



TOPEKA &  
SHAWNEE  
COUNTY  
PUBLIC  
LIBRARY

# Board of Trustees Meeting

July 24, 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



July 24, 2025 – 4:00 pm  
Menninger Room and Zoom Meeting  
<https://tscpl.zoom.us/j/82451801227>  
Meeting ID: 824 5180 1227  
Passcode: 487035

**Call to Order**

**Public Comment**

**Trustee Advocacy Stories**

**Approval of June 19, 2025, Meeting Minutes of the Board of Trustees –  
[Action Item](#) pg. 5**

**Approval of July 9, 2025, Meeting Minutes of the Trustee Budget Work  
Session 2 – [Action Item](#) pg. 9**

**Chief Financial Officer’s Report – Kim Strube pg. 11**

**Financial Reports**

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

**The Library Foundation – Haley DaVee, Board Chair**

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

**Board Chair Report – Mark Zillinger - Vice Chair**

- Meeting Minutes Board of Trustees Executive Committee –**pg. 35**

**Chief Executive Officer Report – Marie Pyko pg. 37**

**Chief of Staff Report – Thad Hartman pg. 46**

**New Business**

- FY 2026 Budget Approval for Publication – [Action Item](#) pg. 58
- Public Meeting Room and Event Spaces Use Policy - [Action Item](#) pg. 59

**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.

## **Next Meeting**

August 21, 2025

5:00 pm

Marvin Auditorium 101B and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

\*Subject to change without notice





### **Board Members Present**

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

### **Board Members Absent**

Shawn Leisinger

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 19, 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.

### **Recognition – Board of Trustees Member Joan Hicks**

Chief Executive Officer Marie Pyko thanked Joan Hicks for her service to the Topeka and Shawnee County Public Library board. She has served since 2019. Hicks joined the meeting virtually and was presented with a certificate thanking her for her service.

### **Public Comment**

Arthur Schaper and Kathy Brown spoke and then the public comment session was closed.

### **Trustee Advocacy Stories**

Trustee Jim Ramos thanked Program Coordinator Autumn Friedli for her help in hosting the book signing for National Geographic photographer Joel Sartore. This was a joint event with the Topeka Zoo.

Trustee Liz Post commented that the flowers in the planters outside of the building look great. She was happy to see the flowers and groundskeeping work mentioned in the board packet.

Vice Chair Mark Zillinger shared that he attended the Kids Library grand opening. He said it was a great event with a lot of excitement.

### **Approval of Minutes**

On a motion by Jim Edwards, seconded by Liz Post, the May 15, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

### **Approval of Trustee Budget Work Session 1 Minutes**

On a motion by Mark Zillinger, seconded by Liz Post, the June 10, 2025, Meeting Minutes of the First Trustee Budget Work Session were approved.

Motion passed unanimously.

### **Chief Financial Officer Report**

Chief Financial Officer Kim Strube shared she has no additions to her report. She thanked the trustees for their participation in the first Trustee Budget Work Session and is looking forward to the second work session next month.

### **Financial Reports**

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

On a motion by Fred Patton and seconded by Beth Dobler, the Treasurer's Financial Report for May 2025 was accepted.

Motion passed unanimously.

### **The Library Foundation**

Library Foundation Board Chair Haley DaVee congratulated the library on the grand opening of the Kids Library. She shared that she has spent a lot of time in the newly renovated space with her children already. She thanked the trustees and Chief Executive Officer Marie Pyko for their hard work on this accomplishment.

DaVee shared that the Library Foundation Board met yesterday. They are working on the new slate of board members for the 2026 term. The Foundation is also in the RFP process for investment firms. They have gotten a good response to the RFPs and are moving forward in the process.

The next Wilder Society event will be held August 17, 2025. DaVee encouraged trustees to attend. The Foundation will also host a Night at the Library event on September 6, 2025.

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

Friends of the Library Board President Ruth Nelson shared the Friends next book sale will be held July 18–20. On Friday, July 18, 2025, from 5–8 pm, the sale will be open exclusively to Friends members. Memberships will be available at the door for those who would like to join. Saturday, July 19, 2025, from 9 am–3 pm is open to the public, and Sunday, July 20, 2025, from 12–3 pm will be bag sale day where attendees will receive a paper sack and can fill it with as many books as it can hold – all for just \$10.

### **Board Chair Reports**

Chair Peg Dunlap reported the Executive Committee met via Zoom on June 9, 2025.

Chair Dunlap reminded the trustees of the budget work session in July. She verified that there will be a quorum despite her not being able to attend.

### **Chief Executive Officer Report**

Chief Executive Officer Marie Pyko shared the grand opening of the Kids Library was amazing. Pyko shared that it reminded her much of the grand opening of this building over 20 years ago. She was moved seeing the Youth Services staff sitting proudly in the Kids Library prior to the ribbon cutting. She is very proud of the space and thanked the trustees and the Library Foundation.

The library was visited by 32 leaders from Lincoln, Nebraska who came June 18<sup>th</sup> as part of an intercity visit. They loved the Kids Library, Level 2 Tech Center and gallery. It was a Wednesday so the library was full of people who attended the Blockbuster Wednesday show. The Lincoln Library is looking to remodel their building so they were excited to visit our library for some ideas.

### **Chief of Staff Report**

Chief of Staff Thad Hartman gave a shoutout to Groundskeeper Trevor Worthington for doing such a great job maintaining the grounds. He also turned an area close to Claire's Sunroom into a pollinator garden.

The Summer Reading program is going well and has been very exciting. Program Coordinator Autumn Friedli shared that a group of people came for the 10 am Blockbuster Wednesday show and stayed in the library until the 1 pm performance to see it again.

There is a resolution for furniture for the Circulation Workroom. This is the last component for the remodel of that area. Five bids were received and the recommendation is for the low bid. Once this resolution is complete, this will be the last of the resolutions for the Facilities Master Plan this year.

### **New Business**

#### **Public Meeting Room and Event Spaces Use Policy – First Reading**

The Trustees had a first reading of the Computer Use Policy. Discussion followed.

#### **Resolution – Bid for Circulation Workroom Furniture**

On a motion by Fred Patton, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$36,127 by Scott Rice Office Interiors / Office Plus of KS out of Wichita, KS as written. This expenditure shall be paid from the Foundation Undesignated fund.

Motion passed unanimously

### **Trustee Education**

Library Counsel Chuck Engel provided a training on the Kansas Open Meetings Act.

### **Adjournment**

On a motion by Liz Post, seconded by Beth Dobler, the meeting was adjourned at 4:50 pm.

Motion passed unanimously

**Next Meeting**

July 24, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

\*Subject to change without notice



Minutes  
Board of Trustees Budget Work Session #2  
Wednesday, July 9, 2025  
1:00 pm – 3:00 pm  
Hughes Room 205 and Zoom

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

Meeting ID: 867 8004 4504

Passcode: 084116

#### **BOARD MEMBERS PRESENT**

Mark Zillinger – Vice Chair, Fred Patton – Treasurer, Hannah Uhlrig – Secretary, Jim Edwards, Liz Post, Beth Dobler

#### **BOARD MEMBERS ABSENT**

Peg Dunlap – Chair, Jim Ramos, Shawn Leisinger

#### **OTHERS PRESENT**

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

#### **CALL TO ORDER**

Vice Chair Mark Zillinger called the Second Board Budget Work Session to order at 1:00 pm. Chief Financial Officer Kim Strube introduced the additional documents provided for this session. Strube reviewed the agenda for the meeting.

#### **Review updated information for property valuations and other key expenditures for the budgeted funds: General, Employee Benefit and State Aid**

Chief Financial Officer Kim Strube reviewed the budget as presented. She presented the budget to meet the Revenue Neutral Rate (RNR) and not exceed it. Chief of Staff Thad Hartman shared that some Facilities Master Plan projects were moved to be completed in 2026. Chief Human Resources Officer Jesse Maddox stated that health insurance would see a 5.8% increase.

Discussion followed.

#### **Review proposed documents to be published: Notice of Budget Hearing**

Strube provided an overview of the revenue neutral rate, budget summary, and notice of budget hearing.

Discussion followed.



The present board members came to a consensus to move forward with the proposed budget. At the July Board Meeting, the board will vote on the budget's publication.

**Adjournment**

The meeting was adjourned at 1:57 pm.

**August Meetings**

**Board of Trustees Meeting**

August 21, 2024, 5:00pm

Marvin Auditorium 101C/Zoom Meeting

**Annual Budget Hearing**

August 21, 2024

Marvin Auditorium 101C/Zoom Meeting

\*Subject to change without notice

**Chief Financial Officer's Report**  
**July 2025**  
**Kim Strube**

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

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

**General Fund – Pages 3 through 5**

With 49.6% of the budget year completed, 91% of the budgeted revenue has been received and 49% of the approved budget has been expended/encumbered. This compares to 2024 in which 91% of the budgeted revenue had been received and 46% of the approved budget had been expended/encumbered.

The third tax distribution for 2025 was received June 5<sup>th</sup> as scheduled. The total received for the General Fund was \$5,774,901.89. The percentage of the ad valorem tax budget collected year-to-date is 95% which is the same at this time in 2024. The percentage of year-to-date motor vehicle tax collected year-to-date is 40% compared to 38% in 2024.

**Employee Benefit Fund – Page 6**

With 49.6% of the budget year completed, 89% of the budgeted revenue has been received and 41% of the approved budget has been expended/encumbered. This compares to 2024 in which 90% of the budgeted revenue had been received and 38% of the approved budget had been expended/encumbered.

The June 5th tax distribution totaled \$1,415,080.55. The percentage of the ad valorem tax budget collected year-to-date is 95% which is the same at this time in 2024. The percentage of year-to-date motor vehicle tax collected is 40% compared to 38% in 2024.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$7,024,373.

**Debt Service Fund-Bond & Interest – Page 7**

The June 5th tax distribution totaled \$292.42. The bond and interest levy is 0.000, however motor vehicle taxes and delinquent taxes will continue to trickle in during the year.

## Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual maintenance for event scheduling software	\$36,819.00	Communico LLC
Approved operating budget	Summer Reading campaign advertising	\$5,400.00	Nexstar Media KSNT
Approved operating budget	Annual subscription for Syndetics	\$22,718.09	Innovative Interfaces, Inc.
Approved operating budget	Annual renewal and maintenance fee for ILS	\$68,936.93	Innovative Interfaces, Inc.
Approved operating budget	Annual Adobe Acrobat license renewal	\$17,519.28	Premier One Data Systems Inc.
Approved operating budget	Full vehicle wrap for the Ram ProMaster Van and Subaru Outback	\$7,800.00	Killer Custom Wraps
Non-budgeted fund	Lisa Wingate Author Event	\$9,000.00	Authors Unbound Agency
Approved operating budget	Annual renewal for SAM products	\$25,713.82	Comprise Technologies, Inc.
Approved operating budget	Annual renewal and maintenance for controlled access system	\$19,958.00	Cam-Dex Security Corp.
Approved operating budget	Annual subscription for digital preservation module	\$11,500.00	Recollect Inc.
Approved operating budget	Annual renewal for Microsoft 365 licenses	\$17,039.20	Black Diamond Solutions, Inc.
Non-budgeted fund	Book scanner, installation and training	\$13,985.00	Scantastik Inc.
Approved operating budget	(2) Laptop kiosks	\$35,994.00	Java Connections, LLC
Library Materials	Annual subscription for Scholastic Databases	\$12,437.00	Scholastic Library Publishing Inc.
Library Materials	Hoopla	\$35,692.18	Midwest Tape LLC
Library Materials	Adult fiction and nonfiction ebooks	\$5,620.00	Overdrive, Inc.
Library Materials	Adult fiction and nonfiction ebooks	\$6,020.00	Overdrive, Inc.
Library Materials	Adult fiction and nonfiction ebooks	\$5,523.00	Overdrive, Inc.

Library Materials	Adult nonfiction books	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and nonfiction books	\$5,550.00	Overdrive, Inc.
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services

**Other Items:**

- Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2026 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Budget Hearing" proposed for 5:00 pm on August 21, 2025 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

[Board of Trustees Meeting Agendas & Packets - Topeka & Shawnee County Public Library \(tscpl.org\)](https://www.tscpl.org/Board-of-Trustees-Meeting-Agendas-&Packets).

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

6/30/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2025</b>	<b>\$ -</b>	<b>\$ 8,231.12</b>	
<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	533.55	5336%
	<u>\$ 10,010.00</u>	<u>\$ 1,421.21</u>	14%
<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 6/30/2025</b>	 <b><u>\$ -</u></b>	 <b><u>\$ 9,652.33</u></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.



