2026

EMPLOYEE BENEFITS

	2026 Budget	Year To Date	%
Balance 01/01/2026	\$ 1,540,890.00	\$ 2,335,763.85	
Revenue:			
Ad Valorem Property Tax	\$ 3,472,687.00	\$ 2,020,022.57	58%
Revitalization Rebates	(25,763.00)	(18,962.58)	74%
Back Tax	-	48,181.11	N/A
Motor Vehicle Tax	315,712.00	44,785.61	14%
Recreational Vehicle Tax	3,386.00	324.49	10%
16/20M Vehicle Tax	1,278.00	1,298.96	102%
In Lieu of Tax	14,344.00	12,195.83	85%
Watercraft Special Tax*	2,356.00	-	0%
Commercial Vehicle Fees	11,807.00	9,583.82	81%
Refund-Fringe Benefits-Foundation	44,886.00	6,688.80	15%
Refund-Fringe Benefits-Friends	31,588.00	5,947.60	19%
Refund-Fringe Benefits-Shawnee Cty	10,210.00	2,256.40	22%
Refund FICA	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	25,000.00	13,527.39	N/A
Interest on Idle Funds	55,000.00	14,438.32	26%
	\$ 3,962,491.00	\$ 2,160,288.32	55%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,111.00	915.00	82%
Social Security/Medicare	771,687.00	158,196.42	21%
Ks Public Employees Retirement Sys	1,046,063.00	228,771.11	22%
Worker's Compensation	66,300.00	66,343.40	100%
Unemployment Tax	10,087.00	2,061.67	20%
Health/Dental Insurance	3,201,053.00	697,632.77	22%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,503,381.00	\$ 1,160,469.37	23%
Prior Year Canceled Purchase Orders		\$ 14.00	
Unencumbered Balance 3/31/2026	\$ -	\$ 3,335,596.80	

* 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 01/01/2026	\$ 6,824,614.37
Revenue:	
Transfer In	\$ -
Interest received	61,418.49
	\$ 61,418.49
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 3/31/2026	\$ 6,886,032.86

STATE AID

Balance 01/01/2026	\$ -	\$ -
Revenue:		
State Aid	-	59,409.81
	\$ -	\$ 59,409.81
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects		-
	\$ -	\$ -
Unencumbered Balance 3/31/2026		\$ 59,409.81

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

3/31/2026

	2026 Budget	Year to Date	%
Balance 01/01/2026	\$ 8,231.00	\$ 612.58	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	491.46	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	3.92	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	37.40	374%
	\$ 10,010.00	\$ 532.78	5%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	18,241.00	-	0%
Cash Basis Reserve	-	-	0%
	\$ 18,241.00	\$ -	0%
 Unencumbered Balance 3/31/2026	\$ -	\$ 1,145.36	

* 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 March 31, 2026

Capital Improvement Funds - Community National Bank

\$ 6,886,032.86 at 3.59% (money market account)

Municipal Investment Pool

\$ 7,492,403.68 Operating funds in "overnight pool"*;
available for transfer whenever needed

5,500,000.00 General fund; 90-day 2/20/2026 at 3.12%,
maturity 5/26/2026

1,500,000.00 Employee benefit fund; 90-day 2/20/2026 at
3.12%, maturity 5/26/2026

\$14,492,403.68

* rates vary by day - average March 1 - 31, 2026 was 2.44%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	3/6/26	JOHNSON CONTROLS BUILDING SOLUTIONS LLC	renewal pm aggreement	\$ 6,588.25	-94878
					<i>2026 approved operating budget - contracted facilities</i>	\$ 6,588.25	-94878 Total
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 19,621.96	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 29.14	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 1,250.37	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 76.09	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 29.14	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 27.49	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 27.49	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 27.49	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 29.14	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 278.49	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 27.49	-94852
10	41000	351	3/5/26	EVERGY	2026 Electric Services	\$ 71.24	-94852
						\$ 21,495.53	-94852 Total
10	41000	310	3/13/26	BLACKBAUD INC	renewal	\$ 16,107.12	-94841
					<i>2026 approved operating budget - annual subscription and support</i>	\$ 16,107.12	-94841 Total
10	41000	352	3/13/26	BLUEMARK ENERGY LLC	2026 Energy Bill	\$ 10,201.42	-94840
						\$ 10,201.42	-94840 Total
15	41000	260	3/12/26	THE CINCINNATI INSURANCE COMPANY	2nd qtr workers comp ins	\$ 16,310.00	-94829
						\$ 16,310.00	-94829 Total
10	23800	0	3/20/26	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 1,871.50	-94820
10	41000	736	3/20/26	HTK ARCHITECTS INC.	HTK SVCS FOR STAFF SPACES	\$ 20,325.00	-94820
						\$ 22,196.50	-94820 Total
10	41000	420	3/12/26	COREFIRST BANK & TRUST	3 scotch book tape"	\$ 136.47	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	2 scotch book tape"	\$ 46.10	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	1.5 scotch book tape"	\$ 95.49	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	scotch tape dispenser	\$ 27.84	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Atlas Once Upon a Time	\$ 23.84	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Fiasco	\$ 25.88	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	8.5x11 print sleeves	\$ 54.10	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	Shipping cost (ground)	\$ 15.95	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	8 rubber wheel axle set"	\$ 66.70	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	iPhone 15 pro screen prot	\$ 18.98	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	Magnetic Phone Ring	\$ 15.98	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	Curtain track with curtai	\$ 339.98	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	genuine joe facial tissue	\$ 106.86	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	rubbermaid vinyl cart bag	\$ 113.98	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	palmer toilet paper dispe	\$ 111.46	-94805

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	3/12/26	COREFIRST BANK & TRUST	Uline hand truck	\$ (220.34)	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	WODMAZ building blocks	\$ 34.18	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	Opseam butterflies	\$ 12.99	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	Opseam blue butterflies	\$ 12.99	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	Bryco butcher paper	\$ 26.95	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	arscniek multicolor pens	\$ 79.98	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	sour patch candy	\$ 19.95	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	cricut sticker set	\$ 15.99	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	variety pack candy	\$ 99.90	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	ceramic pots	\$ 129.45	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	mini clothes pins	\$ 8.79	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	mahjong games	\$ 141.98	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	post it sticky pad	\$ 66.51	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	Cricut sticker sheets	\$ 15.99	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	Woodburners	\$ 63.32	-94805
10	41000	342	3/12/26	COREFIRST BANK & TRUST	Post it notes 18 per pack	\$ 45.42	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	smartlabel file labels	\$ 12.69	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	260xl 261xl ink	\$ 72.16	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Betrayal at Baulders Gate	\$ 74.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	pipe cleaners	\$ 16.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	glue bottles	\$ 34.83	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	washing soda	\$ 5.38	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	calcium chloride	\$ 12.49	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	felting tool set	\$ 53.82	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	foam pads	\$ 67.67	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	spotlight w remote	\$ 93.08	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	OontZ Angle 3	\$ 49.36	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	AiMoonsa MP3 Player	\$ 59.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	small-link chain spool	\$ 13.33	-94805
10	41000	310	3/12/26	COREFIRST BANK & TRUST	storage fee	\$ 2.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	1 ream paper	\$ 5.77	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	corrugated steel tiles	\$ 7.95	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	popsicle sticks	\$ 11.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	ribbon	\$ 7.59	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	gems	\$ 17.94	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	foam stars	\$ 11.78	-94805
10	41000	323	3/12/26	COREFIRST BANK & TRUST	KMA membership	\$ 200.00	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	12x12 3pc cutting mat	\$ 25.22	-94805

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/12/26	COREFIRST BANK & TRUST	cups w/lids	\$ 47.42	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	20 stretch bands	\$ 120.00	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Shipping	\$ 15.00	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	3 pack st pat's garland	\$ 13.29	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	st pat's day cutouts 45 p	\$ 7.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	window clings st pat's da	\$ 11.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	scotch painters tape gree	\$ 11.38	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	15 mini bookshelf kits	\$ 82.66	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	sashiko coasters	\$ 63.84	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	rainbow thread	\$ 12.95	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	red thread	\$ 2.95	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	yellow thread	\$ 4.90	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Shipping	\$ 8.95	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	Hygloss magnetic tape	\$ 37.57	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	Pilot G2 pens	\$ 6.89	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	purple	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	purple	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	blue	\$ 29.89	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte dark blue	\$ 38.98	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte marine blue	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	candy green	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte apple green	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte dark green	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	bambue green	\$ 25.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte lemon yellow	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte mandarin orange	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte terracotta	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	rose gold	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	matte dark red	\$ 25.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	silver	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	titan grey	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	silver	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	black	\$ 12.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	black s spool	\$ 29.89	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	filter	\$ 23.96	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	purple	\$ 38.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	REFund	\$ (88.52)	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	sewing machine thread	\$ 19.97	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	printing ink	\$ 18.88	-94805

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/12/26	COREFIRST BANK & TRUST	baby wipes	\$ 6.81	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Ransom Notes card game	\$ 34.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Ransom Notes expansion	\$ 17.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	c320 HC Cyan	\$ 489.98	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	c320 Yellow	\$ 126.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	tacky glue 18 pk.	\$ 21.37	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	1 key rings"	\$ 17.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	bulk pony beads	\$ 16.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	satin ribbon	\$ 19.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	plastic yarn needles	\$ 7.58	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	cardstock 250 sheets	\$ 17.39	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	cardstock 250 sheets	\$ 18.66	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	sandwich bags	\$ 15.72	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	burlap fabric	\$ 51.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	bobby pins	\$ 6.63	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	rhinestones	\$ 15.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	6 embroidery hoops"	\$ 17.59	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	acrylic yarn	\$ 17.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	36 red Sumo Balls for ki"	\$ 56.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	14x20 Tissue Paper, #150	\$ 7.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Clear Trash Bags 5 Gallon	\$ 6.49	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	24 red Sumo Balls"	\$ 29.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Bubble Wrap 12x30ft"	\$ 8.85	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Balloons 12	\$ 6.49	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	2.4 x 2.4" small bean ba"	\$ 18.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	30 foot long Jump Rope	\$ 19.80	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Exacto Knife	\$ 6.22	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	Dell Pro Dock - WD25Z	\$ 1,220.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	High Capacity Cyan	\$ 261.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	High Capacity Magenta	\$ 261.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	High Capacity Black	\$ 236.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	Logitech WebCams	\$ 124.95	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	Shure SM7B Cardioid	\$ 820.80	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	Black Extension Cord 12 F	\$ 12.95	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	tool	\$ 5.99	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	CD Boxes	\$ 24.99	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	Dvd boxes	\$ 29.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Donation for parade	\$ 20.00	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	paper pack	\$ 12.99	-94805

