

TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

February 19, 2026





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

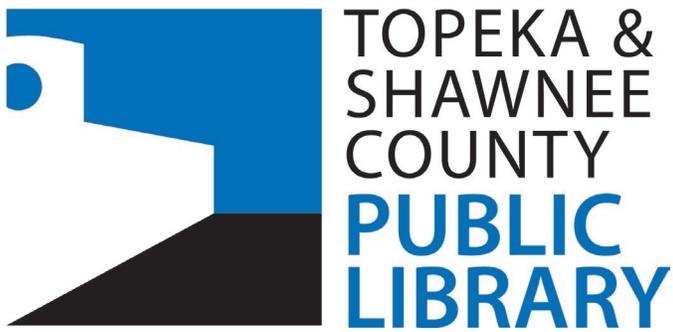
The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

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



February 19, 2026 – 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 January 15, 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 – John Conlee, Board
President**

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –[pg. 29](#)

Chief Executive Officer Report – Marie Pyko [pg. 31](#)

Chief of Staff Report – Thad Hartman [pg. 37](#)

- **Staff Spaces and Room 123 Renovation Presentation – Maddie Safford, HTK**

New Business

- **Petition Policy – first reading [pg. 52](#)**
- **Customer Service Policy – [Action Item](#) [pg. 54](#)**
- **Unattended Child Policy – [Action Item](#) [pg. 56](#)**
- **Network Switch Upgrade Project Bid – [Action Item](#) [pg. 58](#)**
- **Dual Boiler Replacement at 1020 Washburn Bid – [Action Item](#) [pg. 60](#)**
- **HVAC Upgrade at 1020 Washburn Bid – [Action Item](#) [pg. 63](#)**

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

March 9, 2026

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, Jim Edwards, Lori Finney, Valerie Peckham, Beth Dobler, Shawn Leisinger, Liz Post

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 15, 2026, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Peg Dunlap.

Public Comment

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

Trustee Advocacy Stories

Vice Chair Mark Zillinger shared that he used the newspaper databases through the library website to look up the front page of the paper the day his family members were born so he could print it out and give it to them for Christmas gifts.

Trustee Jim Edwards shared that he was at the refurbished Kansas Museum of History and saw Communications and Marketing Director Diana Friend featured in an exhibit. Friend was the first Kansan to win Miss Rodeo America in 1980.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Jim Edwards, the December 18, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report. There were no questions for her. Strube shared that the first Audit Committee Meeting will be February 9, 2026.

Financial Reports

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

On a motion by Fred Patton and seconded by Mark Zillinger, the Treasurer's Financial Report for December 2025 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Vice Chair Katie Koupal shared that the Library Foundation had a great financial year in 2025. They saw an increase in giving among library employees. They also saw double digit returns on investments.

Orientation for new Library Foundation Trustees will be held on January 30, 2026, with their first board meeting being Wednesday, February 18, 2026. The Library Foundation is always looking for candidates to join the board.

Koupal shared that the Library Foundation is planning an event to bring in a big name author. More details will be available soon.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President John Conlee shared that the Friends elected new officers at their meeting this Tuesday. This is his first meeting as President.

The next book sale starts this Friday and runs all weekend. Friday is for members only starting at 5:00 pm and on Sunday customers can fill a grocery bag with books for only \$10.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on January 5, 2026.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko invited all Trustees to come for a group photo prior to the board meeting in February. This photo will be used in the Annual Report for 2025.

Pyko invited the Trustees to Staff Development Day on President's Day.

Pyko shared that she has been working on Outreach Planning by putting together teams with an external and internal focus. The teams have a mix of library management and staff members. These teams will start meeting this year to create plans.

The library will be launching subscription newsletters that don't just go out to patrons, but anyone. These will be genre-based starting with Romance. The goal is to reach those who are not library card holders.

Local History Librarian Katie Keckeisen presented the new newspaper database. This database decreases the library's gap of non-digital newspapers from 80 years to about 20 years. This database can be accessed from this [link](#). Keckeisen also presented the new Recollect database. This new database houses the files that the library staff have scanned and submitted from the local history collection and vertical files. Recollect can be accessed [here](#).

Chief of Staff Report

Chief of Staff Thad Hartman reported that Communications and Marketing Director Diana Friend is retiring later this month and Public Services Specialist Jackie Hurst retires at the end of this week. Jackie Hurst works primarily with elementary school aged children doing programming at the schools.

At next month's board meeting Hartman will bring two bid resolutions. Both will be for building upkeep for the 1020 building. The boiler and condenser coil in the HVAC unit are nearing end of life. He will also ask HTK to present the remodel of staff spaces in the Digital Services, Bookmobile, and Youth Services work areas and present concepts for the remodel of Room 123. He hopes to finalize this and put bids out in April.

There was an overview of statistics in Hartman's report. The stats for 2025 were pretty similar to those of 2024 but the circulation and visitor numbers started out low for early 2025 due to being closed for several days for inclement weather. In 2024 the building was open for 631 hours and in 2025 it was open for 583 hours. 2024 was a leap year which also contributed to those hours.

New Business

First Reading of the Customer Service Policy

The board read the proposed updates to the policy. This will go before the board at the February meeting for a vote.

First Reading of the Unattended Child Policy

The board read the proposed updates to the policy. This will go before the board at the February meeting for a vote.

Adjournment

On a motion by Lori Finney, seconded by Valerie Peckham, the meeting was adjourned at 4:48 pm.

Next Meeting

February 19, 2026

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

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Investments and Debt as of January 31, 2026; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 21st, were included in the investment opportunity offered to local financial institutions per my letter dated January 21st, with bids received no later than 10 AM on February 11th. The Library did not receive any bids from local financial institutions that met or exceeded the minimum Kanas Money Investment Pool rates.

Revenue/Expense/Balance by Fund Report – Page 2

The “Prev. Year PO Expenditures” column reports payments for items that were ordered or committed during the 2025 budget year and received and/or invoiced January 1, 2026, or after.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 50% of the budgeted revenue has been received and 10% of the approved budget has been expended/encumbered. This compares to 2025 in which 49% of the budgeted revenue had been received and 11% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2026 was received January 21st as scheduled. The total received for the General Fund was \$8,060,886. The percentage of the ad valorem budget collected year-to-date is 55%. This compares to 2025 in which 54% of the ad valorem budgeted had been collected. The percentage of year-to-date motor vehicle taxes collected is 4%. This compares to 2025 in which 3% had been collected.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 49% of the budgeted revenue has been received and 8% of the approved budget has been expended/encumbered. This compares to 2025 in which 48% of the budgeted revenue had been received and 9% of the approved budget had been expended/encumbered.

The January 21st tax distribution totaled \$1,946,179. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2025 was 54%. The percentage of year-to-date motor vehicle taxes collected is 4%. The percentage of year-to-date motor vehicle taxes collected was 3% as of this point in time in 2025.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,848,422.

Debt Service Fund-Bond and Interest – Page 7

The January 21st tax distribution totaled \$466. The bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes may continue to trickle in during the year.

Purchase Order Notification

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

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Facilities supplies open PO	\$10,000.00	Border States Industries, Inc.
Approved operating budget	Facilities supplies open PO	\$12,000.00	Lowe’s Companies, Inc.
Approved operating budget	Annual phone software agreement	\$29,293.20	Ring Central Inc.
Approved operating budget	Annual preventive maintenance agreement	\$10,256.00	McElroy’s Inc.
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism, and cyber security	\$68,552.00	The Cincinnati Insurance Company
Approved operating budget	Annual directors and officers’ liability insurance	\$5,248.00	World Insurance Associates LLC

Approved operating budget	Annual aquarium maintenance	\$12,000.00	Big Fish LLC
Approved operating budget	Annual internet, phone and fax service	\$25,422.84	AT&T
Approved operating budget	Ariens mammoth snow machine with brush and cab	\$19,943.08	Tarwater Farm & Home Supply
Approved operating budget	Job postings open PO	\$6,000.00	Indeed.com
Approved operating budget	Annual natural gas service	\$30,000.00	Kansas Gas Service
Approved operating budget	Annual water and sewer service	\$44,000.00	City of Topeka
Approved operating budget	Vehicle repair open PO	\$15,000.00	Hoyt's Truck Center
Approved operating budget	Employee assistance program – annual	\$6,549.00	Lucet
Approved operating budget	Employee testing open PO	\$6,000.00	Kansas Builders Insurance Group
Approved operating budget	(8) replacement book return boxes	\$18,160.00	Custom Sheet Metal Service
Approved operating budget	Annual cataloging and ILL database service	\$97,507.48	OCLC, Inc.
Board approved 10/16/2025 funding request to the Friends of the Library that included \$10,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$10,000.00	The Library Foundation
Approved operating budget	Annual advertising services	\$26,940.00	Cohort.Digital
Approved operating budget	Human Resource Information System annual fee	\$66,977.50	Paycom
Approved operating budget	Facilities service/repairs open PO	\$15,000.00	McElroys Inc.
Approved operating budget	Annual subscription for MuseumPlus	\$9,552.60	Zetcom North American Inc.
Approved operating budget	Annual lease/utilities to store Learn and Play Bus	\$21,120.00	Starwood PH Properties, LLC
Approved operating budget	Annual mobile broadband charges for mifi devices and smartphones	\$146,586.60	Verizon Wireless
Approved operating budget	Facilities supplies open PO	\$10,000.00	Johnson Controls, Inc.
Approved operating budget	Annual refuse service agreement	\$18,136.20	Inland Waste Solutions LLC
Approved operating budget	PO to cover 2025 remaining expenses	\$5,121.20	Inland Waste Solutions LLC

Approved operating budget	Annual subscription for staff training platform	\$6,825.00	Niche Academy LLC
Library Materials	2026 admission passes	\$25,000.00	Kansas Children's Discovery Center
Approved operating budget	Annual OrangeBoy services and software subscription	\$20,975.00	Orangeboy Inc.
Approved operating budget	Annual planned service agreement	\$26,353.00	Johnson Controls, Inc.
Approved operating budget	2026 staff awards	\$6,200.00	C.A. Short Company
Approved operating budget	Annual fire inspections	\$22,064.25	Johnson Controls, Inc.
Approved operating budget	Annual lease for copiers/printers	\$14,892.00	Century Business Technologies
Approved operating budget	Annual Windows service and desktop OS licensing		Premier One Data Systems Inc.
Approved operating budget	Annual service plan for Cisco devices (switches/firewall)	\$20,828.11	Oneneck IT Solutions LLC
Approved operating budget	Annual natural gas service	\$46,000.00	Bluemark Energy LLC
Approved operating budget	PO to cover 2025 remaining expenses	\$5,886.68	Bluemark Energy LLC
Approved operating budget	Open PO for 2026	\$7,500.00	Skinner Garden Store, Inc.
Library Materials	Annual Library IQ database fee	\$15,600.00	Library Systems Services
Library Materials	Adult fiction & non-fiction	\$6,390.00	Overdrive, Inc.
Library Materials	Adult fiction & non-fiction audiobooks	\$5,890.00	Overdrive, Inc.
Library Materials	Adult fiction & non-fiction audiobooks	\$6,210.00	Overdrive, Inc.
Library Materials	Annual ABCMouse database fee	\$6,759.82	Age of Learning, Inc.
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services
Library Materials	Adult fiction & non-fiction audiobooks	\$5,830.00	Overdrive, Inc.
Library Materials	DVD's	\$6,910.00	Midwest Tape LLC

Other Items:

- The fieldwork for the 2025 audit is ongoing. The audit will go through several reviews at Swindoll, Janzen, Hawk & Loyd, LLC (formerly BT&CO.) and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board's Finance and Audit Committee is scheduled to meet on April 13th, and their recommendation will be provided at the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent; and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.

