



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

June 19, 2025





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



Thursday, June 19, 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

Recognition - Board of Trustees member- Joan Hicks

Public Comment

Trustee Advocacy Stories

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

**Approval of June 10, 2025, Meeting Minutes of the Trustee Budget Work
Session 1 – [Action Item](#) pg. 9**

Chief Financial Officer's Report – Kim Strube pg. 11

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. 34**

Chief Executive Officer Report – Marie Pyko pg. 36

Chief of Staff Report – Thad Hartman pg. 42

New Business

- **Public Meeting Room and Event Spaces Use Policy – First Reading pg. 56**
- **Resolution - Bid for Circulation Workroom Furniture – [Action Item](#) pg. 61**

Trustee Education

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

July 24, 2025

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

*Subject to change without notice



Board Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer, Liz Post, Jim Ramos, Jim Edwards, Shawn Leisinger

Board Members Absent

Beth Dobler, Joan Hicks

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 15, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Peg Dunlap.

Public Comment

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

Trustee Advocacy Stories

There were no trustee advocacy stories shared.

Approval of Minutes

On a motion by Jim Edwards, seconded by Liz Post, the April 17, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

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

Financial Reports

Board Treasurer Fred Patton reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for April 2025.

On a motion by Fred Patton and seconded by Jim Ramos, the Treasurer's Financial Report for April 2025 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that the Wilder Society Committee met in May and are planning a Wilder Society event in August. More details will come soon.

The Library Foundation is planning a fun night at the library on September 6. Invitations will be sent out at a later date.

DaVee shared that the Library Foundation will go to bid for an investment advisory firm per best practices.

Friends of Topeka and Shawnee County Public Library

Friends Board President Ruth Nelson shared that the Friends are excited to announce that A.D. Childers will be the guest speaker at their Annual Event on November 2. Some may know Childers as Alisha Davis, Language Arts Department Chair at Topeka West High School. Davis is the author of *The Switch Point*, and her highly anticipated second novel, *A History of Madness*, is set to be released later this year. The Friends will partner once again with Round Table Bookstore, who will be on-site selling her books during the event. Autumn Friedli will be the moderator again this year. The event will be held from 1-3 pm in Marvin Auditorium.

The Friends are giving new life to books that remain after the quarterly Book and Media Sales—each finding a new home in ways that benefit the community.

- Supporting Literacy at the Shawnee County Department of Corrections
- Books for Children at the Shawnee County Treasurer's Office
- Supporting Summer Reading Projects
- Supporting Red Carpet Services and Quarterly Trivia Night

Board Chair Reports

Chair Peg Dunlap gave her first report as Chair. She thanked library staff for the hard work that the staff put in for the May 1 Public Discussion Session for the budget. She hopes that this gave the public an opportunity to learn about the library budget and ask questions.

Dunlap shared that she and Vice Chair Mark Zillinger will not be present at the July meeting. Per the bylaws the board will then have to elect a temporary chair from those present at the meeting. She will remind the board of this again in June. If there is not going to be a quorum at the July meeting then the board will need to adjust the date of the meeting.

Chair Dunlap reported the Executive Committee met via Zoom on May 5, 2025.

She asked the trustees to share topics with her that they'd like to see on the agenda for Trustee Education.

Health Insurance Review Committee Update

Committee Chair Mark Zillinger shared that the committee consisting of himself, and Trustees Jim Edwards and Beth Dobler had an opportunity to meet. Those who attended that meeting met with the library's Blue Cross Blue Shield representative alongside library Chief Human Resources Officer Jesse Maddox and library Chief Executive Officer Marie Pyko. They went over insurance that is provided to the library staff. He shared that the representative did not anticipate large

increases for next year. Chief Financial Officer Kim Strube will have final insurance numbers available prior to the July budget work session.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that there was an Outreach Service Model meeting yesterday. The next steps to consider will be meeting with community leaders and visiting other libraries.

May 29 at 9:00 am is the ribbon cutting for the Kids Library grand opening. The space is really coming together.

Pyko introduced Technical Services Manager Scarlett Fisher-Herreman, Cataloger Alex Henault and Program Officer Duarena House with Shawnee County Juvenile Detention Center to present the Juvenile Detention Center Project. This project was started as part of Alex Henault's Emerging Library Leader's Program capstone project. The Juvenile Detention Center had some books, but they were mostly geared toward adults. The team applied for a Lyrasis Catalyst Fund and received \$20,130 from that fund to purchase juvenile and young adult books and even audiobooks for these children. Since January 2, 2025, the Juvenile Detention Center has served 166 children. Duarena shared that the kids love the books. They are excited that the quality of the books is the same as what they would find at the library. The books are able to help them with their studies too. Duarena shared pictures of the children using the non-fiction books to learn about plants and some of the kids are reading *Dear Martin* for their literature class.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Kids Gallery Exhibit kicks off May 31 and Summer Reading runs all summer long. He is excited to see the new Kids Library full of excitement.

There are two resolutions before the board today and both are related to the parking lot improvements. The biggest need is the concrete drive and the main parking lot south of the library for the public. There are some drainage needs too.

New Business

Authority to Expend Capital Improvement Fund Monies for Parking Lot Improvements

On a motion by Fred Patton, seconded by Liz Post, 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.

Motion passed unanimously

Bid for Parking Lot Improvement Project

On a motion by Jim Ramos, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$707,621 by Sunflower Paving Inc. of Topeka, KS as written 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.

Motion passed unanimously

Executive Session

On a motion by Hannah Uhrig, seconded by Liz Post, for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session at 4:50 pm for a period not to exceed 30 minutes to discuss a personnel matter. Participants will include members of the Board of Trustees and Library CEO Marie Pyko. Action will not be taken following the Executive Session.

Motion passed.

A motion was made by Liz Post, seconded by Shawn Leisinger at 5:18 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Jim Edwards, seconded by Liz Post, the meeting was adjourned at 5:19 pm.

Motion passed unanimously

Next Meeting

June 19, 2025

4:00 pm

Topeka & Shawnee County Public Library

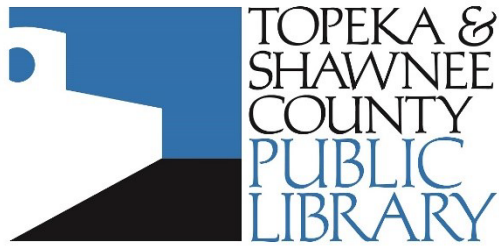
Menninger Room 206/Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

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Minutes
Board of Trustees Budget Work Session #1
June 10, 2025, 9:00 am – 11:00 am
Marvin Auditorium 101C and via Zoom

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jim Ramos

OTHERS PRESENT

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

CALL TO ORDER

The meeting was called to order at 9:04 am for the first of two planned Board Budget Work Sessions. Chief Executive Officer Marie Pyko welcomed the Board to the Budget Work Session 1.

Chief Financial Officer Kim Strube introduced the purpose of today's meeting and went through the agenda.

Fiscal Year 2025 Review and 2026 Budget Overview

Chief Financial Officer Kim Strube reviewed the documents in the meeting packet. Strube spoke about the 2025 budget moving along as expected. Strube spoke about the Cisco switch project slated as a 2026 project in Digital Services. This project qualifies for E-Rate but the library will have to cover the cost upfront with partial reimbursement after the project is completed.

Strube shared she has received motor vehicle tax estimates for 2026 from Shawnee County. The library is expecting \$4,000 more from motor vehicles taxes in 2026. This year the library will be expending some money from the Capital Improvement Fund to go towards the parking lot improvement. The library has not made a transfer to the Capital Improvement Fund since 2023 and does not expect to make one this year.

Strube spoke about FY 2026 budget planning. Strube discussed the annual line items and the one-time fund needs including the 2026 Facilities Master Plan projects.

Discussion followed with no further questions.

Facilities Master Plan Update

Chief of Staff Thad Hartman presented about the Facility Master Plan Projects.

Discussion followed.

Chief of Staff Thad Hartman provided an overview of projects slated for 2026.

Discussion followed with no further questions.

Review anticipated employee benefit expenses

Chief Human Resources Officer Jesse Maddox stated that he is preparing for an 8-9% increase in health insurance costs. He will have final insurance numbers prior to the July 9 Budget Work Session. Maddox shared that the loss ratio was 82% which is 1% less than last year.

Discussion followed with no further questions.

Revenue Neutral Rate (RNR) and Budget Timeline Discussion

There was a conversation about the RNR. Strube shared that there is a new change in the law where the budget is due October 1 regardless of exceeding the RNR or not. Entities also have to hold their public hearing by September 20. Strube explained that legislators added language that if an entity accepts the RNR set by the county, even if assessed valuations come in lower, they will still get the same amount of dollars for their budget that was assessed in the previous year.

Adjournment

The meeting was adjourned at 10:38 am.

Next meeting:

July 9, 2024

1:00-3:00 pm

Hughes Room 205 and via Zoom

<https://tscpl.zoom.us/j/86780044504?pwd=TIBHDmEaxVWZN45dX4WWCVkID55S0n.1>

Meeting ID: 867 8004 4504

Passcode: 084116

Chief Financial Officer's Report
June 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 41.4% of the budget year completed, 54% of the budgeted revenue has been received and 42% of the approved budget has been expended/encumbered. This compares to 2024 in which 54% of the budgeted revenue had been received and 41% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41.4% of the budget year completed, 54% of the budgeted revenue has been received and 35% 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.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$7,001,760.

State Aid Fund – Page 6

This annual distribution from the State Library must be spent or encumbered in the year in which it is received. The budget included its use to purchase equipment/furnishings for the Kids Library. This use of funds is consistent with the philosophy of past years to use the money for one-time projects. Since it's a depleting and somewhat unstable revenue source, it is not relied upon for any ongoing expenditure.

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	Advertising for summer programs	\$11,100.00	WIBW
Approved operating budget	Annual subscription	\$5,497.50	Zoom Video Communications Inc.
Library Materials	Adult fiction/non-fiction ebooks	\$5,650.00	Overdrive, Inc.
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Library Materials	Hoopla online	\$34,684.04	Midwest Tape LLC
Library Materials	Adult fiction/non-fiction ebooks	\$5,710.00	Overdrive, Inc.
Approved operating budget	Replacement lights/tracks for the gallery	\$10,558.36	Border States Industries Inc.
Library Materials	Juvenile fiction books	\$6,557.00	Ingram Library Services
Library Materials	Adult fiction/non-fiction ebooks	\$5,586.00	Overdrive, Inc.
Approved operating budget	(4) height adjustable legs for self-check kiosks	\$10,050.00	Bibliotheca LLC
Library Materials	LinkedIn Learning Library database annual fee	\$20,000.00	LinkedIn Corporation
Library Materials	Adult fiction/non-fiction ebooks	\$5,660.00	Overdrive, Inc.
Library Materials	Juvenile fiction/non-fiction books	\$10,746.00	Ingram Library Services
Change Order - Board approved bid award on 9/19/2024	Kids Library Renovation – upgrade projector for a larger screen area	\$986.27	Shirley Construction Inc.

RFP was posted and approved by the Board 4/17/2025 – approved Facilities Master Plan budget	Elevator modernization	\$140,128.00	TK Elevator Corporation
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Other Items:

- Please remember to schedule the forthcoming Board budget work session:
 - Wednesday, July 9th, 1 pm to 3 pm (Hughes Room 205)

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

5/31/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 8,722,498.48	\$ 6,879,783.22	\$ 8,734,244.87
Employee Benefits	2,521,111.25	2,161,426.24	1,746,615.31	\$ 2,935,922.18
Capital Improvement	6,877,610.04	124,150.02	-	\$ 7,001,760.06
Bond & Interest	8,231.12	1,105.85	-	\$ 9,336.97
<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	14,536.79	241,188.00	\$ 957,517.83
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
Totals	<u><u>\$ 17,813,687.24</u></u>	<u><u>\$ 11,104,429.28</u></u>	<u><u>\$ 8,907,318.29</u></u>	<u><u>\$ 20,010,798.23</u></u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 731,417.91
Restricted Funds-CoreFirst Bank-Checking	954,341.66
Capital Improvement Fund-Community National Bank-Money Market Account	7,001,760.06
Cash on Hand	2,446.84
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	3,987,798.39
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,074,219.18
	<u>\$ 20,051,070.18</u>
Less Pending Claims (invoices posted, but not paid until next month)	57.59
Less Deferred Revenue (SAM account payments)	4,178.07
Less Payroll Deduction and Employer Benefit Liabilities	1,850.02
Less Outstanding Checks	34,186.27
	<u><u>\$ 20,010,798.23</u></u>

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

5/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	5/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,891,529.61	\$ 8,722,498.48	\$ 1,161,090.47	\$ 5,718,692.75	\$ 8,734,244.87	\$ 1,925,192.01	\$ 6,809,052.86
Employee Benefit Fund	2,521,111.25	2,161,426.24	49.50	1,746,565.81	2,935,922.18	37,321.75	2,898,600.43
Capital Improvement Fund	6,877,610.04	124,150.02	-	-	7,001,760.06	-	7,001,760.06
Bond & Interest Fund	8,231.12	1,105.85	-	-	9,336.97	-	9,336.97
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	13.58	-	-	10,778.65	-	10,778.65
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	3,463.50	(3,463.50)	25.33	(3,488.83)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.65	0.05	-	-	31.70	-	31.70
Friends	221,749.98	260.62	5,000.00	22,492.33	194,518.27	6,957.21	187,561.06
Fun Committee	7,847.43	1,028.23	-	-	8,875.66	-	8,875.66
Gallery Competitions/Exhibits	36,712.45	926.25	-	-	37,638.70	-	37,638.70
Gifts/Memorials (Undesignated)	865,234.60	8,247.89	178,384.93	15,712.36	679,385.20	260,385.64	418,999.56
Hathaway Trust - Library Materials	2,894.18	1,526.22	-	840.82	3,579.58	962.18	2,617.40
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	17,656.12	2,511.34	6,341.43	596.82	13,229.21	1,089.31	12,139.90
NEH Expendable	3,948.63	1.86	-	7,900.00	(3,949.51)	1,500.00	(5,449.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	7.29	-	-	5,789.88	-	5,789.88
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.70	0.05	-	-	36.75	-	36.75
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,207.47	2.79	-	-	2,210.26	-	2,210.26
Youth Services	8,843.48	10.62	374.51	81.30	8,398.29	4,997.09	3,401.20
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
TOTALS	\$ 17,813,687.24	\$ 11,104,429.28	\$ 1,351,240.84	\$ 7,556,077.45	\$ 20,010,798.23	\$ 2,305,171.16	\$ 17,705,627.07

