



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

May 15, 2025





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



May 15, 2025 – 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 April 20, 2025, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

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

Financial Reports

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

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –**pg. 25**

Health Insurance Review Committee update- Mark Zillinger

Chief Executive Officer Report – Marie Pyko pg. 27

- **JDC Project Presentation** – Technical Services Manager Scarlett Fisher-Herreman and Cataloging Paraprofessional Alex Henault

Chief of Staff Report – Thad Hartman pg. 30

New Business

- **Resolution- Authority to Expend Capital Improvement Fund Monies for Parking Lot Improvements- [Action Item](#) pg. 43**
- **Resolution – Bid for Parking Lot Improvement Project – [Action Item](#) pg. 45**

Executive Session

Adjournment

Public Comment

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

Next Meeting

June 19, 2025

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Hannah Uhlig – Treasurer, Beth Dobler, Fred Patton, Mark Zillinger, Jim Edwards, Liz Post, Jim Ramos

Board Members Absent

Joan Hicks – Secretary

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, April 17, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

Public Comment

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

Trustee Advocacy Stories

Trustee Liz Post shared that she presented to the Library Foundation at their board meeting yesterday.

Trustee Mark Zillinger attended William Kent Krueger's author talk last evening and said it was a great event. Krueger was very engaged with the audience and the moderator. Zillinger shared that the event was well attended and very well coordinated.

Approval of Minutes

On a motion by Jim Ramos, seconded by Jim Edwards, the March 20, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Audit Report

Emily Sheldon, Audit Principal and Trae Shelton, Audit Manager with BT&Co., P.A., reviewed the 2024 Audit Report. Sheldon reported that the library received an unmodified audit opinion (the best report an organization can receive) without any findings or deficiencies. The audit was free from material misstatement and fairly presented with generally accepted auditing standards. Sheldon noted no issues or problems. Shelton reported that management was cooperative and transparent in answering questions. Sheldon and Shelton thanked Chief Financial Officer Kim Strube and her staff for their hard work during the audit. There were no questions for Sheldon or Shelton.

On a motion by Hannah Uhlrig, seconded by Jim Edwards, the 2024 Audit Report was accepted as presented.

Motion passed unanimously

Financial Reports

Board Treasurer Hannah Uhlrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for March 2025.

On a motion by Hannah Uhlrig and seconded by Mark Zillinger, the Treasurer's Financial Report for March 2025 was accepted.

Motion passed unanimously.

Chief Financial Officer Report

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

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that the Foundation Board meeting was on April 16. The auditors from BT&Co presented the Library Foundation's audit. DaVee shared that the Foundation received an unmodified opinion. She thanked Foundation Director Ashley Charest and BT&Co for their diligence through the process.

The Foundation welcomed a new employee, Nancy Clasemann, to the Foundation on April 7 as the Finance & Administrative Specialist.

The recent campaign to sell bricks for Claire's Courtyard was a success and exceeded expectations with the sale of 58 bricks and raising over \$7,000. The Foundation also raised funds for Library Giving week. DaVee thanked those who shared the social media posts throughout the week.

Friends of Topeka and Shawnee County Public Library

Friends of the Library President Ruth Nelson shared that last night, registrants enjoyed an evening with bestselling author William Kent Krueger. Forty-four registered Friends members were treated to an exclusive meet-and-greet with Krueger before the event, where he mingled with attendees, signed books, and posed for photos. Round Table Bookstore was also on-site with Krueger's titles available for purchase. The evening was made even more dynamic with local author Lara Avery—the 2024 Friends Annual Event guest speaker—moderating the discussion.

Krueger's visit was sponsored by the Friends and made possible through funds raised from quarterly book sales, memberships, online sales, and the Chandler Booktique.

The Friend's most recent book sale, held April 4–6, was a great success. They completed 635 transactions and raised a total of \$8,413.59, which is \$751 more than the January sale. Ruth thanked those who supported the Friends. The next book sale will take place July 18–20.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on April 7, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that the public listening session for the budget will be May 1 from 9:00 am – 12:00 pm. A press release is coming out today. Pyko has been working with Strube and the Communications and Marketing team to make poster boards focused on what percentage of the budget is spent on different areas of the library or services that are provided. In August when the budget is presented, Strube will present the budget prior to public comment.

Pyko invited all board members to the Kids Library Grand Opening on May 29 from 9:00 am – 11:00 am. Pyko is hoping for a big turnout with lots of fun occurring.

Chief of Staff Report

Chief of Staff Thad Hartman thanked Librarian Kaitlyn Kriley and Public Services Supervisor Cadie Maas for running and organizing the author talk last night. This was their first major event of this scale.

Wednesday will be the Outreach Planning Work Session. Hartman will send out information to trustees tomorrow so they can read it prior to the meeting.

For new business today there are two bids to discuss. One is for the elevator modernization. Hartman shared he was pleased with the bid from TK Elevators and is recommending their bid to the board. The other bid is for the staff restrooms and the replacement of the carpet in the circulation workroom while the AMH is being replaced. He is recommending the bid from Shirley Construction for this project.

New Business

Election of Officers

Jim Edwards gave the Nominating Committee's report. The Nominating Committee consists of Jim Edwards, Liz Post, and Beth Dobler. The Nominating Committee wishes to nominate the following people:

Peg Dunlap – Chair

Mark Zillinger – Vice Chair

Hannah Uhlig – Secretary

Fred Patton – Treasurer

On a motion by Jim Edwards, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report.

Motion passed unanimously

Bid for Elevator Modernization Project

On a motion by Mark Zillinger, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$140,128.00 by TK Elevator of Lenexa, KS as written.

Motion passed unanimously

Bid for Staff Restrooms and Circulation Workroom Renovation

On a motion by Beth Dobler, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$288,956.00 by Shirley Construction of Topeka, KS as written.

Motion passed unanimously

This meeting was Shawn Leisinger's last meeting as Board Chair. Chief Executive Officer Marie Pyko and the rest of the board thanked him for the past two years of leadership.

Adjournment

On a motion by Jim Edwards, seconded by Jim Ramos, the meeting was adjourned at 4:36 pm.

Motion passed unanimously

Next Meeting

May 15, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/82451801227?pwd=PugNVZ1MRiVbouSJMIzwGFyBDxfEJP.1>

Meeting ID: 824 5180 1227

Passcode: 487035

*Subject to change without notice

Chief Financial Officer's Report
May 2025
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show, NEH and Dock Grant Funds are temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 32.9% of the budget year completed, 54% of the budgeted revenue has been received and 32% of the approved budget has been expended/encumbered. This compares to 2024 in which 53% of the budgeted revenue had been received and 32% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 32.9% of the budget year completed, 53% of the budgeted revenue has been received and 27% of the approved budget has been expended/encumbered. This compares to 2024 in which 53% of the budgeted revenue had been received and 25% 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 \$6,973,608.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual aquarium service contract	\$7,967.60	Big Fish LLC
Approved operating budget	Annual subscription	\$5,497.50	Zoom Video Communications Inc.
Approved operating budget	Replacement lights and tracks for the Gallery	\$10,558.36	Border States Industries Inc.
RFP was posted and approved by the Board on 4/17/2025	Elevator modernization	\$140,128.00	TK Elevator Corporation
Change Order - Board approved bid award on 9/19/2024	Kids Library Renovation – additional floor box covers and lock to AV cabinet	\$3,419.87	Shirley Construction Inc.
Approved operating budget	(4) height adjustable stands for the kiosks	\$10,050.00	Bibliotheca LLC
Approved operating budget	Television advertising	\$11,100.00	WIBW
Library Materials	Juvenile fiction and non-fiction	\$10,746.00	Ingram Library Services
Library Materials	Adult e-books/audiobooks	\$5,586.00	Overdrive, Inc.
Library Materials	Juvenile fiction	\$6,557.00	Ingram Library Services
Library Materials	Annual subscription for LinkedIn Learning Library	\$20,000.00	LinkedIn Corporation
Library Materials	Adult e-books/audiobooks	\$5,710.00	Overdrive, Inc.
Library Materials	Adult e-books/audiobooks	\$5,650.00	Overdrive, Inc.
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Hoopla online	\$34,684.04	Midwest Tape LLC
Library Materials	Adult e-books/audiobooks	\$5,660.00	Overdrive, Inc.
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services

Other Items:

- Copies of the 2024 audit have been filed with: (1) State of Kansas (as required by state statute); (2) Dun and Bradstreet for bond ratings; and (3) CoreFirst Bank. Also, the audit is posted on the TSCPL public website and hard copies are stored in the vault and available in the Topeka Room.
- Please remember to schedule the forthcoming Board budget work sessions:
 - Tuesday, June 10th, 9 to 11 in the Marvin Auditorium 101C
 - Wednesday, July 9th, 1 to 3 pm in the Hughes Room 205

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

4/30/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	595.24	6%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	-	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	472.75	4728%
	<u>\$ 10,010.00</u>	<u>\$ 1,067.99</u>	11%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
 Unencumbered Balance 4/30/2025	 <u>\$ -</u>	 <u>\$ 9,299.11</u>	

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

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

4/30/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 4/30/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 8,637,580.01	\$ 5,380,620.04	\$ 10,148,489.58
Employee Benefits	2,521,111.25	2,132,008.52	1,350,391.60	\$ 3,302,728.17
Capital Improvement	6,877,610.04	95,997.66	-	\$ 6,973,607.70
Bond & Interest	8,231.12	1,067.99	-	\$ 9,299.11
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	61,560.71	34,003.00	\$ 76,301.35
Federal, State & Local Grants	2,577.59	-	5,728.76	\$ (3,151.17)
Other Special Revenue	1,184,169.04	6,757.35	65,960.89	\$ 1,124,965.50
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
Totals	<u>\$ 17,813,687.24</u>	<u>\$ 10,954,123.43</u>	<u>\$ 6,836,704.29</u>	<u>\$ 21,931,106.38</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,106,951.81
Restricted Funds-CoreFirst Bank-Checking	1,121,839.33
Capital Improvement Fund-Community National Bank-Money Market Account	6,973,607.70
Cash on Hand	2,446.49
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	5,475,178.14
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,000,000.00
	<u>\$ 21,979,109.61</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,118.06
Less Payroll Deduction and Employer Benefit Liabilities	789.36
Less Outstanding Checks	45,095.81
	<u>\$ 21,931,106.38</u>

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

4/30/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	4/30/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,891,529.61	\$ 8,637,580.01	\$ 1,147,818.71	\$ 4,232,801.33	\$ 10,148,489.58	\$ 1,725,367.67	\$ 8,423,121.91
Employee Benefit Fund	2,521,111.25	2,132,008.52	49.50	1,350,342.10	3,302,728.17	37,867.50	3,264,860.67
Capital Improvement Fund	6,877,610.04	95,997.66	-	-	6,973,607.70	-	6,973,607.70
Bond & Interest Fund	8,231.12	1,067.99	-	-	9,299.11	-	9,299.11
Non Major Governmental Funds							
<i>State Aid Fund</i>	48,743.64	61,560.71	-	34,003.00	76,301.35	66,740.64	9,560.71
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	-	-	5,728.76	(3,195.20)	-	(3,195.20)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	10.82	-	-	10,775.89	-	10,775.89
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	174.84	(174.84)	3,491.79	(3,666.63)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.65	0.04	-	-	31.69	-	31.69
Friends	221,749.98	210.86	5,000.00	14,866.75	202,094.09	13,674.85	188,419.24
Fun Committee	7,847.43	1,028.23	-	-	8,875.66	-	8,875.66
Gallery Competitions/Exhibits	36,712.45	916.62	-	-	37,629.07	-	37,629.07
Gifts/Memorials (Undesignated)	865,234.60	849.12	22,489.50	12,016.98	831,577.24	416,372.47	415,204.77
Hathaway Trust - Library Materials	2,894.18	1,215.30	-	497.78	3,611.70	1,305.22	2,306.48
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	17,656.12	2,507.96	6,341.43	117.80	13,704.85	4,167.66	9,537.19
NEH Expendable	3,948.63	1.86	-	4,000.00	(49.51)	3,400.00	(3,449.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	5.81	-	-	5,788.40	-	5,788.40
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.70	0.04	-	-	36.74	-	36.74
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,207.47	2.22	-	-	2,209.69	-	2,209.69
Youth Services	8,843.48	8.47	374.51	81.30	8,396.14	-	8,396.14
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
TOTALS	\$ 17,813,687.24	\$ 10,954,123.43	\$ 1,182,073.65	\$ 5,654,630.64	\$ 21,931,106.38	\$ 2,272,387.80	\$ 19,658,718.58