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

1/31/2026

	<u>Balance 1/1/2026</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2026</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,453,534.81	\$ 8,094,826.86	\$ 1,382,689.86	\$ 13,165,671.81
Employee Benefits	2,335,897.85	1,960,478.38	405,008.12	\$ 3,891,368.11
Capital Improvement	6,824,614.37	23,807.62	-	\$ 6,848,421.99
Bond & Interest	612.58	487.80	-	\$ 1,100.38
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	-	-	\$ -
Federal, State & Local Grants	3,833.59	-	-	\$ 3,833.59
Other Special Revenue	878,267.55	2,868.62	12,693.23	\$ 868,442.94
Permanent Funds	298,866.14	-	-	\$ 298,866.14
Totals	<u>\$ 16,795,626.89</u>	<u>\$ 10,082,469.28</u>	<u>\$ 1,800,391.21</u>	<u>\$ 25,077,704.96</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 781,500.83
Restricted Funds-CoreFirst Bank-Checking	872,995.53
Capital Improvement Fund-Community National Bank-Money Market Account	6,848,421.99
Cash on Hand	2,151.97
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	16,374,849.59
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	<u>\$ 25,179,006.05</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	664.30
Less Payroll Deduction and Employer Benefit Liabilities	937.65
Less Outstanding Checks	99,699.14
	<u>\$ 25,077,704.96</u>

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

1/31/2026

	1/1/2026 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2026 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 6,453,534.81	\$ 8,094,826.86	\$ 302,824.63	\$ 1,079,865.23	\$ 13,165,671.81	\$ 1,137,861.94	\$ 12,027,809.87
Employee Benefit Fund	2,335,897.85	1,960,478.38	70.00	404,938.12	3,891,368.11	6,938.75	3,884,429.36
Capital Improvement Fund	6,824,614.37	23,807.62	-	-	6,848,421.99	-	6,848,421.99
Bond & Interest Fund	612.58	487.80	-	-	1,100.38	-	1,100.38
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	-	-	-	-	-	-	-
<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	3,789.56	-	-	-	3,789.56	950.87	2,838.69
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,797.76	2.79	-	-	10,800.55	-	10,800.55
Children's Art Show	-	-	-	-	-	-	-
French Gift - Library Materials	31.77	0.01	-	-	31.78	-	31.78
Friends	270,335.88	66.94	85.00	10,744.00	259,573.82	11,862.89	247,710.93
Fun Committee	9,215.93	315.37	78.91	2.00	9,450.39	-	9,450.39
Gallery Competitions/Exhibits	37,705.43	9.73	-	-	37,715.16	-	37,715.16
Gifts/Memorials (Undesignated)	514,601.11	132.56	660.00	-	514,073.67	67,093.24	446,980.43
Hathaway Trust - Library Materials	3,381.06	0.85	97.84	-	3,284.07	824.49	2,459.58
Library Materials	14,050.24	2,336.06	12.96	-	16,373.34	235.63	16,137.71
NEH Expendable	851.99	0.22	-	-	852.21	-	852.21
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,800.15	1.50	-	-	5,801.65	-	5,801.65
Torluemke Landscaping	36.82	0.01	-	-	36.83	-	36.83
Workshops	2,214.18	0.57	-	-	2,214.75	-	2,214.75
Youth Services	8,786.54	2.01	967.91	44.61	7,776.03	214.90	7,561.13
<i>Permanent Funds</i>							
Mertz Trust	298,866.14	-	-	-	298,866.14	-	298,866.14
TOTALS	\$ 16,795,626.89	\$ 10,082,469.28	\$ 304,797.25	\$ 1,495,593.96	\$ 25,077,704.96	\$ 1,225,982.71	\$ 23,851,722.25

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

1/31/2026

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2026</u>
				8.5%
Ad Valorem Property Tax	\$ 14,401,097.00	\$ 7,922,950.17	\$ (6,478,146.83)	55%
Revitalization Rebates	(106,840.00)	(69,313.41)	\$ 37,526.59	65%
Back Tax	-	128,300.27	\$ 128,300.27	N/A
Motor Vehicle Tax	1,291,774.00	54,830.38	\$ (1,236,943.62)	4%
Recreational Vehicle Tax	13,852.00	310.22	\$ (13,541.78)	2%
16/20 M Vehicle Tax	5,231.00	4,117.62	\$ (1,113.38)	79%
In Lieu of Tax	57,806.00	11,115.81	\$ (46,690.19)	19%
Watercraft Special Tax**	9,638.00	-	\$ (9,638.00)	0%
Commercial Vehicle Fees	48,309.00	8,575.12	\$ (39,733.88)	18%
E-Rate Reimbursement	15,245.00	-	\$ (15,245.00)	0%
Miscellaneous Revenue	3,000.00	3,407.00	\$ 407.00	114%
Miscellaneous Revenue - Recyclg	-	270.32	\$ 270.32	N/A
Salary Refunds-Foundation	98,705.00	7,282.25	\$ (91,422.75)	7%
Salary Refunds-Friends	58,189.00	-	\$ (58,189.00)	0%
Salary Refunds-Shawnee Cty	23,856.00	1,779.20	\$ (22,076.80)	7%
Vending Machines	1,500.00	74.50	\$ (1,425.50)	5%
Overdue Fees	25,000.00	3,180.28	\$ (21,819.72)	13%
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	1,000.00	85.00	\$ (915.00)	9%
Obituary Fees	300.00	15.00	\$ (285.00)	5%
Meeting Room Charges	2,500.00	412.50	\$ (2,087.50)	17%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	17,434.63	\$ (132,565.37)	12%
Transfer In	18,241.00	-	\$ (18,241.00)	0%
Library Treasurer's Balance	4,256,292.00	-	\$ -	N/A
TOTALS	<u>\$ 20,374,895.00</u>	<u>\$ 8,094,826.86</u>	<u>\$ (8,023,776.14)</u>	50%

** 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**

1/31/2026

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 369.22	\$ -	\$ 4,430.78	8%
Salaries-Facilities	826,307.00	59,020.94	-	767,286.06	7%
Salaries-Overtime	10,000.00	1,058.41	-	8,941.59	11%
Salaries-Security	328,835.00	24,495.63	-	304,339.37	7%
Salaries-Shelvers	117,558.00	3,671.92	-	113,886.08	3%
Salaries-Staff	8,975,974.00	653,865.65	-	8,322,108.35	7%
Conferences	195,900.00	507.40	259.00	195,133.60	0%
Staff Internal Dev/Trng - Web Based	15,000.00	-	678.00	14,322.00	5%
Staff Development & Training	36,500.00	-	2,754.56	33,745.44	8%
Mileage	8,969.00	-	10,700.00	(1,731.00)	119%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	-	20.00	1,480.00	1%
Materials-Periodicals	22,000.00	59.97	202.03	21,738.00	1%
Materials-Print/Non-Print <1 YR	917,500.00	43,981.76	14,251.98	859,266.26	6%
Materials-Print/Non-Print	1,333,000.00	16,976.26	94,967.13	1,221,056.61	8%
OPERATIONS:					
Art Purchases	10,000.00	-	-	10,000.00	0%
Cataloging and ILL Services	96,500.00	97,507.48	-	(1,007.48)	101%
Contracted-Digital Services	909,135.00	35,367.62	67,480.11	806,287.27	11%
Contracted-Facilities	316,000.00	30,480.94	120,377.45	165,141.61	48%
Contracted-Equipment	85,500.00	746.34	21,072.32	63,681.34	26%
Contracted-Professional	250,500.00	9,532.86	93,024.04	147,943.10	41%
Contracted-E-Rate Services	1,372.00	-	-	1,372.00	0%
Digital Services Support	936,787.00	1,243.00	1,741.52	933,802.48	0%
Furniture/Equipment	69,000.00	19,943.08	1,135.84	47,921.08	31%
Insurance	93,000.00	44,265.44	35,250.00	13,484.56	86%
Marketing & Communication	124,010.00	70.00	26,640.00	97,300.00	22%
Memberships/Dues	31,673.00	4,943.01	422.00	26,307.99	17%
Miscellaneous	5,000.00	251.90	-	4,748.10	5%
Payments to Other Libraries	165,941.00	-	-	165,941.00	0%
Postage/Shipping	62,990.00	59.13	1,440.87	61,490.00	2%
Printing	86,750.00	282.13	52.50	86,415.37	0%
Programming	119,100.00	1,223.67	4,518.22	113,358.11	5%
Special Events	-	-	-	-	0%
Special Projects	1,550,000.00	0.01	7,500.00	1,542,499.99	0%
Supplies-Facilities	107,267.00	2,985.06	67,855.60	36,426.34	66%
Supplies-Office/Library	90,815.00	248.42	2,295.98	88,270.60	3%
Supplies-Processing	41,000.00	391.61	229.38	40,379.01	2%
Telecommunications	204,100.00	13,659.85	157,299.80	33,140.35	84%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	337,670.00	74.74	(74.74)	337,670.00	0%
Utilities-Gas	58,231.00	9,195.51	76,000.00	(26,964.51)	146%
Utilities-Water/Sewage	56,025.00	2,191.09	41,808.91	12,025.00	79%
Vehicle-Gas	37,686.00	1,100.90	-	36,585.10	3%
Vehicle-Repair	85,000.00	98.08	32,061.92	52,840.00	38%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(3.80)	-	3.80	N/A
TOTALS	\$ 20,374,895.00	\$ 1,079,865.23	\$ 881,964.42	\$ 16,763,065.35	10%

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

1/31/2026

	<u>2026 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2026	\$ 4,256,292.00	\$ 5,872,972.82	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,401,097.00	7,922,950.17	55%
Revitalization Rebates	(106,840.00)	(69,313.41)	65%
Back Tax	-	128,300.27	N/A
Motor Vehicle Tax	1,291,774.00	54,830.38	4%
Recreational Vehicle Tax	13,852.00	310.22	2%
16/20M Vehicle Tax	5,231.00	4,117.62	79%
In Lieu of Tax	57,806.00	11,115.81	19%
Watercraft Special Tax	9,638.00	-	0%
Commercial Vehicle Fees	48,309.00	8,575.12	18%
E-Rate Reimbursement	15,245.00	-	0%
Fees and Charges	33,500.00	7,174.28	21%
Reimbursements	180,750.00	9,331.77	5%
Transfer In	18,241.00	-	
Interest on Idle Funds	150,000.00	17,434.63	12%
	<u>\$ 16,118,603.00</u>	<u>\$ 8,094,826.86</u>	50%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,263,474.00	742,481.77	7%
Other Staff Support Costs	256,369.00	14,898.96	6%
Library Collections	2,274,000.00	170,459.13	7%
Contracted Services	1,659,007.00	475,589.16	29%
Digital Services Support	936,787.00	2,984.52	0%
Furniture/Equipment/Art	79,000.00	21,078.92	27%
Payments to Other Libraries	165,941.00	-	0%
Special Projects	1,550,000.00	7,500.01	0%
Utilities & Telecommunications	656,026.00	300,155.16	46%
Vehicles	122,686.00	33,260.90	27%
Other Operating Expenditures	761,605.00	193,421.12	25%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 20,374,895.00</u>	<u>\$ 1,961,829.65</u>	10%
Prior Year Canceled Purchase Orders		<u>\$ 21,839.84</u>	
Unencumbered Balance 1/31/2026	\$ -	<u>\$ 12,027,809.87</u>	

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

1/31/2026

EMPLOYEE BENEFITS

	2026 Budget	Year To Date	%
Balance 01/01/2026	\$ 1,540,890.00	\$ 2,335,763.85	
Revenue:			
Ad Valorem Property Tax	\$ 3,472,687.00	\$ 1,910,894.74	55%
Revitalization Rebates	(25,763.00)	(16,716.04)	65%
Back Tax	-	32,248.64	N/A
Motor Vehicle Tax	315,712.00	13,797.64	4%
Recreational Vehicle Tax	3,386.00	78.09	2%
16/20M Vehicle Tax	1,278.00	1,037.33	81%
In Lieu of Tax	14,344.00	2,680.74	19%
Watercraft Special Tax*	2,356.00	-	0%
Commercial Vehicle Fees	11,807.00	2,157.85	18%
Refund-Fringe Benefits-Foundation	44,886.00	3,594.40	8%
Refund-Fringe Benefits-Friends	31,588.00	-	0%
Refund-Fringe Benefits-Shawnee Cty	10,210.00	674.80	7%
Refund FICA	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	25,000.00	5,036.51	N/A
Interest on Idle Funds	55,000.00	4,993.68	9%
	\$ 3,962,491.00	\$ 1,960,478.38	49%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,111.00	915.00	82%
Social Security/Medicare	771,687.00	52,608.55	7%
Ks Public Employees Retirement Sys	1,046,063.00	76,858.12	7%
Worker's Compensation	66,300.00	100.40	0%
Unemployment Tax	10,087.00	685.49	7%
Health/Dental Insurance	3,201,053.00	274,110.31	9%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,503,381.00	\$ 411,826.87	8%
Prior Year Canceled Purchase Orders		\$ 14.00	
Unencumbered Balance 1/31/2026	\$ -	\$ 3,884,429.36	

* 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 01/01/2026	\$ 6,824,614.37
Revenue:	
Transfer In	\$ -
Interest received	23,807.62
	\$ 23,807.62
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 1/31/2026	\$ 6,848,421.99

STATE AID

Balance 01/01/2026	\$ -	\$ -
Revenue:		
State Aid	-	-
	\$ -	\$ -
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support	-	-
Staff Internal Development/Trng	-	-
Special Projects	-	-
	\$ -	\$ -
Unencumbered Balance 1/31/2026	\$ -	\$ -

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

1/31/2026

	<u>2026 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2026	\$ 8,231.00	\$ 612.58	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	463.06	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	2.48	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	22.26	223%
	<u>\$ 10,010.00</u>	<u>\$ 487.80</u>	5%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	18,241.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 18,241.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 1/31/2026	\$ -	\$ 1,100.38	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of January 31, 2026

Capital Improvement Funds - Community National Bank

\$ 6,848,421.99 at 3.64% (money market account)