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

5/31/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 5/31/2025</u>
				41.4%
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	17,537.32	\$ 14,537.32	585%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	108,361.00	16,322.23	\$ (92,038.77)	15%
Salary Refunds-Friends	50,236.00	16,428.96	\$ (33,807.04)	33%
Salary Refunds-Shawnee Cty	22,211.00	10,938.41	\$ (11,272.59)	49%
Vending Machines	1,500.00	650.90	\$ (849.10)	43%
Overdue Fees*	25,000.00	10,494.79	\$ (14,505.21)	42%
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	1,785.00	\$ 1,285.00	357%
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	144,672.99	\$ (5,327.01)	96%
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>\$ 8,722,498.48</u>	<u>\$ (7,318,927.52)</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**

5/31/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					41.4%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,030.85	\$ -	\$ 2,769.15	42%
Salaries-Facilities	693,658.00	298,357.01	-	395,300.99	43%
Salaries-Overtime	10,000.00	5,281.60	-	4,718.40	53%
Salaries-Security	361,407.00	128,162.06	-	233,244.94	35%
Salaries-Shelvers	64,925.00	10,286.70	-	54,638.30	16%
Salaries-Staff	8,982,367.00	3,348,521.75	-	5,633,845.25	37%
Conferences	171,000.00	39,126.36	30,957.63	100,916.01	41%
Staff Internal Dev/Trng - Web Based	15,000.00	8,167.64	716.40	6,115.96	59%
Staff Development & Training	35,000.00	12,407.55	274.50	22,317.95	36%
Mileage	13,056.00	2,369.34	8,839.86	1,846.80	86%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	352.36	8.00	1,139.64	24%
Materials-Periodicals	26,000.00	1,656.06	176.07	24,167.87	7%
Materials-Print/Non-Print <1 YR	866,500.00	263,867.00	13,136.34	589,496.66	32%
Materials-Print/Non-Print	1,316,000.00	418,392.10	169,022.42	728,585.48	45%
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	252,276.99	46,281.77	473,396.24	39%
Contracted-Facilities	346,000.00	104,491.17	98,499.06	143,009.77	59%
Contracted-Equipment	79,600.00	33,241.27	39,104.32	7,254.41	91%
Contracted-Professional	278,000.00	105,466.12	91,048.88	81,485.00	71%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	76,641.81	53,015.12	320,743.07	29%
Furniture/Equipment	50,000.00	10,705.46	10,894.90	28,399.64	43%
Insurance	87,000.00	43,358.22	31,926.00	11,715.78	87%
Marketing & Communication	95,000.00	10,993.92	25,322.96	58,683.12	38%
Memberships/Dues	30,900.00	22,184.00	-	8,716.00	72%
Miscellaneous	5,000.00	1,320.89	-	3,679.11	26%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	(3,377.11)	1,479.35	70,987.76	-3%
Printing	86,750.00	5,367.68	4,194.46	77,187.86	11%
Programming	118,900.00	19,144.15	22,566.74	77,189.11	35%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	125,010.16	452,757.27	422,232.57	58%
Supplies-Facilities	120,972.00	21,743.64	61,908.46	37,319.90	69%
Supplies-Office/Library	97,614.00	52,648.89	7,208.50	37,756.61	61%
Supplies-Processing	48,960.00	8,133.44	4,859.92	35,966.64	27%
Telecommunications	215,064.00	56,361.90	56,589.43	102,112.67	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	82,890.07	217,109.93	51,584.00	85%
Utilities-Gas	67,627.00	34,692.51	27,307.49	5,627.00	92%
Utilities-Water/Sewage	43,687.00	10,800.37	32,199.63	687.00	98%
Vehicle-Gas	46,767.00	7,544.85	-	39,222.15	16%
Vehicle-Repair	85,000.00	4,366.59	34,669.60	45,963.81	46%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	22.78	-	(22.78)	N/A
TOTALS	\$ 19,025,487.00	\$ 5,718,692.75	\$ 1,542,075.01	\$ 10,114,719.24	42%

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

5/31/2025

	<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	32,675.00	101%
Reimbursements	180,808.00	43,689.60	24%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	144,672.99	96%
	<u>\$ 16,041,426.00</u>	<u>\$ 8,722,498.48</u>	54%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	3,792,639.97	37%
Other Staff Support Costs	234,056.00	102,859.28	44%
Library Collections	2,210,000.00	866,610.35	39%
Contracted Services	1,570,248.00	864,094.18	55%
Digital Services Support	450,400.00	129,656.93	29%
Furniture/Equipment/Art	58,000.00	21,600.36	37%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	577,767.43	58%
Utilities & Telecommunications	677,962.00	517,951.33	76%
Vehicles	131,767.00	46,581.04	35%
Other Operating Expenditures	760,186.00	341,006.89	45%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 7,260,767.76</u>	42%
Prior Year Canceled Purchase Orders		<u>\$ 119,362.47</u>	
Unencumbered Balance 5/31/2025	\$ -	<u><u>\$ 6,809,052.86</u></u>	

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

5/31/2025

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	6,799.79	13%
Refund-Fringe Benefits-Friends	42,301.00	10,900.13	26%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	4,587.78	47%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	10,685.67	N/A
Interest on Idle Funds	85,000.00	47,037.35	55%
	\$ 4,035,570.00	\$ 2,161,426.24	54%
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	270,392.34	35%
Ks Public Employees Retirement Sys	1,043,421.00	399,085.03	38%
Worker's Compensation	62,300.00	66,756.32	107%
Unemployment Tax	9,963.00	4,477.47	45%
Health/Dental Insurance	3,250,875.00	1,035,596.90	32%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 1,783,887.56	35%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 5/31/2025	\$ -	\$ 2,898,600.43	

* 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	124,150.02
	\$ 124,150.02
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 5/31/2025	\$ 7,001,760.06

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 5/31/2025		\$ 9,560.71

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

5/31/2025

	<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	510.61	5106%
	<u>\$ 10,010.00</u>	<u>\$ 1,105.85</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 5/31/2025	 <u><u>\$ -</u></u>	 <u><u>\$ 9,336.97</u></u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of May 31, 2025

Capital Improvement Funds - Community National Bank

\$ 7,001,760.06 at 4.21% (money market account)

Municipal Investment Pool

\$ 3,987,798.39 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average May 1 - 31, 2025 was 3.02%

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

\$ 7,074,219.18 Certificate of Deposit for Employee Benefit
Fund (\$1,515,904.11) and General Fund (\$5,558,315.07);
5/27/2025 @ 4%; 6/26/2025 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 May 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
35	23800	0	5/2/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 155,895.43	-95904
						\$ 155,895.43	-95904 Total
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 19,720.67	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 26.81	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 1,264.03	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 56.06	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 26.81	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 26.81	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 222.21	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95899
10	41000	351	5/1/25	EVERGY	2025 Electric Services	\$ 61.19	-95899
						\$ 21,505.75	-95899 Total
10	21505	0	5/2/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,665.86	-95898
15	21516	0	5/2/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,444.37	-95898
15	21517	0	5/2/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,444.25	-95898
10	21513	0	5/2/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,583.32	-95898
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 59,137.80	-95898 Total
10	21501	0	5/2/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,655.40	-95894
10	21502	0	5/2/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,296.89	-95894
15	21521	0	5/2/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 103.61	-95894
10	21503	0	5/2/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,541.15	-95894
15	21504	0	5/2/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,541.15	-95894
10	21503	0	5/2/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,803.99	-95894
15	21504	0	5/2/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,803.99	-95894
10	21514	0	5/2/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,698.61	-95894
10	41000	313	5/2/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,360.62	-95894
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,805.41	-95894 Total
10	41000	310	5/6/25	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-95873
10	41000	313	5/6/25	COREFIRST BANK & TRUST	Custodian	\$ 165.00	-95873
10	41000	342	5/6/25	COREFIRST BANK & TRUST	Non Member Regis	\$ 150.00	-95873
10	41000	342	5/6/25	COREFIRST BANK & TRUST	Member Regis	\$ 75.00	-95873
10	41000	310	5/6/25	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-95873
10	41000	310	5/6/25	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-95873
10	41000	310	5/6/25	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 77.00	-95873
10	41000	341	5/6/25	COREFIRST BANK & TRUST	In Person Registration	\$ 499.00	-95873

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	341	5/6/25	COREFIRST BANK & TRUST	Virtual Conference	\$ 2,144.00	-95873
10	41000	341	5/6/25	COREFIRST BANK & TRUST	Virtual Conference	\$ 2,144.00	-95873
10	41000	342	5/6/25	COREFIRST BANK & TRUST	Tech training	\$ 25.50	-95873
10	41000	310	5/6/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 216.00	-95873
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,218.50	-95873 Total
10	41000	340	5/6/25	COREFIRST BANK & TRUST	Flight roundtrip	\$ 837.96	-95870
10	41000	340	5/6/25	COREFIRST BANK & TRUST	Flight roundtrip	\$ 523.37	-95870
10	41000	340	5/6/25	COREFIRST BANK & TRUST	Registration	\$ 2,495.00	-95870
10	41000	340	5/6/25	COREFIRST BANK & TRUST	registration	\$ 2,495.00	-95870
				<i>Travel expenses paid by credit card</i>		\$ 6,351.33	-95870 Total
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake lemons	\$ 5.63	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake carrots	\$ 10.56	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake onions	\$ 13.08	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake red cabbage	\$ 11.84	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake plums	\$ 16.89	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake oranges	\$ -	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake strawberries	\$ -	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 17.44	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	clothespins	\$ 149.85	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	light prism	\$ 9.98	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	66 ft rope light	\$ 299.40	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	flourescent green tulle	\$ 9.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	set of 2 trash barrel	\$ 68.29	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	set of 12 paint cans	\$ 40.59	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	20 color tulle set	\$ 28.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	velcro	\$ 16.62	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	construction party sign	\$ 6.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	18in green cones	\$ 74.00	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	18in white cone	\$ 75.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	14.5 fire hydrant	\$ 37.66	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	traffic light and signs	\$ 42.89	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	kids at play signs	\$ 16.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	felt board 48x36in	\$ 43.22	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	hexigon floor tiles	\$ 85.49	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	sensory floor mats	\$ 30.39	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	science test kit	\$ 22.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	test tube rack	\$ 17.08	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	hematite rock samples	\$ 19.99	-95868

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
53	41000	330	5/6/25	COREFIRST BANK & TRUST	malachite rock sample	\$ 18.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	lapis lazuli rock sample	\$ 10.08	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake hibiscus flowers	\$ 9.79	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake ivy plant	\$ 6.64	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake eucalyptus	\$ 9.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake birch branches	\$ 16.57	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake dahlia	\$ 13.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	fake dandelions	\$ 11.99	-95868
49	41000	737	5/6/25	COREFIRST BANK & TRUST	live succulent plants	\$ 131.45	-95868
49	41000	737	5/6/25	COREFIRST BANK & TRUST	succulent wraps	\$ 18.91	-95868
35	41000	735	5/6/25	COREFIRST BANK & TRUST	thank you cards	\$ 65.05	-95868
35	41000	735	5/6/25	COREFIRST BANK & TRUST	food	\$ 130.90	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	lab set 45 piece	\$ 54.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 8.25	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	4x4 felt sq 460 pcs"	\$ 176.89	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	8x48" concrete form tube"	\$ 85.68	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	48x50' steel chain fence"	\$ 109.00	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	25 gal sandblasting box	\$ -	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	SAMPLE dry erase vinyl	\$ 4.95	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	tissue paper	\$ 23.50	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	blue copy paper	\$ 41.40	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	contact paper 3 pk.	\$ 25.98	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	coffee filters	\$ 20.24	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	pipe cleaners	\$ 65.97	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	5ml spray bottles	\$ 11.98	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	black copy paper	\$ 109.96	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	teal copy paper	\$ 31.28	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	hot glue	\$ 8.18	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	dowels	\$ 63.87	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	sandblasting box	\$ 107.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	green copy paper	\$ 28.46	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	red copy paper	\$ 27.28	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	pink copy paper	\$ 26.44	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	blue copy paper	\$ 42.66	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	yellow copy paper	\$ 30.48	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	orange copy paper	\$ 27.22	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	purple copy paper	\$ 28.18	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	light blue copy paper	\$ 23.74	-95868

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended May 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
53	41000	330	5/6/25	COREFIRST BANK & TRUST	8mm googly eyes	\$ 8.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	10mm googly eyes	\$ 15.78	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	white cardstock	\$ 51.96	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	trellis 87x75x71"	\$ 69.96	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	white pool noodles	\$ 97.98	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	net christmas lights	\$ 269.90	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	rainbow yarn	\$ 69.90	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Chrome Wire Shelving	\$ 314.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Chrome polyurethane caster	\$ 75.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Pneumatic Adjustable desk	\$ 465.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Mesh task chair	\$ 165.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 203.04	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	12in x 48 in concrete tub	\$ 203.76	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Craft organizer cart	\$ 169.98	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	community helper dress-up	\$ 139.95	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 20.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	paddle/ball set	\$ 39.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	net	\$ 20.89	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	counting cows	\$ 21.84	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	new sprouts grow-it	\$ 27.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	LR jumbo insects	\$ 34.63	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	match-it head to tail	\$ 12.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Mobile Art Rack	\$ 149.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	shipping & handling	\$ 22.50	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	play tab activity board	\$ 45.95	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	dimpl pops	\$ 12.95	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 7.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	small liquid timers/senso	\$ -	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Tangle Jr. Fuzzies	\$ 15.98	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Therapy Tangle	\$ 31.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Sensory Tree Puzzle	\$ 34.98	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ 12.29	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	puzzle mat	\$ 85.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	weighted bulldog	\$ 49.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	weighted sea turtle	\$ 79.00	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	forest activity wall pane	\$ 1,282.02	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	blooming meadow panel	\$ 462.30	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	hedgehog interactive	\$ 262.20	-95868