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

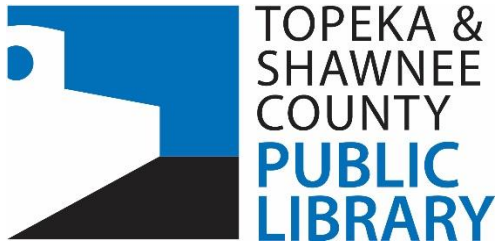
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/12/26	COREFIRST BANK & TRUST	9x12 watercolor paper	\$ 10.30	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	9x12 construction paper	\$ 4.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	carbon paper	\$ 5.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	washi tape	\$ 8.63	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Building Block Stackable	\$ 47.97	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Building block Temporary	\$ 3.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Building Block Temporary	\$ 7.99	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	batteries	\$ 15.60	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	skil battery 12v 2 pack	\$ 66.49	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	sprayway 2 pack	\$ 151.68	-94805
10	41000	420	3/12/26	COREFIRST BANK & TRUST	Car phone holder	\$ 9.49	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Tattoos	\$ 3.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Washable Ink Pads	\$ 19.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Embroidery Floss	\$ 8.79	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Candy Block Mix	\$ 45.83	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	2 oz Portion Cups	\$ 5.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Plastic Tweezers	\$ 4.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Gorilla Super Glue	\$ 8.48	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	voice recordable buttons	\$ 22.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	248pcs Wheels & Axles Bui	\$ 35.98	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	12 400 pack Rainbow Ball"	\$ 41.18	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Angel Soft Toilet Paper	\$ 2.83	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	3 pc Building Block Plast	\$ 10.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Windows, Doors, Fences 90	\$ 14.80	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Mini People Figures	\$ 27.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Minifigures Pack 19 pcs	\$ 17.99	-94805
10	41000	330	3/12/26	COREFIRST BANK & TRUST	Lego Classic 11011	\$ 389.97	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	light bulb	\$ 83.75	-94805
10	41000	410	3/12/26	COREFIRST BANK & TRUST	acecaps	\$ 99.75	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	jade white	\$ 14.94	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	jade white	\$ 25.99	-94805
10	41000	320	3/12/26	COREFIRST BANK & TRUST	Canon PG-260 / CLI-261	\$ 159.57	-94805
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,922.85	-94805 Total
10	41000	350	3/19/26	VERIZON WIRELESS	<i>public hotspots</i>	\$ 10,586.46	-94798
						\$ 10,586.46	-94798 Total
10	21512	0	3/27/26	DELTA DENTAL OF KANSAS, INC	<i>EE Withholding</i>	\$ 2,444.76	-94796
15	21512	0	3/27/26	DELTA DENTAL OF KANSAS, INC	<i>ER Withholding</i>	\$ 9,972.35	-94796
15	21512	0	3/27/26	DELTA DENTAL OF KANSAS, INC	<i>Retiree</i>	\$ 184.51	-94796
						\$ 12,601.62	-94796 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	3/27/26	JOHNSON CONTROLS BUILDING SOLUTIONS LLC	renewal pm agreement	\$ 6,588.25	-94794
					<i>2026 approved operating budget - contracted facilities</i>	\$ 6,588.25	-94794 Total
10	41000	310	3/27/26	ZOOM VIDEO COMMUNICATIONS INC.	zoom renewal	\$ 5,497.50	-94792
					<i>2026 approved operating budget - annual subscription and support</i>	\$ 5,497.50	-94792 Total
10	41000	310	3/19/26	PREMIER ONE DATA SYSTEMS INC.	p1 Microsoft Licenses	\$ 11,600.00	-94786
					<i>2026 approved operating budget - annual subscription and support</i>	\$ 11,600.00	-94786 Total
10	41000	322	3/26/26	GREATER TOPEKA PARTNERSHIP	city guide ad	\$ 2,500.00	-94784
10	41000	340	3/26/26	GREATER TOPEKA PARTNERSHIP	Table Sponsor	\$ 2,500.00	-94784
10	41000	340	3/26/26	GREATER TOPEKA PARTNERSHIP	Annual Meeting Gold Spons	\$ 2,000.00	-94784
					<i>2026 approved operating budget - membership fees and advertising</i>	\$ 7,000.00	-94784 Total
10	21505	0	3/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,201.66	-94776
15	21516	0	3/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,887.37	-94776
15	21517	0	3/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,533.56	-94776
10	21513	0	3/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,804.56	-94776
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 60,427.15	-94776 Total
10	21509	0	3/6/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,527.08	-94772
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,527.08	-94772 Total
10	21509	0	3/20/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,576.94	-94771
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,576.94	-94771 Total
10	21505	0	3/20/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,213.71	-94770
15	21516	0	3/20/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,906.58	-94770
15	21517	0	3/20/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,535.59	-94770
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 58,655.88	-94770 Total
10	21515	0	3/26/26	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 36,740.94	-94767
15	21515	0	3/26/26	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 190,773.24	-94767
15	21515	0	3/26/26	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,851.87	-94767
						\$ 231,366.05	-94767 Total
10	21501	0	3/20/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,323.88	-94765
10	21502	0	3/20/26	PAYCOM PAYROLL LLC	State W/H	\$ 15,686.30	-94765
15	21521	0	3/20/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 340.14	-94765
10	21503	0	3/20/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,150.65	-94765
15	21504	0	3/20/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,150.65	-94765
10	21503	0	3/20/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,946.60	-94765
15	21504	0	3/20/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,946.60	-94765
10	21514	0	3/20/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-94765
10	21518	0	3/20/26	PAYCOM PAYROLL LLC	Garnishments	\$ 770.38	-94765
10	41000	313	3/20/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,476.38	-94765
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 97,360.18	-94765 Total
10	41000	310	3/25/26	BIBLIOCOMMONS CORP.	BC renewal	\$ 33,863.63	-94750

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended March 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	3/25/26	BIBLIOCOMMONS CORP.	BC renewal	\$ 50.00	-94750
				<i>2026 approved operating budget - annual subscription and support</i>		\$ 33,913.63	-94750 Total
10	21501	0	3/6/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,893.88	-94749
10	21502	0	3/6/26	PAYCOM PAYROLL LLC	State W/H	\$ 15,472.83	-94749
15	21521	0	3/6/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 336.71	-94749
10	21503	0	3/6/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,941.87	-94749
15	21504	0	3/6/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,941.87	-94749
10	21503	0	3/6/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,897.69	-94749
15	21504	0	3/6/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,897.69	-94749
10	21514	0	3/6/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-94749
10	21518	0	3/6/26	PAYCOM PAYROLL LLC	Garnishments	\$ 1,034.17	-94749
10	41000	313	3/6/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,487.58	-94749
10	23800	0	3/6/26	PAYCOM PAYROLL LLC	ACA 1094	\$ 33.50	-94749
10	23800	0	3/6/26	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,228.70	-94749
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 97,735.09	-94749 Total
10	23800	0	3/12/26	TK ELEVATOR CORPORATION	<i>elevator modernization</i>	\$ 27,715.00	102492
10	23800	0	3/12/26	TK ELEVATOR CORPORATION	<i>replace power unit</i>	\$ 7,317.00	102492
10	23800	0	3/12/26	TK ELEVATOR CORPORATION	<i>replaced disconnect</i>	\$ 6,482.00	102492
						\$ 41,514.00	102492 Total
10	41000	311	3/26/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	\$ 4,368.00	102528
10	41000	311	3/26/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	\$ 105.00	102528
10	41000	311	3/26/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	\$ 213.00	102528
10	41000	311	3/26/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	\$ 585.00	102528
10	41000	311	3/26/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	\$ 45.00	102528
				<i>2026 approved operating budget - storage for Learn and Play bus</i>		\$ 5,316.00	102528 Total
						\$ 793,087.50	Grand Total



Board of Trustees Executive Committee Meeting
April 6, 2026 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer

Staff Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on Monday, April 6, 2026, via Zoom, and was called to order at 4:01 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the March 9, 2026, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Fred Patton, seconded by Mark Zillinger, the minutes from the March 9, 2026, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the March 19, 2026, Board of Trustees Meeting and the agenda for the Board of Trustees April 16, 2026, meeting were reviewed.

Mark will lead the meeting.

The Audit Report will be presented to the board. Members of the Audit Committee will meet on April 13.

Chief Financial Officer Kim Strube shared that she will have nothing out of the ordinary to report. The audit is going well and hopefully will be finished today.

Chief Executive Officer Marie Pyko will speak to some upcoming meetings. The Public Listening Session will occur at the end of this month and the budgeting process is about to begin.

Chief of Staff Thad Hartman will talk about the bids presented at the meeting. One is for a Subaru Outback vehicle. There are two bids for staff spaces, one for the construction and one for furniture.

There are several items for new business. There will be the election of officers, three RFPs, and the renewal of the Friends of the Library Memorandum of Understanding. There will be several policies for approval at the April meeting.

A lot of new business

Other Items

No other items were discussed

Executive Session

On a motion by Mark Zillinger, seconded by Hannah Uhrig, the Board of Trustees, Topeka and Shawnee County Public Library, Executive Committee will recess into executive session to discuss legal matters pursuant to the discussion of legal matters exception to the Kansas Open Meetings Act. The open meeting will resume via Zoom at 4:27 pm. No action will be taken following adjournment of the Executive Session.

Motion passed unanimously.

A motion was made by Mark Zillinger, seconded by Fred Patton, at 4:27 pm to end the Executive Session and return to the Board of Trustees Executive Committee meeting.

Motion passed unanimously.

Adjournment

On a motion by Mark Zillinger, seconded by Hannah Uhrig, the meeting was adjourned at 4:27 pm.

Next Meeting

May 11, 2026

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report April 2026

News and Updates

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

As of the end of March 2026, 5,485 children aged five and under were enrolled in the local Dolly Parton's Imagination Library (DPIL) program. The program's global reach is equally impressive; since its inception, it has gifted over 304 million books to children across the US, UK, Canada, Australia, and Ireland. To put that scale in perspective, the Imagination Library mails a book every 0.78 seconds. Research consistently shows that a "book-rich" home environment significantly boosts academic success by improving a child's vocabulary, attention span, and love of reading.

Friends of the Library Memorandum of Understanding (MOU)

The Memorandum of Understanding (MOU) between the Library and the Friends of the Library, a 501(c)(3) organization, establishes a cooperative framework to support Library operations. As a separate entity, the Friends' mission is to aid, promote, and advance the Library's development. The MOU is reviewed every five years for approval by both the Library Board of Trustees and the Friends Board of Directors. Resolutions to approve the updated agreement will be presented at the Library Board's April meeting and the Friends Board's May meeting.

Budget Listening Session

Mark your calendar for April 30, 2026, 5:00 pm-7:00, Marvin Auditorium 101A to attend the budget listening session with the community in preparation for developing the 2027 library budget. We will have a short overview of the services, programs and collections and provide opportunities for community members to share their thoughts, and ideas to library leadership regarding the library budget. The listening session information will be provided to the Board of Trustees as you develop the 2027 operating budget.

Volunteer Recognition Breakfast April 24th 8:30 am-9:30

All members of the Board of Trustees are cordially invited to attend the Volunteer Recognition Breakfast. This annual event is hosted by Volunteer Coordinator Kari Zimmerman and provides an opportunity to express our sincere gratitude to the volunteers who support the library and its mission to spark curiosity and build community through literacy and learning. The library's work would not be possible without the dedication of more than 200 volunteers who serve on boards, support the Summer Reading program, operate the Booktique and quarterly book sales, update genealogy resources, assist patrons in building digital literacy skills, and contribute in many other meaningful ways.

Library Tours in Minneapolis, Minnesota

To inform the "Beyond the Building" five-year service plan, we visited three Minneapolis-area libraries to research innovative service models. A highlight was the Scott County Library (Savage branch), which offers a successful extended-access model allowing patrons to use the facility, technology, and youth spaces outside of traditional hours. Our team also toured two Hennepin

County Library branches. We will continue to identify and visit regional libraries with unique service delivery methods that align with our strategic vision.

Welcome to our new Communications and Marketing Director

I am delighted to announce that Allyson Chard will join us as our new Communications and Marketing Director on April 13, 2026. Allyson brings extensive experience in both print and digital marketing, most recently serving in the financial sector. She joins our team at a pivotal moment as we launch the "Roar!" Summer Reading Challenge. I also want to extend a sincere thank you to the Communications and Marketing team, who—with a bit of my support—successfully steered the ship throughout the recruitment process.

Spring Break at the Library

While many community members connect with us digitally, tailored in-person experiences continue to be a significant draw for Topekans. Our Lego Spring Break events were a resounding success, bringing families of all sizes into the library for programs, scavenger hunts, and discovery. Throughout the week of March 15–22, families explored the library far beyond the Kids Library, searching for hidden Lego clues in the Topeka Room, Movies and Music, and even the Millennium Café.

The week culminated in a community-wide "500 Lego Build" on Friday. I want to thank the Kids Library and School Age teams for their creative planning, as well as the entire staff for their support. Daily visitor counts shared by Chief of Staff Thad Hartman confirmed the impact of this engagement; several days saw attendance levels that rivaled our busiest summer months.

Agenda Items- New Business

Nominating Committee and Election of Officers

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); "at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting." The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

Resolution- Bid for Subaru Outback

As part of the regular replacement schedule for the heavily used delivery vehicles and to align the library's expanding outreach and programming needs, the library included in the FY2026 Library Budget a new delivery vehicle. The funding for the new vehicle was included in the Friends of the Library annual request for funding which was approved by the Board of Trustees at the October 16, 2025 board meeting. Please see the accompanying background information, fiscal note and bid summary included with this resolution.

Resolution- Bid for Staff Spaces Renovation & Furniture

As part of the 2026 Facilities Master Plan, the Digital Services, Youth Services, and Community Services areas are slated for renovation. Planned improvements include new flooring, sound dampening, and additional staff furniture where needed. Many of these spaces have not been updated since the library's major remodel in 2002 and need modernization. These projects were included in the 2026 budget. Please see the accompanying background information, fiscal note, and bid summary included with this resolution.

Policy Review

We will continue to review library policies. At the April Board of Trustees meeting, we will have the first reading of the User Confidentiality Policy. Additionally, we will discuss the financial policies for credit card transactions.