Municipal Investment Pool

\$16,374,849.59 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average January 1 - 31, 2026 was 2.44%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/2/26	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 10,596.70	-95067
10	23800	0	1/2/26	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 1,629.30	-95067
						\$ 12,226.00	-95067 Total
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 17,985.48	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 29.14	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 1,188.42	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 69.40	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 29.14	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 27.49	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 27.49	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 27.49	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 29.14	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 277.55	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 27.49	-95066
10	23800	0	1/2/26	EVERGY	2025 Electric Services	\$ 66.45	-95066
						\$ 19,784.68	-95066 Total
10	41000	301	1/9/26	OCLC, INC.	OCLC cataloging & worldsh	\$ 97,507.48	-95060
					<i>2026 approved operating budget - annual fee for cataloging and interlibrary loan database</i>	\$ 97,507.48	-95060 Total
10	23800	0	1/9/26	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 14,482.82	-95059
10	41000	736	1/9/26	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 0.01	-95059
						\$ 14,482.83	-95059 Total
10	41000	310	1/8/26	NICHE ACADEMY LLC	Niche academy subscription	\$ 6,825.00	-95056
					<i>2026 approved operating budget - contracted digital services</i>	\$ 6,825.00	-95056 Total
10	23800	0	1/9/26	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	Draw Alive annual sub	\$ 609.30	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	N-ableadditional funds	\$ 214.44	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	Subscription training	\$ 5,125.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	webinar seat	\$ 644.40	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	MailChimp 2025 additional	\$ 163.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	OptimoRoute addtl	\$ 55.53	-95050
10	41000	340	1/9/26	COREFIRST BANK & TRUST	Regisration	\$ 327.60	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	Online course access	\$ 1,850.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	ALA	\$ 125.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	PLA	\$ 90.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	ALA	\$ 125.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	PLA	\$ 90.00	-95050
10	41000	310	1/9/26	COREFIRST BANK & TRUST	Cox setup	\$ 453.14	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	Testedlyadditional funds	\$ 87.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	Regisration	\$ 8,294.00	-95050

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/9/26	COREFIRST BANK & TRUST	Museum Tier 3+	\$ 895.00	-95050
10	23800	0	1/9/26	COREFIRST BANK & TRUST	SoundTrack your brand fun	\$ 75.21	-95050
10	41000	310	1/9/26	COREFIRST BANK & TRUST	SoundTrack your brand fun	\$ 140.79	-95050
10	41000	310	1/9/26	COREFIRST BANK & TRUST	additional money for sub	\$ 91.47	-95050
				<i>Miscellaneous online orders paid by credit card</i>		\$ 19,475.88	-95050 Total
10	23800	0	1/14/26	COREFIRST BANK & TRUST	removable black 25x5ft"	\$ 44.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	removable black 12x10 ft"	\$ 27.96	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Linerless Transfer Tape	\$ 26.99	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	Refunding Taxes	\$ 9.25	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Dell Charger	\$ 67.92	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Bookish Stickers 200 ct	\$ 7.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Rainbow Satin Ribbon	\$ 9.98	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	8420	\$ 335.56	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	cablel	\$ 21.95	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	2 Pack Bluetooth Adapter	\$ 29.95	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	USB to HDMI	\$ 36.36	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	HDMI 25 Feet (3 Pack)	\$ 36.99	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	Barilla Pasta	\$ 21.36	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	magnifying glass	\$ 39.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	crochet set ergonomic	\$ 5.97	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	crochet hook set for arth	\$ 9.95	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	ergonomic crochet set	\$ 14.44	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	crochet needles set	\$ 8.28	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	crochet hook soft grip	\$ 9.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	colorful metal crochet	\$ 13.08	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	multicolor acrylic yarn	\$ 31.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	soft acrylic yarn	\$ 18.68	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	acrylic yarn skeins	\$ 29.99	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	acrylic yarn skeins	\$ 1.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	HOBO Temp Data Logger	\$ 636.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	LI-COR Cloud Data Plan	\$ 100.00	-95045
10	41000	320	1/14/26	COREFIRST BANK & TRUST	Shipping	\$ 51.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	white bandanas	\$ 60.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	fabric markers	\$ 34.78	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	magnetic frames	\$ 118.20	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	felt blanket kit	\$ 65.82	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	200 pcs bead connectors	\$ 8.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	giant purple paper flower	\$ 89.99	-95045

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/14/26	COREFIRST BANK & TRUST	giant pink paper flower	\$ 85.49	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	giant dark pint paper flo	\$ 53.23	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	200 pack laminate sheet	\$ 43.11	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	300 pack laminate sheet	\$ 37.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	APPLE Purchase	\$ 21.86	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	paper plates, sma;;	\$ 19.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	paper fasteners	\$ 7.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	confetti decorations	\$ 7.98	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	rolled border trim	\$ 11.40	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	rubber frogs	\$ 21.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	cake board rounds	\$ 20.38	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	jumbo buttons	\$ 11.73	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	washable ink pads	\$ 18.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	100 pc party blowers	\$ 12.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	googly wiggly eyes	\$ 6.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	rainbow ribbon	\$ 15.98	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	potting mix	\$ 13.56	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	paper mache cones	\$ 19.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	assorted pompoms	\$ 9.96	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	rolled border trim	\$ 6.58	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	rubber frogs	\$ 0.77	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	100 pc party blowers	\$ 0.77	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	paper mache cones	\$ 1.91	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Large Gray Dino Bones	\$ 2,997.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Muzo Kite® Mobile Flip-To	\$ 6,151.98	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	SHIPPPING	\$ 599.23	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	4 pk Crayola Broadline	\$ 15.88	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Wescott Scissors, 15 pk	\$ 15.98	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Elmers Glue stick, 30	\$ 9.97	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Poster Board, 6 ct.	\$ 22.48	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Equate Epsom Salt	\$ 3.78	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Arm & Hammer Bake Soda	\$ 0.87	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Himalayan Pink Salk	\$ 5.12	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Dried Lavender Flowers	\$ 14.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Chamomile Tea	\$ 3.42	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Dried Rose Petals	\$ 13.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Coconut Oil	\$ 13.63	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Raw Cane Sugar	\$ 5.12	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Vitamin E Oil	\$ 12.49	-95045

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2026

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	1/14/26	COREFIRST BANK & TRUST	Overage/Reordered	\$ 21.36	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Acer USB-C to HDMI	\$ 28.47	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Lightning to HDMI	\$ 28.55	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	folding hand truck for re	\$ 190.00	-95045
10	41000	410	1/14/26	COREFIRST BANK & TRUST	Shipping	\$ 30.34	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	potter's wheel	\$ 668.50	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	foot pedal	\$ 105.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	pottery tool kit	\$ 15.29	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	botanical set	\$ 42.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	pulp sheets	\$ 81.29	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Air Cushion	\$ 25.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	animal tracks midwest	\$ 8.15	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	kansas trees wildflowers	\$ 7.95	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	206X toner 4pk	\$ 69.89	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Pebble Speakers	\$ 112.75	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Reborn C to HDMI adapter	\$ 69.05	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	4 wood slices"	\$ 132.05	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Maintenance Box	\$ 77.76	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Epson Singleweight Matte	\$ 302.40	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	brush pens 5 pk.	\$ 27.48	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Keywing 2 oz clear jar	\$ 28.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	50 ct. muslin drawstring	\$ 6.49	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	easy to knot quilt	\$ 131.64	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	bench seat pad	\$ 39.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	corner bumpers	\$ 72.16	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	wall padding	\$ 41.70	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	fake flowers	\$ 44.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	cricut sticker set	\$ 31.32	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	cricut sticker set	\$ 0.58	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	museum wax	\$ 14.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	paint try liner	\$ 11.80	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	4in paint brushes	\$ 57.68	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	knife set - 2pack	\$ 53.46	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	dewalt security bit set	\$ 21.94	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	paint roller brushes	\$ 39.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	12 wall case w/lid white"	\$ 638.97	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	10 wall case w/lid white"	\$ 206.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	shipping	\$ 54.99	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	shipping	\$ 8.46	-95045

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	1/14/26	COREFIRST BANK & TRUST	Refund	\$ (12.99)	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	LEGO Classic 11038 Set	\$ 179.97	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	LEGO Classic 11011 Set	\$ 145.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	LEGO Classic 11036	\$ 49.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	50 pcs Minifigures Random	\$ 26.80	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	LEGO Classic Baseplate 11	\$ 46.32	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	LEGO Classic 11036	\$ 5.00	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	Shipping	\$ 7.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	wave kit	\$ 279.78	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	duct tape	\$ 31.80	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	rubber bands	\$ 16.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	foil	\$ 59.96	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	glue dots	\$ 27.16	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	frying pan	\$ 9.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	statue	\$ 7.91	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	big sharpies	\$ 11.44	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	craft sticks	\$ 26.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	megalodon tooth	\$ 12.34	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	glue dots	\$ 4.64	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	2x2x2 acrylic riser	\$ 29.16	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	3x3x3 acrylic riser	\$ 38.80	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	4x4x4 acrylic riser	\$ 52.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	3x6x6 acrylic riser	\$ 43.70	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	1x4x4 acrylic block	\$ 137.96	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	1x6x6 acrylic block	\$ 215.96	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	ground shipping	\$ 37.33	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Origami Kimono Patterns	\$ 6.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	Origmai Hokusai Prints	\$ 8.36	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	Shipping	\$ 6.99	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	AHA Healthy Hearts Kit	\$ 354.00	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	shipping	\$ 53.10	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	dress forms	\$ 559.96	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	brochure rack 6x9	\$ 15.99	-95045
10	41000	330	1/14/26	COREFIRST BANK & TRUST	dress forms	\$ 24.02	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	10 loom"	\$ 738.25	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	acrylic paint	\$ 38.68	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	6ft white extension cord	\$ 17.86	-95045
10	23800	0	1/14/26	COREFIRST BANK & TRUST	blow dryer	\$ 32.70	-95045
				<i>Miscellaneous online orders paid by credit card</i>		\$ 19,266.23	-95045 Total

Topeka and Shawnee County Public Library
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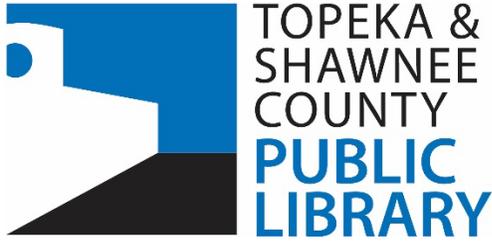
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	1/16/26	BLUEMARK ENERGY LLC	2025 Energy Bill	\$ 406.86	-95040
10	41000	352	1/16/26	BLUEMARK ENERGY LLC	2025 Energy Bill	\$ 5,886.68	-95040
						\$ 6,293.54	-95040 Total
10	41000	323	1/15/26	GREATER TOPEKA PARTNERSHIP	MOM 2027 Pledge	\$ 5,000.00	-95037
					<i>2026 approved operating budget - membership fees and advertising</i>	\$ 5,000.00	-95037 Total
10	41000	321	1/15/26	THE CINCINNATI INSURANCE COMPANY	Boiler & Machinery Ins	\$ 2,122.00	-95033
10	41000	321	1/15/26	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Prop	\$ 19,814.00	-95033
10	41000	321	1/15/26	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Vehicle Ins	\$ 7,125.00	-95033
10	41000	321	1/15/26	THE CINCINNATI INSURANCE COMPANY	Semi-Annual Genl Liab	\$ 6,813.00	-95033
						\$ 35,874.00	-95033 Total
10	41000	311	1/15/26	MCELROY'S INC.	1515 hvac pm agreement	\$ 1,273.00	-95030
10	41000	311	1/15/26	MCELROY'S INC.	1515 & 1520 hvac pm agreement	\$ 10,256.00	-95030
					<i>2026 approved operating budget - contracted facilities</i>	\$ 11,529.00	-95030 Total
10	21512	0	1/23/26	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,498.16	-95024
15	21512	0	1/23/26	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 10,102.99	-95024
15	21512	0	1/23/26	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 277.25	-95024
						\$ 12,878.40	-95024 Total
10	41000	311	1/23/26	JOHNSON CONTROLS FIRE PROTECTION LP	annual fire inspection	\$ 1,093.61	-95022
10	41000	311	1/23/26	JOHNSON CONTROLS FIRE PROTECTION LP	annual fire inspection	\$ 9,938.55	-95022
					<i>2026 approved operating budget - contracted facilities</i>	\$ 11,032.16	-95022 Total
10	21505	0	1/9/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,459.77	-95014
15	21516	0	1/9/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,299.83	-95014
15	21517	0	1/9/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,576.57	-95014
10	21513	0	1/9/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,817.09	-95014
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 61,153.26	-95014 Total
10	21501	0	1/9/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,553.04	-95010
10	21502	0	1/9/26	PAYCOM PAYROLL LLC	State W/H	\$ 15,711.56	-95010
15	21521	0	1/9/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 340.13	-95010
10	21503	0	1/9/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,151.50	-95010
15	21504	0	1/9/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,151.50	-95010
10	21503	0	1/9/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,946.81	-95010
15	21504	0	1/9/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,946.81	-95010
10	21514	0	1/9/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-95010
10	21518	0	1/9/26	PAYCOM PAYROLL LLC	Garnishments	\$ 830.38	-95010
10	41000	313	1/9/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,425.64	-95010
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 97,625.97	-95010 Total
10	21509	0	1/23/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,295.68	-95007
					<i>Remittance of deferred retirement employee contributions</i>	\$ 5,295.68	-95007 Total
10	21505	0	1/23/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,572.64	-95006