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	736	5/6/25	COREFIRST BANK & TRUST	butterfly interactive	\$ 162.84	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	starry forest mirror	\$ 1,264.08	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	ice cream matching	\$ 12.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	poppy flower pot	\$ 8.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	breathing board	\$ 37.99	-95868
53	41000	330	5/6/25	COREFIRST BANK & TRUST	1000 pack plastic cups	\$ 44.99	-95868
49	41000	736	5/6/25	COREFIRST BANK & TRUST	Tax- requested refund	\$ 15.05	-95868
				<i>Miscellaneous online orders paid by credit card</i>		\$ 9,402.34	-95868 Total
10	41000	330	5/6/25	COREFIRST BANK & TRUST	paper tubes	\$ 19.92	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ 7.99	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	smart led strip light	\$ 119.99	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	pipes for drapes	\$ 389.97	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	multi colored drapes	\$ 443.88	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	30ml Syringes blunt Set o	\$ 30.36	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Disposable Gloves for Kid	\$ 8.88	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Gel Food Color Easter Egg	\$ 6.79	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Single use Super Glue-12	\$ 5.69	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Nerf N Series N1 Darts #1	\$ 5.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Nerf N Series Party Pack	\$ 15.49	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	Bose Soundlink Flex 2	\$ 133.20	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	acrylic yarn wildflower	\$ 9.64	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	Deluxe Mesh Work Stool	\$ 305.00	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	UPS ground shipping	\$ 47.59	-95867
10	41000	910	5/6/25	COREFIRST BANK & TRUST	Display case dk bronze	\$ 1,973.95	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	5x7 print sleeves	\$ 20.15	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	8.5x11 print sleeves	\$ 26.25	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	Shipping cost	\$ 464.68	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Conair hair dryer	\$ 41.91	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	elbow pasta	\$ 10.88	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	macaroni pasta	\$ 5.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-95867
10	41000	310	5/6/25	COREFIRST BANK & TRUST	GOODNOTES M PERKINS	\$ 29.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Let's Make Paper book	\$ 13.29	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 12.85	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Mini Sorry Game	\$ 6.95	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	7 inch Soccer Cones 24pk	\$ 16.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Hasbro Connect 4 Game	\$ 12.96	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	BUTUZE 3.5oz Premium Poly	\$ 7.99	-95867

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	5/6/25	COREFIRST BANK & TRUST	SERISIMPLE Bamboo Kids C	\$ 34.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Hygloss Play Modeling Dou	\$ 11.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Play dough 36 ct	\$ 25.69	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Air Dry Modeling Clay Kit	\$ 20.89	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Wiky Sticks Art Crafts 50	\$ 9.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	noodles	\$ 22.08	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	Return items	\$ (44.18)	-95867
10	41000	310	5/6/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	batteries	\$ 21.80	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	plates	\$ 17.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	baggies	\$ 7.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	small cups	\$ 16.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	6 paper plates"	\$ 9.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	pool noodles	\$ 27.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	tongs	\$ 13.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	scoopers	\$ 15.70	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	play doh	\$ 11.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	packing peanuts	\$ 28.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	clear bottles	\$ 63.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	bingo daubers metallic	\$ 18.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	rubbing plates	\$ 13.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	bingo daubers brilliant	\$ 18.98	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	SP 2TB 2230 SSDs	\$ 419.97	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	BEELINK Mini S12	\$ 159.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	craft tubes	\$ 26.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	garland	\$ 27.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	banner	\$ 11.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	bunting	\$ 19.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	bow	\$ 9.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	beads	\$ 155.94	-95867
10	41000	410	5/6/25	COREFIRST BANK & TRUST	light fixture seal	\$ 26.33	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	white ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	turquoise ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	lime green ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	pink ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	royal blue ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	orange ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	purple ribbon	\$ 1.98	-95867

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	5/6/25	COREFIRST BANK & TRUST	red ribbon	\$ 1.98	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	shipping charge	\$ 8.95	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	100 piping bags w/ tips	\$ 9.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	1 Quart Spackle, white	\$ 10.42	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	50 pcs. fake red cherries	\$ 9.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	4 pack bulb attachment	\$ 38.36	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	140 pcs. Dried flowers	\$ 28.78	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	18 metal tip darts	\$ 8.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	4 pack multi size funnels	\$ 6.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	6 Pack 12x16in canvases	\$ 51.96	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	10ct 8oz washable paint	\$ 12.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	164ft of 5mm twine	\$ 15.95	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	100pack 8oz paper cups	\$ 9.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	50 Colors air dry clay	\$ 15.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	flashlights	\$ 25.79	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	prisms 18 pc set	\$ 44.54	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	sidewalk chalk	\$ 25.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	assorted candy	\$ 36.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	30 pack full size candy	\$ 32.35	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	drop cloths	\$ 8.53	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	12 pack spray bottles	\$ 19.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	putt holes	\$ 24.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Easter garland	\$ 17.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	pipe cleaners, 1000 pk.	\$ 21.99	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	Dell 42w battery	\$ 51.59	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	Rolling tote	\$ 44.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Boxwood Tree Plant Favor	\$ 59.50	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Bonsai Tool Starter Set	\$ 39.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	1000 worldwide stamps	\$ 17.95	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	disposable lip brushes	\$ 6.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	self-adhesive foam shapes	\$ 7.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	black cardstock	\$ 3.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	white card stock	\$ 3.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	color coding labels	\$ 1.68	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	self-adhesive labels	\$ 6.27	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	dot stickers	\$ 5.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	party backdrop	\$ 19.56	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	elmer's glue sticks	\$ 8.27	-95867

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Organic Orchid Bark 30qt	\$ 36.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Miracle Grow Potting Mix	\$ 78.39	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Terracotta Pots 4 inch pa	\$ 92.97	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Clear Nursery Pots, 30 pa	\$ 29.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	41 qt. storage box set o	\$ 30.00	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	Sony BDP-S1700 Blu-ray	\$ 254.97	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	car phone holder vent	\$ 9.49	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	Samsung 43 DU7200	\$ 455.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	black cardstock	\$ 10.97	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	cardstock - spectrum	\$ 21.94	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	elmer's glue sticks	\$ 8.27	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	SAMSUNG 55-Inch DU7200	\$ 329.99	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	Mounting Dream MD2380	\$ 39.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	eric carle lacing cards	\$ 50.97	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	rainbow hands foam sticke	\$ 9.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	straws	\$ 182.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	craft sticks	\$ 4.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	duct tape	\$ 7.40	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	filament	\$ 41.98	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	filament	\$ 17.99	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	filament	\$ 125.94	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	filament	\$ 41.98	-95867
10	41000	320	5/6/25	COREFIRST BANK & TRUST	filament	\$ 83.96	-95867
10	41000	410	5/6/25	COREFIRST BANK & TRUST	backflow parts	\$ 12.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Murder Mystery - Haunted	\$ 39.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	sewing pins	\$ 6.78	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	ironing blanket	\$ 19.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	bead thread blk 125yd	\$ 20.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	3mm seed beads 24 colors	\$ 23.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Bead needles	\$ 9.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Lobster clasps	\$ 5.94	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Homestia Mesh Strainer	\$ 5.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Ohtomber Muddler	\$ 4.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Philorn Jigger	\$ 7.19	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	365 Pomegrante Juice	\$ 6.79	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	365 Coconut Milk	\$ 7.17	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Q Club Soda 24 Pack	\$ 26.94	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	DaVinci Grenadine Syrup	\$ 6.36	-95867

Topeka and Shawnee County Public Library
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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Maraschino Cherries	\$ 9.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Q Ginger Ale 24 Pack	\$ 28.78	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	TashiBox 12 oz cups -100c	\$ 12.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Master of Mix Lime Juice	\$ 13.71	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ -	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	19 5/8 x 24 1/4 frame on"	\$ 99.85	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	23 3/4 x 18 frame only"	\$ 95.80	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	estimate	\$ 14.83	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	4x4 canvas 48/pk	\$ 19.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	9 easels 12/pk"	\$ 19.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	24 color acrylic paint	\$ 44.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Sharpie Markers 24 count	\$ 16.53	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ -	-95867
10	41000	310	5/6/25	COREFIRST BANK & TRUST	Zello Subscription	\$ 7,956.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	12 pack playing cards/6 b	\$ 16.79	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Black Forest Gummy Worms	\$ 8.79	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Peach Rings Candy	\$ 6.29	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	icing piping tios	\$ 6.00	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	10 ct. tempera paint	\$ 37.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	dk green clipboard	\$ 13.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	2 surface butcher paper	\$ 54.95	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ 8.24	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	72 pairs socks	\$ 37.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	shuttle paint sticks, 32	\$ 55.96	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	black cardstock, 50 ct.	\$ 20.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	900 pc pom poms	\$ 6.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	pipe cleaners	\$ 6.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	paint sticks 24 ct.	\$ 16.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	bear molds	\$ 9.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Sparkly Holographic Cards	\$ 7.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	baggies	\$ 6.96	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	6 putter golf clubs	\$ 59.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ 18.56	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	emerald green 1/2 pompom"	\$ 1.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	lime green 1/2 pompoms"	\$ 1.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	red 1.5 pompoms"	\$ 3.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 7.95	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Thimble set of 8	\$ 7.98	-95867

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended May 31, 2025

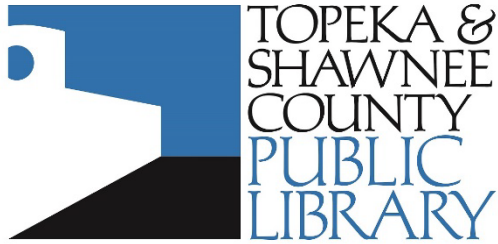
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Large eye sewing needles	\$ 3.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Sashiko thread 5 skeins	\$ 8.70	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Sheets scrapbook paper	\$ 11.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Glue sticks	\$ 7.91	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Kraft paper notebooks	\$ 9.98	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Markers	\$ 25.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Sari silk yarn	\$ 19.59	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Cotton yarn	\$ 29.88	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Scissors	\$ 8.88	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	Reftun-returned item	\$ (13.63)	-95867
10	41000	340	5/6/25	COREFIRST BANK & TRUST	Flight	\$ 542.97	-95867
10	41000	340	5/6/25	COREFIRST BANK & TRUST	seat price	\$ 58.03	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	sewing gauge	\$ 7.29	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	seam ripper	\$ 3.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	mini travel iron	\$ 18.99	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	venture vinyl white	\$ 29.56	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	venture vinyl black	\$ 45.24	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	30-pack rulers	\$ 9.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	100-count sandwich bags	\$ 2.53	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Astrobright colored paper	\$ 19.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	X-Large Sponges	\$ 8.97	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	shipping	\$ -	-95867
10	41000	313	5/6/25	COREFIRST BANK & TRUST	2024 Audit Filing Fee	\$ 300.00	-95867
10	41000	420	5/6/25	COREFIRST BANK & TRUST	ultimate pen adapter set	\$ 14.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Pet Botanics Training Rew	\$ 16.64	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	PureBites Trainers	\$ 9.49	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	shipping	\$ 6.99	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	black cardstock 100ct.	\$ 12.31	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	laminating sheets 130ct	\$ 19.89	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	movement scarves 96ct	\$ 51.92	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	tissue paper squares	\$ 6.64	-95867
10	41000	330	5/6/25	COREFIRST BANK & TRUST	Shipping	\$ 10.48	-95867
				<i>Miscellaneous online orders paid by credit card</i>		\$ 18,452.34	-95867 Total
10	41000	310	5/16/25	OCLC, INC.	Contentdm subscription	\$ 8,556.01	-95856
				<i>2025 approved operating budget - software support/subscription</i>		\$ 8,556.01	-95856 Total
10	41000	310	5/16/25	BIBLIOCOMMONS CORP.	BC renewal	\$ 32,405.39	-95855
				<i>2025 approved operating budget - contracted digital services</i>		\$ 32,405.39	-95855 Total
10	21505	0	5/16/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,786.27	-95850

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21516	0	5/16/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,639.17	-95850
15	21517	0	5/16/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,464.28	-95850
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 57,889.72	-95850 Total
10	41000	312	5/15/25	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-95845
10	41000	312	5/15/25	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-95845
				<i>2025 approved operating budget - contracted equipment</i>		\$ 5,681.25	-95845 Total
10	21501	0	5/15/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,380.62	-95844
10	21502	0	5/15/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,392.71	-95844
15	21521	0	5/15/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 73.36	-95844
10	21503	0	5/15/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,661.90	-95844
15	21504	0	5/15/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,661.90	-95844
10	21503	0	5/15/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,832.22	-95844
15	21504	0	5/15/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,832.22	-95844
10	21514	0	5/15/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,698.61	-95844
10	41000	313	5/15/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,329.83	-95844
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,863.37	-95844 Total
10	21512	0	5/22/25	DELTA DENTAL OF KANSAS, INC	<i>EE W/H June Premiums</i>	\$ 2,430.90	-95839
15	21512	0	5/22/25	DELTA DENTAL OF KANSAS, INC	<i>ER W/H June Premium</i>	\$ 9,721.58	-95839
15	21512	0	5/22/25	DELTA DENTAL OF KANSAS, INC	<i>Retirees June Premiums</i>	\$ 219.88	-95839
						\$ 12,372.36	-95839 Total
10	41000	350	5/22/25	VERIZON WIRELESS	<i>Mobile/MI-FI 2024</i>	\$ 5,902.89	-95835
						\$ 5,902.89	-95835 Total
10	41000	310	5/30/25	BIBLIOTHECA LLC	smartlocker lease agreeme	\$ 15,965.43	-95831
				<i>2025 approved operating budget - annual software maintenance/support for self service checkouts</i>		\$ 15,965.43	-95831 Total
10	21515	0	5/27/25	BLUE CROSS BLUE SHIELD OF KS	<i>EE - BCBS Actives Premiums</i>	\$ 36,954.04	-95824
15	21515	0	5/27/25	BLUE CROSS BLUE SHIELD OF KS	<i>ER - BCBS Actives Premiums</i>	\$ 185,154.89	-95824
15	21515	0	5/27/25	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 4,735.16	-95824
						\$ 226,844.09	-95824 Total
10	21501	0	5/30/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,821.53	-95818
10	21502	0	5/30/25	PAYCOM PAYROLL LLC	State W/H	\$ 16,487.79	-95818
15	21521	0	5/30/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 57.26	-95818
10	21503	0	5/30/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,966.63	-95818
15	21504	0	5/30/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,966.63	-95818
10	21503	0	5/30/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,137.36	-95818
15	21504	0	5/30/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,137.36	-95818
10	21514	0	5/30/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,573.61	-95818
10	41000	313	5/30/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,263.87	-95818
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 102,412.04	-95818 Total

