

TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

March 19, 2026





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

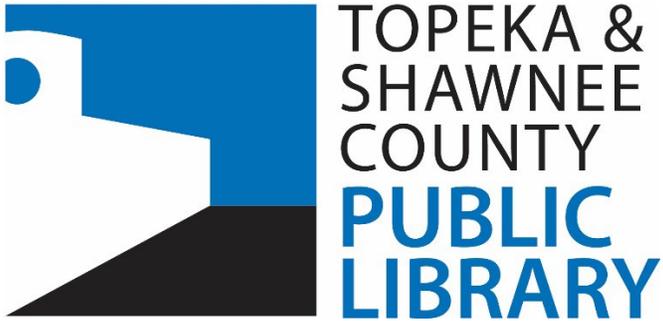
The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



March 19, 2026 – 4:00 pm
Menninger Room and Zoom Meeting
<https://tscpl.zoom.us/j/82451801227>
Meeting ID: 824 5180 1227
Passcode: 487035

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of February 19, 2026, 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
- Financial Report – [Action Item](#)

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee – [pg. 28](#)

Chief Executive Officer Report – Marie Pyko [pg. 30](#)

- Annual Report Presentation

Chief of Staff Report – Thad Hartman [pg. 53](#)

New Business

- **Online Security Policy – First Reading – [pg. 66](#)**
- **Privacy Policy – First Reading – [pg. 68](#)**
- **Refund Policy – First Reading – [pg. 70](#)**
- **Shipping Policy – First Reading – [pg. 72](#)**
- **Petition Policy – [Action Item](#) [pg. 74](#)**
- **Elevator Modernization Bid – [Action Item](#) [pg. 76](#)**
- **Nominating Committee Appointments – [Action Item](#) [pg. 79](#)**

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

April 16, 2026

4:00 pm

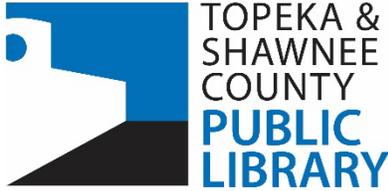
Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Call to Order

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

Public Comment

There was one person signed in for public comment. Kathy Brown spoke then the public comment session was closed.

Trustee Advocacy Stories

Trustee Valerie Peckham attended Staff Development Day on Monday and she said it was lovely.

Vice Chair Mark Zillinger took his grandkids to the Kansas Children’s Discovery Center on one of their days off of school. He said that he appreciates that the library offers passes for checkout so that families can enjoy a visit there.

Trustee Lori Finney shared that she watched her grandkids over Valentine’s Day and took them to the Kansas Children’s Discovery Center and the library. One of her grandchildren wanted to check out books about ballerinas, a librarian helped her find a book about ballerinas and she was able to check it out. They then went to the gallery and took home a craft to work on. On Tuesday Finney was invited to attend a Daughters of Union Veterans of the Civil War meeting at the library. Everyone at the meeting was very complimentary of the genealogy department at the library. Finney said that the library is a great place for people to come to gather and experience their interests.

Chair Peg Dunlap attended Staff Development Day on Monday. She said the sessions were great and she was able to go on a behind the scenes tour of the library where she was able to go to the roof.

Approval of Minutes

On a motion by Jim Edwards, seconded by Shawn Leisinger, the January 15, 2026, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted nothing to add to her report. She shared that the Audit Committee will meet on April 13. The annual investment bid for local banks was posted in February but there were no bidders. She will move some money into a 90-day fixed account at the Kansas Municipal Investment Pool.

Financial Reports

Board Treasurer Fred Patton reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for January 2026. He also reported that the Audit Committee met about 10 days ago and will meet again in April.

On a motion by Fred Patton and seconded by Lori Finney, the Treasurer's Financial Report for January 2026 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Executive Director Ashley Charest shared some updates from the Library Foundation. Saturday March 28 the Foundation will host an evening event titled "Booked for the Evening." This event will have a behind the scenes tour.

Wednesday April 1 is Library Giving Day. The goal is to raise money for the Library Foundation. This event is all digital and people are encouraged to share social media posts they see.

The Finance Committee will have their audit review on Monday April 13 and then the audit will be presented to their board on Wednesday April 15.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President John Conlee shared that the Friends met in early January and elected officers. The new slate of officers includes John Conlee as President, Chuck Knapp as Vice President, Robin Sweeney as Treasurer, and Carolyn Little as Secretary. Their board also elected four new board members.

The January book sale was a success despite the frigid weather. The Friends generated over \$10,000, \$1,300 of the money came from the sale of specialty items. The Friends also sold 30 new memberships over that weekend. Membership is now up to over 700 members.

New York Times Bestseller Brad Taylor will be at the library on Wednesday April 22. There will be a members only reception prior to the author presentation. Those who would like to attend should register online. The Friends are able to offer this opportunity because of the book sales and Booktique sales.

Board Chair Reports

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

Chief Executive Officer Report

Chief Executive Officer Marie Pyko reported that the Outreach Services Plan that has been titled Beyond the Building is ongoing. Several of the sub teams have started meeting, including the Civic Spaces, Shared Spaces, and Vehicle-Based Services teams. The Community Events team will meet later this year.

Pyko shared that she has been in interviews to fill the Communications and Marketing Director position. They had a great pool of applicants and she is hopeful that they will find a successful candidate.

Chief of Staff Report

Chief of Staff Thad Hartman shared that there are a number of facilities projects to be discussed at today's meeting.

Hartman introduced Maria Kutina from HTK Architects to present staff spaces and Room 123 renovation designs. Bids for these projects will be presented this spring, with construction occurring later this year.

New Business

Petition Policy – First Reading

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

Customer Service Policy

On a motion by Mark Zillinger, seconded by Shawn Leisinger, the Customer Service Policy was approved as presented.

Motion passed unanimously

Unattended Child Policy

On a motion by Fred Patton, seconded by Beth Dobler, the Unattended Child Policy was approved as presented.

Motion passed unanimously

Network Switch Upgrade Project Bid

On a motion by Jim Edwards, seconded by Liz Post, the bid of \$255,868.67 by OneNeck IT Solutions of Grand Rapids, MI for the purchase of 41 CISCO network switches and related equipment as presented.

Motion passed unanimously

Dual Boiler Replacement at 1020 Washburn Bid

On a motion by Valerie Peckham, seconded by Jim Edwards, the bid of \$55,100 by McElroys of Topeka, KS for the dual boiler replacement at 1020 SW Washburn as presented.

Motion passed unanimously

HVAC Upgrade at 1020 Washburn Bid

On a motion by Lori Finney, seconded by Valerie Peckham, the bid of \$95,500 by McElroys of Topeka, KS for the HVAC Upgrade at 1020 SW Washburn as presented.

Motion passed unanimously

Executive Session

On a motion by Hannah Uhrig, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss legal matters with the Library's attorney pursuant to the consultation with the body's attorney exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:00 pm. No action will be taken following adjournment of the Executive Session.

A motion was made by Lori Finney, seconded by Mark Zillinger at 5:00 pm to end the Executive Session and return to the Board of Trustees meeting.

On a motion by Jim Edwards, seconded by Shawn Leisinger, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss legal matters with the Library's attorney pursuant to the consultation with the body's attorney exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:05 pm. No action will be taken following adjournment of the Executive Session.

A motion was made by Jim Edwards, seconded by Shawn Leisinger at 5:05 pm to end the Executive Session and return to the Board of Trustees meeting.

Adjournment

The meeting was adjourned at 5:05 pm.

Next Meeting

March 19, 2026

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

*Subject to change without notice

Investments and Debt as of February 28, 2026; Bank Account Summary – Page 1

Funds were deposited to a 90-day fixed rate account at the Kansas Pooled Money Investment Board.

General Fund – Pages 3 through 5

With 16.2% of the budget year completed, 50% of the budgeted revenue has been received and 20% of the approved budget has been expended/encumbered. This compares to 2025 in which 49% of the budgeted revenue had been received and 19% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

Employee Benefit Fund – Page 6

With 16.2% of the budget year completed, 50% of the budgeted revenue has been received and 16% of the approved budget has been expended/encumbered. This compares to 2025 in which 48% of the budgeted revenue had been received and 15% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,867,144.

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.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say "open PO", it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of

these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Estimate for snow removal and irrigation repairs	\$12,794.23	Schendel Lawn and Landscape
Approved Facilities Master Plan budget	Architectural services for the renovation in various staff areas	\$54,200.00	HTK Architects Inc.
Approved operating budget	Annual membership renewal	\$10,500.00	Urban Libraries Council
Approved operating budget	Annual electric service	\$310,000.00	Evergy
Approved operating budget	Postage refill	\$30,000.00	Reserve Account
Approved operating budget	Annual K-9 inspection services	\$38,400.00	Bug Hounds LLC
Paid from non-tax funds	Books for author event	\$8,640.00	Round Table Bookstore
Approved operating budget	Annual workers' compensation insurance	\$65,243.00	The Cincinnati Insurance Company
Approved operating budget	Annual renewal of deep freeze ultimate cloud	\$39,811.50	Faronics Technologies USA Inc.
Approved operating budget	Annual renewal for Library Connect software	\$9,122.21	Bibliotheca LLC
Approved operating budget	Annual estimated legal services	\$40,000.00	Engel Law, PA
Approved operating budget	Catering for 2026 Staff Development Day	\$5,626.50	Millennium Cafe
RFP was posted and approved by the Board on 2/19/2026	HVAC upgrade at 1020 Washburn	\$95,500.00	McElroy's Inc.
RFP was posted and approved by the Board on 2/19/2026	Boiler replacement at 1020 Washburn	\$55,100.00	McElroy's Inc.
Approved Facilities Master Plan budget	Upgrade controls on upgraded HVAC unit at 1020 Washburn	\$11,614.00	Johnson Controls Building Solutions
Approved operating budget	Annual maintenance and renewal fee	\$6,529.00	Stackmap Inc.
Approved operating budget	Annual lease for mailing and postage equipment	\$13,375.68	Pitney Bowes Global Financial
Approved operating budget	PLA Conference hotel	\$8,316.13	Marriott Hotel
Library Materials	Adult fiction and nonfiction audiobooks	\$5,860.00	Overdrive, Inc.

Library Materials	Annual database renewal	\$13,731.00	Morningstar Inc.
Library Materials	Adult fiction and nonfiction	\$9,949.00	Overdrive, Inc.
Library Materials	Hoopla Instant Bundles	\$5,192.00	Midwest Tape LLC
Library Materials	Hoopla online	\$39,402.29	Midwest Tape LLC
Library Materials	Adult fiction and nonfiction	\$6,190.00	Overdrive, Inc.
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult nonfiction	\$5,500.00	Ingram Library Services
Library Materials	Annual zoo passport program	\$25,000.00	Friends of the Topeka Zoo
Library Materials	Adult fiction and nonfiction	\$6,004.00	Overdrive, Inc.
Library Materials	Adult fiction and nonfiction	\$6,020.00	Overdrive, Inc.

Other Items:

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 11 am on Monday, April 13th. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- The budget cycle will soon begin once again and the timeline for 2027 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1st, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Thursday, April 30th, 5 pm to 7 pm in the Marvin Auditorium 101C
 - Tuesday, June 9th, 9 am to 11 am in the Marvin Auditorium 101C
 - Wednesday, July 8th, 1 pm to 3 pm in the Hughes Room 205

**Topeka & Shawnee County Public Library
Proposed 2027 Budget Time Line**

April 10, 2026 (Fri)	Budget requests due from departments/units
April 17, 2026 (Fri)	First review of department/unit budget requests by Marie, Thad and Kim
April 30, 2026 (Thu)	2027 Budget Listening Session with the Community (Marvin Auditorium 101C – 5pm - 7pm)
June 9, 2026 (Tue)	Board budget work session #1 (Marvin Auditorium 101C – 9 to 11)
July 8, 2026 (Wed)	Board budget work session #2 – final review of budget documents (Hughes Room 205 – 1 to 3)
July 16, 2026 (Thu)	Board meeting – 2027 budget approved for publication (scheduled Board meeting date)
July 20, 2026 (Mon)	Last day to notify County Clerk of intent to exceed the RNR
August 3, 2026 (Mon)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 20, 2026 (Thu)	Public hearing and adoption of 2027 budget at scheduled Board meeting date @ 5:00 pm (must be held on between August 20 and September 20)
September 10, 2026 (Thu)	Adoption of 2027 budget at scheduled Board meeting date @ 4:00 pm
September 18, 2026 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
September 28, 2026 (Mon)	Adopted budget certified with County Clerk

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

2/28/2026

	<u>Balance 1/1/2026</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/28/2026</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,453,534.81	\$ 8,127,298.48	\$ 2,624,412.86	\$ 11,956,420.43
Employee Benefits	2,335,897.85	1,974,678.60	766,577.98	\$ 3,543,998.47
Capital Improvement	6,824,614.37	42,529.14	-	\$ 6,867,143.51
Bond & Interest	612.58	487.80	-	\$ 1,100.38
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	59,409.81	-	\$ 59,409.81
Federal, State & Local Grants	3,833.59	-	2,969.70	\$ 863.89
Other Special Revenue	878,267.55	3,068.99	25,541.23	\$ 855,795.31
Permanent Funds	298,866.14	-	-	\$ 298,866.14
Totals	<u>\$ 16,795,626.89</u>	<u>\$ 10,207,472.82</u>	<u>\$ 3,419,501.77</u>	<u>\$ 23,583,597.94</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 648,615.13
Restricted Funds-CoreFirst Bank-Checking	867,125.10
Capital Improvement Fund-Community National Bank-Money Market Account	6,867,143.51
Cash on Hand	2,151.97
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	7,999,904.39
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	7,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	<u>\$ 23,684,026.24</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	1,334.57
Less Payroll Deduction and Employer Benefit Liabilities	1,968.14
Less Outstanding Checks	97,125.59
	<u>\$ 23,583,597.94</u>

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

2/28/2026

	1/1/2026 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/28/2026 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 6,453,534.81	\$ 8,127,298.48	\$ 341,638.04	\$ 2,282,774.82	\$ 11,956,420.43	\$ 1,675,174.11	\$ 10,281,246.32
Employee Benefit Fund	2,335,897.85	1,974,678.60	70.00	766,507.98	3,543,998.47	55,152.00	3,488,846.47
Capital Improvement Fund	6,824,614.37	42,529.14	-	-	6,867,143.51	-	6,867,143.51
Bond & Interest Fund	612.58	487.80	-	-	1,100.38	-	1,100.38
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	-	59,409.81	-	-	59,409.81	-	59,409.81
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	3,789.56	-	-	2,969.70	819.86	393.92	425.94
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,797.76	5.35	-	-	10,803.11	-	10,803.11
Children's Art Show	-	-	-	-	-	-	-
French Gift - Library Materials	31.77	0.02	-	-	31.79	-	31.79
Friends	270,335.88	125.86	85.00	21,654.60	248,722.14	11,351.35	237,370.79
Fun Committee	9,215.93	315.37	78.91	2.00	9,450.39	-	9,450.39
Gallery Competitions/Exhibits	37,705.43	18.67	-	-	37,724.10	-	37,724.10
Gifts/Memorials (Undesignated)	514,601.11	253.98	660.00	1,586.20	512,608.89	66,480.12	446,128.77
Hathaway Trust - Library Materials	3,381.06	1.60	138.23	80.79	3,163.64	703.31	2,460.33
Library Materials	14,050.24	2,339.93	12.96	34.03	16,343.18	158.01	16,185.17
NEH Expendable	851.99	0.42	-	-	852.41	-	852.41
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,800.15	2.87	-	-	5,803.02	-	5,803.02
Torluemke Landscaping	36.82	0.02	-	-	36.84	-	36.84
Workshops	2,214.18	1.09	-	-	2,215.27	-	2,215.27
Youth Services	8,786.54	3.81	967.91	240.60	7,581.84	117.71	7,464.13
<i>Permanent Funds</i>							
Mertz Trust	298,866.14	-	-	-	298,866.14	-	298,866.14
TOTALS	\$ 16,795,626.89	\$ 10,207,472.82	\$ 343,651.05	\$ 3,075,850.72	\$ 23,583,597.94	\$ 1,809,530.53	\$ 21,774,067.41

