



TOPEKA &  
SHAWNEE  
COUNTY  
PUBLIC  
LIBRARY

# Board of Trustees Meeting

August 21, 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



August 21, 2025 – 5:00 pm  
Marvin Auditorium 101B and Zoom Meeting  
<https://tscpl.zoom.us/j/82451801227>  
Meeting ID: 824 5180 1227  
Passcode: 487035

**Call to Order**

**Recess to Public Budget Hearing - [Action Item](#)**

**Public Budget Hearing Agenda**

**Call to Order**

**Presentation of the Proposed FY2026 Budget – Kim Strube & Marie Pyko**

**Public Hearing on the Proposed FY2026 Budget- Public Comment**

**Close the Public Budget Hearing**

**Reconvene to Board of Trustees Meeting –[Action Item](#)**

**Trustee Advocacy Stories**

**Approval of July 24, 2025, Meeting Minutes of the Board of Trustees –  
[Action Item](#) pg. 27**

**Chief Financial Officer’s Report – Kim Strube **pg. 30****

**Financial Reports**

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

**Board Chair Report – Peg Dunlap**

- Meeting Minutes Board of Trustees Executive Committee –**pg. 48**

**Chief Executive Officer Report – Marie Pyko **pg. 50****

**Chief of Staff Report – Thad Hartman **pg. 55****

**New Business**

- **Computer Purchases Bid pg. 69– [Action Item](#)**

**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](mailto:aconner@tscpl.org) to request their name be placed on the public comment listing.

18,

## **Next Meeting**

Thursday September 18, 2025

4:00 pm

Menninger Room and Zoom meeting

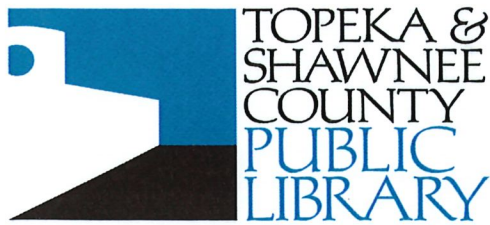
<https://tscpl.zoom.us/j/88978607818?>

Meeting ID: 889 7860 7818

Passcode: 168998

\*Subject to change without notice





## 2026 Budget Summary

**Public Hearing – August 21, 2025, 5:00 pm, Marvin Auditorium 101C**

**Zoom Meeting:** <https://tscpl.zoom.us/j/82451801227?pwd=PugNVZ1MRiVbouSJMlZwGFyBDxfEJP.1>

**Meeting ID:** 824 5180 1227

### Overview

The Board of Trustees and Library management have developed a budget review and preparation process that is based on a comprehensive assessment of operational and strategic needs. The process involves two extensive Board Budget Work Sessions which are held in June and July. In May of 2025, the Board elected to invite the community to a Budget Listening Session to facilitate opportunities for participants to share their thoughts for the pending budget. This is a logical and responsible progression for funding, and more importantly accomplishing, the initiatives within strategic, community and facilities plans, as well as fulfilling Topeka and Shawnee County Public Library's (TSCPL's) mission and goals. This methodology will be particularly important as the Library implemented a new strategic plan in 2024 and makes decisions regarding prioritization of projects in the multi-year Facilities Master Plan. Further, the Library's past success has been accomplished by wisely using its resources and maintaining a stable mill levy rate.

As a result, the Library has progressed in the implementation of its strategic plan for the benefit and betterment of the community, including being chosen as the 2016 *Library of the Year* in the United States and Canada.

TSCPL Trustees and management have practiced very good stewardship in use of tax resources with a fluctuation of only 2.235 mills in the past eleven years (high to low) and a fluctuation of only 1.877 mills for the past five years' actual rates. The use of additional strategic and financial tools to anticipate and plan for needs will enhance this pattern of excellent stewardship.

Please refer to Schedule A which provides a graphical depiction of mill levy rates for the three funds with taxing authority for the past 10 years, as well as the 2026 proposed budget. Schedule B provides a graphical depiction of expenditures for the three funds with taxing authority for the past 10 years, as well as the 2026 proposed budget.

TSCPL has crafted a 2026 budget that decreases the total mill levy and actually expands services including a reconfiguration and expansion of library spaces to better accommodate the needs of 21<sup>st</sup> century customers and their usage of the building. The TSCPL 2026 "Budget Summary", published in the August 5, 2025 edition of the *Topeka Capital Journal*, is proposed with these goals:

- Fund the 2026 budget year operations, including several of the design projects on the Facilities Master Plan in accordance with the strategic plan, within the resources provided at the revenue neutral rate of 7.563 which is below the 2025 mill levy rate of 7.909. The decrease in the mill levy rate is based on increased property valuations in Shawnee County.

Due to the retirement of the debt service in 2019, a resolution to increase the 2020 mill levy rate was passed by the Board of Trustees prior to the publication of the budget. The Board resolved to increase the budget levy for 2020 and following years to not exceed 9.786 mills, which equals the 2019 budget and bond levies. This requirement applies to local taxing authorities in which a majority of governing body members vote to set a budget which increases ad valorem property taxes beyond the prior year, adjusted by certain types of valuation increases and the *Consumer Price Index for All Urban Consumers*. There was no opposition to the mill levy increase. The proposed budget is less than the amount of ad valorem property tax allowed by a total budget levy of 9.786 mills.

- Slightly modify the split of the total mill levy between the General and Employee Benefit funds.
  - *Debt Service Fund* - The elimination of the debt service in 2019 will result in the bond levy rate to be allocated to the General Fund.
  - *Employee Benefit Fund* – In recent years, a greater proportion of the total mill levy had to be allocated from the General Fund to the Employee Benefit Fund due to increasing employee benefit costs, including KPERS rate increases required by Kansas law. Employer benefit costs have stabilized so the split of the total mill levy will remain generally the same.
- Effective with the 2025 plan year, the Library’s experience rating period has changed from August 1 to July 31 to June 1 to May 31. This change allows Blue Cross Blue Shield (BCBS) to accurately calculate the next year’s health insurance premiums by July 1 of each year. This is the first year to accurately budget health insurance premiums instead of using an estimate. The premiums will increase 5.8% for the 2026 plan year per the renewal documents from BCBS.

The dental plan is expected to increase 6% for the 2026 plan year.

- Maintain prudent and sufficient cash balances to: (1) fund next year operations before tax revenues are received; and (2) allow for unforeseen situations.
- Continue the design concept projects on the Facilities Master Plan in phases in accordance with the specific funding matrix and timeline. Infrastructure projects are expected to be funded by the General Fund and the Capital Improvement Fund (not a budgeted fund) if needed. The available balance in the Capital Improvement Fund as of July 31, 2025 is \$7,047,151.
- Use existing resources with a focus on supporting strategies and tactics for implementation of the library’s strategic plan. The library’s new 2024 – 2029 strategic plan was approved by the Board of Trustees in January 2024. The plan was developed using information from more than 1,750 Shawnee County residents’ responses to a community survey along with focus groups and stakeholder meetings of hundreds of individuals who shared what matters to them about the future of the library. It is a working plan that focuses on areas of connection, learning, space, joy, and people that will benefit the community.
- Lead and fund technological advancements, including electronic materials, to support the expectations and requirements of customers and the community, and to demonstrate how technology can enhance learning and living.



The total ad valorem tax to be levied is proposed to be \$17,873,785 to fund expenditures in the General (operating) and Employee Benefit funds. Assessed valuations as of July 1, 2025 will produce \$102,423 more per mill above the 2025 final valuations. At a combined levy of 7.563, which is the revenue neutral rate, revenue decreases by \$5,074 for the two taxed funds

Motor/commercial/watercraft vehicle tax and fees, in lieu of taxes and revitalization rebate estimates provided by Shawnee County are \$4,857 more than 2025.

The published budget also includes the State Aid Fund whose source is from the State of Kansas.

When comparing 2026 and 2025 total budgeted expenditures, the increase appears to be about \$2.5 million. However, municipal governments are allowed to include a fund balance carry forward, categorized as a “miscellaneous expenditure” or “cash basis reserve” (for debt service) in the proposed budget. This balance is necessary to fund payroll, debt service and other operating expenditures in the new year, before tax revenues are distributed in mid to late January or any delay in receipt of revenues, as well as any significant post-budget increased costs like the medical plan premiums. The fund balance carry forward for the two taxed funds includes \$2,050,000.

Expenditure authority increase – Budget Summary	\$4,003,600
Add difference in cash transfer amount from General Fund to Capital Improvement Fund in 2026	0
Less portion in 2026 expenditures for cash carry forward	<u>(2,050,000)</u>
Adjusted increase from 2025 to 2026	<u>\$ 1,953,600</u>

Expected 2025 expenditure savings or increases from budgeted:	
Medical insurance cost decrease	200,000
Other employment benefits increase	( 4,500)
Other operating cost decrease	424,600
State Aid increase to actual	<u>( 9,500)</u>
Total 2025 Adjustments	\$ <u>610,600</u>

2026 changes in expenditure authority from 2025:	
Increase Facilities Master Plan projects using <i>one-time</i> funding	550,000
Net decrease employee benefits	( 34,000)
Net increase contracted digital services	624,000
Net increase in salaries	146,000
Net increase in library materials	64,000
Net decrease operating expenditures from 2025	<u>( 25,000)</u>
Total 2026 Net Increase in Expenditure Authority	\$ <u>1,325,000</u>

Total Change from 2025 Estimate to 2026 per Budget Summary	\$ <u>1,935,600</u>
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Please refer to the enclosed Schedule C “Key to 2025 and 2026 Comparison-Notice of Budget Hearing” to assist with understanding TSCPL’s budget year-to-year.

Additionally, the reported 2025 revenues represent the latest estimates (since the approved budget), including: (1) other fee and reimbursement revenue adjustments based on 2024 actual and to-date in 2025 (\$1,785); (2) increase in interest earnings (\$100,000); (3) a 2% uncollectible tax revenue allowance (\$389,652-); and (4) increase in State Aid revenues to actual (\$9,561).

These revisions are important to the 2026 budget to recognize cash transfers to other funds and carry forward cash available to apply to budget year expenditures, instead of finding new-year revenue, but gives the appearance of a larger change between 2025 and 2026 budgets.

Schedule D provides revenue source definitions to help with understanding that portion of the budget. Neighborhood revitalization rebates are a reduction of expected tax revenues and are projected to decrease (increase total revenue) by about \$16,188 in 2026.

TSCPL is a library district and was established under Kansas law (K.S.A. 12-1261) as a municipal corporation. Unlike most libraries in Kansas and other states, it is a stand-alone municipality. It is not under the umbrella of another government. TSCPL must have its own staff for services that in many other libraries are provided free-of-charge and whose costs are not allocated for accounting or operational purposes. Examples of these services include, but are not limited to, accounting, procurement, payroll, human resources, events management, security, motor pool, information technology, clerical support, marketing and communications, janitorial, building and grounds maintenance and support, capital improvements, mailroom, utilities, telephone and internet services. Thus, this difference in governmental structure and accounting for all costs must be taken into consideration when comparing the TSCPL budget to other Kansas and out-of-state libraries. Support costs not paid or allocated to a library can be very significant.

### **How Was the 2026 Budget Accomplished and Will this Continue Every Year?**

- The continued use of data-driven, process improvement techniques and the objective review of each vacant position have stabilized the amount of the budget spent on salaries, without a sacrifice in the quality or quantity of customer services. This is now a standard and proven practice at TSCPL with tangible benefits and should provide budget flexibility in the future as retirements and opportunities occur.
- Process improvement will be even more important as technology drives the use of the Library and the needs of its customers.
- The entire budget is proposed to carefully use one-time funding sources for one-time expenditures so the mill levy remains stable. When a budget includes one-time expenditures, it can be difficult to compare the current and prior years' base budgets.
- Overall, expenditures for the three budgeted funds increase from the 2025 *approved* budget by \$1,325,159 and provides funding for: (1) \$1,550,000 in projects on the Facilities Master Plan, if needed; (2) an increase of \$486,387 in digital services support which includes the purchase of CISCO switch/blade replacement; (3) an increase in salaries to include staff merit pay increases of 3% -5% and to fund several vacant positions (\$146,317); and (4) an increase in library materials (\$64,000). This increase is mostly funded by expenditure savings in other areas, such as increasing shrinkage and not funding eleven part time (not eligible for benefits) and five full-time positions.
- Budgeted employee benefit costs decrease by \$32,249, primarily due to the previously explained change in how health insurance premiums are now budgeted. Historically, an *estimated* increase has been budgeted for health insurance because renewal costs were not known when the budget was prepared. The policy rating period has been changed so health insurance costs are known by July 1 and are accurately included in the budget. A 5.8% increase in health insurance and a 6% increase in dental insurance are budgeted. To retain employees in



the health savings accounts, the employer contributions will remain the same for at least 2026. The retiree health premium subsidy by TSCPL will also remain at \$300 monthly, regardless of coverage.

- The shrinkage concept, to anticipate expected salary savings in advance for budget reallocation, was piloted in 2014 with no adverse effects (actual turnover seems to be in alignment with expected turnover). A shrinkage factor of 1.85% was applied to 2026 gross salaries, allowing about \$166,056 to be directed elsewhere in the budget. This is possible due to several retirements of professional level staff who will likely be replaced with lower paid staff.
- The 2026 budget includes some atypical issues, but much of these can be controlled and anticipated through careful and prudent financial management planning, use of the Facilities Master Plan and other initiatives funding matrices, and the benefit of increased property valuations. As the Board of Trustees and staff work to be more strategic, the development of budget forecasts continues to improve and issues are better anticipated.

### **What does the Community Receive for its Funding Dollars?**

- The Library's beautiful and spacious facility is normally open 78 hours per week to provide a multitude of services to customers of all ages with varying expectations and needs.
- The Facilities Master Plan was updated in January 2025 and continues to guide the library's commitment to ensuring the building effectively serves the community for the next decade. The projects within the Plan are expected to optimize people space, customer experience and service, enhance wayfinding and the amenities within the building, meet the expectations and requirements of 21<sup>st</sup> century library users, and optimally maintain the facilities.
- The front entryway renovation was completed in 2017 providing additional, attractive public space and important enhancements to public safety including zero-entry curbs, improved lighting, an under-sidewalk, ice melt system for winter weather conditions and beautiful planters that also serve as building and pedestrian safety barriers from all forms of wheeled traffic.
- The first phase of the interior renovation/remodel projects was completed in 2017 providing eight collaborative work rooms with technology equipment in each and a new entryway between the Millennium Café and New Books/Media area.
- Phase II of the Facilities Master Plan for interior renovation/remodel projects was completed in 2020. These projects include the renovation of the Circulation Plaza and Learning Center and the installation of new flooring in the rotunda, the main library corridor and in the east and west hallways. Claire's Courtyard was also completed and includes an exterior patio space, a three season pavilion space for small group meetings and an amphitheater for outdoor education.
- Several projects, including renovating the public restrooms and café, demolition of the Hearing Aid building, and paving and landscaping of the area at 1001 Garfield were completed in 2021.
- Technical Services Department has been relocated from the second level to a renovated space in the lower level of the Library. The project to reconfigure this second floor space for the public was completed in 2022. Other projects completed in 2022 include the fire panel replacement, meeting room audio/visual upgrade, phase 1 of the wayfinding project (library signage),



redesigning the Movies and Music area, replacing the air conditioning chillers and replacing the boilers. The projects to improve browsing, seating and collection organization for the adult materials, resurfacing the parking lot and dock drive; and phase 2 of the wayfinding project were completed in 2024.

- The renovation of the Kids Library, replacement of the Automated Material Handling (AMH) System, and redesign of staff spaces began in 2024 and will be completed in 2025.
- The staff restrooms are being remodeled in the main library and in the 1020 Washburn building in 2025. There are also parking lot improvements and an elevator modernization project planned for 2025.
- The 2026 Facilities Master Plan includes replacing the boilers and air conditioning unit at 1020 Washburn, renovating The Edge space, space redesign in Digital Services, Youth Services and Bookmobile staff areas, an elevator upgrade and meeting room/team room updates.
- An extraordinary Kids' Library has transformed into an engaging space just for kids. The redesign, completed in early 2025, includes front facing book shelving that encourages independent browsing, a new dynamic space for story time and programs, and a redesigned collection and activity areas for teens. Families also were given the opportunity to check out passports to the Kansas Children's Discovery Center and the Topeka Zoo to enhance learning with an emphasis on science, technology, engineering, art and math.
- The Learn and Play bus provides two-hour stops at two locations in the County. This is thanks to a joint funding effort between the Library and The Library Foundation. The bus serves pre-school aged children and their families by allowing a remote physical location in which programming and learning can occur within customers' neighborhoods.
- 43% of all households in Shawnee County have an active library cardholder.
- With the help of The Library Foundation and the United Way of Kaw Valley, Dolly Parton's Imagination Library is available in our community to distribute one book per month to the homes of all children ages 0-5. There are over 5,600 children enrolled, which represents 54% of Shawnee County's children under the age of five. This program provides the opportunity for an economical way to scale services community-wide in support of the goal that every child is ready for kindergarten.
- During 2024, about 455,000 visitors came to the building, including almost 51,000 attending events and over 38,000 attending The Sabatini Art Gallery.
- Countless visitors used the public computers more than 88,000 sessions to search and apply for jobs, research, learn and correspond.
- Over 1.85 million print and digital books, periodicals, music CDs, movies and games were borrowed by Library customers in 2024.
- Last year, over 268,000 reference questions were answered by Library staff through various formats including in person or by telephone, text, email and online chat.
- The Digital Branch welcomed about 660,000 visitors, of which 330,000 visits were to the catalog. A new catalog was implemented which has many new features including one-click hold

requests, the ability to create lists, a summary of items checked out and on hold, and the ability to view borrowing history.

- Over 701,000 digital downloads of movies, ebooks and audiobooks occurred in 2024; an increase of 6.8% over 2023. Digital downloads accounted for 37.9% of all checkouts.
- Social media continues to expand with about 22,000 people who like us on Facebook, over 3,600 Instagram followers, about 259,000 YouTube views, and about 6,800 people who follow us on Twitter. The new catalog also provides a social media feature that allows users to connect with others regarding all types of materials in all types of formats.
- Bookmobiles visited 18 locations during the day and evening throughout the city and county. Program specialists brought Classroom Connections programs to all elementary school classes that requested them. Storytellers visited 75 preschool classrooms throughout the year. In 2024, both outreach programs shared programs and stories to 8,510 students in Shawnee County. Red Carpet serves 50 facilities, as well as over 100 individuals, to provide library services to elderly and homebound customers.
- Although COVID-19 impacted traditional Bookmobile services, new services were launched to reach our community. In addition to the 18 Bookmobile stops, TSCPL@Home, a new home delivery service began in August 2020. About 41,000 items were checked out with TSCPL@Home in 2024.
- Summer Learning continues to be an essential time for students and even parents to do some recreational reading. Students and parents read 1,015,000 minutes as part of the Summer Reading challenge. The Alice C. Sabatini Gallery welcomed 23,007 visitors to enjoy *The Floor is Lava* summer children's exhibit.
- The Library at Work service, in which materials are brought to and picked up from the workplace, has 24 participating work sites.
- Existing services continued their success: (1) library programs, including computer services, at the city community centers; and (2) checkout of materials via the Smartlockers located inside the Oakland Community Center and the Fairlawn Plaza. Parents can opt-in to have their student receive a library account with the TSCPL@School initiative. All five public schools are offering this opportunity to families. Another partnership was formed with the Topeka Housing Authority to open a training center and improve access to digital learning at the Deer Creek Community Center.
- The community can share in, and be proud of, the honor of its Library being chosen the 2016 *Library of the Year* in the United States and Canada. Although the designation is only for one year, the community will always have the distinction of having a Library that received this prestigious award.



