



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

September 18, 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



Agenda
Board of Trustees Meeting

September 18, 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 August 21, 2025, Meeting Minutes of the Board of Trustees –
[Action Item](#) pg. 5**

Chief Financial Officer’s Report – Kim Strube [pg. 8](#)

Financial Reports

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

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –[pg. 26](#)

Chief Executive Officer Report – Marie Pyko [pg. 28](#)

Chief of Staff Report – Thad Hartman [pg. 33](#)

New Business

- Adoption of FY2026 Operating Budgets [pg. 45](#) – [Action Item](#)

Executive Session

Adjournment

Public Comment

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

Next Meeting

October 16, 2025

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 21, 2025, in the Marvin Auditorium 101B of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 5:00 pm by Chair Peg Dunlap.

Recess to Public Budget Hearing

On a motion by Jim Edwards, seconded by Shawn Leisinger, the board recessed at 5:00 pm.

Call to Order

Board Chair Peg Dunlap opened the Public Budget Hearing and called the meeting to order at 5:00 pm.

Presentation of the Proposed FY2026 Budget

Chief Financial Officer Kim Strube and Chief Executive Officer Marie Pyko presented the proposed FY2026 budget.

There were no questions for Strube or Pyko.

Public Comment

Kathy Brown and Thomas Duggar spoke, then the public comment session was closed.

Reconvene to Board of Trustees Meeting

On a motion by Mark Zillinger, seconded by Jim Edwards, the board reconvened to the regular Board of Trustees Meeting at 5:31 pm.

Motion passed unanimously.

Trustee Advocacy Stories

There were no Trustee Advocacy Stories shared.

Approval of Minutes

On a motion by Fred Patton, seconded by Jim Edwards, the July 24, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Strube had no additions to her report. There were no questions for Strube.

Financial Reports

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

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

Motion passed unanimously.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on August 11, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko invited the board to the ribbon cutting at the new Book Nook at the mall on September 2, 2025. This space will allow the library to put some books and toys at that location for children. This can also be a space for programming in the future.

Pyko also talked about a library road trip occurring the last week of September. This trip will go to Wichita, KS, Norman, OK, Fayetteville, AR, and Fort Worth, TX to see how other libraries are doing outreach. Board members are invited to attend.

Chief of Staff Report

Chief of Staff Thad Hartman shared that summer was a great success. So many staff were involved with this project and provide services to people of all ages. The Kids Library team did a great job with programming within the newly remodeled space.

Currently the parking lot and the staff restrooms are under construction. The parking lot project is in Phase 2 and is running ahead of schedule with a mid-October completion date. The staff restrooms in the 1020 building opened yesterday, they hope to open two more staff restrooms on the lower level of the main building next week. The Automated Materials Handling System will be removed the week of September 8 with the new one being installed the week of September 15. Facilities Director Joe Hobbs has been working hard juggling all the construction projects. Hartman also thanked staff and the public who have had to be patient and flexible with the projects.

New Business

Computer Purchases Bid

On a motion by Hannah Uhlrig, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$68,912.00 by IT Outlet of Brandon, South Dakota as written.

Motion passed unanimously.

Adjournment

The meeting was adjourned at 5:40 pm.

Next Meeting

September 18, 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

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 58% of the approved budget has been expended/encumbered. This compares to 2024 in which 91% of the budgeted revenue had been received and 58% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 66.6% of the budget year completed, 90% of the budgeted revenue has been received and 55% of the approved budget has been expended/encumbered. This compares to 2024 in which 91% of the budgeted revenue had been received and 63% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,733,238.

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 facilities master plan budget	Architectural services for the old Edge space	\$9,850.00	HTK Architects Inc.
Paid from non-tax funds	(8) replacement book return boxes	\$18,160.00	Custom Sheet Metal Service
Approved operating budget	Annual subscription for co-managed IT services	\$75,810.00	Premier One Data Systems, Inc.
Approved operating budget	Annual platform fee for Interlibrary loan database	\$5,706.10	OCLC, Inc.
Approved operating budget	Replace CPU board in elevator	\$6,315.00	Kone, Inc.
Approved operating budget	Wrap (8) new book return boxes	\$5,720.00	Killer Custom Wraps
RFP issued and approved by the Board on 8/21/2025	Replacement Dell laptops and desktops	\$68,912.00	IT Outlet Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$5,840.00	Overdrive, Inc.
Library Materials	FirstSearch database annual subscription	\$7,770.19	OCLC, Inc.
Library Materials	Ancestry Library annual subscription	\$8,863.54	Proquest LLC
Library Materials	Literature Resource Center database annual subscription	\$10,656.76	Gale/Cengage Learning Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$5,680.00	Overdrive, Inc.
Library Materials	Treehouse database annual subscription	\$12,375.00	Treehouse Island, Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$6,170.00	Overdrive, Inc.
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Hoopla usage	\$35,647.08	Midwest Tape LLC
Library Materials	Adult fiction and non-fiction ebooks	\$5,880.00	Overdrive, Inc.
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services

Other Items:

- Historically, all Board members present for the budget vote sign the approved budget Certificate page. Please plan on doing so before leaving the Board meeting.

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

8/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	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	617.42	6174%
	<u>\$ 10,010.00</u>	<u>\$ 1,505.08</u>	15%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
 Unencumbered Balance 8/31/2025	 <u><u>\$ -</u></u>	 <u><u>\$ 9,736.20</u></u>	

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

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

8/31/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 8/31/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 14,634,564.95	\$ 10,907,368.71	\$ 10,618,725.85
Employee Benefits	2,521,111.25	3,631,377.58	2,790,102.14	\$ 3,362,386.69
Capital Improvement	6,877,610.04	198,193.02	-	\$ 7,075,803.06
Bond & Interest	8,231.12	1,505.08	-	\$ 9,736.20
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	61,560.71	107,241.59	\$ 3,062.76
Federal, State & Local Grants	2,577.59	-	-	\$ 2,577.59
Other Special Revenue	1,184,169.04	21,867.52	467,700.86	\$ 738,335.70
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
Totals	<u><u>\$ 17,813,687.24</u></u>	<u><u>\$ 18,568,220.05</u></u>	<u><u>\$ 14,272,413.30</u></u>	<u><u>\$ 22,109,493.99</u></u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 217,258.53
Restricted Funds-CoreFirst Bank-Checking	740,971.79
Capital Improvement Fund-Community National Bank-Money Market Account	7,075,803.06
Cash on Hand	2,438.79
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	6,743,271.34
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>\$ 22,176,306.53</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,524.46
Less Payroll Deduction and Employer Benefit Liabilities	2,530.00
Less Outstanding Checks	60,758.08
	<u><u>\$ 22,109,493.99</u></u>

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

8/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	8/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 6,891,529.61	\$ 14,634,564.95	\$ 1,405,345.26	\$ 9,502,023.45	\$ 10,618,725.85	\$ 1,492,435.01	\$ 9,126,290.84
Employee Benefit Fund	2,521,111.25	3,631,377.58	49.50	2,790,052.64	3,362,386.69	18,911.00	3,343,475.69
Capital Improvement Fund	6,877,610.04	198,193.02	-	-	7,075,803.06	342,565.00	6,733,238.06
Bond & Interest Fund	8,231.12	1,505.08	-	-	9,736.20	-	9,736.20
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	48,743.64	61,560.71	48,743.64	58,497.95	3,062.76	1,946.82	1,115.94
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	-	-	-	2,533.56	-	2,533.56
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	21.93	-	-	10,787.00	-	10,787.00
Children's Art Show	-	3,493.57	-	4,096.01	(602.44)	-	(602.44)
French Gift - Library Materials	31.65	0.08	-	-	31.73	-	31.73
Friends	221,749.98	403.50	5,000.00	34,191.34	182,962.14	8,011.97	174,950.17
Fun Committee	7,847.43	1,295.56	-	140.50	9,002.49	72.00	8,930.49
Gallery Competitions/Exhibits	36,712.45	955.41	-	-	37,667.86	-	37,667.86
Gifts/Memorials (Undesignated)	865,234.60	8,666.66	346,319.99	55,363.19	472,218.08	126,503.51	345,714.57
Hathaway Trust - Library Materials	2,894.18	1,528.61	-	1,564.95	2,857.84	1,239.52	1,618.32
Library Materials	17,656.12	3,015.60	6,341.43	596.82	13,733.47	-	13,733.47
NEH Expendable	3,948.63	1.86	-	9,400.00	(5,449.51)	2,200.00	(7,649.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	11.77	-	-	5,794.36	-	5,794.36
Torluemke Landscaping	36.70	0.08	-	-	36.78	-	36.78
Workshops	2,207.47	4.50	-	-	2,211.97	-	2,211.97
Youth Services	8,843.48	2,468.39	374.51	4,312.12	6,625.24	-	6,625.24
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
TOTALS	\$ 17,813,687.24	\$ 18,568,220.05	\$ 1,812,174.33	\$ 12,460,238.97	\$ 22,109,493.99	\$ 1,993,884.83	\$ 20,115,609.16

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

8/31/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 8/31/2025</u>
				66.6%
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	29,381.90	\$ 26,381.90	979%
Miscellaneous Revenue - Recyclg	-	19.55	\$ 19.55	N/A
Salary Refunds-Foundation	108,361.00	41,810.11	\$ (66,550.89)	39%
Salary Refunds-Friends	50,236.00	31,388.52	\$ (18,847.48)	62%
Salary Refunds-Shawnee Cty	22,211.00	17,031.21	\$ (5,179.79)	77%
Vending Machines	1,500.00	1,561.47	\$ 61.47	104%
Overdue Fees*	25,000.00	19,865.75	\$ (5,134.25)	79%
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	2,295.00	\$ 1,795.00	459%
Obituary Fees	300.00	110.00	\$ (190.00)	37%
Meeting Room Charges	2,000.00	2,887.50	\$ 887.50	144%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	211,849.17	\$ 61,849.17	141%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
TOTALS	\$ 19,025,487.00	\$ 14,634,564.95	\$ (1,406,861.05)	91%