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

6/30/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 6/30/2025</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 6,891,529.61	\$ 14,561,557.97	\$ 8,374,477.47	\$ 13,078,610.11
Employee Benefits	2,521,111.25	3,599,373.88	2,082,866.95	\$ 4,037,618.18
Capital Improvement	6,877,610.04	146,762.83	-	\$ 7,024,372.87
Bond & Interest	8,231.12	1,421.21	-	\$ 9,652.33
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	48,743.64	61,560.71	34,003.00	\$ 76,301.35
Federal, State & Local Grants	2,577.59	-	5,728.76	\$ (3,151.17)
Other Special Revenue	1,184,169.04	14,755.49	348,266.89	\$ 850,657.64
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
<b>Totals</b>	<b><u>\$ 17,813,687.24</u></b>	<b><u>\$ 18,404,583.28</u></b>	<b><u>\$ 10,845,343.07</u></b>	<b><u>\$ 25,372,927.45</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 566,768.36
Restricted Funds-CoreFirst Bank-Checking	847,746.47
Capital Improvement Fund-Community National Bank-Money Market Account	7,024,372.87
Cash on Hand	2,412.04
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	9,801,338.89
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>\$ 25,639,201.65</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,355.30
Less Payroll Deduction and Employer Benefit Liabilities	1,129.55
Less Outstanding Checks	262,789.35
	<b><u>\$ 25,372,927.45</u></b>

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

6/30/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b><u>Major Governmental Funds</u></b>							
General Fund	\$ 6,891,529.61	\$ 14,561,557.97	\$ 1,239,260.60	\$ 7,135,216.87	\$ 13,078,610.11	\$ 1,628,481.21	\$ 11,450,128.90
Employee Benefit Fund	2,521,111.25	3,599,373.88	49.50	2,082,817.45	4,037,618.18	20,412.00	4,017,206.18
Capital Improvement Fund	6,877,610.04	146,762.83	-	-	7,024,372.87	-	7,024,372.87
Bond & Interest Fund	8,231.12	1,421.21	-	-	9,652.33	-	9,652.33
<b><u>Non Major Governmental Funds</u></b>							
<i>State Aid Fund</i>	48,743.64	61,560.71	-	34,003.00	76,301.35	66,740.64	9,560.71
<i>Federal &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	-	-	5,728.76	(3,195.20)	-	(3,195.20)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	16.36	-	-	10,781.43	-	10,781.43
Children's Art Show	-	-	-	3,493.57	(3,493.57)	333.44	(3,827.01)
French Gift - Library Materials	31.65	0.06	-	-	31.71	-	31.71
Friends	221,749.98	308.68	5,000.00	30,517.52	186,541.14	10,224.63	176,316.51
Fun Committee	7,847.43	1,028.23	-	68.50	8,807.16	144.00	8,663.16
Gallery Competitions/Exhibits	36,712.45	935.95	-	-	37,648.40	-	37,648.40
Gifts/Memorials (Undesignated)	865,234.60	8,398.83	266,066.55	21,698.76	585,868.12	181,363.78	404,504.34
Hathaway Trust - Library Materials	2,894.18	1,527.07	-	1,131.34	3,289.91	1,166.43	2,123.48
Library Materials	17,656.12	2,514.75	6,341.43	596.82	13,232.62	0.98	13,231.64
NEH Expendable	3,948.63	1.86	-	7,900.00	(3,949.51)	3,700.00	(7,649.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	8.78	-	-	5,791.37	-	5,791.37
Torluemke Landscaping	36.70	0.06	-	-	36.76	-	36.76
Workshops	2,207.47	3.36	-	-	2,210.83	-	2,210.83
Youth Services	8,843.48	11.50	374.51	5,077.89	3,402.58	17.98	3,384.60
<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>\$ 18,404,583.28</b>	<b>\$ 1,517,092.59</b>	<b>\$ 9,328,250.48</b>	<b>\$ 25,372,927.45</b>	<b>\$ 1,912,585.09</b>	<b>\$ 23,460,342.36</b>

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

6/30/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2025</u>
				49.6%
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	21,133.92	\$ 18,133.92	704%
Miscellaneous Revenue - Recyclg	-	19.55	\$ 19.55	N/A
Salary Refunds-Foundation	108,361.00	27,245.61	\$ (81,115.39)	25%
Salary Refunds-Friends	50,236.00	22,840.20	\$ (27,395.80)	45%
Salary Refunds-Shawnee Cty	22,211.00	13,492.01	\$ (8,718.99)	61%
Vending Machines	1,500.00	744.62	\$ (755.38)	50%
Overdue Fees*	25,000.00	14,109.60	\$ (10,890.40)	56%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	1,955.00	\$ 1,455.00	391%
Obituary Fees	300.00	110.00	\$ (190.00)	37%
Meeting Room Charges	2,000.00	2,962.50	\$ 962.50	148%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	180,580.19	\$ 30,580.19	120%
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>\$ 14,561,557.97</u></b>	<b><u>\$ (1,479,868.03)</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**

6/30/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					49.6%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,400.07	\$ -	\$ 2,399.93	50%
Salaries-Facilities	693,658.00	356,178.81	-	337,479.19	51%
Salaries-Overtime	10,000.00	6,360.50	-	3,639.50	64%
Salaries-Security	361,407.00	150,388.05	-	211,018.95	42%
Salaries-Shelvers	64,925.00	14,830.04	-	50,094.96	23%
Salaries-Staff	8,982,367.00	3,973,142.66	-	5,009,224.34	44%
Conferences	171,000.00	50,852.49	27,366.20	92,781.31	46%
Staff Internal Dev/Trng - Web Based	15,000.00	9,183.23	100.00	5,716.77	62%
Staff Development & Training	35,000.00	12,407.55	274.50	22,317.95	36%
Mileage	13,056.00	2,732.57	9,191.72	1,131.71	91%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	1,500.00	439.01	20.00	1,040.99	31%
Materials-Periodicals	26,000.00	1,710.02	122.11	24,167.87	7%
Materials-Print/Non-Print <1 YR	866,500.00	325,934.51	140.00	540,425.49	38%
Materials-Print/Non-Print	1,316,000.00	512,954.85	176,785.83	626,259.32	52%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	4,250.00	1,100.00	2,650.00	67%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	475,041.74	51,747.04	245,166.22	68%
Contracted-Facilities	346,000.00	133,605.83	70,183.09	142,211.08	59%
Contracted-Equipment	79,600.00	37,207.68	35,007.08	7,385.24	91%
Contracted-Professional	278,000.00	114,319.42	83,658.23	80,022.35	71%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	97,024.95	56,949.20	296,425.85	34%
Furniture/Equipment	50,000.00	20,858.36	742.00	28,399.64	43%
Insurance	87,000.00	76,929.22	-	10,070.78	88%
Marketing & Communication	95,000.00	15,014.04	26,927.84	53,058.12	44%
Memberships/Dues	30,900.00	24,938.00	-	5,962.00	81%
Miscellaneous	5,000.00	871.64	186.95	3,941.41	21%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	25,458.24	1,479.35	42,152.41	39%
Printing	86,750.00	12,567.96	11,954.00	62,228.04	28%
Programming	118,900.00	41,258.34	10,810.29	66,831.37	44%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	220,912.13	379,290.66	399,797.21	60%
Supplies-Facilities	120,972.00	27,658.90	60,258.56	33,054.54	73%
Supplies-Office/Library	97,614.00	30,300.76	2,692.76	64,620.48	34%
Supplies-Processing	48,960.00	12,832.01	1,829.92	34,298.07	30%
Telecommunications	215,064.00	71,993.43	40,957.90	102,112.67	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	106,644.82	193,355.18	51,584.00	85%
Utilities-Gas	67,627.00	39,464.38	22,535.62	5,627.00	92%
Utilities-Water/Sewage	43,687.00	14,968.79	28,031.21	687.00	98%
Vehicle-Gas	46,767.00	9,601.75	-	37,165.25	21%
Vehicle-Repair	85,000.00	8,253.12	32,772.45	43,974.43	48%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	42.40	-	(42.40)	N/A
<b>TOTALS</b>	<b>\$ 19,025,487.00</b>	<b>\$ 7,135,216.87</b>	<b>\$ 1,326,469.69</b>	<b>\$ 8,913,800.44</b>	<b>49%</b>

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

6/30/2025

	<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	41,017.63	126%
Reimbursements	180,808.00	63,597.37	35%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	180,580.19	120%
	<u>\$ 16,041,426.00</u>	<u>\$ 14,561,557.97</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	4,503,300.13	45%
Other Staff Support Costs	234,056.00	112,108.26	48%
Library Collections	2,210,000.00	1,018,106.33	46%
Contracted Services	1,570,248.00	1,094,454.71	70%
Digital Services Support	450,400.00	153,974.15	34%
Furniture/Equipment/Art	58,000.00	26,950.36	46%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	600,202.79	60%
Utilities & Telecommunications	677,962.00	517,951.33	76%
Vehicles	131,767.00	50,627.32	38%
Other Operating Expenditures	760,186.00	384,011.18	51%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 8,461,686.56</u>	49%
Prior Year Canceled Purchase Orders		<u>\$ 122,297.82</u>	
<b>Unencumbered Balance 6/30/2025</b>	<b>\$ -</b>	<b><u><u>\$ 11,450,128.90</u></u></b>	



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

6/30/2025

**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	10,904.11	21%
Refund-Fringe Benefits-Friends	42,301.00	13,770.08	33%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	5,645.49	58%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	14,752.50	N/A
Interest on Idle Funds	85,000.00	57,805.63	68%
	<b>\$ 4,035,570.00</b>	<b>\$ 3,599,373.88</b>	<b>89%</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	320,818.22	42%
Ks Public Employees Retirement Sys	1,043,421.00	473,957.56	45%
Worker's Compensation	62,300.00	64,878.32	104%
Unemployment Tax	9,963.00	4,567.72	46%
Health/Dental Insurance	3,250,875.00	1,231,428.13	38%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 5,537,630.00</b>	<b>\$ 2,103,229.45</b>	<b>41%</b>
Prior Year Canceled Purchase Orders		\$ 150.45	
<b>Unencumbered Balance 6/30/2025</b>	<b>\$ -</b>	<b>\$ 4,017,206.18</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	146,762.83
	<b>\$ 146,762.83</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	<b>-</b>
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 6/30/2025</b>	<b>\$ 7,024,372.87</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	52,000.00
	<b>\$ 52,000.00</b>	<b>\$ 52,000.00</b>
<b>Unencumbered Balance 6/30/2025</b>		<b>\$ 9,560.71</b>

# **TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

## **Investments as of June 30, 2025**

### **Capital Improvement Funds - Community National Bank**

\$ 7,024,372.87 at 4.21% (money market account)

### **Municipal Investment Pool**

\$ 9,801,338.89 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average June 1 - 30, 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 June 30, 2025**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	6/6/25	KNOWBE4 INC	awareness training	\$ 6,639.84	-95800
10	41000	310	6/6/25	KNOWBE4 INC	PhishER	\$ 2,505.60	-95800
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 9,145.44	<b>-95800 Total</b>
10	41000	736	6/6/25	SHIRLEY CONSTRUCTION INC	CHANGE ORDER 7 & 8	\$ 3,125.40	-95797
10	41000	736	6/6/25	SHIRLEY CONSTRUCTION INC	CHANGE ORDER #3	\$ 3,419.87	-95797
				<i>2025 approved Facilities Master Plan budget - Kids Library</i>		\$ 6,545.27	<b>-95797 Total</b>
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 21,755.39	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 26.81	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 1,533.11	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 26.81	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 25.29	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 25.29	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 25.29	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 26.81	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 223.44	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 25.29	-95793
10	41000	351	6/5/25	EVERGY	2025 Electric Services	\$ 61.22	-95793
						\$ 23,754.75	<b>-95793 Total</b>
35	23800	0	6/12/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 87,681.62	-95788
						\$ 87,681.62	<b>-95788 Total</b>
10	23800	0	6/13/25	LIBRARY FURNITURE INTERNATIONAL LLC	KIDS LIBRARY SHELVING	\$ 70,810.57	-95780
						\$ 70,810.57	<b>-95780 Total</b>
49	41000	736	6/5/25	COREFIRST BANK & TRUST	WB contemporary sink	\$ 244.40	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	WB contemporary stove	\$ 263.18	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	WB contemporary refrigera	\$ 260.84	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	shipping	\$ 49.98	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	soft/safe mirror blocks	\$ 59.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	activity scarves	\$ 24.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	dress-up closet	\$ 479.00	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 84.60	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Set of 10 Community vehic	\$ 39.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Architecture Set	\$ 39.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Hands-On Specimen Science	\$ 199.00	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Facinating Facts Human Bo	\$ 32.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Real Bugs Discovery Kits	\$ 29.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Chess Teacher Game	\$ 16.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Slot-Together Brain Flake	\$ 16.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Pop and Learn Letters and	\$ 29.99	-95766

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Build and Play Action-Bot	\$ 69.98	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	sensory bottles	\$ 29.89	-95766
49	41000	735	6/5/25	COREFIRST BANK & TRUST	Plates Blue 7"	\$ 14.99	-95766
49	41000	735	6/5/25	COREFIRST BANK & TRUST	Blue 9oz cups	\$ 18.99	-95766
49	41000	735	6/5/25	COREFIRST BANK & TRUST	100 pk napkins	\$ 9.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Fat Brain Toy Squigz	\$ 108.90	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	STEM Magnetic Blocks	\$ 33.98	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Fashion Plate Set	\$ 19.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Pokeman 3 D Puzzle	\$ 19.98	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Magnetic Block STEM Set	\$ 59.97	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Wheel & Axel set for Brai	\$ 8.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Building Idea Book Brain	\$ 9.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Craylola Triangular Crayo	\$ 13.45	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Motorized Marble Run	\$ 44.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	AA 10 pack Batteries	\$ 10.33	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Hot Wheels Builder Play S	\$ 43.49	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Hot Wheels 10 pack	\$ 13.99	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Fat Brain 8 piece marbles	\$ 16.74	-95766
49	41000	735	6/5/25	COREFIRST BANK & TRUST	Food for retirement party	\$ 85.00	-95766
36	41000	330	6/5/25	COREFIRST BANK & TRUST	Bug Safari	\$ 1,499.00	-95766
36	41000	330	6/5/25	COREFIRST BANK & TRUST	Bird Scout	\$ 1,499.00	-95766
36	41000	330	6/5/25	COREFIRST BANK & TRUST	Missing Money Mystery	\$ 749.00	-95766
36	41000	330	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 318.95	-95766
53	41000	330	6/5/25	COREFIRST BANK & TRUST	hot glue sticks	\$ 14.11	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Post -chrome wire shelvin	\$ 36.00	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 19.50	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	20x24 Black Snapezo® Snap	\$ 139.98	-95766
53	41000	330	6/5/25	COREFIRST BANK & TRUST	banner paper roll	\$ 8.97	-95766
53	41000	330	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-95766
36	41000	420	6/5/25	COREFIRST BANK & TRUST	4cones	\$ 35.11	-95766
36	41000	420	6/5/25	COREFIRST BANK & TRUST	2 pom poms"	\$ 9.99	-95766
36	41000	420	6/5/25	COREFIRST BANK & TRUST	ice cream scoops	\$ 9.49	-95766
36	41000	320	6/5/25	COREFIRST BANK & TRUST	LEGO SPIKE Grade 1-5	\$ 876.05	-95766
49	41000	736	6/5/25	COREFIRST BANK & TRUST	15 QT. StorageSterilite	\$ 93.00	-95766
<i>Miscellaneous online orders paid by credit card</i>						\$ 7,828.67	<b>-95766 Total</b>
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Sashiko cotton sewing clo	\$ 20.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Sari silk ribbon	\$ 16.99	-95765