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

4/30/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 4/30/2025</u>
				32.9%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 8,221,725.47	\$ (6,145,710.53)	57%
Revitalization Rebates	(119,568.00)	(76,699.87)	\$ 42,868.13	64%
Back Tax	-	98,148.57	\$ 98,148.57	N/A
Motor Vehicle Tax	1,285,204.00	160,540.62	\$ (1,124,663.38)	12%
Recreational Vehicle Tax	14,586.00	1,080.57	\$ (13,505.43)	7%
16/20 M Vehicle Tax	5,398.00	4,861.73	\$ (536.27)	90%
In Lieu of Tax	42,441.00	56,978.29	\$ 14,537.29	134%
Watercraft Special Tax**	10,323.00	-	\$ (10,323.00)	0%
Commercial Vehicle Fees	42,362.00	34,825.51	\$ (7,536.49)	82%
E-Rate Reimbursement	19,926.00	-	\$ (19,926.00)	0%
Miscellaneous Revenue	3,000.00	13,099.81	\$ 10,099.81	437%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	108,361.00	11,559.98	\$ (96,801.02)	11%
Salary Refunds-Friends	50,236.00	12,154.80	\$ (38,081.20)	24%
Salary Refunds-Shawnee Cty	22,211.00	9,236.01	\$ (12,974.99)	42%
Vending Machines	1,500.00	484.80	\$ (1,015.20)	32%
Overdue Fees*	25,000.00	8,261.54	\$ (16,738.46)	33%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	1,445.00	\$ 945.00	289%
Obituary Fees	300.00	55.00	\$ (245.00)	18%
Meeting Room Charges	2,000.00	2,150.00	\$ 150.00	108%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	77,670.19	\$ (72,329.81)	52%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
TOTALS	<u>\$ 19,025,487.00</u>	<u>\$ 8,637,580.01</u>	<u>\$ (7,403,845.99)</u>	54%

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

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

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

4/30/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					32.9%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,477.02	\$ -	\$ 3,322.98	31%
Salaries-Facilities	693,658.00	214,065.14	-	479,592.86	31%
Salaries-Overtime	10,000.00	3,916.24	-	6,083.76	39%
Salaries-Security	361,407.00	92,179.08	-	269,227.92	26%
Salaries-Shelvers	64,925.00	7,479.06	-	57,445.94	12%
Salaries-Staff	8,982,367.00	2,401,682.96	-	6,580,684.04	27%
Conferences	171,000.00	24,742.19	28,024.64	118,233.17	31%
Staff Internal Dev/Trng - Web Based	15,000.00	3,380.64	4,787.00	6,832.36	54%
Staff Development & Training	35,000.00	12,157.05	515.00	22,327.95	36%
Mileage	13,056.00	1,667.31	9,541.89	1,846.80	86%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	322.39	-	1,177.61	21%
Materials-Periodicals	26,000.00	418.60	36.22	25,545.18	2%
Materials-Print/Non-Print <1 YR	866,500.00	208,570.20	33,219.41	624,710.39	28%
Materials-Print/Non-Print	1,316,000.00	311,250.42	159,777.46	844,972.12	36%
OPERATIONS:					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	214,146.12	15,189.39	542,619.49	30%
Contracted-Facilities	346,000.00	89,723.85	110,384.26	145,891.89	58%
Contracted-Equipment	79,600.00	22,993.09	49,205.81	7,401.10	91%
Contracted-Professional	278,000.00	72,745.09	100,840.81	104,414.10	62%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	69,905.89	37,824.87	342,669.24	24%
Furniture/Equipment	50,000.00	9,472.51	12,127.85	28,399.64	43%
Insurance	87,000.00	43,358.22	31,926.00	11,715.78	87%
Marketing & Communication	95,000.00	9,430.01	26,586.87	58,983.12	38%
Memberships/Dues	30,900.00	22,184.00	-	8,716.00	72%
Miscellaneous	5,000.00	1,172.21	-	3,827.79	23%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	(3,032.87)	1,374.00	70,748.87	-2%
Printing	86,750.00	3,142.68	6,419.46	77,187.86	11%
Programming	118,900.00	8,690.24	19,137.78	91,071.98	23%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	99,059.05	189,004.38	711,936.57	29%
Supplies-Facilities	120,972.00	20,155.33	62,631.50	38,185.17	68%
Supplies-Office/Library	97,614.00	16,707.30	6,594.42	74,312.28	24%
Supplies-Processing	48,960.00	7,030.32	658.00	41,271.68	16%
Telecommunications	215,064.00	41,857.57	71,093.76	102,112.67	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	61,326.73	238,673.27	51,584.00	85%
Utilities-Gas	67,627.00	29,268.40	32,731.60	5,627.00	92%
Utilities-Water/Sewage	43,687.00	6,881.77	36,118.23	687.00	98%
Vehicle-Gas	46,767.00	5,904.57	-	40,862.43	13%
Vehicle-Repair	85,000.00	3,658.70	35,308.30	46,033.00	46%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	27.65	-	(27.65)	N/A
TOTALS	\$ 19,025,487.00	\$ 4,232,801.33	\$ 1,319,732.18	\$ 11,822,953.49	32%

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

4/30/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ 5,227,959.67	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	8,221,725.47	57%
Revitalization Rebates	(119,568.00)	(76,699.87)	64%
Back Tax	-	98,148.57	N/A
Motor Vehicle Tax	1,285,204.00	160,540.62	12%
Recreational Vehicle Tax	14,586.00	1,080.57	7%
16/20M Vehicle Tax	5,398.00	4,861.73	90%
In Lieu of Tax	42,441.00	56,978.29	134%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	34,825.51	82%
E-Rate Reimbursement	19,926.00	-	0%
Fees and Charges	32,500.00	25,498.14	78%
Reimbursements	180,808.00	32,950.79	18%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	77,670.19	52%
	<u>\$ 16,041,426.00</u>	<u>\$ 8,637,580.01</u>	54%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	2,720,799.50	27%
Other Staff Support Costs	234,056.00	84,815.72	36%
Library Collections	2,210,000.00	713,594.70	32%
Contracted Services	1,570,248.00	768,913.02	49%
Digital Services Support	450,400.00	107,730.76	24%
Furniture/Equipment/Art	58,000.00	21,600.36	37%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	288,063.43	29%
Utilities & Telecommunications	677,962.00	517,951.33	76%
Vehicles	131,767.00	44,871.57	34%
Other Operating Expenditures	760,186.00	284,193.12	37%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 5,552,533.51</u>	32%
Prior Year Canceled Purchase Orders		<u>\$ 110,115.74</u>	
Unencumbered Balance 4/30/2025	\$ -	<u><u>\$ 8,423,121.91</u></u>	

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

4/30/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ 2,520,911.30	
Revenue:			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 2,010,326.67	57%
Revitalization Rebates	(29,223.00)	(18,762.80)	64%
Back Tax	-	24,766.01	N/A
Motor Vehicle Tax	323,260.00	40,769.48	13%
Recreational Vehicle Tax	3,669.00	274.19	7%
16/20M Vehicle Tax	1,358.00	1,262.09	93%
In Lieu of Tax	10,655.00	13,933.00	131%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	8,835.72	83%
Refund-Fringe Benefits-Foundation	51,625.00	4,658.78	9%
Refund-Fringe Benefits-Friends	42,301.00	8,427.64	20%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	3,836.18	39%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	6,618.84	N/A
Interest on Idle Funds	85,000.00	27,051.56	32%
	\$ 4,035,570.00	\$ 2,132,008.52	53%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,171.00	1,030.50	88%
Social Security/Medicare	762,820.00	192,449.09	25%
Ks Public Employees Retirement Sys	1,043,421.00	286,946.54	28%
Worker's Compensation	62,300.00	66,756.32	107%
Unemployment Tax	9,963.00	4,243.24	43%
Health/Dental Insurance	3,250,875.00	830,234.91	26%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 1,388,209.60	27%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 4/30/2025	\$ -	\$ 3,264,860.67	

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

CAPITAL IMPROVEMENT

Balance 01/01/2025	\$ 6,877,610.04
Revenue:	
Transfer In	\$ -
Interest received	95,997.66
	\$ 95,997.66
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 4/30/2025	\$ 6,973,607.70

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	52,000.00	61,560.71
	\$ 52,000.00	\$ 61,560.71
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	52,000.00
	\$ 52,000.00	\$ 52,000.00
Unencumbered Balance 4/30/2025		\$ 9,560.71

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of April 30, 2025

Capital Improvement Funds - Community National Bank

\$ 6,973,607.70 at 4.21% (money market account)

Municipal Investment Pool

\$ 5,475,178.14 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average April 1 - 30, 2025 was 3.02%

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

\$ 7,000,000.00 Certificate of Deposit for Employee Benefit
Fund (\$1.5M) and General Fund (\$5.5M); 2/24/2025
@ 4.3%; 5/25/2025 maturity

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 20,280.32	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 26.81	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 1,297.12	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 64.34	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 26.81	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 26.81	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 235.77	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95974
10	41000	351	4/3/25	EVERGY	2025 Electric Services	\$ 65.18	-95974
						\$ 22,124.32	-95974 Total
10	21505	0	4/4/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,202.48	-95973
15	21516	0	4/4/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,694.46	-95973
15	21517	0	4/4/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,367.01	-95973
10	21513	0	4/4/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,596.52	-95973
				Remittance of pension benefit contributions & optional group life premiums		\$ 57,860.47	-95973 Total
10	21501	0	4/3/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,141.44	-95968
10	21502	0	4/3/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,805.81	-95968
15	21521	0	4/3/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 329.04	-95968
10	21503	0	4/3/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,869.06	-95968
15	21504	0	4/3/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,869.06	-95968
10	21503	0	4/3/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,646.77	-95968
15	21504	0	4/3/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,646.77	-95968
10	21514	0	4/3/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-95968
10	41000	313	4/3/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,285.90	-95968
				Remittance of payroll taxes, garnishments and Paycom fees		\$ 91,773.72	-95968 Total
10	41000	310	4/7/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 162.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	cPanel Solo MT Cloud	\$ 32.39	-95962
10	41000	313	4/7/25	COREFIRST BANK & TRUST	HR assistant	\$ 222.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 157.80	-95962
10	41000	910	4/7/25	COREFIRST BANK & TRUST	Ulrich CAD file	\$ 2,993.10	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 32.79	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 77.00	-95962
10	41000	410	4/7/25	COREFIRST BANK & TRUST	hvac actuators	\$ 3,392.10	-95962