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15	21516	0	1/23/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,480.29	-95006
15	21517	0	1/23/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,595.40	-95006
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 59,648.33	-95006 Total
10	21515	0	1/23/26	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 37,643.06	-95004
15	21515	0	1/23/26	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 192,913.60	-95004
15	21515	0	1/23/26	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 5,941.27	-95004
						\$ 236,497.93	-95004 Total
10	21501	0	1/23/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,235.24	-95001
10	21502	0	1/23/26	PAYCOM PAYROLL LLC	State W/H	\$ 16,026.06	-95001
15	21521	0	1/23/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 345.36	-95001
10	21503	0	1/23/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,485.10	-95001
15	21504	0	1/23/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,485.10	-95001
10	21503	0	1/23/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,025.14	-95001
15	21504	0	1/23/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,025.14	-95001
10	21514	0	1/23/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-95001
10	21518	0	1/23/26	PAYCOM PAYROLL LLC	Garnishments	\$ 705.38	-95001
10	41000	313	1/23/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,444.12	-95001
10	23800	0	1/23/26	PAYCOM PAYROLL LLC	W-2s	\$ 1,598.50	-95001
10	23800	0	1/23/26	PAYCOM PAYROLL LLC	W-2s	\$ 44.85	-95001
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 100,988.59	-95001 Total
10	41000	350	1/29/26	VERIZON WIRELESS	public hotspots	\$ 10,586.25	-94986
10	41000	350	1/29/26	VERIZON WIRELESS	staff hotspots	\$ 1,629.30	-94986
						\$ 12,215.55	-94986 Total
49	41000	919	1/15/26	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 10,000.00	12364
				<i>Friends funding request approved by Board on 10/16/2025 included \$10,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>		\$ 10,000.00	12364 Total
10	41000	310	1/8/26	ORANGEBOY INC	Orangeboy subscription	\$ 20,975.00	102386
				<i>2026 approved operating budget - software support/subscription</i>		\$ 20,975.00	102386 Total
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline 2 ply	\$ 3,272.40	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline roll towel	\$ 314.90	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline pink foam soap	\$ 207.36	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline tub tile cleane	\$ 260.64	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline 42 x 47 liner	\$ 1,095.60	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline roll towel	\$ 944.70	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	brush roll 15 inch	\$ 117.52	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	tissue bath kleenline	\$ 1,044.60	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	tissue bath kleenline	\$ 835.68	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	towel roll kleenline	\$ 538.92	102389

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10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	liner 43x47	\$ 692.55	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	disinfectant brady	\$ 196.80	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline pink foam	\$ 132.48	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	kleenline tub and tile	\$ 166.08	102389
10	23800	0	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	fuel charge	\$ 4.00	102389
10	41000	410	1/15/26	BRADY INDUSTRIES OF KANSAS LLC	brush roll 15 inch	\$ 117.50	102389
				<i>2025 approved operating budget - facilities supplies</i>		\$ 9,941.73	102389 Total
10	41000	311	1/15/26	STARWOOD PH PROPERTIES, LLC	01/2026 to 12/2026	\$ 4,368.00	102397
10	41000	311	1/15/26	STARWOOD PH PROPERTIES, LLC	01/2026 to 12/2026	\$ 72.00	102397
10	41000	311	1/15/26	STARWOOD PH PROPERTIES, LLC	01/2026 to 12/2026	\$ 243.00	102397
10	41000	311	1/15/26	STARWOOD PH PROPERTIES, LLC	01/2026 to 12/2026	\$ 552.00	102397
10	41000	311	1/15/26	STARWOOD PH PROPERTIES, LLC	01/2026 to 12/2026	\$ 45.00	102397
				<i>2026 approved operating budget - storage for Learn and Play bus</i>		\$ 5,280.00	102397 Total
10	41000	321	1/15/26	WORLD INSURANCE ASSOCIATES LLC	Directors & Officers	\$ 5,248.00	102399
						\$ 5,248.00	102399 Total
10	41000	310	1/22/26	ALLTECH	trouble call bad cable	\$ 380.00	102402
10	41000	310	1/22/26	ALLTECH	truck charge	\$ 40.00	102402
10	41000	310	1/22/26	ALLTECH	new SE camera	\$ 3,922.00	102402
10	41000	320	1/22/26	ALLTECH	closet clean up	\$ 1,152.00	102402
10	41000	320	1/22/26	ALLTECH	truck charge	\$ 40.00	102402
				<i>2026 approved operating budget - contracted services and support</i>		\$ 5,534.00	102402 Total
10	41000	910	1/29/26	TARWATER FARM & HOME SUPPLY	Ariens mammoth 850 snow remover	\$ 14,737.04	102419
10	41000	910	1/29/26	TARWATER FARM & HOME SUPPLY	ariens power broom 44"	\$ 3,771.08	102419
10	41000	910	1/29/26	TARWATER FARM & HOME SUPPLY	Snow cab	\$ 1,434.96	102419
				<i>2026 approved operating budget - furniture/equipment</i>		\$ 19,943.08	102419 Total
						\$ 922,522.32	Grand Total



Board of Trustees Executive Committee Meeting
February 9, 2026 – 4:00pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, 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 February 9, 2026, via Zoom, and was called to order at 4:00 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the January 5, 2026, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the January 5, 2026, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the January 15, 2026, Board of Trustees Meeting and the agenda for the Board of Trustees February 19, 2026, meeting were reviewed.

Chief Executive Officer Marie Pyko shared that the agenda for the February Board Meeting will be straightforward.

Chief Financial Officer Kim Strube will have nothing out of the ordinary in her report but will likely speak about the new bank investments resolution.

Pyko shared that she will provide an update as to how the Beyond the Building teams are doing at their meetings.

Chief of Staff Thad Hartman stated that he will speak about the bids presented later in the meeting. He also asked Maddie Safford from HTK Architects to present staff spaces and Room 123 renovation. The staff spaces project will go out to bid in March and Room 123 in May.

There are several items for new business. There will be the first reading of the Petition Policy and two policies for approval; the Customer Service Policy and the Unattended Child Policy. The board will also be presented with three bids to vote on. One for the network switch upgrade, one for the dual boiler replacement at 1020 Washburn, and one for the HVAC upgrade at 1020 Washburn. The boilers and HVAC are both nearing end of life. The last new business item will be new bank investments. Every year the library requests banks that are interested in having our business make a bid.

There will be an executive session at the end of the meeting to speak with legal counsel.

Other Items

The group briefly discussed some current bills in the legislature.

No other items were discussed

Adjournment

On a motion by Mark Zillinger, seconded by Hannah Uhlrig, the meeting was adjourned at 4:23 pm.

Next Meeting

March 9, 2026

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report February 2026

News and Updates

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

At the end of January, there are 5,569 children under five years of age enrolled in the program. The program remains stable in terms of participation however we continue to see the greatest levels of participation for young children 2-5 years of age. The library and United Way of Kaw Valley continue to develop growth strategies for newborn and one year old age groups.

Outreach Services Planning

Several 'Beyond the Building' teams have begun meeting to develop recommendations for expanding library access beyond our main facility. While each team has a unique focus, they are united by four primary goals: improving service accessibility, creating more community social spaces, increasing public awareness of resources, and aligning with community partners. For 2026, these efforts are organized into four specialized teams: **Civic Spaces, Community Events, Shared Spaces, and Vehicle-Based Services.**

New Staff Lunch

Over the past three years, an increase in retirements has brought many new faces to the library. To welcome them, I've begun hosting lunches for our recent hires. It has been a wonderful way to learn about their journeys and what brought them to our team. I look forward to continuing this throughout the year, ensuring I have the chance to meet and support every new staff member personally.

Public Library State Survey

Annually we must submit our library statistics to the State Library of Kansas. The survey includes library visits, circulation, size of the collection, public service hours, staffing and electronic resources, etc. Data collected from all the public libraries in Kansas is reported to the Institute of Museum of Library Services.

I have included an infographic of our data from 2025.

Year in Review and Annual Report

In 2023, I initiated internal 'Year in Review' reports to complement our public annual report. These internal documents highlight staffing shifts and major initiatives that support our strategic goals. The primary objective is to capture our institutional history in real-time. By documenting our 2025 milestones today, we ensure that future leadership understands the evolution and context of the Topeka and Shawnee County Public Library.

Marketing Campaigns

Subscription Newsletters

On January 26, 2026, we launched three genre-specific newsletters—Romance, Mystery/Suspense, and Non-Fiction—to drive engagement with our collection. This initiative is currently in a pilot phase in collaboration with OrangeBoy, specifically targeting new and lapsed borrowers. Early results are promising, with a 60% open rate; we are now monitoring circulation data for the featured titles to measure impact. As noted in January, this project represents a final legacy of Diana Friend, launched just prior to her retirement.

Red Carpet Services Planning for the Future

I have begun meeting with the Red Carpet staff to evaluate our services for older adults and those in congregate living who face barriers to visiting the library or bookmobile. Our discussions focus on how outreach can best foster meaningful literacy and learning for this demographic. While we recently noted that most Red Carpet customers still prefer physical materials, we wondered what the adoption rate of our digital collections was for our Red Carpet customers. At this point there is a minimal number of our customers who have made that transition, but we will continue to monitor this trend to see if it changes overtime. Our next step is to survey residents at congregate sites to better understand their preferences and information needs. This feedback will inform a new 2-3 year work plan designed to align our services with the evolving needs of our older adult community."

Area Highlight- Test Proctoring Service

Many in our community may be unaware of a critical service we provide **Test Proctoring**. For students enrolled in online post-secondary education, finding a certified proctor is often a mandatory requirement for their exams. We are proud to offer this service to help our local students meet their academic goals.

How it Works

The process is designed to be seamless:

- **Request:** Students submit a proctoring request.
- **Coordination:** A member of our team reaches out to coordinate a schedule.
- **Verification:** We review the school's specific requirements to ensure the library is an authorized fit for the exam.

While the exact start date is lost to history, the library has been supporting local students through this service for **over 40 years**.

Meet the Team

A huge thank you to our dedicated proctoring team: Meg, Deb, Jennifer, Kaitlyn, Liz, and Nick. Because of their diverse schedules, we are able to offer flexible testing windows during both day and evening hours to accommodate our students' busy lives.

Agenda Items- New Business

Policy Review

This month the Board will review the **Petition Policy** as a first reading. There are no recommended changes to the policy. We will bring the policy to the March Board of Trustees meeting for approval consideration.

At the January board meeting, the **Unattended Child Policy and the Customer Service Policy** were presented for a first reading. As shared there are no recommended changes to the Customer Service Policy and several clarifying changes to the Unattended Child Policy. Chuck Engel, the Library's attorney has reviewed both policies. We will two resolutions for approval consideration for the policies at the February Board of Trustees meeting.

Facilities and Technology projects

At the upcoming February meeting, we will present three projects for approval—two facilities-based and one technology-based—all of which are included in the **FY2026 budget**.. The two facilities projects are for upgrades for system of the 1020 Building which houses our Community Services, Library Foundation and Training Center. The Technology project, Network Switch Upgrade is essential to ensure our 41 network switches continue to connect and manage communication between computers, printers, servers and other devices across the network. The current network switches have reached end of life and will no longer be supported with security updates and technical assistance from the manufacturer.

Please refer to the resolutions, staff recommendations and bid tally sheets for additional information.

Professional Activities/Community Contacts

January 13, 2026	Attended Friends of the Library Board Meeting
January 14, 2026	Attended Shawnee County Advisory Board Meeting
January 15, 2026	Attended Board of Trustees meeting
January 20, 2026	Attended the Intergovernmental Cooperative Coalition meeting
January 21, 2026	Attended KLA Governmental Affairs Committee Meeting
January 21, 2026	Attended Library Foundation Board Meeting
January 26, 2026	Attended Library Foundation Finance Committee Meeting
January 27, 2026	Attended the Visit Topeka Inc., executive board committee meeting.