## Understanding the Budget Document

There are four funds that are required by Kansas law to be budgeted; General, Employee Benefit, Debt Service and State Aid funds. All except the State Aid Fund have ad valorem property tax as their main source of revenue.

The General Fund is the source for the majority of operational expenditures (gross salaries, information technology equipment and maintenance, utilities, internet and telecommunications, vehicle costs, supplies, insurance, professional service contracts, special projects, marketing, printing, postage, library materials purchased for customer checkout, etc).

The Employee Benefit Fund is used to pay the employer-paid portion of benefits for employees, most of which are mandatory (social security, Medicare, state retirement (KPERS), medical and dental insurance, workers compensation insurance, unemployment insurance, the administration of the cafeteria benefit plan and the employee assistance program.)

The Debt Service Fund is used to pay the principal and interest on the bond issue for the building expansion project (opened in January 2002). The 2026 budget includes a cash transfer from the Debt Service Fund to the General Fund to close out the fund; the debt payment concluded in 2019.

State Aid is provided from the Kansas State Library, but is not a guaranteed revenue source.

### General Fund Budget (pages 6, 6a)

Page 10 shows the estimated tax rate for the 2026 General Fund budget is 6.094 mills; a decrease of .261 mills from the actual 2025 General Fund tax rate of 6.355 mills. The net total mill levy decreases between 2024 and 2025 for the three taxing funds.

#### Revenues

- Ad valorem property tax (net of revitalization rebates) is 88.7% of the total projected revenue for 2026; 88.8% in 2025.
- Vehicle taxes are 8.5% of the total projected revenue for 2026; 8.4% in 2025. (Estimates are provided by Shawnee County.)
- In lieu of taxes are .36% of total revenues in 2025.
- Tax revenues represent the amount if 100% is collected, but historically there is an uncollectible amount of less than 5%. However, this can range from a few thousand dollars to a few hundred thousand dollars so careful review occurs during the year.
- Other revenue sources from fines, fees, reimbursements and interest are 2.4% of the total projected revenue for 2026. The decision to no longer charge overdue fines on children and young adult materials reduces projected fee/fine revenue but will benefit customers.

#### Expenditures

The total General Fund budgeted expenditures for 2026 are \$20,374,895 (including an allowable fund balance carry forward of \$1.655 million classified as "miscellaneous expense"). This is a 0.071% increase (\$1,349,408) from the 2025 adopted budget of \$19,025,487 (including fund balance carry forward).

The "miscellaneous expense" of \$1.65 million for fund balance carry forward represents the amount needed to carry over into the beginning of 2027, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry

forward and miscellaneous lines in the budget cannot be more than 15% of the total General Fund expenditure budget. TSCPL's combined percentage is 8.1%.

K.S.A. 12-1268 allows the Board of Trustees to direct a transfer annually from the General Fund not to exceed 20% of the money credited to the fund. There is no cash transfer planned from the General Fund to the Capital Improvement fund (non-budgeted) in 2026.

**Gross Salaries** (Employer-paid benefits are budgeted in the Employee Benefit Fund.)

The budget includes 222 full-time and part-time employees (this does not represent an actual FTE position count, but rather a count of positions in which each represents one, regardless of the percentage of time assigned). The 2025 budget also included 222 full-time and part-time positions. At any given time, approximately 185 positions are usually filled due to turnover and seasonal staffing.

- Salary expenditures comprise 50.4% of the expenditure budget in 2026; 53.1% of the expenditure budget in 2025; (or 54.8% and 58.2% respectively, when fund balance carry forward is subtracted from total expenditures.)
- The careful consideration and review of every vacant position, as well as seven retirements in 2024 and at least three in 2025, have kept gross salaries starting about \$146,000 less than those budgeted for 2025 (with the annualization of 2025 merit pay, but before any 2026 merit raise).
- Merit pay ranges were adjusted from 1% - 3% to 3% - 5% effective with the 2023 budget. The budget is created using a 4.8% increase on each employee's job anniversary date. Increases are granted strictly based on performance and no increase is guaranteed. The cost of the pay increases to be paid in 2026 is estimated at about \$254,000.
- The shrinkage concept, which in previous years funded 98.15% of the gross salaries and related percentage-based fringe benefits for regular staff, has been continued for 2025 as a way to anticipate savings and better plan/fund library operations and the funding matrix initiatives to fulfill the strategic plan. It will also assist with avoiding last minute, end-of-year spending decisions and projects or the one-year delay or budget amendment required to obtain authority to spend the savings.
- For the 2026 budget, a 1.85% shrinkage reduction from gross salaries allows savings of \$166,056 in gross salary to be budgeted elsewhere.
- At the end of 2024, at least 46 employees were eligible to accept KPERS full or reduced retirement so salary savings should be expected.

**Information Technology (Digital Branch) Plan and Expenditures**

Information technology is vital to keep pace with the ever-changing world and the expectations of a 21<sup>st</sup> century library, the use of the Digital Branch, content and materials, and the relevancy of the Library to its constituency.

- The Contracted – Digital Services and Digital Services Support line items contain funding for projects, annual support and maintenance costs and hardware and software that change from year-to-year, but for which the base budget generally funds. The Contracted line item increases by \$137,180 and will fund: (1) annual SmartLocker lease; (2) staff training software; and (3) co-



managed IT services. The Support line item increases by \$486,387 and will fund: (1) 80 replacement computers on the regular 4-year cycle; (2) new security camera server; (3) replacement parking lot and building security cameras; (4) Team Room AV equipment; and (5) CISCO/switch blade replacement. This budget line item fluctuates from year to year as equipment is purchased and new purchases are planned.

- The 80 computer replacements allow staff and public computers to offer current technology, including larger screens.

### **Strategic, Community and Facilities Plans**

The 2026 budget supports the implementation of the new strategic plan, which is focused on connection, learning, space, joy and people. This is a logical and responsible progression for funding the approved initiatives in the strategic, information technology and facilities plans, as well as fulfilling the Library's mission and goals.

Please refer to Schedule E for funding matrices for Facilities Master Plan projects for 2026. This document reports all funding sources, including funds from The Library Foundation and the Friends of the Library which are critically important to completion of these projects.

- The Facilities Master Plan was updated in January 2025 and continues to guide the library's commitment to ensuring the building effectively serves the community for the next decade.

The Plan encompasses both infrastructure needs and building remodeling and renovations to ensure relevancy and to support the way in which customers need to use the Library now, as well as support the strategic plan.

- The Special Projects line item is almost solely for the design concept phases on the Facilities Master Plan and includes the following projects. This funding is from expenditure savings in the operating budget.

These design projects are planned for 2026:

- Regrade Amphitheatre drainage, \$50,000
- Erosion control, replace overhead door seals and joint sealant, \$27,000
- Renovate The Edge, \$550,000
- Elevator upgrade, \$150,000
- Replace A/C unit (1020 Washburn), \$175,000
- Replace boilers (1020 Washburn), \$60,000
- Staff space redesign (Bookmobile), \$125,000
- Staff space redesign (Digital Services/Youth Services), \$175,000
- Meeting Room/Team Room updates, \$60,000
- Other, including Staff hallway paint, PA system upgrade, Johnson Control upgrade, architectural fees, \$228,000

Total Special Projects line item for all funds is \$1,550,000. Other portions of these projects may be funded from The Library Foundation, Friends of the Library or State Aid funds. Infrastructure projects can be funded by the non-budgeted Capital Improvement Fund.

- The Furniture and Equipment budget increases by \$19,000 and is comprised of: (1) public chair replacement (\$20,000); (2) snow removal machine (\$17,500); (3) replacement book box returns (\$16,500); and (4) base for overall Library needs (\$15,000). Most furnishings will be part of the Facilities Master Plan.



- An \$8,000 line item for the purchase of art for the Gallery was restored in 2015 and continues in the base budget. The 2026 budget has been increased to \$10,000.
- The Contracted Facilities budget decreases by \$30,00 (based on projections starting with 2024 actual expenditures). The Facilities Master Plan encompasses most of the infrastructure costs and can be paid by the Capital Improvement Fund. This line item includes all the support contracts for the major building systems and allows for cost increases for renewals, as well as any type of professional repair and service, such as snow removal, pest control, trash disposal, fire alarm testing, etc.
- The Contracted Office Equipment budget increases by \$5,900 (based on projections starting with 2024 actual expenditures). This line item is primarily for public and staff copies and related maintenance and fees, and postage and mailing equipment leases. Service professionals will be called when needed for one-off needs.
- The Contracted Professional Services budget decreases by \$27,500 (based on projections starting with 2024 actual expenditures). The Library is using more professional consulting services for specialized issues in order to become fully educated before spending resources on major projects. This ultimately saves money. However, some changes have occurred that have resulted in savings.
- Professional service needs in 2026 include: (1) continuation of digitation and preservation of special collections; (2) expenses anticipated for job postings and drug testing; (3) aquarium maintenance fees; and (4) a \$25,000 placeholder for unexpected professional needs.

Other expenditures paid in this line item are credit card processing and bank fees, new hire and employee testing, courier service between libraries, and notary fees.

#### **Library Materials**

- The 2026 budget for library materials has increased by \$64,000. The materials' budget represents 11.1% of the total General Fund budget (and 12.1% without Special Projects) but drops to 8.8% of the four budgeted funds.
- The library materials budget for 2026 reflects the library's response in providing high quality, diverse physical and digital library collections. There continues to be a budget shift from physical to digital collections.
- If the State Library's funding to public libraries declines, TSCPL needs to plan for continuation of databases that are currently paid and made accessible by the State Library. They can provide access statewide at a substantial discount. State Library staff have confirmed that database funding is intact for this year. It appears that the State Library can continue to provide this service for another year. However, for forthcoming budget years, sufficient budget should be maintained to continue to fund databases without the State Library subsidy.

#### **Other Expenditures**

- Cataloging and interlibrary loan service database costs increase by \$3,600 based on communications from the vendor (OCLC) and 2025 year-to-date actuals.

- The Conference budget line item is increased by \$24,900 in 2026. Training needs exist for many staff, both those in the librarian profession and in other professions needed to support the Library. Managers submitted specific proposals for conferences for 2026 and the CEO requested funds for Trustees to attend national conferences. Several staff serve on national councils and boards and must attend the conferences. The Public Library Association conference is held every other year and 2026 is a conference year.
- By Kansas statute, TSCPL is required to support 50% of the budget requests for the libraries in Rossville and Silver Lake. This line item remains flat in 2026 at \$165,941.
- Marketing is increased in 2026 to add two Orangeboy marketing campaigns. Total increase from 2025 is \$29,010.
- Printing and Programming budget line items remain flat in 2026.
- A decrease of \$6,100 is budgeted for postage/shipping, per actual 2024 expenditures and 2025 expenditures to date.
- Staff training budgets increases by \$1,500 to fund the Ryan Dowd training subscription which is no longer funded by the State Library.
- Supplies decrease by \$28,464 based on 2024 actual expenditures and 2025 expenditure to-date. A base for the replacement of staff office chairs and gallery/office supplies continues.
- Telecommunication costs remain flat in 2026.
- Vehicle repair budget line item remains flat in 2026. The base budget for vehicle fuel decreases \$9,081 and is based on 2025 actual expenditures to-date.

### **Debt Service Fund Budget (page 7)**

#### **Reserve Fund**

The debt incurred with the bond issue was paid in full in September 2019. A one-time cash transfer has been budgeted in 2025 from the Debt Service Fund to the General Fund in the amount of \$10,010 to close the fund. This amount includes the 2024 projected cash forward and an estimate for delinquent taxes which may be received. This amount also includes estimated interest earnings. Because residual back taxes continue to be deposited to the Debt Service Fund, another transfer of \$18,241 is budgeted in 2026. This transfer will be from the Debt Service Fund to the General Fund.

### **Employee Benefit Fund (page 7)**

Page 10 shows the estimated tax rate for the 2026 Employee Benefit Fund budget is 1.469 mills; a decrease of .093 mills from the 2025 rate of 1.554. The net total mill levy decreases slightly between 2024 and 2025 for the three taxing funds.

As previously described, the experience rating period has been changed which allows Blue Cross Blue Shield (BCBS) to accurately calculate the next year's health insurance premiums by July 1 of each year. The premiums will increase 5.8% for the 2026 plan year per the renewal documents from BCBS. The dental plan is expected to increase 6% for the 2026 plan year.



## Revenues

- Ad valorem property tax (net of revitalization rebates) is 87% of the total projected revenue in 2026; in 2025 it was 87%.
- Motor/commercial/watercraft vehicle taxes and fees are 8.4% of the total projected revenue in 2026; in 2025 they were 8.7% of the total projected revenue. (Estimates are from Shawnee County.)
- Reimbursements from the Friends of the Library, the Library Foundation, Shawnee County and retiree premium payments in 2026 are 2.8% of the total projected revenue; in 2025 they were 2.9%.
- The changes in the *Group Health Care Benefits for Qualified Retirees* policy approved by the Board in April 2015 allow for a medical premium subsidy by the Library that will continue at \$300 per month. However, the policy also requires all Medicare-eligible retirees leave the plan and enroll in Medicare supplemental insurance, or when the qualified retiree reaches the age of 65.

## Expenditures

The total budget for 2026 is \$5,503,381 (including fund balance carry forward "Miscellaneous Expense" of \$400,000). This is a decrease of \$34,249 or .06% from the 2025 adopted budget of \$5,537,630 (including fund balance carry forward).

The "miscellaneous expense" of \$400,000 for fund balance carry forward represents the amount needed to carry over into the beginning of 2027, to pay expenses prior to tax revenues being received the third week of January or for unexpected cost increases or emergencies. The fund balance carry forward and miscellaneous lines in the budget cannot be more than 15% of the total Employee Benefit Fund expenditure budget. TSCPL's combined percentage is 7.3%.

- FICA and Medicare - Rates (6.2% and 1.45%, respectively) will remain the same in 2026 as in 2023.
- Kansas Public Employees Retirement System (KPERs) – The 2026 employer rate will be 10.59% compared to 9.71% in 2025. The rate for death and disability insurance benefits will continue at 1.0%. The net increase in KPERs rates for 2026 is .88%.
- KPERs Working After Retirement - The 2018 Kansas Legislature passed a bill that impacts those employees working after retirement (WAR). The Library currently has three WAR employees. The intent of the legislative changes is to simplify the rate and earnings limit structures for KPERs retirees who return to work for the same or a different KPERs employer but retain some punitive costs for employers. Employees will no longer be subject to the \$25,000 earnings limit cap and will continue to not pay into the plan. Instead, employers will now pay rates of 10.59% on all wages up to \$25,000 and 30% on all wages over \$25,000.
- Workers Compensation Insurance – Ratings continue to be low and no increase is expected in 2026.
- Unemployment Compensation Insurance – The rate is set by the State of Kansas and has been budgeted at .10% of gross wages which is the same as 2025.
- Health/Dental Insurance – Health insurance premiums will increase 5.8% in 2026 and dental rates are projected to increase 6%. This line item also includes another year of employer contributions to Health Savings Accounts, based on about 59% of eligible employees enrolling in the qualified high-deductible health plan. The goal remains to contain the cost of health care benefits, yet retain a quality, accessible health plan for employees.
- Shrinkage - A 1.85% reduction from gross salaries allows savings of \$30,455 in related percentage-based fringe benefits to be budgeted to fund other cost increases.

## State Aid Fund (Page 8)

Grants-in-aid to libraries, K.S.A. 75-2556, is revenue received from the Kansas State Library. The State Librarian determines the amount of the grant-in-aid for which each eligible local public library is to receive based on the latest population census figures. Actual 2026 revenues are expected to be about the same as those received in 2025 based on recent trends. Due to the uncertainty of these funds, they are not used for continuing operating expenditures and instead are only used for one-time projects. In 2026, this will be a Special Projects line item.

## Non-Budgeted Funds (Page 9)

Only the actual revenues and expenditures for 2024 are required to be reported.

- (1) Capital Improvement Fund:** A special accruing fund established under K.S.A. 12-1268 which provides for an amount, not to exceed 20% of any annual General Fund budget prepared, published and approved by the Board of Trustees, to be set aside in a special fund for major capital improvements or major equipment purchases. A cash transfer from the General Fund to the Capital Improvement Fund has not been budgeted in 2026. Some infrastructure projects on the Facilities Master Plan may be paid from this fund. They are projected over 10 years at which time additional monies may be placed into the fund. Thus, cash flow is projected to be sufficient and sustainable.
- (2) Other Special Revenue:** Funds received that are restricted for a specific purpose. These funds originate primarily from the Friends of the Library and The Library Foundation and a couple of small federal and state grants.
- (3) Permanent Funds:** Endowment funds under which TSCPL can spend the interest received on the funds but cannot spend the principal. Enacting documents establishing the endowments specify the restrictions on the use of these funds and that they be retained by the Library instead of the Library Foundation. One permanent fund that had been previously reported on the Library's financials for many years was legally determined to actually belong to The Library Foundation and has been removed from the Library's reporting.

## Budget Summary (Page 10) and Certificate (Page 1)

These documents establish the maximum expenditure authority for the budgeted funds for 2026. Only estimated mill levy rates are presented. The TSCPL Board of Trustees sets the budgeted expenditures but does not establish the actual mill levy rates. The actual tax rates will be determined by the County Clerk based on a Revenue Neutral Rate formula which includes the total assessed valuation as of July 1 for the TSCPL District and the amount of ad valorem tax generated.

## Allocation of MV, RV, 16/20M, Commercial Vehicle and Watercraft Tax Estimates (page 2) and 2026 Neighborhood Revitalization Rebate (page 11)

These pages simply provide an allocation between the three taxing funds of revenue estimates and revenue reduction estimates (rebates) provided by Shawnee County.

