



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

October 16, 2025





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Thursday, October 16, 2025 – 4:30 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/82451801227>

Meeting ID: 824 5180 1227

Passcode: 487035

Call to Order

Introduction of New Trustee and Oath of Office

Public Comment

Trustee Advocacy Stories

**Approval of September 18, 2025, Meeting Minutes of the Board of Trustees
– [Action Item](#) pg. 5**

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

Financial Reports

- Treasurer's Report – Fred Patton
- August Financial Report – [Action Item](#)
- September Financial Report – [Action Item](#)

The Library Foundation – Haley DaVee, Board Chair

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

Board Vice Chair Report – Mark Zillinger

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

Chief Executive Officer Report – Marie Pyko pg. 29

Chief of Staff Report – Thad Hartman pg. 35

New Business

- Request for FY 2026 Friends of the Library Funding – [Action Item](#) pg. 47
- Annual Professional Auditing Services Bid 3 Year Term – [Action Item](#) pg. 48

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

November 20, 2025

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, Hannah Uhlrig – Secretary, Shawn Leisinger, Jim Edwards, Liz Post, Beth Dobler

Board Members Absent

Fred Patton – Treasurer

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 18, 2025, 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.

Recognition – Board of Trustees Member Jim Ramos

Marie Pyko recognized Jim Ramos for his service to the Topeka and Shawnee County Public Library board. He joined the board in 2021. Ramos was presented with a certificate thanking him for his service.

Public Comment

There was one person signed up for public comment, Ethel Edwards spoke. The public comment session was then closed.

Trustee Advocacy Stories

Trustee Jim Edwards shared that he suggested to two of his friends to stop at the library while they were in Topeka. They did and loved it, especially the Level 2 Tech Center. One of the individuals works at Fort Hays State University and they will bring back some of the ideas to their campus library that is currently under renovation.

Vice Chair Mark Zillinger shared that a friend of his regularly uses the Level 2 Tech Center. His friend told him that staff is very helpful and patient to those who need more help using the technology.

Trustee Beth Dobler attended the first community meeting held yesterday. One of the community members shared that people still trust libraries, even if they trust little else.

Trustee Shawn Leisinger shared that while walking into the library today he walked past the gallery exhibit Inked. He is excited that the gallery is recognizing that tattoos are art.

Approval of Minutes

On a motion by Jim Edwards, seconded by Shawn Leisinger, the August 21, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube reported that she has nothing new to add to her report. Strube will need signatures of board members present today to sign the budget certificate.

Financial Reports

Board Treasurer Fred Patton was not present. The August 2025 financial reports will be held for approval at the October Board Meeting.

The Library Foundation

Foundation Executive Director Ashley Charest shared that it is currently Employee Giving Week. It is a week of treats, community service and activities. Today, library staff had the opportunity to participate in kitty yoga. Pledge forms are also available to employees who wish to make a pledge of giving for 2026.

The Foundation Board will present a new Board of Directors and officers at their October meeting. In December their board will vote to approve the slate of officers as presented.

The Foundation had a brick unveiling last Saturday. They sold a total of 59 bricks that were added to Claire's Courtyard. There was a reception with many stories told of the people who had bricks dedicated to them posthumously and those who bought more bricks for new children or grandchildren.

Night at the Library was held on September 6. Attendees saw the gallery mid setup for the current Inked exhibit. They also got to tour the Kids Library and the Topeka Room. Those who were in attendance enjoyed the tour and they also spoke highly of the staff who were present and how passionate and knowledgeable they are.

Charest urged those in attendance to mark their calendars for a donor event on March 28 and a brunch event in October, date to be determined.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared the Friends sold two library vehicles through Purple Wave Auctions. The Sherlock Bookmobile and a box truck both sold.

The Friends are pleased to announce that they are helping bring bestselling author Lisa Wingate to the library on Tuesday, October 14, 2025. Friends will host an exclusive members-only reception with Lisa Wingate on Tuesday, October 14, from 5:30 pm to 6:30 pm in Claire's Sunroom. Registration is required. Registration for the reception will also get you into the Author Talk at 7:00 pm.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on September 8, 2025.

Dunlap announced that the Board Meeting on October 16 will begin at 4:30 pm instead of 4:00 pm to guarantee a quorum. Vice Chair Mark Zillinger and Dunlap will both join virtually.

Dunlap attended the Night at the Library and thanked the staff and Chief Executive Officer Marie Pyko for a wonderful program. She said that they actually had a hard time getting people to leave after the event since they had such a good time.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that soon the library will launch a new search tool called Summon. This will allow individuals to search all the databases the library has access to at one time. This will be helpful to researchers and students especially. It is also a search tool that can be used outside of the library.

The library is going to have a table at the Christmas Bureau event hosted by United Way. This will be an opportunity to sign people up for library cards and Dolly Parton's Imagination Library.

Pyko thanked Community Connections Librarian Lissa Staley for facilitating the community meetings. Pyko shared that they received a lot of good information from last night's community meeting.

Chief of Staff Report

Chief of Staff Thad Hartman shared that Lisa Wingate's event is now being promoted digitally on Overdrive. Overdrive has also introduced a new feature that allows users who have books on hold to immediately get those books. They are trying this feature with Wingate's books.

Hartman announced that Lissa Staley was named the 2025 Shawnee County Health Department Public Health Champion.

The library has several facilities projects that are wrapping up. The overlay on the west side of the parking lot has finished. They will start striping tomorrow, weather permitting. That side of the parking lot will then be reopened and Phase 4 of the project will begin. The circulation area that houses the Automated Materials Handler (AMH) has undergone some renovations. It now has a fresh coat of paint and new carpet. The new AMH should be up and running next week.

New Business

Adoption of FY2026 Operating Budgets

On a motion by Mark Zillinger, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2026 Operating Budgets as written.

Motion passed unanimously.

Executive Session

On a motion by Shawn Leisinger, seconded by Jim Edwards, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recess into executive session to discuss an individual employee's performance, pursuant to the non-elected personnel exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger room at 4:45 pm.

Shawn Leisinger requested to amend the resolution to include that no action will be taken following the Executive Session.

Motion as amended passed.

A motion was made by Jim Edwards, seconded by Shawn Leisinger at 4:45 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Jim Edwards, seconded by Shawn Leisinger, the meeting was adjourned at 4:45 pm.

Next Meeting

October 16, 2025

4:30 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

Chief Financial Officer's Report
October 2025
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

The Childrens Art Show Fund and the NEH Expendable Fund are temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to The Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 68% of the approved budget has been expended/encumbered. This compares to 2024 in which 99% of the budgeted revenue had been received and 64% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2025 was received on September 18th as scheduled. The total received for the General Fund was \$791,596.85. The percentage of the ad valorem budget collected year-to-date is 96% as compared to 97% at this time in 2024.

The percentage of year-to-date motor vehicle tax collected is 79% in 2025 compared to 77% at this time in 2024.

Employee Benefit Fund – Page 6

With 74.8% of the budget year completed, 96% of the budgeted revenue has been received and 61% of the approved budget has been expended/encumbered. This compares to 2024 in which 97% of the budgeted revenue had been received and 56% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2025 was received as scheduled. The total received for the Employee Benefit Fund was \$197,576.47. The percentage of the ad valorem budget collected year-to-date is 96% as compared to 97% at this time in 2024.

The percentage of year-to-date motor vehicle tax collected is 79% in 2025 compared to 77% at this time in 2024.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,756,252.84.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription for Libre Ads (library marketing service)	\$6,902.00	Koios LLC
Approved operating budget	Annual license renewal for Idea Management software	\$6,100.00	Qmarkets USA Inc.
Approved operating budget	(12) chairs for meeting room at 1020 SW Washburn	\$5,988.00	Amazon.com
Approved operating budget	Repair of irrigation system	\$7,500.00	Schendel Lawn and Landscape
Approved operating budget	Annual license fee	\$5,507.25	Zoobean Inc.
Approved operating budget	Generator repair on bookmobile	\$5,564.75	Foley Industries, Inc.
Approved operating budget	Estimated remaining gas expense for 2025	\$6,000.00	Kansas Gas Service
Approved operating budget	Replacement trees for brick driveway	\$8,179.34	Skinner Garden Store, Inc.
Approved operating budget	Estimated remaining mobile device/mi-fi expense for 2025	\$50,607.95	Verizon Wireless
Library Materials	Hoopla online	\$36,070.75	Midwest Tape LLC
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and non-fiction e-books	\$6,090.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$6,180.00	Overdrive, Inc.
Library Materials	Adult fiction and nonfiction e-books	\$5,750.00	Overdrive, Inc.
Library Materials	Adult fiction and nonfiction e-books	\$5,750.00	Overdrive, Inc.

Other Items:

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) and (2) electronically filed the adopted budget with the County Clerk by the statutorily set due date of October 1st. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.

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

9/30/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,273.63	13%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	0.30	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	651.32	6513%
	<u>\$ 10,010.00</u>	<u>\$ 1,925.25</u>	19%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
 Unencumbered Balance 9/30/2025	 <u>\$ -</u>	 <u>\$ 10,156.37</u>	

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

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

9/30/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 15,535,142.63	\$ 12,093,833.79	\$ 10,332,838.45
Employee Benefits	2,521,111.25	3,859,961.30	3,133,852.13	\$ 3,247,220.42
Capital Improvement	6,877,610.04	221,207.80	-	\$ 7,098,817.84
Bond & Interest	8,231.12	1,925.25	-	\$ 10,156.37
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	61,560.71	109,188.41	\$ 1,115.94
Federal, State & Local Grants	2,577.59	-	-	\$ 2,577.59
Other Special Revenue	1,184,169.04	23,261.53	473,120.17	\$ 734,310.40
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
Totals	<u>\$ 17,813,687.24</u>	<u>\$ 19,722,210.41</u>	<u>\$ 15,809,994.50</u>	<u>\$ 21,725,903.15</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 331,270.49
Restricted Funds-CoreFirst Bank-Checking	737,277.74
Capital Improvement Fund-Community National Bank-Money Market Account	7,098,817.84
Cash on Hand	2,438.79
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	10,319,883.79
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	3,000,000.00
	<u>\$ 21,788,774.79</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,003.11
Less Payroll Deduction and Employer Benefit Liabilities	1,160.72
Less Outstanding Checks	57,707.81
	<u>\$ 21,725,903.15</u>

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

9/30/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	9/30/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 6,891,529.61	\$ 15,535,142.63	\$ 1,439,066.03	\$ 10,654,767.76	\$ 10,332,838.45	\$ 1,343,434.29	\$ 8,989,404.16
Employee Benefit Fund	2,521,111.25	3,859,961.30	49.50	3,133,802.63	3,247,220.42	1,931.25	3,245,289.17
Capital Improvement Fund	6,877,610.04	221,207.80	-	-	7,098,817.84	342,565.00	6,756,252.84
Bond & Interest Fund	8,231.12	1,925.25	-	-	10,156.37	-	10,156.37
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	48,743.64	61,560.71	48,743.64	60,444.77	1,115.94	1,115.94	0.00
<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	2,533.56	-	-	-	2,533.56	-	2,533.56
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	24.60	-	-	10,789.67	-	10,789.67
Children's Art Show	-	3,493.57	-	4,096.01	(602.44)	-	(602.44)
French Gift - Library Materials	31.65	0.09	-	-	31.74	-	31.74
Friends	221,749.98	448.81	5,000.00	35,080.46	182,118.33	8,106.36	174,011.97
Fun Committee	7,847.43	1,295.56	-	140.50	9,002.49	72.00	8,930.49
Gallery Competitions/Exhibits	36,712.45	964.74	-	-	37,677.19	-	37,677.19
Gifts/Memorials (Undesignated)	865,234.60	8,783.60	346,319.99	59,815.77	467,882.44	128,520.95	339,361.49
Hathaway Trust - Library Materials	2,894.18	2,741.32	-	1,642.56	3,992.94	1,161.91	2,831.03
Library Materials	17,656.12	3,019.00	6,341.43	596.82	13,736.87	-	13,736.87
NEH Expendable	3,948.63	1.86	-	9,400.00	(5,449.51)	2,200.00	(7,649.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	13.21	-	-	5,795.80	-	5,795.80
Torluemke Landscaping	36.70	0.09	-	-	36.79	-	36.79
Workshops	2,207.47	5.05	-	-	2,212.52	-	2,212.52
Youth Services	8,843.48	2,470.03	374.51	4,312.12	6,626.88	32.88	6,594.00
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
TOTALS	\$ 17,813,687.24	\$ 19,722,210.41	\$ 1,845,895.10	\$ 13,964,099.40	\$ 21,725,903.15	\$ 1,829,140.58	\$ 19,896,762.57