* 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**

8/31/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					66.6%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 3,138.51	\$ -	\$ 1,661.49	65%
Salaries-Facilities	693,658.00	469,578.12	-	224,079.88	68%
Salaries-Overtime	10,000.00	9,125.76	-	874.24	91%
Salaries-Security	361,407.00	198,111.98	-	163,295.02	55%
Salaries-Shelvers	64,925.00	25,745.38	-	39,179.62	40%
Salaries-Staff	8,982,367.00	5,244,211.89	-	3,738,155.11	58%
Conferences	171,000.00	90,840.31	16,608.14	63,551.55	63%
Staff Internal Dev/Trng - Web Based	15,000.00	9,504.43	165.90	5,329.67	64%
Staff Development & Training	35,000.00	12,887.55	274.50	21,837.95	38%
Mileage	13,056.00	3,239.09	8,512.50	1,304.41	90%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	3,181.55	-	(1,681.55)	212%
Materials-Periodicals	26,000.00	1,898.92	112.16	23,988.92	8%
Materials-Print/Non-Print <1 YR	866,500.00	425,962.69	12,751.79	427,785.52	51%
Materials-Print/Non-Print	1,316,000.00	698,312.53	188,328.71	429,358.76	67%
OPERATIONS:					
Art Purchases	8,000.00	5,350.00	-	2,650.00	67%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	582,675.20	42,444.23	146,835.57	81%
Contracted-Facilities	346,000.00	174,495.44	63,846.54	107,658.02	69%
Contracted-Equipment	79,600.00	47,114.33	28,206.34	4,279.33	95%
Contracted-Professional	278,000.00	139,593.46	63,981.97	74,424.57	73%
Contracted-E-Rate Services	1,793.00	-	1,372.07	420.93	77%
Digital Services Support	450,400.00	134,087.23	88,276.72	228,036.05	49%
Furniture/Equipment	50,000.00	20,858.36	819.95	28,321.69	43%
Insurance	87,000.00	76,929.22	-	10,070.78	88%
Marketing & Communication	95,000.00	33,215.60	12,702.28	49,082.12	48%
Memberships/Dues	30,900.00	25,088.00	325.00	5,487.00	82%
Miscellaneous	5,000.00	1,707.95	-	3,292.05	34%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	23,229.87	991.22	44,868.91	35%
Printing	86,750.00	24,590.46	7,763.00	54,396.54	37%
Programming	118,900.00	54,533.05	8,366.74	56,000.21	53%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	373,823.89	586,204.15	39,971.96	96%
Supplies-Facilities	120,972.00	46,464.97	42,362.88	32,144.15	73%
Supplies-Office/Library	97,614.00	34,034.47	6,810.05	56,769.48	42%
Supplies-Processing	48,960.00	17,920.69	1,117.92	29,921.39	39%
Telecommunications	215,064.00	101,305.34	11,645.99	102,112.67	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	196,243.12	103,756.88	51,584.00	85%
Utilities-Gas	67,627.00	48,560.98	13,439.02	5,627.00	92%
Utilities-Water/Sewage	43,687.00	25,147.50	17,852.50	687.00	98%
Vehicle-Gas	46,767.00	12,922.13	-	33,844.87	28%
Vehicle-Repair	85,000.00	12,702.66	28,322.91	43,974.43	48%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	6.22	-	(6.22)	N/A
TOTALS	\$ 19,025,487.00	\$ 9,502,023.45	\$ 1,357,362.06	\$ 6,516,101.49	62%

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

8/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ 5,227,959.67	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	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	56,103.61	173%
Reimbursements	180,808.00	90,249.39	50%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	211,849.17	141%
	<u>\$ 16,041,426.00</u>	<u>\$ 14,634,564.95</u>	91%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	5,949,911.64	59%
Other Staff Support Costs	234,056.00	142,032.42	61%
Library Collections	2,210,000.00	1,330,548.35	60%
Contracted Services	1,570,248.00	1,237,414.18	79%
Digital Services Support	450,400.00	222,363.95	49%
Furniture/Equipment/Art	58,000.00	27,028.31	47%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	960,028.04	96%
Utilities & Telecommunications	677,962.00	517,951.33	76%
Vehicles	131,767.00	53,947.70	41%
Other Operating Expenditures	760,186.00	418,159.59	55%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 10,859,385.51</u>	63%
Prior Year Canceled Purchase Orders		<u>\$ 123,151.73</u>	
Unencumbered Balance 8/31/2025	\$ -	<u><u>\$ 9,126,290.84</u></u>	

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

8/31/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ 2,520,911.30	
Revenue:			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 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	16,933.42	33%
Refund-Fringe Benefits-Friends	42,301.00	19,465.05	46%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	6,999.27	72%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	22,886.16	N/A
Interest on Idle Funds	85,000.00	68,597.61	81%
	\$ 4,035,570.00	\$ 3,631,377.58	90%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,171.00	1,030.50	88%
Social Security/Medicare	762,820.00	423,599.41	56%
Ks Public Employees Retirement Sys	1,043,421.00	625,271.77	60%
Worker's Compensation	62,300.00	65,417.78	105%
Unemployment Tax	9,963.00	6,679.52	67%
Health/Dental Insurance	3,250,875.00	1,680,415.66	52%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 2,808,963.64	55%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 8/31/2025	\$ -	\$ 3,343,475.69	

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

CAPITAL IMPROVEMENT

Balance 01/01/2025	\$ 6,877,610.04
Revenue:	
Transfer In	\$ -
Interest received	198,193.02
	\$ 198,193.02
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	342,565.00
	342,565.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 8/31/2025	\$ 6,733,238.06

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	52,000.00	61,560.71
	\$ 52,000.00	\$ 61,560.71
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support	-	-
Staff Internal Development/Trng	-	-
Special Projects	52,000.00	60,444.77
	\$ 52,000.00	\$ 60,444.77
Unencumbered Balance 8/31/2025		\$ 1,115.94

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of August 31, 2025

Capital Improvement Funds - Community National Bank

\$ 7,075,803.06 at 4.24% (money market account)

Municipal Investment Pool

\$ 6,743,271.34 Operating funds in "overnight pool"*;
available for transfer whenever needed

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

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

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	736	8/4/25	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 93,659.15	-95630
10	41000	736	8/4/25	SHIRLEY CONSTRUCTION INC	KIDS LIB CO 14-16	\$ 2,914.66	-95630
						\$ 96,573.81	-95630 Total
35	41000	736	8/1/25	CAPITOL CITY OFFICE PRODUCTS	CIRC WKRM FURNITURE	\$ 17,995.92	-95626
				<i>RFP was posted and approved by the Board on June 19, 2025</i>		\$ 17,995.92	-95626 Total
35	23800	0	8/4/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 59,618.24	-95625
						\$ 59,618.24	-95625 Total
10	41000	353	8/1/25	CITY OF TOPEKA	2025 Water/Sewer	\$ 20.22	-95618
10	41000	353	8/1/25	CITY OF TOPEKA	2025 Water/Sewer	\$ 440.96	-95618
10	41000	353	8/1/25	CITY OF TOPEKA	2025 Water/Sewer	\$ 105.38	-95618
10	41000	353	8/1/25	CITY OF TOPEKA	2025 Water/Sewer	\$ 4,878.60	-95618
10	41000	353	8/1/25	CITY OF TOPEKA	2025 Water/Sewer	\$ 17.35	-95618
10	41000	353	8/1/25	CITY OF TOPEKA	2025 Hearing Aid Building	\$ 107.78	-95618
						\$ 5,570.29	-95618 Total
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 28,591.88	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 26.81	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 2,509.82	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 93.55	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 26.81	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 26.81	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 233.36	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 25.29	-95617
10	41000	351	8/1/25	EVERGY	2025 Electric Services	\$ 60.40	-95617
						\$ 31,670.60	-95617 Total
10	21505	0	8/8/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,978.84	-95592
15	21516	0	8/8/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,950.81	-95592
15	21517	0	8/8/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,496.42	-95592
10	21513	0	8/8/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,580.15	-95592
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 60,006.22	-95592 Total
10	21501	0	8/8/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,620.78	-95589
10	21502	0	8/8/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,432.93	-95589
15	21521	0	8/8/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 39.40	-95589
10	21503	0	8/8/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,872.20	-95589
15	21504	0	8/8/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,872.20	-95589
10	21503	0	8/8/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,881.36	-95589

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21504	0	8/8/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,881.36	-95589
10	21514	0	8/8/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95589
10	21518	0	8/8/25	PAYCOM PAYROLL LLC	Garnishments	\$ 578.81	-95589
10	41000	313	8/8/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,437.28	-95589
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 96,159.07	-95589 Total
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Hotel	\$ 1,506.95	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Flight	\$ 1,165.43	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Flight	\$ 1,165.43	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Flight	\$ 1,165.43	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Registration	\$ 361.60	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Registration	\$ 723.20	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	international fee	\$ 14.46	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	international fee	\$ 7.23	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Registration	\$ 361.60	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	international fee	\$ 7.23	-95584
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Flight	\$ 873.04	-95584
				<i>Travel expenses paid by credit card</i>		\$ 7,351.60	-95584 Total
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Hotel 3 rooms	\$ 1,588.43	-95582
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Hotel 3 rooms	\$ 1,602.42	-95582
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Hotel 3 rooms	\$ 1,602.42	-95582
10	41000	340	8/7/25	COREFIRST BANK & TRUST	Hotel 3 rooms	\$ 1,018.71	-95582
				<i>Travel expenses paid by credit card</i>		\$ 5,811.98	-95582 Total
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Biaural Headset	\$ 106.90	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Shoulder Tote Bag with Zi	\$ 124.44	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	foil	\$ 14.99	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Kawaii bookmarks	\$ 18.94	-95580
10	41000	310	8/7/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95580
10	41000	410	8/7/25	COREFIRST BANK & TRUST	facial tissue case	\$ 60.00	-95580
10	41000	410	8/7/25	COREFIRST BANK & TRUST	vinyl gloves black	\$ 101.97	-95580
10	41000	410	8/7/25	COREFIRST BANK & TRUST	2.6 gallon liners 300	\$ 59.96	-95580
10	41000	410	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 39.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Colored Chalk Bulk	\$ 78.16	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Pennant Banner Flag	\$ 21.24	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Mini Bubble Wands	\$ 39.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Sandwich Storage Bags	\$ 11.82	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Bubble Solution	\$ 8.00	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Pinwheels	\$ 19.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Spray Bottles	\$ 15.96	-95580

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Dueling Stomp Rocket	\$ 28.49	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	iPhone Cases	\$ 32.50	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Iphone 16e cases	\$ 264.00	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Screen protectors	\$ 122.78	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Lightning to RJ45	\$ 75.92	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	lightning to usb c	\$ 54.36	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Lightning to usb	\$ 44.76	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Lightning adapter	\$ 47.96	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	NETGEAR 8-Port Switch	\$ 45.00	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	206X Toner 4 Pack	\$ 82.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	bulk chocolate	\$ 35.99	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	mount	\$ 112.95	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	case	\$ 380.97	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	shipping	\$ 26.76	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Fla-Vor-Ice Pops 1.5oz ea	\$ 27.96	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Wall Clock	\$ 11.99	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Wall Clock	\$ 13.59	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	dry erase pens	\$ 7.59	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	mouse pad	\$ 9.98	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	File folders	\$ 27.18	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Terracotta 4 inch Pots/Sa	\$ 158.34	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Clear Nursery Pots 3.5"	\$ 15.98	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Mints Seeds	\$ 6.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Aluminum Craft Wire 2.0mm	\$ 24.99	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Headphones Classic Colour	\$ 121.56	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	8 gig Flashdrive	\$ 148.70	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	200 pk Earbuds Multi Colo	\$ 67.99	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Hand Sanitizer	\$ 69.60	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	AAA 100ct Batteries	\$ 110.45	-95580
10	41000	310	8/7/25	COREFIRST BANK & TRUST	display lic	\$ 85.68	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	iPad stands	\$ 359.85	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Samsung Galaxy case	\$ 12.99	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Samsung Case #2	\$ 13.95	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	HyperX Cloud Stinger 2 Co	\$ 89.97	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	TNP HDMI Wall Plate Dual	\$ 29.90	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	SD CARDS	\$ 77.60	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	Lightning to HDMI	\$ 239.94	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	USB C to DIGITAL AV	\$ 390.00	-95580