## What does the TSCPL 2026 budget proposal mean to a residential taxpayer in Shawnee County?



The following table displays the annual cost of the TSCPL total mill levy of 7.563 for property at various values. The formula is provided so that property taxes in support of TSCPL can be calculated based on specific property values.

**Total Assessed Valuation for 2026 Budget Purposes per the Shawnee County Clerk:  
\$2,363,319,455 (value of one mill = \$2,363,319)**

**Impact of Mill Levy on Residential Properties\*\***

		\$50,000	\$100,000	\$200,000	\$300,000
7.563	Total Proposed Mill	\$43.49	\$86.97	\$173.95	\$260.92
<b>Formulas:</b>					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

**Total Assessed Valuation for 2025 Budget Purposes per the Shawnee County Clerk:  
\$2,260,326,084 (value of one mill = \$2,260,326)**

**Impact of Mill Levy on Residential Properties\*\***

		\$50,000	\$100,000	\$200,000	\$300,000
7.910	Total Proposed Mill	\$45.48	\$90.97	\$181.93	\$272.90
<b>Formulas:</b>					
Amount of Property Tax / Value of one mill = Mill Rate					
Value of Home X .115 = Assessed Value; Assessed Value X Mill Rate / 1,000 = Total Tax					

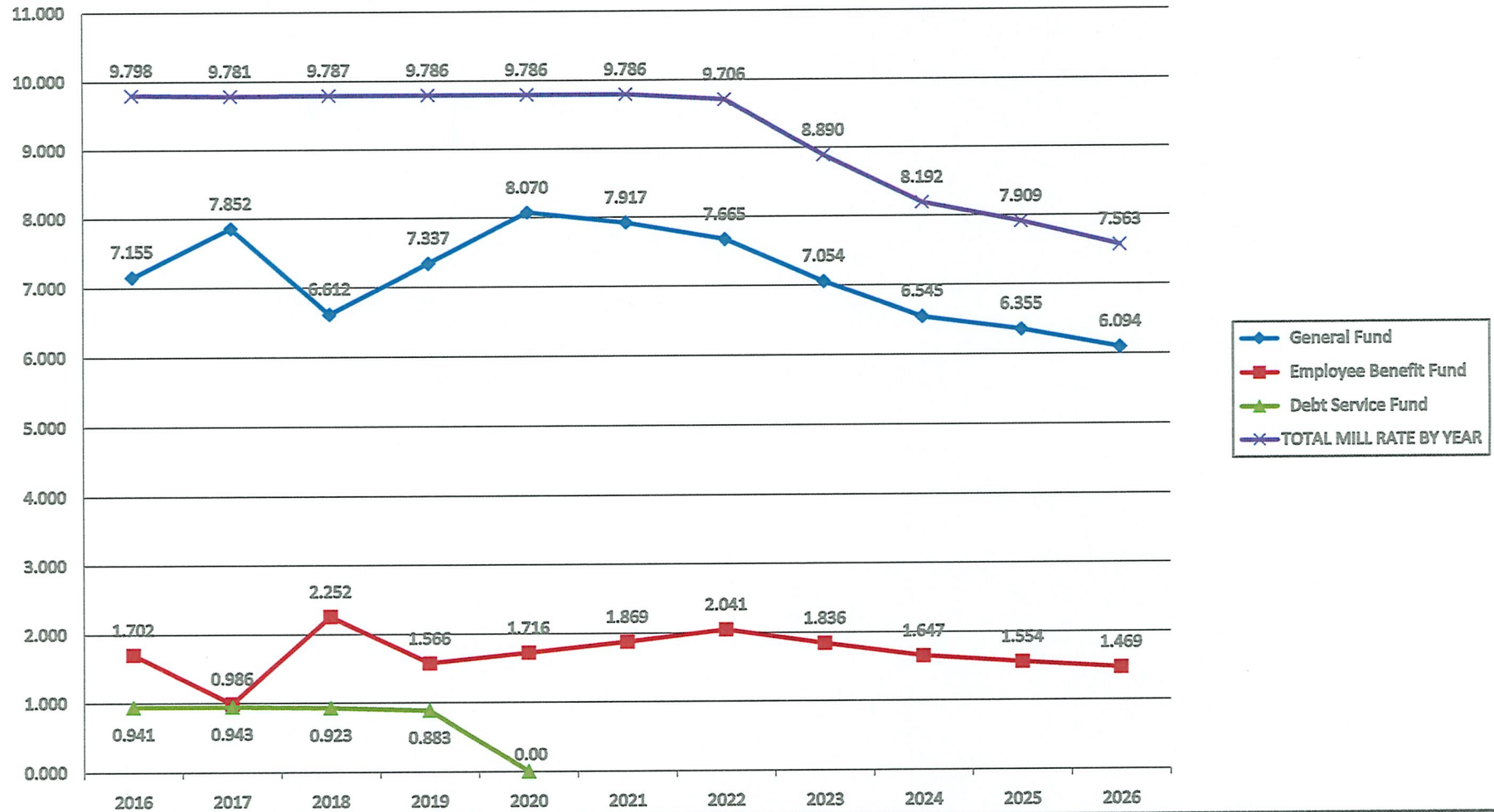
\*\* Residential properties are assessed at 11.5% of value pursuant to K.S.A. 79-1439(b)(1)(A). Commercial, industrial, railroad and improved ag land properties are assessed at 25% of value pursuant to K.S.A. 79-1439(b)(1)(F).

Enclosures:

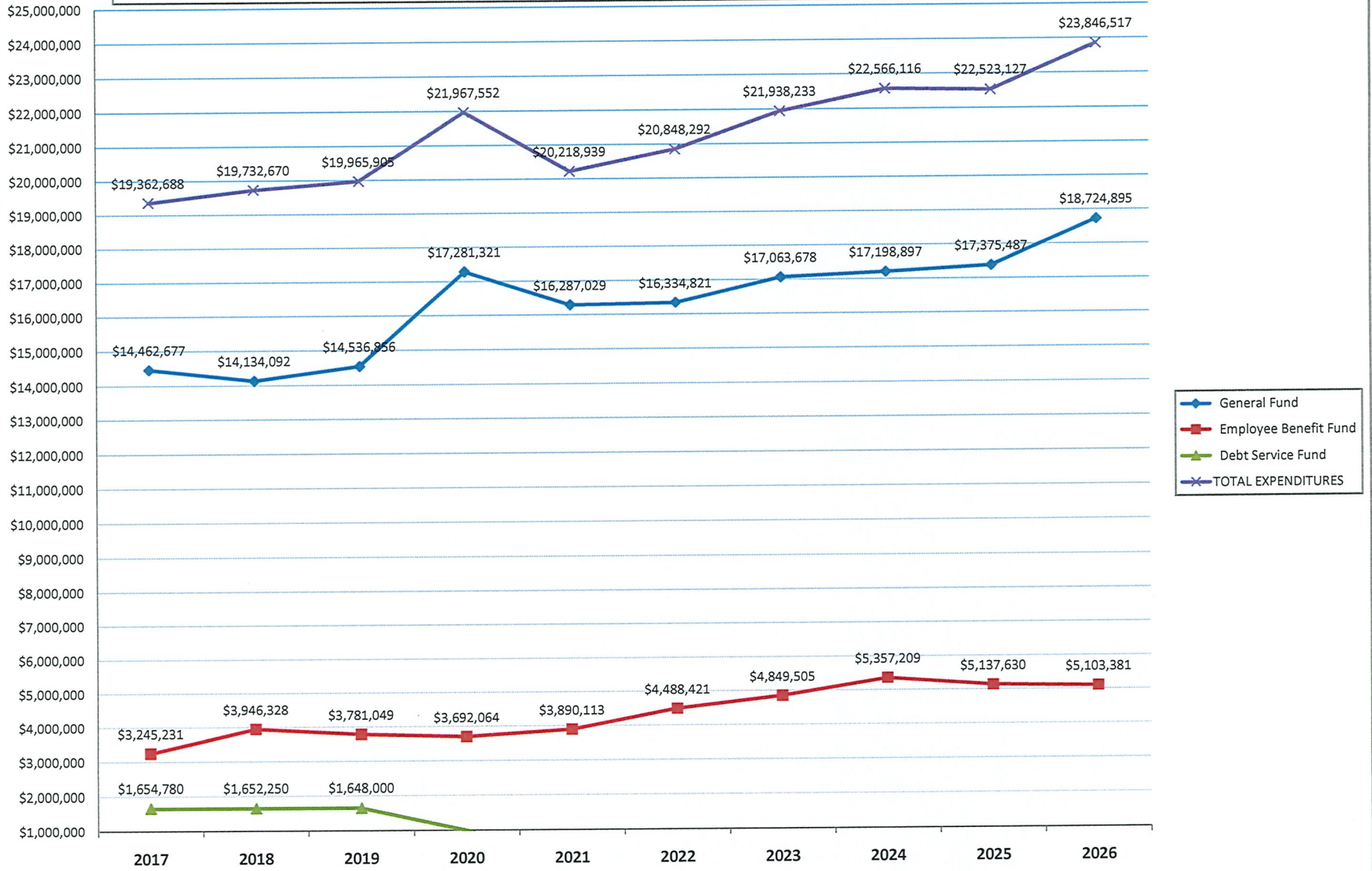
- Schedule A - Graph of TSCPL Levy Rates – 10-year Retrospective and 2026 Proposed Budget
- Schedule B - Graph of TSCPL Expenditures – 10-year Retrospective and 2026 Proposed Budget
- Schedule C - Key to Understanding the “Notice of Budget Hearing”/”Budget Summary”
- Schedule D - Revenue Source Definitions
- Schedule E - Funding Matrices for 2026 for Facilities Master Plan projects



**TSCPL 10-Yr Retrospective - Actual Mill Rate Values with Proposed 2026 Budget - Schedule A**



**TSCPL 10-Yr Retrospective - Budgeted Expenditures with Proposed 2026 Budget - Schedule B**



**Topeka and Shawnee County Public Library  
Key to 2025 and 2026 Budget Comparison  
2026 Budget - Public Hearing - August 21, 2025**

Has the amount of tax requested increased or decreased? *Increased;*

1 - Actual Tax Rate 2025	7.909	
2 - Estimated Tax Rate 2026	<u>7.563</u>	<i>RNR is 7.563</i>
Net Change	<u>-0.346</u>	

**Ad valorem tax dollars by year.**

3 - Total Amount of 2025 (2026) Budget Ad Valorem Tax	\$ 17,873,785
4 - Total Tax Levied 2025	<u>\$ 17,878,859</u>
Total Decrease in Annual Ad Valorem Tax Revenues	<u>\$ (5,074)</u>

**Did the Library ask for this additional revenue? No**

7 - Assessed Valuation - 2026	\$ 2,363,319,455
8 - Assessed Valuation - 2024 (final)	<u>\$ 2,260,895,667</u>
Total Increase in Assessed Valuation	\$ 102,423,788
Increased Value of One Mill	<u>\$ 102,423</u>
Increased Revenues based on Budgeted Valuation	\$ 810,064
Decrease due to Final Valuation & Setting of 2025 Mill Levy by Cty Clerk	<u>\$ 2,567</u>
Increased Revenues When Budgeting at Flat Mill Levy (7.909)	<u>\$ 812,631</u>

**Why does the Library need an over \$20 million budget?**

5 - Net Expenditures 2025	\$ 21,944,901
Add Back Revisions to 2025 Estimates for 2025 Budget:	
General Fund - salary decrease	\$ 400,000
General Fund - other estimated cost decreases - net	\$ 24,672
Employee Benefit Fund - 2025 health plan cost decrease	\$ 200,000
Employee Benefit Fund - 2025 workers compensation increase	<u>\$ (4,456)</u>
Original 2025 Expenditure Authority - excluding cash carry forward and transfers	<u>\$ 22,565,117</u>
6 - Net Expenditures 2026	\$ 25,940,276
Less Cash Carry Forward/Reserves classified as "Expenditures":	
General Fund	\$ (1,650,000)
Employee Benefit Fund	<u>\$ (400,000)</u>
2026 Actual Authority for Expenditures	<u>\$ 23,890,276</u>
<b>Actual Increased Expenditure Authority in 2026</b>	<b>\$ 1,325,159</b>
<b>% Increase in Expenditure Authority in 2026</b>	<b>5.87%</b>
<b>Actual Decreased Taxes Due to Budgeting at the RNR</b>	<b>\$ (5,074)</b>
<b>% Increase in Ad Valorem Tax Revenues in 2026</b>	<b>-0.03%</b>



**NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING**

The governing body of  
**Topeka and Shawnee County Public Library**  
Shawnee County

will meet on August 21, 2025 at 5:00 pm at 1515 SW 10th Ave., Topeka, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied.

Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

**SUPPORTING COUNTIES**  
Shawnee County (home county)

**BUDGET SUMMARY**

Proposed Budget 2026 Expenditures and Amount of Current Year Estimate for 2025 Ad Valorem Tax establish the maximum limits of the 2026 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2024		Current Year Estimate for 2025		Proposed Budget Year for 2026		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for	Amount of 2025 Ad Valorem	Proposed Estimated Tax
General	15,595,668	6.545	16,950,815	6.355	20,374,895	14,401,098	6.094
Debt Service			10,010		18,241		
Employee Benef	3,942,746	1.647	4,942,086	1.554	5,503,381	3,472,687	1.469
State Aid	48,744		52,000		62,000		
Non-Budgeted F	614,571						
Totals	20,201,729	8.192	21,954,911	7.909	25,958,517	17,873,785	7.563
<i>Revenue Neutral Rate **</i>				1		3	7.563
Less: Transfers	0		10,010		18,241		
Net Expenditure	20,201,729		21,944,901	5	25,940,276	6	
Total Tax Levied	17,710,807		17,878,859	4	xxxxxxxxxxxxx		
Assessed Valuat	2,162,283,640		2,260,895,667		2,363,319,455		
			8		7		

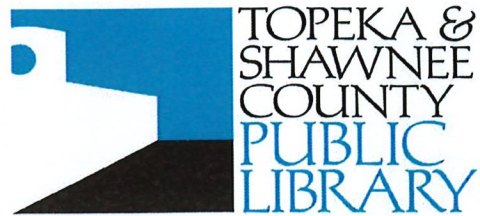
Outstanding Indebtedness,

Jan 1,	2023	2024	2025
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ	0	0	0
Total	0	0	0

\*Tax rates are expressed in mills.

\*\*Revenue Neutral Rate as defined by KSA 79-2988

Hannah Uhlig  
Secretary



### **Revenue Source Definitions**

Ad Valorem Property Tax – Tax on all taxable tangible property in Shawnee County, excluding the Townships of Rossville and Silver Lake. The amount approved by the Library’s Board of Trustees to fund the budget is converted to mills by the County Clerk when final property valuations are known (end of October).

Delinquent Tax – Taxes unpaid after the date when the penalty for non-payment begins. These are not budgeted because collection is uncertain.

Motor Vehicle Tax – Tax is based on the value of the vehicle and the previous year’s county-wide average levy. It is paid when the vehicle is registered.

Recreational Vehicle (RV) Tax – Tax is assessed by weight of the RV, rather than the value of the RV, and is paid when the RV is registered. It is based on the levies in the previous year’s budget.

16/20 Vehicle Tax – Tax is assessed like the motor vehicle tax when light trucks with a weight of 16,000 to 20,000 pounds are registered. The tax is collected like an ad valorem tax, in December and June.

In Lieu of Tax – Tax received from businesses that have issued industrial revenue bonds. These businesses do not pay taxes, but may be assessed an in lieu of tax amount to help pay for services.

Watercraft Assessments – K.S.A 79-5501 was amended by 2014 House Bill 2422, effective January 1, 2014, to change the calculation on watercraft to be based on the county average tax rate rather than being assessed like other personal property in the taxpayer’s taxing unit. Because these are not specifically based on the Library’s mill levy, they are budgeted based on estimates provided by the County. However, when collected and distributed to the taxing authorities, they are not separately identified and are paid with the ad valorem tax. Thus, it appears that this line item is always 100% under-budget.

Commercial Vehicle Fees – Collection of these fees began on January 1, 2014.



Reimbursement Foundation, Friends and Shawnee County – The Topeka & Shawnee County Public Library (TSCPL) initially pays the salaries and fringe benefits for employees on loan to The Library Foundation and the Friends of the Library. Occasionally, other small amounts are paid on behalf of these organizations.

New in 2013 was the reimbursement for a technical position as a result of a partnership agreement with Shawnee County Parks and Recreation. This partnership provides computer training and access, as well as programming, in the community centers to best utilize computer facilities, equipment and instructors. This cost-effectively boosts service equity to TSCPL customers without the need to invest in “bricks and mortar.” This agreement ended on December 2023, subject to a two year renewal by Shawnee County, and was renewed in 2024.

The revenues represent the reimbursement of the expected agreed-upon share for which these organizations are responsible.

Fees – TSCPL charges fees for a number of services or for non-compliance with library policies. These fees include: (1) debt collection (recovery of cost to TSCPL for using an outside debt collection service for unpaid debts); (2) interlibrary loan mailing fees; (3) mailing fees for customer-requested items; (4) non-resident library card fees; (5) copies/printing fees; (6) obituary lookup fees; (7) meeting room and/or equipment usage fees; (8) vending machine income and from the purchase of supplies such as headphones and flash drives by customers; and (9) charges for lost and damaged materials.

E-rate Reimbursement – A federal program in which 50% to 90% of approved, actual costs paid by TSCPL for internet and wireless services, as well as some types of communications equipment, are reimbursed.

Miscellaneous – Up to \$5,000 of annual revenues not categorized elsewhere. Due to the infrequency of receipt or small dollar amount per transaction, it is more efficient to lump them in one miscellaneous category.

Investment Income – Interest on invested idle funds not immediately needed for cash flow to pay operating expenditures.

Neighborhood Revitalization Rebates – Neighborhood revitalization districts may qualify for property tax rebates based only on the valuation of new improvements to the property. Since the rebates represent the ad valorem property tax that TSCPL will not receive, these are reported as a revenue reduction.

## Facilities Master Plan

2026

## Landscaping/Building Envelope

Regrade Amphitheatre Drainage	\$	50,000
Replace Joint Sealant	\$	11,000
Replace Seals on Loading Dock Overhead Doors	\$	6,000
Erosion Control (10th Ave.)	\$	10,000
Sub-Total	\$	77,000

## Main Building

Complete Staff Hallway Flooring and Paint	\$	63,000
Elevator Upgrade	\$	150,000
Staff Spaces (DS & YS)	\$	175,000
Team Room Updates	\$	10,000
The Edge	\$	550,000
Upgrade Johnson Control Computer and Software	\$	35,000
Security/PA System Upgrades	\$	50,000
Meeting Rooms Carpet and Paint	\$	50,000
Architectural Fees	\$	75,000
Sub-Total	\$	1,158,000

## 1020 Building

Replace Joint Sealant	\$	2,000
Replace AC Unit	\$	175,000
Staff Spaces (BKM/BKM Breakroom)	\$	125,000
Water Heater	\$	3,000
Replace Boilers	\$	60,000
Sub-Total	\$	365,000

<b>Total:</b>	<b>\$</b>	<b>1,600,000</b>
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General Fund Budget	\$	1,550,000
State Aid Budget	\$	50,000





### **Board Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, July 24, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Ave, was called to order at 4:00 pm by Chair Peg Dunlap.