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	341	4/7/25	COREFIRST BANK & TRUST	Group access conf	\$ 200.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 216.00	-95962
10	41000	323	4/7/25	COREFIRST BANK & TRUST	ALA- A Fultz	\$ 125.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	N-able annual subscriptio	\$ 156.33	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	Old TSCPL Hosting	\$ 150.00	-95962
10	41000	310	4/7/25	COREFIRST BANK & TRUST	Test Site Hosting	\$ 150.00	-95962
				<i>Miscellaneous online orders paid by credit card</i>		\$ 8,789.51	-95962 Total
10	41000	736	4/9/25	COREFIRST BANK & TRUST	CRASH PAD - BLACK	\$ 209.98	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	C310 Black toner	\$ 343.47	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	plastic storage boxes	\$ 11.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	pom-poms	\$ 9.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	rubber bands	\$ 6.29	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	craft sticks	\$ 11.70	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	bottle caps	\$ 9.90	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	duct tape 1	\$ 7.02	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	duct tape 2	\$ 7.45	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	duct tape 3	\$ 5.54	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	dixie cups	\$ 6.49	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	hdmi-micro	\$ 13.52	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Sedona Sky yarn	\$ 59.94	-95960
10	41000	410	4/9/25	COREFIRST BANK & TRUST	air compressor switch	\$ 15.44	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	SetonGuard Asset	\$ 1,185.00	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	shipping	\$ 74.97	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	ELECOM EX-G	\$ 37.99	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	B0D6VX17WY	\$ 39.99	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	compact stapler	\$ 91.98	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	stapler 40 sheet capacity	\$ 20.68	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	Mechanical pencils	\$ 15.81	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	OptiPlex Tower	\$ 2,883.72	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	SAMSUNG 32-Inch M7	\$ 299.99	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	13.56MHz MIFARE Classic	\$ 89.18	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	4ft XLR 4 pk	\$ 18.89	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	6ft XLR 2 pk	\$ 17.81	-95960
10	41000	410	4/9/25	COREFIRST BANK & TRUST	Orbit digital meter	\$ 69.98	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	18 clickers	\$ 21.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	48 vintage envelopes	\$ 8.72	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	75 pack hot glue sticks	\$ 15.58	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	100 ft. cotton rope	\$ 6.99	-95960
10	41000	310	4/9/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95960

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	4/9/25	COREFIRST BANK & TRUST	50 FT Phone Cord	\$ 29.90	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	PowerDVD 23 Ultra	\$ 69.99	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	4pack Sterilite 15q stora	\$ 30.91	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	UpBright 12V AC/DC Adapte	\$ 14.68	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Logi H390 Wired	\$ 109.95	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	200 plastic cups	\$ 15.88	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	wax seal kit	\$ -	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	book stamp	\$ 7.49	-95960
10	41000	311	4/9/25	COREFIRST BANK & TRUST	rv steps	\$ 849.54	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	LibraryQuiet 6 sloping sh	\$ 1,021.14	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	LibraryQuiet 6 sloping 18	\$ 436.17	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	shipping	\$ -	-95960
10	41000	326	4/9/25	COREFIRST BANK & TRUST	1-sided stretch table clo	\$ 246.67	-95960
10	41000	326	4/9/25	COREFIRST BANK & TRUST	setup fee less \$25	\$ 25.00	-95960
10	41000	326	4/9/25	COREFIRST BANK & TRUST	shipping	\$ -	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	scotch tape	\$ 12.20	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	expanding file folders 5.	\$ 54.52	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	expanding file folders 3	\$ 69.24	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	stapler	\$ 20.96	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	cubicle jacket hooks	\$ 19.98	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	black fabric hooks	\$ 7.99	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	wire cubicle hooks	\$ 9.99	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Crucial 2TB 2230	\$ 959.94	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	air dry clay 25 lb.	\$ 35.52	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Beelink MINIS N100	\$ 338.00	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Mounting brackets	\$ 119.94	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Samsung 55 DU7200"	\$ 984.00	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Potting Mix	\$ 12.69	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	animal stickers	\$ 7.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	flower stickers	\$ 7.95	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	glue sticks	\$ 8.15	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	baby wipes	\$ 6.77	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	tropical candy rolls	\$ 7.83	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	sandpaper	\$ 3.95	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	binder dividers	\$ 6.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	scratch & sniff stickers	\$ 9.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	soft & chewy candy	\$ 7.27	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	flavored licorice	\$ 3.71	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	tablecloth	\$ 6.99	-95960

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

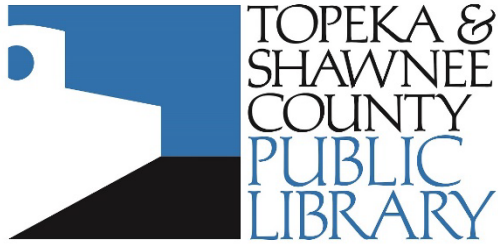
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	4/9/25	COREFIRST BANK & TRUST	mirror board circles	\$ 13.26	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	spray paint	\$ 11.96	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	paper plates	\$ 12.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	bottlecaps	\$ 9.90	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Cups with lids	\$ 28.47	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	air dry clay	\$ 70.42	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	shark teeth	\$ 19.95	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	fluortie chips	\$ 11.75	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	Carbon Monoxide detector	\$ 18.50	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	NASA TE -CANCELLED ORDER	\$ 28.88	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	wax seal kit	\$ 13.99	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	Orange Sticky Thermal	\$ 384.00	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Strathmore WaterColor 400	\$ 47.85	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	138X (HP Branded) Toner	\$ 259.78	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Bunny yard sign	\$ 17.98	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Egg yard sign	\$ 17.98	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	tumbling chicks yad sign	\$ 22.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	bulk bunny finger puppets	\$ 153.93	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Mini Loaf Baking Pans w/L	\$ 12.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	large sequins	\$ 71.45	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Network test tools	\$ 321.67	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Screen protectors	\$ 29.85	-95960
10	41000	320	4/9/25	COREFIRST BANK & TRUST	Compressed air	\$ 30.47	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	3/16 piping cord"	\$ 36.89	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	plastic yarn needles	\$ 13.44	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	arcylic yarn	\$ -	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	acrylic yarn	\$ -	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	acrylic yarn	\$ -	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	tattoo transfer paper	\$ 5.99	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	100ct AA batteries	\$ 25.85	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	24pk 9v batteries	\$ 48.26	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	36ct AAA batteries	\$ 55.40	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	80 pk mixed colour earbud	\$ 44.18	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	12x17 desk calendar	\$ 7.19	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	Pressboard file folders	\$ 51.52	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	arcylic yarn Turqua	\$ 10.73	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	acrylic yarn lavender	\$ 11.99	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	acrylic yarn bonbon print	\$ 3.77	-95960
10	41000	420	4/9/25	COREFIRST BANK & TRUST	calendar for circ	\$ 7.99	-95960

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	4/9/25	COREFIRST BANK & TRUST	Headphones	\$ 59.78	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Talc	\$ 3.25	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Sulfur	\$ 17.25	-95960
10	41000	330	4/9/25	COREFIRST BANK & TRUST	Shipping	\$ 33.21	-95960
				<i>Miscellaneous online orders paid by credit card</i>		\$ 13,248.56	-95960 Total
10	23800	0	4/11/25	TECH LOGIC CORPORATION	AMH System	\$ 228,307.67	-95954
				<i>RFP was issued and approved by the Board on 11/21/2024</i>		\$ 228,307.67	-95954 Total
10	41000	310	4/11/25	ZOOM VIDEO COMMUNICATIONS INC.	Zoom	\$ 5,497.50	-95953
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 5,497.50	-95953 Total
10	21505	0	4/18/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,391.70	-95933
15	21516	0	4/18/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,000.68	-95933
15	21517	0	4/18/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,398.53	-95933
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 56,790.91	-95933 Total
10	21501	0	4/17/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,049.93	-95931
10	21502	0	4/17/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,817.32	-95931
15	21521	0	4/17/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 143.42	-95931
10	21503	0	4/17/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,900.66	-95931
15	21504	0	4/17/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,900.66	-95931
10	21503	0	4/17/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,654.16	-95931
15	21504	0	4/17/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,654.16	-95931
10	21514	0	4/17/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-95931
10	41000	313	4/17/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,311.22	-95931
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 91,611.40	-95931 Total
10	21515	0	4/18/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 37,088.64	-95930
15	21515	0	4/18/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 183,144.89	-95930
15	21515	0	4/18/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,866.39	-95930
						\$ 222,099.92	-95930 Total
10	21512	0	4/25/25	DELTA DENTAL OF KANSAS, INC	EE Withholding April Prem	\$ 2,309.48	-95925
15	21512	0	4/25/25	DELTA DENTAL OF KANSAS, INC	ER Withholding April Prem	\$ 9,218.34	-95925
15	21512	0	4/25/25	DELTA DENTAL OF KANSAS, INC	Retiree April Prem	\$ 88.32	-95925
10	21512	0	4/25/25	DELTA DENTAL OF KANSAS, INC	EE Withholding May Prem	\$ 2,437.20	-95925
15	21512	0	4/25/25	DELTA DENTAL OF KANSAS, INC	ER Withholding May Prem	\$ 9,697.22	-95925
15	21512	0	4/25/25	DELTA DENTAL OF KANSAS, INC	Retiree May Prem	\$ 88.32	-95925
						\$ 23,838.88	-95925 Total
10	41000	350	4/24/25	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 5,755.05	-95912
						\$ 5,755.05	-95912 Total
10	41000	311	4/3/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 4,368.00	101796
10	41000	311	4/3/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 72.00	101796
10	41000	311	4/3/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 243.00	101796

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	4/3/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 552.00	101796
10	41000	311	4/3/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 45.00	101796
10	41000	311	4/3/25	STARWOOD PH PROPERTIES, LLC	Annual tax adjustment	\$ 826.34	101796
				<i>2025 approved operating budget - storage for Learn and Play bus</i>		\$ 6,106.34	101796 Total
10	41000	320	4/10/25	FLEXSOLV NETWORKS INC	12 laptops	\$ 17,172.00	101804
10	41000	736	4/10/25	FLEXSOLV NETWORKS INC	12 laptops	\$ 17,172.00	101804
				<i>RFP was issued and approved by the Board on 3/20/2025</i>		\$ 34,344.00	101804 Total
25	41000	736	4/10/25	JAVA CONNECTIONS, LLC DBA LAPTOPSANYTIM	kids library kiosk	\$ 17,997.00	101808
10	41000	320	4/10/25	JAVA CONNECTIONS, LLC DBA LAPTOPSANYTIM	Second Kiosk	\$ 17,997.00	101808
				<i>Sole source purchase</i>		\$ 35,994.00	101808 Total
10	23800	0	4/17/25	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 1,871.50	101822
10	23800	0	4/17/25	HTK ARCHITECTS INC.	ARCHITECT FEE	\$ 2,231.25	101822
10	41000	736	4/17/25	HTK ARCHITECTS INC.	PARKING LOT ARC FEES	\$ 11,725.00	101822
10	41000	736	4/17/25	HTK ARCHITECTS INC.	ARC FEES FOR CIRC WRKRM	\$ 4,342.50	101822
						\$ 20,170.25	101822 Total
10	41000	313	4/24/25	BT&CO., PA	Audit for YE 12/31/2024	\$ 15,000.00	101832
				<i>2025 approved operating budget - 3rd of 3 year agreement</i>		\$ 15,000.00	101832 Total
						\$ 939,312.50	Grand Total



Board of Trustees Executive Committee Meeting
Monday, May 5, 2025 – 4:00pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, 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 May 5, 2025, via Zoom, and was called to order at 4:01 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the April 7, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhlrig, seconded by Peg Dunlap, the minutes from the April 7, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the April 17, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees May 15, 2025, meeting were reviewed.

Other Items

Chief Financial Officer Kim Strube shared that she will have nothing out of the ordinary to report at May's meeting.

Board Chair Peg Dunlap will thank staff for their hard work on the Public Listening Session held on May 1. She will also ask Trustees for ideas of topics for Trustee Education. She would also like an Executive Session to discuss personnel matters at the end of May's meeting.