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

2/28/2026

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/28/2026</u>
				16.2%
Ad Valorem Property Tax	\$ 14,401,097.00	\$ 7,922,950.17	\$ (6,478,146.83)	55%
Revitalization Rebates	(106,840.00)	(69,313.41)	\$ 37,526.59	65%
Back Tax	-	128,300.27	\$ 128,300.27	N/A
Motor Vehicle Tax	1,291,774.00	54,830.38	\$ (1,236,943.62)	4%
Recreational Vehicle Tax	13,852.00	310.22	\$ (13,541.78)	2%
16/20 M Vehicle Tax	5,231.00	4,117.62	\$ (1,113.38)	79%
In Lieu of Tax	57,806.00	11,115.81	\$ (46,690.19)	19%
Watercraft Special Tax**	9,638.00	-	\$ (9,638.00)	0%
Commercial Vehicle Fees	48,309.00	8,575.12	\$ (39,733.88)	18%
E-Rate Reimbursement	15,245.00	-	\$ (15,245.00)	0%
Miscellaneous Revenue	3,000.00	7,851.49	\$ 4,851.49	262%
Miscellaneous Revenue - Recyclg	-	270.32	\$ 270.32	N/A
Salary Refunds-Foundation	98,705.00	7,282.25	\$ (91,422.75)	7%
Salary Refunds-Friends	58,189.00	4,274.16	\$ (53,914.84)	7%
Salary Refunds-Shawnee Cty	23,856.00	3,558.40	\$ (20,297.60)	15%
Vending Machines	1,500.00	114.40	\$ (1,385.60)	8%
Overdue Fees	25,000.00	5,454.92	\$ (19,545.08)	22%
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	1,000.00	340.00	\$ (660.00)	34%
Obituary Fees	300.00	15.00	\$ (285.00)	5%
Meeting Room Charges	2,500.00	412.50	\$ (2,087.50)	17%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	36,838.86	\$ (113,161.14)	25%
Transfer In	18,241.00	-	\$ (18,241.00)	0%
Library Treasurer's Balance	4,256,292.00	-	\$ -	N/A
TOTALS	<u>\$ 20,374,895.00</u>	<u>\$ 8,127,298.48</u>	<u>\$ (7,991,304.52)</u>	50%

** 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**

2/28/2026

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					16.2%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 738.44	\$ -	\$ 4,061.56	15%
Salaries-Facilities	826,307.00	117,890.47	-	708,416.53	14%
Salaries-Overtime	10,000.00	2,477.69	-	7,522.31	25%
Salaries-Security	328,835.00	48,895.18	-	279,939.82	15%
Salaries-Shelvers	117,558.00	7,266.45	-	110,291.55	6%
Salaries-Staff	8,975,974.00	1,320,698.10	-	7,655,275.90	15%
Conferences	195,900.00	8,585.53	35,612.22	151,702.25	23%
Staff Internal Dev/Trng - Web Based	15,000.00	678.00	129.00	14,193.00	5%
Staff Development & Training	36,500.00	8,938.88	962.23	26,598.89	27%
Mileage	8,969.00	815.09	10,326.77	(2,172.86)	124%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	19.98	-	1,480.02	1%
Materials-Periodicals	22,000.00	138.90	204.05	21,657.05	2%
Materials-Print/Non-Print <1 YR	917,500.00	135,669.07	15,010.48	766,820.45	16%
Materials-Print/Non-Print	1,333,000.00	123,495.59	101,186.23	1,108,318.18	17%
OPERATIONS:					
Art Purchases	10,000.00	-	-	10,000.00	0%
Cataloging and ILL Services	96,500.00	97,507.48	-	(1,007.48)	101%
Contracted-Digital Services	909,135.00	99,407.07	73,562.94	736,164.99	19%
Contracted-Facilities	316,000.00	60,518.07	156,380.61	99,101.32	69%
Contracted-Equipment	85,500.00	11,707.79	31,131.21	42,661.00	50%
Contracted-Professional	250,500.00	27,118.44	119,858.96	103,522.60	59%
Contracted-E-Rate Services	1,372.00	-	-	1,372.00	0%
Digital Services Support	936,787.00	2,871.59	5,810.62	928,104.79	1%
Furniture/Equipment	69,000.00	21,078.92	230.00	47,691.08	31%
Insurance	93,000.00	44,715.44	34,800.00	13,484.56	86%
Marketing & Communication	124,010.00	3,988.07	22,721.93	97,300.00	22%
Memberships/Dues	31,673.00	15,865.01	639.00	15,168.99	52%
Miscellaneous	5,000.00	533.58	-	4,466.42	11%
Payments to Other Libraries	165,941.00	-	-	165,941.00	0%
Postage/Shipping	62,990.00	28,596.31	1,440.87	32,952.82	48%
Printing	86,750.00	334.63	-	86,415.37	0%
Programming	119,100.00	5,077.25	3,828.86	110,193.89	7%
Special Events	-	-	-	-	0%
Special Projects	1,550,000.00	6,775.01	217,139.00	1,326,085.99	14%
Supplies-Facilities	107,267.00	5,555.92	66,867.73	34,843.35	68%
Supplies-Office/Library	90,815.00	1,059.21	1,696.86	88,058.93	3%
Supplies-Processing	41,000.00	785.41	563.19	39,651.40	3%
Telecommunications	204,100.00	26,740.19	144,219.46	33,140.35	84%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	337,670.00	19,961.00	290,039.00	27,670.00	92%
Utilities-Gas	58,231.00	20,435.10	64,760.41	(26,964.51)	146%
Utilities-Water/Sewage	56,025.00	2,445.39	41,554.61	12,025.00	79%
Vehicle-Gas	37,686.00	2,537.19	-	35,148.81	7%
Vehicle-Repair	85,000.00	857.23	31,302.77	52,840.00	38%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(3.85)	-	3.85	N/A
TOTALS	\$ 20,374,895.00	\$ 2,282,774.82	\$ 1,471,979.01	\$ 14,970,141.17	20%

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

2/28/2026

	<u>2026 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2026	\$ 4,256,292.00	\$ 5,872,972.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,401,097.00	7,922,950.17	55%
Revitalization Rebates	(106,840.00)	(69,313.41)	65%
Back Tax	-	128,300.27	N/A
Motor Vehicle Tax	1,291,774.00	54,830.38	4%
Recreational Vehicle Tax	13,852.00	310.22	2%
16/20M Vehicle Tax	5,231.00	4,117.62	79%
In Lieu of Tax	57,806.00	11,115.81	19%
Watercraft Special Tax	9,638.00	-	0%
Commercial Vehicle Fees	48,309.00	8,575.12	18%
E-Rate Reimbursement	15,245.00	-	0%
Fees and Charges	33,500.00	14,188.31	42%
Reimbursements	180,750.00	15,385.13	9%
Transfer In	18,241.00	-	
Interest on Idle Funds	150,000.00	36,838.86	25%
	<u>\$ 16,118,603.00</u>	<u>\$ 8,127,298.48</u>	50%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,263,474.00	1,497,966.33	15%
Other Staff Support Costs	256,369.00	66,047.72	26%
Library Collections	2,274,000.00	375,724.30	17%
Contracted Services	1,659,007.00	677,192.57	41%
Digital Services Support	936,787.00	8,682.21	1%
Furniture/Equipment/Art	79,000.00	21,308.92	27%
Payments to Other Libraries	165,941.00	-	0%
Special Projects	1,550,000.00	223,914.01	14%
Utilities & Telecommunications	656,026.00	610,155.16	93%
Vehicles	122,686.00	34,697.19	28%
Other Operating Expenditures	761,605.00	239,065.42	31%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 20,374,895.00</u>	<u>\$ 3,754,753.83</u>	20%
Prior Year Canceled Purchase Orders		<u>\$ 35,728.85</u>	
Unencumbered Balance 2/28/2026	\$ -	<u>\$ 10,281,246.32</u>	

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

2/28/2026

EMPLOYEE BENEFITS

	2026 Budget	Year To Date	%
Balance 01/01/2026	\$ 1,540,890.00	\$ 2,335,763.85	
Revenue:			
Ad Valorem Property Tax	\$ 3,472,687.00	\$ 1,910,894.74	55%
Revitalization Rebates	(25,763.00)	(16,716.04)	65%
Back Tax	-	32,248.64	N/A
Motor Vehicle Tax	315,712.00	13,797.64	4%
Recreational Vehicle Tax	3,386.00	78.09	2%
16/20M Vehicle Tax	1,278.00	1,037.33	81%
In Lieu of Tax	14,344.00	2,680.74	19%
Watercraft Special Tax*	2,356.00	-	0%
Commercial Vehicle Fees	11,807.00	2,157.85	18%
Refund-Fringe Benefits-Foundation	44,886.00	3,594.40	8%
Refund-Fringe Benefits-Friends	31,588.00	3,320.26	11%
Refund-Fringe Benefits-Shawnee Cty	10,210.00	1,465.60	14%
Refund FICA	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	25,000.00	9,281.95	N/A
Interest on Idle Funds	55,000.00	10,837.40	20%
	\$ 3,962,491.00	\$ 1,974,678.60	50%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,111.00	915.00	82%
Social Security/Medicare	771,687.00	106,259.61	14%
Ks Public Employees Retirement Sys	1,046,063.00	152,998.42	15%
Worker's Compensation	66,300.00	65,343.40	99%
Unemployment Tax	10,087.00	1,384.82	14%
Health/Dental Insurance	3,201,053.00	488,159.73	15%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,503,381.00	\$ 821,609.98	16%
Prior Year Canceled Purchase Orders		\$ 14.00	
Unencumbered Balance 2/28/2026	\$ -	\$ 3,488,846.47	

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

CAPITAL IMPROVEMENT

Balance 01/01/2026	\$ 6,824,614.37
Revenue:	
Transfer In	\$ -
Interest received	42,529.14
	\$ 42,529.14
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 2/28/2026	\$ 6,867,143.51

STATE AID

Balance 01/01/2026	\$ -	\$ -
Revenue:		
State Aid	-	59,409.81
	\$ -	\$ 59,409.81
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support	-	
Staff Internal Development/Trng	-	
Special Projects	-	
	\$ -	\$ -
Unencumbered Balance 2/28/2026	\$ -	\$ 59,409.81

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

2/28/2026

	<u>2026 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2026	\$ 8,231.00	\$ 612.58	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	463.06	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	2.48	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	22.26	223%
	<u>\$ 10,010.00</u>	<u>\$ 487.80</u>	5%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	18,241.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 18,241.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 2/28/2026	\$ -	\$ 1,100.38	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of February 28, 2026

Capital Improvement Funds - Community National Bank

\$ 6,867,143.51 at 3.56% (money market account)

Municipal Investment Pool

\$ 7,999,904.39 Operating funds in "overnight pool"*;
available for transfer whenever needed

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

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

\$14,999,904.39

* rates vary by day - average February 1 - 28, 2026 was 2.44%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	2/10/26	RING CENTRAL INC	ringcentral phones	\$ 2,441.10	-94976
10	41000	310	2/10/26	RING CENTRAL INC	ringcentral phones	\$ 2,830.10	-94976
				<i>2026 approved operating budget - contracted digital services</i>		\$ 5,271.20	-94976 Total
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	salting	\$ 522.00	-94969
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	irrigation repair	\$ 1,062.23	-94969
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	salting	\$ 522.00	-94969
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	snow removal	\$ 1,333.00	-94969
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	snow removal	\$ 1,333.00	-94969
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	salting	\$ 522.00	-94969
10	41000	311	2/5/26	SCHENDEL LAWN AND LANDSCAPE	weed zero program	\$ 4,462.15	-94969
				<i>2026 approved operating budget - contracted facilities</i>		\$ 9,756.38	-94969 Total
10	41000	310	2/13/26	BIBLIOTHECA LLC	Bibliotheca renewal	\$ 9,122.21	-94966
				<i>2026 approved operating budget - contracted digital services</i>		\$ 9,122.21	-94966 Total
15	41000	260	2/12/26	THE CINCINNATI INSURANCE COMPANY	1st qtr workers comp ins	\$ 16,313.00	-94948
						\$ 16,313.00	-94948 Total
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 18,272.36	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 29.14	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 1,078.25	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 29.14	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 27.49	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 27.49	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 27.49	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 29.14	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 274.32	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 27.49	-94943
10	41000	351	2/12/26	EVERGY	2026 Electric Services	\$ 63.95	-94943
						\$ 19,886.26	-94943 Total
10	21512	0	2/20/26	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,462.02	-94938
15	21512	0	2/20/26	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 10,047.36	-94938
15	21512	0	2/20/26	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 277.25	-94938
						\$ 12,786.63	-94938 Total
10	41000	352	2/20/26	BLUEMARK ENERGY LLC	2026 Energy Bill	\$ 7,728.64	-94937
						\$ 7,728.64	-94937 Total
10	41000	736	2/20/26	HTK ARCHITECTS INC.	HTK SVCS FOR STAFF SPACES	\$ 6,775.00	-94936
						\$ 6,775.00	-94936 Total
10	23800	0	2/12/26	COREFIRST BANK & TRUST	N-ableadditional funds	\$ 205.56	-94920
10	23800	0	2/12/26	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 10.44	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	Verizon Connect	\$ 56.85	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	2026 LibSyn renewal	\$ 25.00	-94920

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	341	2/12/26	COREFIRST BANK & TRUST	online training	\$ 179.00	-94920
10	41000	342	2/12/26	COREFIRST BANK & TRUST	deposit	\$ 45.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	buffer subscription	\$ 600.00	-94920
10	23800	0	2/12/26	COREFIRST BANK & TRUST	2025 K-Tag Mnthly Chrgs	\$ 12.46	-94920
10	41000	320	2/12/26	COREFIRST BANK & TRUST	DirecTV Device	\$ 99.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	SW PORTEUS SERVER	\$ 370.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	SW PORTEUS KIOSK	\$ 735.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	Int'l Fee	\$ 22.10	-94920
10	41000	342	2/12/26	COREFIRST BANK & TRUST	Workshop	\$ 600.00	-94920
10	41000	342	2/12/26	COREFIRST BANK & TRUST	Buttons	\$ 54.99	-94920
10	41000	342	2/12/26	COREFIRST BANK & TRUST	Shipping	\$ 25.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	MailChimp subscription	\$ 163.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	DIRECTV streaming	\$ 89.34	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 147.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	Testedly annual subscrip	\$ 87.00	-94920
10	23800	0	2/12/26	COREFIRST BANK & TRUST	2025 K-Tag Mnthly Chrgs	\$ 0.92	-94920
10	41000	313	2/12/26	COREFIRST BANK & TRUST	YS Specialist Early Child	\$ 120.00	-94920
10	41000	313	2/12/26	COREFIRST BANK & TRUST	Public Sev Sp Outreach	\$ 9.57	-94920
10	41000	313	2/12/26	COREFIRST BANK & TRUST	Comm & Marketing	\$ 376.17	-94920
10	41000	323	2/12/26	COREFIRST BANK & TRUST	ALA MEMBERSHIP DUES	\$ 125.00	-94920
10	41000	341	2/12/26	COREFIRST BANK & TRUST	online course	\$ 499.00	-94920
10	41000	340	2/12/26	COREFIRST BANK & TRUST	Regisration	\$ 278.10	-94920
10	41000	342	2/12/26	COREFIRST BANK & TRUST	Flowers	\$ 310.00	-94920
10	41000	310	2/12/26	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 240.00	-94920
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,485.50	-94920 Total
10	23800	0	2/12/26	COREFIRST BANK & TRUST	SPIKE Essential Set	\$ 329.95	-94919
10	23800	0	2/12/26	COREFIRST BANK & TRUST	table 18x48"x29" white"	\$ 195.69	-94919
10	41000	310	2/12/26	COREFIRST BANK & TRUST	storage fee	\$ 2.99	-94919
10	23800	0	2/12/26	COREFIRST BANK & TRUST	Quark S+ bats	\$ 100.00	-94919
10	23800	0	2/12/26	COREFIRST BANK & TRUST	papermaking set	\$ 70.00	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	94X Toner for Community C	\$ 64.95	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	35x Toner for VITA comput	\$ 56.98	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	2PCS 1/4-20 Thread D-Ring	\$ 6.79	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	Black Extension Cord 12 F	\$ 12.95	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	16 pack notebooks	\$ 18.89	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	4 pack soft tape	\$ 4.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	10 pack exacto knives	\$ 8.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	exacto knife blades	\$ 4.53	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	24 pack modge podge	\$ 16.30	-94919