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

9/30/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 9/30/2025</u>
				74.8%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 13,845,358.64	\$ (522,077.36)	96%
Revitalization Rebates	(119,568.00)	(118,796.01)	\$ 771.99	99%
Back Tax	-	204,017.07	\$ 204,017.07	N/A
Motor Vehicle Tax	1,285,204.00	1,016,611.93	\$ (268,592.07)	79%
Recreational Vehicle Tax	14,586.00	10,815.05	\$ (3,770.95)	74%
16/20 M Vehicle Tax	5,398.00	5,788.70	\$ 390.70	107%
In Lieu of Tax	42,441.00	56,978.29	\$ 14,537.29	134%
Watercraft Special Tax**	10,323.00	-	\$ (10,323.00)	0%
Commercial Vehicle Fees	42,362.00	47,185.96	\$ 4,823.96	111%
E-Rate Reimbursement	19,926.00	19,444.65	\$ (481.35)	98%
Miscellaneous Revenue	3,000.00	33,193.87	\$ 30,193.87	1106%
Miscellaneous Revenue - Recyclg	-	19.55	\$ 19.55	N/A
Salary Refunds-Foundation	108,361.00	49,092.36	\$ (59,268.64)	45%
Salary Refunds-Friends	50,236.00	35,662.68	\$ (14,573.32)	71%
Salary Refunds-Shawnee Cty	22,211.00	18,810.41	\$ (3,400.59)	85%
Vending Machines	1,500.00	1,668.57	\$ 168.57	111%
Overdue Fees*	25,000.00	22,247.76	\$ (2,752.24)	89%
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	2,635.00	\$ 2,135.00	527%
Obituary Fees	300.00	125.00	\$ (175.00)	42%
Meeting Room Charges	2,000.00	3,550.00	\$ 1,550.00	178%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	280,731.16	\$ 130,731.16	187%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
TOTALS	\$ 19,025,487.00	\$ 15,535,142.63	\$ (506,283.37)	97%

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

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

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

9/30/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					74.8%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,507.73	\$ -	\$ 1,292.27	73%
Salaries-Facilities	693,658.00	521,325.12	-	172,332.88	75%
Salaries-Overtime	10,000.00	10,920.99	-	(920.99)	109%
Salaries-Security	361,407.00	219,853.36	-	141,553.64	61%
Salaries-Shelvers	64,925.00	30,186.86	-	34,738.14	46%
Salaries-Staff	8,982,367.00	5,878,712.56	-	3,103,654.44	65%
Conferences	171,000.00	100,412.00	30,144.04	40,443.96	76%
Staff Internal Dev/Trng - Web Based	15,000.00	9,810.33	404.64	4,785.03	68%
Staff Development & Training	35,000.00	12,887.55	4,774.50	17,337.95	50%
Mileage	13,056.00	3,373.07	8,398.12	1,284.81	90%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	3,181.55	-	(1,681.55)	212%
Materials-Periodicals	26,000.00	2,145.88	254.20	23,599.92	9%
Materials-Print/Non-Print <1 YR	866,500.00	462,844.23	16,907.00	386,748.77	55%
Materials-Print/Non-Print	1,316,000.00	807,198.34	161,545.52	347,256.14	74%
OPERATIONS:					
Art Purchases	8,000.00	5,350.00	-	2,650.00	67%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	600,768.47	57,480.70	113,705.83	85%
Contracted-Facilities	346,000.00	194,054.37	63,363.97	88,581.66	74%
Contracted-Equipment	79,600.00	47,734.64	27,652.95	4,212.41	95%
Contracted-Professional	278,000.00	149,276.68	60,509.13	68,214.19	75%
Contracted-E-Rate Services	1,793.00	-	1,372.07	420.93	77%
Digital Services Support	450,400.00	218,510.00	5,865.85	226,024.15	50%
Furniture/Equipment	50,000.00	23,661.83	11,867.76	14,470.41	71%
Insurance	87,000.00	76,619.22	-	10,380.78	88%
Marketing & Communication	95,000.00	36,795.60	17,787.28	40,417.12	57%
Memberships/Dues	30,900.00	25,200.00	5,523.00	177.00	99%
Miscellaneous	5,000.00	2,035.85	-	2,964.15	41%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	21,776.78	991.22	46,322.00	33%
Printing	86,750.00	26,189.56	7,750.00	52,810.44	39%
Programming	118,900.00	61,538.09	6,015.87	51,346.04	57%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	470,164.99	489,863.05	39,971.96	96%
Supplies-Facilities	120,972.00	51,501.31	44,031.95	25,438.74	79%
Supplies-Office/Library	97,614.00	40,914.36	6,069.63	50,630.01	48%
Supplies-Processing	48,960.00	19,111.94	1,100.79	28,747.27	41%
Telecommunications	215,064.00	115,981.32	47,577.96	51,504.72	76%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	196,337.24	103,662.76	51,584.00	85%
Utilities-Gas	67,627.00	52,811.44	15,188.56	(373.00)	101%
Utilities-Water/Sewage	43,687.00	29,594.41	13,405.59	687.00	98%
Vehicle-Gas	46,767.00	14,714.21	-	32,052.79	31%
Vehicle-Repair	85,000.00	14,075.32	32,574.00	38,350.68	55%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	5.96	-	(5.96)	N/A
TOTALS	\$ 19,025,487.00	\$ 10,654,767.76	\$ 1,242,082.11	\$ 5,478,637.13	68%

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

9/30/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ 5,227,959.67	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	13,845,358.64	96%
Revitalization Rebates	(119,568.00)	(118,796.01)	99%
Back Tax	-	204,017.07	N/A
Motor Vehicle Tax	1,285,204.00	1,016,611.93	79%
Recreational Vehicle Tax	14,586.00	10,815.05	74%
16/20M Vehicle Tax	5,398.00	5,788.70	107%
In Lieu of Tax	42,441.00	56,978.29	134%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	47,185.96	111%
E-Rate Reimbursement	19,926.00	19,444.65	98%
Fees and Charges	32,500.00	63,422.19	195%
Reimbursements	180,808.00	103,585.00	57%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	280,731.16	187%
	<u>\$ 16,041,426.00</u>	<u>\$ 15,535,142.63</u>	97%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	6,664,506.62	66%
Other Staff Support Costs	234,056.00	170,204.25	73%
Library Collections	2,210,000.00	1,454,076.72	66%
Contracted Services	1,570,248.00	1,295,897.58	83%
Digital Services Support	450,400.00	224,375.85	50%
Furniture/Equipment/Art	58,000.00	40,879.59	70%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	960,028.04	96%
Utilities & Telecommunications	677,962.00	574,559.28	85%
Vehicles	131,767.00	61,363.53	47%
Other Operating Expenditures	760,186.00	450,958.41	59%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 11,896,849.87</u>	68%
Prior Year Canceled Purchase Orders		<u>\$ 123,151.73</u>	
Unencumbered Balance 9/30/2025	\$ -	<u><u>\$ 8,989,404.16</u></u>	

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

9/30/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ 2,520,911.30	
Revenue:			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 3,385,270.15	96%
Revitalization Rebates	(29,223.00)	(29,064.85)	99%
Back Tax	-	51,556.27	N/A
Motor Vehicle Tax	323,260.00	256,193.45	79%
Recreational Vehicle Tax	3,669.00	2,723.81	74%
16/20M Vehicle Tax	1,358.00	1,503.45	111%
In Lieu of Tax	10,655.00	13,933.00	131%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	11,946.10	112%
Refund-Fringe Benefits-Foundation	51,625.00	19,948.08	39%
Refund-Fringe Benefits-Friends	42,301.00	21,937.53	52%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	7,674.07	78%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	26,952.99	N/A
Interest on Idle Funds	85,000.00	89,376.09	105%
	\$ 4,035,570.00	\$ 3,859,961.30	96%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,171.00	1,030.50	88%
Social Security/Medicare	762,820.00	474,322.46	62%
Ks Public Employees Retirement Sys	1,043,421.00	700,603.57	67%
Worker's Compensation	62,300.00	66,589.78	107%
Unemployment Tax	9,963.00	7,340.77	74%
Health/Dental Insurance	3,250,875.00	1,879,297.80	58%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 3,135,733.88	61%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 9/30/2025	\$ -	\$ 3,245,289.17	

* 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 01/01/2025	\$ 6,877,610.04
Revenue:	
Transfer In	\$ -
Interest received	221,207.80
	\$ 221,207.80
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	342,565.00
	342,565.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 9/30/2025	\$ 6,756,252.84

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	52,000.00	61,560.71
	\$ 52,000.00	\$ 61,560.71
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support	-	-
Staff Internal Development/Trng	-	-
Special Projects	52,000.00	61,560.71
	\$ 52,000.00	\$ 61,560.71
Unencumbered Balance 9/30/2025	\$ -	\$ -

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of September 30, 2025

Capital Improvement Funds - Community National Bank

\$ 7,098,817.84 at 4.24 % (money market account)

Municipal Investment Pool

\$10,319,883.79 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average September 1 - 30, 2025 was 2.95%

Equity Bank (per investment bid approved 2/20/2025)

\$ 3,000,000.00 Certificate of Deposit for General Fund;
9/24/2025 @ 3.9%; 12/23/2025 maturity

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	736	9/5/25	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 57,171.60	-95519
						\$ 57,171.60	-95519 Total
10	21505	0	9/5/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,936.77	-95506
15	21516	0	9/5/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,882.71	-95506
15	21517	0	9/5/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,489.40	-95506
10	21513	0	9/5/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,599.80	-95506
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 59,908.68	-95506 Total
10	21501	0	9/5/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,954.47	-95502
10	21502	0	9/5/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,532.55	-95502
15	21521	0	9/5/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 331.53	-95502
10	21503	0	9/5/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,610.34	-95502
15	21504	0	9/5/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,610.34	-95502
10	21503	0	9/5/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,820.19	-95502
15	21504	0	9/5/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,820.19	-95502
10	21514	0	9/5/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95502
10	21518	0	9/5/25	PAYCOM PAYROLL LLC	Garnishments	\$ 579.92	-95502
10	41000	313	9/5/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,383.64	-95502
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 96,185.92	-95502 Total
15	41000	260	9/11/25	THE CINCINNATI INSURANCE COMPANY	4th qtr workers comp ins	\$ 17,536.00	-95480
				<i>2025 approved operating budget - insurance</i>		\$ 17,536.00	-95480 Total
10	41000	310	9/5/25	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-95475
10	41000	341	9/5/25	COREFIRST BANK & TRUST	Webinar seats	\$ 165.90	-95475
10	41000	313	9/5/25	COREFIRST BANK & TRUST	Program Serv Sp	\$ 328.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	ARCGIS	\$ 2,000.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 87.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 216.00	-95475
10	41000	341	9/5/25	COREFIRST BANK & TRUST	online conference	\$ 45.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 197.49	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	N-able cove data annual	\$ 4,214.25	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	Basecamp renewal	\$ 1,149.00	-95475
10	41000	310	9/5/25	COREFIRST BANK & TRUST	SurveyMonkey renewal	\$ 468.00	-95475
10	41000	341	9/5/25	COREFIRST BANK & TRUST	online training	\$ 95.00	-95475
				<i>Miscellaneous online orders paid by credit card</i>		\$ 9,688.64	-95475 Total
10	21512	0	9/19/25	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,341.74	-95470
15	21512	0	9/19/25	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 9,739.12	-95470
15	21512	0	9/19/25	DELTA DENTAL OF KANSAS, INC	Retiree Premiums	\$ 219.88	-95470