### **Friends of Topeka and Shawnee County Public Library**

Friends Board Vice President John Conlee shared that the July Book Sale was highly successful, raising over \$10,000.

The next book sale is scheduled for October 17–19. The event will follow the same format, with Friday evening dedicated to Members Only, and Saturday and Sunday open to the public.

The Friends contributed nearly \$1,100 to fund new STEAM (Science, Technology, Engineering, Art, and Math) games in the Children’s Library. These games encourage critical thinking, creativity, and collaboration—essential skills for young learners. This new collection offers children an engaging way to explore educational concepts, complementing their classroom learning and fostering curiosity in various subjects.

### **Public Comment**

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

### **Trustee Advocacy Stories**

Trustee Liz Post shared that she has been a regular patron of the Topeka Genealogical Society (TGS) library and she appreciates the work that this library is doing for TGS. She enjoyed reading the article in the packet about some of the TGS materials coming to our library and being cataloged.

Chair Peg Dunlap shared that Treasurer Fred Patton won the Outstanding Service Award by the Kansas Bar Association (KBA) for “service that significantly advances the administration of justice or the goals of the legal profession and/or the KBA.” Dunlap also shared that she has heard people rave about Dr. Drab. She thanks the team for coming up with this idea and executing it wonderfully.

### **Approval of Minutes**

On a motion by Jim Edwards, seconded by Jim Ramos, the June 19, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

### **Approval of Meeting Minutes of the Trustee Budget Work Session 2**

On a motion by Beth Dobler, seconded by Jim Edwards, the July 9, 2025, Meeting Minutes of the Trustee Budget Work Session 2 were approved.

Motion passed unanimously.

### **Chief Financial Officer Report**

Chief Financial Officer Kim Strube noted nothing to add 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 June 2025.

On a motion by Fred Patton and seconded by Liz Post, the Treasurer's Financial Report for June 2025 was accepted.

Motion passed unanimously.

### **The Library Foundation**

Library Foundation Board Chair Haley DaVee shared that the Foundation has been busy. Their Finance Committee, Nomination Committee and Policy Committee have all met recently.

The new bricks for Claire's Courtyard should be installed next week with construction on the Courtyard occurring the following week, weather permitting.

The next Wilder Society Event will be titled Treasures of the Library and is scheduled for Sunday, August 17, 2pm-4pm. Trustees are invited, and individuals should RSVP by August 3.

DaVee shared that the next Foundation board meeting is August 20, 2025.

### **Board Chair Reports**

Vice Chair Mark Zillinger reported the Executive Committee met via Zoom on July 14, 2025.

### **Chief Executive Officer Report**

Chief Executive Officer Marie Pyko shared that the library is moving forward with the Book Nook at the Westridge Mall. She is pleased that the mall wants to keep a library presence there and has provided us with a nice location. The Communications and Marketing team is currently working on signage for the Book Nook as well as bringing in some of the library's theming and color scheme. Once the place is ready, there will be a ribbon cutting.



Pyko provided an Outreach Services Planning update. She shared that there are currently two teams working on the details. The Community Meeting Team are verifying dates, locations and questions. The other team is working on site visits.

Chief Financial Officer Kim Strube and Pyko are currently working on the visual presentation for the budget meeting in August. The plan is to have that drafted and sent to the board prior to the meeting. The budget will not be voted on in August, but in September.

### **Chief of Staff Report**

Chief of Staff Thad Hartman wanted to highlight the article that TK Business wrote about the Kids Library. Program Services Coordinator Autumn Friedli shared a Facebook post in her report from someone who brought their grandchildren to the library. They came here and spent hours. One thing that staff have noticed with the Kids Library remodel is that people are spending a lot more time in the space than they did previously.

Work on the parking lot will begin August 4. The first phase of this project will include the southeast and northeast portion of the driveway. The only entrance and exit for the parking lot will be the one on the west side. The Farmers Market will be moved to the small west lot by Claire's Courtyard. The parking lot project is anticipated to be completed mid-October.

### **New Business**

#### **FY2026 Budget Approval for Publication**

On a motion by Mark Zillinger, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2026 budget for publication as written.

Motion passed unanimously.

#### **Public Meeting room and Event Spaces Use Policy**

On a motion by Jim Edwards, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Meeting Room and Event Spaces Use Policy as written.

Motion passed unanimously.

### **Adjournment**

The meeting was adjourned at 4:27 pm.

### **Next Meeting**

August 21, 2025

5:00 pm

Topeka & Shawnee County Public Library

Marvin Auditorium 101B/Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

\*Subject to change without notice

**Chief Financial Officer’s Report  
August 2025  
Kim Strube**

**Revenue/Expense/Balance by Fund Report – Page 2**

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

**General Fund – Pages 3 through 5**

With 58.1% of the budget year completed, 91% of the budgeted revenue has been received and 56% of the approved budget has been expended/encumbered. This compares to 2024 in which 91% of the budgeted revenue had been received and 52% of the approved budget had been expended/encumbered.

The Materials – Binding/Replacements and the Cataloging and ILL Services budget line items are over budget but include a significant amount reserved in open purchase orders for potential costs. Open purchase orders are easier to work with when emergencies occur. It is likely the full amount will not be needed, and these lines may not be over-budget at the end of the year.

It is my preference to allow budget line items to go over-budget when necessary to clearly identify the actual expenditures and allow a sufficient budget in future years, when possible. Other options would be to code expenditures in another related but not optimal line item or request the Board to reallocate the budget among the line items (which can be done without amending the budget provided the total spending authority remains the same). However, a budget is a plan, and some over/under situations should be expected.

**Employee Benefit Fund – Page 6**

With 58.1% of the budget year completed, 90% of the budgeted revenue has been received and 48% of the approved budget has been expended/encumbered. This compares to 2024 in which 90% of the budgeted revenue had been received and 45% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,704,586.



## 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	Co-sponsorship of speaker for Kansas Inclusion Summit	\$7,500.00	Greater Topeka Partnership
Approved operating budget	Install card readers in Youth Services	\$8,448.77	Cam-Dex Security Corp.
Approved operating budget	Annual service agreement for elevators	\$11,760.00	TK Elevator Corporation
Approved operating budget	People counters for Kids Library	\$6,123.00	Sensource, Inc.
RFP was posted and approved by the Board of Trustees on 5/15/2025	Parking lot improvements	\$707,621.00	Sunflower Paving Inc.
Library Materials	Adult nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and non-fiction e-books	\$5,780.00	Overdrive, Inc.
Library Materials	Adult fiction e-books	\$6,900.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$5,676.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$7,970.00	Overdrive, Inc.
Library Materials	Hoopla online (June)	\$35,020.61	Midwest Tape LLC
RFP was posted and approved by the Board of Trustees on 6/19/2025	Furniture for Circulation work room	\$35,991.85	Capitol City Office Products
Approved operating budget	Mitel/VOIP annual maintenance	\$5,265.75	Datacomm Networks Inc.
Approved operating budget	Content Keeper server	\$11,635.00	Comprise Technologies, Inc.

## Other Items:

- The “Notice of Hearing/Budget Summary” document was published in the August 5<sup>th</sup> edition of the *Topeka Capital Journal*. This is a 15-day notice period before the public budget hearing, scheduled for 5:00 pm on August 21<sup>st</sup> at the library. State law requires a minimum 10-day notice period.
- This month’s packet includes the documents (required budget forms, narrative and selected workpapers) for the public budget hearing. There is also a separate link on TSCPL’s website under About Us>Administration>Budgets & Audit Reports, so that the public may view only this portion of the August packet, if desired. Similar documents from budget work session #2 are also available on TSCPL’s website. The published hearing notice references the website address. Additionally, paper copies have been available in my office. To date, no one has requested a copy or contacted me with questions.
- The Board will vote to approve the budget at the Board of Trustees meeting on September 18<sup>th</sup>. Courtesy copies of the budget will be delivered to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) at least 10 days prior to filing the adopted budget with the County Clerk; and (2) file the adopted budget with the County Clerk no later than October 1st. I will take care of these tasks.



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

7/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2025</b>	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	887.66	9%
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	579.75	5798%
	<u>\$ 10,010.00</u>	<u>\$ 1,467.41</u>	15%
<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%
<b>Unencumbered Balance 7/31/2025</b>	<u><u>\$ -</u></u>	<u><u>\$ 9,698.53</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 and Shawnee County Public Library  
Financial Summary**

7/31/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 7/31/2025</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 6,891,529.61	\$ 14,599,327.76	\$ 9,505,914.72	\$ 11,984,942.65
Employee Benefits	2,521,111.25	3,615,384.56	2,466,197.21	\$ 3,670,298.60
Capital Improvement	6,877,610.04	169,541.04	-	\$ 7,047,151.08
Bond & Interest	8,231.12	1,467.41	-	\$ 9,698.53
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	48,743.64	61,560.71	52,000.00	\$ 58,304.35
Federal, State & Local Grants	2,577.59	-	-	\$ 2,577.59
Other Special Revenue	1,184,169.04	15,728.90	374,467.95	\$ 825,429.99
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
<b>Totals</b>	<b><u>\$ 17,813,687.24</u></b>	<b><u>\$ 18,482,161.57</u></b>	<b><u>\$ 12,398,579.88</u></b>	<b><u>\$ 23,897,268.93</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 335,132.39
Restricted Funds-CoreFirst Bank-Checking	828,482.58
Capital Improvement Fund-Community National Bank-Money Market Account	7,047,151.08
Cash on Hand	2,455.19
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	8,324,435.00
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,097,476.88
	<u>\$ 23,934,219.26</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,061.57
Less Payroll Deduction and Employer Benefit Liabilities	1,273.19
Less Outstanding Checks	32,615.57
	<b><u>\$ 23,897,268.93</u></b>

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

7/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	7/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b><u>Major Governmental Funds</u></b>							
General Fund	\$ 6,891,529.61	\$ 14,599,327.76	\$ 1,241,512.89	\$ 8,264,401.83	\$ 11,984,942.65	\$ 1,748,916.54	\$ 10,236,026.11
Employee Benefit Fund	2,521,111.25	3,615,384.56	49.50	2,466,147.71	3,670,298.60	19,526.75	3,650,771.85
Capital Improvement Fund	6,877,610.04	169,541.04	-	-	7,047,151.08	342,565.00	6,704,586.08
Bond & Interest Fund	8,231.12	1,467.41	-	-	9,698.53	-	9,698.53
<b><u>Non Major Governmental Funds</u></b>							
<i>State Aid Fund</i>	48,743.64	61,560.71	-	52,000.00	58,304.35	56,813.46	1,490.89
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	-	-	-	2,533.56	-	2,533.56
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	19.13	-	-	10,784.20	-	10,784.20
Children's Art Show	-	-	-	3,843.53	(3,843.53)	151.28	(3,994.81)
French Gift - Library Materials	31.65	0.07	-	-	31.72	-	31.72
Friends	221,749.98	356.04	5,000.00	33,034.72	184,071.30	8,500.00	175,571.30
Fun Committee	7,847.43	1,295.56	-	68.50	9,074.49	144.00	8,930.49
Gallery Competitions/Exhibits	36,712.45	945.64	-	-	37,658.09	-	37,658.09
Gifts/Memorials (Undesignated)	865,234.60	8,544.15	286,701.75	22,298.77	564,778.23	196,684.47	368,093.76
Hathaway Trust - Library Materials	2,894.18	1,527.87	-	1,329.91	3,092.14	967.86	2,124.28
Library Materials	17,656.12	3,012.04	6,341.43	596.82	13,729.91	-	13,729.91
NEH Expendable	3,948.63	1.86	-	9,400.00	(5,449.51)	2,200.00	(7,649.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	10.27	-	-	5,792.86	-	5,792.86
Torluemke Landscaping	36.70	0.07	-	-	36.77	-	36.77
Workshops	2,207.47	3.93	-	-	2,211.40	-	2,211.40
Youth Services	8,843.48	12.27	374.51	5,478.01	3,003.23	17.98	2,985.25
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
<b>TOTALS</b>	<b>\$ 17,813,687.24</b>	<b>\$ 18,482,161.57</b>	<b>\$ 1,539,980.08</b>	<b>\$ 10,858,599.80</b>	<b>\$ 23,897,268.93</b>	<b>\$ 2,376,487.34</b>	<b>\$ 21,520,781.59</b>



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

7/31/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 7/31/2025</u>
				58.1%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 13,608,563.88	\$ (758,872.12)	95%
Revitalization Rebates	(119,568.00)	(110,263.77)	\$ 9,304.23	92%
Back Tax	-	150,568.67	\$ 150,568.67	N/A
Motor Vehicle Tax	1,285,204.00	515,450.59	\$ (769,753.41)	40%
Recreational Vehicle Tax	14,586.00	5,225.19	\$ (9,360.81)	36%
16/20 M Vehicle Tax	5,398.00	5,669.34	\$ 271.34	105%
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	44,170.59	\$ 1,808.59	104%
E-Rate Reimbursement	19,926.00	-	\$ (19,926.00)	0%
Miscellaneous Revenue	3,000.00	25,044.90	\$ 22,044.90	835%
Miscellaneous Revenue - Recyclg	-	19.55	\$ 19.55	N/A
Salary Refunds-Foundation	108,361.00	34,527.86	\$ (73,833.14)	32%
Salary Refunds-Friends	50,236.00	27,114.36	\$ (23,121.64)	54%
Salary Refunds-Shawnee Cty	22,211.00	15,194.41	\$ (7,016.59)	68%
Vending Machines	1,500.00	1,447.87	\$ (52.13)	97%
Overdue Fees*	25,000.00	16,482.63	\$ (8,517.37)	66%
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	2,125.00	\$ 1,625.00	425%
Obituary Fees	300.00	110.00	\$ (190.00)	37%
Meeting Room Charges	2,000.00	2,887.50	\$ 887.50	144%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	198,008.91	\$ 48,008.91	132%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 19,025,487.00</u></b>	<b><u>\$ 14,599,327.76</u></b>	<b><u>\$ (1,442,098.24)</u></b>	<b>91%</b>

\* 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**

7/31/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					58.1%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,769.29	\$ -	\$ 2,030.71	58%
Salaries-Facilities	693,658.00	414,675.55	-	278,982.45	60%
Salaries-Overtime	10,000.00	7,381.95	-	2,618.05	74%
Salaries-Security	361,407.00	173,815.51	-	187,591.49	48%
Salaries-Shelvers	64,925.00	20,427.28	-	44,497.72	31%
Salaries-Staff	8,982,367.00	4,608,742.12	-	4,373,624.88	51%
Conferences	171,000.00	62,011.99	27,173.82	81,814.19	52%
Staff Internal Dev/Trng - Web Based	15,000.00	9,283.23	221.20	5,495.57	63%
Staff Development & Training	35,000.00	12,407.55	754.50	21,837.95	38%
Mileage	13,056.00	3,052.82	8,916.41	1,086.77	92%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	1,500.00	3,161.57	20.00	(1,681.57)	212%
Materials-Periodicals	26,000.00	1,828.99	62.14	24,108.87	7%
Materials-Print/Non-Print <1 YR	866,500.00	362,091.12	-	504,408.88	42%
Materials-Print/Non-Print	1,316,000.00	615,478.03	154,326.49	546,195.48	58%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	5,350.00	-	2,650.00	67%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	498,610.01	44,243.64	229,101.35	70%
Contracted-Facilities	346,000.00	157,379.38	74,287.64	114,332.98	67%
Contracted-Equipment	79,600.00	38,327.08	34,442.08	6,830.84	91%
Contracted-Professional	278,000.00	132,358.03	67,377.79	78,264.18	72%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	125,980.96	17,819.61	306,599.43	32%
Furniture/Equipment	50,000.00	20,858.36	1,261.95	27,879.69	44%
Insurance	87,000.00	76,929.22	-	10,070.78	88%
Marketing & Communication	95,000.00	21,346.00	20,603.88	53,050.12	44%
Memberships/Dues	30,900.00	24,938.00	-	5,962.00	81%
Miscellaneous	5,000.00	1,307.36	-	3,692.64	26%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	24,440.88	1,102.37	43,546.75	37%
Printing	86,750.00	24,025.46	1,451.50	61,273.04	29%
Programming	118,900.00	50,834.34	4,182.46	63,883.20	46%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	274,675.08	675,502.96	49,821.96	95%
Supplies-Facilities	120,972.00	41,812.04	46,937.15	32,222.81	73%
Supplies-Office/Library	97,614.00	32,414.37	3,902.97	61,296.66	37%
Supplies-Processing	48,960.00	15,040.02	1,899.19	32,020.79	35%
Telecommunications	215,064.00	85,721.63	27,229.70	102,112.67	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	134,636.20	165,363.80	51,584.00	85%
Utilities-Gas	67,627.00	44,086.05	17,913.95	5,627.00	92%
Utilities-Water/Sewage	43,687.00	18,998.75	24,001.25	687.00	98%
Vehicle-Gas	46,767.00	11,206.47	-	35,560.53	24%
Vehicle-Repair	85,000.00	12,302.60	28,722.97	43,974.43	48%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	11.94	-	(11.94)	N/A
<b>TOTALS</b>	<b>\$ 19,025,487.00</b>	<b>\$ 8,264,401.83</b>	<b>\$ 1,449,721.42</b>	<b>\$ 7,661,363.75</b>	<b>56%</b>

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

7/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2025</b>	<b>\$ 2,984,061.00</b>	<b>\$ 5,227,959.67</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	13,608,563.88	95%
Revitalization Rebates	(119,568.00)	(110,263.77)	92%
Back Tax	-	150,568.67	N/A
Motor Vehicle Tax	1,285,204.00	515,450.59	40%
Recreational Vehicle Tax	14,586.00	5,225.19	36%
16/20M Vehicle Tax	5,398.00	5,669.34	105%
In Lieu of Tax	42,441.00	56,978.29	134%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	44,170.59	104%
E-Rate Reimbursement	19,926.00	-	0%
Fees and Charges	32,500.00	48,099.89	148%
Reimbursements	180,808.00	76,856.18	43%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	198,008.91	132%
	<u>\$ 16,041,426.00</u>	<u>\$ 14,599,327.76</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	5,227,811.70	52%
Other Staff Support Costs	234,056.00	123,821.52	53%
Library Collections	2,210,000.00	1,136,968.34	51%
Contracted Services	1,570,248.00	1,140,710.25	73%
Digital Services Support	450,400.00	143,800.57	32%
Furniture/Equipment/Art	58,000.00	27,470.31	47%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	950,178.04	95%
Utilities & Telecommunications	677,962.00	517,951.33	76%
Vehicles	131,767.00	52,232.04	40%
Other Operating Expenditures	760,186.00	393,179.15	52%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 9,714,123.25</u>	56%
Prior Year Canceled Purchase Orders		<u>\$ 122,861.93</u>	
<b>Unencumbered Balance 7/31/2025</b>	<b>\$ -</b>	<b><u>\$ 10,236,026.11</u></b>	