Professional Activities/Community Contacts

- | | |
|----------------|---|
| March 18, 2026 | Presented Library program for Senior Saints at Town and Country Church. |
| March 19, 2026 | Met with Sean Bird, Dean of University Libraries Washburn University. |
| March 19, 2026 | Attended Library Board of Trustees meeting. |
| March 24, 2026 | Attended Capper Foundation board meeting. |
| March 24, 2026 | Attended Visit Topeka executive committee meeting. |
| March 26, 2026 | Attended GTP Equity Advisory board meeting. |
| March 31, 2026 | Visited Savage Public Library, Savage Minnesota. |
| April 1, 2026 | Attended BiblioCommons Director meeting. |
| April 6, 2026 | Attended Trustees Executive Committee meeting. |
| April 8, 2026 | Attended United Way of Kaw Valley meeting. |

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 04/10/2026

Dolly Parton's Imagination Library

March 2026



Total Enrolled

5,485



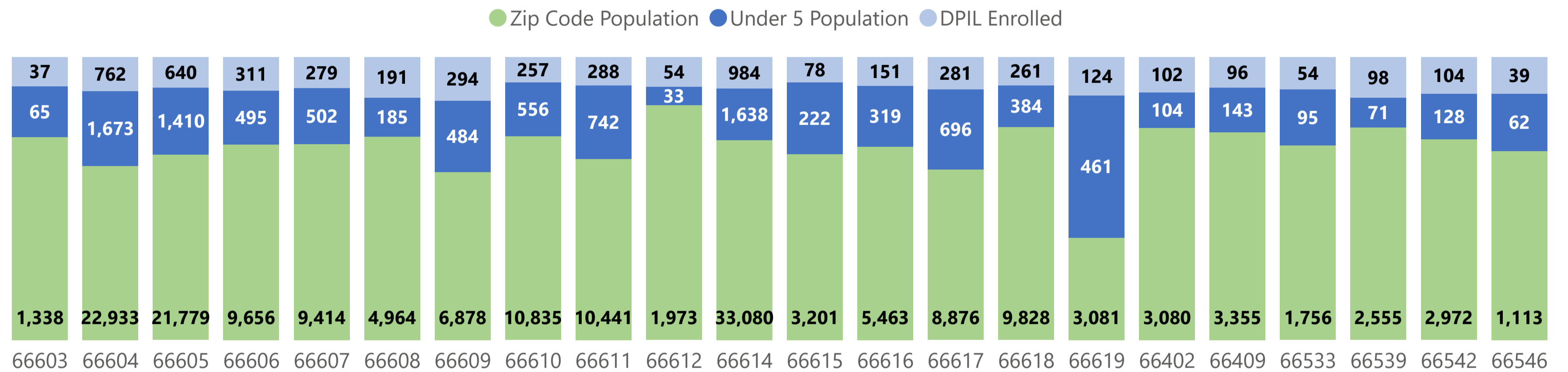
Total Graduated

11,361

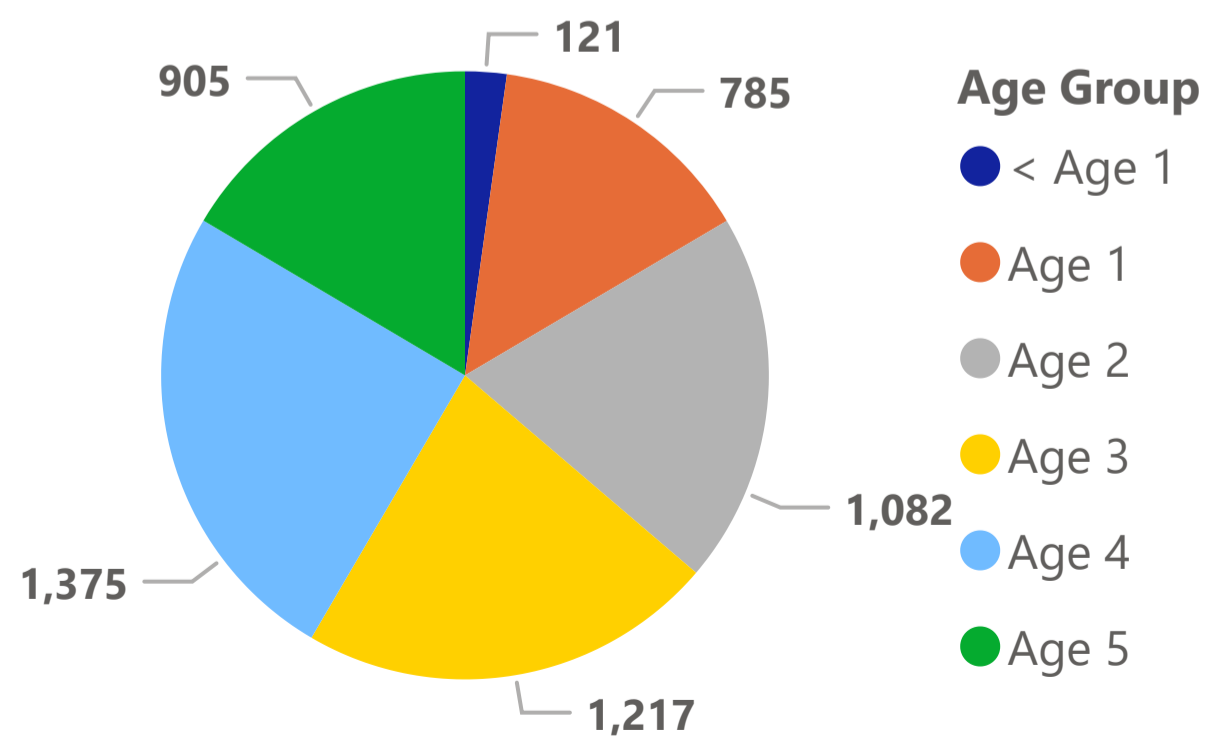
Year, Month

2026 (Year) + March (Month) ▼

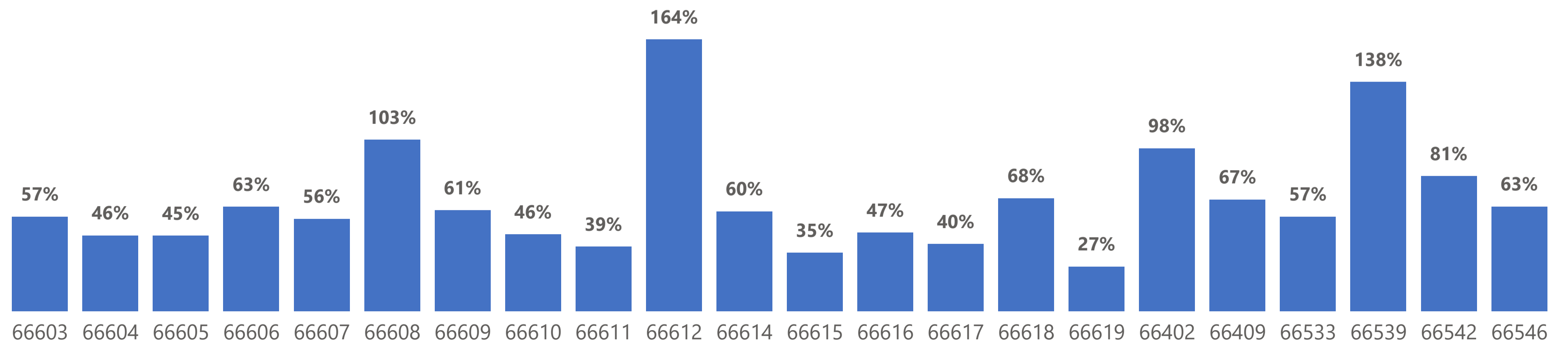
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman

April 9, 2026

Staff Spaces

This year's staff spaces remodel project will focus on three different workrooms, a breakroom, and the lower level hallway. Maddie Safford from HTK Architects presented an overview of the plan at the February 2026 board meeting. We have two bid resolutions this month related to the staff spaces renovation. We were pleased with the interest and responses we received for the project and anticipate beginning construction in May. More details about the bids are included in the resolution documents.

Once the project begins, three departments will be directly impacted by construction. The good news is that they will all have newly renovated spaces when the project is done. The bad news is they will each need to relocate for approximately 2 months during construction.

Digital Services staff have already begun to move into their temporary location in Room 123, with construction beginning in their area at the start of the project. Once work is complete in Digital Services they move back into their renovated space, and then Youth Services staff will relocate into Room 123. Community Services will move into a few different spaces in the building at 1020. The entire project should be completed before the end of 2026.

Beyond the Building & PLA

We continue to work on the Beyond the Building project, with several teams currently in the process of developing detailed plans and recommendations for new and improved services. One team that has made a great deal of progress is the Library Hours team, which is focused on extending hours with unstaffed services.

Coincidentally, several of us attended PLA in Minneapolis and were able to make a short trip to the Savage Library branch of Scott County Library. Scott County Library implemented extended unstaffed hours several years ago and a staff member was able to give us a tour and answer questions about their first-hand experience. It was extremely helpful to see how it worked in person and get information and advice. This should prove useful as we continue to explore ways to make our services more accessible.



Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Public Library Association Conference

I had the opportunity to attend this year's Public Library Association conference, focusing on the management and leadership track. One of the most inspiring sessions came from Skokie Public Library, where they shared their work to build a healthy leadership culture through clear norms, small cohort groups, and built-in accountability. I've already shared this with our Staff Development Coordinator and see real potential for how we might strengthen shared expectations of leadership here through a similar process.

Change Management Work

As part of our Beyond the Building work, I'm leading an internal team focused on change management. We've had our first meeting and will soon begin the work of reviewing team charters to identify what I'm calling "change flashpoints." Those are the moments where staff may need extra support navigating change and we as leaders will need to focus on capacity-building, communication, and training. This is the first time we've intentionally built change management into an initiative like this, and I'm excited to help lead that effort in a thoughtful, practical way.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Gallery

Runway Remix has drawn a lot of attention, with 4,291 visitors just in March. The exhibit explores the artistic process through clothing and fashion, featuring seven artists who created original wearable fiber art inspired by pieces from the library's permanent collection. *Runway Remix* will be on display through May 17.

March also wrapped up Youth Art Month, which celebrated Kansas K–12 artists on March 28. For four weeks, the library's main hall and rotunda were filled with artwork submitted from schools across the state. Families and teachers came in to enjoy the exhibits, participate in art-making activities, and celebrate award winners. YAM is a great reminder of how much talent we have in the state and how inspiring it is to see these young artists at work.



Topeka Room

The Topeka Room had record traffic in March, thanks in large part to the library-wide LEGO scavenger hunt over spring break. We had 1,571 visitors in total, with 889 of those families taking part in the scavenger hunt.

A lot of visitors stuck around after the hunt, exploring the room and asking staff questions. While kids hunted for LEGO clues, adults (and kids!) were curious about resources from yearbooks to military databases, which gave us great chances to connect them with our collections.

As the team keeps adding data into the new Recollect database, we're seeing more patrons searching for specific materials, especially items on the 1966 tornado and the Kansas Silent Film Festival vertical files.

Core Tech Team

The Core Tech Team wrapped up our last DOCK Grant Intern session with a pizza party on April 2, where we shared the final numbers with the teams. From February 2 through April 2, 25 people attended our sessions out in the community—more than the 24 combined from the last three sessions in 2024 and 2025.

We were really impressed with the teen and college interns and how well they ran the sessions out in the community.

Most attendees came in the evenings (20), with just 5 in the mornings. They joined us across multiple locations, with IBSA/Gil Carter Initiative near Highland Park High School seeing the highest turnout, followed by Oakland, TSCPL, Crestview, and Shawnee North. Overall, this grant was a great demonstration of both community engagement and the interns' ability to make a meaningful impact.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Readers Services

Local Author Fair

The return of the Local Author Fair attracted 125 attendees, drawing an audience of both children and adults. The event provided an opportunity for connection where readers engaged directly with 24 local authors including writers of fiction, nonfiction, true crime, and children's literature. Many attendees spent extended time visiting with the authors, learning more about their writing and publishing process, and browsing and purchasing books. Feedback was overwhelmingly positive, with customers expressing excitement about discovering new writers here in the Topeka & Shawnee County community. The event also led to a new library card registration from a first-time visitor. We have already received inquiries from twelve additional local authors expressing interest in participating in our next local author event.

Morbid Curiosity Book Club

The Morbid Curiosity Book Club continues to thrive, with a dedicated core group of 6–8 regular attendees over the past year. Additional participants engage as schedules and interests allow, with many participants choosing to read a long independently. The March meeting welcomed three first time attendees, reflecting an ongoing community interest in this topic. The Morbid Curiosity book club exemplifies how the library cultivates a sustained community of readers, creating space for connection and curiosity through shared reading experiences.

Book Group-in-a-Bag

Staff continue to deliver high-impact, personalized service. In one notable interaction, staff assisted two book club members in using the Book Group-in-a-Bag service, while also introducing accessible format options such as large print, audiobooks, and eBooks. The customers left excited to expand their book club selection options and share library resources with their group. This customer interaction highlights the library's role in reducing barriers to access while supporting readers with the wide variety of resources we make available to the community.

Community Connections

Community Connections Librarian Lissa Staley currently represents the library on the Advisory Board of Washburn University's Aleshire Center for Leadership & Community Engagement. In March, she was a guest speaker at a Community Studies course taught by Dr. Michaela Saunders. During her presentation, she shared examples of the evolution of her role toward community connections and drew lessons from that evolution that the students could apply in their own future careers and communities. An overarching challenge was to consider: Once your organization is invited to community tables as a trusted resource, what can you do to be effective catalysts of community change?

- Learn how the partners work and what is most important to them
- Learn how community groups talk about challenges
- Learn how the community thinks about the challenges

- Learn new skills and techniques that you and your organization can bring to the community

Lissa shares that it's always a treat to interact with Washburn students. The students involved in the Aleshire Center and the Community Studies course bring an impressive amount of creativity and enthusiasm to address challenges in communities, both now and in their future careers.

Red Carpet

The Red Carpet team is advancing efforts to improve and strengthen this vital outreach service. We are currently in the data collection phase of this work, focusing on gathering feedback to guide future decisions. Staff have developed a concise, seven-question survey designed to evaluate the current customer experience, identify service gaps, and better understand unmet needs among our Red Carpet participants.

Surveys have been distributed across nearly all delivery sites, ensuring we capture a broad and representative range of perspectives from the communities we serve. Over the coming weeks, as responses are collected and analyzed, this feedback will provide valuable insight into both what is working well and where there are opportunities to grow.