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 12,300.74	-95470 Total
10	41000	311	9/19/25	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 6,100.25	-95468
				<i>2025 approved operating budget - contracted facilities</i>		\$ 6,100.25	-95468 Total
10	21505	0	9/19/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,911.15	-95465
15	21516	0	9/19/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,841.31	-95465
15	21517	0	9/19/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,485.12	-95465
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 58,237.58	-95465 Total
10	21515	0	9/19/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,350.16	-95458
15	21515	0	9/19/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 180,662.98	-95458
15	21515	0	9/19/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,735.16	-95458
						\$ 220,748.30	-95458 Total
10	21501	0	9/19/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,788.38	-95457
10	21502	0	9/19/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,242.27	-95457
15	21521	0	9/19/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 329.72	-95457
10	21503	0	9/19/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,498.49	-95457
15	21504	0	9/19/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,498.49	-95457
10	21503	0	9/19/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,794.03	-95457
15	21504	0	9/19/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,794.03	-95457
10	21514	0	9/19/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95457
10	21518	0	9/19/25	PAYCOM PAYROLL LLC	Garnishments	\$ 578.81	-95457
10	41000	313	9/19/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,400.95	-95457
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,467.92	-95457 Total
10	41000	410	9/10/25	COREFIRST BANK & TRUST	c-fold hand towels	\$ 54.60	-95456
10	41000	410	9/10/25	COREFIRST BANK & TRUST	24 inch microfiber mop	\$ 95.96	-95456
10	41000	410	9/10/25	COREFIRST BANK & TRUST	6 amp battery 2 pack	\$ 61.99	-95456
10	41000	410	9/10/25	COREFIRST BANK & TRUST	broom dustpan set	\$ 71.96	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	55inch Samsung	\$ 318.60	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	659X Black	\$ 333.89	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	659A Cyan	\$ 483.89	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	659A Yellow	\$ 483.89	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	659A Magenta	\$ 483.89	-95456
10	41000	340	9/10/25	COREFIRST BANK & TRUST	Flight	\$ 256.37	-95456
10	41000	910	9/10/25	COREFIRST BANK & TRUST	Canon EOS 80D camera	\$ 519.95	-95456
10	41000	910	9/10/25	COREFIRST BANK & TRUST	Canon EOS 80D camera	\$ 280.00	-95456
10	41000	340	9/10/25	COREFIRST BANK & TRUST	Flight AJWCRA	\$ (542.97)	-95456
10	41000	310	9/10/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	Elgato Creator's Prompter	\$ 242.99	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	Mount	\$ 39.99	-95456

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/10/25	COREFIRST BANK & TRUST	brush tip markers	\$ 15.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	calligraphy pens	\$ 6.95	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	fabric markers	\$ 14.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	tattoo markers	\$ 18.46	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	plastic sheeting	\$ 45.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Stretch band pack	\$ 120.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Shipping	\$ 15.00	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	Samsung 75inch TV	\$ 647.99	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	Mounts	\$ 102.57	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	Mini PC	\$ 350.00	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	CLEAR BAGS	\$ 26.58	-95456
10	41000	310	9/10/25	COREFIRST BANK & TRUST	wordpress plugins	\$ 280.00	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	18 1/8 x 24 1/8"	\$ 111.99	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	25 1/4 x 32 1/4"	\$ 149.50	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	Bleeding Control Kit	\$ 1,024.75	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	red beads	\$ 11.77	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	LouAna Premium Buttery Po	\$ 25.95	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Orville Redenbacher's Gou	\$ 10.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Big sticky notes	\$ 19.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	stickey easel pads	\$ 34.95	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Multi color markers	\$ 23.97	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	small sticky notes multi	\$ 26.68	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Large Wall Calendar	\$ 32.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Dry erase markers multi	\$ 29.18	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	LED Light 16.4 ft	\$ 22.78	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	LED Light 32.8 ft	\$ 22.79	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	laser pointer	\$ 16.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	wooden spoons	\$ 9.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	basket	\$ 34.94	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	sack	\$ 9.89	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	rulers	\$ 9.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	tri color pasta	\$ 33.10	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	squeegee	\$ 5.69	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	meter stick	\$ 9.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	CAP Barbell Neoprene Dumb	\$ 62.40	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Permission for video	\$ 249.90	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	bristol paper pad	\$ 45.30	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	shipping	\$ 7.95	-95456

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/10/25	COREFIRST BANK & TRUST	hefty 2.5 gal jumbo bags	\$ 15.27	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	12x16 manila envelopes	\$ 47.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	GREEN utility cart	\$ 37.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	fettuccine pasta	\$ 33.20	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	aluminum foil	\$ 38.89	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	sticky tape	\$ 7.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	bottle caps	\$ 19.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	baggies	\$ 38.90	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	label stickers	\$ 6.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	foam blocks	\$ 34.90	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	foil	\$ 19.96	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	coffee filters	\$ 2.31	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	fruity cheerios	\$ 8.62	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	128 pcs animal stickers	\$ 11.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	1200 magic noodles	\$ 25.95	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	glitter foam letter stice	\$ 9.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	jumbo cotton balls	\$ 8.34	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	plastic tongs	\$ 17.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	star stickers	\$ 6.64	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	plastic needles	\$ 5.87	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	plastic spiders	\$ 6.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	50 pcs 9 orange plates"	\$ 8.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	pipe cleaners	\$ 6.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	apple party supplies set	\$ 12.99	-95456
10	41000	410	9/10/25	COREFIRST BANK & TRUST	one gallon brillianize cl	\$ 55.60	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	cardboard tubes	\$ 77.10	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	googly eyes	\$ 8.09	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	pom poms	\$ 22.77	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	hot glue sticks	\$ 15.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	small pom poms	\$ 6.59	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	glue sticks	\$ 6.46	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	prep containers	\$ 8.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	colored cardstock	\$ 74.97	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	elbow noodles	\$ 12.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	farfelle pasta	\$ 19.92	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	shell pasta	\$ 6.50	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	portion cups	\$ 69.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	craft sticks	\$ 11.15	-95456

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2025

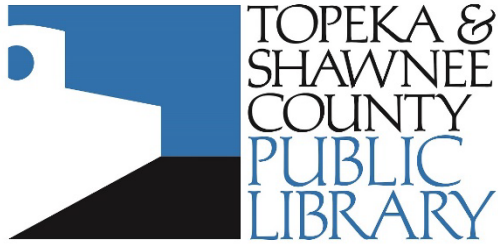
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/10/25	COREFIRST BANK & TRUST	food coloring	\$ 9.75	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	borax	\$ 7.91	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	pencils	\$ 16.14	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	bright paper	\$ 18.49	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	paper plates	\$ 29.09	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	HyperX Cloud Stinger 2 Co	\$ 735.30	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	mini pompoms	\$ 4.59	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	wooden toothpicks	\$ 5.92	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	car show signs	\$ 24.49	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	shipping	\$ 13.00	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	HyperX Cloud Sti	\$ 299.90	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Air Dry Clay, 42 Colors	\$ 11.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Acrylic Paint, 18 colors	\$ 24.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Mini 3 x 3 Canvases, 32 p	\$ 26.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Hefty Foam Plates, #45	\$ 2.48	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	10pk USB C to A Tips	\$ 19.98	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	WallarGe 14.5 digital wal	\$ 29.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	fruit stickers	\$ 10.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	straws	\$ 80.42	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	duct tape	\$ 23.64	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	paint pens	\$ 7.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	craft sticks	\$ 26.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	ping pong balls	\$ 77.72	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	string	\$ 4.49	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	electrical tape	\$ 13.29	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	paper cups	\$ 35.68	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	glue bottles	\$ 6.60	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	soccer ball	\$ 32.29	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	cardstock	\$ 25.14	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	glue dots	\$ 6.79	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	railroad spike	\$ 25.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	big sharpies	\$ 8.39	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	animal figures	\$ 21.84	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	plastic fruit	\$ 20.49	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	scale	\$ 18.79	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	balloons	\$ 7.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	cicada	\$ 8.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	black widow	\$ 32.00	-95456

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For the Month Ended September 30, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/10/25	COREFIRST BANK & TRUST	luna moth	\$ 34.50	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	sheild bug	\$ 3.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	grasshopper	\$ 6.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	butterfly	\$ 18.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	millipede	\$ 8.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	set 2 oil pan steel	\$ 89.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	cups w/lids	\$ 52.15	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	paper plates	\$ 12.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	bamboo skewers	\$ 24.95	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	air dry clay	\$ 34.91	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	shark teeth	\$ 24.41	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	fluorite chips	\$ 11.75	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	sandwich bags	\$ 19.89	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	4oz glass jar 8ct	\$ 12.79	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	4oz glass jar 24ct	\$ 31.79	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	sieve	\$ 22.19	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	pea gravel	\$ 26.09	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	syringe	\$ 62.64	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	32oz glass containers	\$ 68.91	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	trex cookie cutter	\$ 15.13	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	mosasaur cookie cutter	\$ 20.37	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	pterosaur cookie cutter	\$ 18.28	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	shark cookie cutter	\$ 36.09	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	cheetah cookie cutter	\$ 15.79	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	rhino cookie cutter	\$ 7.12	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	cooling racks	\$ 81.48	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	Pro Dot Pen	\$ 119.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	10 pack cartridges	\$ 24.99	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	USB to HDMI Adapter	\$ 36.36	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	button compass	\$ 43.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	magnetic push pins	\$ 21.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	paperclips	\$ 5.98	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	bowls	\$ 35.99	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	sticky flags	\$ 7.49	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	rulers	\$ 9.99	-95456
10	41000	420	9/10/25	COREFIRST BANK & TRUST	honeywell turbo desk fan	\$ 14.99	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	Beelink Mini PC, Mini S13	\$ 865.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	mini pompoms	\$ 7.98	-95456

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	9/10/25	COREFIRST BANK & TRUST	USB to 3.5mm Adapter	\$ 29.90	-95456
10	41000	320	9/10/25	COREFIRST BANK & TRUST	24 inch monitor - Dell	\$ 494.97	-95456
10	41000	323	9/10/25	COREFIRST BANK & TRUST	Membership Renewal	\$ 110.00	-95456
10	41000	310	9/10/25	COREFIRST BANK & TRUST	Training software	\$ 2,998.00	-95456
10	41000	330	9/10/25	COREFIRST BANK & TRUST	foil	\$ 59.96	-95456
				<i>Miscellaneous online orders paid by credit card</i>		\$ 15,131.97	-95456 Total
10	23800	0	9/26/25	TECH LOGIC CORPORATION	AMH System	\$ 22,830.77	-95451
						\$ 22,830.77	-95451 Total
10	41000	320	9/26/25	BIBLIOTHECA LLC	height adjustable stands for kiosks	\$ 10,050.00	-95450
				<i>2025 approved operating budget - digital services support</i>		\$ 10,050.00	-95450 Total
10	41000	320	9/25/25	IT OUTLET INC	Dell Pro Slim Plus Desktops	\$ 36,612.00	-95439
10	41000	320	9/25/25	IT OUTLET INC	Dell Pro 16 Laptops	\$ 32,300.00	-95439
				<i>RFP was posted and approved by the Board on 8/21/2025</i>		\$ 68,912.00	-95439 Total
10	41000	350	9/25/25	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 1,594.09	-95436
10	41000	350	9/25/25	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 8,962.90	-95436
						\$ 10,556.99	-95436 Total
10	23800	0	9/11/25	GREENTOUCH LAWN & TREE	brick repair	\$ 10,890.00	102145
				<i>Facilities Master Plan - Claire's Courtyard</i>		\$ 10,890.00	102145 Total
10	41000	736	9/25/25	TK ELEVATOR CORPORATION	elevator modernization	\$ 35,032.00	102184
						\$ 35,032.00	102184 Total
						\$ 806,749.36	Grand Total



Board of Trustees Executive Committee Meeting
October 6, 2025 – 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, Jesse Maddox – Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on October 6, via Zoom, and was called to order at 4:00 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the August 11, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the August 11, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the September 8, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhlrig, seconded by Peg Dunlap, the minutes from the September 8, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the September 18, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees October 16, 2025, meeting were reviewed.