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	2/12/26	COREFIRST BANK & TRUST	wood burning tool kit	\$ 31.66	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	blank wooden keychains	\$ 12.89	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	Panasonic PT-VZ585NU	\$ 1,199.00	-94919
10	23800	0	2/12/26	COREFIRST BANK & TRUST	barley	\$ 2.99	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	carbon paper	\$ 6.89	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	wooden bookmark	\$ 25.98	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	wood burners	\$ 63.32	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Dried pressed flowers set	\$ 9.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Transparent Bottle Bookma	\$ 4.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	washable finger paints	\$ 16.74	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	9x12 canvases 28 pk	\$ 24.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	8x10 tarp	\$ 11.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	aprons, 12 pk	\$ 19.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	black no boundaries tank	\$ 3.00	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	white spray paint rustole	\$ 5.96	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	loctite super glue 2pck	\$ 2.90	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Shipping	\$ 7.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	cricut wp sticker set	\$ 63.16	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	triangular crayons	\$ 99.90	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	18 pack candy bars	\$ 47.94	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	gray air dry clay	\$ 47.07	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	terracotta air dry clay	\$ 75.03	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	buttons, 800 pk.	\$ 71.92	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	.5mm hemp cord	\$ 27.56	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	100 ct. 2.25 Pin-Back Se"	\$ 34.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	250 ct. 1 Pin-Back Sets"	\$ 39.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Shipping	\$ 15.00	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	ashland silver aluminum w	\$ 23.97	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	bead landing v shape, 3mm	\$ 15.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	bead landing v shape 6mm	\$ 9.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	bead landing 2pc pendant	\$ 5.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	pins oxidized silver 120	\$ 4.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	silver chain spool 12 yd	\$ 11.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	wyla lemonmatte tulle1yd	\$ 3.56	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	bead landing 24 pc	\$ 4.49	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	glass rhinestone pendant	\$ 11.24	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Mermaid Party Cups	\$ 7.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Wiggle Googly Eyes	\$ 3.88	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Paper Drinking Straws	\$ 6.59	-94919

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	342	2/12/26	COREFIRST BANK & TRUST	wrist bands	\$ 8.99	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	lego style flowers	\$ 44.16	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	lego style flowers	\$ 55.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Betrayal at Baldur's Gate	\$ 96.00	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Betrayal at House on the	\$ 50.24	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	So Clover	\$ 25.19	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Super Fight	\$ 19.00	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Here to Slay	\$ 20.00	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Muffin Time	\$ 23.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Exploding Kittens Party P	\$ 24.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Shipping	\$ 29.30	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Cotton Canvas Panels	\$ 26.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Dog Poop Bags	\$ 4.20	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Flat Paint Brushes, 3/4"	\$ 13.99	-94919
10	41000	910	2/12/26	COREFIRST BANK & TRUST	53x72x17 4 tier shelf	\$ 545.46	-94919
10	41000	910	2/12/26	COREFIRST BANK & TRUST	53x72x30 3 tier shelf	\$ 587.58	-94919
10	41000	910	2/12/26	COREFIRST BANK & TRUST	processing fee	\$ 2.80	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	White xbox controller cha	\$ 25.49	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	Black xbox controller cha	\$ 22.94	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Colored 1 Masking Tape"	\$ 6.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Flexible Tubing 25 feet	\$ 4.89	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	White wrapping paper roll	\$ 25.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	oven bake clay	\$ 21.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	6 rolling pins	\$ 7.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	felt fabric	\$ 12.49	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	3 pack duct tape	\$ 21.96	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	4 pack safety knives	\$ 49.76	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	chalk markers	\$ 51.28	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	terracotta pots 17pck	\$ 32.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	dress forms, black	\$ 277.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	bookmarks	\$ 14.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	popsicle sticks	\$ 9.83	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	foam stars	\$ 9.98	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	gems	\$ 9.47	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	ribbon	\$ 6.39	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Legal paper	\$ 77.99	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Legal pads	\$ 39.70	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Refill tape	\$ 14.96	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	sticky note pads	\$ 7.98	-94919

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

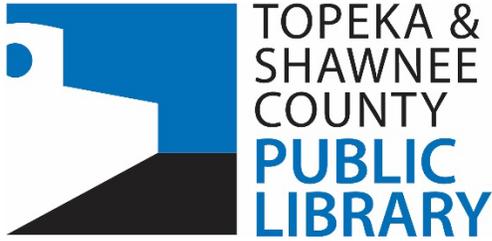
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	2/12/26	COREFIRST BANK & TRUST	lined post its	\$ 9.99	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	HR classification folders	\$ 84.30	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Mini traffic light	\$ 29.99	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	4x2 Origin-Joy 60 PCS Sel	\$ 26.02	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	red Calendar	\$ 9.66	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	100 pk multicolour Headph	\$ 151.99	-94919
10	41000	320	2/12/26	COREFIRST BANK & TRUST	Crucial P310 1TB	\$ 140.49	-94919
10	41000	410	2/12/26	COREFIRST BANK & TRUST	folding hand truck for re	\$ 190.00	-94919
10	41000	410	2/12/26	COREFIRST BANK & TRUST	shipping	\$ 28.96	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	folding palette box	\$ 81.15	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	watercolor primary set	\$ 60.58	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	burnt sienna watercolor	\$ 23.48	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	water cups	\$ 100.50	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	10 loom"	\$ 459.20	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	tape measure	\$ 15.52	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	5 ct graph paper notebook	\$ 26.23	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	sunflower resin lamp	\$ 94.99	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Maxecho bulk carstock	\$ 55.98	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Business card sleeves	\$ 7.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Latex Balloons 12 A001"	\$ 5.43	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Punch Balloons, Neon	\$ 9.99	-94919
10	41000	342	2/12/26	COREFIRST BANK & TRUST	sharpie flip chart marker	\$ 27.10	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Disposable Food Gloves	\$ 4.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Hair Bands, assorted colo	\$ 3.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Silicone Collapsible Funn	\$ 6.99	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	neiko digital caliper	\$ 22.97	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Compatible Label Tape Rep	\$ 9.89	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	Movo Cleaning ket	\$ 18.71	-94919
10	41000	420	2/12/26	COREFIRST BANK & TRUST	shipping	\$ -	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	Latex Twisting Balloons	\$ 9.49	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	4pcs Balloon Pump Inflato	\$ 13.99	-94919
10	41000	330	2/12/26	COREFIRST BANK & TRUST	glue sticks 60 ct.	\$ 19.94	-94919
				<i>Miscellaneous online orders paid by credit card</i>		\$ 7,061.85	-94919 Total
10	21505	0	2/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,392.90	-94912
15	21516	0	2/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,193.01	-94912
15	21517	0	2/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,565.43	-94912
10	21513	0	2/6/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,774.22	-94912
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 60,925.56	-94912 Total
10	21509	0	2/20/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,476.94	-94907

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,476.94	-94907 Total
10	21505	0	2/20/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,216.51	-94906
15	21516	0	2/20/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,911.08	-94906
15	21517	0	2/20/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,536.04	-94906
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 58,663.63	-94906 Total
10	21509	0	2/6/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,294.94	-94904
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,294.94	-94904 Total
10	21515	0	2/24/26	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 37,242.26	-94902
15	21515	0	2/24/26	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 194,169.61	-94902
15	21515	0	2/24/26	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 5,941.27	-94902
						\$ 237,353.14	-94902 Total
10	21501	0	2/6/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 30,997.51	-94901
10	21502	0	2/6/26	PAYCOM PAYROLL LLC	State W/H	\$ 16,998.63	-94901
15	21521	0	2/6/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 361.45	-94901
10	21503	0	2/6/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 22,471.31	-94901
15	21504	0	2/6/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 22,471.31	-94901
10	21503	0	2/6/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,255.33	-94901
15	21504	0	2/6/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,255.33	-94901
10	21514	0	2/6/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-94901
10	21518	0	2/6/26	PAYCOM PAYROLL LLC	Garnishments	\$ 807.02	-94901
10	41000	313	2/6/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,385.51	-94901
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 108,572.00	-94901 Total
10	21501	0	2/20/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,996.49	-94900
10	21502	0	2/20/26	PAYCOM PAYROLL LLC	State W/H	\$ 15,625.23	-94900
15	21521	0	2/20/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 337.88	-94900
10	21503	0	2/20/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,010.58	-94900
15	21504	0	2/20/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,010.58	-94900
10	21503	0	2/20/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,913.84	-94900
15	21504	0	2/20/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,913.84	-94900
10	21514	0	2/20/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-94900
10	21518	0	2/20/26	PAYCOM PAYROLL LLC	Garnishments	\$ 1,034.01	-94900
10	41000	313	2/20/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,406.46	-94900
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 96,817.51	-94900 Total
10	41000	310	2/27/26	STACKMAP INC	stackmap	\$ 6,529.00	-94896
				<i>2026 approved operating budget - annual subscription and support</i>		\$ 6,529.00	-94896 Total
10	41000	312	2/26/26	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-94889
10	41000	312	2/26/26	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-94889
				<i>2026 approved operating budget - contracted equipment</i>		\$ 5,681.25	-94889 Total
10	41000	311	2/26/26	MCELROY'S INC.	Estimated Repairs	\$ 527.00	-94887

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended February 28, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	2/26/26	MCELROY'S INC.	Estimated Repairs	\$ 820.00	-94887
10	41000	311	2/26/26	MCELROY'S INC.	cast iron replacement	\$ 4,995.00	-94887
10	41000	311	2/26/26	MCELROY'S INC.	replace leaking valve	\$ 1,513.38	-94887
				<i>2026 approved operating budget - contracted facilities</i>		\$ 7,855.38	-94887 Total
10	41000	350	2/26/26	VERIZON WIRELESS	public hotspots	\$ 10,586.25	-94886
						\$ 10,586.25	-94886 Total
10	41000	325	2/13/26	RESERVE ACCOUNT	Reserve Account postage	\$ 30,000.00	-94882
10	41000	325	2/13/26	RESERVE ACCOUNT	Wire Fee	\$ 10.00	-94882
				<i>2026 approved operating budget - postage</i>		\$ 30,010.00	-94882 Total
49	41000	330	2/26/26	ROUND TABLE BOOKSTORE	Shadow Strike	\$ 8,640.00	12382
				<i>Author event - paid with Friends of the Library funds</i>		\$ 8,640.00	12382 Total
10	23800	0	2/5/26	SCHMIDTLEIN ELECTRIC INC.	parking lot lights	\$ 15,900.00	102426
10	23800	0	2/5/26	SCHMIDTLEIN ELECTRIC INC.	parking lot lights	\$ 3,950.00	102426
				<i>2025 Facilities Master Plan - LED parking lot light replacements</i>		\$ 19,850.00	102426 Total
10	41000	342	2/19/26	MILLENNIUM CAFE	Catering	\$ 5,626.50	102454
				<i>2026 approved operating budget - staff development/training</i>		\$ 5,626.50	102454 Total
10	41000	313	2/26/26	ENGEL LAW, PA	2026 Legal Services	\$ 8,059.20	102461
						\$ 8,059.20	102461 Total
10	41000	310	2/26/26	FARONICS TECHNOLOGIES USA INC.	ULTIMATE CLOUD	\$ 39,811.50	102462
				<i>2026 approved operating budget - digital services support and contracted service</i>		\$ 39,811.50	102462 Total
10	41000	323	2/26/26	URBAN LIBRARIES COUNCIL	Membership renewal	\$ 10,500.00	102467
				<i>2026 approved operating budget - memberships and dues</i>		\$ 10,500.00	102467 Total
						\$ 826,439.47	Grand Total



Board of Trustees Executive Committee Meeting
March 9, 2026 – 4:00pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, 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 March 9, 2026, via Zoom, and was called to order at 4:02 pm by Chair Peg Dunlap.

Review Minutes and Agenda

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

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

Motion passed unanimously.

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

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

Chief Executive Officer Marie Pyko will speak on the status of some of her performance goals. The bulk of her report will be the presentation of the Annual Report.

Chief of Staff Thad Hartman will share the bids for the elevator modernization project. The bids are about what they were last time and are under budget.

There are several items on the agenda for new business. There are four policies for a first reading. There aren't any changes recommended for those policies, but they are due for review. The Petition Policy will be on the agenda for approval. The Nominating Committee will be appointed at the March meeting. This committee will then report the slate of officers for a vote in April.

Adjournment

On a motion by Mark Zillinger, seconded by Hannah Uhlrig, the meeting was adjourned at 4:18 pm.

Next Meeting

April 6, 2026

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXlrb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report March 2026

News and Updates

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

At the end of February, there were 5,507 children enrolled in the program. The enrollment numbers continue to be stable however every month more children graduate from the program. While there are many of our areas in Topeka that have over 50% of children enrolled in the program, there are several areas where less than 40% of the children participate. We continue to explore new ways to reach those families.

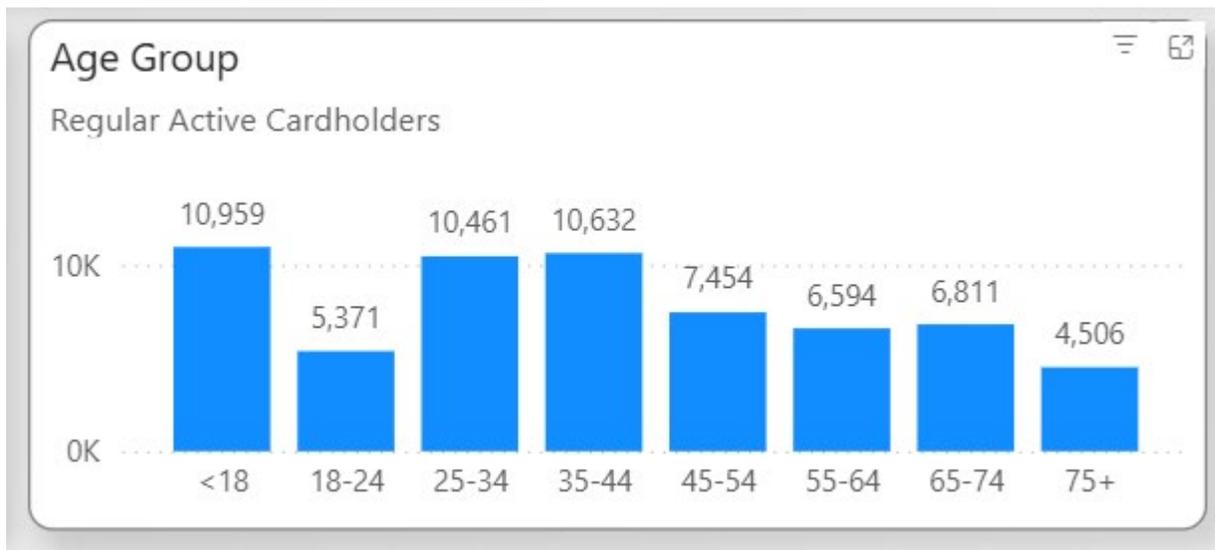
Statistical Update

Robert Soria compiles our monthly library statistics for the Board packet. Since August 2024, he has also maintained a visual dashboard of key metrics, allowing managers to track trends dynamically.

As we enter 2026, we are seeing a significant upward trend in engagement. Our daily average visitor counts for January and February have outperformed the same period over the last three years. Notably, February's foot traffic even exceeded the peak summer months of 2022 through 2024.

We are also seeing record growth in active library cardholders, currently totaling 70,821. We define an "active cardholder" as someone who has used their card within the past year; we believe this is a more accurate benchmark of community engagement than total registrations.

Demographics and Service Engagement The library successfully engages a diverse community across all age groups. As shown in the chart below, our cardholders represent a wide spectrum of the population, demonstrating the library's multi-generational appeal.



Reference and Technical Support Beyond card usage, we track the volume of reference questions answered at our service desks. Christina (Public Services) compiles this data from across the library for Robert Soria's monthly reports. With years of experience in data analysis, Christina not only tracks these figures but also identifies emerging service trends.