This data-informed approach will help position Red Carpet services to evolve alongside the changing needs of older adults in our community. By listening closely to our customers and partners, we are laying the groundwork for thoughtful service enhancements, potential expansion opportunities, and a more responsive, sustainable model for the future.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Recent Outreach Observations

I had opportunity to see a few storytellers in the field recently, and I am awe struck by their talents. Two moments in particular stand out to me. At one location, the storyteller was in front of a group of 4-year-olds. Several boys towards the back were determined not to enjoy themselves; they were reluctant to sit down and to pay attention. The first book was about dinosaurs though, and it compared the size of specific dinosaur babies to recognizable, modern objects. That got their attention. Soon the boys were on their knees scooting ever closer to the group and predicting the rhymed lines. Next the storyteller pulled out a magnet board with columns labeled "1, 2, 3". She placed pictures of some words from the just finished book on the board, and she checked their understanding of that vocabulary. Then two teachers gasped as she introduced to the class the concept of syllables, a solid pre-reading skill. They caught on quickly and clapped out the syllables of each word and sorted them into appropriate columns. At another location, I walked down the hallway of a school with a storyteller who gave me the rundown on the group we were about to see... three mostly nonverbal students with autism, three paras, and a teacher. It was her third visit to that classroom. She knew that at least one of them would have difficulty transitioning from the activity they were doing to storytime. That held true and a meltdown was in the background for the better part of her time there. The other two kids though were laser focused on Boomer in a raincoat that

matched one in the pictures of the first book. They participated and even responded to the materials she brought. She cheered for one who appropriately tried to quack like a duck, and he beamed. She acknowledged vocalizations that communicated understanding of the story. You could tell that the kids felt understood, even the child who joined late. I was impressed by her rapport with everyone in the room and her understanding of the dynamics at play. Needs of classrooms vary widely, and all our storytellers have been on board for a year or less. They are proving adaptable, understanding and fun while keeping quality of what we offer high.

Librarian Updates

Early Childhood Librarian

April kicks off the second *30 Books in 30 Days Reading Challenge*. Children birth-5 will receive a prize for reading or have had thirty books read to them during the month of April. The prize pick-up party is May 3rd. Prizes may be picked up in the Kids Library through May 9th.

The Week of the Young Child occurs every April and celebrates early childhood education, teachers, and the importance of supporting young children and their families. While supplies last, during April 12-18, families can pick up a copy of *Only One You* by Linda Kranz in the Kids Library. To culminate the week, on April 18, we will have a special storytime full of activities themed around that title.

Early Childhood Outreach Librarian

A staff person from Parents as Teachers-Auburn Washburn School District was on the bus at one of our stops. The Parent Educator was introduced along with information about services provided at their two locations. Later an expectant parent and the partner connected. They visited about pregnancy and the expanding family. The community partner invited the parent's entire family to multiple events that Parents as Teachers hosts like their weekly playgroups and spring event.

School Age Librarian

Fans of LEGOs® came to the library over spring break to find kindred spirits and to demonstrate their creativity. We hosted a little something for everyone... escape rooms, battle bots, crafts, cars, a 500 builds in a day challenge, and even edible bricks. Success looked like families that stayed for hours, parents bonding with their kids, kids sharing interests, community excitement to take part in the 500-build goal, volunteers pulling projects apart so that the next folks in had bricks to use. It was an outstanding week.

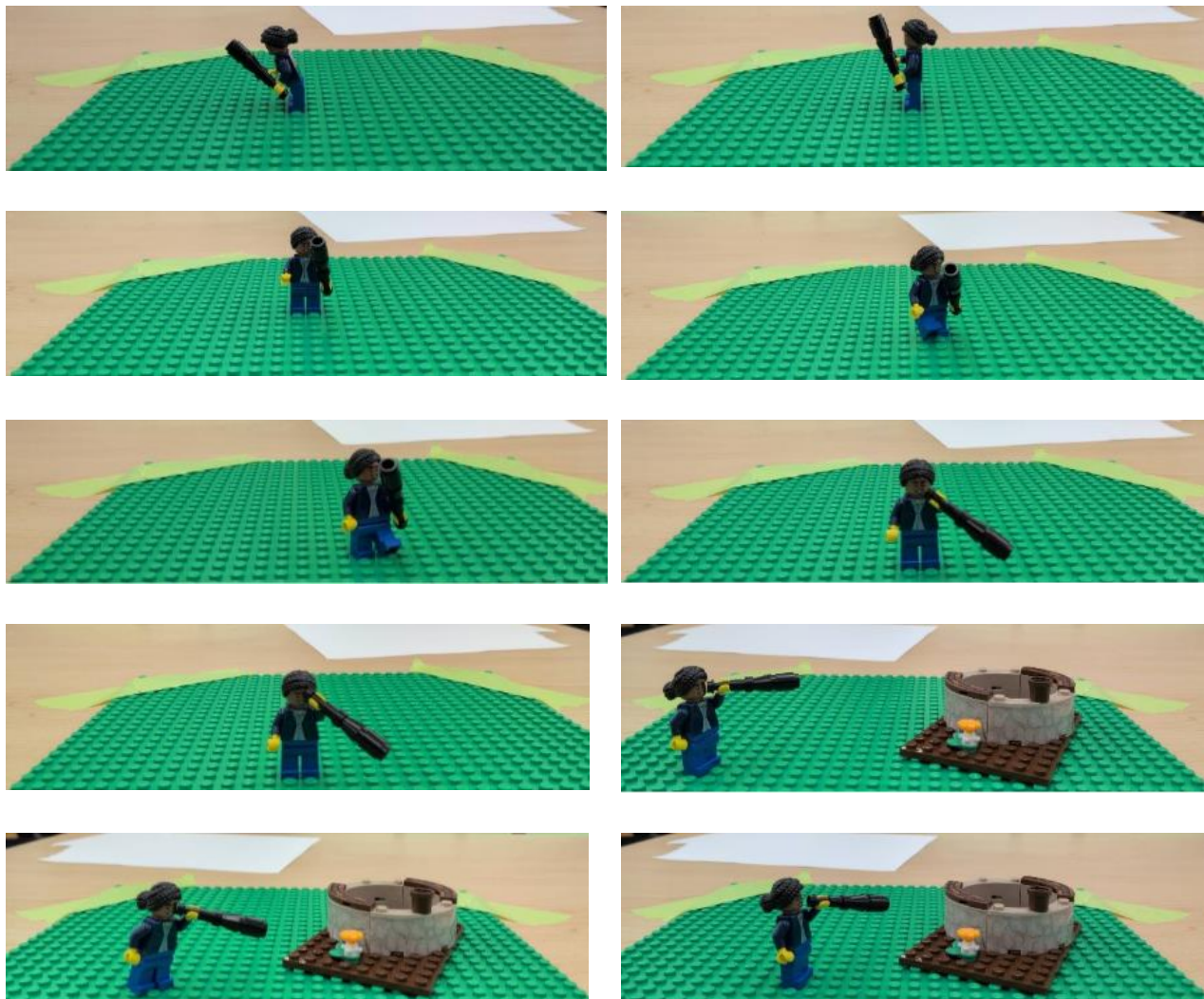
Teen Librarian

The Teen team has spent the last few months hard at work planning for summer and putting together new plans for outreach among a few other pursuits. It has been hectic, but we are excited about some of the programs we will be able to offer this summer.

We also participated in the LEGO® Spring Break programming over Spring Break. Teens used LEGOs® to showcase their creativity through stop-motion animation, ink prints, D&D-inspired maps, and all kinds of LEGO® vehicles!

The teens made food toys out of felt to augment the options available to younger kids in the library playscapes. Those made it out to the floor in March. We cannot be prouder of our teens than we are when they are supporting and giving to others!

Two of our Teen staff also made the trek to Minneapolis recently for the PLA conference. It was an amazing few days full of collaboration, learning, and exploring. We've come back with lots of percolating ideas that we're itching to share and implement for several facets of our work here.





Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

New Language Learning Tool: LOTE4Kids

We recently added a new digital collection for kids and I'm excited to share about it. It's called LOTE4Kids (Languages Other Than English). LOTE4Kids is an online collection including over 8,000 digital picture books

(ebooks and audiobooks) in over 100 different languages and sign language content for ASL and 3 other English-based sign language systems. Picture books are the main content. The product has a bilingual mode (native language alongside English) to aid in accessibility for anyone wanting to learn a new language. The books are narrated by native speakers to help with pronunciation and language learning through an authentic storytelling experience. Parents, librarians, and teachers use LOTE4Kids to boost English and bilingual language learning and cultural programs. This new product can be accessed on any computer, tablet or phone at <https://lote4kids-com.tscpl.idm.oclc.org/member-home/> or by downloading the free app available for Apple or Android.



Public Library Association (PLA) Conference

Along with several others from TSCPL, I participated in the PLA Conference held in Minneapolis, MN, April 1-3rd. It was a great conference full of insightful sessions and compelling keynote speakers. I attended interesting sessions on AI in libraries, creating memory cafes for individuals experiencing neurocognitive disorders, improving internal communication on a larger scale within libraries, and working with independent and self-publishers. I also connected with all our sales reps in the exhibit hall. It's the best one-stop-shop to learn what's going on with the many companies we connect with for library collections and services. I learned a lot and enjoyed time with colleagues.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

From Fear to Fascination: Building Confidence Through Curiosity

This month, I am excited to highlight Riley's impactful work in the field and the engaging programs she brings to students across our community. Riley currently leads six dynamic programs that spark curiosity and hands-on learning, including *Kansas Aquifers*, *Backyard Bugs*, and *Topeka to Scale*. Each program invites students to explore the world around them in meaningful and interactive ways—an approach that fits Riley perfectly, as her natural, outdoorsy spirit shines through in every lesson she leads.

A recent moment from Riley's *Backyard Bugs* program perfectly captures the power of her approach. Because the insect specimens students observe are real (but preserved), it's not uncommon for students to feel hesitant at first. During one visit, a young girl shared that she was scared of bugs. Riley reassured her that the insects were safe to explore and encouraged her to simply take a closer look. By the end of the program, that same student had carefully drawn all three insects and proudly shared that she was no longer afraid. What began as fear transformed into curiosity and confidence in just one session.

The photos capture Riley in action, guiding students through hands-on discovery and helping them see the natural world in a new way. Her thoughtful encouragement and engaging teaching style create space for students to challenge themselves, overcome fears, and build lasting confidence through learning.



Riley has a gift for turning “I’m scared” into “I can do this.” Her calm, encouraging presence helps students take risks, stay curious, and leave each school visit with greater confidence than when she first met them.

Community Services Librarian Report

The Bookmobile Team checked out over 3,900 items at vehicle stops throughout Shawnee County. The Delivery Team took out over 4,100 items to patron's homes, almost 900 items to businesses via TSCPL@Work, and over 450 items to the book lockers.

The Delivery Team has worked hard over the weeks to learn about delivering to our TSCPL@Work partners and the book lockers and have developed new systems to streamline the work. They have also taken the time to create step-by-step directions for how to process, bag up, and deliver these items. These instructions were invaluable, particularly for me when I am called on to help with deliveries. Many thanks to Andy, who took the time to write up all the directions!

As the seasons change, so do the decorations on the bookmobiles! I am constantly in awe at the creativity of the Bookmobile Team members as they help bring visual interest to the bookmobiles, much to the delight of our patrons, young and old alike. The current display on the Adventuremobile was crafted by Cole

in Community Services. She made each and every one of the bookish butterflies that fly through the back of the vehicle!



I had the privilege of attending the Washburn Wellness Fair on April 1 with Cassandra from Circulation. We spoke with 56 Washburn students and staff, signing up several either for new library cards or replacing old ones. We were able to answer questions about library services and tell them about resources that they did not know they could access through the library. It was an amazing opportunity to let the community know about all the incredible things this library has to offer!



Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

New ILL Staff Member

We're excited to share that our team is now complete! We recently welcomed a new Interlibrary Loan staff member, Sophia Calderon-Sosa, bringing our team to four. Sophia graduated from Washburn University in December, where she spent the past three years working in their library. Since coming on board, she has jumped right into training and is quickly getting up to speed with the ins and outs of interlibrary loan and notary service here at the library. She's been quick to learn, adapt, and step in wherever needed. We're thrilled to have her on the team and are excited about the energy and support she brings as we move forward with a full staff.

Shelver Retirement

We'd like to share that longtime shelver Maria Zubiate retired from the library last month after many years of dedicated service. She was one of our longest serving shelvers, and her speed, accuracy, and reliability will truly be missed. She was also a familiar and valued presence during many of our summer reading events over the years. As she begins this next chapter, she's looking forward to spending more time traveling and enjoying her garden, taking in the simple pleasure of nurturing plants and watching them thrive. We celebrate her many contributions and accomplishments over the years, and we wish her all the very best in this well-earned retirement.

Program Services

Autumn Friedli, Program Services Coordinator

Program Services is where the library meets the community. We do this in two ways: we host through our own curated public events, and we house by providing the professional spaces and resources the community needs to gather, collaborate, and grow.

Programming News

March programming came in like a lion and stayed like a lion! In this building, we hosted 187 programs and engaged with 4,354 people through those programs. We also met people out in the community with 172 programs that allowed us to reach an additional 3,375 people.

Notable Programs

Our Youth Services Team hit it out of the park over Spring Break. They embraced a Lego inspired Spring Break week of activities that concluded with an attempt to make 500 Lego Builds in a Day. And they got darn close to hitting the goal. Other programs included Lego Escape Rooms, Lego Battle Bots and Lego Balloon Powered Cars to name a few. There was also a weeklong Lego Scavenger Hunt that encouraged kids (and their adults) to explore the library.

Just Around the Corner

Mark your calendars – The Summer Reading Kick Off Celebration will be held on Saturday, May 30th from

10am – noon. Activities will take place in the west parking lot, Claire’s Courtyard & Sunroom, and inside the library as well. Then join us all summer long as we ROAR!

Event Resources News

Space for Our Community

We hosted a LARGE KPERS meeting in March that had about 200 people visiting our library (and attending the meeting). Department of Corrections also held a multi-day, multi-room meeting. And The City of Topeka used our meetings space to hold a large community meeting focused on the Huntoon Project.