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	8/7/25	COREFIRST BANK & TRUST	pipettes	\$ 5.09	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	shaving cream	\$ 17.90	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	tall mason jars	\$ 16.98	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	white yarn	\$ 5.19	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	blue beads	\$ 17.98	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	small bottles	\$ 42.60	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	glitter	\$ 5.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	pom poms	\$ 7.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	veg. oil	\$ 7.94	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	cotton balls	\$ 4.57	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	100yd. vinyl hanger strap	\$ 23.95	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	25 yards Duct tape	\$ 29.96	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	trash cans	\$ 96.72	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	Bostitch B8 Staples	\$ 17.13	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	X-ACTO Pencil Sharpener	\$ 14.97	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	AFMAT 3 Hole Punch	\$ 22.50	-95580
10	41000	320	8/7/25	COREFIRST BANK & TRUST	USB C Cable 3ft 3	\$ 44.95	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	fog machine	\$ 37.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	fog juice	\$ 35.88	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	board game & 2 expansions	\$ 44.00	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	120 ct. ping pong balls	\$ 19.95	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	paper clips	\$ 10.21	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	giant paper clips	\$ 18.39	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	large caddy	\$ 19.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	squeeze containers	\$ 22.79	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	wooden blocks	\$ 121.41	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	peppermint candy	\$ 35.60	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	fake flies	\$ 56.35	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	cotton string	\$ 19.96	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	pipe cleaners	\$ 16.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	baggies	\$ 41.48	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	stickers	\$ 15.78	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	snack bags	\$ 34.05	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	sunflower seeds	\$ 143.04	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	sunflower stickers	\$ 12.98	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	orange pony beads	\$ 4.98	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	white pony beads	\$ 19.92	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	dark blue pony beads	\$ 7.99	-95580

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	8/7/25	COREFIRST BANK & TRUST	outlet	\$ 242.97	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	sticker mosaics	\$ 83.14	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	marks atot markers	\$ 11.90	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	bic wite out	\$ 47.61	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	pencils	\$ 4.33	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	paper cups	\$ 131.88	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	digital wall clock	\$ 16.95	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	jewelry pliers	\$ 62.93	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	seed beads	\$ 12.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	2 silver head pins"	\$ 4.49	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	fish hook ear wires	\$ 4.49	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	jump rings	\$ 4.49	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	suede lace	\$ 7.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	dark turquoise beads	\$ 12.18	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	clear beads	\$ 6.96	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	royal blue beads	\$ 4.47	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	shippin	\$ 9.95	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	chocolate beads	\$ 4.47	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	fall print napkins	\$ 8.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	autumn color napkins	\$ 13.98	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	white pumpkins	\$ 25.78	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	mod podge	\$ 12.78	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	muslin fabric	\$ 12.99	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	milliners needles	\$ 2.89	-95580
10	41000	330	8/7/25	COREFIRST BANK & TRUST	Stick N Stitch	\$ 11.64	-95580
10	41000	420	8/7/25	COREFIRST BANK & TRUST	206X Black Toner	\$ 56.99	-95580
				<i>Miscellaneous online orders paid by credit card</i>		\$ 6,145.91	-95580 Total
10	41000	310	8/15/25	OCLC, INC.	ILLIAD license	\$ 5,706.10	-95571
				<i>2025 approved operating budget - software support/subscription</i>		\$ 5,706.10	-95571 Total
10	41000	312	8/14/25	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-95559
10	41000	312	8/14/25	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-95559
				<i>2025 approved operating budget - contracted equipment</i>		\$ 5,681.25	-95559 Total
10	41000	310	8/14/25	PREMIER ONE DATA SYSTEMS INC.	Annual contract	\$ 75,810.00	-95555
				<i>2025 approved operating budget - co-managed IT services</i>		\$ 75,810.00	-95555 Total
10	21512	0	8/21/25	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,370.58	-95552
15	21512	0	8/21/25	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 9,482.58	-95552
15	21512	0	8/21/25	DELTA DENTAL OF KANSAS, INC	Retirees	\$ 219.88	-95552
						\$ 12,073.04	-95552 Total

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

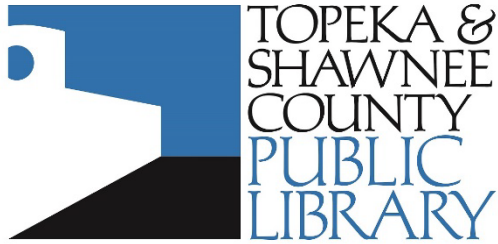
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21505	0	8/22/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,003.66	-95550
15	21516	0	8/22/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,991.03	-95550
15	21517	0	8/22/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,500.57	-95550
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 58,495.26	-95550 Total
10	21501	0	8/22/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,814.24	-95544
10	21502	0	8/22/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,525.41	-95544
15	21521	0	8/22/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 333.08	-95544
10	21503	0	8/22/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,712.59	-95544
15	21504	0	8/22/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,712.59	-95544
10	21503	0	8/22/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,844.07	-95544
15	21504	0	8/22/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,844.07	-95544
10	21514	0	8/22/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95544
10	21518	0	8/22/25	PAYCOM PAYROLL LLC	Garnishments	\$ 578.81	-95544
10	41000	313	8/22/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,404.91	-95544
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 96,312.52	-95544 Total
10	41000	350	8/21/25	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 10,528.83	-95543
						\$ 10,528.83	-95543 Total
10	21515	0	8/22/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 34,864.84	-95542
15	21515	0	8/22/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 177,465.70	-95542
15	21515	0	8/22/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,735.16	-95542
						\$ 217,065.70	-95542 Total
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 27,103.16	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 26.81	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 2,271.72	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 93.58	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 26.81	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 25.29	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 25.29	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 25.29	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 26.81	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 229.00	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 25.29	-95534
10	41000	351	8/29/25	EVERGY	2025 Electric Services	\$ 57.27	-95534
						\$ 29,936.32	-95534 Total
36	41000	420	8/7/25	COREFIRST BANK & TRUST	brown 2 pom poms"	\$ 8.99	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Pound & Roll Tower	\$ 17.49	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Growth Chart	\$ 39.99	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Wall Clock	\$ 9.79	-95526

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Noodle Knockout	\$ 19.99	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Playdough assortment	\$ 14.28	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Shape/Color Garden	\$ -	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Farm Chunky Puzzle	\$ 10.99	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Touch & Feel Puzzle	\$ 14.99	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Simple Tape Measure	\$ 13.99	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Farm Balancing Act	\$ 29.68	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Triangular Crayons	\$ 7.98	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Baby Doll Bottles	\$ 14.98	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 6.95	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	We All Belong	\$ 30.00	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Try-Angle	\$ 40.00	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Stack & Spin	\$ 14.00	-95526
36	41000	420	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 16.08	-95526
53	41000	330	8/7/25	COREFIRST BANK & TRUST	contact paper	\$ 102.48	-95526
36	41000	330	8/7/25	COREFIRST BANK & TRUST	STEMfinity Refund	\$ (2,998.00)	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	calendar set	\$ 16.88	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	wooden shape sorter	\$ 8.98	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	stacking whales	\$ 22.99	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	clock puzzle	\$ 11.96	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	magnet drawing board	\$ 14.98	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	lift&learn USA puzzle	\$ 12.99	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	number pops	\$ 24.94	-95526
35	41000	736	8/7/25	COREFIRST BANK & TRUST	Bookeye 5 V3 Pro Scanner	\$ 13,390.00	-95526
35	41000	736	8/7/25	COREFIRST BANK & TRUST	Remote Installation/Train	\$ 595.00	-95526
36	41000	330	8/7/25	COREFIRST BANK & TRUST	30 Student Books/Forensic	\$ 269.00	-95526
36	41000	330	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 49.95	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	Literature Rack acrylic	\$ 385.99	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	Mesh counter Rack	\$ 63.99	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 39.37	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	Square woven basket	\$ 31.95	-95526
49	41000	736	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 6.75	-95526
36	41000	330	8/7/25	COREFIRST BANK & TRUST	Learning Science Tubs Gr.	\$ 599.00	-95526
36	41000	330	8/7/25	COREFIRST BANK & TRUST	Learning Science Tubs Gr.	\$ 599.00	-95526
36	41000	330	8/7/25	COREFIRST BANK & TRUST	Shipping	\$ 4.99	-95526
				<i>Miscellaneous online orders paid by credit card</i>		\$ 13,563.36	-95526 Total
10	41000	311	8/7/25	CAM-DEX SECURITY CORP.	for YS desks	\$ 2,279.15	102091
10	41000	311	8/7/25	CAM-DEX SECURITY CORP.	Room 268 & 118	\$ 4,224.39	102091

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	8/7/25	CAM-DEX SECURITY CORP.	Room 268 & 118	\$ 4,224.38	102091
				<i>2025 approved operating budget - contracted facilities (install card readers and panic buttons)</i>		\$ 10,727.92	102091 Total
25	41000	736	8/14/25	SENSOURCE, INC.	3 Sensource counters	\$ 6,123.00	102100
				<i>Facilities Master Plan - gates for entrances at Kids Library</i>		\$ 6,123.00	102100 Total
25	23800	0	8/21/25	SCOTT RICE OFFICE WORKS	KIDS LIBRARY FURNITURE	\$ 48,743.64	102115
10	23800	0	8/21/25	SCOTT RICE OFFICE WORKS	KIDS LIBRARY FURNITURE	\$ 161,840.18	102115
25	41000	736	8/21/25	SCOTT RICE OFFICE WORKS	KIDS LIBRARY FURN CHANGE	\$ 374.95	102115
				<i>RFP was posted and approved by the Board on December 19, 2024</i>		\$ 210,958.77	102115 Total
						\$ 1,139,885.71	Grand Total



Board of Trustees Executive Committee Meeting
September 8, 2025 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Peg Dunlap – Chair, Hannah Uhlig – Secretary

Executive Committee Members Absent

Mark Zillinger – Vice Chair, Fred Patton – Treasurer

Staff Members Present

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

Call to order

The meeting of the Board of Trustees Executive Committee was held on September 8, 2025, via Zoom, and was called to order at 4:10 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the August 11, 2025, Board of Trustees Executive Committee Meeting were reviewed. Action will be taken to approve the minutes at the next Trustee Executive Committee Meeting.

The minutes from the August 21, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees September 18, 2025, meeting were reviewed.

Chief Financial Officer Kim Strube noted that she will have nothing out of the ordinary to report in September. In October the library will go to bid for a three year contract for annual auditing services.

Chief Executive Officer Marie Pyko will speak about the details of the road trip that is coming up. She will also talk about the ribbon cutting for the Book Nook which will have happened just before the community story time. Pyko will also discuss her goals and how she is doing with meeting them. She will also speak about upcoming presentations at the board meeting.

Chief of Staff Thad Hartman will share project updates. He will update the board on how the Automated Materials Handler (AMH) construction is going. Most of the old machine has been removed as of today. The new AMH will be installed next week. Phase 3 of the parking lot is set to begin this week. This is the largest phase of the project. This will disrupt parking by quite a bit. The project is still ahead of schedule and they are optimistic that this section will be done next week with the whole lot being completed by the end of the month.