A significant highlight is the Level 2 Tech Center, which continues to see the highest daily volume of inquiries. In February alone, staff answered 9,693 questions. While these inquiries primarily focus on job seeking and internet navigation, staff also provide essential support for collection searches and general library information.

Whether in person, via the Call Center, or through email and chat, our team remains dedicated to providing the quick, accurate assistance our citizens rely on.

Performance Goal

Financial Stewardship

Capital Improvement Plan

To better manage our long-term assets, I am developing a utilization plan for our Capital Improvement Fund (CIF) to address infrastructure and deferred maintenance. By using the CIF for proactive repairs, we extend the life of our facilities and maximize taxpayer value. At the April Board meeting, we will present for final review the 2026–2030 Facilities Master Plan. As we move into our 2027 budget planning in the summer, I would recommend the board consider identifying 1-2 priority infrastructure projects to be funded through the CIF annually. We would review the recommendation annually dependent on project needs and revenue allocations. This strategy ensures our library remains a well-maintained community asset through disciplined fiscal stewardship.

Communication- Organizational Culture- Library As Workplace Staff Engagement and Training

During our annual Staff Development Day on February 16, 2026, we celebrated twenty new colleagues attending their first day-long training. To further welcome our newest team members, I have been hosting lunches with small groups from across the organization to exchange stories and perspectives.

To support long-term integration, Brenda Hough and Kate Hughes are revamping our onboarding process. Moving forward, new staff members will participate in a quarterly multi-day workshop called "Know Your Library." This revived curriculum—which I personally found invaluable when I first joined—includes departmental tours to ensure every staff member feels connected to the entire organization, regardless of their specific role.

Library Brand Recognition

Over the past couple of years, we have been solidifying our library brand and color as new products, designs, vehicles, equipment, and initiatives have been launched. In 2025 we introduced the new

brand colors for our new vehicles and eight book drops in the community. In 2026, we will introduce eight more new book drops with the library brand colors throughout the community. We continue to hear a strong response to citizens regarding our new brand look and feel. They are remarking on seeing the vehicles and book drops regularly. The vibrant colors have helped to make them stand out.

Marketing Campaigns

American Advertising Federation of Topeka Awards

Our Communications and Marketing team saw incredible success at the February 21, 2026 awards ceremony, bringing home seven awards out of eleven entries.

The top honor "Best of Show" was awarded for the 2025 Alice C. Sabatini Gallery children's exhibition, *Dr. Drab's Lab*. This immersive summer campaign successfully engaged the community in a narrative quest to "convince Dr. Drab" of the vital importance of color. Congratulations to Jayna, Michael, Karen, Ginger, Brittany, and Andy for their award-winning creativity. Further details on these accolades can be found in the full Communications and Marketing report.

Local History & Genealogy webpage

Over the past six months, Web Administrator Michael Perkins and the Local History and Genealogy team have revamped their digital presence to provide a more intuitive user experience. By analyzing common researcher inquiries, the team developed a streamlined interface that simplifies access to the library's vast archives.

Key updates include:

- **Expert Tutorials:** A new series of guides based on frequently asked questions.
- **"Getting Started" Hub:** A dedicated resource for those new to genealogy and local history research.
- **The Reimagined Topeka Room:** A digital showcase of the library's physical destination, highlighting unique local historical resources and historic artifacts.

This "destination" section features two of the library's most popular treasures: the **eight-tune cylinder bell box** and the **Chickering & Sons square grand piano**. Both gifted to the library, these historic pieces are consistent favorites on public tours. By bringing these "hidden gems" to the forefront, the library continues to distinguish itself as a premier center for family and local research.

Agenda Items- New Business

Policy Review

We will continue to review library policies. At the March Board of Trustees meeting, we will have the first reading of the Online Security, Privacy, Refund, Shipping Policy. Additionally, we will bring the Petition Policy for approval consideration at the March Board of Trustees meeting.

Resolution- Bid for Elevator Modernization

As part of deferred maintenance projects of the Facilities Master Plan, we will bring to the March Board of Trustees meeting a bid to modernize the only public access elevator that brings customers to the second floor. The resolution sheet, staff recommendation and bid tally sheets are included in the packet.

Professional Activities/Community Contacts

- | | |
|-------------------|--|
| February 16, 2026 | Presented the welcome remarks at the Stephanie Hall Sneaky Learning Staff Development Day. |
| February 17, 2026 | Attended the Intergovernmental Cooperative Council Meeting at Washburn University. |
| February 18, 2026 | Attended the Library Foundation Board of Trustees meeting. |
| February 19, 2026 | Attended the Rotary Club of Topeka meeting. |
| February 19, 2026 | Attended the Library Board of Trustees meeting. |
| February 21, 2026 | Attended the American Advertising Federation Awards event. |
| February 23, 2026 | Met with Joan Underwood at Aldersgate Village |
| February 24, 2026 | Attended the Visit Topeka Inc., board meeting. |
| February 26, 2026 | Attended the Rotary Club of Topeka meeting. |
| March 10, 2026 | Attended the Friends of the Library Board of Directors meeting. |
| March 12, 2026 | Attended the Topeka Business Hall of Fame event. |
| March 13, 2026 | Met with Dene' Moser, Kansas Children's Discovery Center and Johnathan Sublet, SENT. |
| March 13, 2026 | Met with the Sabatini family with Gallery leadership and Ashley Charest. |

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 03/13/2026

Dolly Parton's Imagination Library

February 2026



Total Enrolled
5,507

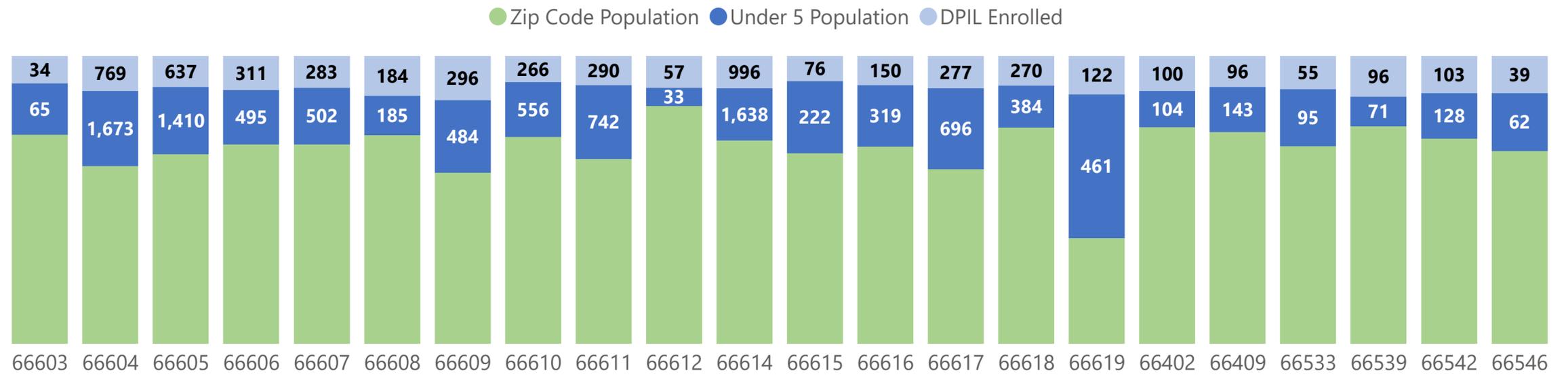


Total Graduated
11,241

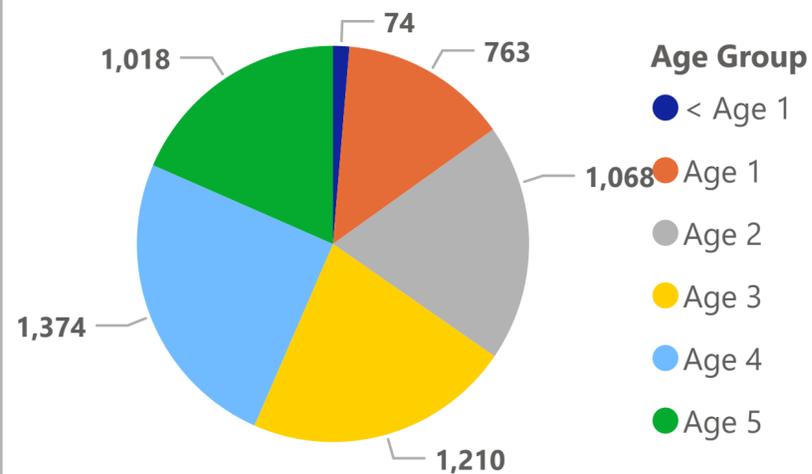
Year, Month

2026 (Year) + February (Month) ▼

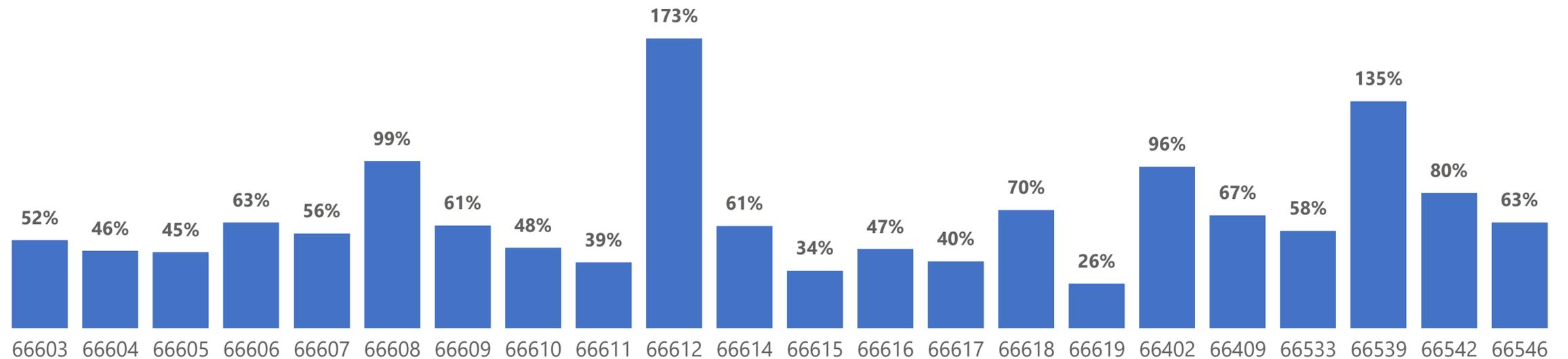
Enrollment by Zip Code

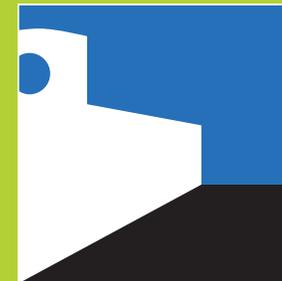


Age of Children



Percent Enrolled by Zip Code





TOPEKA &
SHAWNEE
COUNTY
**PUBLIC
LIBRARY**

2025 ANNUAL REPORT

Board of Trustees



Peg Dunlap
Chair

Mark Zillinger
Vice-Chair

Hannah Uhlig
Secretary

Fred Patton
Treasurer

Beth Dobler

Jim Edwards

Lori Finney

Shawn Leisinger

Valerie Peckham

Liz Post

Leadership



Library Officers

- BACK ROW: **Jesse Maddox**, Chief Human Resources Officer
Marie Pyko, Chief Executive Officer
- FRONT ROW: **Kim Strube**, Chief Financial Officer
Thad Hartman, Chief of Staff

ON THE COVER: Family watching creatures in the salt-water aquarium in the remodeled Kids Library.

A Year of Connections, Discovery & Joy

As I reflect on 2025 I am reminded why our library is the heartbeat of Topeka and Shawnee County. This year was defined by moments of quiet impact and vibrant celebration: a child discovering a lifelong favorite story in our Kids Library, a teen finding a sense of belonging in a creative space, and neighbors connecting over a shared love of music on a Sunday afternoon.

2025 was also a year of bold momentum. Guided by our 2024–2029 Strategic Plan we continued to build a library shaped directly by your voices. Your feedback led us to expand programs, strengthen local partnerships and transform our spaces – both physical and digital – into more welcoming and inspiring hubs for everyone.



Irma & Judy demonstrating a science experiment for School-Age Fun.

Key Milestones & Innovations

The Kids Library Reimagined

We welcomed more than 600 families to the grand reopening of our Kids Library on May 29. This dynamic, interactive wonderland has since become a destination for play and discovery.

Beyond Our Walls

We brought the library to you by reworking the Book Nook at Westridge Mall and hosting regular community storytimes filled with music and play.

A New Standard for Home Delivery

We transitioned to weekly home delivery, ensuring people who don't have time to visit the library or bookmobile never need to wait for their next great read.

Summer Reading Reached New Heights

From helicopters and foam parties to magicians and geodes, we turned reading into an adventure. Community members read almost 9,000 books this summer. Our summer exhibit *Dr. Drab's Lab* drew 20,000 visitors who helped the misguided scientist rediscover the importance of color in our world.

Award-Winning Excellence

The Alice C. Sabatini Gallery and our Marketing team received prestigious honors from the Kansas Museums Association and Topeka Advertising Federation, recognizing our commitment to world-class creativity.

Literary Inspiration

We hosted New York Times bestselling authors William Kent Krueger (April) and Lisa Wingate (October), sparking deep conversations and community-wide inspiration.

Our Heart is Our People

I am incredibly proud of our staff. Their compassion ensures every person who walks through our doors or visits us online feels supported and valued. Whether we are greeting the 2,000 visitors who enter our building daily or meeting you via our bookmobiles, Learn & Play Bus, in our digital library or at one of 50 retirement communities, our goal remains the same: to foster a space where everyone belongs.

Thank you for being part of our story in 2025. We look forward to learning, playing and growing with you in the year ahead.

Warmly,

Marie Pyko

A handwritten signature in black ink that reads "Marie Pyko".

Connection

Beyond the Building

We increased services at locations outside of the library building by:

- Providing regular librarian-led storytimes at Westridge Mall, Fairlawn Plaza and community centers
- Starting weekly TSCPL@Home deliveries of library materials in March (previously these were every other week)

Improved existing library work beyond the library by:

- Adding new topics to the Classroom Connections interactive presentations at elementary schools

Increased library visibility in the community by:

- Adding colorful vinyl wraps to Book Drop boxes & library delivery vehicles



Storytime with Sherry at the Book Nook, Westridge Mall



Horn family enjoying storytime delivered to their door



Laurel, outreach storyteller



Jacee promoting the library at a school.





End of summer party

Sensory inclusive bags

The library is now certified Sensory Inclusive through KultureCity to provide an accommodating and positive experience for anyone with sensory issues who visits the library. You can check out a sensory bag from the customer service desk, Kids Library desk or in the Alice C. Sabatini Gallery to make you or someone with you more comfortable at the library. The bags contain fidget tools, noise-canceling headphones, dark glasses and other resources.



Kits to help you tell your family story

Local & family story kits

In October we introduced Oral History Kits for check out. There are six different Oral History Kits: two complete with video cameras, two audio-only and two that work with a smartphone. You can bring history to life by capturing the amazing stories, personal experiences and unique perspectives of the people who lived through it!



Space



Improved Kids Library

At the end of May the library opened the redesigned Kids Library, a 14,050-square-foot interactive wonderland for kids to learn, play and grow. Whether kids are projecting their artwork on a giant screen, pretending to be veterinarians or fix-it pros in the ever-changing play zones, or diving into stories in cozy nooks near a towering T. Rex, every corner is made for discovery. Watch sea life shimmer in our saltwater aquarium, take a break in our calm room or play in an infant space. Kids can use a rock-climbing wall, take the stairs to the crow's nest for a bird's-eye view of the terrain, or relax in a campfire-inspired reading zone. There is also a vibrant tech-filled hangout for teens and a separate tech area for elementary-aged kids.

The Kids Library redesign is part of the library's Facilities Master Plan. HTK Architects designed the new space and Shirley Construction brought it to life. The project was funded by the library and gifts to the Library Foundation from the following organizations and individuals:

- Capitol Federal Foundation
- Security Benefit
- Lewis H. Humphreys Charitable Trust
- Advisors Excel
- Capitol Federal Employee Giving
- In Memory of Patricia Barr
- Snethen Family
- Everygy
- Giving Tuesday 2024 Gifts
- Library Giving Day 2024 Gifts
- Russ and Jane Greene



Enhancements in material handling

We had two major changes to the equipment that handles library materials. The first was a new Automated Material Handling (AMH) system, which moves materials from the outdoor and indoor book returns to the carts staff use to put materials back on the shelves. The new AMH can handle more than 1,000 items per hour and streamlines the sorting process of materials. It runs all the time allowing people to return items even when the library is closed.