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	5/30/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,695.30	-95814
15	21516	0	5/30/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,491.96	-95814
15	21517	0	5/30/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,449.16	-95814
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 57,636.42	-95814 Total
10	41000	420	5/16/25	RESERVE ACCOUNT	Postage refill	\$ 30,000.00	-95795
10	41000	420	5/16/25	RESERVE ACCOUNT	Wire Fee	\$ 10.00	-95795
				<i>2025 approved operating budget - postage</i>		\$ 30,010.00	-95795 Total
10	23800	0	5/15/25	CAM-DEX SECURITY CORP.	16 panic buttons	\$ 9,204.37	101868
				<i>2024 approved operating budget - contracted facilities</i>		\$ 9,204.37	101868 Total
10	41000	736	5/15/25	CURB APPEAL POWER WASH LLC	exterior building soft wash	\$ 6,744.47	101870
10	41000	736	5/15/25	CURB APPEAL POWER WASH LLC	wash exterior windows	\$ 2,167.87	101870
				<i>2025 approved Facilities Master Plan budget</i>		\$ 8,912.34	101870 Total
10	41000	736	5/15/25	HTK ARCHITECTS INC.	<i>PARKING LOT ARC FEES</i>	\$ 11,725.00	101873
10	41000	736	5/15/25	HTK ARCHITECTS INC.	<i>ARC FEES FOR CIRC WRKRM</i>	\$ 4,327.50	101873
10	23800	0	5/15/25	HTK ARCHITECTS INC.	<i>ARC FEES KIDS LIBRARY</i>	\$ 1,871.50	101873
10	23800	0	5/15/25	HTK ARCHITECTS INC.	<i>ARCHITECT FEE</i>	\$ 1,593.75	101873
						\$ 19,517.75	101873 Total
10	41000	313	5/22/25	MID-AMERICA LIBRARY ALLIANCE	5-Day Courier Service	\$ 11,903.00	101893
10	41000	313	5/22/25	MID-AMERICA LIBRARY ALLIANCE	Administrative Fee	\$ 100.00	101893
				<i>2025 approved operating budget - annual courier fees</i>		\$ 12,003.00	101893 Total
						\$ 1,073,945.33	Grand Total



Board of Trustees Executive Committee Meeting
June 9, 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 June 9, 2025, via Zoom, and was called to order at 4:00 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the May 5, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the May 5, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the May 15, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees June 19, 2025, meeting were reviewed.

Chair Dunlap shared that Joan Hicks has resigned from her slot on the board. Joan will join the board meeting on June 19 to be recognized for her service.

Chief Financial Officer Kim Strube noted she has nothing out of the ordinary to report at the June Board Meeting.

Chair Dunlap shared that she would like to change the July board meeting to meet on July 24 instead of July 17 to ensure that there will be a quorum.

Chief Executive Officer Marie Pyko shared that she will speak about the status of the Book Nook at Westridge Mall. She has recently met with a representative from Westridge Mall about the Book Nook. A portion of the mall will be converted into office space, which will require the Book Nook to move. She looked at a couple of possible locations and the timeline to opening the new Book Nook will be mid to late summer.

Chief of Staff Thad Hartman will speak about the bid recommendation for the circulation workroom furniture. He has already received three bids for this project and they are all decent prices. He shared that summer has kicked off and the energy is great in the Kids Library and the gallery. The kids absolutely love Dr Drab. Jayna McFarland, the library's Social Media Specialist, is doing a great job with the videos and meeting with kids in person.

Other Items

Tomorrow is the first Trustee Budget Work Session. Preliminary information will be provided to Trustees and questions will be answered at the meeting.

No other items were discussed

Adjournment

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

Next Meeting

July 7, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report

June 2025

News and Updates

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

As of the end of May 2025, our program has 5,601 children enrolled. While we have seen significant improvement in enrollment from specific zip codes over time, key areas still require a targeted sign-up campaign. This is crucial to ensure all children have the opportunity to participate in this wonderful program. Our Statistical Analyst, Robert Soria, recently shared that zip code 66619, which includes the Montara community, has the largest percentage of children under five but the lowest enrollment per capita. I will collaborate with the DPIL team to develop strategies for connecting with these families.

Kids Library Grand Opening

Our Kids Library Grand Opening and ribbon cutting on May 29, 2025, was a huge success, with over 546 people in attendance. I would like to recognize our distinguished speakers: Michelle Cuevas Stubblefield (Greater Topeka Partnership), Haley DaVee (Library Foundation Board), Kim Gronniger (Security Benefit), and Tammy Dishman (Capitol Federal).

A special thank you goes to our entire Board of Trustees and Library Foundation Board for their support in making this amazing new play-based youth center possible.

Once the ribbon was cut, hundreds of children and their families streamed into the Kids Library, quickly finding their space. It was truly a joyous day, and we are already gathering comments from families about the positive difference the new Kids Library will make in their children's growth and success.

Additionally, I want to recognize the Kids Library team for their planning, dreaming, and now living in our new dynamic space, The Digital Services team for launching all the new technology spaces and the Facilities team who moved furniture, adjusted tables, set up the new digital monitors throughout the space. The Kids Library renovation truly took a village to make possible. Finally, a big thank you also to the Pigeon and the Bus Driver actors from the TCTA *Don't Let the Pigeon Drive the Bus* performance.

Book Nook at Westridge Mall- relocation

The library has operated a Book Nook at Westridge Mall since July 2019. It began as a joint initiative with the United Way of Greater Topeka to support literacy and learning for preschool families visiting the mall. Families can find early literacy information, preschool reading-level books, and educational toys to engage with during their visit.

In preparation for the renovation project that will bring the Advisors Excel headquarters to the mall, the Book Nook's designated no-cost space had to move. We are now working with Casey Richardson, General Manager, to identify a new location for relocation. If all goes well, the new Book Nook will open in July or August 2025.

Outreach Services Team update

As part of the Outreach Services planning project, library leadership is developing a plan to connect with community members. Our goal is to understand their current needs for services, programs, or resources outside the main library building.

Additionally, staff are identifying key regional libraries with different outreach service models. We plan to visit these communities to learn which models best meet their needs.

A draft plan for these community meetings and site visits will be shared in July. The meetings and visits themselves are scheduled for September and October 2025.

Staff Training Update- Active Shooter Training

We will be opening late on August 27, 2025 as part of our bi-annual all staff training Active Shooter exercise. Library staff and volunteers will participate in the exercise coordinated by Shawnee County Emergency Management and Topeka Police Department.

Awards and Accolades

On May 16, 2025, the library was honored to receive the Leadership Greater Topeka (LGT) Partnership Award. Several library leaders and LGT graduates attended the ceremony, where they were recognized for their dedication to continuous learning and community growth. Jesse Maddox, Scarlett Fisher-Herremann, and Debbie Stanton were featured in a video shared during the event.

Additionally, our own Abigail Siemers, Community Services Librarian, proudly graduated as a member of the 2025 LGT class. Congratulations, Abigail!



Area Highlight- Human Resources

The Human Resources team significantly impacts our library's success, much like several other departments. They achieve this through vital work in recruitment, onboarding, employee engagement, and continuous professional development.

Despite being small, the team—comprised of **Jesse Maddox, Felicia Hillebert, Kelsey Herl, Kari Zimmerman, Brenda Hough, and Kate Hughes**—provides essential services that enable all staff to succeed. Since January 2025 alone, the HR team has hired 18 new staff members across various library departments.

Additionally, Brenda Hough and Kate Hughes have dedicated hundreds of hours to in-person, online, and all-day Staff Development sessions, providing crucial training, onboarding, and professional development opportunities for all library employees. Similarly, Kari Zimmerman, our Volunteer Coordinator, recruits, trains, and supports hundreds of volunteers monthly. These volunteers contribute to key areas like the Friends Booktique, quarterly Book Sales, Local History, the Topeka Room, and especially our Summer Reading program, which offers valuable opportunities for teens to assist during the summer.

Human Resources truly is the glue that keeps our organization moving forward. We could not achieve all we do for our community without this impressive team.

New Business

Meeting Room Policy- first reading

The meeting room policy is being reviewed to improve clarity for our customers and the library. As is the established Board of Trustees practice, the policy will be presented for first reading in June. The policy will be voted on at the July 24, 2025 board meeting.

Resolution for Circulation Workroom furniture- Action item

This resolution seeks approval for purchase of new work room furniture as part of the Circulation workroom and new Automated Handling Machine (AMH). The AMH request for purchase was previously approved at the November 21, 2024 board meeting.

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

Professional Activities/Community Contacts

May 12, 2025	Attended the All Hands on Deck Strategic Development Team meeting.
May 13, 2025	Attended the Friends Finance Committee Meeting and Friends Board of Directors meeting.
May 14, 2025	Attended the United Way of Kaw Valley Shawnee County Advisory Council meeting.
May 15, 2025	Attended the Greater Topeka Partnership Early Childhood Taskforce meeting.
May 16, 2025	Attended the Leadership Greater Topeka Graduation and Gala with Library leadership team.
May 19, 2025	Hosted the Go Topeka Resource Partner Group to discuss entrepreneurial ecosystem.
May 20, 2025	Attended the Intergovernmental Cooperative Council.
May 20, 2025	Met with Katie Keckeisen for first mentor session affiliated with the Emerging Leaders Program at the Library.
May 22, 2025	Attended Vickie Brokke's retirement reception at the Topeka Civic Theater and Academy.
May 28, 2025	Participated in interview on the new Kids Library on Fox AM Live with Dane Kroll.
May 28, 2025	Met with Kaye McIntyre, Kansas Public Radio, KPR Presents regarding the Kids Library renovation and Grand Opening.
May 29, 2025	Hosted the Kids Library Grand Opening and Ribbon Cutting.
May 29, 2025	Met with Casey Richardson, General Manager at Westridge Mall regarding long term plan for the Book Nook.
May 29, 2025	Led a discussion on the importance of social health for the Nantucket Wildwood club.

May 30, 2025	Spoke with Kim Gronniger, contributing writer for TK Magazine regarding the new Kids Library renovation.
May 31, 2025	Attended the Summer Reading Kick-off for the library.
June 4, 2025	Met with Erica Reynolds and Alyx Park, Bibliocommons regarding their new 5 year strategic direction.
June 4, 2025	Met with Jane Greene and Carolyn Litwin for lunch.
June 4, 2025	Attended the Go Topeka Link Innovation Lab groundbreaking.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 6/13/2025