The new business item for September is the adoption of the operating budgets for FY2026.

Other Items

The October board meeting will begin at 4:30 pm instead of 4:00 pm to guarantee a quorum.

The committee briefly discussed starting a schedule to review policies.

No other items were discussed

Adjournment

The meeting was adjourned at 4:38 pm.

Next Meeting

October 6, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report September 2025

News and Updates

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

As of August 31, 2025, we had 5,595 children birth to age five enrolled in the DPIL book give away program. The two organizations continue to look for ways to reach families regarding this program. We are planning to host a table during the Christmas Bureau sign up program in early December to remind families of this wonderful program.

Book Nook at Westridge Mall

The Book Nook, a collaboration between the United Way of Kaw Valley and the Westridge Mall, is a special space designed to promote early literacy and family engagement. Launched in 2019, it features books, toys, and educational materials for preschool-aged children and their families. Visitors can enjoy the Book Nook anytime the mall is open, making it a convenient stop for reading, playing, or relaxing. The space also provides information about valuable programs like Dolly Parton's Imagination Library, which sends free monthly books to children under five.

The Book Nook has moved to a new location on the second floor near the Food Court. Along with the new space, the Book Nook now includes a collection of gently used books for adults, generously provided by the Friends of the Library. Now, adults can also find a book to read and relax with while visiting the space.

A ribbon-cutting ceremony for the new Book Nook will be held on **September 16, 2025, at 9:45 a.m.**, in partnership with the Greater Topeka Partnership and Westridge Mall.

We're excited to bring this dynamic space to the community and will be hosting **bimonthly Storytimes on Tuesdays at 10 a.m.** We encourage families with young children to enjoy stories with our fun storytellers.

Red Carpet Service- Planning for the Future

Starting **September 16, 2025**, I'll be working with the Red Carpet Service team to conduct a full review of the program. Our goal is to evaluate the current service model and create a plan for the next five to seven years.

The **Red Carpet Service** is a cherished outreach program for older adults. It provides library services to individuals with physical limitations in their homes and to residents at 50 community sites. Having recently celebrated its 50th anniversary, this program is a source of pride for our library.

As with all our services, we want to ensure Red Carpet remains relevant and meaningful. We'll be looking at who our customers are, how they use the service, and what they need from the library today. I'm excited to hear from both staff and customers to help shape the future of this valuable program.

Statistics

Each month, our board packet includes a wide range of macro-level statistics. In addition, Robert Soria, our Statistical Analyst, conducts deeper analysis and shares supplemental insights with library leadership at least twice a year.

One notable data point: as of July 2025, **43% of households in Topeka and Shawnee County have at least one active library cardholder**. An *active cardholder* is defined as someone who has borrowed library materials, booked a computer, or reserved a team room. Activities such as attending meetings, visiting the Gallery, or participating in events are **not** included in this metric, as they do not require use of a library card.

Demographic trends show that our largest age group of active cardholders is **children under 18**. The next largest groups are **adults aged 25–34** and **35–44**.

The zip codes with the highest number of active cardholders are:

- 66614
- 66604
- 66605
- 66606
- 66610

Human Resources- Recruitment

The Human Resources team and department supervisors have been busy recruiting, interview and hiring throughout the summer. Most positions that are open to be filled take between 6-8 weeks to work through the process. Since early April, 2025, we have hired 14 new staff members into almost every department of the library. As part of their welcome to our library team, our Communications team interviews each person and then posts a Meet(new staff person)article on the staff intranet site. It is a great way to begin to build rapport with our new members of the library team.

Area Highlight- Digital Services

The Digital Services team manages the library's entire technology infrastructure. This includes everything from our public-facing tools—like the online catalog, website, and event software—to our internal systems. They also oversee all technology purchases, and ensure our systems are secure, up-to-date, and running smoothly 24/7. The team also provides tech support for both

staff and customers, including assistance in meeting rooms. Our three system administrators and three service technicians, led by the Digital Services director, keep all our systems running.

In addition to supporting the main building, the team ensures our outreach programs—the Bookmobile, Red Carpet Services, and our six Community Computer Centers—have the technology they need to serve people out in the community.

A big thank you to **David, Shannon, Jacques, Brent, Elliot, Ryan, and Andy** for your hard work in supporting our staff and customers and keeping our systems secure and up-to-date!

Coming Soon: A New Research Tool

Starting this October, the library will launch **Summon**, a new research tool to make finding information easier for everyone.

Summon is a "federated search" tool, which means you can submit one search query, and it will search across more than 80 of our electronic databases at the same time. This new tool will not only save you time but also help you discover a wider range of the library's online resources that you may not have known about.

Library staff are currently testing the tool to ensure it meets your needs and to prepare to help you use it effectively.

New Business

Resolution- Adoption of FY2026 Operating Budgets

This is the official board action that approves the budget for FY2026. The Public Hearing for the 2026 budget occurred on August 21, 2025. The Library did not need to hold a Revenue Neutral Rate Hearing (RNR) as the Board of Trustees decided not to exceed the Revenue Neutral Rate. The Board will vote on the FY2026 operating budget during the September board meeting.

Professional Activities/Community Contacts

August 14, 2025	Met with Michael Kates regarding the Our Stories exhibit at the Mall.
August 17, 2025	Presented at the Library Foundation Wilder Society event.
August 20, 2025	Attended the Library Foundation Board of Trustees meeting.
August 21, 2025	Attended the Rotary Club of Topeka meeting.
August 21, 2025	Presented the FY2026 Budget Narrative with Kim Strube, CFO at the Library Board of Trustees meeting.
August 25, 2025	Presented at the United Way Kaw Valley Ambassadors session with Trey George, Topeka Housing Authority and LaManda Cunningham, Topeka

	Rescue Mission on the importance of collaborations in the Topeka community.
August 26, 2025	Joined the Youth and Community Services planning team to celebrate the success of Summer Reading 2025.
August 26, 2025	Attended the Public and Cultural Programs Advisory Committee meeting.
August 26, 2025	Attended the Visit Topeka Board of Directors meeting.
August 27, 2025	Participated in the Active Shooter Training with library staff, Shawnee County Emergency Management, Shawnee County Health Dept, Topeka Police Dept., Topeka Fire Dept.
August 28, 2025	Ashley Charest and I met with current donor family to share what is happening at the library.
August 28, 2025	Joined the Emerging Leaders trip to visit the Kansas Children's Discovery Center.
September 2, 2025	Met with Tim Bascom, Kansas Book Festival.
September 6, 2025	Presented at the Library Foundation Night of the Library event.
September 8, 2025	Attended the All Hands On Deck Strategic Development Team meeting.
September 8, 2025	Attended the Library Trustee Executive Committee meeting.
September 9, 2025	Met with Maggie Mahood WIBW and Diana Friend regarding upcoming marketing campaigns.
September 9, 2025	Attended the Friends of the Library Board meeting.
September 10, 2025	Hosted the Greater Topeka Partnership Power Breakfast and welcomed guests.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 9/13/2025