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 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	320	6/5/25	COREFIRST BANK & TRUST	Phone Holsters	\$ 25.98	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Phone Holster	\$ 19.79	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Phone Holster	\$ 23.90	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	drop cloth	\$ 15.67	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Red paint	\$ 16.14	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Magenta paint	\$ 22.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Green paint	\$ 22.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Purple paint	\$ 22.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Turquoise paint	\$ 22.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	yellow paint	\$ 22.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	baby wipes	\$ 20.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paint pens	\$ 13.29	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	photobooth props	\$ 9.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	photobooth backdrop	\$ 11.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	sponge rollers	\$ 11.99	-95765
10	41000	310	6/5/25	COREFIRST BANK & TRUST	Snagit 2025 Key	\$ 428.88	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Giotto Rocket Blower	\$ 13.49	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Canon Lithium batteries	\$ 158.00	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Color Chart	\$ 39.72	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Canon EOS 80D body only,	\$ -	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Flotone thunder gray back	\$ 673.11	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	PowerDVD 23 Ultra	\$ 75.59	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	LG Slim Blu-ray	\$ 90.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tissue paper	\$ 14.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	crystal rhinestones	\$ 4.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	popmpoms bright multi col	\$ 1.79	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	sequins 20mm assorted col	\$ 2.97	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	shipping	\$ 8.95	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Anker 4-Port USB 3.0	\$ 59.94	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	bracelets 100 count	\$ 944.73	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gibbitz 110 count	\$ 207.84	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gibbitz 100 count cartoon	\$ 59.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gibbitz 100 count	\$ 94.43	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gibbitz 100 count	\$ 22.68	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	stickers 100 count	\$ 13.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	stickers 200 count	\$ 19.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	earbuds 200 count	\$ 145.58	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Mounting Dream	\$ 119.94	-95765



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 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	320	6/5/25	COREFIRST BANK & TRUST	Samsung DU7200	\$ 695.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	crayon boxes	\$ 31.90	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	shipping	\$ 8.95	-95765
10	41000	310	6/5/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	VoIP Handset	\$ 83.10	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	USB-C to HDMI Cable 10Ft	\$ 25.78	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	All c320 high capacity	\$ 877.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Assorted chocolates	\$ 75.60	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Self Adhesive Stickers	\$ 10.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Tissue Paper Assortment	\$ 23.49	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	3x3x3 Gift Boxes	\$ 25.38	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	craft sticks	\$ 6.39	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Life Savers Hard Candy 50	\$ 11.92	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Samsung 43 DU7200"	\$ 267.99	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	TV Safety Straps	\$ 25.98	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Adesso Kids MKB	\$ 213.76	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	iPhone cases	\$ 161.80	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Screen protectors	\$ 63.60	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gutter	\$ 13.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	End caps	\$ 19.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	siding sealant	\$ 7.28	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	graffer tape	\$ 13.68	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	uv spy pens 30ct	\$ 31.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	garland kit	\$ 16.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	highlighters	\$ 18.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	blacklight flashlight	\$ 14.49	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	scorpion specimen	\$ 15.00	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	scissors	\$ 24.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	kid scissors	\$ 37.28	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	left handed scissors	\$ 22.75	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	bamboo skewers	\$ 4.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	flourite chips	\$ 10.77	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	table clothes	\$ 70.32	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	shrinky dink paper	\$ 17.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	permanent markers	\$ 16.79	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	portion cups	\$ 28.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	plastic cups	\$ 60.75	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paint brushes	\$ 49.98	-95765

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 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	6/5/25	COREFIRST BANK & TRUST	wooden dowels	\$ 8.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	watercolor sheets	\$ 23.92	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	watercolor paint	\$ 30.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	notebooks	\$ 32.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	colored pencils	\$ 24.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paint jugs	\$ 97.94	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	colored popsicle sitcks	\$ 15.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paper straws	\$ 8.40	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	hole punches	\$ 19.92	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	masking tape	\$ 21.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	aluminum foil	\$ 15.94	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	mini hot glue gun	\$ 27.82	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	sponges	\$ 48.00	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	film canisters	\$ 26.72	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	alkaseltzer	\$ 10.16	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pony beads #2	\$ 17.08	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pont beads #3	\$ 16.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paper bowls	\$ 9.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	light green paints	\$ 21.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	jumbo paper clips	\$ 18.09	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	prussian blue paint	\$ 4.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	indigo paint	\$ 4.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	cerulean paint	\$ 4.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	turquoise paint	\$ 4.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	ultamarine paint	\$ 4.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paint brushes	\$ 39.13	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	bubble wands	\$ 239.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pennant garland	\$ 12.34	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	paper towels	\$ 199.80	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	shipping	\$ -	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Rhinestones	\$ 8.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	seed beads	\$ 11.27	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gold nuggets	\$ 11.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	colored flashlights	\$ 19.90	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	glass prism	\$ 9.95	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	hues and cues game	\$ 19.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	magneitc tile words	\$ 32.39	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	geodes	\$ 271.32	-95765

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 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	6/5/25	COREFIRST BANK & TRUST	silicone molds	\$ 38.97	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	double boiler	\$ 21.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	chocolate therm.	\$ 13.32	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	marine animals	\$ 9.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	flash cards	\$ 9.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	mason jars	\$ 13.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paper plates	\$ 14.97	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	party bowls	\$ 8.90	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	party scoops	\$ 9.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	small baggies	\$ 26.34	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gloves	\$ 12.84	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	hanging jellyfish	\$ 34.18	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	White Cotton Tote Bags	\$ 175.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Tie dye color party kits	\$ 123.70	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Bounty Paper Towels	\$ 24.42	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	24 pack water bottles	\$ 13.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	desk fan	\$ 16.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	foam trays	\$ 31.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	buttons	\$ 8.54	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	balloons	\$ 5.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	bright colored paper	\$ 34.20	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paper straws	\$ 19.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	blue card stock	\$ 14.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	iceland yarn	\$ 11.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	stripe yarn	\$ 14.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	neon stripe yarn	\$ 11.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	fruity stripe yarn	\$ 11.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	blacklight yarn	\$ 11.47	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	lamine paper	\$ 14.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paint doobers	\$ 40.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	cardboard sheets	\$ 20.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	red heart yarn	\$ 21.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pony bead #1	\$ 7.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	canning lids	\$ 19.94	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	dried flowers 301 pcs	\$ 23.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	dried flowers 140 pcs	\$ 31.90	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	small paper clips	\$ 11.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tissue paper	\$ 15.59	-95765

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 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	6/5/25	COREFIRST BANK & TRUST	spray bottles	\$ 25.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	coffee filters	\$ 2.53	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pipette droppers	\$ 5.50	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pipe cleaners	\$ 7.74	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	white cardstock paper	\$ 64.95	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	rhinestones	\$ 29.08	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	clear gllue bottles	\$ 35.25	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	glue sticks	\$ 11.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	rhinestone #2	\$ 29.08	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	toothpicks	\$ 6.16	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	marble scrapbook paper	\$ 17.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	sunflower mosaic	\$ 41.57	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	unicorn mosaic	\$ 41.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	sequins	\$ 8.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	magnetic wands	\$ 47.27	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	art trays	\$ 14.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tiedye kit	\$ 87.40	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tote bags	\$ 175.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Plastic Storage Jars with	\$ 35.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Mini wooden spoons	\$ 8.49	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	NASA Tech House Wrap	\$ 33.33	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Bulk Kite Winders	\$ 47.97	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Mason line string 600 ft	\$ 15.54	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	potting soil	\$ 15.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	white paint	\$ 11.76	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pallettes	\$ 26.97	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tissues	\$ 6.42	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	cotton balls	\$ 13.76	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	the cloud book	\$ 7.17	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	plastic insects	\$ 14.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	polished rocks	\$ 14.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Jolly Ranchers	\$ 18.60	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	airheads	\$ 20.94	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	dum dums	\$ 13.95	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tricolor rotini	\$ 17.00	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	wheel pasta	\$ 14.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	plastic straws	\$ 46.04	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	craft sticks	\$ 14.97	-95765

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended June 30, 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	6/5/25	COREFIRST BANK & TRUST	blue colored pencils	\$ 7.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Tracing Paper	\$ 6.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	rubber bands	\$ 7.74	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	oscillating stand fan	\$ 119.99	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	2IN1 sata to USB 3.0	\$ 20.85	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	sprayway 12 pack	\$ 148.80	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	nitrile x large case	\$ 149.85	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	spray nozzles 24 pack	\$ 31.34	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	hand duster 4 pack	\$ 16.98	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	water dispenser pump	\$ 26.97	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	amazon hand soap 50 oz	\$ 70.80	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Shrink Plastic Sheets	\$ 9.49	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Assorted Beads	\$ 24.00	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Alphabet Beads	\$ 9.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Clear Fishing Wire	\$ 7.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Key Chain Clips	\$ 17.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	blue party streamers	\$ 6.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tape	\$ 7.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	googley eyes	\$ 6.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	rocks	\$ 18.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	paint pens	\$ 17.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	food coloring	\$ 2.21	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	markers	\$ 69.46	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	clear glue refill jug	\$ 18.69	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	painters tape	\$ 18.51	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	pencil sharpener	\$ 135.96	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	ring pops	\$ 70.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	rainbow streamers	\$ 11.39	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	hot glue gun	\$ 46.92	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	hot glue gun sticks	\$ 7.57	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	duct tape	\$ 22.52	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	craft tubes	\$ 29.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gray duct tape	\$ 8.50	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	gallon baggies	\$ 14.10	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	tonic water	\$ 1.78	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	UV spy pens 10ct	\$ 13.98	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	delivery driver car magne	\$ 10.99	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Dry Erase markers	\$ 21.57	-95765

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	6/5/25	COREFIRST BANK & TRUST	desk organizer	\$ 22.99	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	floor sweeper	\$ 20.59	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	wall calendar 24 x 36	\$ 18.90	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	C310 Yellow Toner	\$ 232.49	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	C310 Cyan Toner	\$ 232.49	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	C310 Magenta Toner	\$ 233.49	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	mounts	\$ 1,396.89	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	shipping	\$ 42.22	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Mounting Dream	\$ 79.96	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	SAMSUNG T5 EVO 4TB	\$ 229.99	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Fuller Brush 17042	\$ 89.99	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	70 DU7200"	\$ 477.99	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	75 DU7200"	\$ 1,095.98	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	transfer tape	\$ 32.99	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 8.00	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	BEELINK Mini S12	\$ 159.00	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	54 x 72 Lexan	\$ 160.00	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	shipping	\$ 128.09	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	large foam dice	\$ 10.00	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	rock glue 2 gallon	\$ 191.98	-95765
10	41000	736	6/5/25	COREFIRST BANK & TRUST	dishwasher	\$ 748.00	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	NEC MultiSync ME431 LCD 4	\$ 798.22	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	50 ft phone cable	\$ 29.90	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	LEGO SPIKE Grade 1-5	\$ 2,423.45	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Headsets	\$ 279.92	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Headset stands	\$ 51.89	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Pro 27 QHD P2725D"	\$ 1,384.48	-95765
10	41000	310	6/5/25	COREFIRST BANK & TRUST	kiosk lic	\$ 43.86	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	ipad holder for paycom ip	\$ 74.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Holographic Opal Vinyl	\$ 37.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Glow Sticks, 8 inch	\$ 8.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	bathtub sail boats	\$ 10.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	mini sailboats	\$ 14.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	blacklight yarn	\$ 10.31	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Elastic Bracelet Cord	\$ 13.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Colorful Plastic Straws	\$ 9.99	-95765
10	41000	310	6/5/25	COREFIRST BANK & TRUST	kiosk lic	\$ 21.42	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Hawaiian Lei Making Kits	\$ 83.98	-95765

**Topeka and Shawnee County Public Library**  
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10	41000	330	6/5/25	COREFIRST BANK & TRUST	TREND Awesome Assort.	\$ 27.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 9.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Sorted Alphabet Beads	\$ 19.98	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Red Pony Beads	\$ 7.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Stretchy Beading String	\$ 9.49	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Red Gel Food Coloring	\$ 9.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Baking Soda	\$ 8.76	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Pipettes	\$ 5.99	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	White Card Stock	\$ 11.58	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Adhesive Googly Eyes	\$ 9.79	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Green Pony Beads	\$ 9.99	-95765
10	41000	323	6/5/25	COREFIRST BANK & TRUST	Membership fee	\$ 129.00	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	30 pack shrink plastic	\$ 9.49	-95765
10	41000	410	6/5/25	COREFIRST BANK & TRUST	door hinges	\$ 31.20	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	24 Ct Crayons with contai	\$ 28.64	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	8 Ct Crayons	\$ 22.08	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	70 tv"	\$ 449.99	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	659A Yellow	\$ 425.89	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	659A Cyan	\$ 425.89	-95765
10	41000	420	6/5/25	COREFIRST BANK & TRUST	659X Black	\$ 295.89	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	silicone bear head molds	\$ 19.23	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	fleece throw blankets	\$ 47.52	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	bleeding tissue paper	\$ 48.63	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	label maker	\$ 34.49	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	water color paper	\$ 14.58	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	wallmount	\$ 229.47	-95765
10	41000	320	6/5/25	COREFIRST BANK & TRUST	Logitech headsets (12)	\$ 275.88	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Shipping	\$ 7.95	-95765
10	41000	330	6/5/25	COREFIRST BANK & TRUST	Bear mold	\$ (9.98)	-95765
<i>Miscellaneous online orders paid by credit card</i>						\$ 24,814.71	<b>-95765 Total</b>
10	21505	0	6/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,565.07	-95762
15	21516	0	6/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,281.27	-95762
15	21517	0	6/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,427.43	-95762
10	21513	0	6/13/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,596.10	-95762
<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>						\$ 58,869.87	<b>-95762 Total</b>
10	21501	0	6/13/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,069.77	-95759
10	21502	0	6/13/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,902.38	-95759
15	21521	0	6/13/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 46.80	-95759