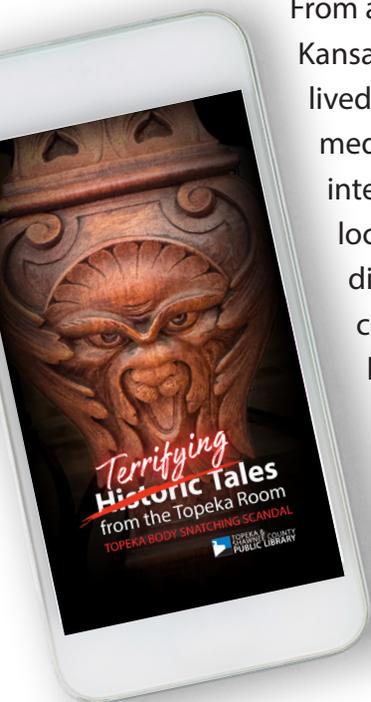
The second change is new checkout kiosks that are easier for people to use because the transaction options are clearly identified on the home screen and the material space is larger. You can now check out large items like cake pans and art kits at the kiosk instead of needing to take them to the customer service desk.

Learning

Local History

Our most popular web articles are about Topeka and Shawnee County history.

From a boy who fell off the Kansas capitol dome and lived to a grave robbing by medical students we have interesting true tales. Our local history librarian loves digging up facts and community members love learning about our past. In addition to the articles the local history team regularly presents at well-attended library events.

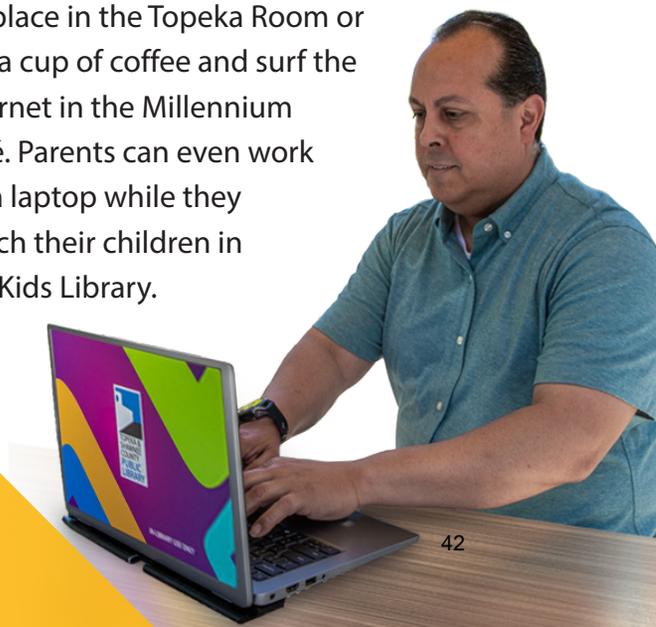


New York Times Access

In February the library started offering free online access to the New York Times. In addition to the main publication, cardholders can access special sections including The Athletic, NYT Cooking and NYT Games. This has been very popular. Our video on social media about the NYT Games had more than 14,000 views.

Laptop Check Outs

Adults can now check out laptops for in-library use. Our two kiosks hold 24 full-featured laptops that give you more flexibility of where you use computers to fully take advantage of all the great spaces within the library. If you are interested in quiet focused work, you can take a laptop into the North Reading Room, which is the only no-talking area of the library. You can relax by the fireplace in the Topeka Room or get a cup of coffee and surf the internet in the Millennium Café. Parents can even work on a laptop while they watch their children in the Kids Library.



Art Exhibits

Kids loved learning about colors and art in the Summer Art Exhibit for Children Dr. Drab's Lab. Our social media specialist played Dr. Drab in online videos and guest appearances at the exhibit and other summer events. Kids were eager to share with her what they had learned to convince the wacky scientist to give back the colors she had stolen. The exhibit had almost 20,000 visitors.

MAY 31 – AUG 24

Dr. Drab's Lab A Color Caper



DEC 13, 2024 – MARCH 2, 2025

Immersed A Walk Inside Art



MAR 14 – MAY 11

Topeka Competition 3D

Kara Donatelli, Lubbock, TX
Trying to Keep My Shit Together, 2022
 paper, plastic, wood
 Loan from the artist



2025 Total visitors

to the Alice C. Sabatini Gallery **38,513** UP 1%

SEPT 12 – NOV 30

Inked The Art of Tattooing



Joy



Author Lisa Wingate and moderator Betty Lou Pardue

Author Visits

Eleven authors of a variety of genres talked about their work and met readers at the library this year. It's fascinating to hear about writers' creative process and inspirations.

Bestselling author **William Kent Krueger** spoke to an enthusiastic crowd on April 16. While he has written some very popular stand-alone novels, most of attendees' questions were about his long-running Cork O'Connor mystery series set in the north woods of Minnesota. Before the public event

Krueger met with Friends of the Library members at an exclusive reception.

Bestselling historical fiction author **Lisa Wingate** captivated a large audience on Oct 14. The focus of the moderated conversation with Wingate was her book *Before We Were Yours*. This novel spent two years on the New York Times bestseller list and won the 2017 Goodreads Choice Award for Historical Fiction. Wingate also met with Friends of the Library members at an exclusive reception before the public event.

Dr. Walt Menninger and **Todd Fertig** discussed Dr. Walt's life as presented in his memoir *Like What You Do* on April 30.

Authors **Tim Bascom** and **Laurie Dove** discussed their lives and fiction where various cultural representations intertwine to form complex identities on June 10.

On July 15 **Ernie Webb** discussed a Dover, Kansas, true crime story and the process of bringing the story to light through the writing of *Goodbye, Butterfly: Murder, faith and forgiveness in a small Kansas town*.

Romance author **Jaclyn Westlake** stopped in the library July 24 for a book signing of her novel *Lucky Break* that was inspired by GO Topeka's Choose Topeka program.

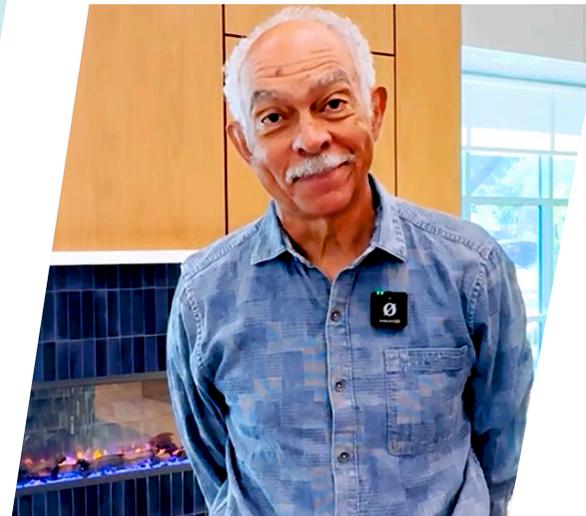
We had an overflow crowd for **Dr. Craig Yorke's** Aug 27 visit when he talked about his memoir *Steep: A Black Neurosurgeon's Journey*.

Kansas author and Topeka educator **A.D. Childers** talked about her work at the Friends Annual Event on Nov 2. Childers' debut novel, *The Switch Point*, was named one of the 2025 Kansas Notable Books.

On Nov 12 former Kansas Poet Laureate Caryn **Mirriam-Goldberg** read from her memoir, *The Magic Eye: A Story of Saving a Life and a Place in the Age of Anxiety* about surviving a rare cancer while saving family land.



Staffers Kaitlyn Kriley, Cadie Maas and author William Kent Krueger



Author Dr. Craig Yorke

Joy Reading Challenges

Winter

All ages
Read 3 books in January

1,311
ACTIVE READERS
DOWN 24%

7,410
BOOKS READ
DOWN 12%



Summer

All ages Adults read 6 books,
Kids read 8 hours
June & July

2,995
ACTIVE READERS
DOWN 9%

8,959
BOOKS READ
UP 1%

888,633
MINUTES READ
DOWN 12%



Fall

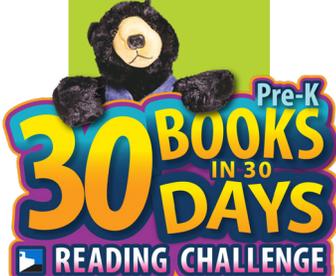
All ages
Read 3 books in October

1,090
ACTIVE READERS
UP 32%

4,717
BOOKS READ
UP 12%



NEW
IN NOV 2025



164
ACTIVE READERS

4,221
BOOKS READ

95
COMPLETIONS

TikTok Launch

Going strong on the traditional social media channels, it was time to spread library joy in a new way. We launched our TikTok at the end of May 2025 and gained 1,700 followers in our first six months. This move pushed us to create more video content than ever and the effort paid off. Interacting with us 35,000 times (through likes, comments, shares and saves), our new audience watched our videos 350,000 times!

With comments like “public libraries give me hope!” and

“...that’s amazing – I didn’t know I could do that at the library!” we knew we were hitting our target.

Facebook, Instagram and YouTube weren’t left out of this success with 350,000 YouTube views and 3.7 million views on Facebook and Instagram combined. Facebook customers watched our videos a total of 46.5 days!



Social Media



LAUNCHED IN MAY 2025
1,700 FOLLOWERS
350,000 VIEWS
35,000 CONTENT INTERACTIONS



23K FOLLOWERS
3.4M VIEWS
35K+ INTERACTIONS
1,116 HOURS WATCH TIME = 46.5 DAYS
816 POSTS

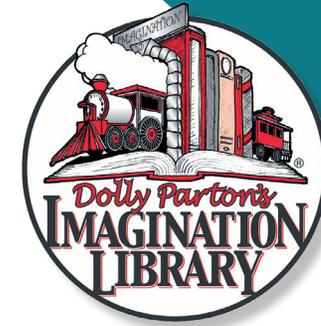


4.2K+ FOLLOWERS
321,749 VIEWS
10K INTERACTIONS
521 POSTS



349,687 VIEWS
1,796 ALL-TIME FOLLOWERS
171 NEW SUBSCRIBERS
2,835 WATCH TIME (HOURS)
1,443 LIKES
458 SHARES
317 VIDEOS ADDED

Statistics provided by Meta, Buffer and YouTube



Every Child Should Have Books in their Home

Dolly Parton's Imagination Library makes it easy and free for every child to have books in their home. Monthly kids birth till their 5th birthday are mailed a new, carefully selected book to keep.

Total books mailed in Year 8
 (April 2024–25)

69,173
 UP 5%

Actual number of children enrolled by December 2025

5,653
 DOWN SLIGHTLY

Dolly Parton's Imagination Library is funded by Topeka & Shawnee County Public Library, United Way of Kaw Valley and the Kansas Children's Cabinet and Trust Fund.

People



Woman of Excellence

Technical Services Manager
Scarlett Fisher-Herremán

received a YWCA Northeast Kansas Woman of Excellence award. YWCA honors women leaders who rise above challenges, inspire greatness, and work to build a stronger, brighter future for us all. Fisher-Herremán shows a commitment to enriching the community through literacy, access and service, extending far beyond the traditional scope of library work or volunteerism.

Public Health Champion

Community Connections Librarian
Lissa Staley received the 2025 Public Health Champion Award for her outstanding contributions to our community by championing and leading equitable opportunities for health across Topeka and Shawnee County. She was recognized as the community member who helped to



spark change and impact the social and economic factors that influence health.



Award of Excellence

Genealogy Librarian
Sherri Camp received a 2025 Greater Topeka

Partnership Award of Excellence for her instrumental role in commemorating the 70th anniversary of Brown v. Board of Education. Camp is a fierce advocate for ensuring all stories and histories are represented, honored and celebrated in Topeka. She is a charter member of the planning and implementation for the annual Juneteenth celebrations. Camp works tirelessly to honor the legacy of Brown v. Board through annual celebrations.

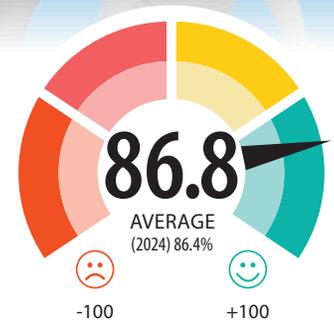


Emerging Library Leaders Class of 2025

Back row: Jacee Gleason, Jennifer Masters, Jacques Belderok, Allie Lockwood, Deanna Niles.
 Front row: Katie Keckeisen, Nessa Johnson

Net Promoter Score (NPS)

NPS can be generalized as measuring customer loyalty. Our high and positive NPS indicates people were satisfied with their recent experience at the library and are willing to tell others.



2025 HIGHLIGHTS

FINANCIALS

Sources of Financial Support

Taxes	\$ 19,306,601
Fees & Reimbursements	\$ 382,825
Contributions	\$ 275,915
Grants & State Aid	\$ 62,817
Investment Income	\$ 771,885
Interfund Transfers	\$ 10,010
Total	\$ 20,810,053

Library Expenditures

Salaries and Benefits	\$ 13,467,373
Other Operating Expenses	\$ 3,237,276
Debt Service	\$ -
Library Materials	\$ 2,091,214
Equipment & Capital Improvements	\$ 1,461,041
Programming & Events	\$ 169,722
Interfund Transfers	\$ 10,010
Total	\$ 20,436,635

CARDHOLDERS

43% of all households in Shawnee County have an active library account



ASK A LIBRARIAN



We responded to **280,694** questions via walk-in, phone, email & chat UP 4.6%



COLLECTION

Our combined physical & digital collections give customers more than **2.6 million** items to choose from UP 13%

WiFi & COMPUTER USE



WiFi sessions
406,960

UP 6.9%

91,130 hours

UP 8%



Computer sessions
87,700

DOWN 1.3%

83,497 hours

DOWN 11.6%

DIGITAL LIBRARY



Catalog **681,866 total** visits DOWN 6.2%
283,422 unique visits DOWN 14.3%

Website **568,642 total** visits UP 4%
339,463 unique visits UP 2.9%

Unique visits measures the number of individuals who visit a site. Total visits measures the number of times a site has been visited. If an individual visits a site multiple times, this number is reflected in the total visits.