Dolly Parton's Imagination Library

August 2025



Total Enrolled
5,595

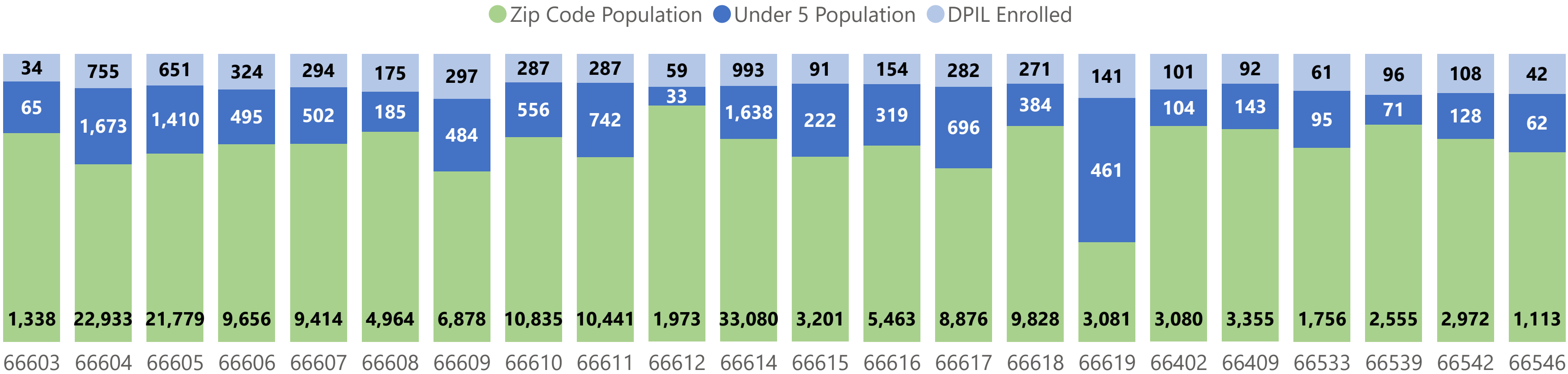


Total Graduated
10,523

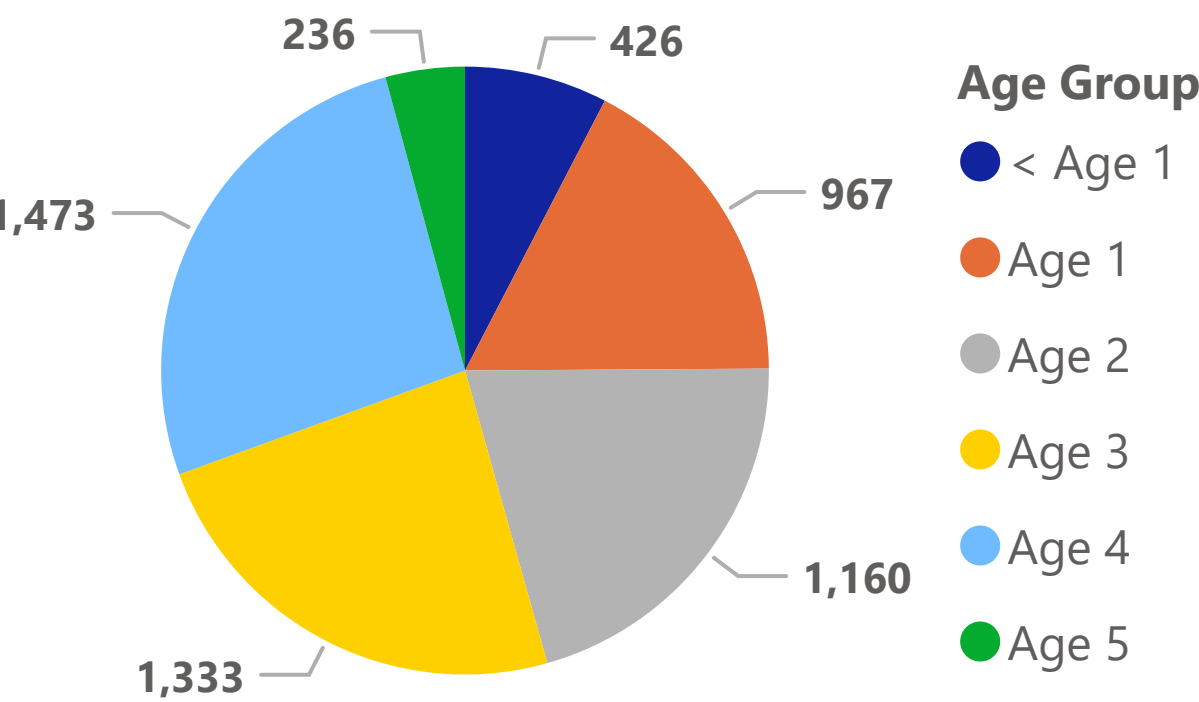
Year, Month

2025 (Year) + August (Month) ▼

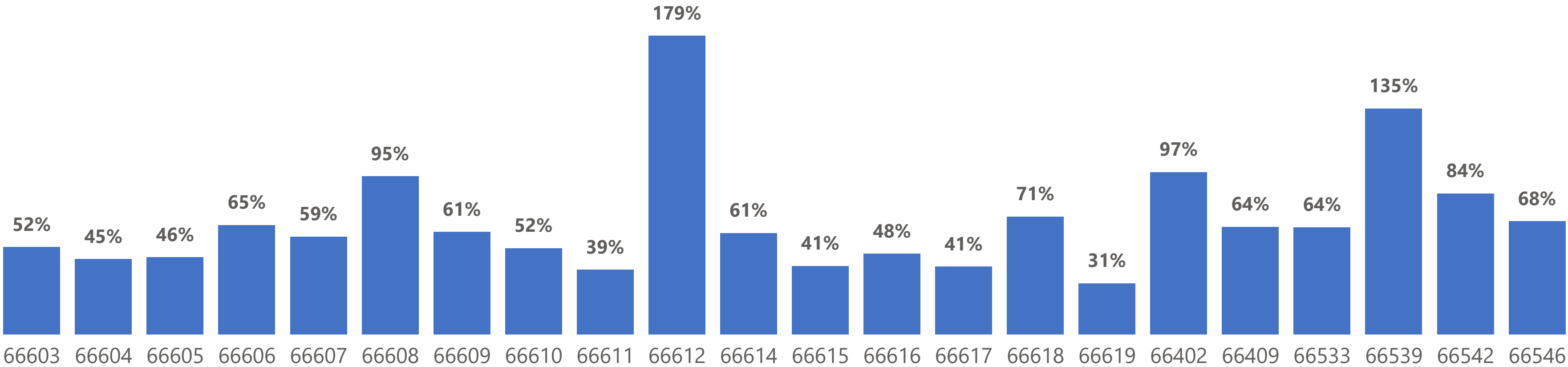
Enrollment by Zip Code



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

September 12, 2025

Parking Lot

Several of our major projects are nearing completion as fall approaches. The parking lot has entered Phase 3, with the mill and overlay of the west public lot. This process should take about 2 weeks. This is the largest of the public lots and it has made parking limited during this phase. Once this portion of the project is complete, we will move onto fourth and final phase, which is the mill and overlay of the east public lot. This portion of the lot is much smaller than the west lot and won't take up as much of the available public parking. We are currently ahead of schedule with this project and should be done by early October.

Automated Material Handling System

Monday, September 8 – Wednesday, September 10, Tech-Logic was onsite to remove the old Automated Material Handling (AMH) system. The old system is now completely gone and ready for the installation of the new system. Tech-Logic will be back on Monday, September 15, to begin installing the new system.

The installation process should take about a week, and then there will need to be testing and configuration afterwards, but we plan to have the new system up and running by the end of September.



Circulation Workroom

Contractors have coordinated with Tech-Logic during the removal and installation of the AMH system to replace the flooring, paint, and do electrical work in the Circulation workroom. The flooring is finishing up this week and will be complete by Monday, September 15, in time for the installation of the new AMH system. Painting may take a while longer, but will be completed by Monday, September 22. New furniture is scheduled to be installed in the workroom the week of September 22, and that should be the last step of the workroom remodel.

The Circulation Workroom has been sorely in need of some updates, and with the AMH replacement it was the perfect time to get everything done. That being said, it has been very disruptive for the Circulation staff who have temporarily relocated the majority of their workroom duties into the Lower Level Conference room, which isn't ideal. They've also been handling all of the check in by hand and had to change many of their normal workflows due to the AMH system being down, including emptying a temporary free-standing book drop in the parking lot. They have done an amazing job with all of this disruption to their normal workflows and workspace. We are all very thankful with how well they have handled this situation.

Staff Restrooms

Earlier this month we opened one set of staff restrooms at the main library. The remaining set of staff restrooms at main should be completed the week of September 15. Getting these restrooms opened up has been very beneficial for staff. There is one remaining restroom that is under construction at 1020, which should be completed in early October. Of all of the current projects, this one has taken a little longer than expected, but we are nearing completion and will have up-to-date restrooms that will make cleaning much easier and improve the overall quality.

Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Staff Spaces Update

With our staff restroom remodel almost completed, we are looking to 2026 and the staff space projects we have planned. We will be refreshing the workrooms for Digital Services, Youth Services, and Community Services as well as the breakroom in the 1020 building next year. We've already begun planning and have worked through some items that will affect timelines for projects — for example, where to "house" 20+ staff members when their workroom is being remodeled! Working with Thad and Facilities we feel we have a good plan that will mean less disruption while still taking advantage of economies of scale for the work being done.

Public Services Action Meetings

Once a month the three Public Services Supervisors and I have a longer working meeting where we check a major action item off our list. We also take the opportunity to use that time to go through any new ideas listed in our Public Services Ideas campaign that is part of our idea management software program. Staff know that every month we will be discussing the ideas they've shared for how we can work more efficiently or effectively as a team. Supervisors know that they will have at least one time each month where we can come together to really focus on working through issues or opportunities that arise in our department. I love getting the chance to brainstorm with our dedicated Supervisors and talk through the amazing ideas shared by frontline staff. It's my favorite meeting of each month!

Public Services

Cadie Maas, Supervisor – Reading and Resources

Community Connections

Last month was a busy one for Community Connections Librarian Lissa Staley. At the national level, on Tuesday August 12, Lissa presented a webinar for WebJunction, "[Building community through craft programs](#)" including practical strategies to encourage interaction among participants and build shared learning experiences in existing programming. With 1,257 registrations and 514 attendees (a higher-than-

average attendance rate) WebJunction reported this second most popular webinar so far this calendar year, and the chat activity was also higher than average, representing a lot of interest and engagement from attendees.

During the Livewell Shawnee County annual "Community Conversation on Health" not only did Lissa plan and facilitate the group activity to help attendees envision their role in the Community Health Improvement Plan via oversized fill-in-the-blank activity sheets, but she was also honored with the 2025 Shawnee County Health Department Public Health Champion award. She wrote articles about both experiences [on her LinkedIn](#), including sharing a copy of the poem she wrote as her acceptance remarks.

Within a smaller national group, the ULC Library Bridgebuilding Community of Practice, Lissa presented virtually on August 19th with two other librarians about current bridging work, highlighting the practical and beneficial ways that expanding her Health Information Librarian role into the broader Community Connections role allows the library to position itself as a connector among groups and sectors throughout the community.

One of the reasons that these innovations are shared nationally is for their practicality and simplicity. At a very local level, on August 21, 2025 at the community resource event at the Let's Help location with MAP and Impact Avenues, Lissa piloted an interactive "Make One then Take One" activity, encouraging participants to create an encouraging note for someone else with colorful markers and stickers, tape it to a small snack item, and then choose for themselves a note/snack from the previously-made selections. This activity had multiple purposes: to allow people to offer and accept a small token of encouragement, and to keep people engaged at the library table doing the activity while the librarian updated their account information and shared useful library resource with them. All of the visitors at this fair identified as unsheltered or without current permanent housing or as guests of the local shelter. One person wrote on their note "Sometimes you've got to take risks that can be a little uncomfortable to get where you want and need to be. Keep going! Never give up. 😊" and expressed that they wished they could see the face of the person who got that message. Within the hour, another person chose that message and unprompted said "I'll take this one because clearly they've been through what I'm going through." Both people took extra copies of the library's food resource list to share with other people they meet. Library staff were able to find the original note writer and share the comment back with her. While this was highly mediated connection, the groundwork for more connections like this will be intentionally continued.

Lissa has also been busy promoting the TopCity25 initiative from the [Topeka Voter Collaborative](#), a nonpartisan collection of individuals, agencies and organizations all working toward a common goal of raising voter turnout and participation in Topeka and Shawnee County. The group set an ambitious but hopefully achievable goal for our community to reach 25% voter turnout in the upcoming November Topeka mayoral and odd numbered city council district and school board elections. Local elections typically have a lower turnout rate than races with a national office on the ballot, and Topeka will need 4000 additional voters this November compared to four years ago to reach the goal. Voting in local elections is one of the most basic ways that a person in Topeka and Shawnee County can feel connected to their community.

Programming

In late August, the library welcomed Dr. Craig Yorke for an author visit that drew an estimated 280

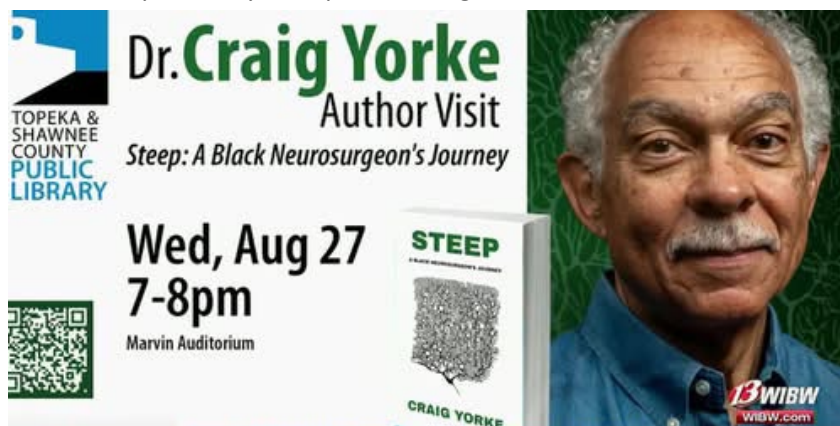
attendees, far surpassing our expectations. The original setup anticipated around 100 guests, but as attendance steadily grew, additional seating was brought in and the event ultimately became standing-room-only, with attendees even gathering in the hallway to listen. The turnout demonstrated tremendous community interest and engagement.

The evening was further elevated by the moving stories shared during the Q&A session. Many attendees were former patients of Dr. Yorke who came specifically to express their gratitude. Their testimonials were deeply personal and powerful, ranging from accounts of surgeries that restored mobility and relieved pain to reflections on the compassion and skill Dr. Yorke brought to his work.

Several nurses who had worked alongside him also attended and spoke to the positive impact he had on their professional lives. These moments created an

atmosphere of genuine

appreciation and connection, making the event memorable for everyone present.



The success of the evening was also due in large part to the outstanding teamwork of library staff. Colleagues from across departments stepped in seamlessly to assist, ensuring that the event ran smoothly despite the unexpected turnout. Their flexibility and dedication exemplified the library's commitment to excellent service and community engagement.