Chief Executive Officer Marie Pyko will speak briefly about the Public Listening Session and the Outreach Study meeting held on April 23. Pyko had a call with Senator Moran's office about the implications of changes made to the Institute of Museum and Library Services. She joined the call along with several other Urban Libraries Council members. Technical Services Manager Scarlett Fisher-Herremann will share about the collection project at the Juvenile Detention Center now that there are more details about usage.

Chief of Staff Thad Hartman will speak about regular project updates and departmental updates. He will share a bid recommendation for redoing the parking lot. It is undecided whether the whole lot will be done at once or in stages. He hopes to have a conversation about that at a later date to discuss what would be best timeline and budget wise.

No other items were discussed

Adjournment

The meeting was adjourned at 4:26 pm.

Next Meeting

June 9, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report May 2025

News and Updates

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

As of the end of April , 5,590 children were enrolled in Dolly Parton's Imagination Library. The program remains steady in its participation. We continue to look for new ways to reach new families, including working with the Shawnee County Treasurer's Office who requested books to help keep young children entertained while parents are updating their information, paying taxes in person or working with people in the Treasurer's Office. We have set up a display that promotes DPIL at the office and also have books that children can take home.

Outreach Services Team

As a result of the Board of Trustees and Library leadership work session with Steve Potter, two areas emerged as priorities: a new community needs assessment and learning about different service models through visits to libraries in similar communities. We will discuss the next steps at our May board meeting.

Public Listening Session

On Thursday, May 1, 2025, we held our inaugural public listening session to gather community input on ideas, concerns, and priorities in preparation for the Board of Trustees budget work sessions. Three community members attended and shared their insights. This information will help the board and library leadership develop the 2026 budget. To promote the session, we issued a press release to media outlets, purchased advertisements in the Topeka Capital-Journal and Topeka Metro, and promoted the event on social media.

Area Highlight- Community Services- School Team

As the School Age team for Community Services concludes the school year and transitions to our Summer Reading program, I want to highlight their excellent work both in classrooms and the community. Beginning last fall, the Outreach School Age Team reimagined its in-classroom enrichment programs, rebranding them as "Classroom Connections." They developed new, engaging, and "beyond the book" presentations designed to support learning and spark student curiosity. In April alone, the team presented 67 programs to over 1600 students, covering topics such as Famous Kansan Amelia Earhart, Fossils: Can You Dig It, What's That Sound, and A Water Molecule Adventure. Thank you to our Outreach School Age Team: Jacee, Dawn, Jackie, Riley, and Tyler, for their creativity, knowledge, teaching skills, and energy in collaborating with our local schools. Their work continues through the summer, as they have been key leaders in

developing and implementing the fun and engaging programs our families will enjoy at the library starting in June.

Trustee Education

Juvenile Detention Center Collection Project

We will hear from Scarlett Fisher-Herreman, Technical Services Manager, and Alex Henault, Cataloger, about their collaborative project: the creation of the Juvenile Detention Center Collection. This initiative, born from a community need and the Emerging Leaders program, is now fully implemented. Alex and Scarlett will share how students are accessing these new and age-appropriate reading materials.

Michaela Saunders- PhD candidate, Kansas State University

As previously reported, Michaela is conducting research on social infrastructure and community members' sense of connection to libraries, with a specific focus on our library. She has shared preliminary insights from her interviews with Autumn Friedli, Program Services Coordinator, and me. With her dissertation defense scheduled for June, we are looking forward to inviting Michaela to a board meeting in the fall to present her research outcomes.

New Business

The Board of Trustees will consider two resolutions concerning the Parking Lot Improvement Project.

Resolution 1: Authorization to Expend Capital Improvement Funds: This resolution seeks approval to use capital improvement funds to complete all aspects of the main parking lot improvements as a single project within the current budget year. While the total cost exceeds the initial project budget, it is anticipated to yield long-term budget savings. This project aligns with the permissible use of capital improvement funds, and their utilization requires Board approval.

Resolution 2: Bid Approval for Parking Lot Improvements: This resolution seeks approval for the proposed bid for the Parking Lot Improvements. The staff recommendation and bid details are included with this resolution.

Professional Activities/Community Contacts

April 21, 2025 Met with Senator Moran's office with Brad Allen, Lawrence Public Library and Jamie Nix, Wichita Public Library regarding Institute of Museum and Library Services (IMLS).

April 21, 2025 Met with Kansas Directors' group over Zoom.

April 22, 2025	Attended the Intergovernmental Cooperative Council.
April 22, 2025	Met with Hilary Beashore from bcDG group.
April 22, 2025	Attended the Visit Topeka Board of Directors meeting
April 23, 2025	Attended the Greater Topeka Partnership Legislative luncheon.
April 23, 2025	Participated with the Outreach Service Model team for a work session.
April 24, 2025	Presented on the Kids Library Renovation at the Library Volunteer Breakfast.
May 1, 2025	Hosted the Public Listening Session for the 2026 Budget.
May 2, 2025	Met with Autumn Friedli and Michaela Saunders regarding Saunders PhD research on the library.
May 5, 2025	Participated in a Stakeholders Discovery Session with Winner Partners regarding search for new CEO for the Greater Topeka Partnership.
May 5, 2025	Attended the Minerva Club for Literature and Music.
May 5, 2025	Attended the Trustee Executive Committee meeting.
May 6, 2025	Met with Jesse Maddox, Kristen Brunko O'Shea and Zane Grace regarding workforce development.
May 7, 2025	Attended the Youth Services Renovation-Construction Progress meeting.
May 7, 2025	Attended the Mosaic Partner Pairs graduation.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 5/9/2025

Dolly Parton's Imagination Library

April 2025



Total Enrolled

5,590



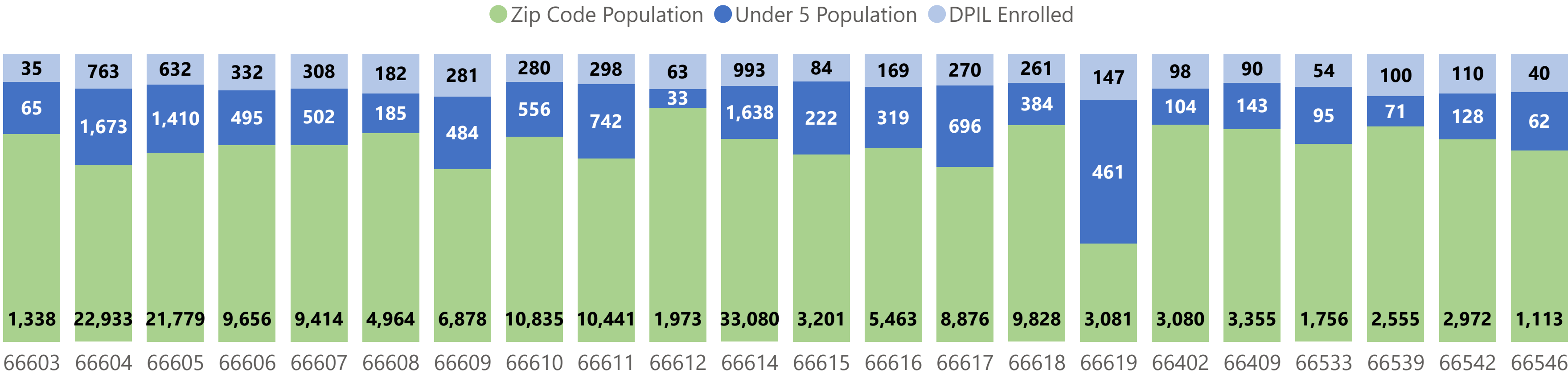
Total Graduated

10,016

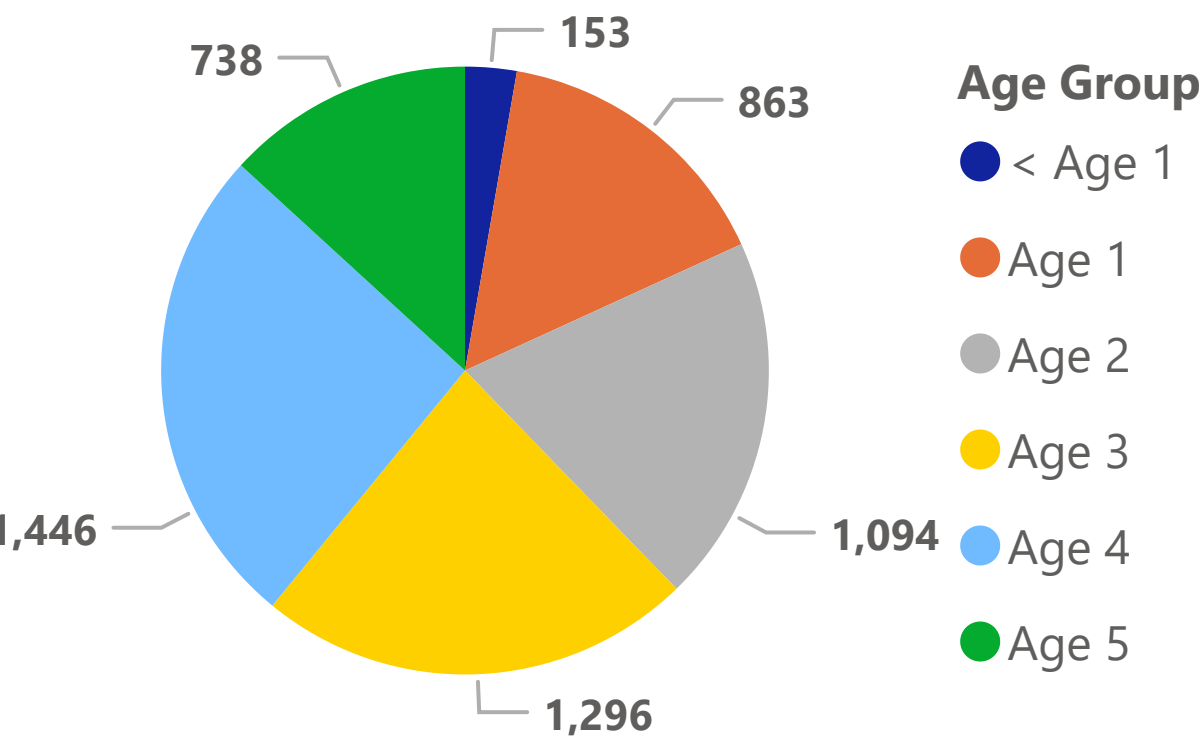
Year, Month

2025 (Year) + April (Month) ▼

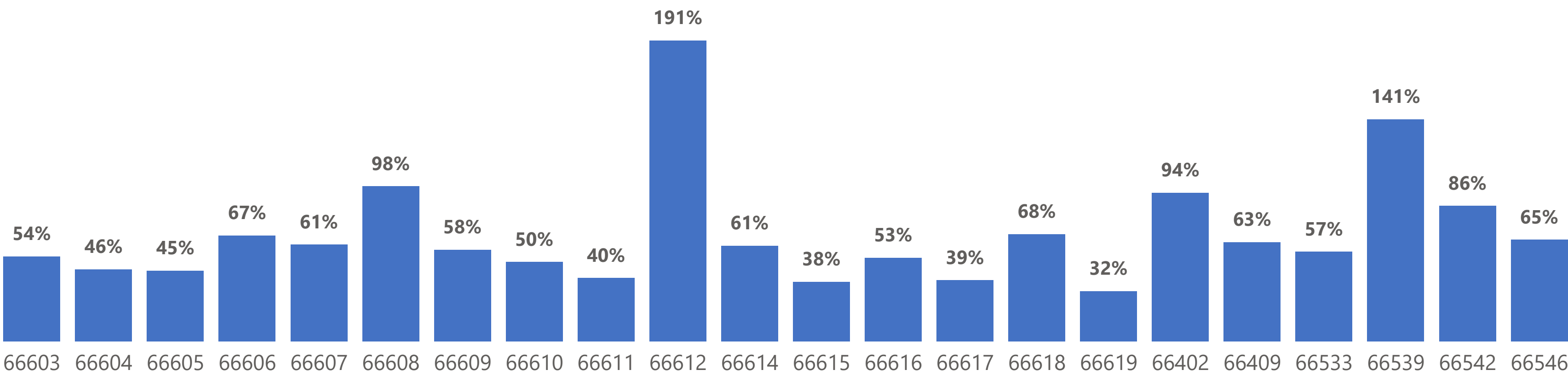
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



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

Chief of Staff Report

Thad Hartman

May 8, 2025

Kids Library

The transformation of the Kids Library is nearly complete, with our grand opening scheduled for Thursday, May 29th at 9:00 AM. The next couple of weeks will be busy as we finalize the space. Here's a breakdown of what to expect:

The week of May 12th marks a significant step in the Kids Library renovation with the relocation of collections. New shelving will be installed within the Phase 2 area, and the books and media currently residing in the old Edge and Movies & Music sections will be moved to their permanent new homes. The goal is to have all collections settled into their final locations by Friday, May 16th, at which point the temporary plastic divider will be removed, and Phase 2 of the Kids Library will be open to the public.