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

7/31/2025

**EMPLOYEE BENEFITS**

	<b>2025 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2025</b>	<b>\$ 1,502,060.00</b>	<b>\$ 2,520,911.30</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 3,327,401.88	95%
Revitalization Rebates	(29,223.00)	(26,976.63)	92%
Back Tax	-	38,069.45	N/A
Motor Vehicle Tax	323,260.00	130,080.08	40%
Recreational Vehicle Tax	3,669.00	1,317.16	36%
16/20M Vehicle Tax	1,358.00	1,472.65	108%
In Lieu of Tax	10,655.00	13,933.00	131%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	11,187.32	105%
Refund-Fringe Benefits-Foundation	51,625.00	13,918.76	27%
Refund-Fringe Benefits-Friends	42,301.00	16,242.57	38%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	6,382.07	65%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	18,819.33	N/A
Interest on Idle Funds	85,000.00	63,525.76	75%
	<b>\$ 4,035,570.00</b>	<b>\$ 3,615,384.56</b>	<b>90%</b>
<b>Expenditures/Encumbrances:</b>			
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	372,289.19	49%
Ks Public Employees Retirement Sys	1,043,421.00	549,603.07	53%
Worker's Compensation	62,300.00	64,878.32	104%
Unemployment Tax	9,963.00	6,307.04	63%
Health/Dental Insurance	3,250,875.00	1,485,017.34	46%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 5,537,630.00</b>	<b>\$ 2,485,674.46</b>	<b>48%</b>
Prior Year Canceled Purchase Orders		\$ 150.45	
<b>Unencumbered Balance 7/31/2025</b>	<b>\$ -</b>	<b>\$ 3,650,771.85</b>	

\* 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**

<b>Balance 01/01/2025</b>	<b>\$ 6,877,610.04</b>
<b>Revenue:</b>	
Transfer In	\$ -
Interest received	169,541.04
	<b>\$ 169,541.04</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	342,565.00
	<b>342,565.00</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 7/31/2025</b>	<b>\$ 6,704,586.08</b>

**STATE AID**

<b>Balance 01/01/2025</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	52,000.00	61,560.71
	<b>\$ 52,000.00</b>	<b>\$ 61,560.71</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support	-	-
Staff Internal Development/Trng	-	-
Special Projects	52,000.00	60,069.82
	<b>\$ 52,000.00</b>	<b>\$ 60,069.82</b>
<b>Unencumbered Balance 7/31/2025</b>		<b>\$ 1,490.89</b>

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of July 31, 2025**

**Capital Improvement Funds - Community National Bank**

\$ 7,047,151.08 at 4.23% (money market account)

**Municipal Investment Pool**

\$ 8,324,435.00 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

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

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

\$ 7,097,476.88 Certificate of Deposit for Employee Benefit  
Fund (\$1,520,887.90) and General Fund (\$5,576,588.98);  
6/26/2025 @ 4.15%; 9/24/2025 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 July 31, 2025**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	310	7/3/25	BLACK DIAMOND SOLUTIONS, INC.	MS 365 renewal	\$ 17,039.20	-95713
				<i>2025 approved operating budget - software support/subscription</i>		\$ 17,039.20	<b>-95713 Total</b>
25	41000	736	7/3/25	JAVA CONNECTIONS, LLC DBA LAPTOPSANYTIM	kids library kiosk	\$ 17,997.00	-95712
10	41000	320	7/3/25	JAVA CONNECTIONS, LLC DBA LAPTOPSANYTIM	Second Kiosk	\$ 17,997.00	-95712
				<i>Sole source purchase</i>		\$ 35,994.00	<b>-95712 Total</b>
10	41000	736	7/3/25	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 46,323.00	-95709
						\$ 46,323.00	<b>-95709 Total</b>
35	23800	0	7/11/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 20,635.20	-95687
						\$ 20,635.20	<b>-95687 Total</b>
10	41000	410	7/3/25	BORDER STATES INDUSTRIES INC	Estimated purchases	\$ 5.89	-95684
10	41000	410	7/3/25	BORDER STATES INDUSTRIES INC	replacement spot lights	\$ 8,152.80	-95684
10	41000	410	7/3/25	BORDER STATES INDUSTRIES INC	replacement tracks	\$ 2,405.56	-95684
10	41000	410	7/3/25	BORDER STATES INDUSTRIES INC	shipping	\$ 918.71	-95684
10	41000	410	7/3/25	BORDER STATES INDUSTRIES INC	Estimated purchases	\$ 656.60	-95684
				<i>2025 approved operating budget - facilities supplies</i>		\$ 12,139.56	<b>-95684 Total</b>
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 25,410.57	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 26.81	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 2,052.94	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 67.64	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 26.81	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 26.81	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 222.21	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 25.29	-95683
10	41000	351	7/3/25	EVERGY	2025 Electric Services	\$ 56.43	-95683
						\$ 27,991.38	<b>-95683 Total</b>
10	21505	0	7/11/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,904.67	-95672
15	21516	0	7/11/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,830.84	-95672
15	21517	0	7/11/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,484.04	-95672
10	21513	0	7/11/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,580.15	-95672
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 59,799.70	<b>-95672 Total</b>
10	21501	0	7/11/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,207.93	-95668
10	21502	0	7/11/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,523.87	-95668
15	21521	0	7/11/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,353.94	-95668
10	21503	0	7/11/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,888.44	-95668
15	21504	0	7/11/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,888.44	-95668



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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21503	0	7/11/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,885.16	-95668
15	21504	0	7/11/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,885.16	-95668
10	21514	0	7/11/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95668
10	21518	0	7/11/25	PAYCOM PAYROLL LLC	Garnishments	\$ 703.81	-95668
10	41000	313	7/11/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,415.70	-95668
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 99,295.20	<b>-95668 Total</b>
10	41000	330	7/16/25	COREFIRST BANK & TRUST	teethers-mango raspberry	\$ 7.48	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	oaty bites mixed berry	\$ 7.96	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	veggie straws	\$ -	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	shipping	\$ 6.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Blue Cardstock	\$ 23.97	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Blue Gel Food Coloring	\$ 14.50	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Acrylic Paper support	\$ 53.96	-95661
10	41000	911	7/16/25	COREFIRST BANK & TRUST	Sauerkraut Crock	\$ 550.00	-95661
10	41000	911	7/16/25	COREFIRST BANK & TRUST	The Strainer	\$ 550.00	-95661
10	41000	310	7/16/25	COREFIRST BANK & TRUST	digital sign	\$ 81.98	-95661
10	41000	310	7/16/25	COREFIRST BANK & TRUST	digital sign	\$ (7.01)	-95661
10	41000	310	7/16/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Dell laptop battery	\$ 89.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	1.6 ft USB	\$ 59.90	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	2 ft USB	\$ 86.90	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	2 ft charging cord, etguu	\$ 29.95	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	adapter 4 pk	\$ 64.47	-95661
10	41000	326	7/16/25	COREFIRST BANK & TRUST	2 plaques	\$ 30.00	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Floor Fan	\$ 35.99	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	white envelopes	\$ 21.13	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	sm coin envelopes	\$ 18.69	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	6 x 9 clasped envelopes	\$ 22.24	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	White construction paper	\$ 4.57	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Craft sticks (200/pk)	\$ 4.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Craft river rocks	\$ 37.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Sheet moss	\$ 6.97	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	2 wood blocks"	\$ 15.19	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Viking chess set	\$ 21.93	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	file folders	\$ 31.08	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Color file folders	\$ 18.85	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Erasers	\$ 8.98	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	lined sticky notes	\$ 14.10	-95661

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Lined post its	\$ 12.99	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	White Card Stock	\$ 14.29	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Refund Storage box	\$ (15.00)	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Latitude 5450 Laptop	\$ 3,169.32	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	3ft	\$ 39.95	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	1.5ft	\$ 54.90	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	6ft	\$ 15.98	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	4-Pocket wall display lig	\$ 72.11	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Beading String	\$ 9.49	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Cotton Cord	\$ 34.72	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Pony Beads	\$ 39.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Colored Wooden Clothes Pi	\$ 11.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	duck tape	\$ 3.94	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	gloves	\$ 19.26	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Washable Dot Markers	\$ 63.96	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Colored Paper Fasteners	\$ 5.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Compostable Paper Plates	\$ 29.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Pipe Cleaners	\$ 21.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Tissue Paper	\$ 23.49	-95661
10	41000	410	7/16/25	COREFIRST BANK & TRUST	2 fans	\$ 98.98	-95661
10	41000	410	7/16/25	COREFIRST BANK & TRUST	2 vent covers	\$ 35.26	-95661
10	41000	361	7/16/25	COREFIRST BANK & TRUST	cup holder for admo	\$ 15.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Storymatic Classic	\$ 29.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Writing Dice	\$ 19.90	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	chocolate rocks	\$ 29.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	candy gems	\$ 15.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	5gallon buckets	\$ 21.84	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Alphabet Letter Beads	\$ 29.97	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Red Pony Beads	\$ 7.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Green Pony Beads	\$ 9.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Black Pony Beads	\$ 13.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Yellow Pony Beads	\$ 9.06	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	String for beading	\$ 9.49	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Gel Food Coloring-Red	\$ 9.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Gel Food Coloring-Blue	\$ 13.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Baking Soda	\$ -	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Dell 65W USB-C	\$ 132.50	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	PNY 128GB Turbo 5pcs	\$ 29.99	-95661

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	7/16/25	COREFIRST BANK & TRUST	colored jenga set	\$ 13.99	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	plotter paper 44w"	\$ 278.64	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	70 DU7200"	\$ (477.99)	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	75 DU7200"	\$ (547.99)	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	plastic cups	\$ 2.58	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	659A Magenta	\$ 355.05	-95661
10	41000	410	7/16/25	COREFIRST BANK & TRUST	ice maker	\$ 88.75	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	pk. 40 qt storage bin	\$ 26.33	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Xerox C320 HC Toner Bundl	\$ 877.96	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Dress up America hat	\$ 34.29	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Pool Party Decorations	\$ 45.96	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	shimmer wall curtain back	\$ 30.56	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Rainbow party decorations	\$ 16.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Handmade party garland	\$ 11.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Tiny Mosaic Tiles	\$ 50.97	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Washable clear glue	\$ 23.97	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	7 Clear Plastic Plates"	\$ 21.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	totes	\$ 87.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	color kits	\$ 37.52	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	baggies	\$ 8.36	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	otter pops	\$ 21.52	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Green Bells	\$ 5.59	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Multi-Colored Bells	\$ 11.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Colored Beads	\$ 34.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	washable crayons	\$ 46.08	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	River Rocks/Flat Stones	\$ 87.96	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Faux Fir Fabric Ribbon	\$ 26.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Self Adhesive Googly Eyes	\$ 3.59	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Acrylic Paint Marker Set	\$ 73.77	-95661
10	41000	736	7/16/25	COREFIRST BANK & TRUST	Metro Dbl Cab - Walnut	\$ 795.00	-95661
10	41000	736	7/16/25	COREFIRST BANK & TRUST	Metro Storage Cab - Walnu	\$ 355.00	-95661
10	41000	736	7/16/25	COREFIRST BANK & TRUST	shipping	\$ 189.95	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Dell Tower Plus	\$ 1,683.48	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	One Night Ultimate Werewo	\$ 22.99	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Searchl Club Chair Gray3	\$ 23.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Compostable bowls, 8oz, #	\$ 16.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	10 Pack USB C to USB3.1	\$ 9.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Atolla 4-Port USB 3.0	\$ 94.95	-95661



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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Orange Felt Sheets	\$ 8.98	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	300 pc Pipe Cleaners	\$ 7.59	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	3mm clear mini glue dots	\$ 9.69	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Acrylic yarn brown tones	\$ 19.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Acrylic Yarn Skeins set 2	\$ 34.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	HyperX Cloud Stinger 2 Co	\$ 299.90	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	TP-Link Litewave 8 Port	\$ 14.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	GINTOOYUN 2 PCS USB	\$ 28.47	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	BlueRigger CAT6 3FT	\$ 7.83	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Pearstone adaper 4 pck	\$ 12.00	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Logi K270 Wireless Key	\$ 114.95	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Logi M510 Wireless Mouse	\$ 137.30	-95661
10	41000	410	7/16/25	COREFIRST BANK & TRUST	flt5000 4 pack	\$ 133.92	-95661
10	41000	410	7/16/25	COREFIRST BANK & TRUST	iaf-h-100a 3 pack	\$ 42.74	-95661
10	41000	410	7/16/25	COREFIRST BANK & TRUST	ap-2015-fp 4 pack	\$ 449.91	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	red	\$ 31.98	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	red	\$ 25.98	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	gray	\$ 25.98	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	red	\$ 38.97	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	hot pink	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	red	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	orange	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	yello	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	blue	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	purple	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	green	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	blue	\$ 31.98	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	blue	\$ 12.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	red	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	green	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	gold	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	gray	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	silver	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	white	\$ 15.99	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	purple	\$ 31.98	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	blue	\$ 31.98	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	blue	\$ 38.97	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	gold	\$ 31.98	-95661

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	7/16/25	COREFIRST BANK & TRUST	2 circle punch"	\$ 27.70	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	brown bag cardstock	\$ 21.83	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	Sinmoe 5 shades cardstock	\$ 15.99	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	white cardstock	\$ 14.29	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	USB Outlet, 4.8Amp Type C	\$ 9.59	-95661
10	41000	330	7/16/25	COREFIRST BANK & TRUST	tweezers	\$ 12.78	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Ultra-Clean Washable	\$ 36.63	-95661
10	41000	320	7/16/25	COREFIRST BANK & TRUST	Monaural Headset	\$ 51.28	-95661
10	41000	420	7/16/25	COREFIRST BANK & TRUST	Crayola My First Triangul	\$ 57.50	-95661
				<i>Miscellaneous online orders paid by credit card</i>		\$ 12,637.15	<b>-95661 Total</b>
10	21512	0	7/25/25	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,367.32	-95642
15	21512	0	7/25/25	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 9,468.66	-95642
15	21512	0	7/25/25	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 219.88	-95642
						\$ 12,055.86	<b>-95642 Total</b>
10	41000	326	7/24/25	KILLER CUSTOM WRAPS	Ram ProMaster van	\$ 4,700.00	-95640
10	41000	326	7/24/25	KILLER CUSTOM WRAPS	Subaru Outback SUV	\$ 3,100.00	-95640
				<i>2025 approved operating budget - printing</i>		\$ 7,800.00	<b>-95640 Total</b>
10	41000	311	7/24/25	TK ELEVATOR CORPORATION	ELEVATOR SERVICE AGREEMENT	\$ 11,760.00	-95639
				<i>2025 approved operating budget - contracted facilities</i>		\$ 11,760.00	<b>-95639 Total</b>
10	41000	350	7/24/25	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 10,465.35	-95638
						\$ 10,465.35	<b>-95638 Total</b>
10	21501	0	7/25/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,047.83	-95635
10	21502	0	7/25/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,567.17	-95635
15	21521	0	7/25/25	PAYCOM PAYROLL LLC	State Unemployment	\$ (614.62)	-95635
10	21503	0	7/25/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,826.62	-95635
15	21504	0	7/25/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,826.62	-95635
10	21503	0	7/25/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,870.75	-95635
15	21504	0	7/25/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,870.75	-95635
10	21514	0	7/25/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95635
10	21518	0	7/25/25	PAYCOM PAYROLL LLC	Garnishments	\$ 578.81	-95635
10	41000	313	7/25/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,426.17	-95635
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,942.85	<b>-95635 Total</b>
10	21505	0	7/25/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,006.60	-95634
15	21516	0	7/25/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,995.76	-95634
15	21517	0	7/25/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,501.08	-95634
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 58,503.44	<b>-95634 Total</b>
10	21515	0	7/25/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 34,765.02	-95632
15	21515	0	7/25/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 177,420.51	-95632

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

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
15	21515	0	7/25/25	BLUE CROSS BLUE SHIELD OF KS	<i>Retiree BCBS Premiums</i>	\$ 4,735.16	-95632
						\$ 216,920.69	<b>-95632 Total</b>
10	41000	340	7/17/25	GREATER TOPEKA PARTNERSHIP	speaker sponsor	\$ 7,500.00	102027
					<i>Co-sponsor for Kansas Inclusion Summit speaker</i>	\$ 7,500.00	<b>102027 Total</b>
10	41000	320	7/31/25	DATAComm NETWORKS INC	VOIP MAINT MITEL	\$ 5,265.75	102061
					<i>2025 approved operating budget - contracted digital services</i>	\$ 5,265.75	<b>102061 Total</b>
10	41000	313	7/31/25	ENGEL LAW, PA	<i>2025 Legal Services</i>	\$ 5,248.00	102064
						\$ 5,248.00	<b>102064 Total</b>
						\$ 763,316.33	<b>Grand Total</b>





Board of Trustees Executive Committee Meeting  
August 11, 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, Aubrey Conner – Executive Assistant

**Call to order**

The meeting of the Board of Trustees Executive Committee was held on August 11, 2025, via Zoom, and was called to order at 4:01 pm by Chair Peg Dunlap.

**Review Minutes and Agenda**

The minutes from the July 14, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the July 14, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the July 24, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees August 21, 2025, meeting were reviewed.

This year's public budget hearing will have a slightly different layout. Upon calling the meeting to order, the board will recess into the public budget hearing. There will be a presentation of the budget and then public comment.

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

Chief Executive Officer Marie Pyko will share about the trip she took to Lincoln, Nebraska as part of a city swap between Topeka and Lincoln. She said that the city council and the mayor of Lincoln really raved about their experience they had in Topeka. Lincoln has some community spaces that got her thinking about how the library connects with teens, workforce development projects, and coworking experiences at the library.

Pyko will send the budget presentation to the board today so the board will have it prior to the board meeting later this month. The board will vote on the budget in September rather than August this year.

Pyko will also speak to the upcoming community meetings. She hopes to have dates finalized with locations by the August meeting. She will also speak about the road trip to visit other libraries.

Chief of Staff Thad Hartman will provide an update on projects and an overview of Summer Reading. The parking lot project is moving along quickly. They were going to pour concrete today but due to the rain that did not happen. Hopefully tomorrow they can get started on that. This phase will be the trickiest for those trying to get in and out of the parking lot since two entrances/exits are closed right now.