Dolly Parton's Imagination Library

May 2025



Total Enrolled
5,601

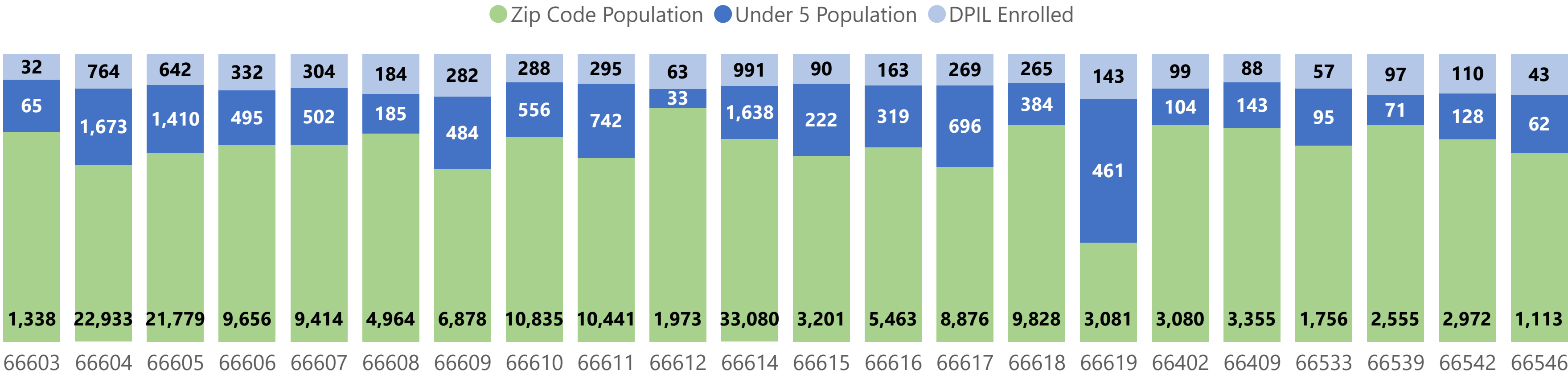


Total Graduated
10,148

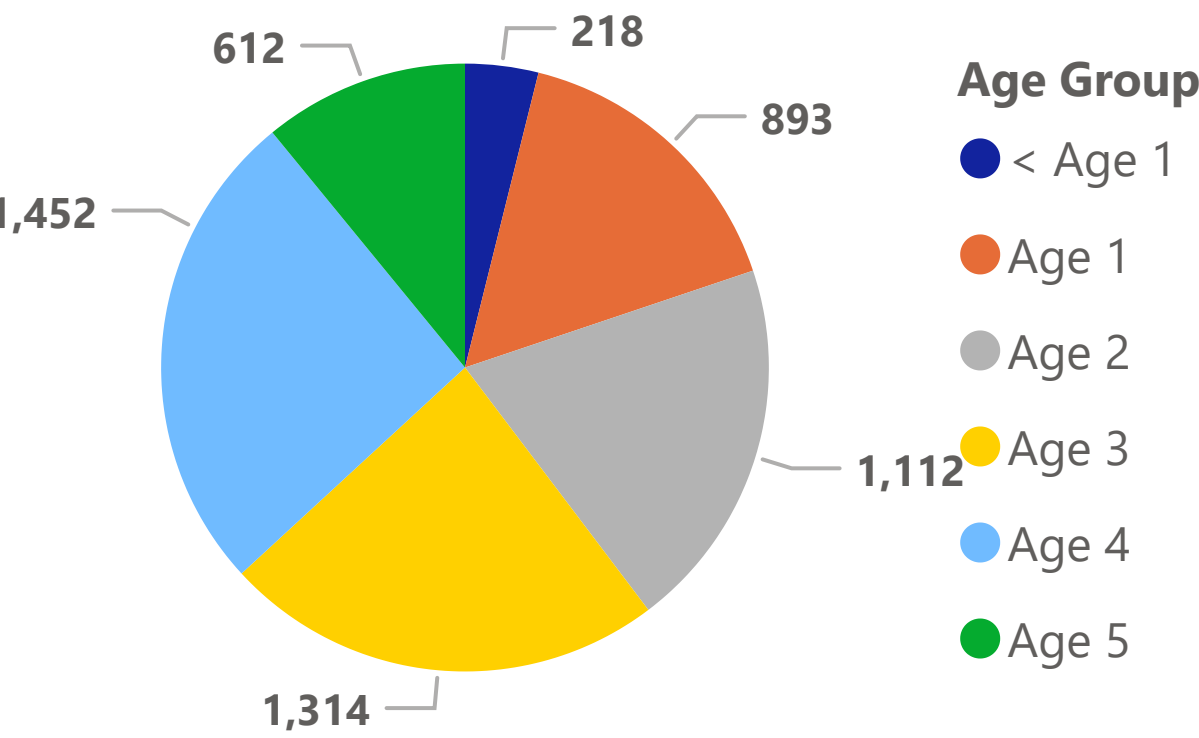
Year, Month

2025 (Year) + May (Month) ▼

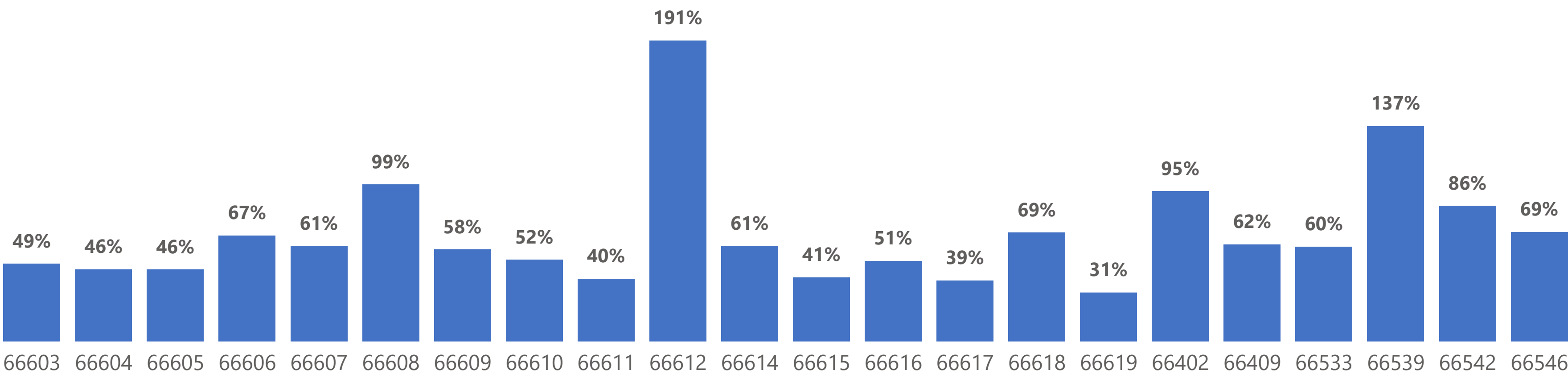
Enrollment by Zip Code



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

June 12, 2025

Kids Library and Summer

The past few weeks have been marked by significant and successful initiatives across the library. We've opened the newly renovated Kids Library, kicked off the Summer Reading program, and launched the Kids Summer Gallery exhibit. The community's reaction to these new offerings has been overwhelmingly positive, generating considerable excitement and engagement.

The successful implementation and exceptional execution of these programs are a direct result of the outstanding efforts by staff across all library departments. Further details can be found in the reports below.

Circulation Furniture

This month, we're presenting a bid resolution for furniture for the Circulation workroom, marking the final component of its redesign. This overhaul was prompted by the planned replacement of the Automated Materials Handling (AMH) system, providing an opportunity to reconfigure the room's layout and address the need for new flooring. The redesign incorporates a new desking system, enhanced staff storage solutions, and a dedicated small break area. We're pleased to report that we received five competitive bids and are satisfied with the proposed cost. Additional background information is available in the bid resolution.

Library Landscaping

The following is a report from Facilities Director Joe Hobbs about a recent landscaping improvement project:

I wanted to spotlight a wonderful new addition to the landscape in front of the library, thanks to the creativity and initiative of Facilities Groundskeeper Trevor Worthington.

Last year, Trevor asked about transforming an underused area into something educational, and colorful--a pollinator garden. With his experience he gained while helping his parents create a similar garden at their home, Trevor brought both passion and expertise to the project.

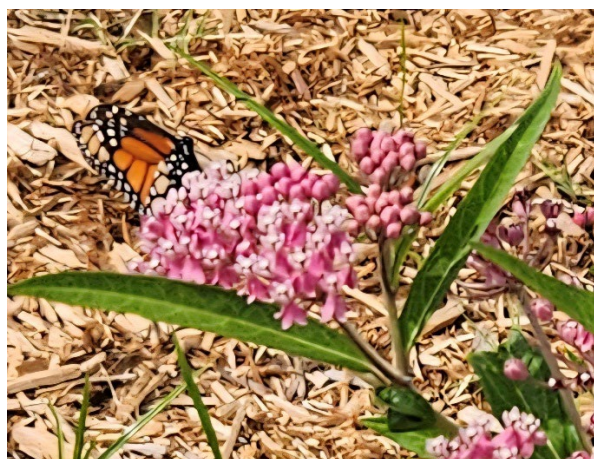
After his research into native and pollinator-friendly plants, Trevor designed a garden layout that balances beauty with biodiversity. Once he received the green light to proceed, he brought the garden to life.

Now completed, the garden features between 70–80 individual plants spanning approximately 15 different species—all selected to attract and support bees, butterflies, hummingbirds, and especially monarch butterflies. Trevor ensured the inclusion of several types of milkweed, the only host plant for monarch butterflies. As these plants take root and fill in, Trevor hopes the space will become even more lush and inviting in the years to come.

Trevor's vision was to create a space that's visually striking, seasonally dynamic, and educational. With the walking path, children and adults alike can explore the garden, learn about pollinators, and experience nature up close.

The garden includes:

- Salvias
- Lavender
- Coneflowers
- Bee Balm
- Butterfly Bushes
- Milkweed
- Asters
- Catmint
- Shasta Daisies
- Gaillardia
- Coreopsis
- Red Hot Pokers
- Gaura
- Yarrow
- Agastache



Department Highlights

Public Services

Debbie Stanton, Manager

Staff Spaces Update

Work has begun on remodeling restrooms in the lower level of the library and the 1020 annex building. Staff are excited to have updated restrooms that are easier to clean and keep clean!

Kids Library Renovation & Summer

There has been so much excitement and energy in the air with the opening of the Kids Library and the start of summer reading! Everyone else will I'm sure be writing about each of these events, but I quickly wanted to acknowledge the incredible leadership shown by our Youth Services Supervisor, LeAnn Brungardt, in helping her team work through the changes of the new space and planning for their part in summer. She

has helped this transition go as smoothly as possible for her team so they can focus on the fun and exciting parts of sharing play and learning with kids!

Change Chicago

I had the opportunity to attend a Change Management conference in May and it was a very valuable experience. I focused on attending sessions that could apply to staff and to our library's evolving services including change-friendly management approaches, the impact of digital and cultural fatigue, and using the "art of questioning" to disrupt thinking. Of course, there were lots of discussions about AI and its impact on the speed of change in organizations, but what impacted me the most was seeing that regardless of the size of organization that a person is with, managing change comes down to really listening to people and understanding that change takes time, trust, and persistence to handle it right.

Public Services

Cadie Maas, Supervisor – Reading and Resources

Telephone Reference



While Public Services staff have always provided Telephone Reference services to our customers, this month marks the return of that service in an official capacity. Internally known as the Call Center, this “desk shift” puts staff in the role of being the first point of contact for anyone calling the library during open hours.

Staff take calls on a wide range of topics, everything from looking up local phone numbers and addresses, to customer account questions, inquiries about library events, and more in-depth requests like local history, readers’ advisory, or other research needs.

A number of factors led the Public Services and Circulation teams to rework how we’re providing this service. Call Center duties have now shifted from Public Services to the Circulation department. They’re now answering incoming calls, as they’re well-equipped to handle account questions and general inquiries. As the first faces folks see at the Customer Service desk, Circulation staff are used to fielding all kinds of questions as customers enter and exit the building.

With Circulation answering the two main Call Center lines, Public Services staff are now focused on more in-depth questions that come through the re-established Telephone Reference line. This shift also eliminated one of our desk duties, freeing up about 12 hours each day, valuable time that’s now being used for program planning and other special projects. That extra capacity has been a huge help as we head into our summer programming series and work to expand adult programming options during evenings and weekends.

One unexpected bonus has been the creation of a Microsoft Teams chat between the Call Center and Public Services staff. It’s been a great tool for transferring calls and sharing quick info, and it’s been nice to see the inter-departmental collaboration all in support of great customer service.

After one recent Telephone Reference shift, Public Services Specialist Matt Pettit shared this story:

Circ transferred a call to me yesterday afternoon. It was a lady hunting for a new Book Group in a Bag kit for her book group. They are out of ideas because they've read a book monthly for the last 15 years.

I was able to go through the list with her for 24 minutes and she left satisfied with three good choices. I would not have talked to anyone for 24 minutes when PS handled the Call Center on our own. Not enough time! And she didn't expect that someone would spend that much time with her to find books. That was a quality interaction mostly made possible by the switch.

Public Services

Zan Popp, Supervisor – Learning Experiences

This summer, the Sabatini Gallery and the Library are proud participants in *Passport to Topeka*, a new citywide initiative encouraging families to explore local attractions. Kids and families can visit 14 participating sites and collect stamps in their passports along the way. We've already distributed over 1,000 passports. If you haven't picked one up, stop by the gallery and start your journey through Topeka's art, culture, and history.



Alice C. Sabatini Gallery

We concluded another successful Topeka Competition on May 11, drawing 4,477 visitors. This year, 2,678 votes were cast to select *Sauerkraut Vessel* as the piece to join our permanent collection. One memorable moment came when two strangers bonded while completing the exhibit scavenger hunt—art bringing people together in real time.



At the end of the month, we launched *Dr. Drab's Lab!*, our interactive summer kids' exhibit. Created by the gallery's summer team and led by Brittany's vibrant scriptwriting, the story unfolds entirely through video in a one-person show format. Visitors meet Dr. Drab, a quirky scientist-turned-artist who has stolen all the colors. Through hands-on art activities, kids help bring color back while learning its

role in creativity. Keep up with the latest Dr. Drab adventures on the library's website or social media channels.



Opening weekend brought 1,095 visitors. One young guest, Olive, crafted a pink pipe cleaner heart for Dr. Drab—hoping it would help restore the missing colors. Another visitor, a parent, was so impressed they asked if Dr. Drab was a YouTube celebrity. They said the exhibit reminded them of *Beakman's World*, a nostalgic nod to '90s science shows.

Level 2 Tech Center

We added the Cricut Venture to the Digital Art Studio this month. This wide-format, professional-grade cutting machine handles materials up to 24 inches wide and 75 feet long—ideal for large vinyl decals, apparel, and intricate paper crafts.



The team also supported a longtime patron who is reprinting a book on azaleas. With our scanners, he's replacing original photos with scans of newly completed botanical paintings to enhance the final product.

Topeka Room

The Topeka Room welcomed 626 visitors this month, including 103 teens and 70 children. Many used the tech chapel computers for genealogy research, while others explored our local history collections.

One standout moment came when Katie Keckeisen, our Local History Librarian, helped an older couple find a family member's death certificate using only a name and date of death. Despite their uncertainty with technology, Katie located the document on Ancestry and walked them through how to request a certified copy from Texas. The couple was deeply moved by the support.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing changes

Rhonda Cathey, who has been with the library since 2014, will be leaving at the end of July. Her primary role here was as an outreach storyteller, although she also lent us her skills as a professional organizer. Professional, creative, and rock steady, she is going to be missed.

Kids Library

I simply want to give praise to the Youth Services team for navigating change. While we saw the drawings, peeked in on progress, trained on play, tested new AV equipment, there was no being completely ready for starting anew. There was uncertainty, even after the ribbon was cut. When we all want to be proficient in our work, it is hard to face customers in the middle of feeling all thumbs. We are doing a great job. We are figuring out all the nuanced details of how to do things now and amid summer crowds. I appreciate their vulnerability, positivity, and their willingness to adapt together. The space is great because the people are too.

Leadership Edge

I attended Your Leadership Edge training in Kansas City through the Kansas Leadership Center. It was a

participatory-type conference where we worked in smaller groups to put some of the concepts we covered into our day-to-day framework. It was good to work with people with such varied backgrounds, and yet to find common ground with them. I appreciate the opportunity to take part.