The October 16, 2025, meeting will begin at 4:30 pm rather than at 4:00 pm to ensure there is a quorum. Chair Peg Dunlap will try to call into the meeting and Vice Chair Mark Zillinger will join by Zoom. If neither of them can join virtually then the members of the board will vote to elect a temporary chair for that meeting.

Chief Financial Officer Kim Strube submitted the approved budget for FY 2026 to the county clerk's office on September 30, 2025.

Board Treasurer Fred Patton will present the August and September 2025 Financial Reports.

Chief Executive Officer Marie Pyko shared that Valerie Peckham is being appointed to the board tomorrow. Pyko will reach out to her once she is appointed to ask about her availability to attend the October 16, 2025, Board Meeting to be sworn in as a Trustee. If she cannot attend in October, she can be sworn in at the November meeting.

Chair Dunlap shared that Vice Chair Zillinger will give the report in her stead.

Pyko shared that in her report she will speak about the stakeholder meetings that were held in September. She will provide an update on how the library road trip went and what was learned. Pyko shared that she will meet with Consultant Steve Potter to talk about the report he is drafting.

Chief of Staff Thad Hartman will provide regular project updates at the upcoming meeting.

The new business at the October meeting will be the annual Friends of the Library funding request and the bid for a three-year auditing service. This is something the library does every three years as best practice.

Other Items

The November board meeting will be a full meeting. Barb LaClair with the Topeka Genealogical Society and the library's Scarlett Fisher-Herreman will speak about the project to bring Topeka Genealogical Society materials to the library. Pyko will provide a list of policies and the dates they were last updated. The board can then establish a timeline for review for 2026.

No other items were discussed

Adjournment

On a motion by Hannah Uhlrig, seconded by Mark Zillinger, the meeting was adjourned at 4:30 pm.

Next Meeting

November 10, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report October 2025

News and Updates

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

As of September, 5,538 children are enrolled in our program, and participation has remained consistent over the past year.

As mentioned at the September board meeting, we will be hosting a table to enroll children in Dolly Parton's Imagination Library during the intake days for the United Way of Kaw Valley's Christmas Bureau.

The Christmas Bureau sign-up days will be held at Echo Ridge on the following dates and times:

- **October 29, November 3 & 6:** 10:00 a.m. – 7:00 p.m.
- **November 8:** 10:00 a.m. – 2:00 p.m.

If you are interested in volunteering at our table, please let me or Aubrey know.

Baker & Taylor closes doors

Libraries work with material distributors to purchase print and audiovisual materials. We recently learned that one of the largest distributors, Baker & Taylor, will be closing.

Baker & Taylor, founded in 1828, has been a significant vendor for our library for many years. Fortunately, our Technical Services Manager, Scarlett Fisher-Herremann, shifted most of our physical material purchasing to Ingram Library Services when we experienced significant delays in receiving materials during the pandemic. While we did continue to purchase a few specific collections and items through Baker & Taylor, we anticipate minimal impact on our collection purchasing workflow.

In addition to providing materials, vendors like Baker & Taylor and Ingram Library Services offer significant pre-processing services. This pre-processing helps to expedite getting new items onto library shelves and into our customers' hands much faster.

The closing of Baker & Taylor will undoubtedly have a significant impact on many libraries across the country, truly marking the end of an era.

Strategic Plan 2025 Projects

People - Recruitment and Retention

Building on the success of last year's event, the Human Resources department will once again host an **Open Enrollment Fair**.

This model gives all staff an opportunity to visit individually with **benefit providers** to learn more about their offerings and ask specific questions they may not feel comfortable raising in a large group meeting.

Staff feedback strongly reaffirmed this new format for open enrollment. Additionally, the vendors appreciated the chance to spend more one-on-one time with individuals, making the experience better for everyone.

Readers & Reading

Literacy

Included in the FY 2025 Work Plan was a strategy to introduce community story times beyond daycares and preschools. The Preschool team in Youth Services launched this new service to eight community venues. A big thank you to Luanne, Sherry, Laurel, Melissa, and Jenna who began to visit these new venues.

Book Nook engagement at Westridge Mall.

The **Book Nook** has been open for almost five weeks and, since its relaunch, we have hosted three community story times. Attendance has grown steadily with each visit, culminating in **36 children and caregivers** at the final September story time.

It is fabulous to see the impact of strong partnerships, great publicity, and effective outreach programming in establishing a following at our new Westridge Mall site. In particular, Casey Richardson, General Manager at Westridge Mall, has been instrumental in boosting our marketing strategies and including the Book Nook and its events in Mall promotions.

We continue to evaluate what other services, resources, and experiences we might incorporate into the Book Nook moving forward.

Space Access

Outreach Services Model

In September, we focused on two key activities: **studying outreach service models** and **listening to stakeholders**.

Our listening sessions led to robust discussions about the current service and resource needs of the community. We worked to identify service gaps that align with the library's role outside the

main building and gathered feedback on what our neighbors and customers feel the library should prioritize in future planning.

To inform our strategy, several library staff and one board member conducted a regional tour of libraries with diverse outreach service models. The tour included the Wichita Public Library; the Pioneer Library System (Norman, Oklahoma); the Fort Worth Public Library (Fort Worth, Texas); and the Fayetteville Public Library (Fayetteville, Arkansas). At each stop, we toured spaces and gathered insights into their collections and services, with a specific focus on outreach.

We sincerely thank Thad Hartman, Chief of Staff, and Kelli Smith, Access Services Manager, for coordinating the logistics of the trip.

Statistics

Digital vs. Physical Checkouts

Each month, I review the statistics compiled by our Statistical Analyst, Robert Soria. This month, I noticed a particularly interesting data point: **as of September, digital checkouts surpassed physical checkouts overall.**

Specifically, we saw **63,453 digital items** checked out compared to **50,222 physical items**. (Note that the physical item count does not include renewals.)

Another consistent trend we have seen is the **spike in physical material checkouts** during our Summer Reading Program. This trend with the Summer Reading Challenge, which encourages children and families to load up on reading materials in June and July, has remained consistent in our data since 2021.

Area Highlight- Red Carpet Services team

As I continue working with this team to plan for the future, I've learned more about the amazing work they do to support citizens in various living situations—from **congregate living** and **senior centers** to those living at home who cannot regularly visit the library or bookmobile.

This dedicated team prepares materials, places reserves, hunts down the perfect books, music, or movies, and delivers them to **38 congregate living sites**. This work is physically demanding and rain or shine occurs. Because the sites they visit offer different levels of care, staff are trained to serve patrons at **each care level**.

Additionally, staff contact, select, and deliver bags of library resources to older adults who are still living at home but are physically unable to visit the library. Each visit provides an opportunity to build strong relationships, and the staff member often becomes a **dear friend** to the customer.

Thank you **LaVoyce, Matt, Trish, Michelle, Jim, Dave, Bret, Megan, Areli, and Liza**. They are the face of the library at every stop, helping to support the reading, listening, and social connection needs of our older adult community.

New Business

Resolution- Request for FY 2026 Friends of the Library Funding

This is the request submitted to the Friends of the Library each year. During the development of the FY2025 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition, larger programming initiative (annual signature author events and summer reading professional presenters), continued support for the Dolly Parton's Imagination Library and furniture, equipment or vehicle need that has a direct tie to the Strategic Plan 2024-2029.

Resolution- Annual Professional Auditing Services Bid 3 Year Term

Please see the resolution sheet for background information, bid summary and recommendation and fiscal note.

Professional Activities/Community Contacts

September 23, 2025	Intergovernmental Cooperative Council.
September 24, 2025	Met with India Yarborough.
September 24, 2025	Participated in Stakeholder Meeting at Hillcrest Community Center.
September 30, 2025	Visited Wichita Public Library.
October 1, 2025	Visited Pioneer Library System, Norman OK.
October 2, 2025	Visited Fort Worth Public Library, Fort Worth TX.
October 3, 2025	Visited Fayetteville Public Library, Fayetteville, AK.
October 6, 2025	Attended the Trustee Executive Committee meeting.
October 7, 2025	Met with Veronica Padilla.
October 7, 2025	Peg Dunlap and I attended the City Council meeting.
October 8, 2025	Attended the Shawnee County Advisory Committee meeting with United Way.
October 8, 2025	Thad Hartman and I met with Steve Potter regarding stakeholder meeting notes.

October 8, 2025	Attended the PLA Budget and Finance Committee meeting.
October 9, 2025	Attended the Greater Topeka Partnership Equity Advisory Board Meeting.
October 10, 2025	ULC Annual Forum Storytelling Panel planning meeting.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 10/10/2025