The week of May 19th will see the arrival and installation of new furniture throughout the Kids Library. Simultaneously, public computers will be moved to their permanent spots at the new workstations. We expect all new furniture to be in place and computers fully set up by Friday, May 23rd.

Beyond these major milestones, ongoing work will continue over the next few weeks as contractors complete finishing touches such as vinyl graphics, signage, and sound panels. While this work is in progress, small sections of the Kids Library may be temporarily partitioned off, but the majority of the space will remain accessible to the public. Although much of the renovated area will be open after the week of May 19th, the library is holding back a few surprises for the grand opening on May 29th. The Edge, the rock-traversing wall, the campground area, and the imaginative play spaces will remain closed until their unveiling at the grand opening.

Parking Lot

This month, we are presenting a recommendation for the parking lot improvement bid and a corresponding request to utilize Capital Improvement funds.

This project emerged in late 2024 due to favorable circumstances. Earlier-than-anticipated procurement of the Kids Library furniture, achieved through cost savings in other areas, allowed us to free up the \$300,000 originally allocated for furniture in the 2025 budget. This created an opportunity to redirect these funds towards much-needed enhancements to our parking lot.

The proposed parking lot project encompasses two primary components. The base bid focuses on the replacement of the concrete drive. This section of the parking lot is in significant need of repair, with

recurring pothole patching serving only as a temporary solution. While the base bid exceeds the initially available funds for this project, savings in other projects allow us to cover this within the General Fund.

However, to fully address the long-term needs and maximize cost-effectiveness, we included three alternates in the RFP documentation. Accepting these alternates necessitates the utilization of Capital Improvement funds.

Alternate 1: Installation of a new inlet at the northwest drive with connection to the existing storm sewer system. This improvement would enhance drainage and resolve the persistent issue of standing water in that area (see example in picture).

Alternates 2 & 3: Resurfacing of the two main public sections of the south parking lot.

Incorporating these three alternates would approximately double the overall project cost. While these improvements could be deferred to a future year, we believe that including them now offers some key advantages. Firstly, construction costs are likely to escalate over time. Secondly, executing the base bid and the alternates concurrently allows us to leverage economies of scale, resulting in overall cost savings compared to undertaking these projects separately.

Given the long-term benefits of comprehensive parking lot improvements, including enhanced safety, improved accessibility, and potential future cost avoidance, we respectfully request the Board's approval to utilize Capital Improvement funds to incorporate all three alternates into the parking lot project.

Further details, including the specific bid recommendation and bid tabulation, are provided in the accompanying resolution documents.



Department Highlights

Public Services

Debbie Stanton, Manager

Staff CoLab Room

In April, a key staff project reached completion with the opening of a new small meeting room on the lower level — a Staff CoLab Room, similar to the public CoLab Rooms we have available. This initiative addressed the need for quiet spaces for staff training, virtual meetings, and small collaborations, as well as a space for staff that work in shared workrooms to take a private phone call. The room was created by repurposing two unused locker nooks near the entrance of the Adult Services workroom. While vendor work included wall construction and new technology and furniture were purchased, Facilities staff efficiently managed the remaining tasks, using existing resources such as surplus sound panels and relocated furniture. The meeting room became available for staff reservations on April 28th.



Tech side of the new Staff CoLab Room



Lounge side of the new Staff CoLab Room

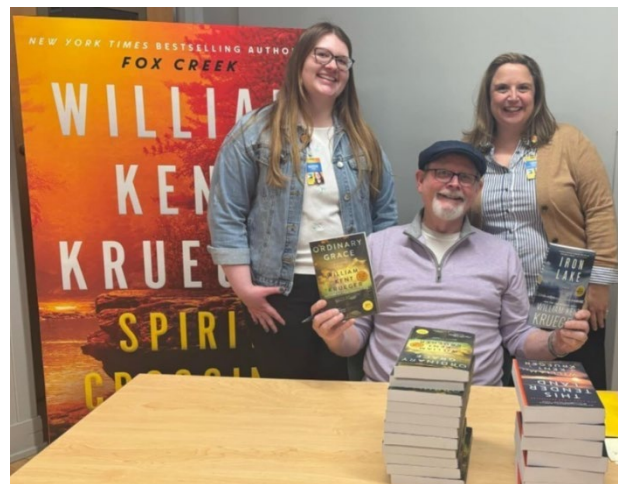
The next staff projects include remodeling the lower level bathrooms and bathrooms in the 1020 building, and completion of the Circulation Workroom as part of the AMH replacement project.

Public Services

Cadie Maas, Supervisor – Reading and Resources

Author Event

In April we co-hosted our first big author event of 2025 with the [Friends of the Library](#). William Kent Krueger, acclaimed author of the Cork O’Conner series as well as several stand-alone novels, joined us for an evening of conversation, book signing, and fun. The event was moderated by local author, Lara Avery. Like Mr. Krueger, Lara is from Minneapolis. The two authors had an instant connection that was made evident by their shared love for the written word, the process of creating and telling stories, and really good craft beer. They shared an animated conversation with our audience of nearly 200. Many customers took advantage of the presence of local booksellers, Round Table Books, being on site with a nice variety of



Left to right: Kaitlyn Kriley, Readers Librarian, author, William Kent Krueger, Cadie Maas, Readers & Resources supervisor

Mr. Krueger's novels available for purchase. The whole event was a huge success and an enjoyable evening of learning and connection for all in attendance.

Summer Reading

Our Adult Services teams are gearing up for Summer Reading! We've packed this summer with activities focused on connection, creativity, and just plain fun. Each week in June and July, we're hosting **Grown-Up Fun** programs every Friday evening and Sunday afternoon.

Highlights include:

- A **Summer Kick-Off Pajama Party**, where grown-ups can wear their library-appropriate PJs, get their faces painted, and enjoy some non-alcoholic mixology fun.
- **Bonsai Night**, featuring a live demo from a bonsai expert and a drawing to win one of two bonsai kits to take home and nurture their own baby bonsai.
- **Lego Night**, where customers can get inspired by our nonfiction Lego books and build with our huge collection of bricks.
- **Tiny Art**, where participants will paint on mini canvases using staff-created still life scenes—or whatever their inner Bob Ross inspires.

Because why should kids get all the fun?

Find all the details on these and more **Grown-Up Fun** events on our [Events page](#).

Alongside this new series of programming, we're excited to bring back the **Adult Summer Reading Challenge**. Sign-up begins May 13! Adults who read 3 books between June 1 and July 31 will earn a pair of sunglasses, and those who read 6 books will also get a pen. We're hoping to see even more participants this year!

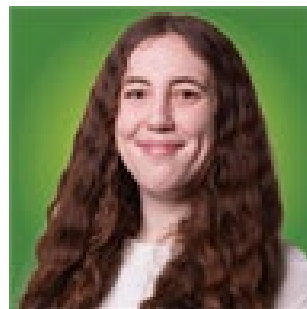
Community Engagement Update

The job posting for our new Community Engagement Professional has officially closed and we received nearly 40 applications! This role will be instrumental in building partnerships and bringing library resources to underserved areas of our community. I'm excited to begin interviews and am confident we'll find the right person to move this important work forward.

Public Services

Zan Popp, Supervisor – Learning Experiences

This month, the Learning Experience Team welcomed Juliana Hill as our newest member. Before joining the library, Juliana worked with AmeriCorps at Heartland Community Health Center in Lawrence, where she supported the community through affordable healthcare and the food pantry. She holds a B.A. in History from the University of Kansas and is excited to leverage this background to assist patrons with local history and genealogy research.



As part of the Topeka Room team, Juliana combines her passion for history, literature, and community service. Outside of work, she enjoys reading, creative writing, cooking, and attending live music shows.

Alice C. Sabatini Gallery

Public voting for the **Topeka Competition** has been a highlight this month, with 3,991 visitors engaging with the exhibit as of April 30. Of those, 1,695 have cast their votes for the *Sauerkraut Vessel* (pictured on the right), while 727 have voted for the *Strainer*. One patron shared their curiosity about the *Sauerkraut Vessel*, commenting that they wanted to “pick the artist’s brain” about what inspired such an intriguing piece.



Kids especially enjoyed the interactive “touch this” materials and scavenger hunts, making it a fun experience for families. Leadership Greater Topeka toured the exhibit with 35 participants, who shared their thoughts on which piece stood out to them the most.

Another highlight was a visitor from Oklahoma, who was impressed by our library’s cultural focus and couldn’t believe the rich offerings we have here. It was a nice reminder of how our space continues to surprise and delight those who may not have expected to find such a gem in Topeka. We’re also proud of the continued interest in local history, with individual tours of the collection being requested by patrons doing research.

We’re gearing up for the closing ceremony on May 9, when we’ll announce the final vote on the winning piece to add to our collection. Artist Kristin Morland will also join us to talk about her work. It’s sure to be a fitting end to an exciting chapter for the gallery.

Topeka Room

The Topeka Room welcomed 98 visitors this month, with some coming for tours and others just to explore. Staff assisted with various tasks, including printing, microfilm, and research questions about local history, genealogy, and old newspapers. Recently, we’ve noticed an increase in student researchers, particularly from local high schools and Washburn University, working on history projects. Several families also spent time together looking through yearbooks and old news stories.

Visitors continue to share how much they enjoy exploring the Topeka Room. We also hosted our regional FamilySearch representative for the first time. After a tour, they were impressed with our facility, and we’re excited to continue building this relationship.

Level 2 Tech Center

The Level 2 Tech Center continues to see steady use, with the 3-D printers, Digital Arts Studio, and the recording studios remaining popular services for our patrons.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Changes

Beth Mercer joined the Youth Service team this week as a full-time School Age Specialist. The School Age team is now at full staffing. She will have the unique experience of being trained as we move into the new space and as summer gets underway. We are excited to have her.

The Women's Fund Grant

In conjunction with the Library Foundation, we are the proud recipients of a grant through the Women's Fund. The award provides us with the ability to obtain equipment and planned activities that are STEM based for school age kids that are beyond our typical budget. The kits will give confidence building guidance to staff, all kinds of hands-on fun for kids, and rich project-based learning. Most kits have refills available, so with start up costs out of the way, we should be able to utilize them more than once. We plan to roll out these opportunities starting in fall.