Overall, the Dr. Craig Yorke author visit was an extraordinary success. It highlighted the library's role as a place where the community can come together to celebrate stories, share experiences, and connect in meaningful ways. The overwhelming attendance and heartfelt participation from the audience underscored the value of offering programs that resonate deeply with our customers.

Public Services

Zan Popp, Supervisor – Learning Experiences

Color, history, and a little mystery, August was a month full of exploration at the Alice C. Sabatini Gallery and the Topeka Room. Here's a look at what our visitors experienced and what's ahead.

Alice C. Sabatini Gallery

This year, *Dr. Drab's Color Lab* drew 19,946 visitors! It was a fun, hands-on way to explore the color wheel and learn a bit of color theory. Given how popular she was, we're hoping to bring Dr. Drab back for future exhibits.

The Gallery is now gearing up for our fall show, **“Inked: The Art of Tattooing,”** opening September 12 and running through November 30, 2025. The exhibit explores the art of tattooing and the collaborative relationship between tattoo artists and their clients. We’ve partnered with local tattoo shops—including Olympus Ink, Looking Glass Tattoo, and Matryoshka Tattoo—to showcase contemporary tattoo art, and we’re excited to include works on loan from the Bert Grimm Tattoo Museum in Kansas City.



Topeka Room

In August, the Topeka Room welcomed 147 visitors, including first-time guests, researchers, and tour groups. Patrons explored the space, admired the stained glass window, and conducted genealogical research using Ancestry, city directories, newspapers, and microfilm. Many worked on personal projects, from family histories to local schools and historic homes, while others participated in meetings, scavenger hunts, or tours.

Our first Ghost Towns program in August drew over 50 attendees, and the excitement was palpable. Participants explored abandoned towns around the state, learning how they started, why they declined, and where to find records of towns that no longer exist. Many were eager to know when the next program will happen!

The Rochester Cemetery Tour was another highlight, offering a peek into Shawnee County’s oldest cemetery. Visitors heard stories of well-known residents and everyday folks alike, and the tour was well attended—already building anticipation for future events.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Whew! With summer reading ending and kids back at school we are regrouping a bit. That means with a little bit of experience in our new space we know what is working and what might need tweaking in terms of developing procedures. To that end a group has been diligently developing those.

We are hiring for two part-time Specialist positions. These are both positions that provide outreach storytime.

Librarian Updates

Early Childhood Outreach Librarian

Have you seen it? I am talking about the Learn & Play Bus. Our team has been hitting the road to represent the Topeka & Shawnee County Public Library at community events. A couple of highlights include the 2nd annual Founder's Fest at Gage Park and the 13th annual Touch a Truck in downtown Topeka. Our team enjoy going out and meeting families with young children and talking about the Learn & Play Bus as well as all the other programs and services that the library provides. If you spot us at an event, be sure to stop in and say hello.



Early Childhood Librarian

Nuts & Bolts Fix-it Shop is open for business! What we hope for in every play experience is family engagement. On the first day a dad showed his children how the tools worked. Other parents were right in as well wearing construction helmets as they put together a construction themed puzzle. Safety first! Children were driving their scooters to the fix-it shop for minor repairs. This is how we build minds in the Kids Library.



School Age Librarian

We are starting our school year programming. This year we have afterschool, evening, and Saturday options. By doing that we are hoping to gauge where customer interest and availability is. Opportunities include Itty Bitty Art, bilingual games, coding, Lego® engineering, costume creation, building challenges, and lots of science (solar system, insects, electricity, and forensic detective work).

Teen Librarian

In the library: As the remodeled Kids Library is normalizing, it is great to see The Edge once again bustling with teens, particularly after school on weekdays. The move to a more central location seems to have driven more foot traffic there, as was hoped would be the case.

In the community: We once again staffed a booth at Washburn University's Market Daze event, which was aimed at familiarizing new students with businesses and resources available to them in Topeka. This event was a terrific way to let students know about the various services and resources we offer. The Level 2 Tech

Center with its recording spaces, Co-Labs and gadgets were popular topics, but we also encountered questions about digital materials, ILL and TSCPL@Work. We also encouraged a range of positive relationships with the library: out of town students who had already gotten a card, out of town students who had not but had enthusiasm about doing so, and long-time Topeka students who had not visited in a while. They were pleasantly surprised at some of the new spaces and services. Many WU students and faculty expressed their love for TSCPL!

Program Services

Autumn Friedli, Program Services Coordinator

August Programming

You may have noticed that our August program attendance numbers are down for the month. After the HUGE success of Summer, programming geared youth took a pause to reflect, regroup, and refresh! During that time, maintenance staff repainted the Learning Center and got it ready to go for a busy September! Our classroom connections team also took a break from programming to prepare for the new school year.

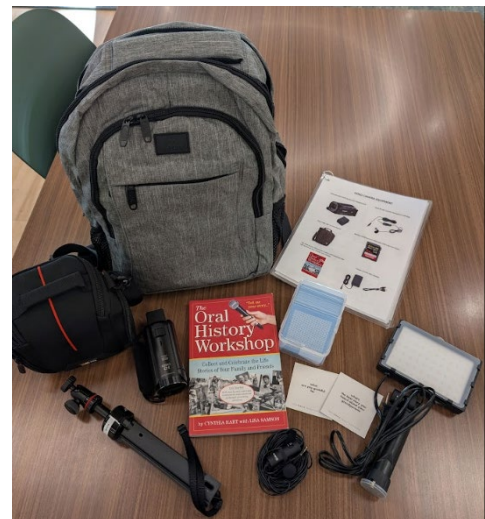
All our programming is back in full swing for the month of September.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Oral History Kits: Refreshed and Ready for Action

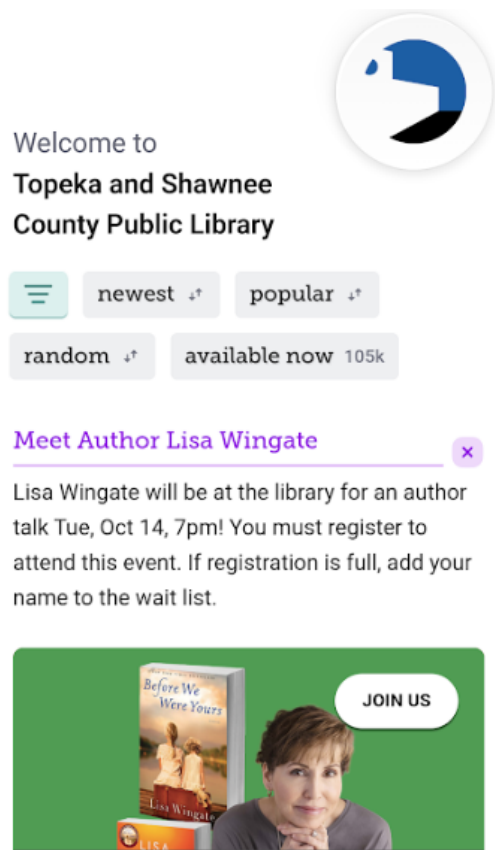
I'm excited to share about our oral history kit project. For a number of years, we've had 2 oral history kits (backpacks) filled with recording equipment available for checkout. The intent of the kits is to offer our customers easy-to-use equipment and ideas/guidance in recording stories and interviewing family members or others. Working with the local history team in Public Services, we determined it was time to do a full re-vamp and expansion of the kits. The end product of our work together is the creation of 6 kits. Two kits have a focus on video recording, 2 on audio recording, and the final 2 are DIY bags for people wanting to use their own video or audio equipment along with some helpful tools we've included in the bag. Each kit has equipment along with the excellent book, *The Oral History Workshop*. Also, borrowing from the success of our conversation kit collection in the west wing, we've included a set of conversation cards with each kit specifically focused on questions related to family history, personal stories, etc. All items are secured into brand-new backpacks. The oral history kits will check out directly from the Topeka Room. Getting these new kits from the start line to the



finish line has been a collaborative project between Tech Services and Public Services. We're proud to roll them out and I think they will be very popular with customers.

Overdrive Campaigns: Promoting Programs and Reader Engagement within Libby App

One of the ideas shared at the recent Overdrive Digipalooza Conference I attended in August 2025 is to use the campaign feature within Libby to promote library events, programs and reading challenges. We've used this feature a bit in the past but haven't engaged a lot with it. Inspired by what we saw other libraries doing at the conference, we're going to expand our use of it. Our first campaign features the upcoming author visit with Lisa Wingate. We'll also be promoting the Fall Reading Challenge. For our readers who primarily engage with library collections through Libby, these campaigns are a way to bring awareness and connection to our library programs and services. We're excited to try it out in a new way!



Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

August was a month of transition for my team, a chance to catch our breath after a whirlwind summer and gear up for the busy school year ahead. My team took some well-deserved time to recharge, and we shifted our focus toward preparing for the launch of Classroom Connections.

We closed out the summer with a joint celebration for both school-age teams. It was a great opportunity to relive some of our favorite moments from the summer, swap stories, laugh a little, and also dig into the data. We used that time not only to celebrate what went well but also to spark ideas for the next summer!

Out in the community, I spent time connecting with educators and families during local “Meet the Teacher” nights. These events gave me a chance to spread the word about the resources the library offers and to remind families that many students already have a library card through school enrollment, something that always surprises and excites parents! Strengthening relationships with schools and educators will continue to be a key priority as we move into the fall.

In short, August was about reflection, recharging, and laying the groundwork for what’s ahead. We’re entering the school year energized and ready for a strong start!

Community Services Librarian Report

During the August Maintenance Week, the Community Services team was busy cleaning the bookmobiles and refreshing the collections on the bookmobiles so they would be ready to go back out for service following the Labor Day holiday. Members of our wonderful Vehicle Team also changed out the decorations on the bookmobiles. The Alice bookmobile will make you think of crisp temperatures and falling leaves with its Autumn theme. The Adventuremobile looks like a beautiful night sky with its twinkling lights and star decorations. Many thanks to Jaclyn, Patty, and Cole for their hard work during Maintenance Week to keep the vehicle decorations looking amazing!

One of my responsibilities is to work with staff who drive the large vehicles that this library operates regularly. This includes helping new staff to obtain a Commercial Driver’s License (CDL) when needed and conducting vehicle refresher training for current Community Services vehicle operators. In this role, I have been working with Rain from the Youth Services department to help him obtain his CDL and was happy to see him pass his CDL Skills Test to obtain his Commercial Driver’s License in early August. As part of the team that works with some of our youngest patrons, this license will allow him to operate the Learn & Play vehicle. Congratulations Rain!

Our Community Services Vehicle Team also completed their annual vehicle refresher training during our Maintenance Week. This included taking a test that requires them to demonstrate their working knowledge of the bookmobiles and how to safely, responsibly operate them. Well done to each member of this team!

In addition to all of this, our Vehicle and Delivery Teams were busy bringing library materials to the community! The Delivery Team delivered 3,685 items to homes throughout Shawnee County and our Vehicle Team checked out 4,161 items on the bookmobiles.

Digital Services

David King, Digital Services Director

Computer RFP Update

The board approved the library's recent computer RFP at the August meeting. As of now, we have received the computers and are starting on our computer replacement project. These computers are slated to replace staff and service desk computers that are 4 years old.