Dolly Parton's Imagination Library

September 2025



Total Enrolled

5,538



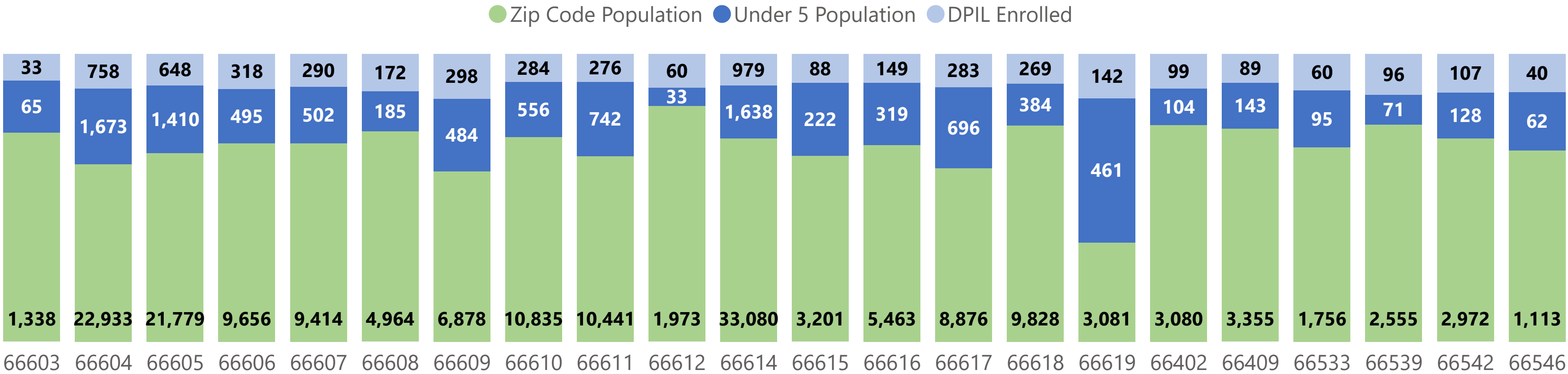
Total Graduated

10,660

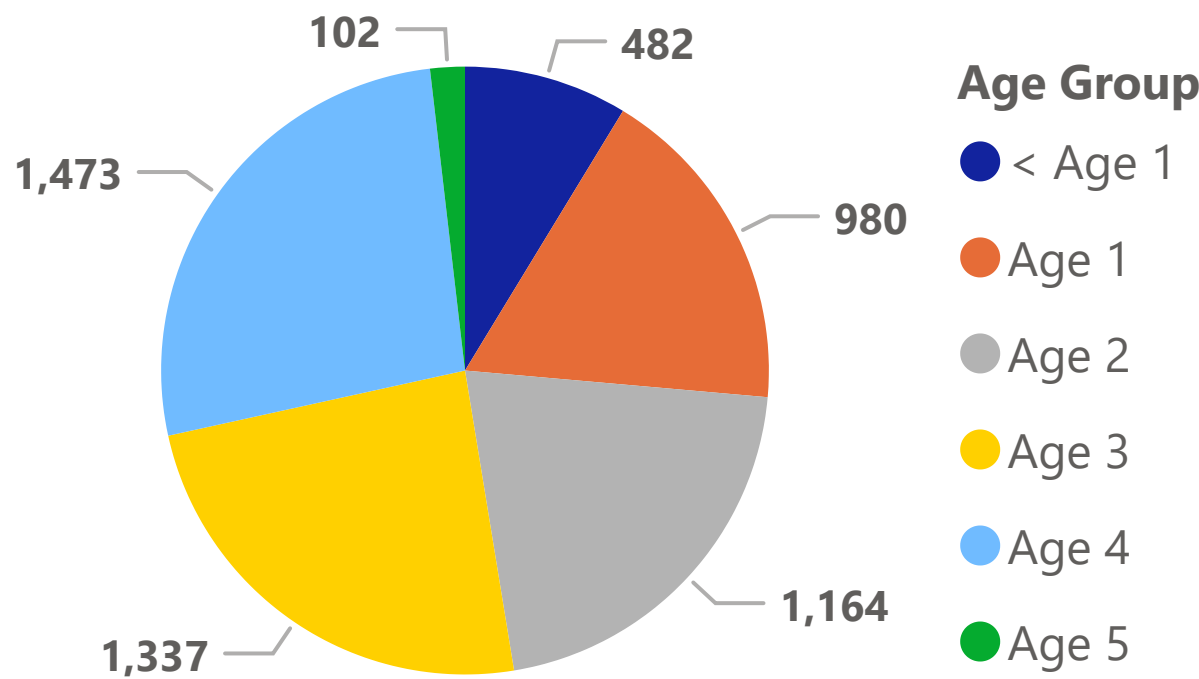
Year, Month

2025 (Year) + September (Month) ▼

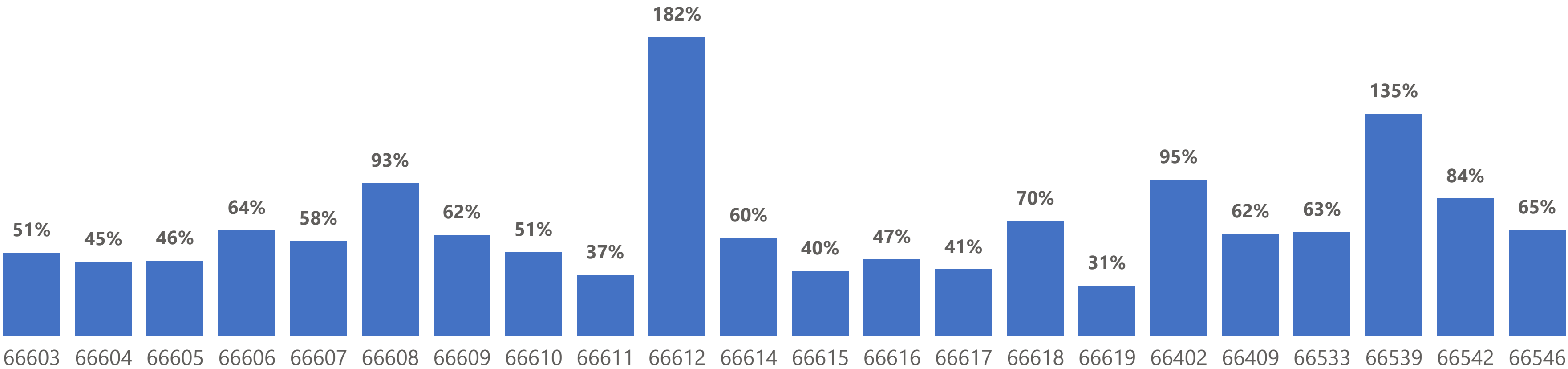
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



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

Chief of Staff Report

Thad Hartman

October 10, 2025

Parking Lot

The public parking lot is now completely reopened following the resurfacing project. While the main work is finished, there are a few minor issues to complete, including a small patch of concrete that needs to be replaced. We anticipate this final component will be done within the next week. Although the reduction to parking was an inconvenience, the project was completed as smoothly as possible, and the result is a much safer and improved parking lot for everyone.

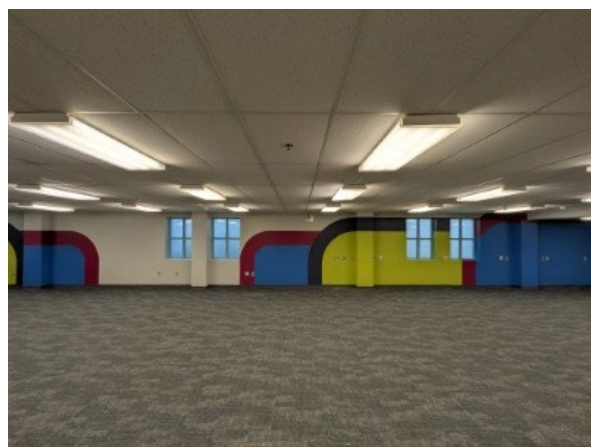
Automated Material Handling System & Circulation Workroom

As noted in Jacob and Angie's report below, the new Automated Material Handling System was successfully installed, and the remodel of the Circulation workroom was completed this past month. Circulation staff are back in the workroom after spending several weeks in the Lower Level Conference room.

The Circulation staff's hard work and flexibility to keep everything running smoothly during this process has been the key in making sure that the project was successful. Facilities and Digital Services also worked closely with Tech Logic and Shirley Construction to make sure everything was progressing as it should. And Kelli, Jacob, and Angie did a great job of communicating with staff and contractors to make sure that all of the details were covered. Thanks to everyone involved for making this project a success!

Library Trips & Community Meetings

This past month we had the second community meeting and visited four public libraries. These were great opportunities to get feedback from the public and learn about potential new services and the different ways other libraries operate. There is an overwhelming amount of information, and we'll have to set priorities and make choices, but everyone who came back from the library road trip was extremely enthused after the experience and is bursting with takeaways and ideas.



Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Programming with Community Organizations

Public Services staff dedicate much of their off-desk time to planning and delivering engaging programs for all ages. When a topic of public interest falls outside our expertise, staff often connect with community organizations to help coordinate programming. We work with a wide range of groups on services and events (you can find the updated list here: <https://tscpl.org/about/admin/community-organizations>), and we're continually building new relationships to expand the educational opportunities we offer.

Two recent additions to our collaborative efforts include HEARTS and the Topeka Literacy Council. HEARTS is a local nonprofit focused on preventing youth suicide through resilience education, empowerment, and community engagement. In September, HEARTS launched a program series with our Teen Team called CREW, which helps students learn to manage stress, build strong relationships, make positive choices, and believe in themselves. The first two sessions drew twelve teens—a strong turnout for our teen programming.

We've had a librarian liaison to the Topeka Literacy Council for many years and have worked together on various service initiatives. When Vida Ministries could no longer offer ESL classes in the community, the Topeka Literacy Council stepped in to continue this vital work. Their free English Language Class, *Clase de Inglés*, is held weekly on Wednesday nights and is designed for adult learners.

In addition to these recent collaborations, we continue to work with longstanding organizations such as the Topeka Genealogical Society, Audubon Society, Master Gardeners, League of Women Voters, and Jayhawk Area Agency on Aging. These connections help us broaden our reach and enhance the impact of our programming throughout the community.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

Inked: Explore the Art of Tattooing (Sept. 12 – Nov. 30)

Inked explores the art of tattooing and the collaborative relationship between tattoo artists and their clients. The Gallery partnered with local tattoo shops and artists, including Olympus Ink, Looking Glass Tattoo, and Matryoshka Tattoo, to share the artistry and skill of tattoo professionals working today. The exhibit also features pieces on loan from the Bert Grimm Tattoo Museum in Kansas City.

Since opening, we've welcomed 2,540 visitors in September, including 1,692 adults and 848 children. The feedback has been wonderful. Artist Wes Grimm visited from Kansas City to see his work on display and said he was really impressed; he even took a photo of the banner to hang in his shop. Another visitor, back for a second look, said our tattoo exhibit was better than the one at KU because there was more artwork to see. One of my favorite comments summed it up perfectly: "This is my favorite exhibit yet! And if you have a black and white tattoo, I highly recommend letting your kid color it in!"



Topeka Room

The Topeka Room welcomed over 500 visitors in September for tours, research, and quiet study time. Researchers and visitors came from near and far—one from South Dakota to work on genealogy, another from Alaska who stops by every time they're in town, and someone from New England who came in to do genealogy research. A few local visitors shared fun moments, too: a teen giving friends a tour said, "I practically live here," before showing them how the microfilm works, and a returning visitor who grew up coming to the "old" library said, "I never fail to be amazed."

The *Identity Quest: What's in Your DNA?* webpage is now live, and we're getting ready for the November 15 symposium. This year's format is a little different—we're not requiring registration and will feature two morning sessions with Kathleen Brant: *DNA for Beginners: How Testing Can Grow Your Family Tree* and *Beyond the Basics: Using DNA Results to Build Your Family Tree*. After Kathleen's sessions, we'll host roundtable discussions with local genealogists and offer time to visit exhibitors around the auditorium.



Core Technology

The Core Tech DOCK internship program, which teaches computer classes in the community, is off to a great start this semester with four interns, two in college and two taking a gap year. We've made a few changes this time around, teaching at fewer locations but offering more class times, and focusing on meeting attendees where they are rather than sticking to a rigid lesson plan. Classes are currently held at community centers and the library on weekday mornings and afternoons.

It's already paying off. By day three, the interns had taught as many people as we reached in an entire six-week session last semester. We've also started getting calls from community members asking about the classes, which hasn't happened before.

The interns are learning to adapt on the spot, too. Recently, a team came back from a morning class smiling and proud after pivoting from the planned topic to help an attendee with their smartphone instead. It was exactly what the person needed, and it made their day.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Haley Hishmeh joined the Youth Services team as an Early Childhood Specialist. She will be providing outreach storytimes to our new community locations and to the licensed day cares and preschool sites that we frequent. In addition, she will also provide customer service within the Kids Library. We are excited to have her here and we hope to have her out and about in just a few weeks.

We have one remaining part-time Specialist position open.

Librarian Updates

Early Childhood Outreach Librarian

Outreach Storytellers alongside other Youth Services staff are bringing storytime to Shawnee County. September 2025 was the first month that Community Storytimes were implemented at Fairlawn Mall, West Ridge Mall, the six community centers, and the Capper Foundation. Each mall will host a storytime two times in a four-week period, while each community center will host a storytime once in a four-week period. The Capper Foundation will host a storytime once in a four-week period. That one is for their clients and is not open to the public. Each location will have a consistent storyteller / staff member sharing books, music, and movement. Our staff are excited to share our passion and love of books and reading with our community.