The new business item for August is the Computer Purchases Bid. The purchases were included in the 2025 operating budget and are part of the regular replacement schedule for staff and public computers.

No other items were discussed

### **Adjournment**

On a motion by Mark Zillinger, seconded by Fred Patton, the meeting was adjourned at 4:17 pm.

### **Next Meeting**

September 8, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

## Chief Executive Officer's Report August 2025

### News and Updates

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

As of July 31, 2025, 5,609 children are enrolled in the program. This participation rate has been consistent since August 2024. Our staff promotes the program monthly during early learning programs at the Kids Library. Additionally, we have promotional displays at local agencies that provide registration information and a collection of books for families to take. It's remarkable to think that the first children to participate in this program have now graduated from college.

#### Outreach Services Team update

To fulfill a key goal of our **2024-2029 Strategic Plan**, we're exploring the best ways to bring library services to the community outside of the main building. We're taking a two-pronged approach:

- **Gathering Community Feedback:** We'll be hosting workshops in September on the west and east sides of Topeka to learn what services, programs, and resources our community needs most.
- **Researching Successful Models:** We've organized a "library road trip" to Wichita, Oklahoma City, Fayetteville, and Fort Worth to observe and learn from successful outreach services at other public libraries in the region.

Our goal is to use this research and community feedback to develop options to consider for expanding our services beyond the main library in the future.

#### Book Nook at Westridge Mall

The new Book Nook at Westridge Mall is nearing completion, with painting and setup almost finished. We are excited to announce our grand opening, which will feature the very first community story time on **September 2nd at 10:00 a.m.** Before the story time, Diana Friend, our Communications and Marketing Director, is coordinating a ribbon-cutting ceremony with Westridge Mall and the Greater Topeka Partnership to celebrate the opening.

In addition to bi-weekly story times, the Book Nook will offer a collection of early learning picture books and educational toys for young children to enjoy. A special thank you to Westridge Mall for continuing to host this space as it reimagines its future.



## City Swap with Topeka and Lincoln

On July 30-July 31, 2025, Diana Friend and I had the opportunity to join 35 Topeka community leaders in Lincoln Nebraska. We had the opportunity to visit numerous community sites and organizations and talk with Lincoln leaders about how they have revitalized their community over the past 15 years. While every stop was extremely interesting, two tour stops had many elements that resonated with me as we continue to build on our 2024-2029 Strategic Plan. The Bay is a 501c3 organization that is place for young people 4-24 years of age. The Bay offers a launchpad for young people to connect and inspire their curiosity. They offer programming in music, art, media, fashion and skateboarding and create a community where young people feel safe and connected. There were so many programs they spoke about which connected with some of the ideas that our teen staff have been planning. I also really was inspired about their strong connection with their school district.

<https://www.thebay.org/>

A second impactful visit was to the Nebraska Innovation Campus that connects the talents, of experts, companies and the university to create a unique culture of innovation. It is a makerspace and so much more. I enjoyed learning how they collaborate with their local veteran's groups to They work closely with their local veteran's groups through the Veteran's Recovery program. Veterans are training on using the wood lathes and build their mastery of woodworking.

<https://innovate.unl.edu/nebraska-innovation-studio/>

## All Staff Meetings

Our second quarter all staff meeting was recorded and included on the staff intranet on July 11<sup>th</sup>. The topics for the meeting were all significant projects occurring over the next 90 days. As has been our practice, we hosted seven small group discussions so staff could ask us additional questions related to the projects or other aspects of the library. We continue to hear positive feedback regarding this meeting format because it allows staff to watch the video at their pace and ask follow up questions in a small group setting.

## Summer Reading

This year's summer reading and program series was a great success, with record-breaking attendance at both our kick-off and end-of-summer parties.

The **kick-off party** offered a unique experience for neighborhood kids, who were able to explore helicopters, a hot air balloon, and large vehicles from the Topeka Fire Department, Evergy, SWAT, Shawnee County Parks and Recreation.

The **end-of-summer party** wrapped up the season with foam, bubbles, and a petting zoo from G&C Petting Zoo.

Throughout June and July, the library was a vibrant, active space thanks to our weekly programs. The **Dr. Drab's Color Lab** exhibition reached new levels of creativity, and the Dr. Drab videos on YouTube and TikTok garnering national attention. Anecdotal feedback suggests that families were not only making the library a weekly or even daily destination, but they were also staying longer—often attending a program, visiting Dr. Drab's Lab, and then spending hours in the Kids Library.

Thank you to everyone who made the summer such an amazing experience. The success of the program was truly a library-wide effort. We heard fantastic feedback from the community, with many people commenting on the "blockbuster program," asking about Dr. Drab, and thanking us for creating such a "dynamic kids' space."

### **Area Highlight- TSCPL@Home Team**

**TSCPL@home**, our home delivery service, was launched during the pandemic and has continued due to popular demand. We deliver library materials to homes across the 550 square miles of Topeka and Shawnee County. Customers simply place holds on their desired items. Once the items are ready, our Community Service staff take over, using **OptimoRoute** software to create the most efficient delivery routes for our drivers.

In March, we began a weekly delivery schedule to ensure customers receive their items in a timely manner. Our service has been a great success. According to Community Services Supervisor Pat Barry, we have delivered 26,380 items through July 2025. While we serve every zip code in Shawnee County, the most checkouts have occurred in the **66614, 66618, 66611, 66604, and 66617** areas.

A big thank you to Colton and Nancy from the Community Service department for their hard work in maintaining this valuable service.

## **New Business**

### **Resolution- Bid for 2025 Computer Replacement Purchase**

Our annual computer purchases this year include twenty-seven Dell Pro Slim Plus desktop computers and twenty five Dell Pro 16 laptops. As staff need to be able to connect to their resources throughout the library and offsite at community meetings, laptops are the optimal tool. As you recall we are on a four-year rotation for computers to ensure we stay current with

our technology needs but continue to be fiscally responsible and within the budget. The resolution sheet, staff recommendation and bid tally sheets will be included in the packet.

### **Professional Activities/Community Contacts**

- July 21, 2025            Attended the Kansas Director meeting on Zoom.
- July 21, 2025            Attended the Library Foundation Finance Committee meeting.
- July 24, 2025            Helped with the Geode Summer Program.
- July 24, 2025            Discuss the status of the Book Nook at the Mall planning.
- July 29, 2025            Met with the Topeka Zoo on the Washed Ashore community program for 2026.
  
- July 30-July 31, 2025    Diana Friend and I participated with the Greater Topeka Partnership for the Lincoln City Swap visit.
  
- August 4, 2025           Met with Michael Flax Topeka Collegiate on potential Fall speaker series.
- August 8, 2025           Met with a student interested in pursuing an MLS with Emporia State University.
  
- August 11, 2025          Attend the All Hands-On Deck Development Team meeting.
- August 11, 2025          Attended the Board of Trustees Executive Committee meeting.

Marie Pyko, Chief Executive Officer  
Topeka and Shawnee County Public Library 8/14/2025



# Dolly Parton's Imagination Library

July 2025



Total Enrolled  
**5,609**

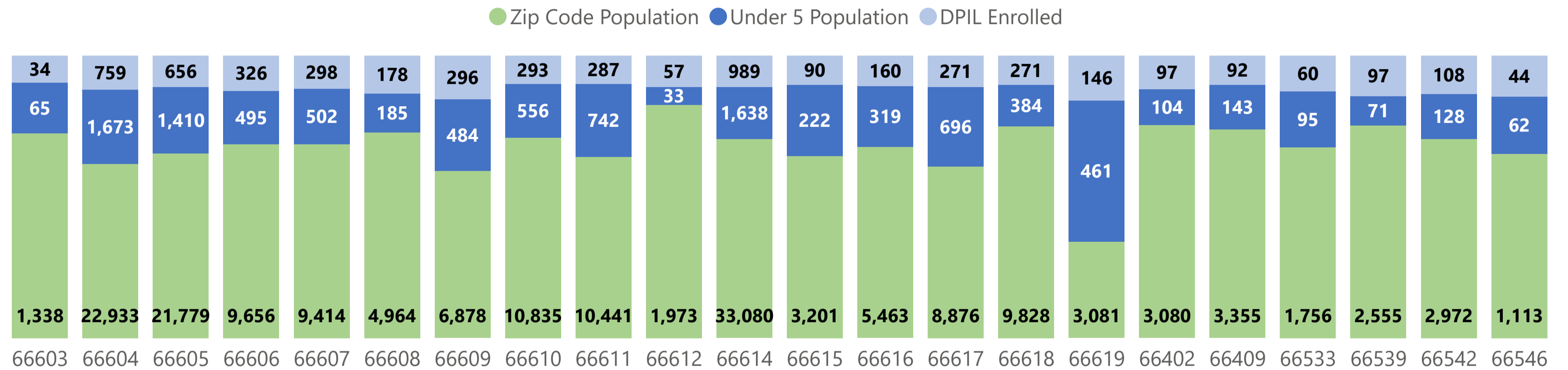


Total Graduated  
**10,392**

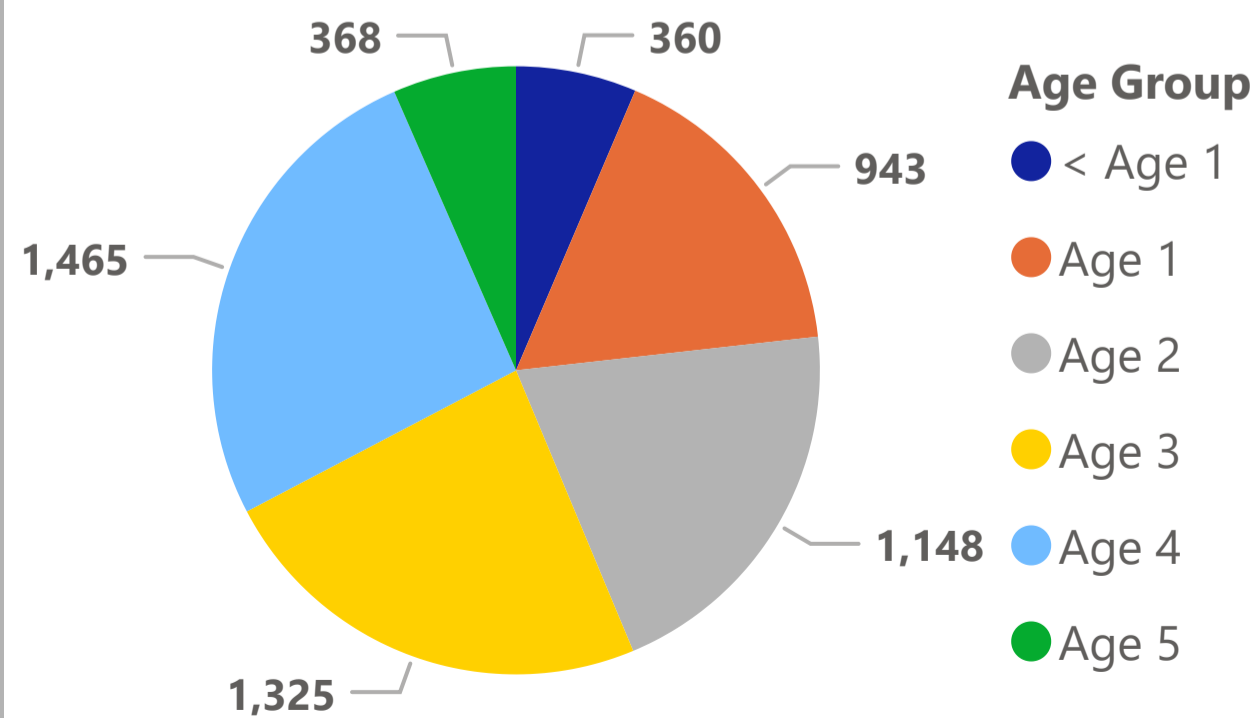
Year, Month

2025 (Year) + July (Month) ▼

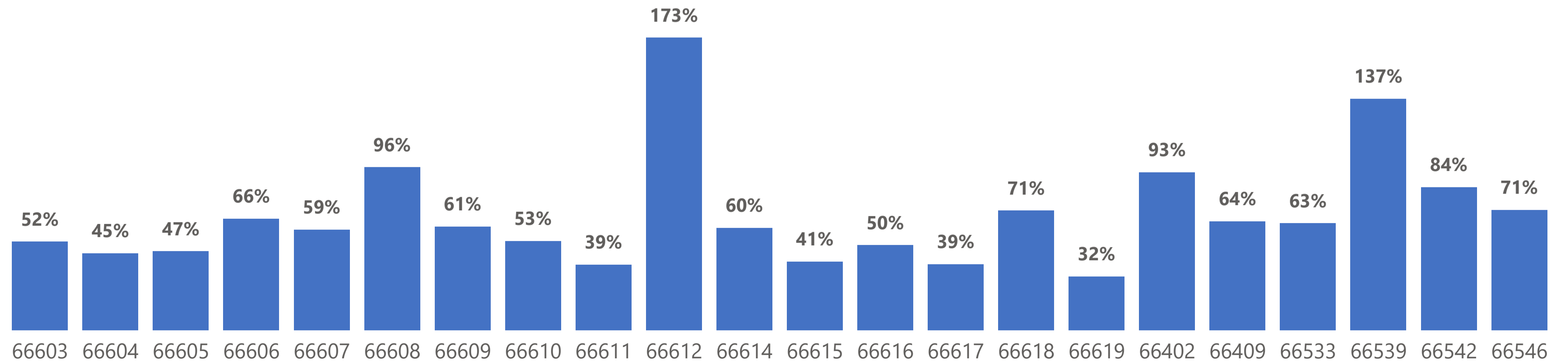
## Enrollment by Zip Code



## Age of Children



## Percent Enrolled by Zip Code



## Chief of Staff Report

**Thad Hartman**  
**August 14, 2025**

### ***YWCA Woman of Excellence***

We were excited to learn that our very own Scarlett Fisher-Herreman, Technical Services Manager, was named a 2025 YWCA Woman of Excellence Honoree! Nicole Southall shared the good news with Scarlett during the July Technical Services staff meeting, surprising her in front of her entire team. It was a special moment for everyone to share. Scarlett is incredibly deserving of this honor, and we are so lucky to have her at the library. Congratulations, Scarlett!

### ***Summer***

This summer was a time of major changes for our library staff. We opened the remodeled Kids Library, restructured our summer programming, and added new programs at the main library.

I've been incredibly impressed by how well our team responded to these changes. Their hard work and adaptability created a fun and engaging experience for kids, adults, and families alike. The library was busy with excitement and activity all summer, and we received overwhelmingly positive feedback.

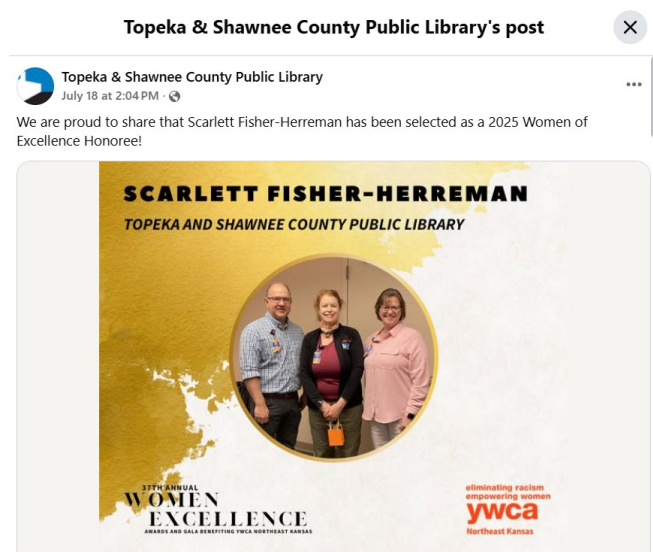
### ***Facilities Master Plan Projects***

#### **Parking Lot**

Progress on the parking lot is on schedule. The final concrete for Phase 1 was poured on August 14. We anticipate opening this section the week of August 18 and beginning Phase 2 shortly after.

#### **Staff Restrooms**

The staff restroom remodel is nearing completion. The lower-level restrooms at 1020 are expected to reopen the week of August 18. The remaining main library restrooms will open one pair at a time over the following two weeks. The final restroom on the main level of 1020 is scheduled for completion in September, which will mark the end of the project.



### **Automated Material Handling (AMH) System**

As Kelli details in her report, four staff members recently traveled to Minnesota for training on the new AMH system. Tech-Logic is scheduled to remove the current system the week of September 8 and install the new one the following week. In preparation, Circulation and Facilities staff have been busy getting the workroom ready and moving workstations to temporary locations so that we can continue checking in materials and processing holds during the installation.

## **Department Highlights**

### **Public Services**

#### **Debbie Stanton, Public Services Manager**

#### ***Update on Q2 & Q3 Strategic Plan in Public Services***

We have started a number of the strategic initiatives outlined in our strategic plan for the second quarter of 2025 and have gotten a start on third quarter initiatives, so I wanted to give you an update on some of those items.

#### **Focus Area: Connection**

- **Level Up Shawnee County:** The Level Up Shawnee County second semester was completed at the beginning of this year. We've made some adjustments for the third semester that will start this Fall, and hope to have better luck getting attendance at our community center and Gil Carter Initiative locations. Communications & Marketing has been working with their marketing teams to get the word out about these basic computer classes, and we will also be introducing some smartphone classes as well.
- **Community Office Hours:** Unfortunately, my update for this strategy isn't as positive. The Community Navigator program that we participated in as part of United Way's GROW programming was discontinued due to lack funding. We have been able to continue working with various non-profit organizations in the community to offer community office hours, but they are also getting hit with funding cuts. This was an item we have chosen to archive at this time, because it relies so heavily on our collaborations with non-profits, and their ability to send staff to our community office is seriously diminished. We continue to work collaboratively with our non-profit sector, but understand many are not able to support extended work at this time.
- **Engagement with Spanish Speaking Community:** Our hope was to focus on this area in Q3 with the hiring of our Community Engagement Professional. That initiative has needed to be pushed back to Q4 because we are in the process of reposting for that position. We look forward to hiring the right person in that position that can help us reach this and many other of our underserved communities in Shawnee County.