Librarian Updates

Early Childhood Librarian

We celebrated the Week of the Young Child April 6-12. The Week of the Young Child occurs every April and celebrates early childhood education, teachers, and the importance of supporting young children and their families.

Our activities included a special storytime featuring the book We Don't Eat Our Classmates by Ryan T. Higgins. The children made friendship sandwiches by writing down what makes their best friends special. They created dinosaurs with paper plates and assorted shapes. They also made dinosaurs with waffles, cheese sticks, bananas, and cucumbers. One attendee deemed dinosaurs delicious!

One hundred and fifty families took home a copy of the book during our week-long book giveaway.

To wrap up the week, we participated in the community's annual Roll and Read event at Every Plaza and NOTO.



School Age Librarian

STEM programs for kids in grades K–5 offer engaging, hands-on learning experiences that spark curiosity in science, technology, engineering, and math. These programs often include interactive activities like simple building, coding games, and conducting basic experiments. They dip into topics that are designed to foster problem-solving and critical thinking skills. The staff hopes that by making STEM accessible and fun, we can inspire thinking minds, bridge educational gaps, and provide a welcoming space where children can explore new ideas and develop foundational skills for future learning. We purposefully formulate programs that encourage collaboration, creativity, and curiosity, laying the groundwork for lifelong interest in literacy and STEM fields.

Recently, one of our bilingual Staff, infused more STEM into her bilingual programs. Most recently, she taught children to measure density. Here is the synopsis of her density program written in Spanish and English: “Kids will make hypothesis about density through 3 experiments with Spanish concepts. Los niños elaborarán una hipótesis sobre la densidad a través de 3 experimentos utilizando conceptos en español.” We are incredibly fortunate to have her sharing her gifts through bilingual programming with our youth.

The team offered Egg-travaganza, Peep-tastic Time, Rainbow Bread, Beginning Crochet, Coding Club, Silly Spud Heads, Fashioning Fashions, Abstract Art, Upcycled Plastic Bag Challenge, and Nerf Science. The Egg-travaganza program offered amazing egg facts, eggs-perimnets to discover how strong eggs are. Kids also blew out egg yolks to make colorful blown egg ornaments! Kids performed sticky, colorful and tasty experiments with marshmallow Peeps in the Peep-tastic Time program. The Rainbow Bread program was a favorite as kids got to take home their own mini loaf of bread to bake and eat with family.

Sometimes, it is difficult to pry kids away from the computer games, books, or watching the new bubble light to go to a program. Afterall, kids have often just gotten out of school, and they need a brain break. Staff works earnestly to invite, encourage, and include all youth to the programs we create for them. I cannot quite describe the feeling that comes over me when I see one of our youths decide to partake in a program. When youth experience joy during the programs, we see them return at subsequent ones, it encourages the notion that we are serving them well.



Teen Librarian

The teen team is excited about the opportunities that are available to our teen customers this summer. As usual, there will be many volunteer opportunities for them to help with activities and programming for younger children. Additionally, this year, the library has a few seasonal Shelving Assistant jobs that our older teens can apply for. We are encouraging the teens to make the most of these so they can help their community while building their skills, college applications, and resumé.

Our slate of programming continues to be well-attended, and we are constantly looking for ways to add to or enhance our offerings.

Program Services

Autumn Friedli, Program Services Coordinator

April Programming

In April, the library hosted 350 programs with attendance reaching 7348! Some of our bigger programs included: Music for a Sunday Afternoon with Kristi Baker-Lampe, author visits from NYT Best-selling author William Kent Krueger as well as local author Todd Fertig and Dr. Walter Menninger. We started trying some new things as well, English Conversation Circles allow non-native speakers an opportunity to practice their language skills, and we brought back Beginner Line Dancing from last year. We also hosted the usual suspects like story times, book discussion groups, technology classes, older adult strength classes, and so much more.

Summer 2025

On May 31st, we officially kick-off summer with our GIANT Summer Kick-off Party starting at 10am. There will certainly be something for everyone both inside and outside the library. After all that celebrating, we dive right into action with events and programs for ALL ages. Find out all the great things happening this summer by visiting <https://tscpl.org/summer-reading>.

Program Team Spotlight – Teens

Our teen team has been slowly working to re-engage to the teens of our community since COVID. Staff departures and library remodels haven't slowed this team's momentum – the team of three staff have slowly just kept chugging along finding programs to bring the teens back to the library. Right now, Teen D&D meets twice a week (Tuesdays & Sundays) and sees consistent numbers for each adventure. Online to IRL takes projects teens see online and makes them in real life – this group meets twice a month. Let's

Make allows teens to try out various steam concepts in fun ways. Other teen focused activities include Anime Club, Art Club and Teen Gaming afternoons. The team hasn't let not having a permanent location stop the fun – they have found spaces and areas to claim to keep this fun alive all school year long. They will continue their programs over the summer as well.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

New Collection: 4K DVDs are here!

I'd like to share about a new collection at our library. We've added 4K DVDs to the adult entertainment collection. These DVDs look like a regular DVD disc but have a higher resolution than a standard DVD or blu-ray. They require a 4K disc player, ideally connected to a 4K TV to get the full high-resolution experience. A 4K player can also play standard DVDs and blu-ray. New gaming devices including the PlayStation 5 and Xbox Series X are also 4K compatible. 4K players range in price but are available for less than \$100.00 at online and store retailers. We decided to purchase 4K as Disney studios and a few others have begun releasing some popular titles on a 4K format only with no standard DVD or blu-ray options. We've had a number of customer requests for these 4K only titles as well as general requests to add 4K discs to the collection. We felt the time was right to try them out. We've created a collection of approximately 100 discs with titles that include the Disney exclusives along with some traditional popular favorites like the Harry Potter movies and the Wizard of Oz. They are located at the beginning of the blu-ray collection in the Movies & Music Room.

We have a poster next to the collection with a QR code on it to provide people with more information about what's needed to use this collection. The discs are distinctly labeled to minimize confusion with the other DVD collections in the room. So far, they've been very popular with customers. While there's not an indication that 4K is going to replace standard DVDs or blu-ray, we feel we've made a good choice in adding it into our collection and being proactive with new technology.



Access Services

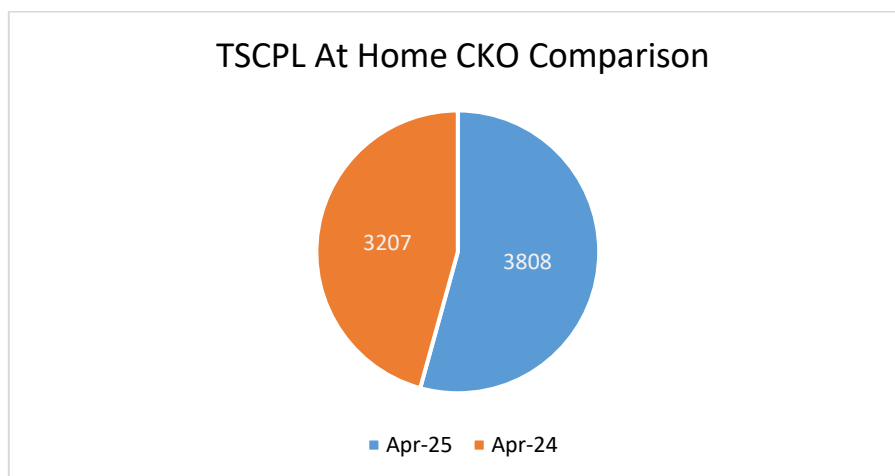
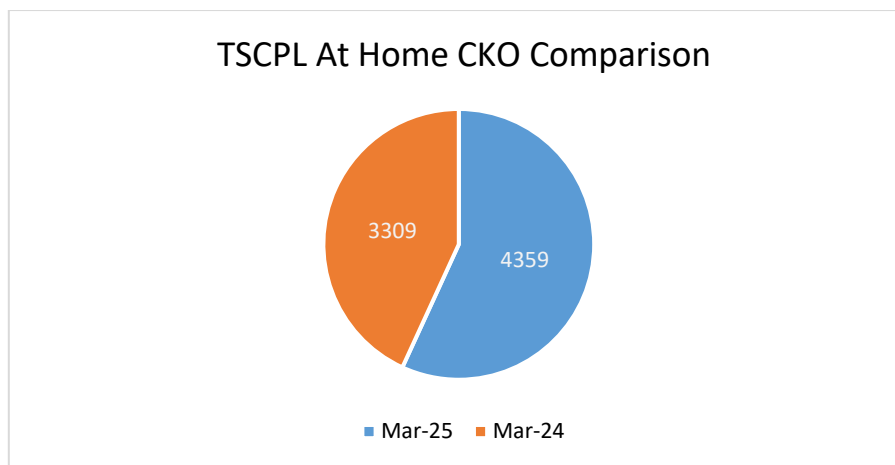
Kelli Smith, Access Services Manager

AMH Installation Project Update

Tech Logic is currently working on building the new AMH system in Minnesota. 100 test items will be mailed to the company later this week so AMH sorting capabilities and ILS communication with their software can be tested before shipping the system to our library. The installation is scheduled to start in September.

TSCPL At Home Weekly Delivery Update

Two whole months have passed since Community Services implemented the change to weekly delivery for TSCPL at Home service. Both March and April data show positive increases in service usage.



Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

It's been a vibrant and energizing month for the Community Outreach team, full of momentum, growth, and meaningful connections!

One of the most exciting developments has been the addition of a brand-new vehicle to our fleet. This much needed resource has already made a tremendous difference. With so many programs and events happening across the community, having reliable and dedicated transportation has dramatically increased our ability to be present where we're needed most! It's boosted our efficiency, expanded our reach, and allowed multiple team members to be out in the field on the same day without skipping a beat. We're thrilled about the flexibility this brings to our work.

Looking ahead, we're turning our attention to next year's Classroom Connections. This planning season is an important opportunity for us to reflect on what we're doing well and how we can elevate our impact even further. We're thoughtfully re-evaluating our current programs and exploring ways to enhance the experience for students and educators alike. Our main goal is to come back next year with programming that's even more engaging, relevant, and enriching.

Earlier in the year, the entire team took part in Crayola Creativity Week, and it was a truly inspiring experience. It gave the team a chance to pause and dive deep into how we nurture creativity in the children we serve. We walked away energized and reminded that creativity isn't just something we add to our programs, it's a mindset that runs through everything we do. This experience has fueled our commitment to keep stretching boundaries and creating spaces where imagination thrives.

Out in the community, the Community Outreach team proudly represented the library at two fantastic events this month. First, Riley participated in the Enchanted Engineering STEAM Night at Elmont, which brought in an enthusiastic crowd of students and families. The evening was all about showcasing the endless possibilities within the world of engineering and encouraging young minds to see themselves as tomorrow's innovators. It was a night full of wonder, discovery, and hands-on fun.

We also attended Earth Night at Topeka Collegiate, a public, family-friendly event that celebrated the environment with a beautiful blend of education and engagement. The evening featured a wide array of hands-on activities centered on conservation, sustainability, and wildlife, where Jackie helped create a joyful space for learning and connection with the natural world.

I am proud of all that's been accomplished this month and am excited to carry this momentum forward. With each program, each event, and each connection, we're building a stronger, more creative, and more connected community!

Community Services Librarian Report

This has been another busy month for the Community Services bookmobile team! We have checked out over 4,200 items, which is an increase of over 700 items as compared to a month ago. I have also personally had visitors to the bookmobiles comment on the cheery floral decorations on the Adventuremobile, saying that they love that the decorations make them smile and feel more like spring. Many thanks to Patty Akrouche and Jaclyn Shannon for their work creating these decorations!

The bookmobile team is also preparing for changes in the vehicles we operate. With the coming sale of the Sherlock bookmobile, the Alice bookmobile will soon transition to going out two days a week. This change will continue to allow the Adventuremobile to be available to conduct driving training for new staff on those days.