January 29, 2026	Met with Maggie Mahood, WIBW broadcasting to discuss marketing strategies.
January 30, 2026	Attended Library Foundation New Board Member Orientation
January 30, 2026	Attended Diana Friend's retirement meet and greet event.
February 2, 2026	Attended the PLA Budget and Finance committee meeting.
February 4, 2026	Met with Marketing team and Cohort digital to discuss social media campaigns.
February 6, 2026	Presented to Leadership Greater Topeka Session at library
February 9, 2026	Began initial interviews for Communications & Marketing Director
February 9, 2026	Attended Audit Kickoff Meeting
February 9, 2026	Attended Board of Trustees Executive Committee Meeting
February 10, 2026	Presented at Washburn University to NetWUrk Group

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 02/13/2026



TOPEKA AND SHAWNEE COUNTY

Annual Report 2025



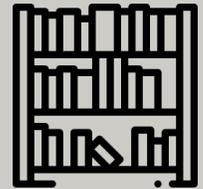
The library had **6,238** open hours in 2025!



121,794 people have a card at our library



461,017 people walked through our doors last year



The collection contained **258,651** items



Print materials totaled **187,849**



Physical videos totaled **56,604**



Total use of electronic materials **766,842**



Contributing to a total of **1,765,570** checkouts!



We lent our items to other libraries **10,315** times



87,700 uses of public computers



406,960 WiFi sessions



And brought in **5,379** items upon patron request



3,091 total programs offered



72,922 people attended in total!

READ



www.tscpl.org
1515 SW 10TH AVE
TOPEKA, KS 66604
7855804400

Dolly Parton's Imagination Library

January 2026



Total Enrolled
5,569

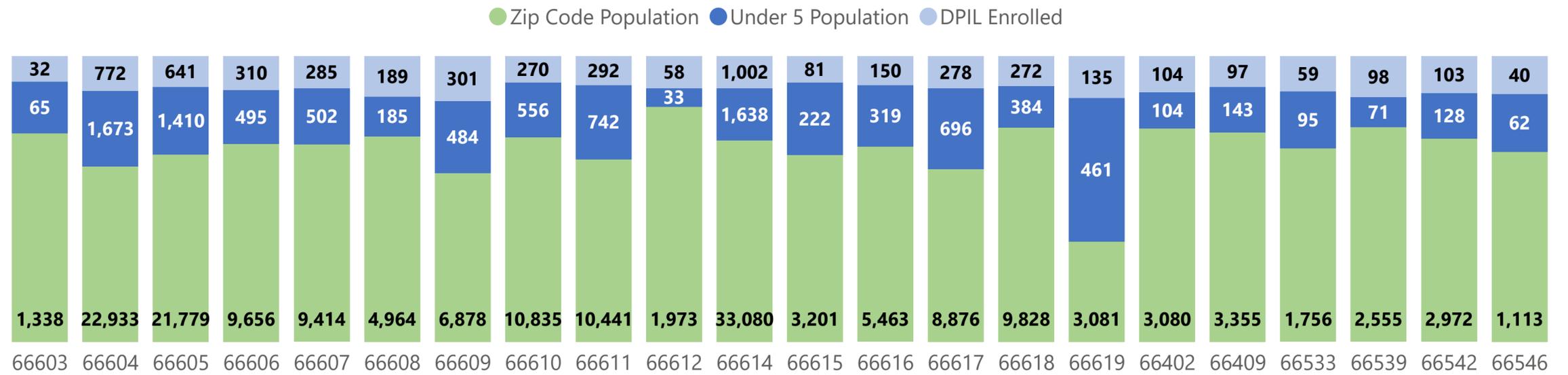


Total Graduated
11,117

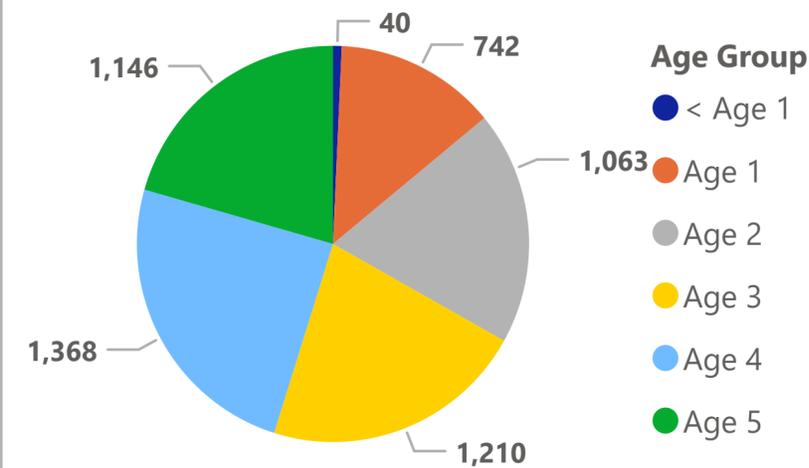
Year, Month

2026

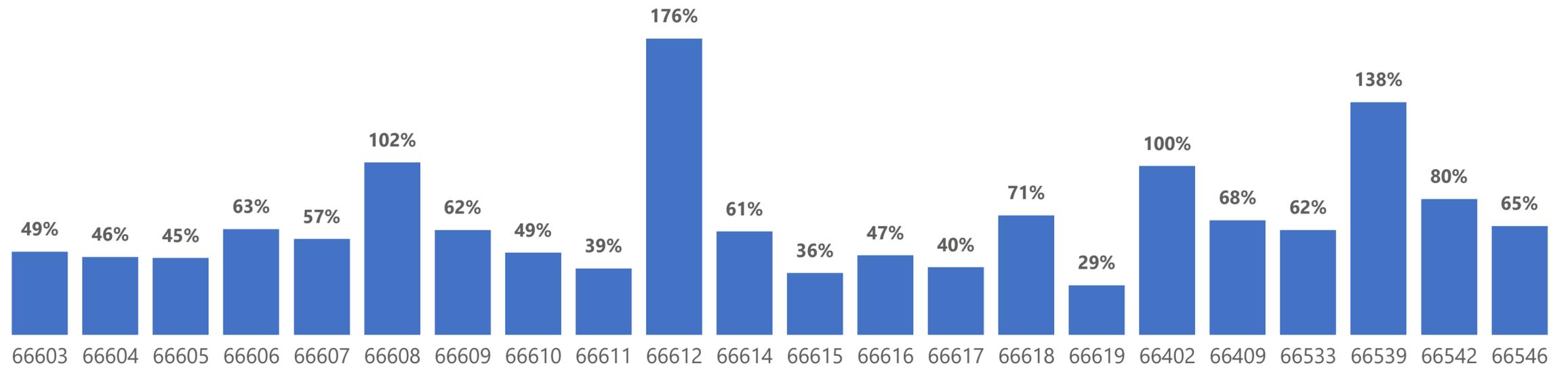
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman

February 12, 2026

Room 123 & Staff Spaces

At the February board meeting Maddie Safford from HTK Architects will present plans for upcoming remodel projects including several staff spaces and Room 123 (the previous location of The Edge). These projects are all part of the Facilities Master Plan and the approved 2026 budget.

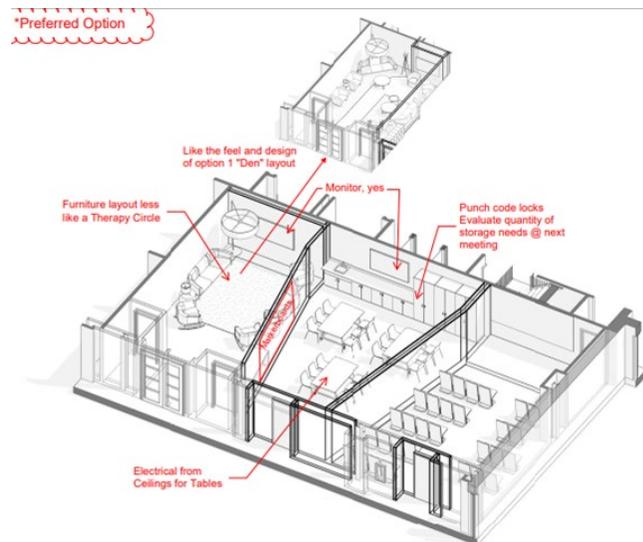
The staff spaces project includes remodeling the workspaces for Digital Services, Youth Services, and Community Services. In addition, there will be updates to the staff training room, staff room at 1020, and lower level hallway flooring. These projects will be bundled into one RFP that is scheduled to be posted in March, with a bid recommendation planned to go to the board in April. Construction would begin shortly after and should be completed before the end of the year.

The remodel of Room 123 is an exciting opportunity to create a new public space and service. Our goal with this project is to transform Room 123 into a unique space that fosters connection and joy by providing opportunities that are not currently readily available in our library or the wider community, with minimal to no staffing.

The concept is to create three unique meeting spaces designed to serve specific needs and purposes. Unlike traditional, one-size-fits-all meeting rooms, each of these new areas offers a distinct environment tailored for particular activities.

The first space is designed as a cozy departure from traditional meeting setups, and prioritizes comfort and connection through its relaxed, homey atmosphere. Furnished with comfortable seating and warm lighting, the room will serve as an inviting gathering place for groups like book clubs and knitting circles. It will be the ideal environment for those seeking an informal setting where conversation and connection can flourish.

The second space is a versatile, hands-on environment designed to bridge the gap between a traditional meeting room and a specialized studio. Featuring durable hard-surface flooring and a set of resources, including sewing machines and various crafting tools, this space will be tailored for interactive workshops and collaborative making. Available for public and staff booking, it will serve as a hub for groups such as robotics clubs, scouts, and sewing clubs to gather, learn new skills, and bring creative projects to life.



The third space is an intimate, black-box style theater designed to offer a focused environment for performance and discovery. With flexible, upgraded seating for up to 24 people, the room will provide a more comfortable and personal alternative to the main auditorium. Whether hosting live performances like poetry slams and music recitals or transforming into a screening lounge for film and video, this space will be a dedicated platform for local artists to share and for audiences to discover new talent.



Room 1 – Cozy Meeting Room



Room 2 – Creation Lab



Room 3 - Theater

The RFP for this project will go out in the next few months with a bid recommendation going to the board in the summer. Construction for this project would begin after the staff spaces projects are completed. Maddie will provide more information about these projects in her presentation at the February meeting.

February Bid Resolutions

For the February meeting, we are submitting two bid recommendations for improvements at the Community Services / Foundation building (1020 Washburn). These projects, which include a dual boiler replacement and a targeted HVAC upgrade (condensing unit and evaporator coil), were prioritized in the Facilities Master Plan due to the age of the current equipment. Both recommended bids came in under budget and align with our projected cost estimates.

While each project received two formal bids, the pricing was consistent and competitive. We engaged additional contractors during the mandatory walkthroughs; however, some opted not to submit proposals, with one citing high seasonal workloads. Despite the smaller pool of bidders, the similarity in the submitted figures provides confidence in the market value of the recommendations. More information is provided in the attached bid documents.

Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Update on Q1 Strategic Plan in Public Services

We're right in the middle of the first quarter of the year and have gotten some of our strategic plan initiatives up and running.

- **Focus Area: Connection — Digital Equity Innovation:** We've started teaching classes to expand use of the equipment we have in the Level 2 Tech Center and make the tools we have a little less scary

for people to try out. We've had waitlist crowds for classes on learning how to use the Audio & Video Recording Studios, Intro to 3D Printing, Intro to Cricut - Sticker Workshop, Intro to Podcasting, and Intro to Canva - Poster Workshop. It's exciting seeing these classes fill up and getting people comfortable with using the equipment and space.

- **Focus Area: Learning — Readers & Reading - Conversations:** Early this year we kicked off a new book club for school age kids and one for teens. Both have seen great numbers, including kids bringing their friends. It's nice to see kids and teens so excited about reading and talking together about their favorite parts of the books they're reading together.
- **Focus Area: Learning — Play & Experiential Learning - Adult:** We continue to expand our offerings for our Grown-Up Fun series, which we started last summer. So far this quarter we've offered an all-day Risk Tournament, a very popular LEGO Night, and a Board Game Bash, all for adults in our community. Coming up we have more games, crafts, and activities to appeal to grown-ups that just wanna have fun.
- **Focus Area: Joy — Discover & Grow Passions - Creation:** Our Readers Librarian is coordinating a Local Authors Fair on March 30 to celebrate all of the incredible local literary talent we have in our community. This was an event we had offered pre-pandemic but had not been able to get started again. We're very excited to offer this opportunity to our local authors and readers, to connect and learn together.

Public Services

Zan Popp, Supervisor – Learning Experiences

New Staff



I realized I didn't include this in the December report, but I want to introduce the newest member of the Gallery Team: Abigail Thomas. Abigail joins us from the Interlibrary Loan department and brings a background in Art History along with previous experience working with the Gallery Team.

Alice C. Gallery

Up from the Roots continues to draw strong attendance. January visitation totaled 3,509, bringing overall attendance to more than 5,500 visitors since the exhibit opened. Of the 29 days the gallery has been open so far this month, 23 days saw more than 90 visitors. This included three days with over 200 visitors, 19 days with over 100 visitors, and one day with more than 90 visitors.

The gallery also hosted *Planning for Spring with the Master Gardeners*, welcoming 16 attendees. During this program, Master Gardeners shared tips for planning spring gardens and highlighted local demonstration gardens in Topeka that visitors can explore for inspiration.