Librarian Updates

Early Childhood Outreach Librarian

The Learn & Play Bus is a mobile early childhood environment. Young children are readily engaged in play with opportunities to strengthen their development (cognitive, fine motor, language, and social-emotional). Our team also provides support and coaching to parents and caregivers. But another benefit of this unique service is the community connection. Parents of young children feel isolated. There are social pressures and financial struggles. Truly, parenting a young child can be difficult. Having a community is so extremely important. The Learn & Play Bus provides an environment where a parent or caregiver can connect with a staff member but also another parent. Parents and caregivers build a friendship with each other. By building this friendship they find understanding, support, and community.

Early Childhood Librarian

The first round of our playscapes is now up and running. We started with 123 Boomer's Place and an ice cream shop. Boomer's Place will be set as a home most of the time. As an environment, it is one that has familiarity with most kids which means they can synthesize their experiences into play. The other playscape will change out on a regular basis so that there are new things to explore. Scooping ice cream was fitting for the summer season.

School Age Librarian

School age kids have a play space! They did not have that in the previous layout. In that area there are complex building materials, age-appropriate puzzles and games, some science dabbling, and some just plain fun.

Teen Librarian

The new Edge is open, and the teen team is excited for the options it will offer our teen customers! The early feedback from customers on the new Edge space is mostly positive, and people seem to be excited about the ping pong table and the egg chairs. We are particularly enthused about the Steam PC games that are available and hope to be able to expand that collection soon. These were the culmination of a very long process that required our Digital Services department to collaborate with a library in Canada to figure out how to make Steam and our information security protocols coexist.

Program Services

Autumn Friedli, Program Services Coordinator

Summer has been KICKED OFF!

On Saturday, May 31st the library parking was BUZZING or maybe whirling. We spent the morning kicking off summer in a BIG way. Every bucket trucks gave rides from 10 and until we finally had to shut them down, the State Highway Patrol landed their helicopter in our lot, the SWAT team brought a tactical vehicle, the Fire Department joined the fun by bringing a truck, and the Great Plains Balloon Club had a hot air balloon! Parks and Rec joined us with their Rec and Roll Van. Inside the building we had Delta Haze playing in Marvin, storytimes for kiddos needing a calmer celebration, and a handprint mural in the Learning Center. PLUS – the gallery opened Dr. Drab's Lab with an appearance from the Doctor! The weather was gorgeous, and we had a great turnout for the event. A bucket-truck view of part of the event.



On Wednesday, June 4th we had our first Blockbuster event with Magician Jack Reid. Jack dazzled kids with his slight of hand tricks. Jack has been joining us as a Blockbuster entertainer for years, but this was his first time being the FIRST entertainer, he performed in front of a filled auditorium all three of his shows. At the end of the evening show, an audience member got an opportunity to chat with Jack. Crawford Linan got to tell Jack that he saw him last year (and was pulled up on stage last year and this year) and it sparked a curiosity in magic. Crawford got the opportunity to show Jack some his tricks; Jack shared some tips and new tricks and gave Crawford a deck of cards and encouraged him to keep practicing.

For our Blockbuster Wednesday evening shows (at 6pm) we have an ASL interpreter to make the events more inclusive for all.

There is something fun for EVERYONE all summer long: Early Learners (preschoolers) can join us for Stories & More on Tuesday & Thursdays at 10am. On Saturdays at 10am, we have a more traditional preschool storytime.

School Age kids can join us Monday, Tuesday & Thursdays at 10am for Fun at Ten and out 1pm for Fun at One. On Fridays, we are showing movings for school age kiddos at 10am and 1pm.

Teens can dive into several of their usual programs – D&D, Online to IRL, Art Club, Anime Club and other great events just for them.



New this year....Grown Up Fun!! On Fridays at 7pm and Sundays at 1pm, we have something fun just for adults!

Finally, EVERYONE is invited to join us at our Blockbuster Wednesday events. With three show times every Wednesday at 10am, 1pm, and 6pm, we hope everyone gets the opportunity to come out and join in on the fun.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Summer Stars Collection

We have a new collection for kids and teens in our beautifully renovated kids library. It's called "Summer Stars". The collection is full of popular favorites like Diary of a Wimpy Kid, Dogman, Suzanne Collins books (for teens), and William Allen White award winners along with other kid-approved favorites. We have something for everyone in this new collection. We created Summer Stars to help meet the high circulation demands of summer, a time when kids and families visit the library on a frequent schedule and have the expectation that the books they want most will be available. It works similar to our bestseller express collections with no holds or late fees. We're excited to see how it goes this summer. So far, so good!

New team member



We have a new cataloger on the Tech Services team. Michelle Pedergrana is a Kansas native who has been working in Colorado libraries for the past decade. She's an experienced cataloger who brings a lot of knowledge and enthusiasm to her work. We are very happy to have her on the Tech Services team. Michelle catalogs a variety of collections including DVDs, adult nonfiction and Topeka Room and Genealogy Collections.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

From October through May, the Classroom Connections team turned their ideas into experiences and classrooms into spaces of discovery. With heart, hustle, and a whole lot of creativity, we reached students across four school districts, USD 501, 437, 345, and 450 delivering programs that sparked imagination and brought learning to life!

Working within the rhythm of a limited five-day programming week, the Outreach team managed to launch and complete an incredible 345 individual programs. That's more than just a number. That represents over 7,000 students whose school days were transformed by hands-on activities, engaging storytelling, vibrant art-making, and dynamic explorations in science and creativity.

These weren't just visits; they were moments of true connection. Moments where students lit up with curiosity, asked big questions, and got their hands (sometimes literally!) into the learning process.

But let's zoom in on one district in particular: USD 501, our home school district, who we widely serve on any level! Out of the 14 elementary schools in the district, we proudly brought programming to 11 of those. That's a huge win and it speaks volumes. Not just about logistics or numbers, but about relationships. It shows that teachers, principals, and librarians trust us. That they see the value in what we offer. That they're not just opening their doors, they're opening their classrooms to the power of creative engagement!

It also shows something else, the hunger for this kind of work. These schools want more than traditional curriculum. They want experiences that awaken curiosity, make learning joyful, and give students new ways to see the world, and themselves.

And here's the exciting part: we are just getting started!

This year's success is the direct result of the Outreach team's dedication, creativity, and sheer passion. We've adapted, innovated, and collaborated our way through a packed schedule, always putting students at the center. Whether it was a rainy Monday or a sunny Friday, our mission stayed the same: *connect, inspire, and enrich*.

So, what's next?

Even more connections. More classrooms. More creativity. We're already dreaming big for next year, with fresh ideas, deeper partnerships, and bold goals that reflect the momentum we've built!

Here's to growing the impact, expanding the reach, and continuing to do what we do best: transforming classrooms, one connection at a time. 😊

Community Services Librarian Report

I recently graduated from Leadership Greater Topeka as part of the Class of 2025, where I also had the privilege of watching TSCPL be honored with the Partnership Award from the Greater Topeka Partnership. (Many thanks to Thad for this photo with the award!) I was truly honored to have been selected by the library for sponsorship. I could not be more thankful for the opportunity to be part of this amazing group of leaders and all the incredible experiences that we have had together. I have learned more about the Greater Topeka community than I ever expected, which will be invaluable in my role as the Community Services Librarian.

Three times a year, in May, August, and December, the bookmobiles are pulled from service during what is known as "Maintenance Week." During these weeks, the vehicles are scheduled for routine maintenance that helps to keep them running throughout the rest of the year. While it might seem like these weeks would be a great time for the Bookmobile team to



relax, these weeks are always busy times for the staff in Community Services. One of the wonderful things that comes from this time is the ability for the Bookmobile team to collaborate regarding the bookmobiles and their service. There aren't many times that all the members of the Bookmobile team are all in the office at the same time, since we are usually out on bookmobiles, so we value these opportunities. These meetings are great times for us to share information, including changes to the vehicle layout, getting opinions on new options for vehicle supplies, and tips on how to handle weather situations.

Our recent Maintenance Week also meant time for staff to deep clean the bookmobiles, replace decorations, change out materials, and other projects that we can more easily work on in the office. We have already started to receive wonderful feedback on the new sea-themed decorations on the Adventuremobile, created by Cole.



While the bookmobiles were not running for that one week, we still had a great month for material delivery, with over 3,500 items checked out to library customers throughout Shawnee County.

During our Maintenance Week, our TSCPL@Home delivery team was still hard at work, making deliveries throughout Topeka & Shawnee County. They delivered almost 3,900 items in May!

Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

New Staff

We're excited to share that our department is finally fully staffed! In late April, we welcomed two fantastic new Library Associates, Cassandra Casillis (full-time) and Reagan Payton (part-time), who have jumped right in and become great additions to the team. Then in early June, we brought on a full crew of shelvees: returning is Ben Appelhantz and three new faces, Patricia Henson, Rylee Bigley, and Baylee Hanson. With everyone on board, we're feeling energized and ready to tackle the summer reading rush. We're confident this strong team will help us keep up with returns and get materials back on the shelves quickly and smoothly.

Call Center

As of May 28, our department officially took over the call center, meaning all calls to the main library

number now come directly to Circulation. While our staff were already familiar with answering phone calls, taking on the full call center role was a big shift. Though there was some initial nervousness, the team quickly picked up the task and have adapted seamlessly to assisting and directing customers. Since the transition, we've answered 1,340 calls and are continuing to fine-tune the process. We're also working closely with Public Services, who now focus on telephone reference. This shift allows their team to spend more time on in-depth research questions and provide patrons with thoughtful, thorough assistance without the pressure of high call volume.

Digital Services

David King, Digital Services Director

Kids Library Opening

Digital Services was busy in May, getting technology ready to go for the Kids Library Grand Opening! We reimaged and set up all the computers, made sure network ports, phones, speakers, microphones, security cameras, and projectors worked correctly, set up the Draw Alive interactive area, set up multiple gaming systems and Steam computer games, made sure all the gaming and marketing digital screens were installed and working (with much help from Facilities), and set up technology needs at both service desks. Now we are working on configuring the laptop checkout kiosks (should launch soon).

Local History Projects

Digital Services and Public Services has been working on a couple of technology projects. We are continuing to set up and configure Recollect – our local history content management system. It will house records and digital collections for the library's local history collections. We are also working through what we're calling an archive framework project. The library has a lot of digital files documents, photographs, videos, etc. Most of these are work documents for projects and events. Some of these need to be deleted, and some of them need to be saved and archived for a variety of reasons. Our team is working through what that looks like, with the goal of setting up a framework for what the library needs to archive and how.

Top Web Pages for May 2025

1. Tools & Services: 5884 Pageviews
2. Summer Reading: 3984 Pageviews
3. Work at the Library: 2638 Pageviews
4. Careers: 2338 Pageviews
5. Get a Library Card: 1584 Pageviews
6. Hours & Locations Page: 1524 Pageviews
7. Kids Library: 1141 Pageviews
8. The New York Times: 897 Pageviews
9. Passes: 887 Pageviews
10. Meeting Room & Event Spaces: 770 Pageviews

Social Media Highlights for May 2025

Facebook

- 5 Stars for new furniture – reached 32,968 people
- Kids Library Grand Opening – reached 16,846 people
- Millennium Café – reached 13,135 people

Instagram

- New Kids Library – reached 917 people
- Teen Team Sneak Peek – reached 714 people
- What YA Reading – reached 679 people



Making a BIG noise

CM heavily promoted the Kids Library Grand Opening. We distributed a media advisory and news release and facilitated three TV interviews with Marie about the redesigned Kids Library including a sneak peek with KSNT a few days before the event. We also included the Grand Opening in social media, on digital display slides throughout the library, and in Library News that was sent to more than 65,000 cardholders.

Shawnee County residents saw the Summer Kickoff Party and Dr. Drab's Lab in paid TV and web advertising, on social media, in Library News and digital display slides throughout the library. Jayna played the role of Dr. Drab in 33 videos that will be released on social media and in the gallery throughout the summer. She also gave a live performance as Dr. Drab during the Kickoff event and for a WIBW interview previewing the gallery exhibit.



WIBW.COM
Get a peek inside TSCPL's colorful summer exhibit Dr. Drab's Lab
Dr. Drab has stolen all the colors! The special summer exhibit opens Saturday, May 31 at th...



Marketing Plan progress

Inactive to active library accounts campaign complete and assessing results. We are planning the next strategy.

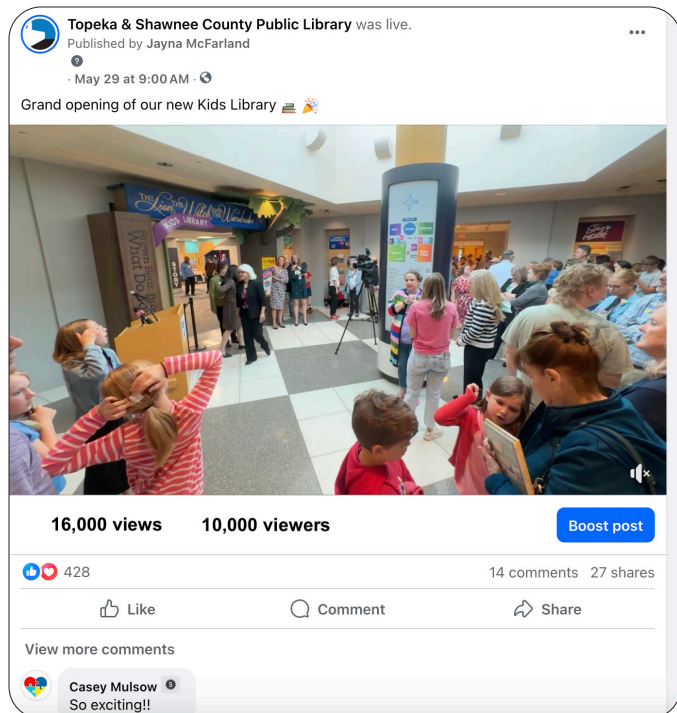
June-August: meeting with Public/Youth Services to update content, develop goals for pages and marketing tactics to increase awareness an use of resources on the local history, genealogy, Level 2 Tech Tech and Kids Library web pages.



Real-World Experience

Students from the Topeka Center for Advanced Learning & Careers (TCALC) gained experience and creatively produced social media videos. It has been fun to see what topic they value the most to share in their content from toy cars to 3D printer to fiery dungeons & dragon dice. Students produced 12 social media videos from planning to final output in just a few weeks. Watch the library social media pages in the next few months as their creative work roles out.