Book Nook Technology

Digital Services and Facilities staff have been busy installing some technology at the new Book Nook at the Mall. We have installed three digital monitors – two for Marketing digital signage, and one larger screen for programs and events. We also worked with Cox to install an internet router and ran some cabling so the three screens could connect to the library's network and the Internet.

Top Web Pages for August 2025

1. Tools & Services: 6285 Pageviews
2. Get a Library Card: 1712 Pageviews
3. Work at the Library: 1710 Pageviews
4. Hours & Locations Page: 1668 Pageviews
5. Careers: 926 Pageviews
6. Trivia: 919 Pageviews
7. Meeting Rooms & Event Spaces: 893 Pageviews
8. Level 2 Tech Center: 771 Pageviews
9. Summer Reading: 769 Pageviews
10. Kids Library Redesign: 711 Pageviews

Social Media Highlights for August 2025

Facebook

- Knitters Group meeting at the library – reached 9075 people
- Lissa awarded the Public Health Champion award – reached 8770 people
- Tattoo Exhibit announcement – reached 8342 people

Instagram

- Dr Drab – reached 658 people
- Lissa awarded the Public Health Champion award – reached 653 people
- Big Trucks/Parking lot progress – reached 653 people



Colorful wallpaper and signage designed and installed by Michael Perkins at Book Nook, Westridge Mall



From Drab to Fab

Michael Perkins transformed a gray shop space in the Westridge Mall into a colorful, invigorating atmosphere where storytimes will grow young brains in the community. Michael

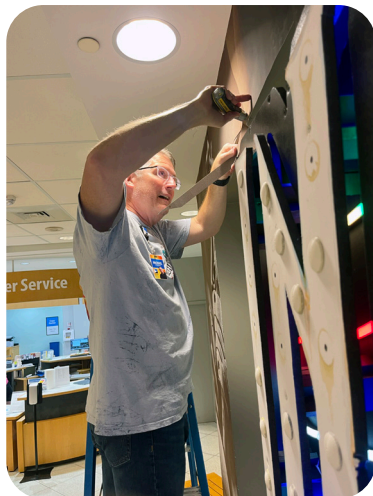
designed and produced the lit-up Book Nook sign, wall coverings



The gallery entrance is designed and wrapped

Wrapped in Ink

Karen Watson and Michael Perkins designed and installed the graphics for the Inked: The Art of Tattooing. Michael's cleverly engineered and fabricated the three-dimensional "Inked" sign out of foam board, 3D printed rivets, a little paint, screws, glue... and it lights up!



Michael Perkins installing the "Inked" sign in front of the gallery

Activity in the Fiction & Nonfiction Wings

We promoted the renovated fiction and nonfiction wings between September 2024 and April 2025 through social media (paid and organic), the library website and library newsletter. To assess the impact of these promotions CM created observational surveys that public services staff completed three times a day (morning, afternoon and evening) in August 2024 before promotion began and after promotions in May 2025. Comparing May 2025 use of the spaces to use in August 2024 we found about 100 more people were seen in each wing during the post-promotion snippets of time captured. The type of activity in the wings was similar during both time periods with approximately half of people browsing books, 24-32 percent working on a device, 13-20 percent reading and 6-13 percent talking in a group (more talking in fiction than nonfiction). This demonstrates the variety of activity we hoped to see after the renovations.



Dr. Randy Watson, commissioner of education for the Kansas State Department of Education recording it's monthly Insight Podcast with guest Jennifer Hansen.

... and Action!

Michael Perkins set up lights, Karen Watson and Jayna McFarland took photos and video of the audio/video recording studio in action. Kansas Department of Education commissioner Randy Watson and his podcast guest Jennifer Hansen agreed to model just before their recording so that we can gather footage to show off how easy it is to try recording a podcast at the library. The communications and marketing team plan to use the photos and video for social media, advertising and marketing.

What we're promoting this month

1. Get a Library Card
2. Visit the Kid's Library
3. Computer Classes & Tech Help
4. Morbid Curiosity Book Club





Resolution – Adoption of FY2026 Operating Budgets

BOARD OF TRUSTEES
September 18, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2026 operating budgets as presented/published in the Topeka Capital Journal on August 5, 2025.

August 5, 2025 | Topeka Capital Journal, The (KS) | Topeka, Kansas | Page 16

State of Kansas
Special District

NOTICE OF BUDGET HEARING
The governing body of
Topeka & Shawnee County Public Library
Shawnee County
will meet on August 21, 2025 at 5:00 pm at 1515 SW 10th Ave., Topeka, KS for the purpose of hearing and
answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied.
Detailed budget information is available at <http://www.tscpl.org> or hardcopies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

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

FUND	Prior Year Actual for 2024		Current Year Estimate for 2025		Proposed Budget Year for 2026		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2025 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	15,595,668	6.545	16,950,815	6.355	20,374,895	14,401,098	6.094
Debt Service			10,010		18,241		
Employee Benefits	3,942,746	1.647	4,942,086	1.554	5,503,381	3,472,687	1.469
State Aid	48,744		52,000		62,000		
Non-Budgeted Funds	614,571						
Totals	20,201,729	8.192	21,954,911	7.909	25,958,517	17,873,785	7.563
						<i>Revenue Neutral Rate **</i>	7.563

Less: Transfers	0	10,010	18,241
Net Expenditures	20,201,729	21,944,901	25,940,276
Total Tax Levied	1770,807	17,878,859	xxxxxxxxxxxxxxxx
Assessed Valuation	2,162,283,640	2,260,895,667	2,363,319,455

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

*Tax rates are expressed in mills.
**Revenue Neutral Rate as defined by KSA 79-2988

Hannah Uhrig
Secretary

TP-42325637

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Key Metrics

Net Promoter Score

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

Active Cardholders

70,298End of LY: **67,163**Difference: **3,135 ▲**% Change: **4.7% ▲**

Unique Borrowers YTD

35,338Previous YTD: **34,562**Difference: **776 ▲**% Change: **2.2% ▲**

Door Count YTD

309,693Previous YTD: **313,436**Difference YoY: **-3,743 ▼**% Change YoY: **-1.2% ▼**

First Time Checkouts YTD

428,824Previous YTD: **467,981**Difference YoY: **-39,157 ▼**% Change YoY: **-8.4% ▼**

Digital Checkouts YTD

501,739Previous YTD: **475,429**Difference YoY: **26,310 ▲**% Change YoY: **5.5% ▲**

Computers and WiFi

Computer Sessions YTD

59,153Previous YTD: **60,612**Difference YoY: **-1,459 ▼**% Change YoY: **-2.4% ▼**

Avg Session Time YTD

00:57:56Previous YTD: **01:04:28**Difference YoY: **-00:06:31 ▼**% Change YoY: **-10.1% ▼**

WiFi Sessions YTD

279,884Previous YTD: **260,137**Difference YoY: **19,747 ▲**% Change YoY: **7.6% ▲**

Avg Session Time YTD

00:13:18Previous YTD: **00:13:35**Difference YoY: **-00:00:17 ▼**% Change YoY: **-2.0% ▼**

Other Metrics

Program Attendance YTD

47,750Previous YTD: **54,171**Difference YoY: **-6,421 ▼**% Change YoY: **-11.9% ▼**

Mtg Room Attendance YTD

45,860Previous YTD: **44,132**Difference YoY: **1,728 ▲**% Change YoY: **3.9% ▲**

Reference Questions YTD

195,044Previous YTD: **191,301**Difference YoY: **3,743 ▲**% Change YoY: **2.0% ▲**

2025													2024	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD
Net Promoter Score (NPS)														
Monthly NPS	90.7	82.9	94.3	95.7	81.8	86.9	92.7	88.1					89.8	86.5 3.8%
Monthly # of Responses	44	35	35	23	22	108	210	126					603	596 1.2%
Current NPS	86.5	86.5	86.5	86.6	86.5	86.5	86.8	86.8					86.8	86.4 0.5%
GATE COUNT														
	31,895	32,499	38,314	36,423	37,146	44,719	46,741	41,956					309,693	313,436 -1.2%
CIRCULATION*														
Main Library														
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489	36,232	41,182	40,208					276,923	298,675 -7.3%
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228	1,316	1,361	1,367					10,617	9,882 7.4%
Self-Check	37,970	35,007	40,713	36,756	41,496	49,718	49,661	41,576					332,897	353,644 -5.9%
Bookmobile														
TSCPL @Home	3,080	3,359	3,524	4,258	3,540	4,463	4,762	4,161					31,147	53,349 -41.6%
Red Carpet	3,212	3,488	4,359	3,808	3,879	3,911	3,723	3,685					30,065	27,124 10.8%
Digital Downloads	4,969	4,114	4,501	4,742	4,689	4,817	4,715	4,658					37,205	37,768 -1.5%
Library @ Work / Smartlocker	62,236	58,167	57,364	61,685	64,662	64,742	67,079	65,804					501,739	475,429 5.5%
TOTAL CIRCULATION	1,330	1,316	1,447	1,381	1,343	1,434	1,378	1,411					11,040	11,062 -0.2%
	145,924	137,178	146,339	148,502	153,679	167,054	174,075	163,099					1,235,850	1,271,150 -2.8%
* Includes first-time checkouts and renewals														
FIRST-TIME CHECKOUTS														
	49,171	45,498	52,740	49,302	52,500	62,856	62,656	54,101					428,824	467,981 -8.4%
CIRCULATION DETAILS														
Print Material	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,271					485,648	523,118 -7.2%
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,698					197,302	217,644 -9.3%
Adult Materials														
Children's Materials	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,529					388,275	393,749 -1.4%
Young Adult Materials	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,583					226,610	272,181 -16.7%
Red Carpet Materials	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012					20,993	24,651 -14.8%
	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918					46,611	49,782 -6.4%
NEW Patrons														
Topeka / Shawnee County														
Adults	660	579	669	612	666	769	847	726					5,528	6,870 -19.5%
Children (ages 17 and under)	128	92	140	104	172	321	232	164					1,353	1,643 -17.7%
Red Carpet Outreach	9	6	9	15	8	10	2	15					74	72 2.8%
NEKL	48	25	51	47	56	68	63	50					408	405 0.7%
Non-Resident	0	1	0	1	1	1	0	1					5	10 -50.0%
Total New Registrations	845	703	869	779	903	1,169	1,144	956	-	-	-	-	7,368	9,000 -18.1%
PATRONS DELETED														
	186	141	2,069	384	217	453	264	215					3,929	3,828 2.6%
Cardholders														
Topeka / Shawnee County														
Adults	73,570	74,023	74,559	75,075	75,681	75,240	69,803	70,381					70,381	73,163 -3.8%
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838	16,043	15,292	15,290					15,290	15,851 -3.5%
TSCPL @ School	36,797	36,839	36,874	36,919	36,915	36,911	36,907	22,341					22,341	34,518 -35.3%
Red Carpet Outreach	1,359	1,367	1,359	1,369	1,380	1,382	1,225	1,183					1,183	1,353 -12.6%
NEKL	10,763	10,924	10,972	11,033	11,108	11,188	10,874	10,924					10,924	10,712 2.0%
Non-Resident	63	53	53	54	53	55	53	51					51	65 -21.5%
Delinquent	76	74	71	75	75	72	74	72					72	78 -7.7%
TOTAL CARDHOLDERS	138,475	139,094	139,696	140,312	141,050	140,891	134,228	120,242	-	-	-	-	120,242	135,740 -11.4%