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10	21503	0	6/13/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,170.93	-95759
15	21504	0	6/13/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,170.93	-95759
10	21503	0	6/13/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,717.38	-95759
15	21504	0	6/13/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,717.38	-95759
10	21514	0	6/13/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,698.61	-95759
10	41000	313	6/13/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,378.75	-95759
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 92,872.93	<b>-95759 Total</b>
10	41000	311	6/20/25	JOHNSON CONTROLS FIRE PROTECTION LP	annual fire inspection	\$ 1,061.74	-95753
10	41000	311	6/20/25	JOHNSON CONTROLS FIRE PROTECTION LP	annual fire inspection	\$ 11,045.01	-95753
				<i>2025 approved operating budget - annual maintenance agreement</i>		\$ 12,106.75	<b>-95753 Total</b>
10	41000	310	6/20/25	COMMUNICO LLC	Communico annual subscription	\$ 36,819.00	-95752
				<i>2025 approved operating budget - annual software maintenance/support for event management system</i>		\$ 36,819.00	<b>-95752 Total</b>
10	41000	310	6/20/25	INNOVATIVE INTERFACES, INC.	ILS renewal	\$ 68,936.93	-95751
10	41000	310	6/20/25	INNOVATIVE INTERFACES, INC.	Syndetics renewal	\$ 22,718.09	-95751
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 91,655.02	<b>-95751 Total</b>
10	41000	311	6/20/25	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 6,100.25	-95750
				<i>2025 approved operating budget - annual maintenance agreement</i>		\$ 6,100.25	<b>-95750 Total</b>
10	41000	910	6/20/25	MODERN BUSINESS INTERIORS LLC	2 CHAIRS AND TABLE	\$ 5,639.40	-95749
				<i>2025 approved operating budget - furniture for Readers Lounge</i>		\$ 5,639.40	<b>-95749 Total</b>
10	41000	321	6/19/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Prop	\$ 18,664.00	-95742
10	41000	321	6/19/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Vehicle Ins	\$ 8,034.00	-95742
10	41000	321	6/19/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Genl Liab	\$ 6,347.00	-95742
10	41000	321	6/19/25	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Crime	\$ 526.00	-95742
15	41000	260	6/19/25	THE CINCINNATI INSURANCE COMPANY	3rd qtr workers comp ins	\$ 14,486.00	-95742
						\$ 48,057.00	<b>-95742 Total</b>
10	41000	310	6/27/25	RECOLLECT (USA) INC.	Recollect subscription	\$ 11,500.00	-95732
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 11,500.00	<b>-95732 Total</b>
10	41000	736	6/27/25	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 13,664.70	-95730
						\$ 13,664.70	<b>-95730 Total</b>
10	21512	0	6/27/25	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,406.84	-95729
15	21512	0	6/27/25	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 9,639.22	-95729
15	21512	0	6/27/25	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 219.88	-95729
						\$ 12,265.94	<b>-95729 Total</b>
10	41000	310	6/26/25	PREMIER ONE DATA SYSTEMS INC.	Adobe Acrobat CC	\$ 16,385.28	-95724
10	41000	310	6/26/25	PREMIER ONE DATA SYSTEMS INC.	Adobe Acrobat PRO	\$ 1,134.00	-95724
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 17,519.28	<b>-95724 Total</b>
10	41000	350	6/26/25	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 13,200.81	-95723

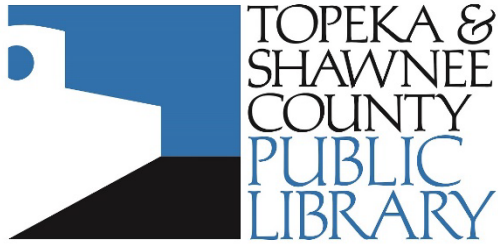


**Topeka and Shawnee County Public Library**  
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**For the Month Ended June 30, 2025**

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						\$ 13,200.81	<b>-95723 Total</b>
10	21515	0	6/26/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,447.94	-95718
15	21515	0	6/26/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 178,626.29	-95718
15	21515	0	6/26/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,735.16	-95718
						\$ 218,809.39	<b>-95718 Total</b>
10	21501	0	6/27/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,947.06	-95715
10	21502	0	6/27/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,318.74	-95715
15	21521	0	6/27/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 43.45	-95715
10	21503	0	6/27/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,697.10	-95715
15	21504	0	6/27/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,697.10	-95715
10	21503	0	6/27/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,840.47	-95715
15	21504	0	6/27/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,840.47	-95715
10	21514	0	6/27/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,698.61	-95715
10	21518	0	6/27/25	PAYCOM PAYROLL LLC	Garnishments	\$ 312.62	-95715
10	41000	313	6/27/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,383.33	-95715
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,778.95	<b>-95715 Total</b>
10	21505	0	6/27/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,918.60	-95696
15	21516	0	6/27/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,853.41	-95696
15	21517	0	6/27/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,486.38	-95696
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 58,258.39	<b>-95696 Total</b>
35	41000	735	6/5/25	KANSAS BOOK FESTIVAL	KBF Sponsorship	\$ 5,000.00	12311
				<i>Event sponsorship - paid from non-bugeted funds</i>		\$ 5,000.00	<b>12311 Total</b>
10	41000	320	6/5/25	IT OUTLET INC	3 DELL PRO MAX 16 LAPTOPS	\$ 7,500.00	101920
				<i>2025 approved operating budget - digital services support</i>		\$ 7,500.00	<b>101920 Total</b>
10	41000	736	6/12/25	HTK ARCHITECTS INC.	PARKING LOT ARC FEES	\$ 3,350.00	101934
10	41000	736	6/12/25	HTK ARCHITECTS INC.	ARC FEES FOR CIRC WRKRM	\$ 1,530.00	101934
10	23800	0	6/12/25	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 3,743.00	101934
10	23800	0	6/12/25	HTK ARCHITECTS INC.	ARCHITECT FEE STAFF RESTROOM	\$ 1,992.19	101934
						\$ 10,615.19	<b>101934 Total</b>
10	41000	310	6/19/25	CAM-DEX SECURITY CORP.	Cam-Dex annual maint	\$ 19,958.00	101944
				<i>2025 approved operating budget - annual software maintenance/support for access control system</i>		\$ 19,958.00	<b>101944 Total</b>
10	41000	310	6/19/25	COMPRISE TECHNOLOGIES, INC.	Comprise renewal	\$ 25,713.82	101947
				<i>2025 approved operating budget - software support/subscription</i>		\$ 25,713.82	<b>101947 Total</b>
10	41000	736	6/19/25	TK ELEVATOR CORPORATION	elevator modernization	\$ 62,747.00	101964
10	41000	736	6/19/25	TK ELEVATOR CORPORATION	replace power unit	\$ 7,317.00	101964
				<i>RFP posted and approved by the Board on 4/17/2025 - 50% down payment</i>		\$ 70,064.00	<b>101964 Total</b>
10	41000	311	6/26/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 4,440.00	101983
10	41000	311	6/26/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 243.00	101983

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10	41000	311	6/26/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 552.00	101983
10	41000	311	6/26/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 45.00	101983
				<i>2025 approved operating budget - quarterly storage for Learn and Play bus</i>		\$ 5,280.00	<b>101983 Total</b>
						\$ 1,167,829.72	<b>Grand Total</b>



Board of Trustees Executive Committee Meeting  
July 14, 2025 – 4:00pm  
Zoom Meeting

**Executive Committee Members Present**

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

**Executive Committee Members Absent**

Peg Dunlap – Chair

**Staff Members Present**

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

**Call to order**

The meeting of the Board of Trustees Executive Committee was held on July 14, 2025, via Zoom, and was called to order at 4:06 pm by Vice Chair Mark Zillinger.

**Review Minutes and Agenda**

The minutes from the June 9, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Fred Patton, seconded by Hannah Uhlrig, the minutes from the June 9, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the June 19, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees July 24, 2025 meeting were reviewed.

Vice Chair Mark Zillinger shared that he would lead the board meeting in Chair Peg Dunlap's absence.

Chief Executive Officer Marie Pyko will speak to how the library is doing during summer. In preparation for the parking lot project, the Bradford Pear trees have been removed. After the parking lot resurfacing project has been completed new trees will be planted which do well in direct sunlight and Kansas weather. The vehicles that were purchased a few months ago are now wrapped in the library brand. Pyko will also provide an update on where the library is in terms of the process for outreach services planning.

Chief of Staff Thad Hartman will provide an update on summer reading and all the events that are taking place.

**New Business**

There are two resolutions for new business in July: the approval of the FY2026 budget for publication and the Public Meeting room and Event Spaces Use Policy.

A third item was removed regarding Request for Proposal for staff laptop computers. The decision was made to repost the RFP with more exact criteria to ensure the bidders all bid on the same technology.

**Other Items**

The library has now started offering laptops that customers can check out to use in the library with their library card. They will have data on this to present at the meeting. This was something that customers were asking for, so the library is excited to launch this opportunity.

The Second Trustee Budget Work Session minutes will be emailed to the Trustee Executive Committee prior to them being included in the board packet that will be sent out on July 18.

No other items were discussed

**Adjournment**

On a motion by Hannah Uhlrig, seconded by Fred Patton, the meeting was adjourned at 4:28 pm.

**Next Meeting**

August 11, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

## Chief Executive Officer's Report July 2025

### News and Updates

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

At the end of June, our program had **5,522 children** between birth and five years old actively enrolled. The overall participation rate remains consistent. Interestingly, children in the **five-year-old age group**, who will soon be graduating from the program, represent our second-lowest participation age. The program has achieved a remarkable milestone, with **10,278 children graduating** in total. Considering that each child could receive up to 60 books, we estimate that the program has distributed approximately **617,220 age-appropriate books** to families in Shawnee County since its inception.

#### Book Nook at Westridge Mall

We're moving forward with plans for the new Book Nook at the Mall! Thad Hartman, Diana Friend, and I recently met with Casey Richardson to tour the new space, which is located on the second floor near the Food Court. We identified several improvements needed before reopening.

The space will be painted in the library's brand colors, and we've selected furniture to showcase early learning toys. A monitor will also be installed to highlight library services and upcoming programs available at both the main library and the Book Nook.

Once these details are finalized, we'll hold a ribbon-cutting ceremony to officially open the new space. We're also exploring the possibility of hosting community story times and other programs at the Book Nook as part of its relaunch. Our goal is to have the new Book Nook open by **September 1, 2025, at the latest**.

#### Outreach Services Team update

The staff have been actively working on two main initiatives. First, they're organizing site visits to other libraries to understand how they've successfully expanded their services beyond their physical locations. Second, they're developing a draft plan for our upcoming community meetings, which will be crucial for gathering direct input from residents about what they need and want from their library. At the July board meeting, I'll present our timeline for these efforts, the essential components of our plan, and recommendations for where to host the community meetings.

## Learn and Play Service

The Learn and Play Service team has completed developing our new three-year goals!

Our early childhood mobile classroom, affectionately known as the **Learn and Play bus**, has been serving Topeka's preschoolers and their families since March 2017. Its original goals were built around kindergarten readiness indicators, and each year, this service has supported hundreds of families who weren't regularly attending a formal preschool program.

As part of our recent service review, the team developed new goals to enhance our impact. These include:

- **Increasing the number of families** who visit the bus.
- **Expanding our reach** into the community to serve more geographic areas.
- **Boosting recurring family visits** to strengthen early learning skills.
- **Broadening the types of families** interested in our service beyond our current participants.

A big thank you to LeAnn Brungardt, Sherry Hess, Luanne Webb, Debbie Reiff, Rain Schultz-Pruner, Arion Beals, Marlana Hodgkinson, Debbie Stanton, and Thad Hartman for their hard work in evaluating our current service and shaping these exciting new goals!

## Collaborations and Partnerships

We often partner with community organizations to bring new opportunities to our library customers.

This is why we're excited to announce that we'll be hosting Topeka author **Jaclyn Westlake** for a book signing event on **Thursday, July 24th, at 1:30 PM**. Jaclyn will be sharing her new novel, *Lucky Break*, which was inspired by the **Choose Topeka initiative** launched by the Greater Topeka Partnership in 2022.

We hope all Topeka book lovers will join us to meet Jaclyn and hear more about her new work!

## Awards and Accolades

### Scarlett Fisher-Herrman-YWCA Women of Excellence recognition

I am thrilled to share that we've nominated Scarlett Fisher-Herreman for the Women of Excellence recognition!

Beyond her incredible contributions as our Technical Services Manager at the library, Scarlett is deeply involved in our community. In her application, we highlighted several key initiatives she has impacted, including:

- "If You Seed It, They Will Read It"

- The Essentials of Digital Literacy Campaign
- Her development of a Little Free Library for her neighborhood

Scarlett found out about this well-deserved recognition with her team yesterday, Wednesday, July 16th. Congratulations, Scarlett!

### **Area Highlight- Interlibrary Loan team**

Even with a strong collections budget, our library cannot purchase every item our customers want to read, listen to, or view. That is where interlibrary loan (ILL) comes in! This program, which has been connecting libraries across the United States since the 1890s, was established at our library in 1965 and remains a vital service for our community.

Today, our **Access Services division** coordinates the ILL program. In June 2025 alone, we loaned out **835 items** to other libraries and borrowed **481 items** for our customers. The ILL team manages requests, retrieves items for lending, and assists library staff in helping customers place their requests.

Interestingly, other libraries request a relatively equal number of DVDs and books from our collection. Our customers, in turn, request items from all over North America, including Ontario, Quebec, and Toronto. This small but mighty team uses their excellent searching and "detective" skills to help customers find the items they need and want.

A huge thank you to **Carrie, Patrick, Stephen, and Abigail** for keeping this essential program running smoothly!

## **New Business**

### **Resolution- FY 2026 Budget Approval for Publication- [Action item](#)**

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole. Please see Chief Financial Officer Kim Strube's reports, narrative and notes from the two Board Work Sessions held June 10 and July 9 for additional information. Once the work is complete per state statute, the Board of Trustees must approve publication of the budget at the July Board meeting. The public hearing for the FY 2026 budget will occur at the August 21, 2025 board meeting. The budget approval for FY 2026 will occur at the September 21, 2025 board meeting.