#### **Focus Area: Learning**

- **Community Storytimes:** I'm very excited to share that our Outreach Storytellers have been actively scheduling sites for community storytimes that will kick off in September! These will be public storytimes in a variety of locations across the county. We are still locking in schedules, but locations will include the Book Nook at West Ridge Mall, a location at Fairlawn Plaza, as well as Topeka Housing Authority sites and all of the Community Centers. Storytimes in the community will start at 10am, just like we do here, and will include all the components that children love such as Boomer Bear, stories, songs, and lots of silly activities to spark their love of reading!
- **STEM Programming for School Age:** As highlighted way back in Youth Services Supervisor LeAnn's May board report, the school age team received a grant from The Women's Fund to offer STEM-based hands-on activities for school age kids this Fall. The kits have arrived and staff have been playing with them and learning the best way to teach kids using these fun new tools. Our "sneaky learning" approach emphasizes fun and action while sneaking in the learning on the side.
- **Grown Up Fun:** The Adult Services team incorporated a new series of hands-on activities for adults this summer with Grown Up Fun. They were very positively received and we look forward to incorporating more Grown Up Fun into our regular programming for adults.

#### **Focus Area: Joy**

- **Expand Collaborations:** In October you'll get to hear more about our collaboration with the Topeka Genealogical Society. As they wind down their physical location, we look forward to working with them more to spread a love for learning the joy of family history research with the community!
- **Creative Skill-Sharing:** Starting in March, Learning Experiences Supervisor Zan Popp worked with Staci Ogle from the NOTO Arts District to begin a monthly Morning Muse Meet-Up. This is a monthly arts networking event with the goal of creating a space for local artists and arts organizations to connect, explore partnerships, and hear from guest speakers.

## **Public Services**

### **Cadie Maas, Supervisor – Reading and Resources**

#### ***Adult Summer Reading Challenge***

July 31st marked the end of our adult summer reading challenge. We offered participants two prizes for reading during the summer months of June and July. After three books, participants earned a pair of colorful library branded sunglasses, and after six books they could claim their library branded stylus/pen. We had great participation on the adult side, with over 800 participants completing the full six book challenge. A total of 1,252 readers participated in the challenge, reading nearly 9,000 books collectively. Below are the top five books recorded by readers in the adult challenge:





Nearly all of our 1600 prizes were claimed in person at the Customer Service Desk. I am so happy with our participation rates for this challenge, and even more thrilled that so many people came to the library to collect their prizes, likely engaging with staff, materials, and library programming during their visit.

**Author Visit Highlight**

In mid-July, we welcomed local author Ernie Webb III for an evening focused on his true crime nonfiction, *Goodbye Butterfly: Murder, Faith, and Forgiveness in a Small Kansas Town*. Webb shared the story of Brenda Keller’s murder in Dover, Kansas, along with his research process and the challenges of writing about such a sensitive subject. The audience of 62 listened attentively, asked thoughtful questions, and discussed the themes of justice, faith, and community. Following the event, Ernie reached out to share that as a lifelong Topekan, it was a dream come true for him to be able to share his book with the patrons of TSCPL.

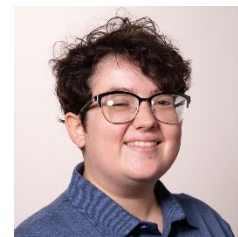


**Public Services**

**Zan Popp, Supervisor – Learning Experiences**

In July, we were excited to welcome two new faces to the Learning Experiences Team: Angela Portzer and Jordyn Roney.

Angie joins us from the Emporia Public Library, where she began in 2019 as a library assistant. She holds a BA in English from Emporia State University and earned her Master’s in Library Science in December 2024. Her interests include digital literacy, outreach to seniors, and adult/teen services. Most days, you’ll find Angie in L2TC, where she enjoys helping patrons solve their computer needs.





Jordyn joined us after graduating from Kansas State University with a degree in English Literature and Anthropology. She recently returned to Topeka to be closer to family and is excited to contribute to Public Services while building connections with the team. Jordyn is part of both the Topeka Room and Gallery teams.

### ***Alice C. Sabatini Gallery***

From May 31 through July 31, the Gallery welcomed 16,618 visitors—6,909 of them in July alone. This month also saw the return of Dr. Drab, whose playful antics delighted children and families. We added a yarn-bombing element to the summer exhibit, with many staff and patrons contributing small projects to help wrap parts of the gallery. One particularly creative addition was a crochet chicken that covers a traffic cone, which has quickly become as beloved by visitors as Dr. Drab herself.

One parent shared that their usually restless three-year-old was so engaged that “he’s looking and doing everything and doesn’t want to leave.” Moments like these highlight the Gallery’s ability to spark curiosity and hold attention across all ages.



### ***Topeka Room***

This month, 753 visitors came to the Topeka Room for local history and genealogy questions and research. Of those, 165 were there for a tour or to simply enjoy the room and our small Crumbine display. Highlights included:

- A patron sharing her grandfather’s Crumbine Award and brick, along with praise from her family for Katie’s recent article.
- Inquiries into 1800s U.S. citizenship processes—sparking learning for both patron and staff.
- A visitor asking if they could simply sit in the space to enjoy its beauty, even without doing genealogy.
- A large tour group expressing excitement about research opportunities, complimenting the newspaper microfilm collection, and promising to become frequent visitors.

### ***Level 2 Tech Center***

Studio A, Studio B, and the 3-D printers remained the most used resources after the public computers, with notable growth in use of the Memory Lab computers. One highlight this month was a patron who took our podcasting class and returned the very same week to start recording their own show.

Behind the scenes, the Electronic Resources and Core Technologies Librarians partnered to streamline Computer/Gadget Help appointments. By merging the ebook and gadget help forms into a single, simplified version—with clarifying questions built in—staff can now begin assisting patrons with more information and context from the start.

## **Youth Services**

### **LeAnn Brungardt, Youth Services Supervisor**

#### ***Staffing changes***

Shanise Brooks joined the Youth Services team in July as our newest part time Specialist. In addition to working for us she is a Success Lecturer at Washburn University, and a Girl Scout troop leader. She also holds certification in personal training.

Romina D'Alessandro joined the Youth Services team in August as our newest full time Specialist. Her position will focus on school aged kids. She is biliterate in Spanish and can also hold her own in French. She has worked with kids in a variety of settings including as a tutor, childcare provider, and program assistant director.

Theresa Girdler is retiring on September 30. She has served as one of our part time Specialists who regularly provides outreach storytimes to licensed daycares and preschools. We will miss the liveliness that she puts into every story she shares.

#### ***DISC Training***

We have experienced so many changes in staffing during the past few years that we are taking time to get to know ourselves and one another. Leslie Carr, LCSW, Director of Learning and Development at Advisors Excel, presented about DISC through Topeka Ad Fed, and we took advantage of that opportunity. Apart from the training we shared with one another about how we individually scored, discussed the strengths and needs of each style, and talked over how all these styles come together in a team. I hope to do similar assessments as we continue to team build.

#### ***Librarian Updates***

##### **Early Childhood Outreach Librarian**

The Dolly Parton Imagination Library is an incredible book gifting initiative that all Shawnee County residents are eligible for. High quality books are mailed each month to registered children aged birth-five. The Topeka and Shawnee County Public Library has been a partner in this endeavor since its inception in our community. On June 3, 2025, the Dollywood Foundation (who oversees the Dolly Parton Imagination Library) launched a 100% Bilingual English / Spanish Book collection. These books have been thoughtfully selected through The Dollywood Foundation's Book Selection Committee to inspire a lifelong love of reading. This is exciting news for Spanish-speaking families in Shawnee County. At registration, families can now select which option is preferred -mostly English books with an occasional bilingual English / Spanish book or Bilingual English / Spanish books. In addition, existing families are welcome to switch if they prefer.

##### **Early Childhood Librarian**

We ended the 1,000 Books before Kindergarten reading challenge in July. While we hoped to have more children finish the program, we are happy that we did have several who participated. The goal with the program was to have families develop a habit of reading together. And many did.

Since its beginning in September 2020:

- 1,672 children registered for the program
- 1,581 rewards were redeemed – bubbles, chalk, crayons, Play-Doh, wrist ribbons, finger puppets, floating ducks, sensory balls, egg shakers, books, and tote bags
- 1,029 active readers
- 166 children completed the program

It was decided that the idea of reading 1,000 books was too daunting for some families, and it was also difficult to cheer people on over such a long span of time. In November we will offer the first of several shorter challenges.

### **Teen Librarian**

The Teen Team is glad to see that our main programs have retained their core audience and attendance throughout the construction process and the opening of the new spaces. In some cases, the programs are still growing, and we are looking at ways to effectively expand them. We are also glad to have been able to offer some special one-time programs this summer and will host a resilience program (CREW: Connection, Resilience, Empowerment, & Worth) with a community partner in the coming months. This resilience program will aim to build these skills in our teens to aid in suicide prevention.

### **Program Services**

#### **Autumn Friedli, Program Services Coordinator**

#### ***End of Summer Party!***

On Saturday, August 2<sup>nd</sup>, the School Age team wrapped up summer with their End of Summer Party. The party featured barnyard animals, a foam party, Shawnee County Parks and Rec brought their Rec and Roll Van, plus there were games, crafts, and fun to be had for everyone. The morning was absolutely gorgeous, and families came up to enjoy the last few days of Summer.

#### ***Music for a Sunday Afternoon – Jazz Workshop***

We followed up the success of Saturday with the Topeka Jazz Workshop on Sunday afternoon. The event packed Marvin Auditorium! A few of the attendees mentioned that most of the Jazz Workshop events are outdoors, so it was nice to attend on in an air-conditioned venue.







### ***August Break***

Many of our programming teams are taking the month of August off to rest after their successful summer programs. School Age Fun programs will kickoff Tuesday, September 2<sup>nd</sup> with a new schedule of events for elementary friends. Preschool Storytimes and Teen programming will start back up at that same time. During this break, the Learning Center is getting some much needed TLC with a fresh coat of paint.

### **Technical Services**

**Scarlett Fisher-Herreman, Technical Services Manager**

#### ***Audubon Bird Watching Kits***

We have a fun new item available for checkout: bird watching kits! Thanks to Audubon of Kansas, we've received 5 bird watching backpacks. Each bag contains an adult set of binoculars, 2 child-size binoculars along with guides for viewing birds, pollinators and insect life, and the moon along with a laminated map of trail/nature-watching destinations in Shawnee County. They are very snazzy bags and will be popular with library customers. The bags are located in the center aisle of the west wing, across from the 500s, Science & Nature books. They are holdable and check-out for 3 weeks.



## Access Services

Kelli Smith, Access Services Manager

### *AMH Installation Project Update*

The new Automated Material Handling system will be shipped to TSCPL and installed soon. The removal of the current AMH system is scheduled to occur the week of September 8. Installation of the new system will be completed the following 2 weeks.

John Cooper, Joe Hobbs, Jacob Ziegler, and I took a quick trip to TechLogic's office in Minnesota to get some extra hands-on training on the new system. While the system wasn't completely built, it was nice to see many of the components working and that the test items were sorting accordingly.

While the system seems very familiar to the current one, there are some notable differences. Summary of changes:

- The whole system runs on electricity, not air
- Smaller footprint in the workroom
- AMH operating computer will be attached to the actual system
- Chutes transfer returns from one conveyor to another
- A de-shingler is in place before and after declines to separate materials





## **Community Services**

**Patrick Berry, Community Services Supervisor**

### ***Community Services Outreach Librarian Report***

What a summer! The Outreach Team has been unstoppable, on the go all summer long, bringing programs, smiles, and learning to our library. They've just wrapped up their final summer events, and now, we're turning the page and diving headfirst into one of our favorite times of year, Classroom Connections season!

This year we're bringing 25 incredible programs to Kindergarten through 5th grade educators in our four surrounding school districts. Some programs are tried-and-true favorites that we've enhanced and grown, while others are brand-new, carefully designed to meet the needs of our educators. My team poured countless hours of research and creativity into making sure these programs align seamlessly with district curriculum, because we want to be the partner that teachers can count on.





At TSCPL, we're passionate about showing that we are more than "just books." We're a lifelong learning partner, sparking curiosity, inspiring creativity, and building connections that last far beyond the classroom. Over the past months, I've been actively reaching out to librarians and educators across the districts to ensure they know about this free program and how it can transform their teaching and classroom!

The excitement is contagious within this team, the momentum is building, and we're ready! This year is going to be bigger, bolder, and more impactful than ever before, for my team, for our educators, and most importantly, for the students we serve!

***Community Services Librarian Report***

July was another busy month for getting library materials into the hands of the community! Our bookmobile staff checked out over 4,700 items, which was an increase again from the previous month.



Our TSCPL@Home Delivery Team delivered over 3,700 items to library customers throughout Shawnee County.





Despite all the hot weather this summer, these teams have worked hard and provided wonderful services to the community. I could not be prouder of the work that they do every day!

## **Circulation**

### **Angie Hardy-Foltz & Jacob Ziegler, Circulation Supervisors**

#### ***Seasonal Shelving Success***

This summer, the Circulation Department welcomed three seasonal shelvers and two additional part-time shelvers, bringing our team to four part-time and three seasonal shelvers. This staffing boost was a smashing success, marking the first summer that I can recall, that we were able to keep up with carts most days and maintain an empty circulation workroom. With carts cleared promptly, our circulation staff had more time to locate holds quickly and get materials into customers' hands faster. The extra capacity also allowed our library associates to participate in over 22 programs and library card drives throughout the community. Our shelving team worked tirelessly, shelving over 1,300 carts of materials this summer. Their efforts played a vital role in making this one of our smoothest and most productive summers yet. We are deeply grateful for their hard work and dedication.

#### ***Workroom Remodel & AMH Replacement Preparation***

Construction is now underway in the Circulation workroom. In preparation for our remodel, we recently removed shelving from the walls, and circulation staff have been busy clearing cabinets and reorganizing materials. While we're still in the process of moving a few remaining items, we are ready to relocate completely at a moment's notice. Staff are currently answering phones from our temporary space in the lower-level conference room, in the old call center, and for the moment, from the workroom itself. Our workflows are in place and we are prepared for the upcoming Automated Materials Handling (AMH) replacement project. These changes mark an exciting step forward in creating a more functional space for our team.

## **Digital Services**

**David King, Digital Services Director**

### ***David at ALA***

I was able to attend the ALA annual conference. For me, it's a great time to connect face-to-face with many of our technology vendors to discuss our accounts, explore updates and improvements, and to work through any issues we are having with a product or vendor. I also attend some of the technology-oriented sessions to stay up to date on emerging library technology trends.

### ***Summon and Recollect projects***

Both projects are moving along nicely. Staff will be fully trained on Recollect (our new local history content management system) by the end of August. Then we are planning to add a few more digitized collections to the product before we launch it to the public in January. Summon (our new unified database search product) is also close to finishing up implementation and admin training. We'll do a public launch this fall for Summon.

### ***Top Web Pages for July 2025***

1. Tools & Services: 6416 Pageviews
2. Summer Reading: 4445 Pageviews
3. Work at the Library: 1933 Pageviews
4. Hours & Locations Page: 1755 Pageviews
5. Get a Library Card: 1683 Pageviews
6. Careers: 1534 Pageviews
7. Trivia: 1048 Pageviews
8. Meeting Rooms & Event Spaces: 857 Pageviews
9. About: 695 Pageviews
10. Passes: 769 Pageviews

### ***Social Media Highlights for July 2025***

#### **Facebook**

- Jingle Dress traditional dance – reached 9396 people
- Customer wearing Stay Curious hat – reached 4356 people
- Marie Pyko visits Lincoln, NE – reached 3827 people

#### **Instagram**

- Book sale – reached 878 people
- Jingle Dress traditional dance – reached 746 people
- Dr Drab – reached 695 people



Diana Friend, Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson

Dr. Drab sucked the color out of the world, but she added pizzazz to summer at the library! Brittany Keegan dreamed up the character through 33 scripts and Jayna McFarland brought her to life. Andy Huff shot and edited the videos released in the gallery and online. Michael Perkins created her cartoon image and built her Color-Be-Gone while Karen Watson did the graphic design. The result was a witty, petty, mad scientist who was exaggerated in every way, *but not scary*.

Dr. Drab launched in conjunction with our new TikTok account. To fill out the exhibit's story, Brittany and Jayna released weekly videos highlighting the art on display, and Jayna dropped a few improvised videos in character. The

TikTok audience

grew quickly to 800 followers engaging thousands of times by the end of summer, earning praises like "Encouraging literacy through engaging with art? I love it!"

Kids were fascinated by the exhibit, but when Dr. Drab showed up in person, they seized the chance to tell her everything they learned about colors and declaring, "Colors are for everyone, Dr. Drab!"

Thankfully, Dr. Drab finally listened to reason and gave the colors back just in time for a colorful, end-of-summer bash complete with foam party and petting zoo!