LIVE from the Library



Ten thousand people watched the livestream of our Kids Library Grand Opening on Facebook, with many viewers returning to watch it again after the event. Everyone wanted to be part of the big day! Other viewers caught the excitement from a recap reel and posts previewing the new spaces. One young visitor left us a “five star review,” which warmed the hearts of hundreds of our social media fans, while the teen librarians gave a hilarious preview of the new teen room that generated a lot of buzz!





Public Meeting Room and Event Spaces Use Policy

- 1) **Purpose:** The Topeka and Shawnee County Public Library encourages public use of meeting rooms and event spaces as gathering places to exchange ideas, access and share information, and participate in programs created for public enjoyment. Pursuant to the authority granted them by Kansas laws¹ this library's Board of Trustees adopts the following rules, regulations and fees for public use of meeting rooms and event spaces.
- 2) **Reserving Space:** Any individual or organization desiring to reserve meeting or event space at the library must follow the library's meeting room reservation procedures.
- 3) **Space Priority:** Programs and functions hosted or presented by the library are entitled to priority, including the necessity for the library to cancel a reservation made by a non-library organization or individual, if the space is needed for library purposes.

4) Use of Meeting Rooms and Event Spaces ~~Prohibited Activities:~~
The Library reserves the right to approve u-ses of Library meeting rooms and event spaces as part of the reservation process and may impose time, place, and/or manner restrictions on the use to 1) ensure all patrons may use the Library to the maximum extent possible, and 2) maintain the Library environment. Use of the meeting rooms and event spaces must adhere to all Library policies and codes of conduct. and event spaces may not be used for any activity that is incompatible with the library environment or interferes with its operations. Examples of prohibited activities include but are not limited to: weddings, anniversary celebrations, funerals, birthday parties, reunions, dances, private parties, trade shows, conventions or pageants. However, the Sunroom in Claire's Courtyard may be used for parties that follow all other Library policies and procedures.

~~Sales of products or services, soliciting later sales, orders, or donations, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by the library, The Library Foundation, or the Friends of the Topeka and Shawnee County Public Library are prohibited in meeting rooms and event spaces, provided however, those hosting meetings or events may recover the actual cost of the printed materials, food and beverages distributed or served at the meeting or event.~~

4) .

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¹ See K.S.A. 12-1265 and 12-1266(a)

5) Commercial Activities: Meeting rooms and event spaces may not be used for the concurrent or later exchange, sale, promotion, or solicitation of goods and services, or donations with the intent of financial gain, except in conjunction with a program or event sponsored or hosted by the Library, The Library Foundation, or the Friends of the Topeka and Shawnee County Public Library.

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Provided however, those hosting meetings or events may recover the actual cost of printed materials, food, and beverages distributed or served at the meeting or event.

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6) Customer Conduct Policy: Those hosting meetings and events at the Library and their guests agree to abide by all policies and regulations relating to the use of Library facilities and accept responsibility for any and all damage to the Library building, contents and equipment, normal wear and tear accepted.

7) Insurance Requirement: At the sole determination of the Chief Executive Officer, a comprehensive general liability insurance policy in an amount not less than \$1 million naming the Topeka and Shawnee County Public Library as an additional insured may be required for certain types of events, and the certificate of insurance must be filed with the Library's events coordinator at least one month in advance of the event.

8) Catering: All food and beverages served in meeting rooms and events spaces must be supplied by and purchased from the Millennium Cafe. Alcoholic beverages may not be served during hours when the Library is open to the public.

9) Fees and Charges: The Library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces. Subject to the other terms of this Policy, no room rental fee shall be charged to any non-profit organization or community group, individual or governmental organization holding a meeting or event that is both free and open to the public.

~~9) Restrictions: The library may impose time, place or manner restrictions on the use of meeting rooms and event spaces to 1) ensure that all patrons may use the library to the maximum extent possible, and 2) maintain the library environment. Groups holding meetings must in no way affiliate themselves with the Library, either through written publicity, signage, or verbal statements.~~

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10) Meeting Content: The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and event spaces, and it does not accept responsibility for ensuring accuracy or presentation of all points of view.

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11) Publicity and Promotional Materials: All promotional materials and advertisement, whether public or private and in whatever form, must be approved by the Library prior to distribution. This includes but is not limited to verbal communication, flyers, posters.

advertisements, and social media posts. Such materials and advertisements may identify the Library as the location of the meeting or event but when viewed as a whole may not state or imply the meeting or event is sponsored or hosted by the Library.

Use of the Library logo or other copyrighted material in promotional materials or advertisements is strictly prohibited without prior written authorization from the Chief Executive Officer or their designee.

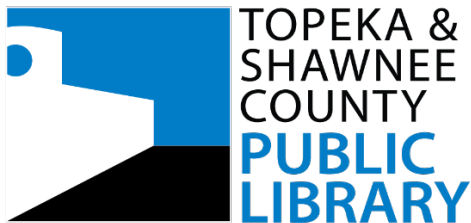
12) Reservation Termination: Failure to follow this or any other Library policy or code of conduct may, at the sole discretion of the Library, result in the termination and revocation of any reservation or ongoing use of reserved space.

13) Delegation: The Chief Executive Officer or designee is granted full authority to decide any exception to this Policy and to establish the procedures and fees necessary to implement it.

	TSCPL	TLF	Friends	Government	Community Group	Non-profit	Individual	For-profit
Open Meeting								Fee
Closed Meeting				Fee	Fee	Fee	Fee	Fee
After Hours		Fee	Fee	Fee	Fee	Fee	Fee	Fee

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- 7) Insurance Requirement:** At the sole determination of the Chief Executive Officer, a comprehensive general liability insurance policy in an amount not less than \$1 million naming the Topeka and Shawnee County Public Library as an additional insured may be required for certain types of events, and the certificate of insurance must be filed with the Library's events coordinator at least one month in advance of the event.
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- Use of the Library logo or other copyrighted material in promotional materials or advertisements is strictly prohibited without prior written authorization from the Chief Executive Officer or their designee.
- 12) Reservation Termination:** Failure to follow this or any other Library policy or code of conduct may, at the sole discretion of the Library, result in the termination and revocation of any reservation or ongoing use of reserved space.
- 13) Delegation:** The Chief Executive Officer or designee is granted full authority to decide any exception to this Policy and to establish the procedures and fees necessary to implement it.

	TSCPL	TLF	Friends	Government	Community Group	Non-profit	Individual	For-profit
Open Meeting								Fee
Closed Meeting				Fee	Fee	Fee	Fee	Fee
After Hours		Fee	Fee	Fee	Fee	Fee	Fee	Fee



Resolution – Bid for Circulation Workroom Furniture

BOARD OF TRUSTEES June 19, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Scott Rice Office Interiors / Office Plus of KS, Wichita, KS, in the amount of \$36,127 for Circulation workroom furniture. This expenditure shall be paid from the Foundation Undesignated fund.

Policy and Background Information:

In 2024, the decision to replace the library's Automated Materials Handling (AMH) system initiated a comprehensive redesign of the Circulation workroom. This undertaking presented an opportunity to reconfigure the space and address the immediate need for new flooring.

Initial assessment and workflow optimization were conducted in collaboration with consultant John Huber, which directly informed the strategic placement and organization of the new AMH system and staff workstations. Subsequently, HTK Architects were engaged to finalize the spatial design.

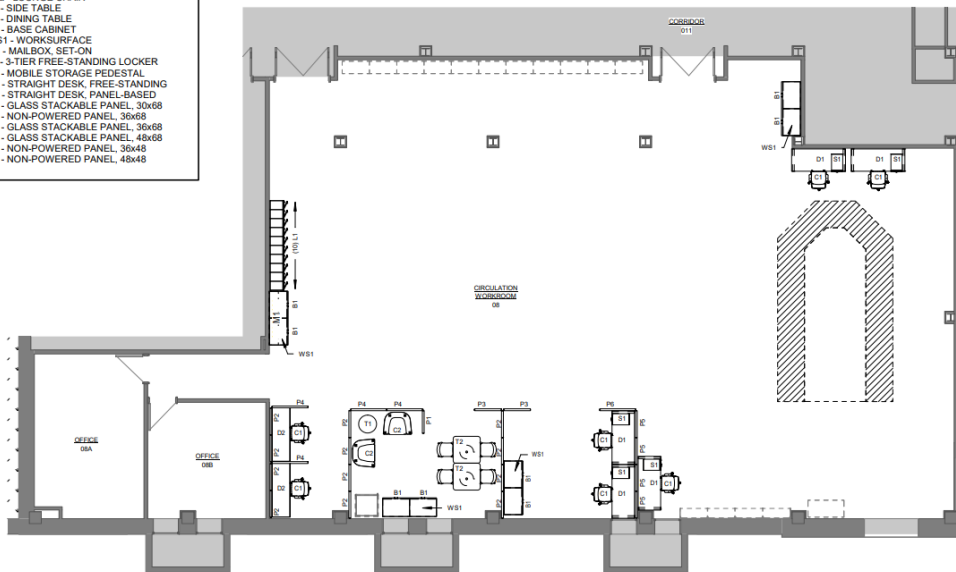
Following a previous bid resolution that addressed the flooring, paint, and electrical upgrades, this current bid resolution specifically focuses on the acquisition of new furniture. The planned furniture enhancements include a new desking system, expanded staff storage solutions, and the creation of a dedicated small break area.

Key furniture pieces include:

- Computer desking systems
- Chairs
- Tables
- Lounge furniture
- Acoustical panel partitions
- Staff mailboxes and storage

FURNITURE LEGEND

C1 - TASK CHAIR
 C2 - DINING CHAIR
 C3a - LOUNGE CHAIR
 T1 - SIDE TABLE
 T2 - DINING TABLE
 B1 - BASE CABINET
 WS1 - WORKSURFACE
 M1 - MAILBOX, SET-ON
 L1 - 3-TIER FREE-STANDING LOCKER
 S1 - MOBILE STORAGE PEDESTAL
 D1 - STRAIGHT DESK, FREE-STANDING
 D2 - STRAIGHT DESK, PANEL-BASED
 P1 - GLASS STACKABLE PANEL, 30x60
 P2 - NON-POWERED PANEL, 36x60
 P3 - GLASS STACKABLE PANEL, 36x60
 P4 - GLASS STACKABLE PANEL, 48x60
 P5 - NON-POWERED PANEL, 36x48
 P6 - NON-POWERED PANEL, 48x48



7 TASK CHAIRS



2 LOUNGE CHAIRS



1 SIDE TABLE



2 TABLES



8 BASE CABINETS

Table Top: Wilsonart -
 Almond
 PVC Edge Banding: Cinder 462



4 STRAIGHT
WORKSURFACES



1 MAILBOX



5 MOBILE STORAGE
CABINETS



10 FREESTANDING
LOCKERS



5 STRAIGHT DESKS



2 PANEL SUPPORTED
STRAIGHT DESKS



1 GLASS STACKABLE
PANEL 24X68



12 NON-POWERED
PANELS 36X68



2 GLASS STACKABLE
PANELS 36X68



4 GLASS STACKABLE
PANELS 48X68



4 NON-POWERED
PANELS 36X48



1 NON-POWERED
PANEL 48X68

Bid Process

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

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued May 9, 2025.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. Once posted there, all vendors who chose to receive updates on the project were notified. Submissions of voluntary alternates and questions were due May 29, 2025. There was one addendum to the original RFP that was sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 2:00 PM, June 10, 2025. Five bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Scott Rice Office Interiors / Office Plus of KS, Wichita, KS. This bid includes all pieces of furniture in the RFP and meets all necessary criteria. TSCPL staff recommends the bid of \$36,127 submitted by Scott Rice Office Interiors / Office Plus of KS, Wichita, KS, be approved for furniture for the Circulation workroom.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



ARCHITECTS

TSCPL - Circulation Room Furniture Package

Bid Tabulation

Tuesday, June 10, 2025

Project No. 2001.01-019

BIDDER	Interior Landscapes	Pure Workplace Solutions	Spaces Inc	Scott Rice Office Interiors/Office Plus of KS	Encompas
	ADDE NDA	1	Yes	Yes	Yes
New Furniture	\$ 42,735.72	\$ 39,808.69	\$ 43,275.00	\$ 34,377.00	\$ 36,168.11
Delivery & Installation	\$ 3,696.00	\$ 3,650.00	\$ 4,149.00	\$ 1,750.00	\$ 4,691.20
PACKAGE TOTAL	\$ 46,431.72	\$ 43,458.69	\$ 47,424.00	\$ 36,127.00	\$ 40,859.31

Notes:

Key Metrics

Net Promoter Score

86.5End of LY: **86.4**Difference: **0.1 ▲**% Change: **0.1% ▲**

Active Cardholders

68,259End of LY: **67,163**Difference: **1,096 ▲**% Change: **1.6% ▲**

Unique Borrowers YTD

29,078Previous YTD: **29,006**Difference: **72 ▲**% Change: **0.2% ▲**

Door Count YTD

176,277Previous YTD: **188,004**Difference YoY: **-11,727 ▼**% Change YoY: **-6.2% ▼**

First Time Checkouts YTD

249,211Previous YTD: **274,745**Difference YoY: **-25,534 ▼**% Change YoY: **-9.3% ▼**

Digital Checkouts YTD

304,114Previous YTD: **295,825**Difference YoY: **8,289 ▲**% Change YoY: **2.8% ▲**

Computers and WiFi

Computer Sessions YTD

33,168Previous YTD: **35,521**Difference YoY: **-2,353 ▼**% Change YoY: **-6.6% ▼**

Avg Session Time YTD

00:58:59Previous YTD: **01:02:55**Difference YoY: **-00:03:56 ▼**% Change YoY: **-6.3% ▼**

WiFi Sessions YTD

156,865Previous YTD: **152,594**Difference YoY: **4,271 ▲**% Change YoY: **2.8% ▲**

Avg Session Time YTD

00:13:37Previous YTD: **00:14:12**Difference YoY: **-00:00:36 ▼**% Change YoY: **-4.2% ▼**