Active Cardholders (Savannah)															
Non-Student Cardholders	61,003	60,992	61,213	61,399	61,817	62,397	62,487	61,481					61,481	60,848	1.0%
Student Cardholders	6,436	6,636	6,675	6,500	6,442	6,405	6,405	8,817					8,817	6,315	39.6%
TOTAL ACTIVE CARDHOLDERS	67,439	67,628	67,888	67,899	68,259	68,802	68,892	70,298					70,298	67,163	4.7%
Unique Borrowers															
Physical	6,536	6,343	5,845	6,019	7,066	8,251	8,172	7,270					19,944	25,460	-21.7%
Digital	12,334	12,012	12,217	11,564	12,612	12,159	12,345	12,787					21,356	21,838	-2.2%
Both	1,515	1,452	1,354	1,280	1,600	1,804	1,745	1,650					5,962	7,145	-16.6%
TOTAL UNIQUE BORROWERS	17,355	16,903	16,708	16,303	18,078	18,606	18,772	18,407	-	-	-	-	35,338	40,153	-12.0%
Holds Satisfied	13,983	12,258	13,251	12,876	12,553	13,780	14,036	13,442					106,179	109,973	-3.4%
TOTAL CHECK-IN	48,395	45,302	51,823	49,803	50,994	58,215	63,234	57,580					425,346	464,066	-8.3%
COLLECTION															
Materials Added	2,918	2,714	2,580	3,533	2,996	3,192	2,993	2,813					23,739	23,497	1.0%
Materials Discarded	3,882	2,067	4,156	2,578	1,830	3,500	2,504	2,951					23,468	39,279	-40.3%
TOTAL COLLECTION	333,333	333,980	332,404	333,359	334,525	334,217	334,706	334,568					334,568	339,285	-1.4%
WEBSITE															
tscpl.org Unique Visitors	24,332	21,131	24,220	26,095	31,563	27,382	29,174	26,647					210,544	233,024	-9.6%
tscpl.org Total Visits	44,480	38,204	40,508	44,569	51,521	49,078	49,159	46,258					363,777	387,966	-6.2%
catalog.tscpl Unique Visitors	27,963	18,549	19,169	22,816	23,161	24,694	23,585	26,608					186,545	243,818	-23.5%
catalog.tscpl Total Visits	63,788	50,337	52,696	52,587	56,041	60,117	58,871	61,263					455,700	514,116	-11.4%
COMPUTER USE															
Public Computer Sessions	5,584	6,108	7,752	7,014	6,710	8,842	9,169	7,974					59,153	60,612	-2.4%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12	0:54:51	0:55:45	0:52:23	0:59:12	0:58:19					0:57:56	1:04:28	-10.1%
Total Computer Hours	5,824	6,225	7,908	6,412	6,236	7,720	9,044	7,752					57,121	65,119	-12.3%
Wireless Sessions	31,391	30,754	31,422	32,094	31,204	43,090	43,155	36,774					279,884	260,137	7.6%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00	0:13:00	0:12:00	0:12:00	0:13:00	0:12:00					0:13:18	0:13:35	-2.0%
Total Wireless Hours	7,094	7,191	7,196	7,430	6,681	9,100	9,463	7,896					62,051	58,872	5.4%
TOTAL HOURS	12,918	13,416	15,104	13,842	12,917	16,820	18,507	15,648	-	-	-	-	119,172	123,991	-3.9%
NOTARY SERVICE (Documents)	108	157	173	194	240	227	244	229					1,572	1,549	1.5%
REFERENCE QUESTIONS															
Call Center	4,155	3,839	4,387	4,219	3,393								19,993	32,316	-38.1%
Gallery	563	341	490	338	113	231	234	335					2,645	2,127	24.4%
L2TC	5,715	8,326	10,617	9,620	9,465	9,467	9,800	9,415					72,425	61,788	17.2%
Movies and Music	1,500	1,519	1,584	1,810	1,695	1,676	1,853	1,904					13,541	14,930	-9.3%
New Books (was New and Novel)	1,957	1,701	2,083	1,930	2,108	2,617	2,783	2,551					17,730	17,804	-0.4%
Topeka Room	400	415	330	535	707	644	1,294	1,526					5,851	4,957	18.0%
Telephone Reference					27	389	339	361					1,116		
LibAnswers	496	393	349	576	387	406	368	349					3,324	3,758	-11.5%
Circulation Call Center	-	-	-	-	484	2,636	2,656	2,617	-	-	-	-	8,393	-	N/A
Youth Services	4,337	3,221	6,871	5,611	6,206	9,162	8,476	6,142					50,026	53,621	-6.7%
TOTAL REFERENCE QUESTIONS	19,123	19,755	26,711	24,639	24,585	27,228	27,803	25,200	0	0	0	0	195,044	191,301	2.0%
MEETING ROOMS															
Meeting Room Bookings	422	455	535	534	476	521	492	413					3,848	3,871	-0.6%
Team Room Bookings	724	794	985	942	859	915	885	911					7,015	7,072	-0.8%
L2TC Bookings	587	713	851	784	763	756	828	856					6,138	5,522	11.2%
Total Meeting Room Hours Booked	3,908	4,894	5,832	5,175	4,630	5,097	5,059	5,172					39,767	38,267	3.9%
TOTAL MEETING ROOM ATTENDANCE	5,251	5,160	6,125	6,006	6,254	5,485	5,387	6,192					45,860	44,132	3.9%

LEARN & PLAY BUS VISITS	50	37	85	130	64	175	187	131					859	643	33.6%
PROGRAM ATTENDANCE															
Adult - General	784	847	957	1,145	856	1,704	1,723	1,354					9,370	13,191	-29.0%
Adult Outreach	0	1	1	0	0	101	15	15					133		
Early Learners (0-5)	808	495	359	1,152	722	1,289	1,323	28					6,176	5,554	11.2%
Early Learner Outreach	1,786	1,882	1,652	2,930	779	752	607	193					10,581		
Kids (6-11)	200	191	728	298	261	5,718	4,912	1,079					13,387	5,256	154.7%
Kids Outreach	1,174	851	674	1,600	1,911	0	262	59					6,531		
Teens (12-18)	152	143	187	223	256	260	269	82					1,572	1,280	22.8%
Teen Outreach	0	0	0	0	0	0	0	0					0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	4,558	7,348	4,785	9,824	9,111	2,810	-	-	-	-	47,750	54,171	-11.9%
GALLERY ATTENDANCE	2,081	1,895	2,223	1,968	1,333	8,862	6,909	3,328					28,599	31,097	-8.0%
DOLLY PARTON ENROLLMENT	5,697	5,654	5,591	5,590	5,601	5,522	5,609	5,595					5,595	5,688	-1.6%

CIRCULATION DETAILS														
Print Material														
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660					103,593	100,554 3.0%
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073	14,101	14,244	13,813					106,615	105,822 0.7%
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913					162,653	183,814 -11.5%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302					38,581	51,950 -25.7%
Magazines	815	967	688	812	951	878	904	799					6,814	6,652 2.4%
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795					45,695	48,806 -6.4%
RC Realia	74	84	114	107	134	124	156	123					916	976 -6.1%
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005					20,920	24,544 -14.8%
PRINT CIRCULATION	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,410	-	-	-	-	485,787	523,118 -7.1%
Audio / Visual Material														
MiFi Hotspots	18	22	31	75	81	147	160	134					668	399 67.4%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177					9,037	11,072 -18.4%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950					16,019	16,301 -1.7%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125					146,192	153,348 -4.7%
Juvenile Audiobooks	177	155	219	155	165	260	313	204					1,648	1,931 -14.7%
Juvenile Music	67	47	112	86	76	85	77	80					630	1,166 -46.0%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942					22,956	33,320 -31.1%
YA A/V	6	5	10	8	15	13	9	7					73	107 -31.8%
A/V CIRCULATION	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,619	-	-	-	-	196,555	217,245 -9.5%
Adult Material														
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	-	-	-	-	103,593	100,554 3.0%
Magazines	815	967	688	812	951	878	904	799	-	-	-	-	6,814	6,652 2.4%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	-	-	-	-	9,037	11,072 -18.4%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	-	-	-	-	16,019	16,301 -1.7%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	-	-	-	-	146,192	153,348 -4.7%
ADULT CIRCULATION	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,524	-	-	-	-	388,270	393,749 -1.4%
Juvenile Material														
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	-	-	-	-	162,653	183,814 -11.5%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	-	-	-	-	38,581	51,950 -25.7%
Juvenile Audiobooks	177	155	219	155	165	260	313	204	-	-	-	-	1,648	1,931 -14.7%
Juvenile Music	67	47	112	86	76	85	77	80	-	-	-	-	630	1,166 -46.0%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	-	-	-	-	22,956	33,320 -31.1%
JUVENILE CIRCULATION	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,441	-	-	-	-	226,468	272,181 -16.8%
Red Carpet Material														
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	-	-	-	-	45,695	48,806 -6.4%
RC Realia	74	84	114	107	134	124	156	123	-	-	-	-	916	976 -6.1%
RED CARPET CIRCULATION	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	-	-	-	-	46,611	49,782 -6.4%
Young Adult Material														
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	-	-	-	-	20,920	24,544 -14.8%
YA A/V	6	5	10	8	15	13	9	7	-	-	-	-	73	107 -31.8%
YOUNG ADULT CIRCULATION	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	-	-	-	-	20,993	24,651 -14.8%
Digital Downloads														
Overdrive	45,994	43,414	41,159	46,237	48,379	48,907	50,702	49,305					374,097	335,532 11.5%
Hoopla	14,830	13,412	14,740	14,423	15,000	14,488	15,079	15,176					117,148	133,456 -12.2%
Flipster	600	480	674	405	552	500	393	433					4,037	6,441 -37.3%
Kanopy	812	861	791	620	731	847	905	890					6,457	0
DIGITAL DOWNLOADS	62,236	58,167	57,364	61,685	64,662	64,742	67,079	65,804	-	-	-	-	501,739	475,429 5.5%
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168	18,319	19,253	18,681					147,892	150,030 -1.4%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372	3,347	3,490	3,246					28,215	30,192 -6.5%
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037	28,442	29,356	29,420					219,823	199,601 10.1%
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699	1,750	1,853	2,178					15,153	14,728 2.9%
Juvenile ebook Nonfiction	303	299	303	340	215	256	222	198					2,136	2,094 2.0%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447	2,365	2,483	2,354					18,882	18,427 2.5%
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706	1,688	1,581	1,416					13,540	12,552 7.9%

Young Adult ebook Nonfiction	18	26	29	24	25	27	20	16					185	279	-33.7%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226	2,265	2,205	2,090					16,861	15,112	11.6%
DIGITAL CIRCULATION DETAILS	58,666	53,188	58,411	56,006	57,895	58,459	60,463	59,599	-	-	-	-	462,687	443,015	4.4%