FALL 2025

Computer Classes Near You

Register at the community center



Introduction to Computer Navigation

In this 1-hour class you'll learn how to use a mouse, navigate a MS Windows 10 desktop/laptop, and find apps and files. To register call the community center listed.



Introduction to the Internet

In this 1-hour class you'll learn about search engines and how to navigate websites to find information online. To register call the community center listed.



Introduction to Smartphones

Learn to use your Android or iPhone smartphone. Use email and text, get directions using Google maps, search the internet, download apps, change your settings, and other useful tasks.

All classes are held 10-11am & 5-6pm



TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

1515 SW 10th Ave | Topeka, KS | 785-580-4400 | tsctl.org

Crestview

4801 SW Shunga Dr | 785-251-6960

Introduction to Computer Navigation

Wed Oct 8 & Oct 29

Introduction to Internet

Wed Oct 15 & Nov 5

Introduction to Smartphones

Wed Oct 22 & Nov 12

IBSA/Gil Carter

2620 SE 23rd | 785-422-0761

Introduction to Computer Navigation

Thu Oct 9 & Oct 30

Introduction to Internet

Thu Oct 16 & Nov 6

Introduction to Smartphones

Thu Oct 23 & Nov 13

Oakland

801 NE Poplar | 785-251-6953

Introduction to Computer Navigation

Tue Oct 7 & Oct 28

Introduction to Internet

Tue Oct 14 & Nov 4

Introduction to Smartphones

Tue Oct 21

Shawnee North

300 NE 43rd St | 785-251-6900

Introduction to Computer Navigation

Mon Oct 6 & Oct 27

Introduction to Internet

Mon Oct 13 & Nov 3

Introduction to Smartphones

Mon Oct 20 & Nov 10



parks+recreation

about you first!

38

Early Childhood Librarian

The Reading with Prairieland Dogs have been a part of the library experience since 2007. Three times a year for 6-week sessions, they can be seen on Sunday afternoons in the Story Zone. The therapy dogs provide children with an opportunity to read to a non-judgmental listener. On average there are eight dogs listening to ninety children read each week. These treasured therapy dogs and their handlers are helping build a community of readers.



School Age Librarian

LEGO Engineers Club

The Youth Services staff, for School Age kids facilitated a super September program schedule for kids. Our

newest staff member bravely dove in and began our "LEGO Engineers Club" where kids learn how to use computer coding on real devices that they build with LEGOS. Two Staff lead this program on different days and times to meet customer needs and be cross trained as facilitators. Staff use the LEGO Spike Education kits that were purchased with monies from a Women's Fund grant that we received. The first unit was titled "Great Adventures" and combined STEAM, storytelling, and computer science. This paired well with our established "Coding Club" where kids explored different aspects of coding and created their own video games with animation. A Staff facilitator shared that one patron built his own color sorter machine. It really worked! We hope to grow interest in these programs as more kids find out about this exciting way to play, create, and engineer.

Itty Bitty Art Show

One school age staff member provided four programs where kids could come and create itty bitty art to be shown in our third "Itty Bitty Art Show". Kids painted, sculpted, sketched and colored. Their works of art could be no larger than 3 x 3 x 3 inches. Contestants in grades Kindergarten through 5th grade that participated in the program sessions have their work on display in the Kids Library as part of their "art show." Everyone is invited to vote for their favorites. Winners earn the honor of 1st, 2nd and 3rd place for each work category and for best in show.

Astounding Axolotls

Patrons "Ax-o-lotl" questions at a recent Saturday afternoon program about Astounding Axolotl's! Special guests, Courtney Hudon and her staff, Camryn, brought two Axolotl's all the way from the Kansas City area. Together we explored these fascinating and adorable creatures. We learned about their life cycle, habitat, regenerative abilities, and the varieties of these endangered amphibians. We gathered and colored beautiful Axolotl's on velvet coloring posters. The human connections made throughout this program were a privilege to witness.



Teen Librarian

The Teen Team started three new programs in September.

- EZ Cooking brings back a more regular opportunity for teens to gain some quick and easy cooking skills, so that they can become more independent.
- The Monday Challenge encourages them to engage their brains and to engage with one another socially through playing various games of skill and reasoning.
- Together with community partner HEARTS we have provided their program CREW, a month's-long curriculum to build resiliency and coping skills with the goal of suicide prevention.

While all these programs are new, early attendance has been encouraging, and the teens appear to be enjoying these opportunities.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Kanopy: Update for 2025

We launched Kanopy, a streaming video product owned by Overdrive, in September 2024. With a full year of data now available, I'd like to share the highlights of how our customers engage with this outstanding product. Since the launch last year, we've had nearly 100,000 visits to our Kanopy collection. Our customers have enjoyed 374,000 minutes of video content and watched about 11,000 unique titles. The most popular content our customers choose comes from BBC Studios followed by Paramount Pictures, PBS and The Great Courses. We have some very smart customers who enjoy learning from educational shows as well as enjoying mysteries, serious and comedic films, TV series, documentaries and other content. Saturday is the highest use day of the week with 7pm-9pm as the prime-time viewing hours for Kanopy content. Also, our customers have a 4-way split in the devices they are watching Kanopy content on with a nearly even distribution between TV, mobile devices, tablets and desktop computers. I assumed when we launched that most people would connect to it via a TV, however we have a lot of customers watching Kanopy on smaller screens or on portable devices like phones and tablets.

We pay for Kanopy on a per-use basis and average around \$900.00 in monthly expenditures for it, a reasonable expense. Kanopy is a great product and we're definitely getting a lot of value for it. Overdrive is looking to expand with Kanopy and gradually integrate some elements of Kanopy into the Libby app in the next year. We'll see happens with that and I think the changes will serve to increase usage of it with our customers

Community Services Collections

The collection development team is working with the Community Services/Bookmobile team to re-organize some collections housed on the loading dock of the Bookmobile 1020 building. We are moving some older materials out to make room for services that the Community Services team leads including @Home and @Work deliveries. In the past 5 years, changes in the service model for Bookmobile have resulted in different needs for the collections purchased specifically for vehicle-based service. We no longer need to purchase children's materials to support the Adventuremobile or a volume of new materials to support 2 large bookmobiles. The Tech Services team is focusing first on juvenile materials and media collections. The goal is to create a collection that best serves the needs of the combination collection bookmobiles we're driving so that those customers have access to the same new, high-quality materials found in the main building. I appreciate the efforts of my team and Bookmobile as we work through this process.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

In September, Jackie and I attended the 25th Annual Topeka Water Festival at Garfield Park and Community Center. This event, organized each year by the Kansas Association for Conservation and Environmental Education (KACEE), brings together 4th-grade students from across Shawnee County. More than 600 students participated this year, diving into the science of water through interactive, hands-on activities!

With the support of sponsors and volunteers, the festival is offered free of charge to schools, making it a valuable opportunity for all students to learn outside the classroom. KACEE describes this as “sticky learning” because students aren’t just hearing information, they’re actively experiencing it in a way that stays with them, which is just right up the Classroom Connections alley.

Jackie and I led the Sailboat Regatta activity. Students used recycled materials to design and build their own sailboats, learning important vocabulary such as “regatta” and “hull” along the way. Once their sailboats were built, the students were encouraged to race them against their classmates in recycled gutters, testing their designs and seeing firsthand how the shape and construction affected speed and stability of their own constructed sailboats.

It rained on us the entire time but that didn’t stop the fun! The students (and we!) dove right in, staying enthusiastic and engaged throughout the day. Watching their excitement as their boats sailed down the gutters was a highlight and a perfect example of how “sticky” learning can make a lasting impact.



Community Services Librarian Report



We are excited to welcome Andy to the team! Andy started in Community Services in late September and will be working as part of the Materials Delivery Team. He will be bringing materials to library customers throughout Shawnee County through the TSCPL@Home delivery service. Welcome, Andy!

I am excited as I recently stepped into a new responsibility as the point person for TSCPL@Work. TSCPL@Work is a service that brings the library to businesses throughout Topeka each week. We provide delivery and pickup of library materials for the employees of the business as well as offering benefits like library card drives, which make it easy and convenient for employees to sign up

for a library card. I was able to take one of the first steps in this new opportunity by doing my first library card drive at our new TSCPL@Work site at Kansas Housing in September alongside Patrick Berry, Community Services Supervisor. This was a great experience as we were able to create new library cards for several employees and updated library card information for others.

Our Bookmobile Team was busy this month, checking out over 4,200 items. This was an increase of almost 100 items as compared to the previous month. Our Delivery Team was also busy, delivering over 3,400 items to library customers throughout Shawnee County. Great work, everyone!

Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

AMH Replacement Success

We're pleased to share that the automated materials handler (AMH) has been successfully replaced, and staff have returned to a refreshed and more spacious workroom. After several weeks of operating out of the limited Lower Level Conference Room, being back in the remodeled area has been a welcome change. During the three-week installation period, staff manually checked in an impressive 38,336 items, an extraordinary effort that demonstrates their teamwork, flexibility, and dedication to maintaining smooth service. We are deeply appreciative of their hard work throughout the project. The updated paint and flooring were much-needed improvements that have brightened and modernized the space. The new AMH is performing exceptionally well, faster than before, exceeding operational demands, and providing even greater sorting accuracy.

Digital Services

David King, Digital Services Director

Beginning some 2026 projects

Digital Services staff sometimes need to plan in advance for projects. In September, we started meeting about some 2026 projects, including exploring new options for managing wifi hotspots, improving our library's website and digital library, and our network closet switch replacement project.

Library Road Trip

I was able to participate in the library road trip with some of our management staff and a board member. We learned a lot about different libraries, how they operate, what their partnerships with the community look like, and how they train customers and staff. And wearing my technology hat, I also learned a lot about some of their innovative technology. It was a great experience, and we were able to gather lots of great ideas to potentially incorporate into our library.

Top Web Pages for September 2025

1. Tools & Services: 6036 Pageviews
2. Get a Library Card: 1779 Pageviews
3. Hours & Locations Page: 1450 Pageviews
4. Work at the Library: 1390 Pageviews
5. Fall Reading Challenge: 1059 Pageviews
6. Meeting Rooms & Event Spaces: 924 Pageviews
7. Trivia: 887 Pageviews
8. Team Rooms: 780 Pageviews
9. The New York Times: 727 Pageviews
10. Research Tools: 716 Pageviews

Social Media Highlights for September 2025

Facebook

- Chihuly glass – reached 3684 people
- Book Nook – reached 2780 people
- NYT Games! – reached 1586 people

Instagram

- Bookmobiles – reached 367 people
- iTeenerary – reached 359 people
- Silents in the Cathedral – reached 349 people

Word is Getting Out Community Storytimes & Computer Classes

Promo flyers for the Community Storytimes and Community Computer Classes and distribution by City of Topeka to 300 organizations.