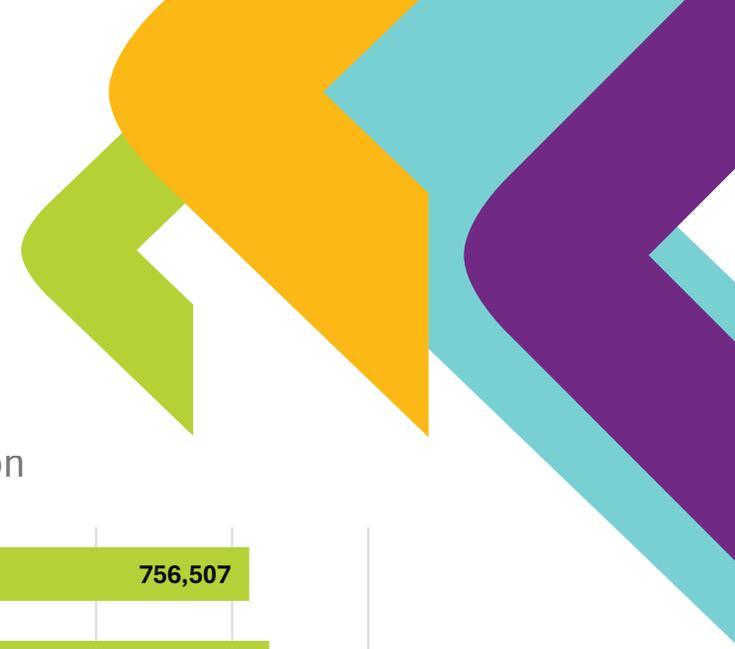
CIRCULATION



You checked out **1.8 million** items DOWN 1.6%

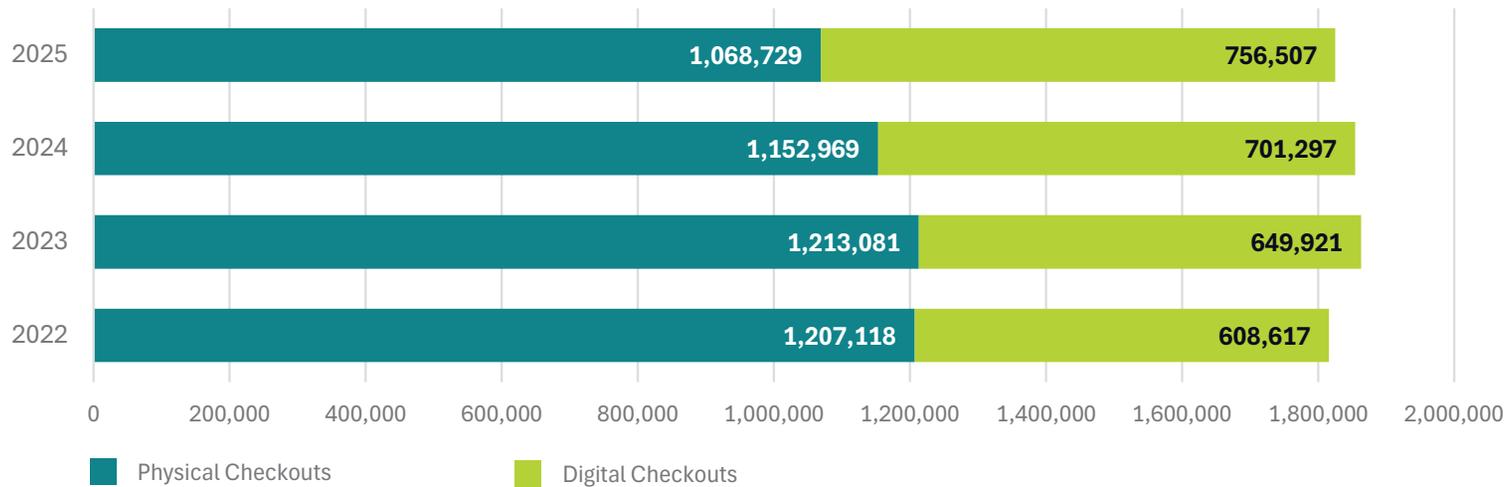
Digital Downloads **756,507** UP 7.9%

TSCPL@Home **44,194** checkouts UP 7.7%

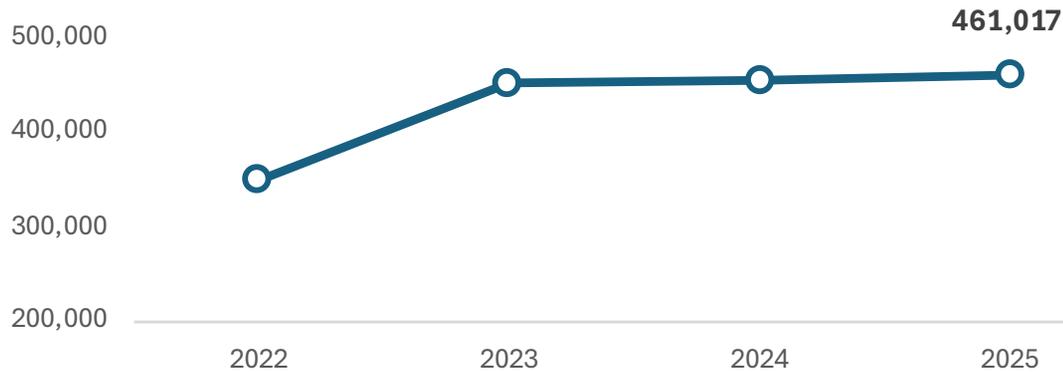


Physical & Digital Circulations

Physical and Digital Circulation



VISITS



MEETING ROOMS

25,563 meetings were held in all public meeting rooms UP 4.5%



RETIREMENTS

with much appreciation for their service and best wishes in retirement!



Rhonda Cathey
10 years

Theresa Girdler
10 years

**Tracie
McCluskey**
19 years

Kimberly Sain
23 years

Shari Schawo
30 years



1515 SW 10th Ave | Topeka, KS 66604
785-580-4400 | tscpl.org
Hours Mon-Fri 9am-9pm | Sat 9am-6pm | Sun Noon to 9pm

*Stay
curious*

Chief of Staff Report

Thad Hartman

March 12, 2026

Beyond the Building

This past month we have begun ramping up our work on the Beyond the Building initiative, which was recently discussed at the December 2025 board meeting. We have created a collection of teams working towards common goals primarily focused on access outside of the main building. The goals of this collective work include:

- Provide easier access outside of the building to a wide range of library services
- Provide more meeting and socialization spaces in the community
- Help the community understand everything the library has to offer and keep us top of mind
- Help the community feel that the library and librarians are a part of their neighborhoods
- Increase technology access and training, including introducing higher level technological opportunities beyond basic computers

While this project aligns with the broader strategic plan, it is designed to complement rather than replace it. The initiative prioritizes the Digital Equity, Socialization & Community Connections, and Access pillars, while remaining integrated with the plan's other core components.

We are very early in the long process of developing details and an implementation plan, but the teams working on these projects are enthusiastic about evolving library services to better meet the current and future needs of our customers.

United Way

Library staff have participated internally in United Way fundraising for decades. Typically, this has taken place late in the year, but this year we decided to hold our activities in February. In previous years, having United Way week so close to the holidays resulted in several competing activities and financial priorities. Moving it to February allowed us to dedicate more focus to a week of fundraising. This was a very successful change.

Our United Way team created a number of activities for library staff including basket raffles, silent auction, and crock pot cook off. Staff were extremely supportive and had a lot of fun, raising over \$7,000 for United Way. The staff responsible for the planning and implementation were Natalie Allen, Griff Argo, Emily Bays, Cassandra Casillas, Jacee Gleason, Thad Hartman, Kelsey Herl, Mark Kent, Heide King, and Elizabeth Tschetter. Thanks to everyone on the United Way Committee and all of the staff who participated this year for making it a huge success!

Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Library Collaboration Spotlight — Omni Circle

Library staff have recently been working with Omni Circle, a nonprofit that supports entrepreneurs and small business development through mentorship, training, technology access, and innovation spaces designed to help individuals start and grow businesses.

As part of this effort, Zan Popp and I participated in Omni Circle’s Shawnee County eCommunity Resource Partner Meeting. These quarterly gatherings bring together organizations that provide services to the local entrepreneurial ecosystem, strengthening connections among resource providers and improving access to business and workforce development support across Shawnee County.

The library has also recently hosted Omni Circle’s Digital Literacy Workshops, a free community program funded by the Kansas Department of Commerce. The workshops provide hands-on guidance to help participants build digital confidence, search and apply for jobs online, develop résumés and business plans, and explore ways to market new business ideas. These classes complement the digital literacy classes and drop-in technology assistance the library has offered the community for many years.

Library staff are pleased to work with Omni Circle in supporting local entrepreneurs and strengthening digital literacy in our community.

Public Services

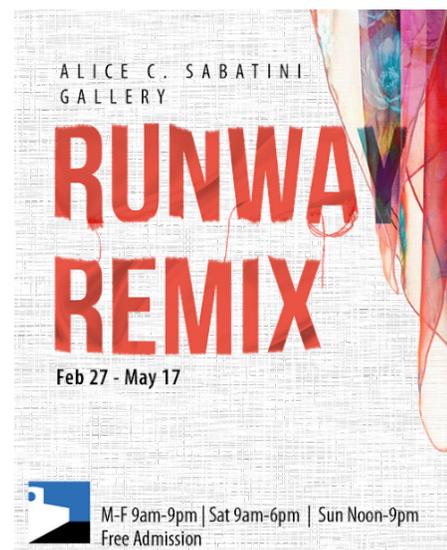
Zan Popp, Supervisor – Learning Experiences

Alice C. Gallery

The Alice C. Sabatini Gallery closed *Up from the Roots* on February 15 with a final attendance of 7,046 visitors.

Our new exhibit, *Runway Remix: Fashion in Focus*, opened February 27 and has welcomed 1,383 visitors through the first week of March. Seven artists created wearable fiber artworks inspired by pieces from the library’s permanent collection, displayed alongside the originals that sparked them.

Interactive elements, including a weaving loom and sewing activities, give visitors a chance to explore techniques used in textile and fiber art.



Topeka Room

The Topeka Room welcomed 686 visitors this month, with 170 coming as part of tours or to explore. At least 17 patrons stopped in specifically to sit by the fireplace, showing the space continues to be welcoming.

A child who regularly visits to see the room's grandfather clock happened to arrive while it was being wound and was fascinated to watch.

The team also hosted its first *Story Slam*, with a small but spirited turnout. Three participants shared great stories, while several others attended to listen—and hopefully join in next time.

There is growing interest in the library's newly digitized historical newspapers, and materials related to the 1951 flood and 1966 tornado are being digitized with the goal of making them available in Recollect for the anniversaries.

Level 2 Tech Center

The *Intro to Cricut Sticker Joy Workshop* was offered twice this month, with 12 participants total—five in the first session and seven in the second.

The workshop demonstrates that participants are excited to explore creative digital tools the library has to offer.

Feedback was overwhelmingly positive: all 12 participants enjoyed the workshop, would recommend it to a friend, and are interested in intermediate or advanced classes.

Participants appreciated the small group format, which allowed them to receive help as needed while successfully creating their own custom stickers. One attendee shared afterward, *"The sticker class was so much fun! There are so many I want to make."*



Public Services

Cadie Maas, Supervisor – Readers & Resources

Grown-Up Fun: Board Games

Our board game programming continues to grow in both attendance and community impact. The team currently offers two board game focused programs each month. One is Board Game Bash, a casual open-play night where staff set out a variety of board games and attendees can choose what they would like to play. Participants often move between games throughout the evening, allowing people to meet new players, try different games, and build connections with others who share similar interests.

The second program is a monthly Story Games event. Story games are collaborative, narrative-driven tabletop games in which players work together to create a shared story rather than compete to win. Players take on characters, make decisions that shape the narrative, and build a story collectively as the game unfolds. Because these games rely on creativity, communication, and teamwork, they are particularly effective at encouraging conversation and helping participants form connections.

Attendance and engagement at these programs have been steadily increasing. Recently, a couple of patrons shared that they discovered the library's board game programming through a Lawrence-area board game group blog. They have since helped spread the word about the library's events within their own gaming circles.

At our most recent board game program, we saw a strong example of community-building in action. Four attendees who met for the first time during the event exchanged contact information, created a group chat, and made plans to meet outside the library. Moments like this highlight how these programs help build a welcoming and growing community of tabletop gamers at the library.

Community Connections

We are glad to be supporting the relaunched Community Resource Navigator program from United Way of Kaw Valley by scheduling and hosting several hours a week in CoLab A in the second floor Level 2 Tech Center for walk-in assistance with referral and accessing local resources. This program was relaunched on March 9th, 2026. Ashley Mason, a Community Resource Navigator for Topeka and Shawnee County, provides free individualized help to connect people to services in our community. She is an employee of United Way of Kaw Valley and is completing certification as a community health worker. **Please check the library event calendar for updates; availability may change or be expanded beginning in April.**

- Ashley Mason will help people identify what assistance they may qualify for, work alongside them to complete the application for assistance, provide support for scheduling appointments, and provide referrals and information for community resources for yourself or your family.
- Examples of applications for assistance she can support people in completing include Medicaid, SNAP, Child Care Assistance, TANF (Temporary Assistance for Needy Families), LIEAP, the City of Topeka utility assistance programs, and applying for housing assistance programs.

Most of the things that a Community Resource Navigator can help with are also things that the Level 2 Tech Center staff can assist people with completing. Having a Community Resource Navigator in our space will help our staff learn more about local resources and expand access to additional assistance to our customers and community. By locating the walk-in-assistance in the Level 2 Tech Center near the public computers, scanners, and printers, we ensure the community navigator and our customers have access to the tools and resources needed to complete application processes while also increasing visibility of this service in one of the busiest areas of the library.

We continue to schedule and host walk-in-assistance hours with additional local agencies in the Level 2 Tech Center.

- Community Action representative to help people move from poverty toward prosperity most Friday afternoons
- TRIO-EOC adult education opportunities staff member on Tuesday afternoons

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing change

We celebrated Melissa Meinhardt, a Specialist who provided Outreach Storytimes, as she closed out her last week with us and moved to another organization for full time work. We will miss her knowledge of children, her experience with the daycare and preschool landscape, her eye for organization and details, and the joy she brought to kids through her presentations.

At this time, we have two part-time Specialist positions open.

Librarian Updates

Early Childhood Librarian

A new music and movement program kicked off in February. This non-traditional storytime focuses on the development of movement skills alongside stories and rhymes. Dancing, jumping, and skipping challenge large muscle groups and small muscle groups get a workout with activities like a tactile version of *Hickory, Dickory Dock*. The children and their grown-ups get up and move around the room. Large motor and small motor activities are an integral part of a child's development.

While the program is geared toward preschoolers, all children are welcome. The next one is March 21 at 10:00.



Early Childhood Outreach Librarian

The Early Childhood team completed training for the Ages & Stages Questionnaire, ASQ, and Ages & Stages Questionnaire Social-Emotional, ASQ-SE. Training on these screening tools presented an opportunity for our staff to become better aware of them and of the administration of them. We will be better at connecting parents and caregivers to these resources, and we will be able to guide them through the

screening process as well. It is the same screener utilized at Well Child Check-Ups and by several early childhood community partners. The screening tools track developmental milestones. Early identification of risks or red flags allows young children to receive services early, which greatly impacts overall health and education outcomes. The library will host a wellness screening event for young children April 6 from 9:00-11:00 alongside several partner agencies.

School Age Librarian

A staff member for School Age Kids Team chose to use balloons as her theme for multiple kids library programs in February. The bright colors and playful nature of balloons helped create a joyful, welcoming environment where kids felt comfortable participating and trying new things. The programs also introduced basic science ideas, such as air pressure, balance and motion. These programs were all hands-on which made learning fun and memorable.

Kids made balloon animals which taught them how to twist and bend simple shapes while being creative, practicing patience, and using fine motor skills. They played “Keepsie Upsie” and badminton. They competed on teams to keep their balloons up while bumping the opposing teams’ balloons away. Kids even made a badminton racket when they played balloon badminton. Games that challenged them to keep balloons floating in the air encouraged teamwork, movement, and problem-solving as they experimented with different ways to work together. In the paper inflatable program, kids made paper balloons they inflated with straws. They experimented with how different folds and cut-outs make paper react when inflated. Kids made their own stress balls with flour. They made puffer fish that inflated from a chemical reaction. The most popular program was when kids got to “Be the Balloon”. They wore giant bumper balls and challenged one another in competitions!

Overall, these programs were a big success. We saw an attendance count of 74 people for these programs in February. Smiles on the kids’ faces, repeat patrons and the confidence kids gained while connecting with others in our community are all markers of success. Well done!



Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Library Collections: Getting Ready for Summer

It may seem like it's still in the distance, but summer will be here before we know it. Last year, we launched our highly successful "Summer Stars" collection of popular materials for kids and teens. We're planning on continuing with it this year, adding new titles and making sure we have plenty of the perpetual favorites. We have more spine labels on order and will be getting books on the way this month. We learned last year that the initial weeks of summer resulted in an intense level of checkout with this collection. We're planning to have more books so that we can keep it full and available to meet the early, high demand weeks. We're also tying in where we can with the "Roar" theme of summer reading and the gallery show. It should be fun and we'll be ready to shine again this year with this collection.

Walk Kansas 2026

The library has participated in the K-State Extension Service Walk Kansas program for many years. I serve as the coordinator for the program at our library. Walk Kansas is a health initiative that promotes personal health and well-being by helping participants adopt healthy lifestyle habits. Working in small teams or going solo, participants go on an 8-week virtual walk on several routes through the state of Kansas. There are opportunities to learn about exercise and healthy eating through the 8 weeks. It's a lot of fun, with some good-natured competition between library teams. We're pleased to be a part of this statewide program this year.

Community Services

Patrick Berry, Community Services Supervisor

We are happy to announce that Kassady Beemer has been added to our School Outreach Team. She comes to the team from our Community Services Bookmobile Team. Congrats, Kassady!