Library Out and About

Library Staff talked about the library and signed people up for library cards at many community and school events. We attended Robinson Middle School’s Reading Night, Indian Hills Career Day, the LINKS Annual Black Family Wellness Expo, and the City of Topeka Community Resource Expo.

Digital Services

David King, Digital Services Director

Digital Library Project Update

We have narrowed down website products to the two top vendors. Our next step is to work with the new Marketing Director to share what the team discovered and see if she has any insight into our two top choices. We will make a recommendation after that and be ready for a website update in 2027.

Digital Services Temporary Move

The Digital Services offices in the basement are being renovated soon, so we have moved! Most of the DS staff have moved to Room 123 (the old Edge space). They have set up nicely in that space. David has moved the old Call Center/Telephone Reference room. We will be in these spaces until our basement space is renovated.

Top Web Pages for March 2026

1. Tools & Services: 7660 Pageviews
2. Articles main page: 3041 Pageviews
3. Work at the Library: 1897 Pageviews
4. Get a Library Card: 1854 Pageviews
5. Hours & Locations Page: 1493 Pageviews
6. Runway Remix: Fashion in Focus: 1481 Pageviews
7. Careers Page: 1226 Pageviews
8. Meeting Rooms & Event Spaces: 1204 Pageviews
9. Research Tools: 1202 Pageviews
10. Trivia: 1138 Pageviews

Social Media Highlights for March 2026:

Facebook

- Spring Break activities – reached 10,228 people
- On the Red Couch at WIBW – reached 9201 people
- Deanna and Emily visited Eye on NE Kansas – reached 5709 people

Instagram

- LEGO Escape Rooms – reached 391 people
- Brad Taylor – reached 373 people
- Monday Minute – reached 324 people

Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson

ROAR Into Summer

Dino-Themed Campaign

A new marketing flyer has been developed to promote the library's summer lineup featuring a playful "ROAR" dinosaur theme that highlights reading programs and special events. By clearly showcasing dates, activities and opportunities for participation, the flyer serves as an effective tool to build excitement and encourage strong community involvement throughout the summer season.



Bright New Banners

Enhance Library Entrance and Visibility

The installation of vibrant, colorful banners in the library's front parking lot has improved our visibility and created an even more welcoming atmosphere for visitors. Early feedback is positive. Customers and staff say the updated look makes the entrance feel more cheerful.

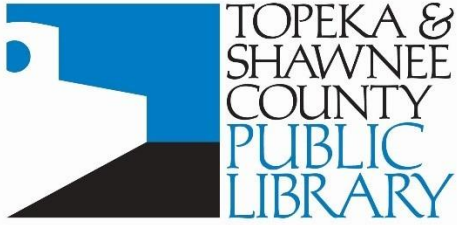
Social Media Buzz

Teen artist Natalie O'Callaghan told us how she took inspiration from Dennis Downey's painting *Above Santa Fe* to design and create wearable fiber art for *Runway Remix*.

Local author and poet Annette Hope Billings graced our social media channels with her poem *Heart Failure* ahead of her author visit with Dr. Jennifer Gordon in March.

We built Spring Break excitement brick by brick by promoting the week's LEGO-themed activities on social media and the local news stations. A video previewing Romina's LEGO escape rooms was especially intriguing.





Resolution – Election of Officers

BOARD OF TRUSTEES

April 16, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:

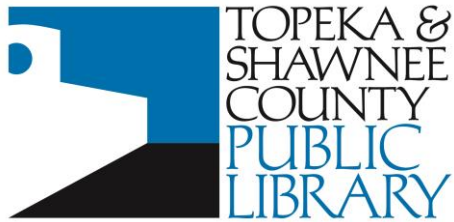
**Peg Dunlap, Chair
Mark Zillinger, Vice Chair
Hannah Uhrig, Secretary
Fred Patton, Treasurer**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for 2026 Subaru Outback

BOARD OF TRUSTEES

April 16, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the base bid plus additional key from Subaru of Olathe, in the amount of \$34,142.06 for a 2026 Subaru Outback. This expenditure shall be paid from the Friends annual distribution fund.

Background information:

The library currently maintains a 2009 Ford Crown Victoria within its fleet, which was originally acquired as a used security vehicle. Now 17 years old, the vehicle is scheduled for decommissioning and replacement in 2026. While currently available for general staff use, it is primarily used by the Facilities and Digital Services departments.

To align with the library's expanding outreach and programming needs, the library plans to replace this vehicle with a Subaru Outback, which is the same make and model as the vehicle purchased in 2025. Standardizing the vehicle make and model will ensure operational efficiency, simplify maintenance, and provide staff with a uniform driving experience across all library vehicles. This request aligns with the library's multi-year Vehicle Replacement Plan, which staggers acquisitions to prevent simultaneous aging of the entire fleet. This vehicle was included in the approved 2026 budget and was part of the Friends annual distribution request for 2026.

Bid Process

In preparation for the bid process Library staff determined the type of vehicle needed, developed specifications, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 23, 2026.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who could provide this vehicle. Once posted there, all vendors who chose to receive updates on the project were notified. There was one addendum to the original RFP that was sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting held at the Library at 1:00 PM, April 3, 2026. Six bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Subaru of Olathe, Olathe, KS. This bid meets all necessary criteria.

TSCPL staff recommends the base bid, plus additional key, totaling \$34,142.06 submitted by Subaru of Olathe, Olathe, KS, be approved for the purchase of a 2026 Subaru Outback.

Resolution by _____

Seconded by _____

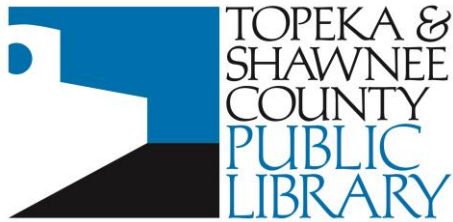
Resolution passed/failed by a vote of _____

Date _____



2026 Subaru Outback Bid Tab

Bidder	Briggs Subaru of Topeka	Subaru of Olathe	McCarthy Lawrence	Subaru of Wichita	US Fleet Sales	Salina Subaru
Acknowledge Addenda 1	Yes	Yes	Yes	Yes	Yes	Yes
Base Bid	\$ 36,147.00	\$ 33,660.06	\$ 34,292.00	\$ 34,247.00	\$ 33,700.00	\$ 34,390.00
Full Size Spare	Included	1,214.79		No Spare Price	\$ 1,106.16	
Extra key	\$ 400.00	\$ 482.00	\$ 1,660.76	\$ 550.00	\$ 600.00	
Admin Fee	\$ 399.00	\$ -	\$ 699.00	\$ 749.00		\$ 399.00
tag fee			3.5			
Extras	4 free oil changes					
Base Bid + Extra Key	\$ 36,547.00	\$ 34,142.06	\$ 35,952.76	\$ 34,797.00	\$ 34,300.00	\$ 34,390.00
Total	\$ 36,946.00	\$ 35,356.85	\$ 36,655.26	\$ 35,546.00	\$ 35,406.16	\$ 34,789.00
Time for Delivery	2 Days	7 days	not in bid	45 days	150-180 days	30 days
			Spare and Key included as one	No Full Size Spare tire quoted		No extra key No full size Spare quoted



Resolution – Bid for Staff Spaces Renovation

**BOARD OF TRUSTEES
April 16, 2026**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kelley Construction, Topeka, Kansas, in the amount of \$434,150 for the renovation of Digital Services, Youth Services, and Community Services staff spaces, including the first alternate. \$50,000 of this expenditure shall be paid from the Foundation Undesignated Fund. The remaining amount shall be paid from the General Fund, Special Projects line item.

Policy and Background Information:

In alignment with the Facilities Master Plan, the library is committed to a multi-year initiative through 2030 to modernize staff workspaces. These renovations are designed to enhance staff comfort, increase operational usability, and improve space allocation. Following the 2025 renovation of the Circulation workroom, which coincided with the installation of a new Automated Material Handling System, the focus for 2026 shifts to several different staff spaces.

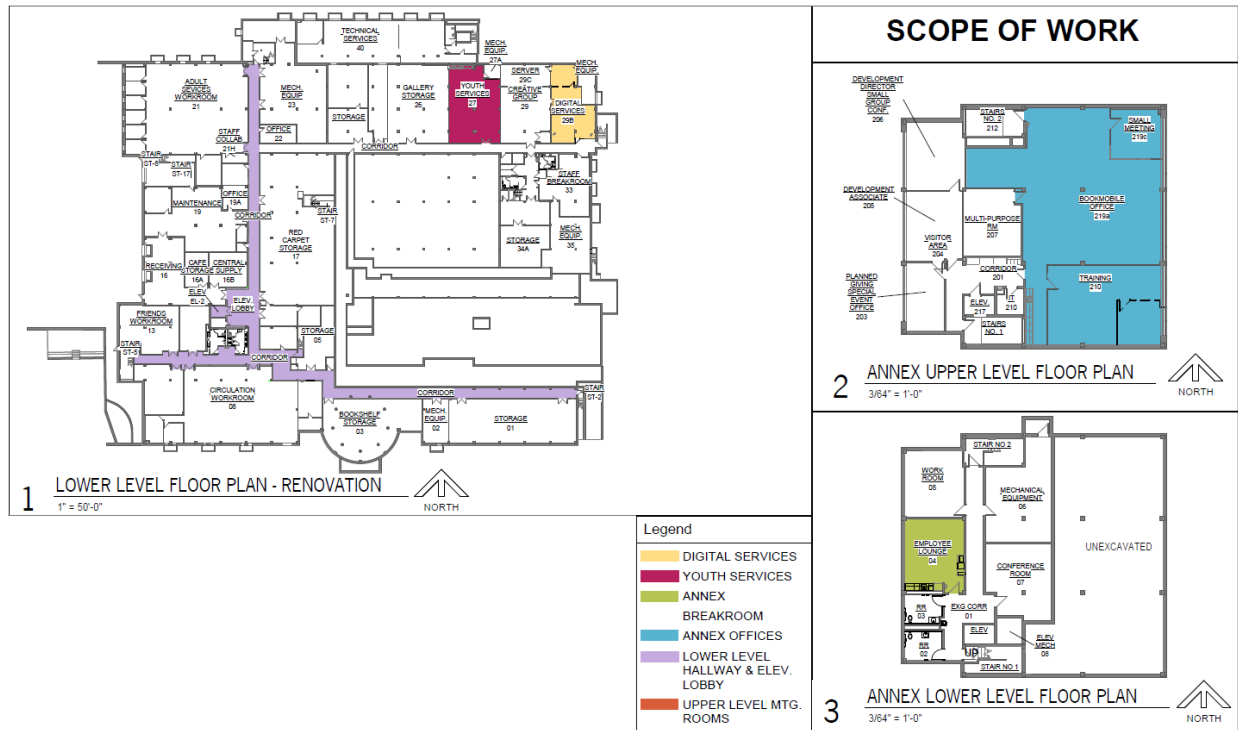
The following areas are scheduled for renovation:

- Digital Services workroom
- Youth Services workroom
- Completion of new flooring and paint in Lower Level hallway
- Community Services workroom
- Community Services staff breakroom

The scope of work involves the demolition of existing finishes, fixtures, ceilings, lighting, and select walls/doors, followed by the installation of updated finishes, fixtures, and accessories. To ensure continuity of library operations, work will be executed in phases.

To maximize efficiency and cost savings, these projects have been bundled into a single Request for Proposal. These renovations are part of the approved 2026 budget and an overview of the plans were presentation by Maddie Safford of HTK Architects at the

February 2026 Board meeting. Construction is slated to begin in May 2026 with a projected and finishes only, as new furniture will be handled through a separate procurement process.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the remodel of several staff spaces, including Digital Services, Youth Services, and Community Services. HTK provided specifications and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 6, 2026.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. Once posted there, all vendors who chose to receive updates on the project were notified. There were three addendums to the original RFP that were sent to the interested bidders and posted on the library’s website.

Bids were received at a public meeting over Microsoft Teams at 2:00 PM, April 9, 2026. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Kelley Construction, Topeka, KS. This bid meets all necessary criteria. Kelley Construction has worked with HTK and TSCPL in the past and provided quality service.

TSCPL staff recommends the bid of \$434,150 submitted by Kelley Construction, Topeka, KS, be approved for Staff Spaces Renovation, including alternate number 1.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



ARCHITECTS

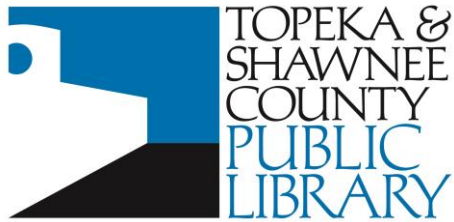
TSCPL - Staff Spaces Renovation

Project No. 2001.01-021

Bid Tabulation

Thursday, April 9, 2026

BIDDER	Senne Company	Kelley Construction	J.T. Vaughn Construction, LLC		
BID BOND	Yes	Yes	Yes		
ADDENDA	1	Yes	Yes	Yes	
	2	Yes	Yes	Yes	
	3	Yes	Yes	Yes	
BASE BID (Including Allowances)	\$ 478,500.00	\$ 412,360.00	\$ 526,000.00		
ALTERNATE	1	\$ 24,300.00	\$ 21,790.00	\$ 21,404.00	
	2	\$ 28,350.00	\$ 22,030.00	\$ 19,085.00	
	3	\$ 65,100.00	\$ 67,910.00	\$ 57,224.00	
	Vol				
BASE BID + ALTERNATES	\$ 596,250.00	\$ 524,090.00	\$ 623,713.00	\$ -	\$ -
Anticipated Substantial Completion	September 30, 2026	September 26, 2026	September 25, 2026		
Plumbing	McElroy's	McElroy's	McElroy's		
Mechanical	McElroy's	McElroy's	McElroy's		
Electrical	DL Smith	DL Smith	DL Smith		
Painting	Sunflower Painting	Sunflower Painting	Gray and Company		
Flooring	Interior Surfaces	Denali Commercial Flooring	Circadia Flooring		
Superintendent	Rob Pfeffer	Morrod Doughramaji	Hugh Burke		



Resolution – Bid for Staff Spaces Furniture

BOARD OF TRUSTEES

April 16, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Office Plus of Kansas in the amount of \$54,491.39 for the purchase and installation of furniture for the staff spaces remodel. This expenditure shall be paid from State Aid.