Topeka Room

In celebration of Kansas Day, the Topeka Room once again hosted a week-long, library-wide scavenger hunt. Eight Kansas state symbols were placed throughout the first floor for customers to find. Participation closely matched last year's numbers, despite the event taking place during one of the coldest weeks of the winter. At least 122 participants completed the scavenger hunt and visited the Topeka Room to receive their prize. Each participant received a 3D-printed Kansas 250 logo medallion, designed and produced in-house.



Level 2 Technology Center (L2TC)

In January, the Core Technology Team began offering weekly *Computer and Gadget Help* drop-in sessions in the Level 2 Technology Center, providing basic technology support to customers in the library.

The team also welcomed the final session of DOCK grant interns, with six interns participating in this round. Computer and Gadget Help drop-in services will continue at the same four community locations as the previous session: Shawnee North Community Center, Oakland Community Center, Crestview Community Center, and the Gil Carter Center.

We are also starting to see more customers coming into L2TC for help with tax-related questions as the season gets underway.

Public Services

Cadie Maas, Supervisor – Readers & Resources

GeriFit

GeriFit is an evidence-based wellness program designed specifically for older adults and serves as an ideal entry point for individuals who have been inactive and are looking to rebuild stamina and muscle strength. The program's primary goal is to help participants remain independent, confident, and safe in their daily lives by reducing fall risk and supporting long-term quality of life.

Nationally recognized for its effectiveness, GeriFit is among the highest-rated fitness programs for older adults in the country and has achieved Tier III status through the National Council on Aging. This designation reflects strong evidence of positive health outcomes for participants.

Classes incorporate hand weights and resistance bands to improve strength, coordination, and core stability, all of which contribute to better balance and mobility. Beyond the physical benefits, GeriFit also provides valuable social connection. Participants have regular opportunities to meet and build relationships with other community members who share similar goals around fitness and maintaining independence.

The library has offered GeriFit twice each week for many years, with consistently strong participation. In January, we expanded the program to our Book Nook location inside Westridge Mall to reach additional community members. Interest exceeded expectations. Attendance was so high that mall leadership approached us about relocating to a larger space to better accommodate demand.



We're now hosting three classes each Wednesday morning at the mall, all with enthusiastic participation and room for continued growth. This expansion has created an exciting new path for community members to engage with the library while supporting their health and wellness.

This success has been made possible through the leadership of Older Adults Librarian LaVoyce Capps and the support of the Red Carpet team, who have worked together to increase access to this high-demand service. Their efforts are helping older adults across Topeka and Shawnee County stay active, connected, and on track to meet their personal fitness goals.

2026 Winter Reading Challenge



Participation in the 2026 Winter Reading Challenge remained strong, with readers logging three books in Beanstack to earn a cozy, library-branded mug. A total of 1,481 community members registered for the challenge, and 1,126 readers completed it. Collectively, participants recorded nearly 5,300 books.

To support engagement and help readers discover readily available materials, the Collection Development team in Technical Services curated a list of high-interest, popular titles on Libby without waitlists. Many of the most frequently logged books during the challenge were selections highlighted from this list, demonstrating the impact of connecting customers with immediate access to popular content.

While we are pleased with overall participation, the Winter Reading Challenge is the one seasonal challenge where we continue to see a gradual slowdown in engagement. In the coming year, staff will explore new strategies to refresh and re-energize the program, with the goal of strengthening participation and continuing to grow our community of readers.

Community Connections

Our Community Connections Librarian Lissa Staley was invited to speak on the importance of community building, along with some tips for young people to find/create/join a community in their corner of Kansas for Forge's Young Professionals Day at the Capitol on February 2. Below is an excerpt of her remarks.

“Remember that community is a consequence of people – that people, singly & in groups, are not a step to be skipped in building communities or their spirits. Build up those near you, & those near them; build outwards from within.” This advice from writer Amal El-Mohtar is tacked up on my cubicle wall.

Here are some of my best, most authentic community building tips:

Practice being a joiner. Practice being a follower. Practice showing up for other people to support them. Practice getting on social media once a week with the intentional goal to check in on the pages of 10 organizations in your community. Don't wait to be invited. Don't wait for them to come to you.

If you are serious about community building, use all of the platforms that organizations and individuals in your community are using to communicate hyperlocal information. Even email. Even Facebook. The internet will happily show you infinite obscure bits of captivating scrollable content, but you will have to do the work to see information from people in your immediate vicinity who you don't know well, who aren't in your current networks. It's much easier to delete an email you received and skimmed than it is to track down information that you don't even realize exists.

You have to look around at each other and show up for each other and help each other. Not only in rooms like this with people like you, but in rooms you will have to enter with people you don't know. It will be uncomfortable and risky and not always fun.

When you get to know people and let them get to know you, it opens up possibilities. I can't tell you for sure what those possibilities will be, but I can tell you that you need the possibilities for community building and community doesn't just happen. You have to build it.

I like the compelling clear visual metaphor of a barn raising or people pitching in when it is time to bale the hay. I've always lived in the suburbs, or the city, so I don't have authentic farm stories. But in 2002, my dad invited me to join a trivia team at a fundraiser back home that was organized to raise a few thousand dollars for a person in crisis. It's having fun together, and the work gets done. And I brought the trivia event idea back to Topeka and the library has hosted trivia events quarterly since 2003, including for over 200 people this weekend. Trivia isn't a fundraiser at the library, but it is a community building experience, every single time.

Opportunities will also just fall from the sky if you are looking for them. In a big snow, everyone will need help shoveling or at least appreciate a friendly wave and shout of encouragement as they are shoveling their driveway and you are shoveling your sidewalk. Maybe whoever finished first goes over to help the other person, or you both pitch in together on the sidewalk of the neighbor who hasn't been out yet to give them a safer path. This is how you build community for the next weather emergency or neighborhood crisis or even the next opportunity.

I'll leave you with one last quote from the wall of my cubicle, from by RM Linden.

"Humans have two fundamental needs: mastery and belonging."

At my cubicle, I added definitions for mastery and belonging to remind me what that looks like:

Humans have two fundamental needs – *to be competent and recognized/appreciated for it and to participate/to be part of something larger than themselves.*

Your community needs you, and you need your community."

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Program highlight

One of our new programs for early childhood is Toddler Sensory Play. We were not sure if it would be popular or not as we slotted it for Friday evenings. What we discovered was that people show up to get messy. Forty-four people came to that first session. The January session featured ooey, gooey, finger painting. The February session is Fun with Food. Sensory play is important for young children because they readily explore the whole world with all their senses. Babies and toddlers are well known for putting things in their mouths for that very reason. At the library, we want to foster that multidimensional learning and fire up lots of neuropathways. This type of play enhances problem-solving, works fine motor skills, increases vocabulary, and builds confidence.

Upcoming program

While we feature lots of STEM programs for school aged kids, we also just like to have fun. One of the programmers is hosting a mini afterschool series featuring balloons. This includes making paper inflatables, playing Keespie Upsie, and creating stress balls. The ultimate day is one where kids get to "be the balloon," meaning playing games while wearing inflated ball suits. Joy... we are all about it.

Librarian Updates

Early Childhood Librarian

It is one thing to allow everyone to be invited to something, but it is another thing to make sure everyone feels like they belong and can participate. Preschool Storytime has always been a big part of our birth-5 programming. Within the last year, we have made it more accessible. The stories are now projected on the wall making it easier for attendees to see the pages. Turning on closed captioning also provides more accessibility. Storytellers wear microphones when we have a large audience to make it easier for attendees to hear. On occasion, we have invited interpreters to storytimes to make the programs more inclusive.

During the fall of last year, I started introducing American Sign Language (ASL) sign at some of my weekly storytimes. The signs are directly correlated to a book or activity, and a slide of each sign is included during storytime. I utilize lifeprint.com with Dr. Bill Vicars. Past signs include “dance” for *Silly Dance Contest*, “sleep” because some animals sleep all winter, and “red” for *Holly’s Red Boots*. I invite the children to practice the sign each time I say the word in the story. With one of my next storytimes, we will be signing an entire song, *The More We Get Together*. I do not consider myself fluent in ASL, but I want children to be aware that people communicate in a variety of ways. That and the visual and motor use of sign reinforces neuropathways for language learning.



Early Childhood Outreach Librarian

Society is much more mobile than ever. Because of that families will sign up for Dolly Parton’s Imagination Library, move, and forget to update their delivery address. With that in mind, the library has a plan for undeliverable books from DPIL that end up at the post office. These books are placed within our community where young children and parents or caregivers are encouraged to browse, read, and even take home a beloved book. These community locations include waiting rooms for medical offices and other businesses where a young child may visit alongside an adult. Each community location is regularly visited to ensure that a selection of DPIL books is available. On a recent visit to a community location, it was evident from rabbit-eared pages and crumpled pages, and that the books had been loved and treasured by a young person. These books were happily replaced with new books.

Each community site also has signage and flyers for parents and caregivers to sign up their child to have books delivered to their home.

School Age Librarian

200 Pieces of Togetherness

Three bored girls dashed into the library after a day of school. They scoured the space looking for staff members with whom they could visit with about the events of their days. Surrounded by whispering shelves and the slow tick of the clock, the three girls became delighted with a challenge presented to them by a staff member. Placed before them was a 200-piece panda puzzle. The girls began with a reluctant curiosity that quickly turned into a shared mission as they slowly sorted and snapped pieces of the puzzle together. Frustration sparked as they were unsure how to move forward with such a complex undertaking. Two staff members took turns sitting with them, encouraging them and making suggestions about how to discover patterns, colors, and strategies to make progress. Gleeful laughter broke out as they found each of the four corners. Who knew that this small puzzle would turn boredom into purpose. In this small square of cardboard, the girls learned the value of patience, teamwork, and perhaps each other’s strengths along the way. The panda and rainbow picture emerged as did the confidence of the girls. Two hours and seven minutes later, the final puzzle piece was clicked into place! Hoorays and high fives along with taking pictures marked their proud and happy



moment. The library is a place where ordinary afternoons are transformed into something memorable. Truly, 200 pieces of togetherness.

Congratulations for Mock Award Presentation

January 16, 2026, Judy Espinosa-Gonzalez, Youth Services School Age Team, presented a short list of potential award winners for the Pura Belpre award for illustration at a “Mock” Youth Media Awards event. Brenda Hughes leads TSCPL in partnering with NEKLS and the Lawrence Public Library annually for this light-hearted, reading, networking occasion. It was an afternoon of collaboration, thrilling book discussion, and voting. Ms. Espinosa-Gonzalez provided a vivacious, vibrant, and thought-provoking presentation! We are proud of her efforts and representation of the library. The titles we selected from her presentation included, Frida Kahlo's Flower Crown as the winner, with Tíos y Primos, Alberto Salas Plays Paka Paka con la Papa, and Precious/Preciosa receiving honors.



Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Historic Local Newspapers

Our community is loving the expanded access to historic local newspapers! As Katie Keckeisen shared at the January Board of Trustees meeting, the library is purchasing perpetual access to the Topeka Daily Capital and Topeka State Journal. We gained online access to these papers in mid-September 2025. From that point through the end of the year, we had about 4,900 user sessions for the 2 papers. That's a great usage total, especially for a new product with specialized content. In January, we started more actively promoting the papers through social media. We had just over 4,400 user sessions in January, only 500 fewer than the combined total for the previous 3.5 months. Our marketing team worked with Katie on a fun video about this resource that was shared on Facebook and Instagram. I think we are seeing the positive impact of promoting electronic resources through social media with this resource. We're reaching people who would not otherwise scroll through the databases on the website. When we make the information engaging and personal, they connect! We look forward to seeing continued usage growth with this outstanding local history resource.

Hoopla Bundles

We have a new cost management model in place for select titles on hoopla. For years, Overdrive has offered a concurrent use model for many titles. What this means is that we pay a larger cost upfront, typically \$100-\$150 per title, and we get 100 checkouts with no holds for that price. The checkouts run their course and when we get to a certain number, we can purchase another concurrent use license or move to a different licensing model. It's a great way to manage demand on very popular titles and get the concurrent access without purchase a lot of expensive individual licenses. Hoopla is now offering a similar plan. They

call their concurrent use model, "bundles". It includes perpetually popular titles like Harry Potter (Scholastic Publishing), Court of Mist and Fury (Sarah Maas books), Onyx Storm, etc. With the bundles we've purchased, we're going to see a cost savings of 50-70% per circulation compared with what we've been paying each month. It's a great deal for us. For the customer, there's no change in their experience of hoopla. This work all happens on the admin side that we manage with selection and purchasing. We look forward to seeing how this works out and adding more bundles to our hoopla platform.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

The Power of Presence & Repetition

This month, I am highlighting Dawn's exceptional work in the field. Dawn leads eight distinct programs serving a wide range of students from kindergarten through fifth grade, covering topics from *Famous Kansans: Amelia Earhart* to *Written & Illustrated by Eric Carle*. A recent experience at Tecumseh South Elementary perfectly captures why our consistent presence in schools is vital.