The Community Services delivery team delivered over 3,800 items last month to library customers throughout Shawnee County. This team has transitioned well to the weekly schedule and has done an excellent job responding to any inquiries that patrons have had regarding the changes.

We have also had the excitement of learning to operate the new SUV that arrived recently. This vehicle has been shared between the bookmobile, delivery, and outreach teams. It has been utilized to deliver materials to library patrons, facilitate shift changes for the bookmobiles, and transport staff for programs to schools throughout the community. We have had fun learning about the new vehicle!

Digital Services

David King, Digital Services Director

Implementing Recollect local history content management system

Digital Services, Technical Services, and Public Services staff have been working on the implementation of Recollect. Recollect is a content management system that will be able to search all of the library's local history collection – both already digitized items, and our large collection of non-digitized items as well. It will act as a library catalog for the library's local history collection. This meets one of the library's strategic plan goals in the Celebrate Local Stories section.

Choosing a database search solution

Multiple departments have been working on choosing a tool to make database searching easier for our customers. We have chosen the Summon Unified Discovery Service to help meet this need. Summon will allow a library customer to search in one place and access information in multiple library databases. This meets one of the library's strategic plan goals in the Digital Library section.

Top Web Pages for April 2025

1. Tools & Services: 5533 Pageviews
2. Work at the Library: 2180 Pageviews
3. Get a Library Card: 1687 Pageviews
4. Careers: 1353 Pageviews
5. Hours & Locations Page: 1299 Pageviews
6. Genealogy: 1155 Pageviews
7. Trivia: 1117 Pageviews
8. Local History: 888 Pageviews
9. Meeting Room & Event Spaces: 835 Pageviews
10. Research Tools: 633 Pageviews

Social Media Highlights for April 2025

Facebook:

- We Love our Volunteers – reached 5140 people

- Teen Improv Group – reached 3572 people
- Beautiful day at the library – reached 3527 people

Instagram:

- iTeenerary – reached 539 people
- Meet Genevieve – reached 526 people
- Let's Make – reached 476 people



Resolution – Authority to Expend Capital Improvement Fund Monies for Parking Lot Improvements

**BOARD OF TRUSTEES
May 15, 2025**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the authority to expend monies in the amount of \$342,565 from the Capital Improvement Fund for parking lot improvements.

Policy and Background Information:

The public parking lot and main drive have experienced increasing deterioration over the past several years, manifesting as numerous cracks and potholes. While temporary repairs, such as pothole filling, have been implemented, a long-term solution is now deemed appropriate to ensure the safety and accessibility of our facilities.

To address this, the parking lot was reviewed by HTK, and detailed specifications were developed for a Request for Proposal (RFP). The scope of work outlined in the RFP includes:

- Removal and replacement of existing concrete drive aisles.
- Removal and replacement of damaged curbs and gutters.
- Milling and overlay of existing asphalt paving.

The proposed parking lot project is structured with a base bid that addresses the most critical need: the replacement of the concrete drive. While the cost of the base bid exceeds the initially budgeted amount, we have identified savings in other areas that will allow us to cover this expense within the General Fund.

Recognizing the opportunity for more comprehensive and cost-effective improvements, the RFP also included three alternates. Acceptance of these alternates requires the utilization of Capital Improvement funds.

The three alternates included in the RFP are:

Alternate 1: Installation of a new inlet at the northwest drive with a connection to the existing storm sewer system. This will improve drainage and resolve standing water in that area.

Alternates 2 & 3: Resurfacing of the main two public sections of the south parking lot. Incorporating these alternates will approximately double the total project cost. While these additional improvements could be deferred, we believe that proceeding with them now offers significant advantages. Construction costs are generally projected to rise and executing the base bid and alternates concurrently will yield economies of scale, resulting in overall cost savings compared to undertaking these projects separately in the future.

Therefore, to ensure a comprehensive and long-lasting solution that enhances safety, improves accessibility, and avoids potentially higher costs in the future, we request the Board's approval to utilize Capital Improvement funds to include all three alternates in the parking lot improvement project.



Staff Recommendation:

TSCPL staff recommends approval of the authority to expend monies in the amount of \$342,565 from the Capital Improvement Fund for alternates 1, 2, and 3 of the parking lot improvements project.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Parking Lot Improvements

**BOARD OF TRUSTEES
May 15, 2025**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Sunflower Paving Inc., Topeka, Kansas, in the amount of \$707,621 for parking lot improvements, including the first, second, and third alternates. \$365,056 of this expenditure shall be paid from the General Fund, Special Projects line, and \$342,565 shall be paid from Capital Improvement.

Policy and Background Information:

The public parking lot and main drive have experienced increasing deterioration over the past several years, manifesting as numerous cracks and potholes. While temporary repairs, such as pothole filling, have been implemented, a long-term solution is now deemed appropriate to ensure the safety and accessibility of our facilities.

To address this, the parking lot was reviewed by HTK, and detailed specifications were developed for a Request for Proposal (RFP). The scope of work outlined in the RFP includes:

- Removal and replacement of existing concrete drive aisles.
- Removal and replacement of damaged curbs and gutters.
- Milling and overlay of existing asphalt paving.

The proposed parking lot project is structured with a base bid that addresses the most critical need: the replacement of the concrete drive. While the cost of the base bid exceeds the initially budgeted amount, we have identified savings in other areas that will allow us to cover this expense within the General Fund.

Recognizing the opportunity for more comprehensive and cost-effective improvements, the RFP also included three alternates. Acceptance of these alternates requires the utilization of Capital Improvement funds.

The three alternates included in the RFP are:

Alternate 1: Installation of a new inlet at the northwest drive with a connection to the existing storm sewer system. This will improve drainage and resolve standing water in that area.

Alternates 2 & 3: Resurfacing of the main two public sections of the south parking lot. Incorporating these alternates will approximately double the total project cost. While these additional improvements could be deferred, we believe that proceeding with them now offers significant advantages. Construction costs are generally projected to rise and executing the base bid and alternates concurrently will yield economies of scale, resulting in overall cost savings compared to undertaking these projects separately in the future.

Therefore, to ensure a comprehensive and long-lasting solution that enhances safety, improves accessibility, and avoids potentially higher costs in the future, we request to include all three alternates in the parking lot improvement project.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects who 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 April 7, 2025.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies in the area who have worked on similar projects. Once posted there, all vendors who chose to receive updates on the project were notified. An optional site visit was held on April 24, 2025. There were two addendums to the original RFP that were sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 2:00 PM, May 7, 2025. Two bids were received before the bid deadline; both were submitted electronically.

Staff Recommendation:

The low bid was from Sunflower Paving Inc., Topeka, KS. This bid meets all necessary criteria. HTK has worked with Sunflower Paving on several projects in the past and have been satisfied with their previous work.

TSCPL staff recommends the bid of \$707,621, including alternates 1, 2, and 3, submitted by Sunflower Paving Inc., Topeka, KS, be approved for parking lot improvements.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



TSCPL -Parking Lot Improvements					HTK Architects
Bid Tabulation					2001.01-018
Wednesday, May 7, 2025 @ 2:00 PM CDT					
CONTRACTOR	Bettis Ashalt & Construction	Sunflower Paving Inc.			
Proposed Superintendent	Pete Quinlan	Caleb Shafter			
Bid Bond	YES	YES			
Addenda (1, 2)	1 & 2	1 & 2			
BASE BID	\$486,000.00	\$365,056.00			
Alternate #1 - New Roadway Inlet	\$ 14,580.00	\$ 17,276.00			
Alternate #2 - Southeast Asphalt Overlay & Repairs	\$52,463.00	\$89,210.00			
Alternate #3 - Southwest Asphalt Overlay and Repairs	\$171,023.00	\$236,079.00			
Total Construction Bid:	\$724,066.00	\$707,621.00			

Key Metrics

Net Promoter Score

86.6End of LY: **86.4**Difference: **0.2 ▲**% Change: **0.2% ▲**

Active Cardholders

67,899End of LY: **67,163**Difference: **736 ▲**% Change: **1.1% ▲**

Unique Borrowers YTD

26,693Previous YTD: **25,829**Difference: **864 ▲**% Change: **3.3% ▲**

Door Count YTD

139,131Previous YTD: **151,207**Difference YoY: **-12,076 ▼**% Change YoY: **-8.0% ▼**

First Time Checkouts YTD

196,711Previous YTD: **218,638**Difference YoY: **-21,927 ▼**% Change YoY: **-10.0% ▼**

Digital Checkouts YTD

239,452Previous YTD: **235,884**Difference YoY: **3,568 ▲**% Change YoY: **1.5% ▲**

Computers and WiFi

Computer Sessions YTD

26,458Previous YTD: **28,046**Difference YoY: **-1,588 ▼**% Change YoY: **-5.7% ▼**

Avg Session Time YTD

00:59:48Previous YTD: **01:02:49**Difference YoY: **-00:03:01 ▼**% Change YoY: **-4.8% ▼**

WiFi Sessions YTD

125,661Previous YTD: **116,748**Difference YoY: **8,913 ▲**% Change YoY: **7.6% ▲**

Avg Session Time YTD

00:13:48Previous YTD: **00:14:33**Difference YoY: **-00:00:45 ▼**% Change YoY: **-5.2% ▼**

Other Metrics

Program Attendance YTD

21,220Previous YTD: **24,337**Difference YoY: **-3,117 ▼**% Change YoY: **-12.8% ▼**

Mtg Room Attendance YTD

22,542Previous YTD: **22,058**Difference YoY: **484 ▲**% Change YoY: **2.2% ▲**

Reference Questions YTD

90,288Previous YTD: **94,390**Difference YoY: **-4,102 ▼**% Change YoY: **-4.3% ▼**

2025													2025	2024	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
Net Promoter Score (NPS)															
Monthly NPS	90.7	82.9	94.3	95.7									90.4	86.5	4.5%
Monthly # of Responses	44	35	35	23									137	188	-27.1%
Current NPS	86.5	86.5	86.5	86.6									86.6	86.4	0.2%
GATE COUNT															
	31,895	32,499	38,314	36,423									139,131	151,207	-8.0%
CIRCULATION*															
Main Library															
Circulation Desk & Renewals	30,566	29,616	32,557	34,073									126,812	140,467	-9.7%
Interlibrary Loan	1,342	1,204	1,398	1,401									5,345	4,909	8.9%
Self-Check	37,970	35,007	40,713	36,756									150,446	160,083	-6.0%
Bookmobile	3,080	3,359	3,524	4,258									14,221	30,185	-52.9%
TSCPL @ Home	3,212	3,488	4,359	3,808									14,867	12,877	15.5%
Red Carpet	4,969	4,114	4,501	4,742									18,326	18,159	0.9%
Digital Downloads	62,236	58,167	57,364	61,685									239,452	235,884	1.5%
Library @ Work / Smartlocker	1,330	1,316	1,447	1,381									5,474	5,672	-3.5%
TOTAL CIRCULATION	145,924	137,178	146,339	148,502									577,943	611,236	-5.4%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS															
	49,171	45,498	52,740	49,302									196,711	218,638	-10.0%
CIRCULATION DETAILS															
Print Material	53,642	50,828	56,563	56,489									217,522	242,655	-10.4%
Audio/Visual Material	24,188	22,277	25,142	23,788									95,395	104,473	-8.7%
Adult Materials	46,803	43,952	49,156	46,897									186,808	189,837	-1.6%
Children's Materials	23,226	21,990	24,733	25,373									95,322	122,350	-22.1%
Young Adult Materials	1,915	1,740	1,946	2,312									7,913	10,564	-25.1%
Red Carpet Materials	5,868	5,401	5,839	5,620									22,728	24,172	-6.0%
NEW Patrons															
Topeka / Shawnee County															
Adults	660	579	669	612									2,520	3,301	-23.7%
Children (ages 17 and under)	128	92	140	104									464	582	-20.3%
Red Carpet Outreach	9	6	9	15									39	38	2.6%
NEKL	48	25	51	47									171	184	-7.1%
Non-Resident	0	1	0	1									2	6	-66.7%
Total New Registrations	845	703	869	779	-	-	-	-	-	-	-	-	3,196	4,111	-22.3%
PATRONS DELETED															
	186	141	2,069	384									2,780	2,299	20.9%
Cardholders															
Topeka / Shawnee County															
Adults	73,570	74,023	74,559	75,075									75,075	73,163	2.6%
Children (age 0 - 17)	15,847	15,814	15,808	15,787									15,787	15,851	-0.4%
TSCPL @ School	36,797	36,839	36,874	36,919									36,919	34,518	7.0%
Red Carpet Outreach	1,359	1,367	1,359	1,369									1,369	1,353	1.2%
NEKL	10,763	10,924	10,972	11,033									11,033	10,712	3.0%
Non-Resident	63	53	53	54									54	65	-16.9%
Delinquent	76	74	71	75									75	78	-3.8%
TOTAL CARDHOLDERS	138,475	139,094	139,696	140,312	-	-	-	-	-	-	-	-	140,312	135,740	3.4%