Community Services Outreach Librarian Report

Connecting Students to Local History & Curiosity

This month, I am thrilled to highlight Tyler's outstanding work in the field and the engaging programs he brings to classrooms across our community. Tyler currently leads six exciting programs that spark curiosity and conversation for students, including: *What's That Sound*, *James Naismith* (where students uncover the story of the inventor of basketball and his Kansas connections), and *Top City History*. As part of the Classroom Connections team requirements, each staff member develops at least one Kansas-themed program, and Tyler's *Top City History* truly shines in this area.

In *Top City History*, students' journey through the history of Topeka, beginning with Native American communities and moving through key moments of the 20th century, highlighting some of the most important events that shaped our city. After the lesson, students dive into a hands-on activity, recreating the Kansas State Capitol dome with copper-colored foil on a 3D-printed model that was created right here at the library. Tyler brings the dome's story to life, explaining how it was originally copper and how years of weather exposure transformed it to the green color we see



today! This interactive element lets students connect history to a real symbol they know and love from their own city and state.

The photos capture Tyler in action, bringing lessons to life, inspiring curiosity, and encouraging students to ask questions and engage with the stories that shape their community. His thoughtful, hands-on approach and behind-the-scenes preparation make a real difference, showing just how much a dedicated educator can inspire learning and connection.

Community Services Librarian Report

Our Bookmobile team checked out over 3,100 items to patrons throughout Shawnee County. Our TSCPL@Home Delivery team checked out over 3,600 items. Way to go!



February brought with it new responsibilities for our Delivery team. They have been preparing for the transition of the TSCPL@Work and Book Locker services, which officially moved from Circulation to the Community Services department in February. TSCPL@Work delivers library materials to 25 different organizations throughout Shawnee County, and we currently have 2 book lockers. One at Fairlawn Plaza and the other at Oakland Community Center. The Delivery team bring materials to these locations as well as continuing their delivery of materials through the TSCPL@Home service. They have taken on the challenge and are doing a great job!

I personally had a wonderful time assisting with giving library tours when Leadership Greater Topeka visited the library in early February. This was my first time giving a library tour. I worked with David from Digital Services and learned more about giving tours. It was a great time and the LGT members asked great questions throughout the tour!

Program Services

Autumn Friedli, Program Services Coordinator

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

Programming news

February was a busy month for TSCPL programs. We didn't just host events; we activated the entire county, engaging over 7,300 neighbors through 358 programs.

At the Library: 172 programs welcomed 2,847 guests through our doors.

In the Community: We took the library "on the road" for 186 programs, reaching 4,482 participants.

Breaking that down a little bit more:

Early Childhood: With 126 programs, we engaged 3,362 children and parents. Nearly half of our total monthly attendance (46%) was dedicated to early literacy and family bonding.

School Age: 83 programs drew in 1,689 students, making up 23% of our monthly reach.

Teens: We held 20 dedicated programs for teens, fostering a space for 246 young adults to connect and create.

Adults: Our adult offerings were in high demand, with 129 programs serving 2,032 participants (28% of our reach), proving the library is a lifelong destination for learning.

Notable Programs

On February 28th, we hosted a breathtaking performance of *Entre Dos Mundos* by 45 Grados Flamenco. This immersive, bilingual experience seamlessly fused music, dance, and song with the evocative power of poetry. The evening featured a distinguished collaboration with visual artist and poet Jose Faus, alongside local grade school students who took the stage to share their own original works. This TopArts grant-funded initiative was a resounding success, drawing a vibrant crowd of 137 attendees. (image attached)

The wintry weather mix on March 1st put a damper on attendance for our Music for a Sunday Afternoon event featuring Country Artist Angela Perry – but the show still went on! We had some loyal attendees come out and attend event.



Event Resources News

The "Staff Day" Hustle

Our facilities and custodial teams were the unsung heroes of Staff Day. They pulled off a massive logistical feat, transforming nearly every corner of the library—from Marvin Auditorium and the Rotunda to the Learning Center and Board Rooms—into specialized training spaces. Their hard work ensured that as soon as the doors opened, our team was ready to learn and grow.

A Hub for Community Support

We recently hosted a significant gathering in Marvin BC for KDADS and local Community Support Workers.

It's always rewarding to see our spaces serve as the gathering spot for organizations around our community.

Tax Season Support with VITA

The library is officially the community's go-to spot for tax season stress relief! VITA has kicked off their bi-weekly tax prep sessions. Every Tuesday and Thursday through Tax Day, our rooms are buzzing with volunteers helping folks navigate their returns with confidence.

The Library "On the Road"

We haven't just been busy inside our walls—we've been taking the library to the people. Our team has been out in full force tabling at local elementary schools (Randolph, McCarter, and McClure) as well as the Boys and Girls Club. It's been a great month for connecting with students and their families exactly where they are.

Digital Services

David King, Digital Services Director

Digital Library project update

This month has been evaluation month. There are six library technology companies that offer website content management systems, and we are demoing each of them in Feb/March. Once we demo each of them, our team will discuss strengths/weaknesses of each of them, and make a recommendation for a 2027 website migration project.

Gallery search functionality project

This is a part of the digital library update project. The library will also need to move away from our current gallery search functionality on our current website platform. To do that, we have a small team that is starting to explore our options for gallery searching for our customers.

Top Web Pages for February 2026

1. Tools & Services: 6974 Pageviews
2. Articles main page: 4060 Pageviews
3. Research Tools: 2051 Pageviews
4. Get a Library Card: 1583 Pageviews
5. Hours & Locations Page: 1456 Pageviews
6. Work at the Library: 1414 Pageviews
7. Meeting Rooms & Event Spaces: 1166 Pageviews
8. Trivia: 994 Pageviews
9. Great Read Alouds: Talking to Kids about homelessness & food insecurity: 980 Pageviews
10. Team Rooms: 828 Pageviews

Social Media Highlights for February 2026

Facebook

- What are you reading? – reached 9585 people
- Winter Reading Challenge – reached 7555 people
- 45 Grados Flamenco – reached 5720 people

Instagram

- The Grammys – reached 1299 people
- Bring Italy to you – reached 707 people
- Runway Remix event – reached 529 people

Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson



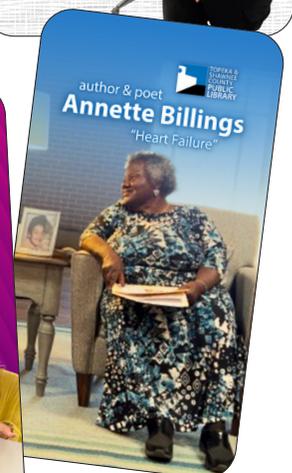
2026 American Advertising Awards

We Took Home Best of Show at the 2026 American Advertising Awards!

We're thrilled to announce that at the 2026 American Advertising Awards (Topeka AdFed) on Feb 21 our teams scored big with multiple honors! We earned a Best of Show for the promotion of the Alice C. Sabatini Gallery's exhibit *Dr. Drab's Lab*. But that's not all– we also snagged 4 Gold Awards for *Dr. Drab's Lab* in 2 categories: installation & film video, showcasing our top-notch graphics and promotion in addition to Gold awards for 2 social media promotions: "Shopping in Gallery Storage" and "iTeenerary" campaign. Rounding out the wins we proudly brought home 2 Silver Awards for the a 3rd social promotion highlighting local history "Terrifying Tales" and Book Nook graphic installation. Congratulations to everyone involved in making these creative achievements possible!

Story Slammin' and Remixing Fashion

This month's social media brought style and flare to our feeds. Annette Billings graced us with her poem Heart Failure in a promotion for her upcoming author visit. Library teen Natalie O'Callahan explained her creative process for designing wearable art for Runway Remix. Karen interviewed library staff about awkward dates and love stories with hilarious results!



Genre newsletters are growing

We are seeing steady growth in subscriptions to the new monthly book recommendation newsletters and open rates are very high. In early March we added posters promoting subscriptions in the new books and the stacks.



Mystery & Suspense

Issue	Subscribers	Open Rate
January	62	63%
February	100	81%

Nonfiction

Issue	Subscribers	Open Rate
January	33	61%
February	51	80%

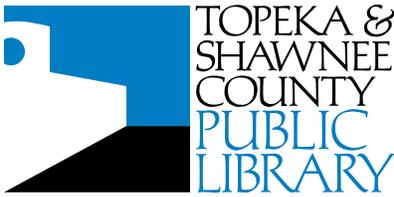
Romance

Issue	Subscribers	Open Rate
January	32	56%
February	51	67%



Highlighting 2025

With input from all library departments we showcase our organization’s accomplishments in the 2025 Annual Report included in this month’s board packet. Karen & Ginger led the effort of gathering details and statistics. In addition to reflecting on the past year, this report will be valuable to future library staff capturing the history of our work.



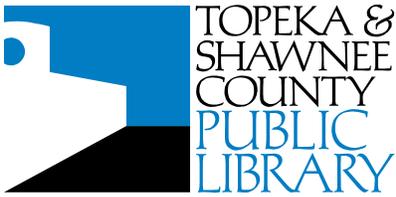
Online Security Policy

The Topeka and Shawnee County Public Library does not share, give away or sell credit card information to anyone outside the library. Every effort is made to keep your information safe.

Approved: October 15, 2009
Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.



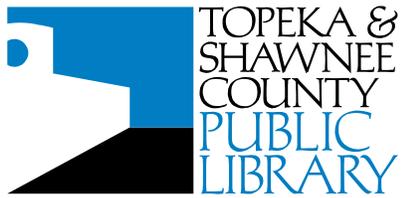
Online Security Policy

The Topeka and Shawnee County Public Library does not share, give away or sell credit card information to anyone outside the library. Every effort is made to keep your information safe.

Approved: October 15, 2009
Reviewed and Approved by the Library Board of Trustee

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.



Privacy Policy

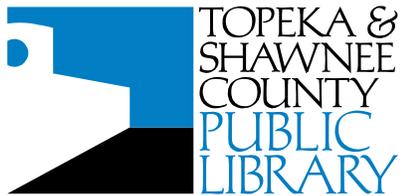
For credit card transactions

All library transactions are confidential as per the library Confidentiality Policy. Credit Card information will not be retained by the library as part of any transaction. All card transactions are processed at the highest available level of security.

Approved: August 13, 2009
Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Privacy Policy

For credit card transactions

All library transactions are confidential as per the library Confidentiality Policy. Credit Card information will not be retained by the library as part of any transaction. All card transactions are processed at the highest available level of security.

Approved: August 13, 2009
Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Refund Policy

For credit card transactions

Cancellation of items not shipped will result in a credit of the full amount to the customer's library fee payment account. After an item has been shipped, it will be at the discretion of the library director or designee whether credit is appropriate. All credits are reflected on the customer's library fee payment account.

Refunds of meeting room charges will result in a credit of the full amount to the customer's credit card.

Approved: August 13, 2009

Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Refund Policy

For credit card transactions

Cancellation of items not shipped will result in a credit of the full amount to the customer's library fee payment account. After an item has been shipped, it will be at the discretion of the library director or designee whether credit is appropriate. All credits are reflected on the customer's library fee payment account.

Refunds of meeting room charges will result in a credit of the full amount to the customer's credit card.

Approved: August 13, 2009

Reviewed and Approved by the Library Board of Trustees

Board of Trustees

Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Shipping Policy

For credit card transactions

All items will be shipped in a timely fashion.

Approved: August 13, 2009

Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library



Shipping Policy

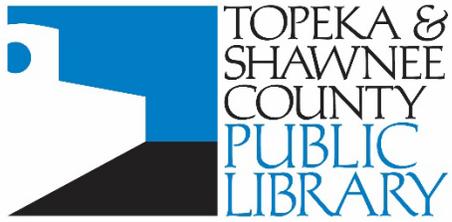
For credit card transactions

All items will be shipped in a timely fashion.

Approved: August 13, 2009
Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Resolution – Petition Policy

BOARD OF TRUSTEES

March 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Petition Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Petition Policy

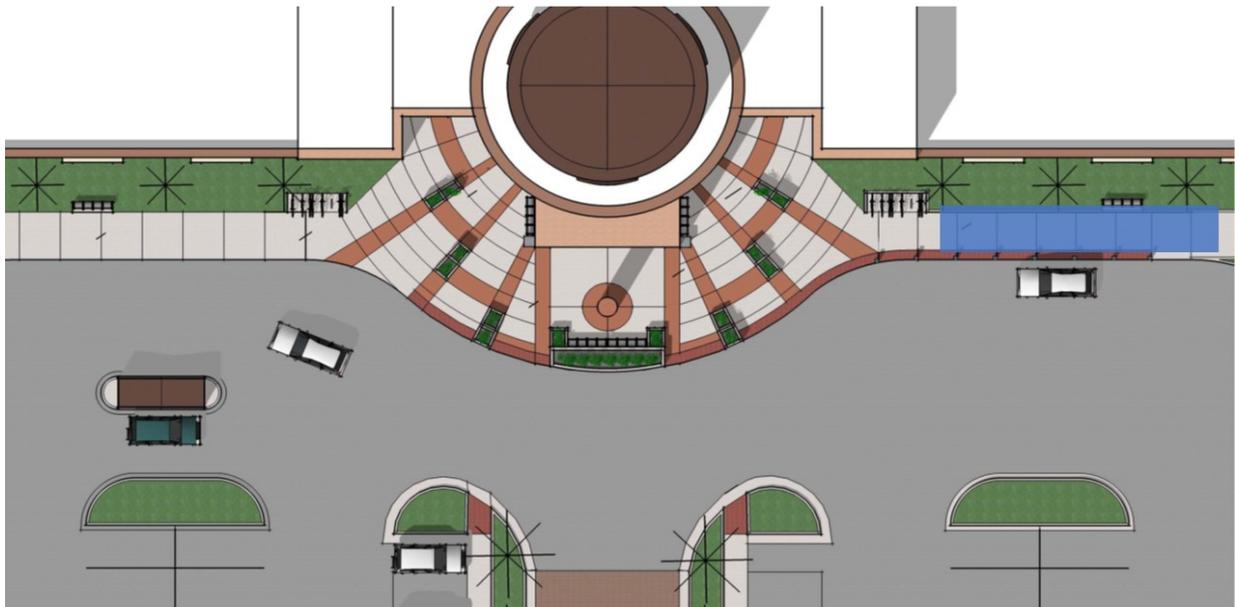
Purpose

The Topeka and Shawnee County Public Library has designated an exterior space for the lawful gathering of signatures on petitions. This designated space is not considered a meeting room and is not subject to the Library’s meeting room policies. Use of the space by petitioners is on a first come, first-served basis without regard to content. The petition space is not reservable. Individuals may not gather signatures inside the building or in other areas on library property that are not located in the space designated for petitions. There is no alternate location for signature collection due to inclement weather conditions. Petitioners cannot impede access to the main entrances of the library. They may not pursue customers or staff into parking areas or inside the library.

Petitioners who fail to comply with this policy will be asked to leave the premises.

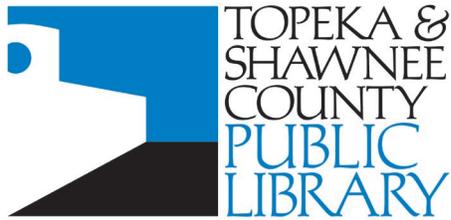
Designated space:

Petitioners must use the area east of the Library’s main entrances and west of Washburn Avenue. The designated space is highlighted in blue on the included map.



Approved: October 21, 2021
Reviewed and Approved by the Library Board of Trustees

Board of Trustees
Topeka and Shawnee County Public Library



Resolution – Bid for Elevator Modernization

**BOARD OF TRUSTEES
March 19, 2026**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the base bid from TK Elevator, Lenexa, Kansas, in the amount of \$129,245 for the modernization of the administration elevator. This expenditure shall be paid from the General Fund, Special Projects line.

Policy and Background Information:

The elevators in the library are all over 25 years old and the components, including the main controller, are no longer manufactured. This means if one of the components malfunctioned and could not be repaired, the library would not be able to procure new replacement parts. At this point in the elevators' life span it was determined that replacing these components with a modern control system would be prudent.