The "Storytime Adventure: Space!" Breakthrough: During a first-grade space lesson, Dawn encountered students who remembered her from the previous year. What began as a familiar "we did this already" quickly turned into a powerful lesson in resilience and growth.

"One student shared that she really struggled with the 'bottle cap crater' activity last year. I encouraged her, noting that she's older and stronger now. By the end of the session, she ran up to me with a huge smile, shouting, 'I did it, I did it!' It was a powerful reminder that we aren't just teaching science; we are helping these children track their own growth and mastery." — Dawn

The photos highlight Dawn's work across multiple school visits and program topics, reflecting the consistent engagement and hands-on learning she brings to classrooms throughout the year!



Community Services Librarian Report

January may have brought cold, blustery weather, but our Bookmobile and Materials Delivery Teams kept warm bringing the library to the community! We checked out over 3,500 items on the bookmobiles, while the Delivery Team brought over 4,000 items to library customers throughout Shawnee County.

Over the past few weeks, during their time in the office, the Bookmobile Team has engaged in a needed project with the Annex collections. We have been verifying the items in the collections on our dock and bookmobiles to ensure that we have accurate records for all Annex materials and their locations. It allows us to catch materials that may be missing identifying stickers, have been shelved incorrectly, or are otherwise missing. It has been a time-consuming project but is worthwhile as it will help us to accurately locate materials and get them into the hands of customers more quickly.

January also saw staff on the bookmobiles encouraging customers to sign up for the Winter Reading Challenge. Now that the challenge is complete, we get to enjoy handing out prizes to customers that come on the bookmobiles to pick up their prizes. It is always fun to hear their exclamations of how much they like the mugs as we hand their prizes to them!

Our Materials Delivery Team also gets to join in the fun of handing out the prizes. They have already started delivering prizes to customers along with their TSCPL@Home deliveries. This Team has also been busy as they completed training in preparation for the transfer of the TSCPL@Work and Book Locker services to Community Services, which will officially take place in February. They have been learning about TSCPL@Work delivery locations, computer programs that allow them to load book lockers, and potential troubleshooting methods.

Program Services

Autumn Friedli, Program Services Coordinator

January Programs

TSCPL had 309 programs in total during the month of January, with total attendance of 7,385 participants of all ages. Of those programs, 146 occurred at TSCPL with a total attendance of 2,778 participants of all ages. The other 163 programs occurred out in the community with a total attendance of 4,607 participants of all ages. This January, unlike other last year, we only had to close one day and only had to reschedule a few programs.

During those cold weather days in January, we hosted two programs with outside partners to get people thinking spring thoughts. The Topeka Audubon Society presented “Hmmm...The Buzz About Hummingbirds.” Then the Shawnee Co Extension Master Gardeners presented “Keeping Pesky Critters Out of Your Garden.” You can catch up on gardening and all things Audubon each month here at the library with our friends from the Master Gardeners and the Audubon society.

January Events

Library staff attending Reading Night at Whitson Elementary School on January 29th to share library resources and guide students and families attending the event in making magic reading wands to help

readers follow along with reading in their new books. These events are a great way to reach parents to let them know the resources they library offers and sign families up for library cards.

January Meetings

The library serves as a location for many meetings and small conferences. In January we hosted the Kansas SHRM, Kansas state affiliate of the Society for Human Resource Management, two day training session. This is just another meaningful way that the library serves our community.

Mark Your Calendars...

Music for a Sunday Afternoon kicks off March 1st at 3pm with Country Artist Angela Perry. This musical performance is both storm and sanctuary - raw, restless & unflinchingly honest. Perry combines soul-baring lyrics & haunting piano, with inspiration from Bonnie Raitt & Stevie Nicks.

Digital Services

David King, Digital Services Director

MessageBee project

Sometime last year, most cell phone carriers started to update the way they send out SMS text messages. This has affected our text message hold and overdue notices that get sent out via a text message – our text messages are not always reaching the customer. MessageBee is a service that helps modernize text messaging sent from our library catalog and fixes this problem. We are looking forward to finalizing this service and turning it on!

Digital Library project

Our digital library project is moving along nicely. This phase of the project is to evaluate and recommend a new website platform for the library's website. From there, we will get pricing to add to the 2027 budget requests. This phase of the project should be finalized in April.

Top Web Pages for January 2026

1. Tools & Services: 6987 Pageviews
2. Great Read Alouds: Talking to Kids about homelessness & food insecurity: 3011 Pageviews
3. Articles main page: 2795 Pageviews
4. Careers: 2333 Pageviews
5. Work at the Library: 2198 Pageviews
6. Get a Library Card: 1982 Pageviews
7. Hours & Locations Page: 1653 Pageviews
8. Artsy Crafty Library: Cricut Challenge: 1190 Pageviews
9. Research Tools: 1130 Pageviews
10. Meeting Rooms & Event Spaces: 997 Pageviews

Social Media Highlights for January 2026:

Facebook

- Geri-Fit classes – reached 42,573 people
- Communications & Marketing Director opening – reached 21,674 people
- What are you reading? – reached 10,970 people

Instagram

- Meet Marty – reached 898 people
- Monday Minute – reached 347 people
- What a Beautiful night – reached 347 people

Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson



David King and Diana Friend in 2015

Diana Friend retires

After 25 years at the library Diana Friend retired as Communications and Marketing Director at the end of January. Friend led initiatives to keep the public and media informed of many library improvements starting with the major library reconstruction that was completed in January 2002.

She partnered with all departments to highlight library services, resources, events and materials. Friend advised three library CEOs on communications and marketing strategies.

Friend provided guidance for two library website redesigns working with Digital Services Director



Friend with 3 of her 4 staff members: Ginger Park, Karen Watson & Jayna McFarland (not pictured Michael Perkins)

David King. During her tenure the library website went from a resource to support print information to a primary way many people check out library materials and access learning tools.

Her creativity and leadership has kept the library top of mind for many Topeka and Shawnee County residents. We wish her the best in her next adventures.

Keepin' it fresh: pasta, pop culture & yesterday's news

When you can't go to Italy, the Grammys or the old days, the library can bring them to you! We popped in to pop culture moments and got hilariously nostalgic over historic news in this month's social media. We couldn't go to Italy for the Winter Olympics but we could check out a cookbook and make fresh pasta. It felt like we were there! We couldn't attend the Grammys but we could all be part of the moment (and remind everyone how much fun the library can be). We couldn't go back to the old days but we could get digitized local newspapers all the way back to the 1940s. It was the greatest thing since sliced bread!



2025 Web articles

The 145 web articles written by library staff members in 2025 on arts and crafts, early childhood tips, book recommendations, local history, genealogy, music recommendations and movie recommendations had more than 17,000 views. These articles highlight library services and resources people may not be aware of in addition to adding to lists of books, movies and music customers want to check out. The most popular article of the year was the story of a boy who fell off the Kansas capitol dome in 1890 and lived.

Subscription newsletters

In January we launched subscription newsletters. Anyone can sign up to receive any version of Library News. This enables people without a library card to receive library information and for cardholders to receive more than one version of Library News.

Working with Technical Services we also added book recommendation subscription newsletters that will be sent once a month. In these first six months we are offering a newsletter for mystery & suspense, nonfiction and romance. After six months we will evaluate the genre newsletters to determine if we should continue and if we should add more genres.



Selectors Chris Blocker and Julie Nelson run the book reports and choose 12 books for us to include in each genre newsletter.

Geri-Fit at West Ridge Mall starts strong

To promote our new location for senior fitness classes we scheduled Public Services Specialist LaVoyce Capps for an interview on WIBW's Eye on Northeast Kansas and we posted about Geri-Fit on social media. After these promotions interest and attendance at the classes was so high that public services added more class times and the mall moved us to a larger space.



LaVoyce Capps with Eye on Northeast Kansas host Melissa Brunner.

Easy free Delivery

You'll find our ad promoting the popular TSCPL at Home service in TK Business Magazine for January/February issue. We are also reminding parents there are more than 2,000 high quality entertainment kid-friendly shows, films and readalong storybooks on Kanopy Kids for free. Be sure to comment and share library ads and posts you come across on social media channels. This always helps get the library in front of fresh eyes!



Petition Policy

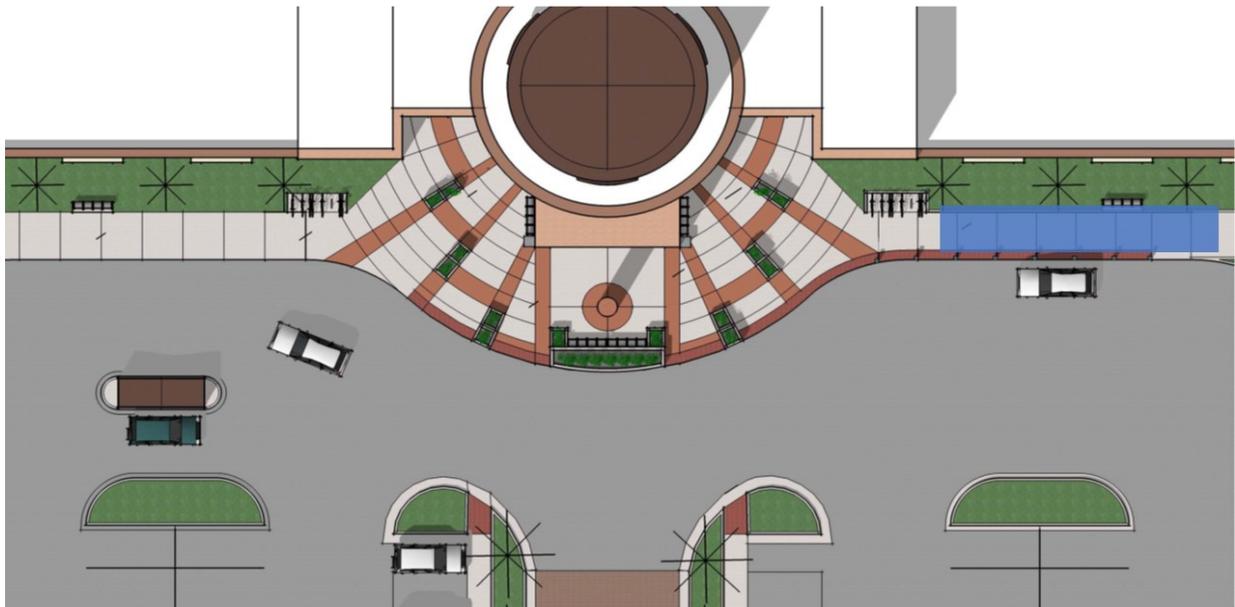
Purpose

The Topeka and Shawnee County Public Library has designated an exterior space for the lawful gathering of signatures on petitions. This designated space is not considered a meeting room and is not subject to the Library's meeting room policies. Use of the space by petitioners is on a first come, first-served basis without regard to content. The petition space is not reservable. Individuals may not gather signatures inside the building or in other areas on library property that are not located in the space designated for petitions. There is no alternate location for signature collection due to inclement weather conditions. Petitioners cannot impede access to the main entrances of the library. They may not pursue customers or staff into parking areas or inside the library.

Petitioners who fail to comply with this policy will be asked to leave the premises.

Designated space:

Petitioners must use the area east of the Library's main entrances and west of Washburn Avenue. The designated space is highlighted in blue on the included map.



Approved: October 21, 2021

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at [tscpl.org/contact](https://www.tscpl.org/contact).