### **Public Meeting Room and Event Spaces Policy- [Action item](#)**

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

## Professional Activities/Community Contacts

June 16, 2025	Met with the Library Foundation Finance Committee.
June 17, 2025	Attended Michaela Saunders Dissertation Defense.
June 17, 2025	Met with Katie Keckeisen, Library Emerging Leader mentor-mentee session.
June 18, 2025	Coordinated a tour of the library with representatives from Lincoln, NE.
June 18, 2025	Coordinated a tour with Hilary Beashore, BC-DG design, Kansas City, MO.
June 19, 2025	Attended the Board of Trustees meeting.
June 20, 2025	Met with Jaclyn Dudek, Assistant Professor of Curriculum and Teaching, School of Education and Human Sciences, University of Kansas.
July 8, 2025	Lunch and tour with Ashley Charest, Library Foundation Executive Director and Judith Kooser regarding updates to the library.
July 9, 2025	Attended the GTP Power Breakfast @ Washburn Rural High School Innovation Center.
July 9, 2025	Met with Dene' Moser, Kansas Children's Discovery Center.
July 9, 2025	Attended the Board of Trustees Budget Work Session 2.
July 9, 2025	Visited the new site of the Book Nook at Westridge Mall.
July 10, 2025	Hosted the Rotary Club of Topeka and presented an overview of the services, initiatives and programs including new innovations at the library.
July 14, 2025	Attended the Library Foundation Finance Committee Onsite Presentations.
July 14, 2025	Attended the All Hands on Deck Strategic Team meeting at Let's Help the new pilot site for the one stop shop for services to help people who are experiencing homelessness.

Marie Pyko, Chief Executive Officer  
Topeka and Shawnee County Public Library 7/18/2025



# DESIGNING WONDER

By **KIM GRONNIGER**

Checking out books is just the beginning at the Topeka & Shawnee County Public Library. A recent renovation added a Kids Library with special areas for children, teens and their families to learn and play.

## BEYOND BOOKS

The library's vibrant, multipurpose spaces — designed by HTK Architects and brought to life by Shirley Construction — beckon book lovers of every age. The new Kids Library also welcomes adventurous children eager to climb walls, prepare pretend food in play kitchens and jump on giant rubber letters that spell READ.

Besides borrowing books, children can watch fish dart and dive in a new saltwater aquarium, control colorful bubble tubes, play at a pretend campfire, enjoy games or assemble Lego creations.

Other activities include a storytime stage, new daily programs and an interactive digital art project called Draw Alive, where kids color pictures of creatures and add them to a display with other patrons' creations.

Teens can enter the Kids Library from a separate entrance to access young adult novels and The Edge, an expansive space equipped with computers and gaming consoles. The Edge teen space has been relocated from its original 2008 position in a back hallway to a more prominent spot in the Kids Library, where it is fittingly adjacent to the adult section.



HTK team members: **Jess Dawkins**, marketing coordinator; **Maddie Safford**, project manager and interior architect; **Zach Snethen**, principal; and **Maria Kutina**, principal

PHOTO SUBMITTED



"Before, there was a disconnect between where teens could access books and where they could enjoy activities, so it was important to integrate those again," said Marie Pyko, chief executive officer of the library.

She said they removed walls to create a seamless flow between sections, which lets parents easily keep track of kids of different ages and interests and allows children to choose the areas they wanted to explore without barriers.

The Kids Library opened May 29, drawing about 500 people to the unveiling.

"Our approach to provide flexible spaces with this renovation was very intentional," Marie said. "We didn't put in signs indicating recommended age groups or anything like that, and it was so gratifying during the grand opening to see kids gravitate to the spaces they wanted to enjoy right away."

Marie began her career as a part-time storyteller at the library in 1991 and has a special love for the Kids Library's story and stage zone. She has enjoyed watching children's services evolve from quiet spaces focused on

books and a couple of computers for playing "Oregon Trail" into a lively haven where kids can move around and express themselves.

"Every generation of kids has different ways to engage and learn," she said. "We talked with parents, children and local companies after COVID-19 to determine how we should proceed, and we heard over and over that we needed to offer places where kids of all ages could connect, experiment and play."

The library has continued to upgrade its children's services through the years with renovations in 1992 and 2012. This latest update is part of its 10-year master plan.

The Kids Library was made possible in part through funding from the Topeka & Shawnee County Public Library Foundation, public and private partnerships, individual donors and corporations including Advisors Excel, Capitol Federal and Security Benefit and public funds included in the 10-Year Facilities Master Plan.

Marie said the library's pay-as-you-go facility plan ensures "we're not doing too much at one time and helps us stay on the cusp of what the


community needs in the moment. When we renovated the library in 2002, DVDs as a format were just getting started. With the popularity of streaming platforms today, DVDs are still borrowed but aren't checked out at the same rate and could go away by the time we renovate again. So, flexibility is essential."

Marie said the board of trustees and staff stay on top of business trends when deciding next steps for the library. Recent enhancements include a Level 2 Tech Center equipped with 30 computers, two recording studios and a 3D printer to spark career interests and build skills.

"Not every child in Topeka has books or computers at home, so we can help level the playing field," she said.

Marie, whose background includes studies in early education, psychology and human development, said she was heartened by the community's excitement at the Kids Library's ribbon cutting.

"It was magical to see kids of all ages come in with this look of wonder and load up on books and explore all the areas we were so intentional in providing," she said. "Their energy



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SB-10064-94 | 2025/04/10





Young visitors enjoy books in the library's redesigned space, which combines traditional reading areas with interactive play zones.

was highly contagious, and our staff had the biggest smiles on their faces because they all helped design this opportunity for our community.”

### REIMAGINING HOW KIDS LEARN

For architects Maria Kutina, principal in charge, and Maddie Safford, project manager and interior architect, designing the new Kids Library brought together their expertise and personal passions. Both mothers and lifelong library lovers, the two women used their professional insights, conversations with library staff and tours of regional libraries to reimagine the space.

“It was a very collaborative design process,” Maria said. “We were infused with ideas and inspiration from conversations with the library team and from our field trips. We listened to the staff’s requests and priorities when creating the design.”

She also credited her employer, HTK Architects, with fostering “an open, collaborative environment that allowed us to expand what we were thinking to bring this to life.”

Maddie, an only child who grew up in Colorado Springs, Colorado, spent her free time drawing and designing plans for cities and villages to the extent that her parents encouraged her at a young age to consider architecture as a career.

She estimated that her two children, ages 3 and 7, have checked out more than 1,000 books from the library, along with craft kits and other offerings.

Maria, a Topeka native, remembered exploring cubbies in the Topeka & Shawnee County Public Library, which provided tucked-away spaces adults couldn’t access.

“I loved hiding in those spaces just for kids and not wanting to leave when

my mom called out that it was time to go,” she said, adding that her memories influenced the addition of the climbing wall.

Maria said she loved math and art as a kid, but initially dismissed architecture as a career path.

“I thought it was just designing houses, and I wanted to help people,” she said. “Now I get to work on projects that impact people through design so they can live, learn and work in spaces that are meaningful.”

A mother of three kids ages 6, 10 and 12, Maria said ensuring all areas were accessible at any time was key to the design.

“Digital interaction can have a great impact, so we structured the storytime area in a way that would allow another activity, like Draw Alive, to be available once storytime or a performance finished,” she said. “There’s also a magnetic board with tiles to make mosaics so kids can engage with the space in different ways.”

To make the Kids Library feel lighter and airier, offices were relocated to provide better access to windows and the big dinosaur legs poking through the ceiling, a beloved feature from a previous renovation.

“We wanted to add more natural light at the back to pull people through the space,” Maria said. “We also added internal windows to The Edge so teens could have privacy but still be visible. There’s such a range of experiences and needs in that age group, so we wanted to make that space flexible and its placement next to the adult section intentionally reflects that it’s a stepping stone to the next life phase.”

One of the library’s key drivers, Maddie said, is to create learners for life.

“In addition to the literacy aspect, it’s a community space accessible to all for social and emotional growth,” she said. “We wanted to





Children collaborate at the Draw Alive station, where their individual artwork becomes part of a larger community creation.

include opportunities that could improve physical and mental health in a colorful environment.”

Creating an open space with separate areas for different age groups was challenging, but staying within budget was an even bigger challenge, said Maria.

“You could spend any amount of money on an exciting project like this because there are so many fun things that could be added,” she said. “Ultimately, we worked with the library to pick the best options for the budget we had, and we’re so happy with how it turned out.”

### BRINGING THE KIDS LIBRARY TO LIFE

Aaron Elwell is president of Shirley Construction and the fourth generation of his family to join the firm, which works in sectors like education, retail and corporate.

“We work on a lot of cool projects but usually not something like this where so many people in the community, especially kids, get to enjoy it,” Aaron said. “Many people on our team take their kids to the library so this opportunity was really special for us.”

Construction began in November 2024 and was split into two phases to allow the library to stay open.

“Everything we do is loud and noisy and dirty, which is challenging when you’re working in an environment that still needs to stay open to the public,” he said. “We closed off one half of the area at a time with plastic walls to keep everyone safe.”

Because kids were excited and curious about the project’s progression, Aaron said, “Right off the bat we had to create holes in the working area so kids could peek in and see what we were doing. I went home from work a few nights and my sons told me about what we’d been working on instead of the other way around, because they’d been looking through the windows. It’s nice for them and our employees’ kids to see that our company was part of this effort.”

One of the challenges Aaron and his team faced was protecting the dinosaur. Another was removing walls to open the space.

“There are always a few surprises when you work in construction, and we were taking down what we thought was a sheetrock wall but was actually a brick wall covered with sheetrock,” he said.

Aaron said they kept plastic coverings up to hide new features from kids as the work was finished. This way, things like the climbing wall and campfire setting (Aaron’s favorites) would be a surprise at the grand opening.

Aaron said his sons, a third grader and a sixth grader, are avid library users, often coming home with books about topics he and his wife wouldn’t have thought they’d be interested in, but they’d heard about through children’s programming.

“The library employees are always great to work with and the Kids Library is another extension of their efforts to be helpful with whatever you need,” he said. “With this project, they’ve incorporated a lot of things you’d find in a children’s museum so families can really spend a lot of time here. Their ideas will keep kids of all ages wanting to come back to learn more.”

TK



# Dolly Parton's Imagination Library

June 2025



Total Enrolled  
**5,522**

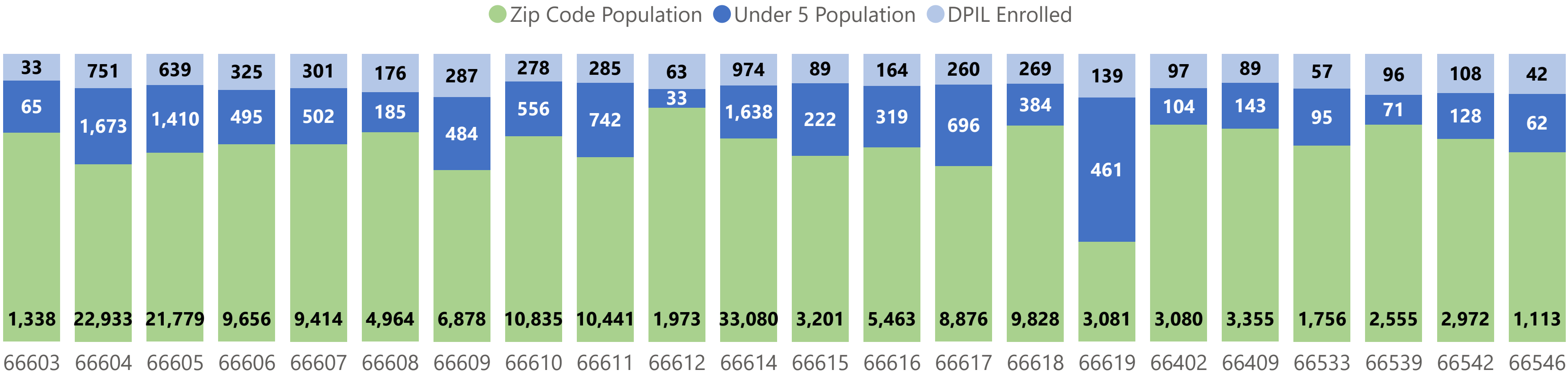


Total Graduated  
**10,287**

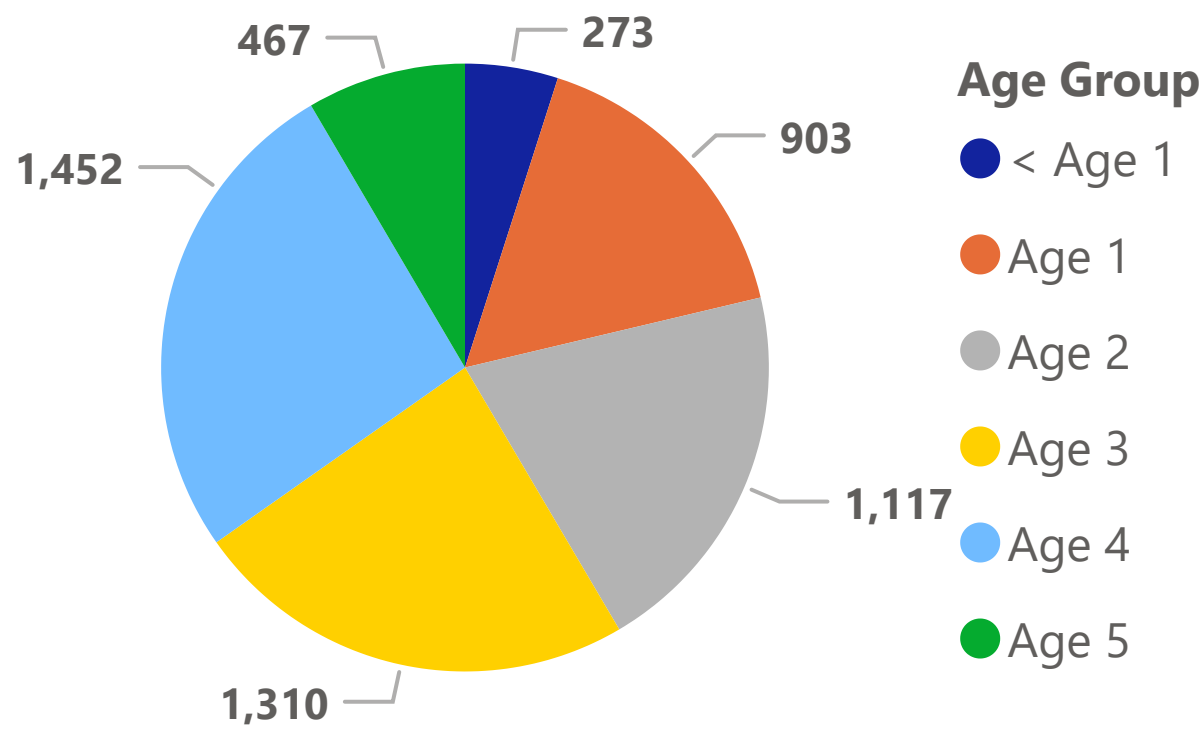
Year, Month

2025 (Year) + June (Month) ▼

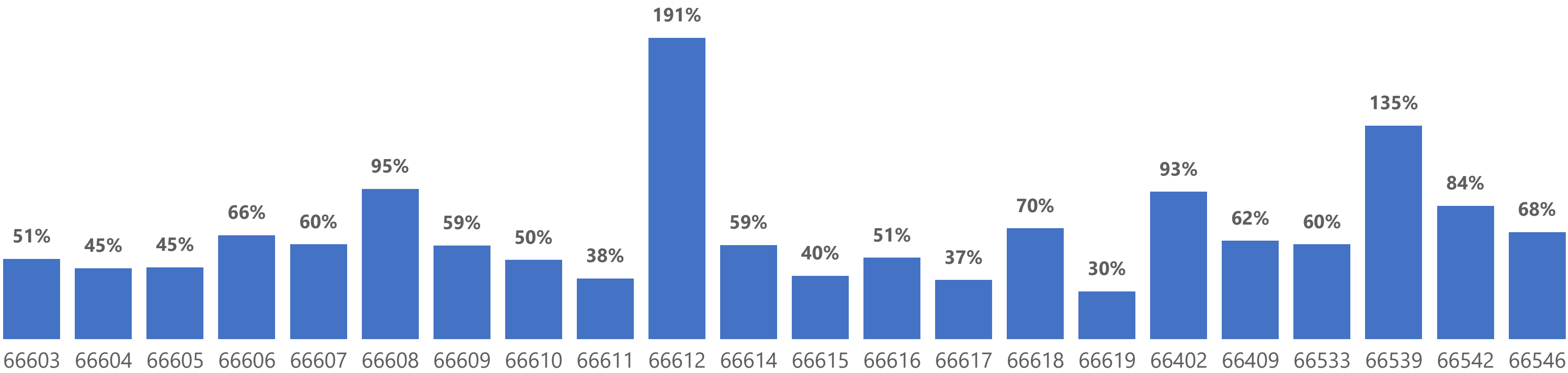
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