## Placeholder for Computer Purchases Bid Resolution

This will be updated 8/18/2025 to include the bid  
recommendation



## Key Metrics

Net Promoter Score

**86.8**End of LY: **86.4**Difference: **0.4 ▲**% Change: **0.5% ▲**

Active Cardholders

**68,892**End of LY: **67,163**Difference: **1,729 ▲**% Change: **2.6% ▲**

Unique Borrowers YTD

**33,684**Previous YTD: **33,854**Difference: **-170 ▼**% Change: **-0.5% ▼**

Door Count YTD

**267,737**Previous YTD: **274,114**Difference YoY: **-6,377 ▼**% Change YoY: **-2.3% ▼**

First Time Checkouts YTD

**374,723**Previous YTD: **408,950**Difference YoY: **-34,227 ▼**% Change YoY: **-8.4% ▼**

Digital Checkouts YTD

**435,935**Previous YTD: **415,688**Difference YoY: **20,247 ▲**% Change YoY: **4.9% ▲**

## Computers and WiFi

Computer Sessions YTD

**51,179**Previous YTD: **52,361**Difference YoY: **-1,182 ▼**% Change YoY: **-2.3% ▼**

Avg Session Time YTD

**00:57:53**Previous YTD: **01:04:04**Difference YoY: **-00:06:11 ▼**% Change YoY: **-9.7% ▼**

WiFi Sessions YTD

**243,110**Previous YTD: **228,628**Difference YoY: **14,482 ▲**% Change YoY: **6.3% ▲**

Avg Session Time YTD

**00:13:22**Previous YTD: **00:13:45**Difference YoY: **-00:00:23 ▼**% Change YoY: **-2.8% ▼**

## Other Metrics

Program Attendance YTD

**44,940**Previous YTD: **50,827**Difference YoY: **-5,887 ▼**% Change YoY: **-11.6% ▼**

Mtg Room Attendance YTD

**39,668**Previous YTD: **38,126**Difference YoY: **1,542 ▲**% Change YoY: **4.0% ▲**

Reference Questions YTD

**169,844**Previous YTD: **167,592**Difference YoY: **2,252 ▲**% Change YoY: **1.3% ▲**

2025													2024	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
<b>Net Promoter Score (NPS)</b>															
Monthly NPS	90.7	82.9	94.3	95.7	81.8	86.9	92.7						90.2	86.5	4.3%
Monthly # of Responses	44	35	35	23	22	108	210						477	470	1.5%
Current NPS	86.5	86.5	86.5	86.6	86.5	86.5	86.8						86.8	86.4	0.5%
<b>GATE COUNT</b>	<b>31,895</b>	<b>32,499</b>	<b>38,314</b>	<b>36,423</b>	<b>37,146</b>	<b>44,719</b>	<b>46,741</b>						<b>267,737</b>	<b>274,114</b>	<b>-2.3%</b>
<b>CIRCULATION*</b>															
<b>Main Library</b>															
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489	36,232	41,182						236,715	256,264	-7.6%
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228	1,316	1,361						9,250	8,591	7.7%
Self-Check	37,970	35,007	40,713	36,756	41,496	49,718	49,661						291,321	308,031	-5.4%
<b>Bookmobile</b>	3,080	3,359	3,524	4,258	3,540	4,463	4,762						26,986	48,648	-44.5%
TSCPL @ Home	3,212	3,488	4,359	3,808	3,879	3,911	3,723						26,380	23,502	12.2%
<b>Red Carpet</b>	4,969	4,114	4,501	4,742	4,689	4,817	4,715						32,547	32,494	0.2%
<b>Digital Downloads</b>	62,236	58,167	57,364	61,685	64,662	64,742	67,079						435,935	415,688	4.9%
<b>Library @ Work / Smartlocker</b>	1,330	1,316	1,447	1,381	1,343	1,434	1,378						9,629	9,771	-1.5%
<b>TOTAL CIRCULATION</b>	<b>145,924</b>	<b>137,178</b>	<b>146,339</b>	<b>148,502</b>	<b>153,679</b>	<b>167,054</b>	<b>174,075</b>						<b>1,072,751</b>	<b>1,106,977</b>	<b>-3.1%</b>
* Includes first-time checkouts and renewals															
<b>FIRST-TIME CHECKOUTS</b>	<b>49,171</b>	<b>45,498</b>	<b>52,740</b>	<b>49,302</b>	<b>52,500</b>	<b>62,856</b>	<b>62,656</b>						<b>374,723</b>	<b>408,950</b>	<b>-8.4%</b>
<b>CIRCULATION DETAILS</b>															
Print Material	53,642	50,828	56,563	56,489	58,448	70,463	73,944						420,377	454,852	-7.6%
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274	25,303	26,632						171,604	188,015	-8.7%
<b>Adult Materials</b>	46,803	43,952	49,156	46,897	47,990	50,228	52,720						337,746	340,400	-0.8%
<b>Children's Materials</b>	23,226	21,990	24,733	25,373	26,380	35,844	37,481						195,027	237,466	-17.9%
<b>Young Adult Materials</b>	1,915	1,740	1,946	2,312	2,583	3,642	3,843						17,981	21,478	-16.3%
<b>Red Carpet Materials</b>	5,868	5,401	5,839	5,620	5,688	5,905	6,372						40,693	43,169	-5.7%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	660	579	669	612	666	769	847						4,802	5,971	-19.6%
Children (ages 17 and under)	128	92	140	104	172	321	232						1,189	1,460	-18.6%
<b>Red Carpet Outreach</b>	9	6	9	15	8	10	2						59	62	-4.8%
<b>NEKL</b>	48	25	51	47	56	68	63						358	360	-0.6%
<b>Non-Resident</b>	0	1	0	1	1	1	0						4	7	-42.9%
<b>Total New Registrations</b>	<b>845</b>	<b>703</b>	<b>869</b>	<b>779</b>	<b>903</b>	<b>1,169</b>	<b>1,144</b>	-	-	-	-	-	<b>6,412</b>	<b>7,860</b>	<b>-18.4%</b>
<b>PATRONS DELETED</b>	<b>186</b>	<b>141</b>	<b>2,069</b>	<b>384</b>	<b>217</b>	<b>453</b>	<b>264</b>						<b>3,714</b>	<b>3,377</b>	<b>10.0%</b>
<b>Cardholders</b>															
<b>Topeka / Shawnee County</b>															
Adults	73,570	74,023	74,559	75,075	75,681	75,240	69,803						69,803	73,163	-4.6%
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838	16,043	15,292						15,292	15,851	-3.5%
TSCPL @ School	36,797	36,839	36,874	36,919	36,915	36,911	36,907						36,907	34,518	6.9%
<b>Red Carpet Outreach</b>	1,359	1,367	1,359	1,369	1,380	1,382	1,225						1,225	1,353	-9.5%
<b>NEKL</b>	10,763	10,924	10,972	11,033	11,108	11,188	10,874						10,874	10,712	1.5%
<b>Non-Resident</b>	63	53	53	54	53	55	53						53	65	-18.5%
<b>Delinquent</b>	76	74	71	75	75	72	74						74	78	-5.1%
<b>TOTAL CARDHOLDERS</b>	<b>138,475</b>	<b>139,094</b>	<b>139,696</b>	<b>140,312</b>	<b>141,050</b>	<b>140,891</b>	<b>134,228</b>	-	-	-	-	-	<b>134,228</b>	<b>135,740</b>	<b>-1.1%</b>

<b>Active Cardholders (Savannah)</b>														
Non-Student Cardholders	61,003	60,992	61,213	61,399	61,817	62,397	62,487					62,487	60,848	2.7%
Student Cardholders	6,436	6,636	6,675	6,500	6,442	6,405	6,405					6,405	6,315	1.4%
<b>TOTAL ACTIVE CARDHOLDERS</b>	<b>67,439</b>	<b>67,628</b>	<b>67,888</b>	<b>67,899</b>	<b>68,259</b>	<b>68,802</b>	<b>68,892</b>					<b>68,892</b>	<b>67,163</b>	<b>2.6%</b>
<b>Unique Borrowers</b>														
Physical	6,536	6,343	5,845	6,019	7,066	8,251	8,172					18,698	25,460	-26.6%
Digital	12,334	12,012	12,217	11,564	12,612	12,159	12,345					20,464	21,838	-6.3%
Both	1,515	1,452	1,354	1,280	1,600	1,804	1,745					5,478	7,145	-23.3%
<b>TOTAL UNIQUE BORROWERS</b>	<b>17,355</b>	<b>16,903</b>	<b>16,708</b>	<b>16,303</b>	<b>18,078</b>	<b>18,606</b>	<b>18,772</b>	-	-	-	-	<b>33,684</b>	<b>40,153</b>	<b>-16.1%</b>
<b>Holds Satisfied</b>	<b>13,983</b>	<b>12,258</b>	<b>13,251</b>	<b>12,876</b>	<b>12,553</b>	<b>13,780</b>	<b>14,036</b>					<b>92,737</b>	<b>95,861</b>	<b>-3.3%</b>
<b>TOTAL CHECK-IN</b>	<b>48,395</b>	<b>45,302</b>	<b>51,823</b>	<b>49,803</b>	<b>50,994</b>	<b>58,215</b>	<b>63,234</b>					<b>367,766</b>	<b>402,426</b>	<b>-8.6%</b>
<b>COLLECTION</b>														
Materials Added	2,918	2,714	2,580	3,533	2,996	3,192	2,993					20,926	20,882	0.2%
Materials Discarded	3,882	2,067	4,156	2,578	1,830	3,500	2,504					20,517	35,739	-42.6%
<b>TOTAL COLLECTION</b>	<b>333,333</b>	<b>333,980</b>	<b>332,404</b>	<b>333,359</b>	<b>334,525</b>	<b>334,217</b>	<b>334,706</b>	<b>334,706</b>	<b>334,706</b>	<b>334,706</b>	<b>334,706</b>	<b>334,706</b>	<b>339,285</b>	<b>-1.3%</b>
<b>WEBSITE</b>														
tscpl.org Unique Visitors	24,332	21,131	24,220	26,095	31,563	27,382	29,174					183,897	206,585	-11.0%
tscpl.org Total Visits	44,480	38,204	40,508	44,569	51,521	49,078	49,159					317,519	344,158	-7.7%
catalog.tscpl Unique Visitors	27,963	18,549	19,169	22,816	33,161	24,694	23,585					159,937	209,742	-23.7%
catalog.tscpl Total Visits	63,788	50,337	52,696	52,587	56,041	60,117	58,871					394,437	442,923	-10.9%
<b>COMPUTER USE</b>														
Public Computer Sessions	5,584	6,108	7,752	7,014	6,710	8,842	9,169					51,179	52,361	-2.3%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12	0:54:51	0:55:45	0:52:23	0:59:12					0:57:53	1:04:04	-9.7%
Total Computer Hours	5,824	6,225	7,908	6,412	6,236	7,720	9,044					49,369	55,908	-11.7%
Wireless Sessions	31,391	30,754	31,422	32,094	31,204	43,090	43,155					243,110	228,628	6.3%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00	0:13:00	0:12:00	0:12:00	0:13:00					0:13:22	0:13:45	-2.8%
Total Wireless Hours	7,094	7,191	7,196	7,430	6,681	9,100	9,463					54,155	52,383	3.4%
<b>TOTAL HOURS</b>	<b>12,918</b>	<b>13,416</b>	<b>15,104</b>	<b>13,842</b>	<b>12,917</b>	<b>16,820</b>	<b>18,507</b>	-	-	-	-	<b>103,524</b>	<b>108,291</b>	<b>-4.4%</b>
<b>NOTARY SERVICE (Documents)</b>	<b>108</b>	<b>157</b>	<b>173</b>	<b>194</b>	<b>240</b>	<b>227</b>	<b>244</b>					<b>1,343</b>	<b>1,396</b>	<b>-3.8%</b>
<b>REFERENCE QUESTIONS</b>														
Call Center	4,155	3,839	4,387	4,219	3,393							19,993	28,180	-29.1%
Gallery	563	341	490	338	113	231	234					2,310	1,951	18.4%
L2TC	5,715	8,326	10,617	9,620	9,465	9,467	9,800					63,010	54,278	16.1%
Movies and Music	1,500	1,519	1,584	1,810	1,695	1,676	1,853					11,637	13,090	-11.1%
New Books (was New and Novel)	1,957	1,701	2,083	1,930	2,108	2,617	2,783					15,179	15,772	-3.8%
Topeka Room	400	415	330	535	707	644	1,294					4,325	4,443	-2.7%
Telephone Reference					27	389	339					755		
LibAnswers	496	393	349	576	387	406	368					2,975	3,316	-10.3%
Circulation Call Center	-	-	-	-	484	2,636	2,656					5,776	-	N/A
Youth Services	4,337	3,221	6,871	5,611	6,206	9,162	8,476					43,884	46,562	-5.8%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>19,123</b>	<b>19,755</b>	<b>26,711</b>	<b>24,639</b>	<b>24,585</b>	<b>27,228</b>	<b>27,803</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>169,844</b>	<b>167,592</b>	<b>1.3%</b>
<b>MEETING ROOMS</b>														
Meeting Room Bookings	422	455	535	534	476	521	492					3,435	3,439	-0.1%
Team Room Bookings	724	794	985	942	859	915	885					6,104	6,179	-1.2%
L2TC Bookings	587	713	851	784	763	756	828					5,282	4,840	9.1%
Total Meeting Room Hours Booked	3,908	4,894	5,832	5,175	4,630	5,097	5,059					34,595	33,712	2.6%
<b>TOTAL MEETING ROOM ATTENDANC</b>	<b>5,251</b>	<b>5,160</b>	<b>6,125</b>	<b>6,006</b>	<b>6,254</b>	<b>5,485</b>	<b>5,387</b>					<b>39,668</b>	<b>38,126</b>	<b>4.0%</b>

<b>LEARN &amp; PLAY BUS VISITS</b>	<b>50</b>	<b>37</b>	<b>85</b>	<b>130</b>	<b>64</b>	<b>175</b>	<b>187</b>						<b>728</b>	<b>581</b>	<b>25.3%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	784	847	957	1,145	856	1,704	1,723						8,016	12,012	-33.3%
Adult Outreach	0	1	1	0	0	101	15						118		
Early Learners (0-5)	808	495	359	1,152	722	1,289	1,323						6,148	4,895	25.6%
Early Learner Outreach	1,786	1,882	1,652	2,930	779	752	607						10,388		
Kids (6-11)	200	191	728	298	261	5,718	4,912						12,308	5,122	140.3%
Kids Outreach	1,174	851	674	1,600	1,911	0	262						6,472		
Teens (12-18)	152	143	187	223	256	260	269						1,490	1,115	33.6%
Teen Outreach	0	0	0	0	0	0	0						0		
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>4,904</b>	<b>4,410</b>	<b>4,558</b>	<b>7,348</b>	<b>4,785</b>	<b>9,824</b>	<b>9,111</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,940</b>	<b>50,827</b>	<b>-11.6%</b>
<b>GALLERY ATTENDANCE</b>	<b>2,081</b>	<b>1,895</b>	<b>2,223</b>	<b>1,968</b>	<b>1,333</b>	<b>8,862</b>	<b>6,909</b>						<b>25,271</b>	<b>27,833</b>	<b>-9.2%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,697</b>	<b>5,654</b>	<b>5,591</b>	<b>5,590</b>	<b>5,601</b>	<b>5,522</b>	<b>5,609</b>						<b>5,609</b>	<b>5,688</b>	<b>-1.4%</b>



CIRCULATION DETAILS															
<b>Print Material</b>															
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945						89,933	86,856	3.5%
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073	14,101	14,244						92,802	91,892	1.0%
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504						139,740	160,169	-12.8%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141						33,279	45,785	-27.3%
Magazines	815	967	688	812	951	878	904						6,015	5,595	7.5%
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216						39,900	42,352	-5.8%
RC Realia	74	84	114	107	134	124	156						793	817	-2.9%
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834						17,915	21,386	-16.2%
<b>PRINT CIRCULATION</b>	<b>53,642</b>	<b>50,828</b>	<b>56,563</b>	<b>56,489</b>	<b>58,448</b>	<b>70,463</b>	<b>73,944</b>	-	-	-	-	-	<b>420,377</b>	<b>454,852</b>	<b>-7.6%</b>
<b>Audio / Visual Material</b>															
MiFi Hotspots	18	22	31	75	81	147	160						534	354	50.8%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257						7,860	9,668	-18.7%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146						14,069	14,198	-0.9%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224						127,067	132,191	-3.9%
Juvenile Audiobooks	177	155	219	155	165	260	313						1,444	1,709	-15.5%
Juvenile Music	67	47	112	86	76	85	77						550	1,007	-45.4%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446						20,014	28,796	-30.5%
YA A/V	6	5	10	8	15	13	9						66	92	-28.3%
<b>A/V CIRCULATION</b>	<b>24,188</b>	<b>22,277</b>	<b>25,142</b>	<b>23,788</b>	<b>24,274</b>	<b>25,303</b>	<b>26,632</b>	-	-	-	-	-	<b>171,070</b>	<b>187,661</b>	<b>-8.8%</b>
<b>Adult Material</b>															
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	-	-	-	-	-	89,933	86,856	3.5%
Magazines	815	967	688	812	951	878	904	-	-	-	-	-	6,015	5,595	7.5%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	-	-	-	-	-	7,860	9,668	-18.7%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	-	-	-	-	-	14,069	14,198	-0.9%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	-	-	-	-	-	127,067	132,191	-3.9%
<b>ADULT CIRCULATION</b>	<b>46,803</b>	<b>43,952</b>	<b>49,156</b>	<b>46,897</b>	<b>47,990</b>	<b>50,228</b>	<b>52,720</b>	-	-	-	-	-	<b>337,746</b>	<b>340,400</b>	<b>-0.8%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	-	-	-	-	-	139,740	160,169	-12.8%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	-	-	-	-	-	33,279	45,785	-27.3%
Juvenile Audiobooks	177	155	219	155	165	260	313	-	-	-	-	-	1,444	1,709	-15.5%
Juvenile Music	67	47	112	86	76	85	77	-	-	-	-	-	550	1,007	-45.4%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	-	-	-	-	-	20,014	28,796	-30.5%
<b>JUVENILE CIRCULATION</b>	<b>23,226</b>	<b>21,990</b>	<b>24,733</b>	<b>25,373</b>	<b>26,380</b>	<b>35,844</b>	<b>37,481</b>	-	-	-	-	-	<b>195,027</b>	<b>237,466</b>	<b>-17.9%</b>
<b>Red Carpet Material</b>															
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	-	-	-	-	-	39,900	42,352	-5.8%
RC Realia	74	84	114	107	134	124	156	-	-	-	-	-	793	817	-2.9%
<b>RED CARPET CIRCULATION</b>	<b>5,868</b>	<b>5,401</b>	<b>5,839</b>	<b>5,620</b>	<b>5,688</b>	<b>5,905</b>	<b>6,372</b>	-	-	-	-	-	<b>40,693</b>	<b>43,169</b>	<b>-5.7%</b>
<b>Young Adult Material</b>															
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	-	-	-	-	-	17,915	21,386	-16.2%
YA A/V	6	5	10	8	15	13	9	-	-	-	-	-	66	92	-28.3%
<b>YOUNG ADULT CIRCULATION</b>	<b>1,915</b>	<b>1,740</b>	<b>1,946</b>	<b>2,312</b>	<b>2,583</b>	<b>3,642</b>	<b>3,843</b>	-	-	-	-	-	<b>17,981</b>	<b>21,478</b>	<b>-16.3%</b>
<b>Digital Downloads</b>															
Overdrive	45,994	43,414	41,159	46,237	48,379	48,907	50,702						324,792	292,670	11.0%
Hoopla	14,830	13,412	14,740	14,423	15,000	14,488	15,079						101,972	117,355	-13.1%
Flipster	600	480	674	405	552	500	393						3,604	5,663	-36.4%
Kanopy	812	861	791	620	731	847	905						5,567	0	
<b>DIGITAL DOWNLOADS</b>	<b>62,236</b>	<b>58,167</b>	<b>57,364</b>	<b>61,685</b>	<b>64,662</b>	<b>64,742</b>	<b>67,079</b>	-	-	-	-	-	<b>435,935</b>	<b>415,688</b>	<b>4.9%</b>
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168	18,319	19,253						129,211	130,935	-1.3%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372	3,347	3,490						24,969	26,623	-6.2%
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037	28,442	29,356						190,403	173,799	9.6%
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699	1,750	1,853						12,975	13,133	-1.2%
Juvenile ebook Nonfiction	303	299	303	340	215	256	222						1,938	1,879	3.1%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447	2,365	2,483						16,528	16,230	1.8%
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706	1,688	1,581						12,124	11,087	9.4%

Young Adult ebook Nonfiction	18	26	29	24	25	27	20							169	246	-31.3%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226	2,265	2,205							14,771	13,145	12.4%
<b>DIGITAL CIRCULATION DETAILS</b>	<b>58,666</b>	<b>53,188</b>	<b>58,411</b>	<b>56,006</b>	<b>57,895</b>	<b>58,459</b>	<b>60,463</b>	-	-	-	-	-	-	<b>403,088</b>	<b>387,077</b>	<b>4.1%</b>