The main library has three elevators that are used by the public and staff. The plan is to update one of these elevators each year from 2025 - 2027. In 2025 the library modernized the elevator that goes from the lower level near the dock to the second floor in the Level 2 Tech Center. This elevator is used more than the other two and was deemed the most vital to update. The elevator that is being modernized in 2026 is the public elevator that is located in the east hallway on the first floor and administrative offices on the second floor.

It will take several months for component parts to become available and to schedule this project. It will most likely occur in the last quarter of 2026. The elevator will be down for approximately 4 weeks when the system is getting upgraded. During this time the public will be rerouted to use the staff service elevator to access the second floor in the Level 2 Tech Center.

Bid Process

In preparation for the bid process Library staff developed specifications for the project and created a Request for Proposal.

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

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. Once posted there, all vendors who chose to receive updates on the project were notified. A mandatory site visit was held on January 26, 2026, and submissions of questions were due February 2, 2026. There was one addendum to the original RFP that was sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting at the Topeka & Shawnee County Public Library at 3:30 PM, March 6, 2026. Five bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from TK Elevator, Lenexa, KS. This bid meets all necessary criteria. The library has worked with TK Elevator in the past and they have provided quality service.

TSCPL staff recommends the base bid of \$129,245 submitted by TK Elevator, Lenexa, KS, be approved for the administration elevator modernization project.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2026 Elevator Modernization Bid Tab

Bidder	Allrise	Masters Elevator company	MEI	Kone	otis	Tk Elevtor
Acknowledge Addenda 1	yes	yes	yes	yes	no bid	yes
Base Bid	\$ 142,079.00	\$ 153,800.00	\$ 173,574.00	\$ 199,950.00		\$ 129,245.00
Alternate #1	\$ 33,078.00	\$ 32,747.00	\$ 42,532.00	\$ 103,400.00		\$ 31,338.00
Base Bid + Alernate	\$ 175,157.00	\$ 186,547.00	\$ 216,106.00	\$ 303,350.00		\$ 160,583.00
Time for completion	119	90 (112)		91	300	168



Resolution – Nominating Committee Appointments

**BOARD OF TRUSTEES
March 19, 2026**

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

- **Jim Edwards - Chair**
- **Liz Post**
- **Beth Dobler**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Key Metrics

Net Promoter Score
86.8

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

Active Cardholders
70,821

End of LY: **71,331**
Difference: **-510** ▼
% Change: **-0.7%** ▼

Unique Borrowers YTD
22,708

Previous YTD: **21,279**
Difference: **1,429** ▲
% Change: **6.7%** ▲

Door Count YTD
78,551

Previous YTD: **64,394**
Difference YoY: **14,157** ▲
% Change YoY: **22.0%** ▲

First Time Checkouts YTD
97,995

Previous YTD: **94,669**
Difference YoY: **3,326** ▲
% Change YoY: **3.5%** ▲

Digital Checkouts YTD
131,004

Previous YTD: **120,403**
Difference YoY: **10,601** ▲
% Change YoY: **8.8%** ▲

Computers and WiFi

Computer Sessions YTD
14,121

Previous YTD: **11,692**
Difference YoY: **2,429** ▲
% Change YoY: **20.8%** ▲

Avg Session Time YTD
00:56:40

Previous YTD: **01:01:50**
Difference YoY: **-00:05:10** ▼
% Change YoY: **-8.4%** ▼

WiFi Sessions YTD
68,130

Previous YTD: **62,145**
Difference YoY: **5,985** ▲
% Change YoY: **9.6%** ▲

Avg Session Time YTD
00:14:35

Previous YTD: **00:13:48**
Difference YoY: **00:00:48** ▲
% Change YoY: **5.8%** ▲

Other Metrics

Program Attendance YTD
13,982

Previous YTD: **9,314**
Difference YoY: **4,668** ▲
% Change YoY: **50.1%** ▲

Mtg Room Attendance YTD
12,694

Previous YTD: **10,411**
Difference YoY: **2,283** ▲
% Change YoY: **21.9%** ▲

Reference Questions YTD
43,427

Previous YTD: **38,878**
Difference YoY: **4,549** ▲
% Change YoY: **11.7%** ▲

	2026												2026 YTD	2025 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)														85.3	88.7	-3.8%
Monthly NPS	87.5	82.1											69	79	-12.7%	
Monthly # of Responses	41	28											86.8	86.8	0.0%	
Current NPS	86.8	86.8														
GATE COUNT	38,790	39,761											78,551	64,394	22.0%	
CIRCULATION*																
Main Library																
Circulation Desk & Renewals	32,844	32,735											65,579	60,109	9.1%	
Interlibrary Loan	1,272	1,134											2,406	2,546	-5.5%	
Self-Check	37,662	32,437											70,099	72,977	-3.9%	
Bookmobile	3,535	3,175											6,710	6,439	4.2%	
TSCPL@Home	4,035	3,609											7,644	6,700	14.1%	
Red Carpet	5,296	4,258											9,554	9,156	4.3%	
Digital Downloads	70,417	60,587											131,004	120,403	8.8%	
Library @ Work / Smartlocker	1,279	1,275											2,554	2,646	-3.5%	
TOTAL CIRCULATION	156,340	139,210	-	-	-	-	-	-	-	-	-	-	295,550	280,976	5.2%	
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	51,891	46,104											97,995	94,669	3.5%	
CIRCULATION DETAILS																
Print Material	56,402	51,977											108,379	104,470	3.7%	
Audio/Visual Material	23,947	21,599											45,546	46,465	-2.0%	
Adult Materials	47,504	42,697											90,201	90,755	-0.6%	
Children's Materials	24,715	23,580											48,295	45,216	6.8%	
Young Adult Materials	2,377	2,049											4,426	3,655	21.1%	
Red Carpet Materials	5,603	5,140											10,743	11,269	-4.7%	
NEW Patrons																
Topeka / Shawnee County																
Adults	785	622											1,407	1,239	13.6%	
Children (ages 17 and under)	109	151											260	220	18.2%	
Red Carpet Outreach	8	9											17	15	13.3%	
NEKL	40	36											76	73	4.1%	
Non-Resident	2	1											3	1	200.0%	
Total New Registrations	944	819	-	-	-	-	-	-	-	-	-	-	1,763	1,548	13.9%	
PATRONS DELETED	162	147											309	327	-5.5%	
Cardholders																
Topeka / Shawnee County																
Adults	72,482	72,888											72,888	71,892	1.4%	
Children (age 0 - 17)	15,032	15,059											15,059	15,092	-0.2%	
TSCPL @ School	22,866	22,998											22,998	22,519	2.1%	
Red Carpet Outreach	1,144	1,157											1,157	1,141	1.4%	
NEKL	11,027	11,115											11,115	11,034	0.7%	
Non-Resident	56	56											56	55	1.8%	
Delinquent	59	39											39	61	-36.1%	
TOTAL CARDHOLDERS	122,666	123,312	-	-	-	-	-	-	-	-	-	-	123,312	121,794	1.2%	
Active Cardholders (Savannah)																

Non-Student Cardholders	62,292	62,788												62,788	61,887	1.5%
Student Cardholders	7,970	8,033												8,033	9,444	-14.9%
TOTAL ACTIVE CARDHOLDERS	70,262	70,821												70,821	71,331	-0.7%

Unique Borrowers																
Physical	6,831	6,673												9,533	23,292	-59.1%
Digital	13,050	12,715												15,687	24,091	-34.9%
Both	1,608	1,492												2,512	7,337	-65.8%
TOTAL UNIQUE BORROWERS	18,273	17,896	-	-	-	-	-	-	-	-	-	-	-	22,708	40,046	-43.3%

Holds Satisfied	14,085	12,041												26,126	26,241	-0.4%
------------------------	---------------	---------------	--	--	--	--	--	--	--	--	--	--	--	---------------	---------------	--------------

TOTAL CHECK-IN	49,421	46,832												96,253	93,697	2.7%
-----------------------	---------------	---------------	--	--	--	--	--	--	--	--	--	--	--	---------------	---------------	-------------

COLLECTION																
Materials Added	2,961	2,578												5,539	5,632	-1.7%
Materials Discarded	3,114	2,209												5,323	5,949	-10.5%
TOTAL COLLECTION	337,212	337,581	337,365	0.1%												

WEBSITE																
tsopl.org Unique Visitors	54,635	35,210												89,845	45,463	97.6%
tsopl.org Total Visits	77,725	54,054												131,779	82,684	59.4%
catalog.tsopl Unique Visitors	43,245	59,173												102,418	46,512	120.2%
catalog.tsopl Total Visits	77,445	91,490												168,935	114,125	48.0%

COMPUTER USE																
Public Computer Sessions	6,831	7,290												14,121	11,692	20.8%
Avg Public Computer Session Length (Minutes)	0:56:08	0:57:09												0:56:40	1:01:50	-8.4%
Total Computer Hours	6,391	6,944												13,335	12,049	10.7%
Wireless Sessions	31,077	37,053												68,130	62,145	9.6%
Avg Wireless Session Length (Minutes)	0:15:00	0:13:00												0:14:35	0:13:48	5.8%
Total Wireless Hours	7,929	8,635												16,564	14,285	16.0%
TOTAL HOURS	14,320	15,579	-	-	-	-	-	-	-	-	-	-	-	29,899	26,334	13.5%

NOTARY SERVICE (Documents)	127	150												277	265	4.5%
-----------------------------------	------------	------------	--	--	--	--	--	--	--	--	--	--	--	------------	------------	-------------

REFERENCE QUESTIONS																
Call Center														-	7,994	-100.0%
Gallery	353	294												647	904	-28.4%
L2TC	7,753	9,693												17,446	14,041	24.3%
Movies and Music	1,431	1,746												3,177	3,019	5.2%
New Books (was New and Novel)	2,179	2,142												4,321	3,658	18.1%
Topeka Room	1,299	1,135												2,434	815	198.7%
Telephone Reference	518	550												1,068	-	
LibAnswers	391	370												761	889	-14.4%
Circulation Call Center	1,959	1,839												3,798	-	N/A
Youth Services	4,939	4,836												9,775	7,558	29.3%
TOTAL REFERENCE QUESTIONS	20,822	22,605	0	43,427	38,878	11.7%										

MEETING ROOMS																
Meeting Room Bookings	484	519												1,003	877	14.4%
Team Room Bookings	802	887												1,689	1,518	11.3%
L2TC Bookings	691	814												1,505	1,300	15.8%
Total Meeting Room Hours Booked	4,524	5,171												9,695	8,802	10.1%
TOTAL MEETING ROOM ATTENDANCE	6,743	5,951												12,694	10,411	21.9%

LEARN & PLAY BUS VISITS	67	61												128	87	47.1%
------------------------------------	-----------	-----------	--	--	--	--	--	--	--	--	--	--	--	------------	-----------	--------------

PROGRAM ATTENDANCE

Adult - General	1,661	1,238												2,899	1,631	77.7%
Adult Outreach	81	256												337	1	33600.0%
Early Learners (0-5)	689	1,090												1,779	1,303	36.5%
Early Learner Outreach	2,316	2,272												4,588	3,668	25.1%
Kids (6-11)	264	273												537	391	37.3%
Kids Outreach	2,016	1,416												3,432	2,025	69.5%
Teens (12-18)	164	246												410	295	39.0%
Teen Outreach	0	0												0	0	N/A
TOTAL PROGRAM ATTENDANCE	7,191	6,791	-	13,982	9,314	50.1%										
GALLERY ATTENDANCE	3,509	2,008												5,517	3,986	38.4%
DOLLY PARTON ENROLLMENT	5,569	5,507												5,507	5,653	-2.6%

CIRCULATION DETAILS																
Print Material																
Adult Fiction	12,644	11,183												23,827	24,034	-0.9%
Adult Nonfiction	13,065	11,672												24,737	24,789	-0.2%
Juvenile Fiction	17,926	16,687												34,613	31,346	10.4%
Juvenile Nonfiction	4,197	4,506												8,703	7,606	14.4%
Magazines	593	743												1,336	1,782	-25.0%
RC Print Materials	5,487	5,051												10,538	11,111	-5.2%
RC Realia	116	89												205	158	29.7%
YA Print Materials	2,374	2,046												4,420	3,644	21.3%
PRINT CIRCULATION	56,402	51,977	-	108,379	104,470	3.7%										
Audio / Visual Material																
MiFi Hotspots	150	110												260	40	550.0%
Adult Audiobooks	999	974												1,973	1,994	-1.1%
Adult Music	1,921	2,083												4,004	3,418	17.1%
Adult Videos / DVDs	18,282	16,042												34,324	34,738	-1.2%
Juvenile Audiobooks	214	244												458	332	38.0%
Juvenile Music	36	36												72	114	-36.8%
Juvenile Videos / DVDs	2,342	2,107												4,449	5,818	-23.5%
YA A/V	3	3												6	11	-45.5%
AVV CIRCULATION	23,947	21,599	-	45,286	46,425	-2.5%										
Adult Material																
Adult Fiction	12,644	11,183	-	-	-	-	-	-	-	-	-	-	-	23,827	24,034	-0.9%
Magazines	593	743	-	-	-	-	-	-	-	-	-	-	-	1,336	1,782	-25.0%
Adult Audiobooks	999	974	-	-	-	-	-	-	-	-	-	-	-	1,973	1,994	-1.1%
Adult Music	1,921	2,083	-	-	-	-	-	-	-	-	-	-	-	4,004	3,418	17.1%
Adult Videos / DVDs	18,282	16,042	-	-	-	-	-	-	-	-	-	-	-	34,324	34,738	-1.2%
ADULT CIRCULATION	47,504	42,697	-	90,201	90,755	-0.6%										
Juvenile Material																
Juvenile Fiction	17,926	16,687	-	-	-	-	-	-	-	-	-	-	-	34,613	31,346	10.4%
Juvenile Nonfiction	4,197	4,506	-	-	-	-	-	-	-	-	-	-	-	8,703	7,606	14.4%
Juvenile Audiobooks	214	244	-	-	-	-	-	-	-	-	-	-	-	458	332	38.0%
Juvenile Music	36	36	-	-	-	-	-	-	-	-	-	-	-	72	114	-36.8%
Juvenile Videos / DVDs	2,342	2,107	-	-	-	-	-	-	-	-	-	-	-	4,449	5,818	-23.5%
JUVENILE CIRCULATION	24,715	23,580	-	48,295	45,216	6.8%										
Red Carpet Material																
RC Print Materials	5,487	5,051	-	-	-	-	-	-	-	-	-	-	-	10,538	11,111	-5.2%
RC Realia	116	89	-	-	-	-	-	-	-	-	-	-	-	205	158	29.7%
RED CARPET CIRCULATION	5,603	5,140	-	10,743	11,269	-4.7%										
Young Adult Material																
YA Print Materials	2,374	2,046	-	-	-	-	-	-	-	-	-	-	-	4,420	3,644	21.3%
YA A/V	3	3	-	-	-	-	-	-	-	-	-	-	-	6	11	-45.5%
YOUNG ADULT CIRCULATION	2,377	2,049	-	4,426	3,655	21.1%										
Digital Downloads																
Overdrive	51,323	45,399												96,722	89,408	8.2%
Hoopla	17,884	13,907												31,791	28,242	12.6%
Flipster	409	430												839	1,080	-22.3%
Kanopy	801	851												1,652	1,673	-1.3%
DIGITAL DOWNLOADS	70,417	60,587	-	131,004	120,403	8.8%										
Adult ebook Fiction	20,710	15,342												36,052	37,474	-3.8%
Adult ebook Nonfiction	3,742	2,326												6,068	7,712	-21.3%
Adult digital audiobooks	34,552	18,469												53,021	50,280	5.5%
Juvenile ebook Fiction	1,670	1,199												2,869	3,839	-25.3%
Juvenile ebook Nonfiction	301	153												454	602	-24.6%
Juvenile digital audiobooks	2,481	1,362												3,843	4,486	-14.3%
Young Adult ebook Fiction	1,332	1,166												2,498	3,488	-28.4%
Young Adult ebook Nonfiction	28	27												55	44	25.0%

Young Adult digital audiobooks	2,122	1,867											3,989	3,929	1.5%
DIGITAL CIRCULATION DETAILS	66,938	41,911	-	-	-	-	-	-	-	-	-	-	108,849	111,854	-2.7%