Policy and Background Information:

In alignment with the Facilities Master Plan, the library is committed to a multi-year initiative to modernize staff environments. These renovations are designed to enhance staff comfort, increase operational usability, and improve space allocation. Following the 2025 renovation of the Circulation workroom, which coincided with the installation of a new Automated Material Handling System, the focus for 2026 shifts to several different staff spaces.

The following areas are scheduled for renovation:

- Digital Services workroom remodel
- Youth Services workroom remodel
- Completion of new flooring and paint in Lower Level hallway
- Community Services workroom remodel
- Community Services staff breakroom remodel

In developing the plans for these areas, the library collaborated with HTK Architects. Together, they developed a comprehensive design plan that involved careful consideration of furniture selection, layout, and aesthetics.

Throughout the design process, the team reviewed various furniture options, fabrics, and finishes to ensure optimal comfort, durability, and visual appeal. The final furniture plan was crafted to complement the overall design concept and create a functional space for staff. The removal and reinstallation of existing office furniture, as well as installation of new furniture is included. Multiple alternates were also included in the RFP in order to provide different pricing options.

In addition to furniture, this project includes the removal of all existing furniture in preparation for construction, and reinstallation of existing furniture and installation of new furniture once construction is complete.



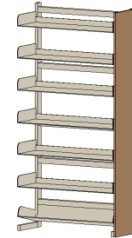
2 OFFICE CHAIRS



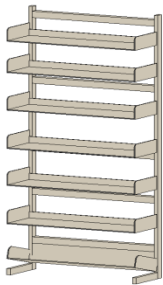
18 SLED BASE CHAIRS



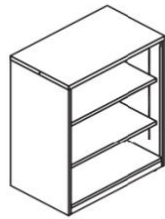
4 LOUNGE CHAIRS



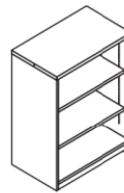
1 WALL MOUNTED STARTER SHELVING



3 WALL MOUNTED ADDER SHELVING



2 OPEN STORAGE PEDESTAL



6 SMALL OPEN STORAGE PEDESTAL



1 MOBILE TABLE



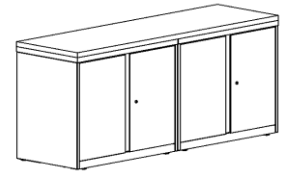
3 SQUARE TABLES



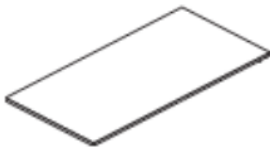
2 ROUND TABLES



1 END TABLE



1 CREDENZA



2 ISLAND WORKSURFACE



2 MOBILE TABLE



1 RECTANGLE TABLE



7 48" X 70" PANEL SYSTEM



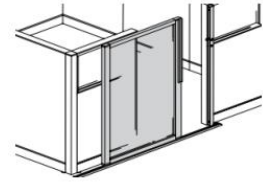
3 24" X 70" PANEL SYSTEM



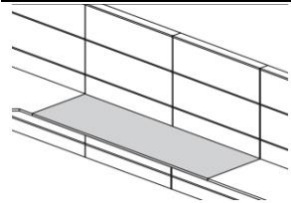
1 48" X 66" UPHOLSTERED PANEL



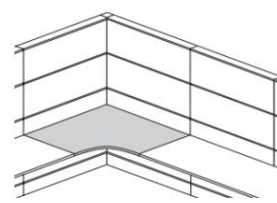
1 36" X 70" UPHOLSTERED PANEL



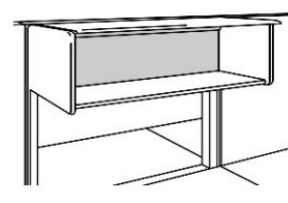
3 SLIDING DOOR PANEL



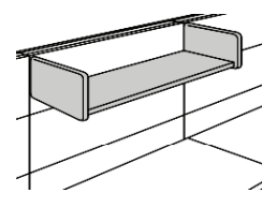
2 24" X 48" WORKSURFACE



1 48" X 24" CONCAVE CORNER



2 B-STYLE FLIPPER DOOR UNIT (13" X 48")



1 B-STYLE FLIPPER DOOR UNIT (13" X 36")

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for furniture within the renovated staff spaces. HTK provided specifications for the furniture and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued March 6, 2026.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. Once posted there, all vendors who chose to receive updates on the project were notified. Submissions of voluntary alternates were due March 27, 2026, and questions were due April 2, 2026. There were four addendums to the original RFP that were sent to the interested bidders and posted on the library’s website.

Bids were received at a public meeting over Zoom at 2:30 PM, April 9, 2026. Five bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Office Plus of Kansas, Park City, KS. This bid includes all pieces of furniture in the RFP and meets all necessary criteria including the moving and re-installation of existing furniture. Office Plus of Kansas has worked with HTK and TSCPL in the past and provided quality materials and solid service.

TSCPL staff recommends the bid of \$54,491.39 submitted by Office Plus of Kansas, including the second alternate, be approved for furniture for the staff spaces remodel.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



TSCPL - Staff Spaces Renovation - Furniture Package

Bid Tabulation
Thursday, April 9, 2026

Project No. 2001.01-021

BIDDER	MBI	John A. Marshall	Office Plus of KS	SIS	Superior Moving
ADDENDA 1 2 3 4	Yes	Yes	Yes	N/A	N/A
	Yes	Yes	Yes	N/A	N/A
	Yes	Yes	Yes	N/A	N/A
	Yes	No	Yes	N/A	N/A
Moving & Re-installing Existing Furniture by Base Bid	N/A	\$ 17,020.00	\$ 6,500.00	\$ 14,500.00	\$ 49,975.00
BASE BID	\$ 27,621.91	\$ 28,321.66	\$ 22,943.43		
ALTERNATE 1 2 3 Vol	N/A	\$ 3,180.00	\$ 2,000.00		\$ 10,495.00
	\$ 20,980.28	\$ 20,864.90	\$ 25,047.96		
	\$ 25,000.13	\$ 25,204.79			
BASE BID + ALTERNATES	\$ 73,602.32	\$ 77,571.35	\$ 49,991.39	\$ -	\$ 10,495.00
Furniture Mover & Installer	SIS	OIC - Office Installation Company	Not Listed	SIS	Superior Moving

Notes:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (Memorandum) is made and is effective on day of April 16, 2026 by and between the Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas non-profit corporation, hereafter referred to as “Friends”; and The Topeka & Shawnee County Public Library, a Kansas municipal corporation and body politic, hereafter referred to as “Library”, to memorialize the understanding of the parties concerning the relationship of the parties.

Whereas, the mission of the Library is to operate a library free to the use of the residents of the Library district; and

Whereas, the Friends mission is to aid, promote, develop and advance the operation of the Library and

Whereas, based upon the Friends mission and the Library’s agreement to provide services and support for the Friends, the parties believe it important to more clearly state the relationship of the parties;

Now therefore, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. PURPOSE

The parties agree that the purpose of this Memorandum is to provide the framework for a cooperative relationship between them, each a separate entity, and establish the respective rights and duties of the parties with respect to the Library providing equipment, office space and other facilities, services and personnel in support of the Friends’ programs, operation of a boutique gift shop, and sale of books and other materials weeded from the Library’s collection and subsequent, annual financial support to the Library.

2. FRIENDS SUPPORT

The Friends mission is to aid, promote, develop and advance the operation of the Library. The parties understand and agree that the Friends support to the Library includes, but is not limited to:

- a. developing, maintaining and nurturing a strong membership of individuals and entities who advocate for and support the Library’s mission and programs;
- b. operating the boutique gift shop located in the Library building;
- c. conducting the Friends book sales, and the on-going sale of books and other materials weeded from the Library’s collection as an agent of the Library; and

d. making financial distributions to the Library as further provided in this Memorandum.

3. LIBRARY SUPPORT

In consideration of the support services provided in Paragraph 2, and to assist the Friends in providing support to the Library's mission, patrons, and staff, the Library agrees to provide to the Friends:

- a. furnished, suitable office space and equipment, and book sorting and storage space to be used by the Friends in performing its purposes and mission;
- b. access to and use by the Friends of the Library's telephone, Internet, computer system, mail system, printing and copying services, and meeting rooms;
- c. suitable space in the Library building for the Friends to operate a boutique gift shop;
- d. maintenance, janitorial and security services for the spaces noted above in this Paragraph;
- e. parking for Friends employees;
- f. storage and maintenance of the Friends website; and
- g. processing of Friends employees' payroll, health, retirement and benefits at a fee to be agreed upon by the parties from time to time.

In further consideration of this Memorandum, the Library grants the Friends permission to use the Library's logo and other symbols and marks in conjunction with Friends activities and projects; provided, however, the Friends shall not have the right or authority to delegate or assign the use of any such Library logo and other marks or symbols without the express written consent of the Library's Chief Executive Officer.

The Friends agree and covenant that the Library shall not become liable for, nor shall the Friends obligate the Library to pay any debt, liability or obligation of the Friends absent a written agreement authorized by the Library Board of Trustees and signed by its Chair.

The Library shall not provide any additional financial support to the Friends other than that specifically provided for in this Memorandum and Exhibit "A" attached hereto.

4. RELATIONSHIP OF THE PARTIES

The parties understand and agree the relationship of the parties is a cooperative one between a municipal public corporation and a tax-exempt, not-for-profit corporation. To encourage, nurture and maintain the cooperative relationship, the parties agree that:

- a. the Chair or the designee of the Chair of Library's Board of Trustees and Library's Chief Executive Officer shall be ex-officio, non-voting members of the Friends Board of Directors and the Friends Executive Committee; and
- b. the relationship between the parties shall not evolve to the extent that the Friends become a component unit of the Library requiring an annual audit.

5. AGENCY

- a. The Library as the principal hereby names the Friends as its agent for the purposes of promoting and selling books and other materials weeded from the Library's collection, and the Friends hereby accepts such agency.

6. PAYMENT TO LIBRARY

- a. The Friends shall disburse to Library annually and unless otherwise provided no later than December 31, the proceeds of any sales of books and other materials weeded from the Library's collection received as of the preceding December 31.
- b. Further, the Friends shall contribute to Library annually, and no later than December 31, an amount requested by the Library and approved by the Friends Board of Directors for specific Library projects and uses.
- c. Should Library request a contribution other than as provided above, the Friends Board of Directors shall consider each such request on a case-by-case basis.
- d. The Friends covenant and agree that at all times it shall maintain its status as a 501(c)(3) tax-exempt organization and its purposes and efforts shall benefit only the Library. Loss of the Friends tax-exemption, or any material change in its corporate purposes not agreed to by the Library, shall be cause for immediate termination of this Memorandum notwithstanding the provisions of Paragraph 11 to the contrary.
- e. The Friends shall provide a copy of its most recent FORM 990 and FORM 990T to the Library within 30 days of filing with the Internal Revenue Service.

7. FUND-RAISING ACTIVITIES

a. The Friends agree that all fund-raising activities for the support of the Library are and shall continue to be conducted by The Library Foundation, and that the Friends shall not solicit funds, contributions and donations from individuals or entities to benefit the Library. The parties understand and agree that nothing in this Paragraph 7 shall preclude the Friends from accepting gifts, contributions or donations from individuals and entities to further the purposes, programming and operations of the Friends in coordination with the Foundation.

b. The Friends agree that prior to accepting any gift of personal property which the Friends seek to be placed permanently in the Library's facilities, a written consent from the Library's Chief Executive Officer must be obtained.

c. Other than as stated above in this Paragraph, nothing in this Memorandum shall serve to prohibit the Friends from seeking membership dues, receiving donations of money and gifts-in-kind for Friends operations, accepting donations of materials for sale in the boutique or other similar activities normally carried on by similar organizations.

8. EMPLOYEES

a. The parties have entered into a Loaned Employee Agreement, a copy of which is attached hereto as Exhibit "A." Nothing in this Memorandum shall amend the terms of Exhibit "A."

b. Other than as provided in Exhibit "A," the Friends shall be solely responsible for the selection, termination, direction, training of its employees and contractors, and the provision of any and all salary and withholdings requirements, worker compensation and unemployment compensation, any and all benefits, personnel policies and human resources functions. The Library shall receive copies of binder pages confirming worker compensation insurance coverage for Friends employees, and general liability insurance coverage for its operations in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate within ten days of the policies' annual renewal date.

c. Other than as provided in Exhibit "A," the Friends agree not to make any payment to any Library employee not assigned to perform Friends activities without first having obtained the Library Chief Executive Officer's consent.

d. Friends employees shall be subject to and are expected follow all applicable Library rules, regulations and policies while performing their respective duties for

the Friends including but not limited to parking, security, maintenance, public computer use, ingress and egress, etc.