Other Metrics

Program Attendance YTD

26,005Previous YTD: **28,678**Difference YoY: **-2,673 ▼**% Change YoY: **-9.3% ▼**

Mtg Room Attendance YTD

28,796Previous YTD: **28,229**Difference YoY: **567 ▲**% Change YoY: **2.0% ▲**

Reference Questions YTD

114,813Previous YTD: **117,938**Difference YoY: **-3,125 ▼**% Change YoY: **-2.6% ▼**

2025													2024	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD
Net Promoter Score (NPS)														
Monthly NPS	90.7	82.9	94.3	95.7	81.8								89.2	86.5 3.1%
Monthly # of Responses	44	35	35	23	22								159	205 -22.4%
Current NPS	86.5	86.5	86.5	86.6	86.5								86.5	86.4 0.1%
GATE COUNT	31,895	32,499	38,314	36,423	37,146								176,277	188,004 -6.2%
CIRCULATION*														
Main Library														
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489								159,301	174,287 -8.6%
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228								6,573	6,153 6.8%
Self-Check	37,970	35,007	40,713	36,756	41,496								191,942	203,691 -5.8%
Bookmobile	3,080	3,359	3,524	4,258	3,540								17,761	34,563 -48.6%
TSCPL @ Home	3,212	3,488	4,359	3,808	3,879								18,746	16,421 14.2%
Red Carpet	4,969	4,114	4,501	4,742	4,689								23,015	22,628 1.7%
Digital Downloads	62,236	58,167	57,364	61,685	64,662								304,114	295,825 2.8%
Library @ Work / Smartlocker	1,330	1,316	1,447	1,381	1,343								6,817	7,076 -3.7%
TOTAL CIRCULATION	145,924	137,178	146,339	148,502	153,679								731,622	763,997 -4.2%
* Includes first-time checkouts and renewals														
FIRST-TIME CHECKOUTS	49,171	45,498	52,740	49,302	52,500								249,211	274,745 -9.3%
CIRCULATION DETAILS														
Print Material	53,642	50,828	56,563	56,489	58,448								275,970	303,558 -9.1%
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274								119,669	130,062 -8.0%
Adult Materials	46,803	43,952	49,156	46,897	47,990								234,798	236,467 -0.7%
Children's Materials	23,226	21,990	24,733	25,373	26,380								121,702	153,063 -20.5%
Young Adult Materials	1,915	1,740	1,946	2,312	2,583								10,496	13,463 -22.0%
Red Carpet Materials	5,868	5,401	5,839	5,620	5,688								28,416	30,365 -6.4%
NEW Patrons														
Topeka / Shawnee County														
Adults	660	579	669	612	666								3,186	4,172 -23.6%
Children (ages 17 and under)	128	92	140	104	172								636	828 -23.2%
Red Carpet Outreach	9	6	9	15	8								47	47 0.0%
NEKL	48	25	51	47	56								227	224 1.3%
Non-Resident	0	1	0	1	1								3	7 -57.1%
Total New Registrations	845	703	869	779	903	-	-	-	-	-	-	-	4,099	5,278 -22.3%
PATRONS DELETED	186	141	2,069	384	217								2,997	2,726 9.9%
Cardholders														
Topeka / Shawnee County														
Adults	73,570	74,023	74,559	75,075	75,681								75,681	73,163 3.4%
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838								15,838	15,851 -0.1%
TSCPL @ School	36,797	36,839	36,874	36,919	36,915								36,915	34,518 6.9%
Red Carpet Outreach	1,359	1,367	1,359	1,369	1,380								1,380	1,353 2.0%
NEKL	10,763	10,924	10,972	11,033	11,108								11,108	10,712 3.7%
Non-Resident	63	53	53	54	53								53	65 -18.5%
Delinquent	76	74	71	75	75								75	78 -3.8%
TOTAL CARDHOLDERS	138,475	139,094	139,696	140,312	141,050	-	-	-	-	-	-	-	141,050	135,740 3.9%

Active Cardholders (Savannah)															
Non-Student Cardholders		61,003	60,992	61,213	61,399	61,817							61,817	60,848	1.6%
Student Cardholders		6,436	6,636	6,675	6,500	6,442							6,442	6,315	2.0%
TOTAL ACTIVE CARDHOLDERS		67,439	67,628	67,888	67,899	68,259							68,259	67,163	1.6%
Unique Borrowers															
Physical		6,536	6,343	5,845	6,019	7,066							14,598	25,460	-42.7%
Digital		12,334	12,012	12,217	11,564	12,612							18,664	21,838	-14.5%
Both		1,515	1,452	1,354	1,280	1,600							4,184	7,145	-41.4%
TOTAL UNIQUE BORROWERS		17,355	16,903	16,708	16,303	18,078	-	-	-	-	-	-	29,078	40,153	-27.6%
Holds Satisfied		13,983	12,258	13,251	12,876	12,553							64,921	67,744	-4.2%
TOTAL CHECK-IN		48,395	45,302	51,823	49,803	50,994							246,317	273,273	-9.9%
COLLECTION															
Materials Added		2,918	2,714	2,580	3,533	2,996							14,741	15,071	-2.2%
Materials Discarded		3,882	2,067	4,156	2,578	1,830							14,513	30,205	-52.0%
TOTAL COLLECTION		333,333	333,980	332,404	333,359	334,525	334,525	334,525	334,525	334,525	334,525	334,525	334,525	339,285	-1.4%
WEBSITE															
tscpl.org Unique Visitors		24,332	21,131	24,220	26,095	31,563							127,341	147,271	-13.5%
tscpl.org Total Visits		44,480	38,204	40,508	44,569	51,521							219,282	243,877	-10.1%
catalog.tscpl Unique Visitors		27,963	18,549	19,169	22,816	23,161							111,658	140,076	-20.3%
catalog.tscpl Total Visits		63,788	50,337	52,696	52,587	56,041							275,449	316,061	-12.8%
COMPUTER USE															
Public Computer Sessions		5,584	6,108	7,752	7,014	6,710							33,168	35,521	-6.6%
Avg Public Computer Session Length (Minutes)		1:02:35	1:01:08	1:01:12	0:54:51	0:55:45							0:58:59	1:02:55	-6.3%
Total Computer Hours		5,824	6,225	7,908	6,412	6,236							32,605	37,251	-12.5%
Wireless Sessions		31,391	30,754	31,422	32,094	31,204							156,865	152,594	2.8%
Avg Wireless Session Length (Minutes)		0:13:00	0:14:00	0:13:00	0:13:00	0:12:00							0:13:37	0:14:12	-4.2%
Total Wireless Hours		7,094	7,191	7,196	7,430	6,681							35,592	36,128	-1.5%
TOTAL HOURS		12,918	13,416	15,104	13,842	12,917	-	-	-	-	-	-	68,197	73,379	-7.1%
NOTARY SERVICE (Documents)		108	157	173	194	240							872	1,112	-21.6%
REFERENCE QUESTIONS															
Call Center		4,155	3,839	4,387	4,219	3,393							19,993	20,023	-0.1%
Gallery		563	341	490	338	113							1,845	1,073	71.9%
L2TC		5,715	8,326	10,617	9,620	9,465							43,743	40,285	8.6%
Movies and Music		1,500	1,519	1,584	1,810	1,695							8,108	9,146	-11.3%
New Books (was New and Novel)		1,957	1,701	2,083	1,930	2,108							9,779	11,333	-13.7%
Topeka Room		400	415	330	535	707							2,387	3,226	-26.0%
Telephone Reference						27									
LibAnswers		496	393	349	576	387							2,201	2,389	-7.9%
Circulation Call Center		-	-	-	-	484	-	-	-	-	-	-	484	-	N/A
Youth Services		4,337	3,221	6,871	5,611	6,206							26,246	30,463	-13.8%
TOTAL REFERENCE QUESTIONS		19,123	19,755	26,711	24,639	24,585	0	0	0	0	0	0	114,813	117,938	-2.6%
MEETING ROOMS															
Meeting Room Bookings		422	455	535	534	476							2,422	2,548	-4.9%
Team Room Bookings		724	794	985	942	859							4,304	4,416	-2.5%
L2TC Bookings		587	713	851	784	763							3,698	3,481	6.2%
Total Meeting Room Hours Booked		3,908	4,894	5,832	5,175	4,630							24,439	24,546	-0.4%
TOTAL MEETING ROOM ATTENDANCE		5,251	5,160	6,125	6,006	6,254							28,796	28,229	2.0%

LEARN & PLAY BUS VISITS	50	37	85	130	64								366	456	-19.7%
PROGRAM ATTENDANCE															
Adult - General	784	847	957	1,145	856								4,589	8,183	-43.9%
Adult Outreach	0	1	1	0	0								2		
Early Learners (0-5)	808	495	359	1,152	722								3,536	2,644	33.7%
Early Learner Outreach	1,786	1,882	1,652	2,930	779								9,029		
Kids (6-11)	200	191	728	298	261								1,678	1,390	20.7%
Kids Outreach	1,174	851	674	1,600	1,911								6,210		
Teens (12-18)	152	143	187	223	256								961	789	21.8%
Teen Outreach	0	0	0	0	0								0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	4,558	7,348	4,785	-	-	-	-	-	-	-	26,005	28,678	-9.3%
GALLERY ATTENDANCE	2,081	1,895	2,223	1,968	1,333								9,500	8,090	17.4%
DOLLY PARTON ENROLLMENT	5,697	5,654	5,591	5,590	5,601								5,601	5,688	-1.5%

CIRCULATION DETAILS														
Print Material														
Adult Fiction	12,479	11,555	12,751	12,210	12,456								61,451	59,667 3.0%
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073								64,457	63,972 0.8%
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785								85,675	102,708 -16.6%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927								21,286	29,822 -28.6%
Magazines	815	967	688	812	951								4,233	3,620 16.9%
RC Print Materials	5,794	5,317	5,725	5,513	5,554								27,903	29,791 -6.3%
RC Realia	74	84	114	107	134								513	574 -10.6%
YA Print Materials	1,909	1,735	1,936	2,304	2,568								10,452	13,404 -22.0%
PRINT CIRCULATION	53,642	50,828	56,563	56,489	58,448	-	-	-	-	-	-	-	275,970	303,558 -9.1%
Audio / Visual Material														
MiFi Hotspots	18	22	31	75	81								227	262 -13.4%
Adult Audiobooks	1,011	983	1,055	1,091	1,229								5,369	6,722 -20.1%
Adult Music	1,780	1,638	2,119	2,171	2,137								9,845	10,230 -3.8%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144								89,443	92,256 -3.0%
Juvenile Audiobooks	177	155	219	155	165								871	1,166 -25.3%
Juvenile Music	67	47	112	86	76								388	618 -37.2%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427								13,482	18,749 -28.1%
YA A/V	6	5	10	8	15								44	59 -25.4%
A/V CIRCULATION	24,188	22,277	25,142	23,788	24,274	-	-	-	-	-	-	-	119,442	129,800 -8.0%
Adult Material														
Adult Fiction	12,479	11,555	12,751	12,210	12,456	-	-	-	-	-	-	-	61,451	59,667 3.0%
Magazines	815	967	688	812	951	-	-	-	-	-	-	-	4,233	3,620 16.9%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	-	-	-	-	-	-	-	5,369	6,722 -20.1%
Adult Music	1,780	1,638	2,119	2,171	2,137	-	-	-	-	-	-	-	9,845	10,230 -3.8%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	-	-	-	-	-	-	-	89,443	92,256 -3.0%
ADULT CIRCULATION	46,803	43,952	49,156	46,897	47,990	-	-	-	-	-	-	-	234,798	236,467 -0.7%
Juvenile Material														
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	-	-	-	-	-	-	-	85,675	102,708 -16.6%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	-	-	-	-	-	-	-	21,286	29,822 -28.6%
Juvenile Audiobooks	177	155	219	155	165	-	-	-	-	-	-	-	871	1,166 -25.3%
Juvenile Music	67	47	112	86	76	-	-	-	-	-	-	-	388	618 -37.2%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	-	-	-	-	-	-	-	13,482	18,749 -28.1%
JUVENILE CIRCULATION	23,226	21,990	24,733	25,373	26,380	-	-	-	-	-	-	-	121,702	153,063 -20.5%
Red Carpet Material														
RC Print Materials	5,794	5,317	5,725	5,513	5,554	-	-	-	-	-	-	-	27,903	29,791 -6.3%
RC Realia	74	84	114	107	134	-	-	-	-	-	-	-	513	574 -10.6%
RED CARPET CIRCULATION	5,868	5,401	5,839	5,620	5,688	-	-	-	-	-	-	-	28,416	30,365 -6.4%
Young Adult Material														
YA Print Materials	1,909	1,735	1,936	2,304	2,568	-	-	-	-	-	-	-	10,452	13,404 -22.0%
YA A/V	6	5	10	8	15	-	-	-	-	-	-	-	44	59 -25.4%
YOUNG ADULT CIRCULATION	1,915	1,740	1,946	2,312	2,583	-	-	-	-	-	-	-	10,496	13,463 -22.0%
Digital Downloads														
Overdrive	45,994	43,414	41,159	46,237	48,379								225,183	206,924 8.8%
Hoopla	14,830	13,412	14,740	14,423	15,000								72,405	84,705 -14.5%
Flipster	600	480	674	405	552								2,711	4,196 -35.4%
Kanopy	812	861	791	620	731								3,815	0
DIGITAL DOWNLOADS	62,236	58,167	57,364	61,685	64,662	-	-	-	-	-	-	-	304,114	295,825 2.8%
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168								91,639	92,936 -1.4%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372								18,132	19,160 -5.4%
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037								132,605	122,355 8.4%
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699								9,372	9,649 -2.9%
Juvenile ebook Nonfiction	303	299	303	340	215								1,460	1,434 1.8%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447								11,680	11,736 -0.5%
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706								8,855	7,988 10.9%

Young Adult ebook Nonfiction	18	26	29	24	25								122	189	-35.4%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226								10,301	9,236	11.5%
DIGITAL CIRCULATION DETAILS	58,666	53,188	58,411	56,006	57,895	-	-	-	-	-	-	-	284,166	274,683	3.5%