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

## Chief of Staff Report

**Thad Hartman**

**July 17, 2025**

### ***Trees***

The Bradford Pear trees lining the main drive of the library were removed on Tuesday, July 8th. This initiative originated from an Idea Management submission and addresses the invasive nature of these trees, which will be prohibited for sale and planting in Kansas starting in 2027.

The decision to remove these trees is driven by ecological concerns. Bradford Pears displace native flora, reduce biodiversity, and do not support native pollinators. Furthermore, their characteristic egg-shaped structure and brittle wood make them prone to falling limbs, posing risks to individuals and property. We are currently collaborating with Groundskeeper Trevor Worthington to identify suitable replacement trees for planting. We plan to have new trees planted this Fall.

### ***Parking Lot***

Sunflower Paving is scheduled to commence public parking lot improvements on August 4th. This start date was chosen so that work begins immediately after the completion of summer reading activities. This avoids inconveniencing customers during our busiest time of year and still allows time for work before the onset of cooler Fall weather.

The project is tentatively planned in four phases. Phases 1 and 2 will focus on replacing the concrete drive, with Phase 1 covering the northeast and southeast sections, and Phase 2 addressing the northwest drive. Phases 3 and 4 will involve resurfacing the parking lot, with work in the east lot during Phase 3 and the west lot during Phase 4.



The parking lot will be open to the public during every phase of construction, but certain areas and entrances may be inaccessible. Each phase is estimated to take 2-3 weeks, with the entire project anticipated to conclude by October 3rd, subject to weather conditions.

## Department Highlights

### **Public Services**

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

## ***Adult Programming***

June was a busy month for the Readers & Resources team! We kicked off our Summer Reading programs for adults, with a focus on fun, community, connection and learning. The “Grown-Up Fun” team is offering programs just for adults every Friday night and Sunday afternoon during June and July. We have had fantastic attendance and participating customers have expressed interest in more programming with this focus. Below are a couple of highlights from two of our many adult programming offerings:

### ***Introduction to Bonsai: Grown-Up Fun***



Librarian Deb developed this program for attendees to learn the basics of the art of bonsai. Deb reached out to a bonsai expert in the KC area who brought several of her own bonsai specimens to share. Twenty-five grown-ups attended the



program which many found interesting and inspiring. One attendee reached out after the event to request the contact information of the presenter because she wanted to follow up with a few additional questions.

The attendee shared that she didn't even know that she was interested in bonsai before the program, but after the fun and informative presentation, she felt compelled to learn more and try her own hand at the art of bonsai. As part of the program, Deb raffled off two starter bonsai kits, including a baby bonsai and the basic tools needed for bonsai pruning, adding some fun and excitement to the very well received event.

It was a wonderful program enjoyed by all who attended!

### ***Geri-Fit***

Geri-Fit is a strength building program aimed at older adults. The program is an evidence-based fitness program designed to help rebuild muscle tone and mobility that can be reduced through the aging process. One recent participant shared how impactful our Geri-Fit class was to their health journey. The customer attended both Geri-Fit (the intro class) and Geri-Fit Zoomers (the advanced class) for about eight months, beginning in fall 2023. Initially joining with the simple goal of “doing something” to get in better shape, she shared that the experience gave her the encouragement she needed to start moving again. Today, at age 61, the customer enrolled in a Karate class. They reached out to share that they credit Geri-Fit with making that leap possible. “I’m doing jumping jacks and pushups as a warm-up for the class!” she wrote. Her testimonial is a powerful reminder of how library programs can help spark impactful change in the lives of our customers.

### ***Browsing Just for You***

Browsing Just for You is a popular service provided by library staff that was started in 2020 as a response to Covid-19 related closures. Community Services, Youth Services, and Adult Services staff all work to provide this popular service. Customers fill out an online form to indicate their reading preferences, their preferred

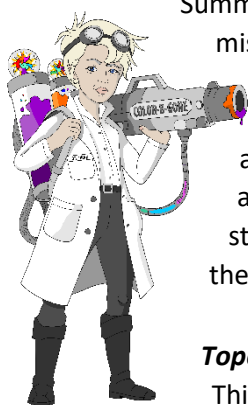
format of library materials, and the quantity of materials they would like to receive. Library staff match themselves with these requests, depending on their knowledge and familiarity with the genres requested. Some customers request the service a single time, but many choose to sign up for our subscription service, in which they receive materials on a reoccurring schedule. Some of our subscribers have been receiving the service since its advent in 2020. Recently a staff member had the chance to meet in person with one of her long-time subscribers. The customer shared that she loves every book that she receives through the Browsing Just for You program. She was amazed at how the staff person is able to find the books she receives and indicated that she could search for hours and never find one of the books she gets each month. She was so thankful to the staff member for keeping her reading and engaged with the library for the last five years. This interaction highlights the lasting impact of personalized library services and the meaningful relationships they foster between staff and customers. Browsing Just for You not only connects readers with materials they love, it also strengthens the library's role as a trusted, responsive partner in our customers journey to lifelong learning, and being a community of readers in Topeka and Shawnee County.

## **Public Services**

### **Zan Popp, Supervisor – Learning Experiences**

On June 28, Meg Porteous and I attended the Thank You Appreciation Dinner at the Gil Carter Initiative Center. It was a lovely evening spent connecting with community members and organizations that have supported the center this past year. We're excited to add the Gil Carter Initiative Center and IBSA to our weekly rotation for the next installment of the DOCK grant computer classes this fall. We can't wait to expand our reach and continue supporting learners there.

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



Summer is heating up at Dr. Drab's Lab, where nearly 10,000 visitors have joined the mission to recover the stolen colors—8,862 just in June! We've loved seeing families dive into hands-on experiments, mixing creativity with science, along with plenty of solo adults stopping by, including current and retired art teachers who appreciate how we weave art theory into the activities. Visitors have traveled from all over—Alaska, Alabama, California, Maryland, Texas, Washington State—and we've still got another month to see where else they'll come from! Adults are raving about the clever concept and the slick, high-quality videos our team has put together.

### ***Topeka Room***

This month, our genealogy resources really made a difference for some of our patrons. One person found everything they were looking for on Ancestry—and then some—and they were so excited, literally clapping over every new discovery. Another family stopped by, and the kid was shocked (and amused) to find grandma in a yearbook—"Grandma was hot?!" was the exact reaction. We also had a regular who's been working hard on her family tree for an upcoming reunion. After helping her get it formatted and printed just right, she made a point to say how much she appreciates everything our team does. Moments like these really highlight the value of the Topeka Room, where genealogy and local history come together to connect and celebrate our community.



## Youth Services

### LeAnn Brungardt, Youth Services Supervisor

This month we're doing a deep dive into our early childhood team's summer activities!

#### ***Synching Schedules and Building Community with our Early Childhood Outreach Librarian***

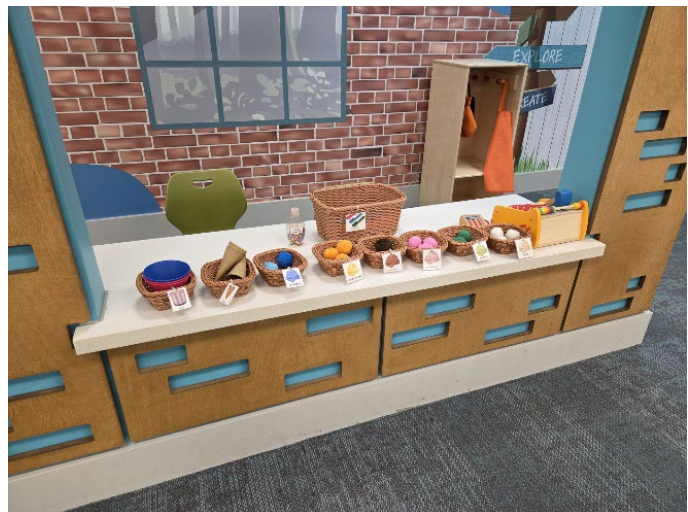
The Learn & Play Bus is building community with families with young children. This is also the same for our site partners. Our community site partners are actively scheduling activities and events to coincide with the schedule of the Learn & Play Bus. Families are discovering the Learn & Play Bus for the first time due to this scheduling of events. One site hosted their Vacation Bible School on the same day (and time) as the Learn & Play Bus. While another site is hosting a music class for young children on the same day (and timeframe) as the Learn & Play Bus. This type of scheduling builds connections for families with young children. These connections are the foundation of community.

#### ***Take a Trip to the Ice Cream Shop with our Early Childhood Librarian***

If you haven't had a chance, stop by the Ice Cream Shop in the Kids Library. Since the grand opening, our younger patrons have been selling scoops of ice cream. Flavors to choose from include strawberry, pistachio and orange "sherbert". You can get your ice cream in a bowl or cone.

The Ice Cream Shop is just one of the many play experiences children will encounter. Coming this fall will be a schoolhouse, Boomer's Fix-it Shop, and a pumpkin patch. The whole space invites imaginative play. Along the way the children will get to work on early learning skills such as taking turns working in the shop, letter recognition in the schoolhouse, fine motor skills in the fix-it shop (using the tools), and sorting the Pumpkin Patch produce by color and type.

Because the cost of each scoop varies from free to \$54 be sure to bring extra money or your credit card. Smiles are free.



## Program Services

### Autumn Friedli, Program Services Coordinator

#### Summer

One of our staff received a huge compliment for their Fun at 1 program. These programs are geared towards school-aged kids. An attendee posted the following to the Topeka Honest Opinion Reviews Facebook group:



For those wondering, Gkiddos means Grandkiddos. Program attendees could create small beaded creations or LARGE creations that used pool noodles cut into "beads" – shout out to our facilities team for cutting A LOT of pool noodles into beads.



## Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

### *Genealogy Books*

We've been working for several months now with The Topeka Genealogical Society (TGS) to transfer books we've selected from their library and bring them into our collection. This project is going well. We've selected over 300 books and are in the process of cataloging them for our collection. Most of the TGS books have comb bindings or spiral bindings. It's our preference to have hardbound materials for reference collections. We sent over 140 books to the HF Group Bindery in June and now have those books back in our possession. They look very sharp, almost like brand new books! In addition to full cataloging work, the books will receive a custom bookplate noting the donation from TGS and will include a cataloging note about the TGS donation for researchers looking for a list of the all the TGS books that have entered our collection. It's been a privilege to work with Barb LaClair, the president of TGS on this project. We look forward to sharing more about it later on this year.



#### **Before**

Plastic comb bindings that don't sit well on our shelves



#### **After**

Clean and sturdy hardcovers, ready for researchers!



## Access Services

**Kelli Smith, Access Services Manager**

### ***Update on the New AMH Sort System***

TSCPL's new AMH sorting system is coming together. I recently received an update from Tech Logic on how the build is going.

The new machine is about 30% completed and the installation project continues to be on schedule. I also learned that TSCPL's system is the largest one the company is building this year.

The technician building the sorting system was kind enough to snap some photos so I could share them in this update.

The new system is scheduled to be installed in September.



*Exterior Return & Conveyor*



*Interior Return & Conveyor*



*Sorting Part of the System*



*Sorting Part of the System*

### ***ALA Annual Conference 2025***

I attended the American Library Association's annual conference in Philadelphia June 27 - 30. AI was the hot topic this year as there were many different educational sessions available to attend. Two sessions I attended were *AI Ethics in Libraries* and *Claim the Center: Libraries, AI, and the Future of Learning and Work*.

The ALA conference also provided an opportunity for me to connect with Tech Logic to talk with them about TSCPL's new AMH system, get a progress update, and discuss potential training opportunities.

### **Community Services**

**Patrick Berry, Community Services Supervisor**

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

This summer has brought a big shift in the way my team delivers school-age programming, and I couldn't be prouder of how they've handled it. In previous years, summer was all about hitting the road in the Adventuremobile, bringing library fun straight into the community. But with the Adventuremobile no longer in use for programming, we had to reimagine what summer could look like, right here at the library.

And wow, did they rise to the occasion!

My team jumped in with open minds and full hearts, completely taking the lead on our *Fun at 10* series. Week after week, they've created joyful, hands-on programs that have filled our spaces with laughter, curiosity, and excitement. From potato printing and UV blacklight exploration to weaving art and more, they've brought big energy, big ideas, and big smiles to every session.