9. REPORTING

a. The parties agree that representatives of the other may inspect its records and accounts at reasonable times during business hours. Each party agrees it shall provide, in a timely manner, reports of and information on its financial status and operations as may be reasonably requested by the other party.

b. Each party agrees to provide the other party with a current list of its respective governing board, its officers and administrative employees and, further, to supplement such list from time to time as may be necessary to ensure a current list is in the possession of the respective Friends President and Library's Chief Executive Officer.

10. INDEMNIFICATION

Each of the parties agrees to indemnify and hold harmless the other, its governing board, officers, agents, and employees in their official and personal capacities, from and against any and all claims, damage, liability, injury, expense, demands, causes of actions, judgments, including court costs and attorneys' fees arising out of or resulting from the acts of omissions of its officers, agents or employees. The parties agree that this provision shall survive the termination of this Memorandum of Understanding.

11. TERM and TERMINATION

a. The parties understand and agree that the term of this Memorandum shall be for a period of five years beginning on the date first-above written and expiring on the same day and month five calendar years later; provided, however, the respective staff shall annually review this agreement and discuss and/or propose the manner in which improvements in the relationship or the agreement between them may be made and submit the agreement to their respective boards for renewal.

b. The parties understand and agree that this Memorandum may be terminated upon receipt of written notice to the other not less than 60 (sixty) days in advance of the proposed termination date. Sixty days after receipt of the notice of termination, this Memorandum shall terminate as though that date were originally fixed as the date of termination.

c. The provisions of Paragraph 6.a shall survive termination of this Memorandum.

d. Upon termination of this Memorandum, the Friends shall have vacated in broom-swept condition and free of damages other than reasonable wear and tear all spaces provided it by the Library together with any and all keys, keycards, equipment, furniture and fixtures.

12. NOTICE

The parties agree that notice to either party of this agreement must be in writing signed by the party giving it and shall be deemed received when hand-delivered or when delivered by the U.S. Postal Service, first class postage prepaid, and addressed as follows:

To Library:

Chief Executive Officer
1515 SW Tenth Avenue
Topeka, KS 66604

To the Friends:

President
1515 SW Tenth Avenue
Topeka, KS 66604;

or to such other addressee as may be hereafter designated in writing or made by amendment to this Memorandum.

13. COMPLETE AGREEMENT

The parties agree that except for Exhibit "A" this Memorandum constitutes the entire agreement of the parties and that no prior agreement or representation, written or oral, shall be binding or of any force or effect. Further, this Memorandum may not be amended, modified, altered or enlarged except by a writing signed by the duly authorized representatives of each of the parties.

14. PARTIES BOUND

The parties agree that this Memorandum shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the parties hereto.

15. ASSIGNMENT

This Memorandum and its respective obligations and benefits may not be assigned without the written consent of both parties.

16. APPLICABLE LAW

This Memorandum shall be interpreted and enforced pursuant to the laws of the state of Kansas.

17. ILEGALITY/UNENFORCEABILITY

If any provision of the Memorandum is found to be illegal or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Whereupon, the duly authorized representatives of the parties have executed this Memorandum of Understanding on the day and year first written above.

**Topeka & Shawnee County
Public Library**

**Friends of the Topeka & Shawnee
County Public Library, Inc.**

Peg Dunlap, Chair

John Conlee, President

**Exhibit “A”
2026 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 2025.

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, 2026, and ending December 31, 2026, 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, 2026, and each month thereafter until December 31, 2026, 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

Peg Dunlap, Chair

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

Ruth Nelson, President

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (Memorandum) is made and is effective on ~~17 day of March 2021~~ by and between the Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas non-profit corporation, hereafter referred to as “Friends”; and The Topeka & Shawnee County Public Library, a Kansas municipal corporation and body politic, hereafter referred to as “Library”, to memorialize the understanding of the parties concerning the relationship of the parties.

Whereas, the mission of the Library is to operate a library free to the use of the residents of the Library district; and

Whereas, the Friends mission is to aid, promote, develop and advance the operation of the Library and

Whereas, based upon the Friends mission and the Library’s agreement to provide services and support for the Friends, the parties believe it important to more clearly state the relationship of the parties;

Now therefore, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. PURPOSE

The parties agree that the purpose of this Memorandum is to provide the framework for a cooperative relationship between them, each a separate entity, and establish the respective rights and duties of the parties with respect to the Library providing equipment, office space and other facilities, services and personnel in support of the Friends’ programs, operation of a boutique gift shop, and sale of books and other materials weeded from the Library’s collection and subsequent, annual financial support to the Library.

2. FRIENDS SUPPORT

The Friends mission is to aid, promote, develop and advance the operation of the Library. The parties understand and agree that the Friends support to the Library includes, but is not limited to:

- a. developing, maintaining and nurturing a strong membership of individuals and entities who advocate for and support the Library’s mission and programs;
- b. operating the boutique gift shop located in the Library building;
- c. conducting the Friends book sales, and the on-going sale of books and other

materials weeded from the Library's collection as an agent of the Library; and

d. making financial distributions to the Library as further provided in this Memorandum.

3. LIBRARY SUPPORT

In consideration of the support services provided in Paragraph 2, and to assist the Friends in providing support to the Library's mission, patrons, and staff, the Library agrees to provide to the Friends:

a. furnished, suitable office space and equipment, and book sorting and storage space to be used by the Friends in performing its purposes and mission;

b. access to and use by the Friends of the Library's telephone, Internet, computer system, mail system, printing and copying services, and meeting rooms;

c. suitable space in the Library building for the Friends to operate a boutique gift shop;

d. maintenance, janitorial and security services for the spaces noted above in this Paragraph;

e. parking for Friends employees;

f. storage and maintenance of the Friends website; and

g. processing of Friends employees' payroll, health, retirement and benefits at a fee to be agreed upon by the parties from time-to-time.

In further consideration of this Memorandum, the Library grants the Friends permission to use the Library's logo and other symbols and marks in conjunction with Friends activities and projects; provided, however, the Friends shall not have the right or authority to delegate or assign the use of any such Library logo and other marks or symbols without the express written consent of the Library's Chief Executive Officer.

The Friends agree and covenant that the Library shall not become liable for, nor shall the Friends obligate the Library to pay any debt, liability or obligation of the Friends

absent a written agreement authorized by the Library Board of Trustees and signed by its Chair.

The Library shall not provide any additional financial support to the Friends other than that specifically provided for in this Memorandum and Exhibit "A" attached hereto.

4. RELATIONSHIP OF THE PARTIES

The parties understand and agree the relationship of the parties is a cooperative one between a municipal public corporation and a tax-exempt, not-for-profit corporation. To encourage, nurture and maintain the cooperative relationship, the parties agree that:

a. the Chair or the designee of the Chair of Library's Board of Trustees and Library's Chief Executive Officer shall be ex-officio, non-voting members of the Friends Board of Directors and the Friends Executive Committee; and

b. the relationship between the parties shall not evolve to the extent that the Friends become a component unit of the Library requiring an annual audit.

5. AGENCY

a. The Library as the principal hereby names the Friends as its agent for the purposes of promoting and selling books and other materials weeded from the Library's collection, and the Friends hereby accepts such agency.

6. PAYMENT TO LIBRARY

a. The Friends shall disburse to Library annually and unless otherwise provided no later than December 31, the proceeds of any sales of books and other materials weeded from the Library's collection received as of the preceding December 31.

b. Further, the Friends shall contribute to Library annually, and no later than December 31, an amount requested by the Library and approved by the Friends Board of Directors for specific Library projects and uses.

c. Should Library request a contribution other than as provided above, the Friends Board of Directors shall consider each such request on a case-by-case basis.

d. The Friends covenant and agree that at all times it shall maintain its status as a 501(c)(3) tax-exempt organization and its purposes and efforts shall benefit only the Library. Loss of the Friends tax-exemption, or any material change in its corporate purposes not agreed to by the Library, shall be cause for immediate termination of this Memorandum notwithstanding the provisions of Paragraph 11 to the contrary.

e. The Friends shall provide a copy of its most recent FORM 990 and FORM 990T to the Library within 30 days of filing with the Internal Revenue Service.

7. FUND-RAISING ACTIVITIES

a. The Friends agree that all fund-raising activities for the support of the Library are and shall continue to be conducted by The Library Foundation, and that the Friends shall not solicit funds, contributions and donations from individuals or entities to benefit the Library. The parties understand and agree that nothing in this Paragraph 7 shall preclude the Friends from accepting gifts, contributions or donations from individuals and entities to further the purposes, programming and operations of the Friends in coordination with the Foundation.

b. The Friends agree that prior to accepting any gift of personal property which the Friends seek to be placed permanently in the Library's facilities, a written consent from the Library's Chief Executive Officer must be obtained.

c. Other than as stated above in this Paragraph, nothing in this Memorandum shall serve to prohibit the Friends from seeking membership dues, receiving donations of money and gifts-in-kind for Friends operations, accepting donations of materials for sale in the boutique or other similar activities normally carried on by similar organizations.

8. EMPLOYEES

a. The parties have entered into a Loaned Employee Agreement, a copy of which is attached hereto as Exhibit "A." Nothing in this Memorandum shall amend the terms of Exhibit "A."

b. Other than as provided in Exhibit "A," the Friends shall be solely responsible for the selection, termination, direction, training of its employees and contractors, and the provision of any and all salary and withholdings requirements, worker compensation and unemployment compensation, any and all benefits, personnel policies and human

resources functions. The Library shall receive copies of binder pages confirming worker compensation insurance coverage for Friends employees, and general liability insurance coverage for its operations in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate within ten days of the policies' annual renewal date.

c. Other than as provided in Exhibit "A," the Friends agree not to make any payment to any Library employee not assigned to perform Friends activities without first having obtained the Library Chief Executive Officer's consent.

d. Friends employees shall be subject to and are expected follow all applicable Library rules, regulations and policies while performing their respective duties for the Friends including but not limited to parking, security, maintenance, public computer use, ingress and egress, etc.

9. REPORTING

a. The parties agree that representatives of the other may inspect its records and accounts at reasonable times during business hours. Each party agrees it shall provide, in a timely manner, reports of and information on its financial status and operations as may be reasonably requested by the other party.

b. Each party agrees to provide the other party with a current list of its respective governing board, its officers and administrative employees and, further, to supplement such list from time to time as may be necessary to ensure a current list is in the possession of the respective Friends President and Library's Chief Executive Officer.

10. INDEMNIFICATION

Each of the parties agrees to indemnify and hold harmless the other, its governing board, officers, agents, and employees in their official and personal capacities, from and against any and all claims, damage, liability, injury, expense, demands, causes of actions, judgments, including court costs and attorneys' fees arising out of or resulting from the acts of omissions of its officers, agents or employees. The parties agree that this provision shall survive the termination of this Memorandum of Understanding.

11. TERM and TERMINATION

a. The parties understand and agree that the term of this Memorandum shall be for a period of five years beginning on the date first-above written and expiring on the same day and month five calendar years later, provided, however, the respective staff shall annually review this agreement and discuss and/or propose

the manner in which improvements in the relationship or the agreement between them may be made and submit the agreement to their respective boards for renewal.

b. The parties understand and agree that this Memorandum may be terminated upon receipt of written notice to the other not less than 60 (sixty) days in advance of the proposed termination date. Sixty days after receipt of the notice of termination, this Memorandum shall terminate as though that date were originally fixed as the date of termination.

c. The provisions of Paragraph 6.a shall survive termination of this Memorandum.

d. Upon termination of this Memorandum, the Friends shall have vacated in broom-swept condition and free of damages other than reasonable wear and tear all spaces provided it by the Library together with any and all keys, keycards, equipment, furniture and fixtures.

12. NOTICE

The parties agree that notice to either party of this agreement must be in writing signed by the party giving it and shall be deemed received when hand-delivered or when delivered by the U.S. Postal Service, first class postage prepaid, and addressed as follows:

To Library:

Chief Executive Officer
1515 SW Tenth Avenue
Topeka, KS 66604

To the Friends:

President
1515 SW Tenth Avenue
Topeka, KS 66604;

or to such other addressee as may be hereafter designated in writing or made by amendment to this Memorandum.

13. COMPLETE AGREEMENT

The parties agree that except for Exhibit "A" this Memorandum constitutes the entire agreement of the parties and that no prior agreement or representation, written or oral, shall be binding or of any force or effect. Further, this Memorandum may not be amended, modified, altered or enlarged except by a writing signed by the duly authorized representatives of each of the parties.

14. PARTIES BOUND

The parties agree that this Memorandum shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the parties hereto.

15. ASSIGNMENT

This Memorandum and its respective obligations and benefits may not be assigned without the written consent of both parties.

16. APPLICABLE LAW

This Memorandum shall be interpreted and enforced pursuant to the laws of the state of Kansas.

17. ILEGALITY/UNENFORCEABILITY

If any provision of the Memorandum is found to be illegal or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Whereupon, the duly authorized representatives of the parties have executed this Memorandum of Understanding on the day and year first written above.