WIBW Advertising



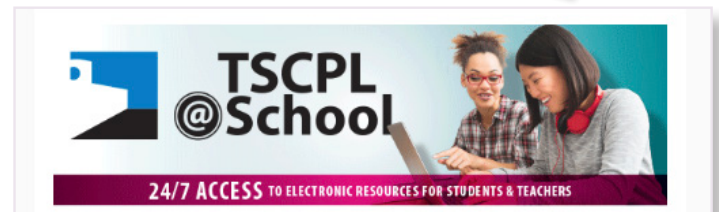
AD: Computer Classes at Community Centers



AD: Community Storytimes



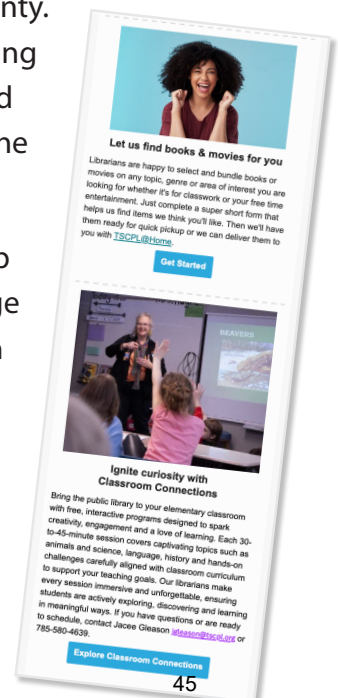
AD: With This Card



School Newsletter

October 2 we emailed a newsletter to more than 650 school administrators, media specialists, Classroom Connections teachers and educator cardholders in Shawnee County. The newsletter had an amazing open rate of 72.4 percent and a click rate of 47.8 percent. The most clicked on links were:

- Educator Card sign up
- Fall Reading Challenge
- Multi-resource search (Summon)
- TSCPL@Home
- Classroom Connections
- Browsing Just for You
- Kanopy



Marketing Upcoming Events



What we're promoting this month

Fall Reading Challenge



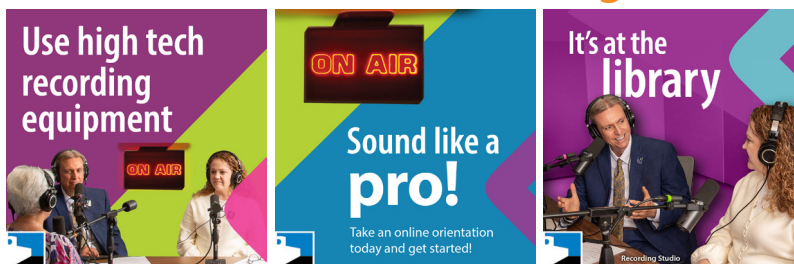
SOCIAL MEDIA

Claire's Courtyard



SOCIAL MEDIA

Level 2 Tech Center Recording Studio



SOCIAL MEDIA

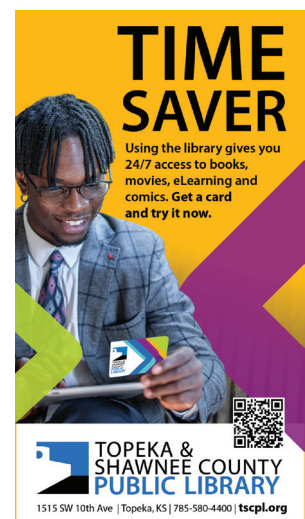
Storytimes Near You



SOCIAL MEDIA

Use Your Library Card

TK Business Magazine Nov/Dec 2025





Resolution – Request for FY 2026 Friends of the Library Funding

BOARD OF TRUSTEES

October 16, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2026.

Background:

This is the request submitted to the Friends of TSCPL annually. During the development of the FY 2026 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition and other projects including Dolly Parton’s Imagination Library, programming initiatives and furniture, equipment/vehicle with a direct tie to the Strategic Plan 2024-2029.

Dolly Parton’s Imagination Library	\$10,000
Programming Initiatives	\$20,000
Volunteer/Employee Recognition	\$20,000
Furniture/Equipment/Vehicle- Strategic Plan	\$35,000
Total Contribution Request	\$85,000

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid Approval for Annual Professional Auditing Services for Three-Year Term

BOARD OF TRUSTEES October 16, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by BT&Co., P.A., Topeka, Kansas, to provide annual professional financial statement auditing services for a three-year term as follows:

Year Ended 12/31/2025 (2026 audit expenditure)	\$41,000
Year Ended 12/31/2026 (2027 audit expenditure)	\$44,000
Year Ended 12/31/2027 (2028 audit expenditure)	\$47,000

Policy and Background Information:

On August 29, 2025, a fixed-bid, Request for Proposal (RFP) was issued for future years' audit services.

The staff recommendation for a multi-year bid was for the three years ending 12/31/2025, 12/31/2026 and 12/31/2027 with audits beginning each January in 2026, 2027 and 2028.

Since it is likely that several local certified public accounting firms could satisfactorily provide the requested audit services and would be large enough to accommodate a change in audit manager at least one time during the term of the contract, notifications were sent locally. The CFO used two sources to find local certified public accounting firms capable of meeting the requirements of the Request for Proposal. The first was through the Kansas Society of Certified Public Accountants website using their "find-a-CPA" feature. The criteria used were Topeka as the location and Governmental and Accounting and Auditing as the specialties. The second source was A to Z online database using the criteria Shawnee County as the location and Accountant as the keyword/business type. Firms that were listed as individuals/sole proprietors were excluded from the list of businesses notified. This resulted in four local firms that were directly notified of the Request for Proposal by the CFO.

Bidder questions were accepted through September 12th and three questions were received with both questions and answers posted on the Library's website on September 15th.

Bids were received at a public meeting at 3:00 pm, September 29th. One bid was received from a local firm that was specifically notified. No response was received from the other three firms that were specifically notified.

Staff Recommendation:

TSCPL staff recommends the bids of:

\$41,000 for the year ended 12/31/2025
\$44,000 for the year ended 12/31/2026
\$47,000 for the year ended 12/31/2027

submitted by BT&Co., P.A., Topeka, Kansas, be approved to provide annual professional financial statement auditing services for a three-year term. They are the Library's current auditors. There are no disagreements or dissatisfaction with their performance. They have sufficient staffing and have agreed to the requirement that the audit manager change at least once during the three-year term. Efficiencies have been developed between the auditors and the Library in the last several years that reduce the amount of time for the audit and this is obviously reflected in the audit pricing. These efficiencies were mentioned in the Request for Proposal and continuation of this type of electronic platform for data exchange was also a requirement for bidders.

Annual professional auditing services are included for approval each budget year from the General Fund, Contracted-Professional line item and there is no reason to presume this would not or could not be continued. The obligations are subject to a yearly engagement letter which sets a contractual agreement for the specific audit year and will be funded in 2026, 2027 and 2028.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Key Metrics

Net Promoter Score

86.7End of LY: **86.4**Difference: **0.3 ▲**% Change: **0.3% ▲**

Active Cardholders

70,581End of LY: **67,163**Difference: **3,418 ▲**% Change: **5.1% ▲**

Unique Borrowers YTD

36,578Previous YTD: **36,707**Difference: **-129 ▼**% Change: **-0.4% ▼**

Door Count YTD

350,448Previous YTD: **349,902**Difference YoY: **546 ▲**% Change YoY: **0.2% ▲**

First Time Checkouts YTD

479,046Previous YTD: **521,643**Difference YoY: **-42,597 ▼**% Change YoY: **-8.2% ▼**

Digital Checkouts YTD

565,192Previous YTD: **531,883**Difference YoY: **33,309 ▲**% Change YoY: **6.3% ▲**

Computers and WiFi

Computer Sessions YTD

66,828Previous YTD: **67,909**Difference YoY: **-1,081 ▼**% Change YoY: **-1.6% ▼**

Avg Session Time YTD

00:57:31Previous YTD: **01:04:18**Difference YoY: **-00:06:47 ▼**% Change YoY: **-10.6% ▼**

WiFi Sessions YTD

318,439Previous YTD: **295,449**Difference YoY: **22,990 ▲**% Change YoY: **7.8% ▲**

Avg Session Time YTD

00:13:24Previous YTD: **00:13:31**Difference YoY: **-00:00:07 ▼**% Change YoY: **-0.9% ▼**

Other Metrics

Program Attendance YTD

55,056Previous YTD: **60,094**Difference YoY: **-5,038 ▼**% Change YoY: **-8.4% ▼**

Mtg Room Attendance YTD

52,238Previous YTD: **50,183**Difference YoY: **2,055 ▲**% Change YoY: **4.1% ▲**

Reference Questions YTD

216,034Previous YTD: **211,579**Difference YoY: **4,455 ▲**% Change YoY: **2.1% ▲**

2025													2025	2024 % Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
Net Promoter Score (NPS)															
Monthly NPS	90.7	82.9	94.3	95.7	81.8	86.9	92.7	88.1	82.4				88.7	86.5	2.5%
Monthly # of Responses	44	35	35	23	22	108	210	126	102				705	694	1.6%
Current NPS	86.5	86.5	86.5	86.6	86.5	86.5	86.8	86.8	86.7				86.7	86.4	0.3%
GATE COUNT	31,895	32,499	38,314	36,423	37,146	44,719	46,741	41,956	40,755				350,448	349,902	0.2%
CIRCULATION*															
Main Library															
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489	36,232	41,182	40,208	35,738				312,661	335,545	-6.8%
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228	1,316	1,361	1,367	1,422				12,039	11,151	8.0%
Self-Check	37,970	35,007	40,713	36,756	41,496	49,718	49,661	41,576	37,633				370,530	394,961	-6.2%
Bookmobile	3,080	3,359	3,524	4,258	3,540	4,463	4,762	4,161	4,235				35,382	57,799	-38.8%
TSCPL@Home	3,212	3,488	4,359	3,808	3,879	3,911	3,723	3,685	3,425				33,490	30,501	9.8%
Red Carpet	4,969	4,114	4,501	4,742	4,689	4,817	4,715	4,658	4,655				41,860	42,564	-1.7%
Digital Downloads	62,236	58,167	57,364	61,685	64,662	64,742	67,079	65,804	63,453				565,192	531,883	6.3%
Library @ Work / Smartlocker	1,330	1,316	1,447	1,381	1,343	1,434	1,378	1,411	1,408				12,448	12,557	-0.9%
TOTAL CIRCULATION	145,924	137,178	146,339	148,502	153,679	167,054	174,075	163,099	152,204				1,388,054	1,421,413	-2.3%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	49,171	45,498	52,740	49,302	52,500	62,856	62,656	54,101	50,222				479,046	521,643	-8.2%
CIRCULATION DETAILS															
Print Material	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,271	58,725				544,373	583,355	-6.7%
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,698	23,968				221,270	244,906	-9.7%
Adult Materials	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,529	46,973				435,248	443,413	-1.8%
Children's Materials	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,583	27,774				254,384	301,182	-15.5%
Young Adult Materials	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	2,240				23,233	27,281	-14.8%
Red Carpet Materials	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	5,592				52,203	55,952	-6.7%
NEW Patrons															
Topeka / Shawnee County															
Adults	660	579	669	612	666	769	847	726	652				6,180	7,644	-19.2%
Children (ages 17 and under)	128	92	140	104	172	321	232	164	147				1,500	1,747	-14.1%
Red Carpet Outreach	9	6	9	15	8	10	2	15	3				77	77	0.0%
NEKL	48	25	51	47	56	68	63	50	51				459	449	2.2%
Non-Resident	0	1	0	1	1	1	0	1	2				7	11	-36.4%
Total New Registrations	845	703	869	779	903	1,169	1,144	956	855	-	-	-	8,223	9,928	-17.2%
PATRONS DELETED	186	141	2,069	384	217	453	264	215	176				4,105	4,200	-2.3%
Cardholders															
Topeka / Shawnee County															
Adults	73,570	74,023	74,559	75,075	75,681	75,240	69,803	70,381	70,766				70,766	73,163	-3.3%
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838	16,043	15,292	15,290	15,290				15,290	15,851	-3.5%
TSCPL @ School	36,797	36,839	36,874	36,919	36,915	36,911	36,907	22,341	22,050				22,050	34,518	-36.1%
Red Carpet Outreach	1,359	1,367	1,359	1,369	1,380	1,382	1,225	1,183	1,188				1,188	1,353	-12.2%
NEKL	10,763	10,924	10,972	11,033	11,108	11,188	10,874	10,924	10,950				10,950	10,712	2.2%
Non-Resident	63	53	53	54	53	55	53	51	53				53	65	-18.5%
Delinquent	76	74	71	75	75	72	74	72	67				67	78	-14.1%
TOTAL CARDHOLDERS	138,475	139,094	139,696	140,312	141,050	140,891	134,228	120,242	120,364	-	-	-	120,364	135,740	-11.3%
Active Cardholders (Savannah)															
Non-Student Cardholders	61,003	60,992	61,213	61,399	61,817	62,397	62,487	61,481	61,596				61,596	60,848	1.2%
Student Cardholders	6,436	6,636	6,675	6,500	6,442	6,405	6,405	8,817	8,985				8,985	6,315	42.3%
TOTAL ACTIVE CARDHOLDERS	67,439	67,628	67,888	67,899	68,259	68,802	68,892	70,298	70,581				70,581	67,163	5.1%
Unique Borrowers															
Physical	6,536	6,343	5,845	6,019	7,066	8,251	8,172	7,270	6,450				20,868	25,460	-18.0%
Digital	12,334	12,012	12,217	11,564	12,612	12,159	12,345	12,787	12,098				22,012	21,838	0.8%
Both	1,515	1,452	1,354	1,280	1,600	1,804	1,745	1,650	1,400				6,302	7,145	-11.8%
TOTAL UNIQUE BORROWERS	17,355	16,903	16,708	16,303	18,078	18,606	18,772	18,407	17,148	-	-	-	36,578	40,153	-8.9%