This kind of programming is new territory for them. During the school year, they're used to structured formats and captive audiences. But summer at the library calls for something different, original ideas, flexible planning, and the ability to adapt on the fly for larger, ever-changing crowds. And they've done it all beautifully.

I am beyond proud of the creativity, teamwork, and heart they've poured into every single program. They've stepped out of their comfort zones, built something totally new, and made this summer truly special. I cannot wait to see the rest of the magic they have in store!

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



We are excited to welcome Kevin Heinen to the Bookmobile team! He started in early July and is busy training with members of the Community Services department. He is a welcome addition to this team as June was a very busy month on the bookmobiles. We checked out over 4,400 items, which was an increase of over 900 items compared to the

previous month! Our delivery team also saw an increase in TSCPL@Home deliveries, having taken over 3,900 items to library customers throughout Shawnee County.

We are also excited as Kassady completed her driving training! She is now regularly driving the Adventuremobile to bookmobile stops throughout Shawnee County. Congratulations Kassady!



I had the wonderful opportunity to drive the Adventuremobile in the Juneteenth parade on June 14<sup>th</sup> with Jaclyn as my passenger. Several library staff and family members walked alongside the bookmobile handing out necklaces to parade attendees. We all had a great time!

## **Digital Services**

**David King, Digital Services Director**

### ***Laptop Kiosks***

Digital Services installed the two laptop kiosks: one in the Movies and Music café area, and one in the Kids Library. Each kiosk has 12 laptops that can be checked out for in-library use for up to 5 hours. As of now, almost 200 laptops have been checked out (a small handful of these were staff trying the kiosks out). This is a great way for us to expand our public computers without taking up valuable space in the library.

### ***Projects in-process***

Although its summertime, technology projects do not slow down! Right now, Digital Services is working on quite a few projects for the library (most with library-wide teams), including: Bibliothea's self-check kiosks; Ex Libris Summon (an all-in-one search for the library's databases); updating the library's VOIP phone

software; a library archives/records management project; the AMH (Automated Materials Handler) project; developing AI guidelines for staff; updating the Digital Library; posting an RFP form an up-coming computer purchase; and implementing the library's local history content management system (Recollect).

### **Top Web Pages for June 2025**

1. Summer Reading: 6524 Pageviews
2. Tools & Services: 6228 Pageviews
3. Work at the Library: 1994 Pageviews
4. Hours & Locations Page: 1857 Pageviews
5. Get a Library Card: 1686 Pageviews
6. Careers: 1361 Pageviews
7. The New York Times: 832 Pageviews
8. Bookmobile Schedule: 829 Pageviews
9. Passes: 769 Pageviews
10. About: 695 Pageviews

### ***Social Media Highlights for June 2025***

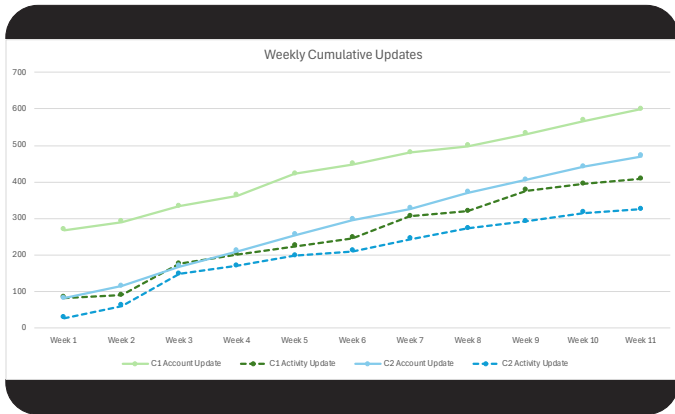
#### **Facebook**

- Four Generations in the Kids Library – reached 8358 people
- Kids Reading in the Kids Library – reached 5075 people
- Blockbuster Wednesday – reached 5036 people

#### **Instagram**

- Summer Reading Dance Challenge – reached 1472 people
- Small Moments – reached 750 people
- Topeka High Drumline – reached 632 people



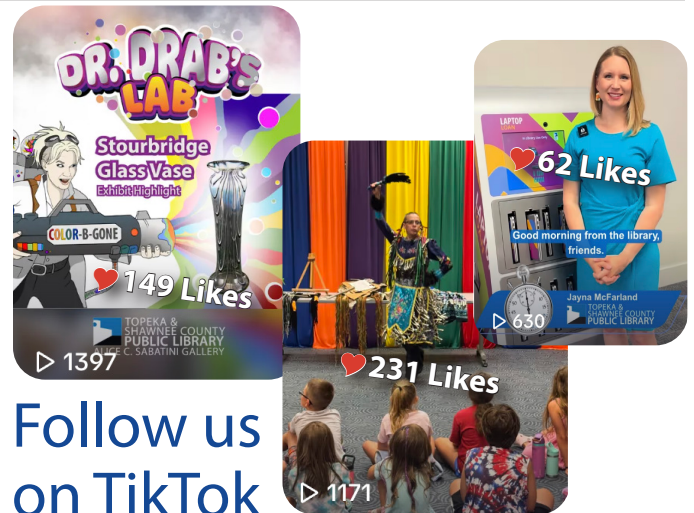
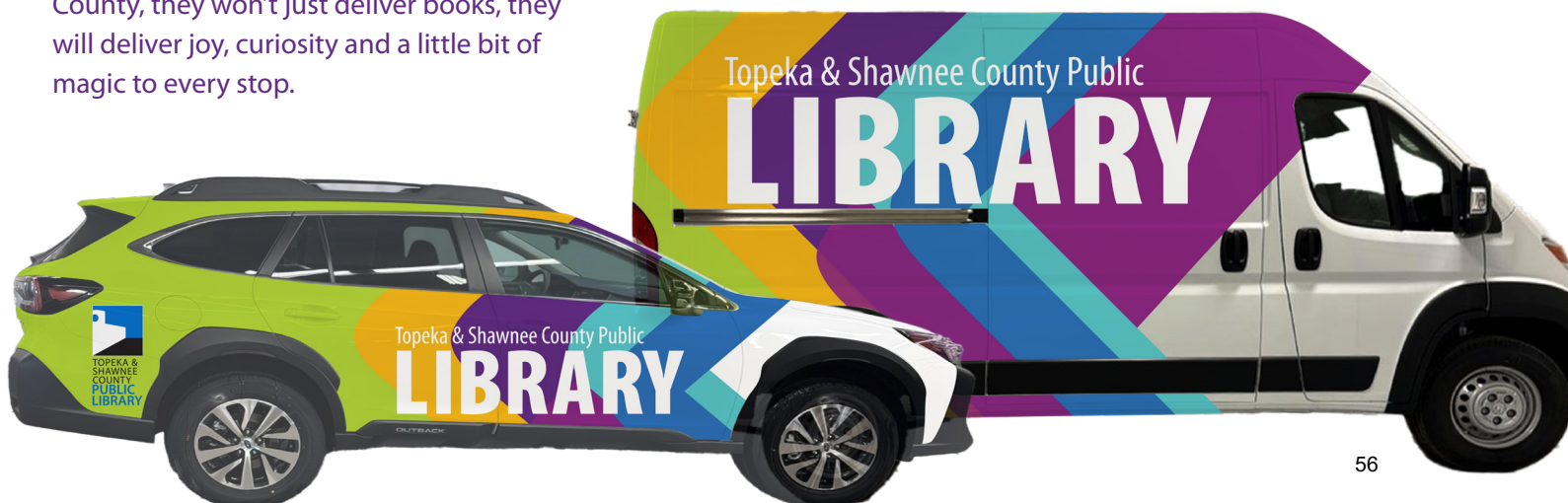


## Inactive to Active

We have completed the 2025 marketing initiative to retain and activate customers who had not used their accounts during a selected month in the fall and spring of 2024. The campaign also included collecting activity on the accounts before, during, and after two direct mail messages were sent in January and May 2025. Data from the direct mail campaigns include the number of accounts updated: 1st mailing - 33.65% and 2nd mailing - 33.76%. We continue to track account use and have identified gender, age, and the time interval between receiving the postcards and using their library card. The results are encouraging, and we are planning our next campaign for this fall using early 2025 inactive accounts.

## Rolling billboards hitting the road soon!

Two brand-new library delivery vehicles will soon hit the road with a fresh look and they will be impossible to miss! Wrapped in a burst of bright brand colors (electric green, sunshine yellow and happy purple) they're rolling billboards for the library. Giant letters spell out "LIBRARY." When this vibrant van and car are seen around Shawnee County, they won't just deliver books, they will deliver joy, curiosity and a little bit of magic to every stop.



## Follow us on TikTok

New fans can now find us on TikTok! Joining this rapidly growing social platform is helping us spread library joy to people we couldn't reach in other ways. In our first 50 days, we have attracted 573 followers and 11,000 viewers. Our new audience is impressed by all we offer. We often see comments like, "this library is a god-send" and "I wished I lived in your community so I could visit your library!"



**Olaf B. Fluff**  
commented: What an amazing program for everyone! I'm so glad you made this possible for the community. 1w ago



**Julie**  
commented: I love coming to see the different exhibits! Thanks for everything you do to make art and literature accessible. 6-28





## Summer Fun



Kids react to all the fun summer events at the library. There have been too many events, crafts and games to show but here are some examples!

Even Dr. Drab (middle top) got in on the act and enjoyed the gallery exhibit. Reggie Regg entertains (top left) with magic. Families enjoyed making boats (middle bottom) and tested how well they floated (or sank).



Shannon Reilly (top right) teaches improv to a group of aspiring actors. Staff member Marcus Gay (bottom right) plays chalk games with teens. No arrr-guing the blockbuster event What If Puppets Shiver Me Paintbrush (bottom left) was entertaining for everyone.



**Resolution – FY2026 Budget-approval for publication**

**BOARD OF TRUSTEES**

**July 24, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2026 budget for publication.**

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_



## **Resolution – Public Meeting Room and Event Spaces Use Policy**

### **BOARD OF TRUSTEES**

**July 24, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Meeting Room and Event Spaces Use Policy as presented.**

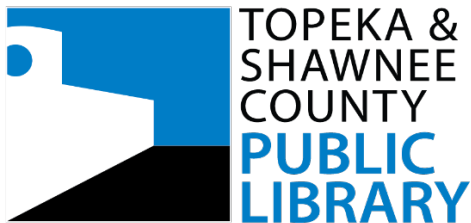
**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_





## Public Meeting Room and Event Spaces Use Policy

- 1) **Purpose:** The Topeka and Shawnee County Public Library encourages public use of meeting rooms and event spaces as gathering places to exchange ideas, access and share information, and participate in programs created for public enjoyment. Pursuant to the authority granted them by Kansas laws<sup>1</sup> this library's Board of Trustees adopts the following rules, regulations and fees for public use of meeting rooms and event spaces.
- 2) **Reserving Space:** Any individual or organization desiring to reserve meeting or event space at the Library must follow the Library's meeting room reservation procedures.
- 3) **Space Priority:** Programs and functions hosted or presented by the Library are entitled to priority, including the necessity for the Library to cancel a reservation made by a non-Library organization or individual, if the space is needed for Library purposes.
- 4) **Use of Meeting Rooms and Event Spaces:** The Library reserves the right to approve uses of Library meeting rooms and event spaces as part of the reservation process and may impose time, place, and/or manner restrictions on the use to 1) ensure **all** patrons may use the Library to the maximum extent possible, and 2) maintain the Library environment. Use of the meeting rooms and event spaces must adhere to all Library policies and codes of conduct.
- 5) **Commercial Activities:** Meeting rooms and event spaces may not be used for the concurrent or later exchange, sale, promotion, or solicitation of goods and services, or donations with the intent of financial gain, except in conjunction with a program or event sponsored or hosted by the Library, The Library Foundation, or the Friends of the Topeka and Shawnee County Public Library.  
  
Provided however, those hosting meetings or events may recover the actual cost of printed materials, food, and beverages distributed or served at the meeting or event.
- 6) **Customer Conduct Policy:** Those hosting meetings and events at the Library and their guests agree to abide by all policies and regulations relating to the use of Library facilities and accept responsibility for any and all damage to the Library building, contents and equipment, normal wear and tear accepted.

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<sup>1</sup> See K.S.A. 12-1265 and 12-1266(a)

- 7) Insurance Requirement:** At the sole determination of the Chief Executive Officer, a comprehensive general liability insurance policy in an amount not less than \$1 million naming the Topeka and Shawnee County Public Library as an additional insured may be required for certain types of events, and the certificate of insurance must be filed with the Library's events coordinator at least one month in advance of the event.
- 8) Catering:** All food and beverages served in meeting rooms and events spaces must be supplied by and purchased from the Millennium Cafe. Alcoholic beverages may not be served during hours when the Library is open to the public.
- 9) Fees and Charges:** The Library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces. Subject to the other terms of this Policy, no room rental fee shall be charged to any non-profit organization or community group, individual or governmental organization holding a meeting or event that is both free and open to the public.
- 10) Meeting Content:** The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and event spaces, and it does not accept responsibility for ensuring accuracy or presentation of all points of view.
- 11) Publicity and Promotional Materials:** All promotional materials and advertisement, whether public or private and in whatever form, must be approved by the Library prior to distribution. This includes but is not limited to verbal communication, flyers, posters, advertisements, and social media posts. Such materials and advertisements may identify the Library as the location of the meeting or event but when viewed as a whole may not state or imply the meeting or event is sponsored or hosted by the Library.
- Use of the Library logo or other copyrighted material in promotional materials or advertisements is strictly prohibited without prior written authorization from the Chief Executive Officer or their designee.
- 12) Reservation Termination:** Failure to follow this or any other Library policy or code of conduct may, at the sole discretion of the Library, result in the termination and revocation of any reservation or ongoing use of reserved space.
- 13) Delegation:** The Chief Executive Officer or designee is granted full authority to decide any exception to this Policy and to establish the procedures and fees necessary to implement it.