**Topeka & Shawnee County
Public Library**

**Friends of the Topeka & Shawnee
County Public Library, Inc.**

Peg Dunlap, Chair

John Conlee, President

Exhibit "A"

User Confidentiality Policy

The privacy of personally identifiable information provided by individuals using Topeka and Shawnee County Public Library facilities and collections, attendance at Library-sponsored programs, and communications with Library personnel shall be maintained except as required by applicable state and federal law.

The Library shall neither create nor use personally identifiable information for purposes beyond those necessary for the efficient operation of Library operations, programs and services, and communication with library users.

The Chief Executive Officer or designee appointed by the Chief Executive Officer shall be the legal custodian of all Library records.

Library records containing personally identifiable information of an individual shall be disclosed only to and upon the request of the individual at least age 18, or the parent or guardian of an individual under age 18, unless disclosure is required by applicable state or federal law.

Any individual may opt out from receiving text communications from the Library by texting "STOP" to cancel, log in to their Library account to update preferences, or speak with Library staff. Personally identifiable information that is withdrawn by the individual and mobile numbers collected through opt-out will not be shared, sold or rented with third parties for marketing purposes.

The Library does not share, give away, disclose, sell, or rent with third parties for marketing credit card information to any person. Accordingly, credit card information will not be retained by the Library following completion of any transaction, which shall be processed at the highest available level of security.

While the Library will make every effort to keep personally identifiable information confidential and safe, individuals are urged to diligently monitor all transactions containing such information.

Library administrators are delegated the authority to establish guidelines and procedures to enforce this policy.

Revised and Approved: September 21, 2006

Revised and Approved February 16, 2012

Revised and Approved by the Library Board of Trustees, July 15, 2021
Board of Trustees

Topeka and Shawnee County Public Library

Questions

User Confidentiality Policy

Formatted: Font: Bold

The privacy of personally identifiable information provided by an individual's use of the Topekausing Topeka and Shawnee County Public Library facilities and collections, attendance at Library-sponsored programs, and communications with Library personnel shall be maintained except as required by applicable state and federal law.

The Library shall ~~not~~neither create ~~and~~nor use personally identifiable information records of individuals for purposes beyond those necessary for the efficient operation of Library operations, programs and services, and communication with library users.

The Chief Executive Officer or designee appointed by the Chief Executive ~~Office~~Officer shall be the legal custodian of all Library records.

Library records ~~regarding an~~containing personally identifiable information of an individual shall be disclosed only to and upon the request of the individual ~~user~~at least age 18 ~~or older~~, or the parent or guardian of an ~~user~~individual underless than age 18, ~~except to the extent that~~unless disclosure is required by applicable state or federal law.

Any individual may opt out from receiving text communications from the Library by texting "STOP" to cancel, log in to their Library account to update preferences, or speak with Library staff. Personally identifiable information that is withdrawn by the individual and mobile numbers collected through opt-out will not be shared, sold or rented with third parties for marketing purposes.

The Library does not share, give away, disclose, sell, or rent with third parties for marketing credit card information to any person. Accordingly, credit card information will not be retained by the Library following completion of any transaction, which shall be processed at the highest available level of security.

While the Library will make every effort to keep personally identifiable information confidential and safe, individuals are urged to diligently monitor all transactions containing such information.

Library administrators are delegated the authority to establish guidelines and procedures to enforce this policy.

Revised and Approved: September 21, 2006

Revised and Approved February 16, 2012

Revised and Approved by the Library Board of Trustees, July 15, 2021

Board of Trustees

Topeka and Shawnee County Public Library

Questions

Key Metrics

Net Promoter Score
86.8

End of LY: **86.8**
Difference: **0.0** --
% Change: **0.0%** --

Active Cardholders
71,056

End of LY: **71,331**
Difference: **-275** ▼
% Change: **-0.4%** ▼

Unique Borrowers YTD
25,585

Previous YTD: **23,912**
Difference: **1,673** ▲
% Change: **7.0%** ▲

Door Count YTD
122,465

Previous YTD: **102,708**
Difference YoY: **19,757** ▲
% Change YoY: **19.2%** ▲

First Time Checkouts YTD
149,322

Previous YTD: **147,409**
Difference YoY: **1,913** ▲
% Change YoY: **1.3%** ▲

Digital Checkouts YTD
197,355

Previous YTD: **177,619**
Difference YoY: **19,736** ▲
% Change YoY: **11.1%** ▲

Computers and WiFi

Computer Sessions YTD
22,306

Previous YTD: **19,444**
Difference YoY: **2,862** ▲
% Change YoY: **14.7%** ▲

Avg Session Time YTD
00:57:25

Previous YTD: **01:01:35**
Difference YoY: **-00:04:10** ▼
% Change YoY: **-6.8%** ▼

WiFi Sessions YTD
108,136

Previous YTD: **93,567**
Difference YoY: **14,569** ▲
% Change YoY: **15.6%** ▲

Avg Session Time YTD
00:14:22

Previous YTD: **00:13:46**
Difference YoY: **00:00:35** ▲
% Change YoY: **4.2%** ▲

Other Metrics

Program Attendance YTD
21,711

Previous YTD: **13,872**
Difference YoY: **7,839** ▲
% Change YoY: **56.5%** ▲

Mtg Room Attendance YTD
19,437

Previous YTD: **16,536**
Difference YoY: **2,901** ▲
% Change YoY: **17.5%** ▲

Reference Questions YTD
68,607

Previous YTD: **65,589**
Difference YoY: **3,018** ▲
% Change YoY: **4.6%** ▲

	2026												2026	2025	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
Net Promoter Score (NPS)															
Monthly NPS	87.5	82.1	86.7										85.4	88.7	-3.7%
Monthly # of Responses	41	28	30										99	114	-13.2%
Current NPS	86.8	86.8	86.8										86.8	86.8	0.0%
GATE COUNT	38,790	39,761	43,914										122,465	102,708	19.2%
CIRCULATION*															
Main Library															
Circulation Desk & Renewals	32,844	32,735	37,382										102,961	92,666	11.1%
Interlibrary Loan	1,272	1,134	1,281										3,687	3,944	-6.5%
Self-Check	37,662	32,437	35,367										105,466	113,690	-7.2%
Bookmobile															
TSCPL@Home	4,035	3,609	4,110										11,754	11,059	6.3%
Red Carpet	5,296	4,258	4,771										14,325	13,657	4.9%
Digital Downloads	70,417	60,587	66,351										197,355	177,619	11.1%
Library @ Work / Smartlocker	1,279	1,275	1,355										3,909	4,093	-4.5%
TOTAL CIRCULATION	156,340	139,210	154,545										450,095	426,691	5.5%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	51,891	46,104	51,327										149,322	147,409	1.3%
CIRCULATION DETAILS															
Print Material	56,402	51,977	58,517										166,896	161,033	3.6%
Audio/Visual Material	23,947	21,599	23,517										69,063	71,607	-3.6%
Adult Materials	47,504	42,697	47,078										137,279	139,911	-1.9%
Children's Materials	24,715	23,580	26,818										75,113	69,949	7.4%
Young Adult Materials	2,377	2,049	2,558										6,984	5,601	24.7%
Red Carpet Materials	5,603	5,140	5,470										16,213	17,108	-5.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	785	622	688										2,095	1,908	9.8%
Children (ages 17 and under)	109	151	139										399	360	10.8%
Red Carpet Outreach	8	9	7										24	24	0.0%
NEKL	40	36	48										124	124	0.0%
Non-Resident	2	1	3										6	1	500.0%
Total New Registrations	944	819	885	-	-	-	-	-	-	-	-	-	2,648	2,417	9.6%
PATRONS DELETED	162	147	233										542	2,396	-77.4%
Cardholders															
Topeka / Shawnee County															
Adults	72,482	72,888	73,394										73,394	71,892	2.1%
Children (age 0 - 17)	15,032	15,059	15,033										15,033	15,092	-0.4%
TSCPL @ School	22,866	22,998	23,025										23,025	22,519	2.2%
Red Carpet Outreach	1,144	1,157	1,159										1,159	1,141	1.6%
NEKL	11,027	11,115	11,189										11,189	11,034	1.4%
Non-Resident	56	56	53										53	55	-3.6%
Delinquent	59	39	35										35	61	-42.6%
TOTAL CARDHOLDERS	122,666	123,312	123,888										123,888	121,794	1.7%
Active Cardholders (Savannah)															
Non-Student Cardholders	62,292	62,788	63,144										63,144	61,887	2.0%

Early Learners (0-5)	689	1,090	858										2,637	1,662	58.7%
Early Learner Outreach	2,316	2,272	2,182										6,770	5,320	27.3%
Kids (6-11)	264	273	2,276										2,813	1,119	151.4%
Kids Outreach	2,016	1,416	970										4,402	2,699	63.1%
Teens (12-18)	164	246	287										697	482	44.6%
Teen Outreach	0	0	0										0	0	N/A
TOTAL PROGRAM ATTENDANCE	7,191	6,791	7,729										21,711	13,872	56.5%
GALLERY ATTENDANCE	3,509	2,008	4,291										9,808	6,209	58.0%
DOLLY PARTON ENROLLMENT	5,569	5,507	5,485										5,485	5,653	-3.0%

CIRCULATION DETAILS													
Print Material													
Adult Fiction	12,644	11,183	12,463								36,290	36,785	-1.3%
Adult Nonfiction	13,065	11,672	13,039								37,776	38,467	-1.8%
Juvenile Fiction	17,926	16,687	18,853								53,466	48,661	9.9%
Juvenile Nonfiction	4,197	4,506	5,159								13,862	11,962	15.9%
Magazines	593	743	982								2,318	2,470	-6.2%
RC Print Materials	5,487	5,051	5,360								15,898	16,836	-5.6%
RC Realia	116	89	110								315	272	15.8%
YA Print Materials	2,374	2,046	2,551								6,971	5,580	24.9%
PRINT CIRCULATION	56,402	51,977	58,517								166,896	161,033	3.6%
Audio / Visual Material													
MiFi Hotspots	150	110	110								370	71	421.1%
Adult Audiobooks	999	974	942								2,915	3,049	-4.4%
Adult Music	1,921	2,083	2,137								6,141	5,537	10.9%
Adult Videos / DVDs	18,282	16,042	17,515								51,839	53,603	-3.3%
Juvenile Audiobooks	214	244	296								754	551	36.8%
Juvenile Music	36	36	62								134	226	-40.7%
Juvenile Videos / DVDs	2,342	2,107	2,448								6,897	8,549	-19.3%
YA A/V	3	3	7								13	21	-38.1%
A/V CIRCULATION	23,947	21,599	23,517								68,693	71,536	-4.0%
Adult Material													
Adult Fiction	12,644	11,183	12,463								36,290	36,785	-1.3%
Magazines	593	743	982								2,318	2,470	-6.2%
Adult Audiobooks	999	974	942								2,915	3,049	-4.4%
Adult Music	1,921	2,083	2,137								6,141	5,537	10.9%
Adult Videos / DVDs	18,282	16,042	17,515								51,839	53,603	-3.3%
ADULT CIRCULATION	47,504	42,697	47,078								137,279	139,911	-1.9%
Juvenile Material													
Juvenile Fiction	17,926	16,687	18,853								53,466	48,661	9.9%
Juvenile Nonfiction	4,197	4,506	5,159								13,862	11,962	15.9%
Juvenile Audiobooks	214	244	296								754	551	36.8%
Juvenile Music	36	36	62								134	226	-40.7%
Juvenile Videos / DVDs	2,342	2,107	2,448								6,897	8,549	-19.3%
JUVENILE CIRCULATION	24,715	23,580	26,818								75,113	69,949	7.4%
Red Carpet Material													
RC Print Materials	5,487	5,051	5,360								15,898	16,836	-5.6%
RC Realia	116	89	110								315	272	15.8%
RED CARPET CIRCULATION	5,603	5,140	5,470								16,213	17,108	-5.2%
Young Adult Material													
YA Print Materials	2,374	2,046	2,551								6,971	5,580	24.9%
YA A/V	3	3	7								13	21	-38.1%
YOUNG ADULT CIRCULATION	2,377	2,049	2,558								6,984	5,601	24.7%
Digital Downloads													
Overdrive	51,323	45,399	50,255								146,977	130,567	12.6%
Hoopla	17,884	13,907	14,521								46,312	42,982	7.7%
Flipster	409	430	440								1,279	1,606	-20.4%
Kanopy	801	851	1,135								2,787	2,464	13.1%
DIGITAL DOWNLOADS	70,417	60,587	66,351								197,355	177,619	11.1%
Adult ebook Fiction	20,710	15,342	18,392								54,444	56,041	-2.8%
Adult ebook Nonfiction	3,742	2,326	3,285								9,353	11,372	-17.8%
Adult digital audiobooks	34,552	18,469	30,448								83,469	77,702	7.4%
Juvenile ebook Fiction	1,670	1,199	1,607								4,476	5,887	-24.0%
Juvenile ebook Nonfiction	301	153	262								716	905	-20.9%
Juvenile digital audiobooks	2,481	1,362	2,424								6,267	6,920	-9.4%
Young Adult ebook Fiction	1,332	1,166	1,265								3,763	5,356	-29.7%
Young Adult ebook Nonfiction	28	27	21								76	73	4.1%
Young Adult digital audiobooks	2,122	1,867	2,014								6,003	6,009	-0.1%

DIGITAL CIRCULATION DETAILS	66,938	41,911	59,718										168,567	170,265	-1.0%
-----------------------------	--------	--------	--------	--	--	--	--	--	--	--	--	--	---------	---------	-------