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Holds Satisfied	13,983	12,258	13,251	12,876	12,553	13,780	14,036	13,442	12,976				119,155	123,841	-3.8%
TOTAL CHECK-IN	48,395	45,302	51,823	49,803	50,994	58,215	63,234	57,580	53,988				479,334	519,609	-7.8%
COLLECTION															
Materials Added	2,918	2,714	2,580	3,533	2,996	3,192	2,993	2,813	2,907				26,646	26,333	1.2%
Materials Discarded	3,882	2,067	4,156	2,578	1,830	3,500	2,504	2,951	3,190				26,658	41,341	-35.5%
TOTAL COLLECTION	333,333	333,980	332,404	333,359	334,525	334,217	334,706	334,568	334,285				334,285	339,285	-1.5%
WEBSITE															
tscpl.org Unique Visitors	24,332	21,131	24,220	26,095	31,563	27,382	29,174	26,647	24,663				235,207	259,676	-9.4%
tscpl.org Total Visits	44,480	38,204	40,508	44,569	51,521	49,078	49,159	46,258	43,504				407,281	429,442	-5.2%
catalog.tscpl Unique Visitors	27,963	18,549	19,169	22,816	23,161	24,694	23,585	26,608	23,916				210,461	270,856	-22.3%
catalog.tscpl Total Visits	63,788	50,337	52,696	52,587	56,041	60,117	58,871	61,263	57,160				512,860	574,453	-10.7%
COMPUTER USE															
Public Computer Sessions	5,584	6,108	7,752	7,014	6,710	8,842	9,169	7,974	7,675				66,828	67,909	-1.6%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12	0:54:51	0:55:45	0:52:23	0:59:12	0:58:19	0:54:11				0:57:31	1:04:18	-10.6%
Total Computer Hours	5,824	6,225	7,908	6,412	6,236	7,720	9,044	7,752	6,932				64,053	72,775	-12.0%
Wireless Sessions	31,391	30,754	31,422	32,094	31,204	43,090	43,155	36,774	38,555				318,439	295,449	7.8%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00	0:13:00	0:12:00	0:12:00	0:12:00	0:12:00	0:14:00				0:13:24	0:13:31	-0.9%
Total Wireless Hours	7,094	7,191	7,196	7,430	6,681	9,100	9,463	7,896	9,032				71,083	66,538	6.8%
TOTAL HOURS	12,918	13,416	15,104	13,842	12,917	16,820	18,507	15,648	15,964	-	-	-	135,136	139,313	-3.0%
NOTARY SERVICE (Documents)	108	157	173	194	240	227	244	229	275				1,847	1,657	11.5%
REFERENCE QUESTIONS															
Call Center	4,155	3,839	4,387	4,219	3,393								19,993	36,073	-44.6%
Gallery	563	341	490	338	113	231	234	335	271				2,916	2,480	17.6%
L2TC	5,715	8,326	10,617	9,620	9,465	9,467	9,800	9,415	7,937				80,362	68,527	17.3%
Movies and Music	1,500	1,519	1,584	1,810	1,695	1,676	1,853	1,904	1,392				14,933	16,487	-9.4%
New Books (was New and Novel)	1,957	1,701	2,083	1,930	2,108	2,617	2,783	2,551	2,016				19,746	19,873	-0.6%
Topeka Room	400	415	330	535	707	644	1,294	1,526	1,157				7,008	5,340	31.2%
Telephone Reference				27	389	339	361	323					1,439		
LibAnswers	496	393	349	576	387	406	368	349	293				3,617	4,175	-13.4%
Circulation Call Center	-	-	-	-	484	2,636	2,656	2,617	1,958	-	-	-	10,351	-	N/A
Youth Services	4,337	3,221	6,871	5,611	6,206	9,162	8,476	6,142	5,643				55,669	58,624	-5.0%
TOTAL REFERENCE QUESTIONS	19,123	19,755	26,711	24,639	24,585	27,228	27,803	25,200	20,990	0	0	0	216,034	211,579	2.1%
MEETING ROOMS															
Meeting Room Bookings	422	455	535	534	476	521	492	413	480				4,328	4,344	-0.4%
Team Room Bookings	724	794	985	942	859	915	885	911	991				8,006	7,984	0.3%
L2TC Bookings	587	713	851	784	763	756	828	856	838				6,976	6,185	12.8%
Total Meeting Room Hours Booked	3,908	4,894	5,832	5,175	4,630	5,097	5,059	5,172	5,333				45,100	43,067	4.7%
TOTAL MEETING ROOM ATTENDANC	5,251	5,160	6,125	6,006	6,254	5,485	5,387	6,192	6,378				52,238	50,183	4.1%
LEARN & PLAY BUS VISITS	50	37	85	130	64	175	187	131	126				985	758	29.9%
PROGRAM ATTENDANCE															
Adult - General	784	847	957	1,145	856	1,704	1,723	1,354	1,403				10,773	14,723	-26.8%
Adult Outreach	0	1	1	0	0	101	15	15	500				633		
Early Learners (0-5)	808	495	359	1,152	722	1,289	1,323	28	1,308				7,484	5,962	25.5%
Early Learner Outreach	1,786	1,882	1,652	2,930	779	752	607	193	2,129				12,710		
Kids (6-11)	200	191	728	298	261	5,718	4,912	1,079	240				13,627	5,664	140.6%
Kids Outreach	1,174	851	674	1,600	1,911	0	262	59	1,463				7,994		
Teens (12-18)	152	143	187	223	256	260	269	82	263				1,835	1,472	24.7%
Teen Outreach	0	0	0	0	0	0	0	0	0				0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	4,558	7,348	4,785	9,824	9,111	2,810	7,306	-	-	-	55,056	60,094	-8.4%
GALLERY ATTENDANCE	2,081	1,895	2,223	1,968	1,333	8,862	6,909	3,328	2,540				31,139	32,854	-5.2%
DOLLY PARTON ENROLLMENT	5,697	5,654	5,591	5,590	5,601	5,522	5,609	5,595	5,538				5,538	5,688	-2.6%

CIRCULATION DETAILS														
Print Material														
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	12,648				116,241	113,171 2.7%
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073	14,101	14,244	13,813	12,722				119,337	119,015 0.3%
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	20,194				182,847	203,473 -10.1%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	4,578				43,159	57,119 -24.4%
Magazines	815	967	688	812	951	878	904	799	753				7,567	7,458 1.5%
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	5,513				51,208	54,869 -6.7%
RC Realia	74	84	114	107	134	124	156	123	79				995	1,083 -8.1%
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	2,238				23,158	27,167 -14.8%
PRINT CIRCULATION	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,410	58,725	-	-	-	544,512	583,355 -6.7%
Audio / Visual Material														
WiFi Hotspots	18	22	31	75	81	147	160	134	114				782	433 80.6%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	1,106				10,143	12,363 -18.0%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	1,861				17,880	18,250 -2.0%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	17,883				164,075	173,156 -5.2%
Juvenile Audiobooks	177	155	219	155	165	260	313	204	216				1,864	2,133 -12.6%
Juvenile Music	67	47	112	86	76	85	77	80	57				687	1,296 -47.0%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	2,729				25,685	37,161 -30.9%
YA A/V	6	5	10	8	15	13	9	7	2				75	114 -34.2%
AV CIRCULATION	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,619	23,968	-	-	-	220,409	244,473 -9.8%
Adult Material														
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	12,648	-	-	-	116,241	113,171 2.7%
Magazines	815	967	688	812	951	878	904	799	753	-	-	-	7,567	7,458 1.5%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	1,106	-	-	-	10,143	12,363 -18.0%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	1,861	-	-	-	17,880	18,250 -2.0%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	17,883	-	-	-	164,075	173,156 -5.2%
ADULT CIRCULATION	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,524	46,973	-	-	-	435,243	443,413 -1.8%
Juvenile Material														
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	20,194	-	-	-	182,847	203,473 -10.1%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	4,578	-	-	-	43,159	57,119 -24.4%
Juvenile Audiobooks	177	155	219	155	165	260	313	204	216	-	-	-	1,864	2,133 -12.6%
Juvenile Music	67	47	112	86	76	85	77	80	57	-	-	-	687	1,296 -47.0%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	2,729	-	-	-	25,685	37,161 -30.9%
JUVENILE CIRCULATION	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,441	27,774	-	-	-	254,242	301,182 -15.6%
Red Carpet Material														
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	5,513	-	-	-	51,208	54,869 -6.7%
RC Realia	74	84	114	107	134	124	156	123	79	-	-	-	995	1,083 -8.1%
RED CARPET CIRCULATION	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	5,592	-	-	-	52,203	55,952 -6.7%
Young Adult Material														
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	2,238	-	-	-	23,158	27,167 -14.8%
YA A/V	6	5	10	8	15	13	9	7	2	-	-	-	75	114 -34.2%
YOUNG ADULT CIRCULATION	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	2,240	-	-	-	23,233	27,281 -14.8%
Overdrive														
Overdrive	45,994	43,414	41,159	46,237	48,379	48,907	50,702	49,305	48,011				422,108	376,946 12.0%
Hoopla	14,830	13,412	14,740	14,423	15,000	14,488	15,079	15,176	14,141				131,289	146,864 -10.6%
Flipster	600	480	674	405	552	500	393	433	408				4,445	7,178 -38.1%
Kanopy	812	861	791	620	731	847	905	890	893				7,350	
DIGITAL DOWNLOADS	62,236	58,167	57,364	61,685	64,662	64,742	67,079	65,804	63,453	-	-	-	565,192	530,988 6.4%
Adult ebook Fiction														
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168	18,319	19,253	18,681	17,793				165,685	167,673 -1.2%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372	3,347	3,490	3,246	3,346				31,561	33,588 -6.0%
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037	28,442	29,356	29,420	28,311				248,134	224,054 10.7%
Juvenile ebook Fiction														
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699	1,750	1,853	2,178	1,594				16,747	16,280 2.9%
Juvenile ebook Nonfiction	303	299	303	340	215	256	222	198	257				2,393	2,339 2.3%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447	2,365	2,483	2,354	2,306				21,188	20,520 3.3%
Young Adult ebook Fiction														
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706	1,688	1,581	1,416	1,422				14,962	13,912 7.5%
Young Adult ebook Nonfiction	18	26	29	24	25	27	20	16	16				201	314 -36.0%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226	2,265	2,205	2,090	1,963				18,824	16,904 11.4%
DIGITAL CIRCULATION DETAILS	58,666	53,188	58,411	56,006	57,895	58,459	60,463	59,599	57,008	-	-	-	519,695	495,584 4.9%