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

## Key Metrics

Net Promoter Score

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

Active Cardholders

**68,546**End of LY: **67,163**Difference: **1,383 ▲**% Change: **2.1% ▲**

Unique Borrowers YTD

**31,585**Previous YTD: **31,898**Difference: **-313 ▼**% Change: **-1.0% ▼**

Door Count YTD

**220,996**Previous YTD: **231,368**Difference YoY: **-10,372 ▼**% Change YoY: **-4.5% ▼**

First Time Checkouts YTD

**312,067**Previous YTD: **342,159**Difference YoY: **-30,092 ▼**% Change YoY: **-8.8% ▼**

Digital Checkouts YTD

**368,856**Previous YTD: **355,052**Difference YoY: **13,804 ▲**% Change YoY: **3.9% ▲**

## Computers and WiFi

Computer Sessions YTD

**42,010**Previous YTD: **43,817**Difference YoY: **-1,807 ▼**% Change YoY: **-4.1% ▼**

Avg Session Time YTD

**00:57:36**Previous YTD: **01:03:05**Difference YoY: **-00:05:30 ▼**% Change YoY: **-8.7% ▼**

WiFi Sessions YTD

**199,955**Previous YTD: **193,092**Difference YoY: **6,863 ▲**% Change YoY: **3.6% ▲**

Avg Session Time YTD

**00:13:25**Previous YTD: **00:13:54**Difference YoY: **-00:00:29 ▼**% Change YoY: **-3.5% ▼**

## Other Metrics

Program Attendance YTD

**35,829**Previous YTD: **40,768**Difference YoY: **-4,939 ▼**% Change YoY: **-12.1% ▼**

Mtg Room Attendance YTD

**34,281**Previous YTD: **33,527**Difference YoY: **754 ▲**% Change YoY: **2.2% ▲**

Reference Questions YTD

**142,041**Previous YTD: **143,781**Difference YoY: **-1,740 ▼**% Change YoY: **-1.2% ▼**

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							88.3	86.5 2.1%
Monthly # of Responses	44	35	35	23	22	108							267	312 -14.4%
Current NPS	86.5	86.5	86.5	86.6	86.5	86.5							86.5	86.4 0.1%
<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>220,996</b>	<b>231,368 -4.5%</b>
<b>CIRCULATION*</b>														
<b>Main Library</b>														
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489	36,232							195,533	212,685 -8.1%
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228	1,316							7,889	7,308 8.0%
Self-Check	37,970	35,007	40,713	36,756	41,496	49,718							241,660	256,017 -5.6%
<b>Bookmobile</b>	3,080	3,359	3,524	4,258	3,540	4,463							22,224	41,825 -46.9%
TSCPL @Home	3,212	3,488	4,359	3,808	3,879	3,911							22,657	19,822 14.3%
<b>Red Carpet</b>	4,969	4,114	4,501	4,742	4,689	4,817							27,832	27,466 1.3%
<b>Digital Downloads</b>	62,236	58,167	57,364	61,685	64,662	64,742							368,856	355,052 3.9%
<b>Library @ Work / Smartlocker</b>	1,330	1,316	1,447	1,381	1,343	1,434							8,251	8,362 -1.3%
<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>898,676</b>	<b>932,311 -3.6%</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>312,067</b>	<b>342,159 -8.8%</b>
<b>CIRCULATION DETAILS</b>														
Print Material	53,642	50,828	56,563	56,489	58,448	70,463							346,433	378,355 -8.4%
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274	25,303							144,972	157,718 -8.1%
<b>Adult Materials</b>	46,803	43,952	49,156	46,897	47,990	50,228							285,026	286,232 -0.4%
<b>Children's Materials</b>	23,226	21,990	24,733	25,373	26,380	35,844							157,546	195,383 -19.4%
<b>Young Adult Materials</b>	1,915	1,740	1,946	2,312	2,583	3,642							14,138	17,711 -20.2%
<b>Red Carpet Materials</b>	5,868	5,401	5,839	5,620	5,688	5,905							34,321	36,441 -5.8%
<b>NEW Patrons</b>														
<b>Topeka / Shawnee County</b>														
Adults	660	579	669	612	666	769							3,955	5,143 -23.1%
Children (ages 17 and under)	128	92	140	104	172	321							957	1,248 -23.3%
<b>Red Carpet Outreach</b>	9	6	9	15	8	10							57	54 5.6%
<b>NEKL</b>	48	25	51	47	56	68							295	299 -1.3%
<b>Non-Resident</b>	0	1	0	1	1	1							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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,268</b>	<b>6,751 -22.0%</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>3,450</b>	<b>3,008 14.7%</b>
<b>Cardholders</b>														
<b>Topeka / Shawnee County</b>														
Adults	73,570	74,023	74,559	75,075	75,681	75,240							75,240	73,163 2.8%
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838	16,043							16,043	15,851 1.2%
TSCPL @ School	36,797	36,839	36,874	36,919	36,915	36,911							36,911	34,518 6.9%
<b>Red Carpet Outreach</b>	1,359	1,367	1,359	1,369	1,380	1,382							1,382	1,353 2.1%
<b>NEKL</b>	10,763	10,924	10,972	11,033	11,108	11,188							11,188	10,712 4.4%
<b>Non-Resident</b>	63	53	53	54	53	55							55	65 -15.4%
<b>Delinquent</b>	76	74	71	75	75	72							72	78 -7.7%
<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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>140,891</b>	<b>135,740 3.8%</b>

Active Cardholders (Savannah)															
Non-Student Cardholders	61,003	60,992	61,213	61,399	61,817	62,114							62,114	60,848	2.1%
Student Cardholders	6,436	6,636	6,675	6,500	6,442	6,432							6,432	6,315	1.9%
TOTAL ACTIVE CARDHOLDERS	67,439	67,628	67,888	67,899	68,259	68,546							68,546	67,163	2.1%
Unique Borrowers															
Physical	6,536	6,343	5,845	6,019	7,066	8,251							16,883	25,460	-33.7%
Digital	12,334	12,012	12,217	11,564	12,612	12,159							19,594	21,838	-10.3%
Both	1,515	1,452	1,354	1,280	1,600	1,804							4,892	7,145	-31.5%
TOTAL UNIQUE BORROWERS	17,355	16,903	16,708	16,303	18,078	18,606	-	-	-	-	-	-	31,585	40,153	-21.3%
Holds Satisfied	13,983	12,258	13,251	12,876	12,553	13,780							78,701	80,946	-2.8%
TOTAL CHECK-IN	48,395	45,302	51,823	49,803	50,994	58,215							304,532	334,172	-8.9%
COLLECTION															
Materials Added	2,918	2,714	2,580	3,533	2,996	3,192							17,933	17,805	0.7%
Materials Discarded	3,882	2,067	4,156	2,578	1,830	3,500							18,013	33,256	-45.8%
TOTAL COLLECTION	333,333	333,980	332,404	333,359	334,525	334,217	334,217	334,217	334,217	334,217	334,217	334,217	334,217	339,285	-1.5%
WEBSITE															
tscpl.org Unique Visitors	24,332	21,131	24,220	26,095	31,563	27,382							154,723	177,429	-12.8%
tscpl.org Total Visits	44,480	38,204	40,508	44,569	51,521	49,078							268,360	294,740	-9.0%
catalog.tscpl Unique Visitors	27,963	18,549	19,169	22,816	23,161	24,694							136,352	176,393	-22.7%
catalog.tscpl Total Visits	63,788	50,337	52,696	52,587	56,041	60,117							335,566	374,502	-10.4%
COMPUTER USE															
Public Computer Sessions	5,584	6,108	7,752	7,014	6,710	8,842							42,010	43,817	-4.1%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12	0:54:51	0:55:45	0:52:23							0:57:36	1:03:05	-8.7%
Total Computer Hours	5,824	6,225	7,908	6,412	6,236	7,720							40,325	46,071	-12.5%
Wireless Sessions	31,391	30,754	31,422	32,094	31,204	43,090							199,955	193,092	3.6%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00	0:13:00	0:12:00	0:12:00							0:13:25	0:13:54	-3.5%
Total Wireless Hours	7,094	7,191	7,196	7,430	6,681	9,100							44,692	44,708	0.0%
TOTAL HOURS	12,918	13,416	15,104	13,842	12,917	16,820	-	-	-	-	-	-	85,017	90,779	-6.3%
NOTARY SERVICE (Documents)	108	157	173	194	240	227							1,099	1,210	-9.2%
REFERENCE QUESTIONS															
Call Center	4,155	3,839	4,387	4,219	3,393								19,993	24,241	-17.5%
Gallery	563	341	490	338	113	231							2,076	1,490	39.3%
L2TC	5,715	8,326	10,617	9,620	9,465	9,467							53,210	47,347	12.4%
Movies and Music	1,500	1,519	1,584	1,810	1,695	1,676							9,784	11,066	-11.6%
New Books (was New and Novel)	1,957	1,701	2,083	1,930	2,108	2,617							12,396	13,526	-8.4%
Topeka Room	400	415	330	535	707	644							3,031	3,818	-20.6%
Telephone Reference					27	389							416		
LibAnswers	496	393	349	576	387	406							2,607	2,886	-9.7%
Circulation Call Center	-	-	-	-	484	2,636	-	-	-	-	-	-	3,120	-	N/A
Youth Services	4,337	3,221	6,871	5,611	6,206	9,162							35,408	39,407	-10.1%
TOTAL REFERENCE QUESTIONS	19,123	19,755	26,711	24,639	24,585	27,228	0	0	0	0	0	0	142,041	143,781	-1.2%
MEETING ROOMS															
Meeting Room Bookings	422	455	535	534	476	521							2,943	3,001	-1.9%
Team Room Bookings	724	794	985	942	859	915							5,219	5,298	-1.5%
L2TC Bookings	587	713	851	784	763	756							4,454	4,208	5.8%
Total Meeting Room Hours Booked	3,908	4,894	5,832	5,175	4,630	5,097							29,536	29,227	1.1%
TOTAL MEETING ROOM ATTENDANCE	5,251	5,160	6,125	6,006	6,254	5,485							34,281	33,527	2.2%



<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>541</b>	<b>535</b>	<b>1.1%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	784	847	957	1,145	856	1,704							6,293	10,699	-41.2%
Adult Outreach	0	1	1	0	0	101							103		
Early Learners (0-5)	808	495	359	1,152	722	1,289							4,825	4,248	13.6%
Early Learner Outreach	1,786	1,882	1,652	2,930	779	752							9,781		
Kids (6-11)	200	191	728	298	261	5,718							7,396	4,632	59.7%
Kids Outreach	1,174	851	674	1,600	1,911	0							6,210		
Teens (12-18)	152	143	187	223	256	260							1,221	996	22.6%
Teen Outreach	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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,829</b>	<b>40,768</b>	<b>-12.1%</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>18,362</b>	<b>19,531</b>	<b>-6.0%</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>5,522</b>	<b>5,688</b>	<b>-2.9%</b>

CIRCULATION DETAILS																
<b>Print Material</b>																
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537								74,988	72,414	3.6%
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073	14,101								78,558	77,634	1.2%
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561								112,236	131,636	-14.7%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852								27,138	38,012	-28.6%
Magazines	815	967	688	812	951	878								5,111	4,579	11.6%
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781								33,684	35,750	-5.8%
RC Realia	74	84	114	107	134	124								637	691	-7.8%
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629								14,081	17,639	-20.2%
<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>346,433</b>	<b>378,355</b>	<b>-8.4%</b>
<b>Audio / Visual Material</b>																
MiFi Hotspots	18	22	31	75	81	147								374	306	22.2%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234								6,603	8,126	-18.7%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078								11,923	12,209	-2.3%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400								107,843	111,270	-3.1%
Juvenile Audiobooks	177	155	219	155	165	260								1,131	1,443	-21.6%
Juvenile Music	67	47	112	86	76	85								473	822	-42.5%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086								16,568	23,470	-29.4%
YA A/V	6	5	10	8	15	13								57	72	-20.8%
<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>144,598</b>	<b>157,412</b>	<b>-8.1%</b>
<b>Adult Material</b>																
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	-	-	-	-	-	-	-	74,988	72,414	3.6%
Magazines	815	967	688	812	951	878	-	-	-	-	-	-	-	5,111	4,579	11.6%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	-	-	-	-	-	-	-	6,603	8,126	-18.7%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	-	-	-	-	-	-	-	11,923	12,209	-2.3%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	-	-	-	-	-	-	-	107,843	111,270	-3.1%
<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>285,026</b>	<b>286,232</b>	<b>-0.4%</b>
<b>Juvenile Material</b>																
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	-	-	-	-	-	-	-	112,236	131,636	-14.7%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	-	-	-	-	-	-	-	27,138	38,012	-28.6%
Juvenile Audiobooks	177	155	219	155	165	260	-	-	-	-	-	-	-	1,131	1,443	-21.6%
Juvenile Music	67	47	112	86	76	85	-	-	-	-	-	-	-	473	822	-42.5%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	-	-	-	-	-	-	-	16,568	23,470	-29.4%
<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>157,546</b>	<b>195,383</b>	<b>-19.4%</b>
<b>Red Carpet Material</b>																
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	-	-	-	-	-	-	-	33,684	35,750	-5.8%
RC Realia	74	84	114	107	134	124	-	-	-	-	-	-	-	637	691	-7.8%
<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>34,321</b>	<b>36,441</b>	<b>-5.8%</b>
<b>Young Adult Material</b>																
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	-	-	-	-	-	-	-	14,081	17,639	-20.2%
YA A/V	6	5	10	8	15	13	-	-	-	-	-	-	-	57	72	-20.8%
<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>14,138</b>	<b>17,711</b>	<b>-20.2%</b>
<b>Digital Downloads</b>																
Overdrive	45,994	43,414	41,159	46,237	48,379	48,907								274,090	248,669	10.2%
Hoopla	14,830	13,412	14,740	14,423	15,000	14,488								86,893	101,506	-14.4%
Flipster	600	480	674	405	552	500								3,211	4,877	-34.2%
Kanopy	812	861	791	620	731	847								4,662	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>368,856</b>	<b>355,052</b>	<b>3.9%</b>
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168	18,319								109,958	111,548	-1.4%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372	3,347								21,479	22,763	-5.6%
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037	28,442								161,047	147,778	9.0%
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699	1,750								11,122	11,369	-2.2%
Juvenile ebook Nonfiction	303	299	303	340	215	256								1,716	1,671	2.7%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447	2,365								14,045	13,958	0.6%
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706	1,688								10,543	9,514	10.8%

Young Adult ebook Nonfiction	18	26	29	24	25	27								149	219	-32.0%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226	2,265								12,566	11,180	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>342,625</b>	<b>330,000</b>	<b>3.8%</b>