Active Cardholders (Savannah)															
Non-Student Cardholders		61,003	60,992	61,213	61,399								61,399	60,848	0.9%
Student Cardholders		6,436	6,636	6,675	6,500								6,500	6,315	2.9%
TOTAL ACTIVE CARDHOLDERS		67,439	67,628	67,888	67,899								67,899	67,163	1.1%
Unique Borrowers															
Physical		6,536	6,343	5,845	6,019								12,603	25,460	-50.5%
Digital		12,334	12,012	12,217	11,564								17,347	21,838	-20.6%
Both		1,515	1,452	1,354	1,280								3,257	7,145	-54.4%
TOTAL UNIQUE BORROWERS		17,355	16,903	16,708	16,303	-	-	-	-	-	-	-	26,693	40,153	-33.5%
Holds Satisfied		13,983	12,258	13,251	12,876								52,368	53,835	-2.7%
TOTAL CHECK-IN		48,395	45,302	51,823	49,803								195,323	217,559	-10.2%
COLLECTION															
Materials Added		2,918	2,714	2,580	3,533								11,745	11,418	2.9%
Materials Discarded		3,882	2,067	4,156	2,578								12,683	25,978	-51.2%
TOTAL COLLECTION		333,333	333,980	332,404	333,359	333,359	333,359	333,359	333,359	333,359	333,359	333,359	333,359	339,285	-1.7%
WEBSITE															
tscpl.org Unique Visitors		24,332	21,131	24,220	26,095								95,778	117,817	-18.7%
tscpl.org Total Visits		44,480	38,204	40,508	44,569								167,761	195,939	-14.4%
catalog.tscpl Unique Visitors		27,963	18,549	19,169	22,816								88,497	108,440	-18.4%
catalog.tscpl Total Visits		63,788	50,337	52,696	52,587								219,408	247,524	-11.4%
COMPUTER USE															
Public Computer Sessions		5,584	6,108	7,752	7,014								26,458	28,046	-5.7%
Avg Public Computer Session Length (Minutes)		1:02:35	1:01:08	1:01:12	0:54:51								0:59:48	1:02:49	-4.8%
Total Computer Hours		5,824	6,225	7,908	6,412								26,369	29,363	-10.2%
Wireless Sessions		31,391	30,754	31,422	32,094								125,661	116,748	7.6%
Avg Wireless Session Length (Minutes)		0:13:00	0:14:00	0:13:00	0:13:00								0:13:48	0:14:33	-5.2%
Total Wireless Hours		7,094	7,191	7,196	7,430								28,911	28,324	2.1%
TOTAL HOURS		12,918	13,416	15,104	13,842	-	-	-	-	-	-	-	55,280	57,687	-4.2%
NOTARY SERVICE (Documents)		108	157	173	194								632	905	-30.2%
REFERENCE QUESTIONS															
Public Services		14,786	16,534	19,840	19,028	-	-	-	-	-	-	-	70,188	70,810	-0.9%
Call Center		4,155	3,839	4,387	4,219								16,600	16,092	3.2%
Gallery		563	341	490	338								1,732	904	91.6%
L2TC		5,715	8,326	10,617	9,620								34,278	33,041	3.7%
Movies and Music		1,500	1,519	1,584	1,810								6,413	7,123	-10.0%
New and Novel		1,957	1,701	2,083	1,930								7,671	8,963	-14.4%
Topeka Room		400	415	330	535								1,680	2,669	-37.1%
LibAnswers		496	393	349	576								1,814	2,018	-10.1%
Plaza**		-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services		4,337	3,221	6,871	5,611								20,040	23,580	-15.0%
TOTAL REFERENCE QUESTIONS		19,123	19,755	26,711	24,639	0	0	0	0	0	0	0	90,228	94,390	-4.4%
MEETING ROOMS															
Meeting Room Bookings		422	455	535	534								1,946	2,077	-6.3%
Team Room Bookings		724	794	985	942								3,445	3,585	-3.9%
L2TC Bookings		587	713	851	784								2,935	2,792	5.1%
Total Meeting Room Hours Booked		3,908	4,894	5,832	5,175								19,809	20,095	-1.4%
TOTAL MEETING ROOM ATTENDANCE		5,251	5,160	6,125	6,006								22,542	22,058	2.2%

LEARN & PLAY BUS VISITS	50	37	85	130									302	340	-11.2%
PROGRAM ATTENDANCE															
Adult - General	784	847	957	1,145									3,733	7,218	-48.3%
Adult Outreach	0	1	1	0									2		
Early Learners (0-5)	808	495	359	1,152									2,814	2,045	37.6%
Early Learner Outreach	1,786	1,882	1,652	2,930									8,250		
Kids (6-11)	200	191	728	298									1,417	1,278	10.9%
Kids Outreach	1,174	851	674	1,600									4,299		
Teens (12-18)	152	143	187	223									705	686	2.8%
Teen Outreach	0	0	0	0									0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	4,558	7,348	-	-	-	-	-	-	-	-	21,220	24,337	-12.8%
GALLERY ATTENDANCE	2,081	1,895	2,223	1,968									8,167	7,129	14.6%
DOLLY PARTON ENROLLMENT	5,697	5,654	5,591	5,590									5,590	5,688	-1.7%

CIRCULATION DETAILS														
Print Material														
Adult Fiction	12,479	11,555	12,751	12,210									48,995	47,951 2.2%
Adult Nonfiction	12,752	12,037	13,678	12,917									51,384	51,255 0.3%
Juvenile Fiction	16,053	15,293	17,315	18,229									66,890	81,183 -17.6%
Juvenile Nonfiction	3,766	3,840	4,356	4,397									16,359	24,627 -33.6%
Magazines	815	967	688	812									3,282	2,950 11.3%
RC Print Materials	5,794	5,317	5,725	5,513									22,349	23,711 -5.7%
RC Realia	74	84	114	107									379	461 -17.8%
YA Print Materials	1,909	1,735	1,936	2,304									7,884	10,517 -25.0%
PRINT CIRCULATION	53,642	50,828	56,563	56,489	-	-	-	-	-	-	-	-	217,522	242,655 -10.4%
Audio / Visual Material														
MiFi Hotspots	18	22	31	75									146	205 -28.8%
Adult Audiobooks	1,011	983	1,055	1,091									4,140	5,409 -23.5%
Adult Music	1,780	1,638	2,119	2,171									7,708	8,319 -7.3%
Adult Videos / DVDs	17,966	16,772	18,865	17,696									71,299	73,953 -3.6%
Juvenile Audiobooks	177	155	219	155									706	937 -24.7%
Juvenile Music	67	47	112	86									312	506 -38.3%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506									11,055	15,097 -26.8%
YA A/V	6	5	10	8									29	47 -38.3%
A/V CIRCULATION	24,188	22,277	25,142	23,788	-	-	-	-	-	-	-	-	95,249	104,268 -8.6%
Adult Material														
Adult Fiction	12,479	11,555	12,751	12,210	-	-	-	-	-	-	-	-	48,995	47,951 2.2%
Magazines	815	967	688	812	-	-	-	-	-	-	-	-	3,282	2,950 11.3%
Adult Audiobooks	1,011	983	1,055	1,091	-	-	-	-	-	-	-	-	4,140	5,409 -23.5%
Adult Music	1,780	1,638	2,119	2,171	-	-	-	-	-	-	-	-	7,708	8,319 -7.3%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	-	-	-	-	-	-	-	-	71,299	73,953 -3.6%
ADULT CIRCULATION	46,803	43,952	49,156	46,897	-	-	-	-	-	-	-	-	186,808	189,837 -1.6%
Juvenile Material														
Juvenile Fiction	16,053	15,293	17,315	18,229	-	-	-	-	-	-	-	-	66,890	81,183 -17.6%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	-	-	-	-	-	-	-	-	16,359	24,627 -33.6%
Juvenile Audiobooks	177	155	219	155	-	-	-	-	-	-	-	-	706	937 -24.7%
Juvenile Music	67	47	112	86	-	-	-	-	-	-	-	-	312	506 -38.3%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	-	-	-	-	-	-	-	-	11,055	15,097 -26.8%
JUVENILE CIRCULATION	23,226	21,990	24,733	25,373	-	-	-	-	-	-	-	-	95,322	122,350 -22.1%
Red Carpet Material														
RC Print Materials	5,794	5,317	5,725	5,513	-	-	-	-	-	-	-	-	22,349	23,711 -5.7%
RC Realia	74	84	114	107	-	-	-	-	-	-	-	-	379	461 -17.8%
RED CARPET CIRCULATION	5,868	5,401	5,839	5,620	-	-	-	-	-	-	-	-	22,728	24,172 -6.0%
Young Adult Material														
YA Print Materials	1,909	1,735	1,936	2,304	-	-	-	-	-	-	-	-	7,884	10,517 -25.0%
YA A/V	6	5	10	8	-	-	-	-	-	-	-	-	29	47 -38.3%
YOUNG ADULT CIRCULATION	1,915	1,740	1,946	2,312	-	-	-	-	-	-	-	-	7,913	10,564 -25.1%
Digital Downloads														
Overdrive	45,994	43,414	41,159	46,237									176,804	164,791 7.3%
Hoopla	14,830	13,412	14,740	14,423									57,405	67,681 -15.2%
Flipster	600	480	674	405									2,159	3,412 -36.7%
Kanopy	812	861	791	620									3,084	0
DIGITAL DOWNLOADS	62,236	58,167	57,364	61,685	-	-	-	-	-	-	-	-	239,452	235,884 1.5%
Adult ebook Fiction	19,677	17,797	18,567	17,430									73,471	74,322 -1.1%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388									14,760	15,444 -4.4%
Adult digital audiobooks	26,318	23,962	27,422	26,866									104,568	96,939 7.9%
Juvenile ebook Fiction	1,957	1,882	2,048	1,786									7,673	7,655 0.2%
Juvenile ebook Nonfiction	303	299	303	340									1,245	1,131 10.1%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313									9,233	9,455 -2.3%
Young Adult ebook Fiction	1,788	1,700	1,868	1,793									7,149	6,482 10.3%

Young Adult ebook Nonfiction	18	26	29	24										97	155	-37.4%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066										8,075	7,422	8.8%
DIGITAL CIRCULATION DETAILS	58,666	53,188	58,411	56,006	-	-	-	-	-	-	-	-	-	226,271	219,005	3.3%