Petition Policy

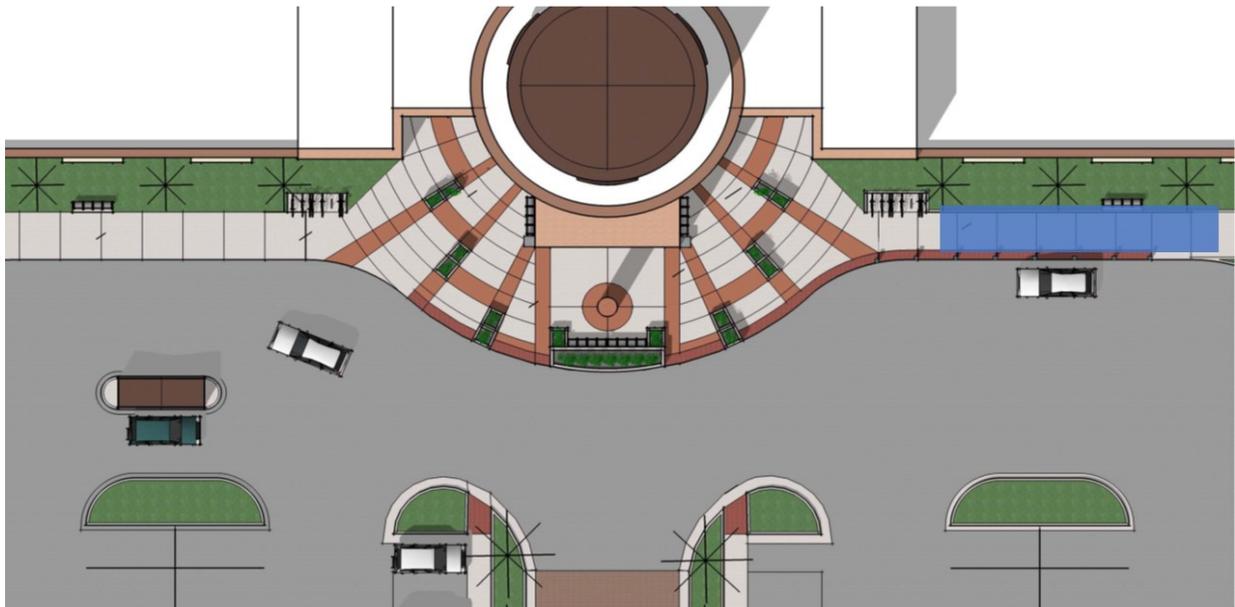
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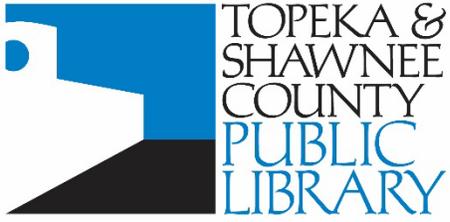


Approved: October 21, 2021

Reviewed and Approved by the Library Board of Trustees, February 19, 2026

Board of Trustees

Topeka and Shawnee County Public Library. We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Resolution – Customer Service Policy

BOARD OF TRUSTEES

February 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Customer Service Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Customer Service Policy

Purpose

The Topeka and Shawnee County Public Library’s mission is “Sparking curiosity and connecting our community through literacy and learning.” To fulfill this mission, staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to honor our commitment to welcome everyone in the community and help people make their lives better by providing the tools they need to successfully navigate the world.

Policy

Staff members will take responsibility for:

- Creating a welcoming atmosphere.
- Providing each customer with an exceptional user experience.
- Meeting the needs of customers and co-workers.
- Behaving ethically.
- Protecting customer confidentiality.
- Understanding and implementing library policies and guidelines.

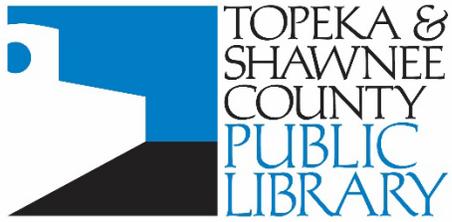
Approved: February 16, 2012

Revised and Approved by the Library Board of Trustees, June 17, 2021

Reviewed and Approved by the Library Board of Trustees, February 19, 2026

Board of Trustees

Topeka and Shawnee County Public Library



Resolution – Unattended Child Policy

BOARD OF TRUSTEES

February 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Unattended Child Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Unattended Child Policy

The Topeka & Shawnee County Public Library welcomes use by children, and staff will assist them in use of Library materials or services. For the child's safety and comfort, a child shall be accompanied by a responsible parent, legal guardian, or caregiver while visiting the library.

Definitions

For the purposes of this policy,

- a **child** is anyone under 8 years old
- a **caregiver** is any individual 12 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

Policy

The Library does not act *in loco parentis* (in place of parents) and Library staff does not have the authority to take responsibility for your child.

During normal operating hours a child must be *continually* accompanied by a parent, legal guardian or caregiver unless the child is attending a library program.

- If an unattended child calls attention to themselves, Library staff will attempt to locate the parent/legal guardian/caregiver in the library and inform them of the policy.
- If the parent/legal guardian/caregiver cannot be found, the Topeka Police Department will be asked to intervene.

Outside of normal operating hours, if an individual 12 years of age or younger is on library property and a parent/legal guardian/caregiver cannot be located, the Topeka Police Department will be asked to intervene.

Parents/legal guardians/caregivers and children who are in violation of this policy are subject to suspension of library privileges.

Revised and Approved by the Library Board of Trustees, October 20, 2005

Revised and Approved by the Library Board of Trustees, June 17, 2021

Revised and Approved by the Library Board of Trustees, February 19, 2026

Board of Trustees

Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.



Resolution – Bid for Switch Project RFP

BOARD OF TRUSTEES

February 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$255,868.67 by OneNeck IT Solutions of Grand Rapids, MI for the purchase of forty-one (41) CISCO network switches and related equipment. Funding for this purchase will be from the General Fund, Digital Services Support budget line item.

Policy and Background Information:

The Board of Trustees’ Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On January 9, 2026, the Request for Proposal (RFP) for the purchase of forty-one (41) CISCO network switches and related equipment was posted on TSCPL’s website as notice to any interested vendor. Proposals were due by 3pm on February 5, 2026, and were opened. Bids were received from two (2) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

Our current network switches have reached end-of-life, meaning they are no longer supported with security updates or technical assistance from the manufacturer. Replacing them with modern hardware ensures faster speeds, stronger security, improved reliability, and continued vendor support, and helps keep library services running smoothly for both staff and our customers.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$255,868.67 by OneNeck IT Solutions of Grand Rapids, MI for the purchase of forty-one (41) CISCO network switches and related equipment. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest.

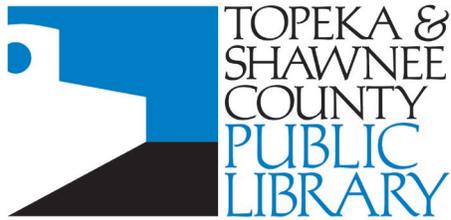
Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2026 Switch Project Bid Tally		
Vendor	* OneNeck IT Solutions	Top Nerd
Location	Grand Rapids, MI	Brandon, SD
Price:		
4 CISCO Catalyst 9300X Switches	\$ 28,747.84	\$ 42,900.00
11 CISCO Catalyst 9300 Switches	\$ 58,965.94	\$ 94,105.00
26 CISCO Ctalyst 9200L Switches	\$ 101,167.04	\$ 174,590.00
Other equipment	\$ 29,194.08	\$ 38,405.00
Licenses & warranties	\$ 37,793.77	\$ -
Shipping costs	\$ -	\$ -
Total Bid:	\$ 255,868.67	\$ 350,000.00
Time of Completion	50 calendar days	7-14 calendar days
*award to the lowest bidder		



Resolution – Bid for Dual Boiler Replacement at 1020

BOARD OF TRUSTEES

February 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from McElroys, Topeka, Kansas, in the amount of \$55,100 for the dual boiler replacement at 1020 SW Washburn. This shall be paid from the General Fund, Special Projects budget line item.

Policy and Background Information:

The Facilities Master Plan, as established by the Library Board of Trustees, is governed by five core principles. Central to these is to “maintain optimal conditions and operation of the building, its site, systems, furnishings, technology and other physical infrastructure.” This commitment to proactive maintenance ensures that library facilities remain safe, efficient, and welcoming for all staff and customers. The proposed improvements at 1020 SW Washburn are an application of these standards.

Facility assessments identified that the building’s boilers were nearing the end of functional life. It was determined to replace the two RBI boilers with two Lochinvar FTXL500 boilers. These boilers offer high-efficiency, condensing technology with up to 98% thermal efficiency and a 10:1 turndown ratio, which means the boiler modulates to meet heating demand, reducing fuel usage and improving energy savings. This project was part of the approved 2026 budget.

Bid Process

In preparation for the bid process Library staff developed a plan to replace the dual boilers at 1020. Staff developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued January 5, 2026.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. Once posted, all contractors who chose to receive updates on the project were notified. A mandatory site visit was held on January 14 and bids were due on February 11.

Bids were received at a public meeting held at the library at 11:00 AM, February 11, 2026. Two bids were received before the bid deadline; both were submitted in person.

Staff Recommendation:

The low bid was from McElroys, Topeka, KS. This bid met all the necessary criteria. The bid was in line with the other bid we received and McElroys works regularly with the library. The bid was less than what was budgeted for this project in the 2026 budget.

TSCPL staff recommends the bid of \$55,100 submitted by McElroys, Topeka KS, be approved for the dual boiler replacement at 1020 SW Washburn.

Resolution by _____

Seconded by _____

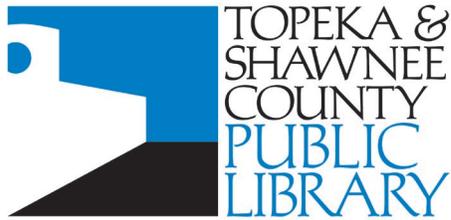
Resolution passed/failed by a vote of _____

Date _____



2026 Dual Boiler Replacement at 1020 Bid Tab

	Kruse	McElroys
Base Bid	\$62,900	\$55,100
Time for Completion	30 days	150 days



Resolution – Bid for HVAC Upgrade at 1020

BOARD OF TRUSTEES

February 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from McElroys, Topeka, Kansas, in the amount of \$95,500 for the HVAC upgrade at 1020 SW Washburn. This shall be paid from the General Fund, Special Projects budget line item.

Policy and Background Information:

The Facilities Master Plan, as established by the Library Board of Trustees, is governed by five core principles. Central to these is to “maintain optimal conditions and operation of the building, its site, systems, furnishings, technology and other physical infrastructure.” This commitment to proactive maintenance ensures that library facilities remain safe, efficient, and welcoming for all staff and customers. The proposed improvements at 1020 SW Washburn are an application of these standards.

Facility assessments identified that the building’s air conditioning system is nearing the end of its functional life. While a full replacement was initially considered, a more cost-effective strategy was developed to replace only the condensing unit and evaporator coils. Furthermore, the system will be upgraded from a single-circuit to a dual-circuit configuration. This enhancement not only improves overall energy efficiency but also provides critical redundancy, ensuring the system remains operational even if one circuit requires service. This project was part of the approved 2026 budget.

Bid Process

In preparation for the bid process Library staff developed a plan to upgrade the HVAC system at 1020. Staff developed an approved schedule, provided specifications for the work, and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued January 5, 2026.

The RFP and related documents were posted on the Library’s website and email notification was sent to several companies regionally who have worked on similar projects. Once

posted, all contractors who chose to receive updates on the project were notified. A mandatory site visit was held on January 14 and bids were due on February 11.

Bids were received at a public meeting held at the library at 10:00 AM, February 11, 2026. Two bids were received before the bid deadline; both were submitted in person.

Staff Recommendation:

The low bid was from McElroys, Topeka, KS. This bid met all the necessary criteria. The bid was in line with the other bid we received and McElroys works regularly with the library. The bid was less than what was budgeted for this project in the 2026 budget.

TSCPL staff recommends the bid of \$95,500 submitted by McElroys, Topeka KS, be approved for the upgrade of HVAC at 1020 SW Washburn.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



2026 HVAC Upgrade at 1020 Bid Tab

	Kruse	McElroys
Base Bid	\$96,825	\$95,500
Time for Completion	98 days	220 days

Key Metrics

Net Promoter Score
86.8

End of LY: **86.8**
Difference: **0.0** --
% Change: **0.0%** --

Active Cardholders
70,262

End of LY: **71,331**
Difference: **-1,069** ▼
% Change: **-1.5%** ▼

Unique Borrowers YTD
18,273

Previous YTD: **17,355**
Difference: **918** ▲
% Change: **5.3%** ▲

Door Count YTD
38,790

Previous YTD: **31,895**
Difference YoY: **6,895** ▲
% Change YoY: **21.6%** ▲

First Time Checkouts YTD
51,891

Previous YTD: **49,171**
Difference YoY: **2,720** ▲
% Change YoY: **5.5%** ▲

Digital Checkouts YTD
70,417

Previous YTD: **62,236**
Difference YoY: **8,181** ▲
% Change YoY: **13.1%** ▲

Computers and WiFi

Computer Sessions YTD
6,831

Previous YTD: **5,584**
Difference YoY: **1,247** ▲
% Change YoY: **22.3%** ▲

Avg Session Time YTD
00:56:08

Previous YTD: **01:02:35**
Difference YoY: **-00:06:27** ▼
% Change YoY: **-10.3%** ▼

WiFi Sessions YTD
31,077

Previous YTD: **31,391**
Difference YoY: **-314** ▼
% Change YoY: **-1.0%** ▼

Avg Session Time YTD
00:15:19

Previous YTD: **00:13:34**
Difference YoY: **00:01:45** ▲
% Change YoY: **12.9%** ▲

Other Metrics

Program Attendance YTD
7,191

Previous YTD: **4,904**
Difference YoY: **2,287** ▲
% Change YoY: **46.6%** ▲

Mtg Room Attendance YTD
6,743

Previous YTD: **5,251**
Difference YoY: **1,492** ▲
% Change YoY: **28.4%** ▲

Reference Questions YTD
20,822

Previous YTD: **19,123**
Difference YoY: **1,699** ▲
% Change YoY: **8.9%** ▲

	2026												2026	2025	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Net Promoter Score (NPS)																
Monthly NPS	87.5												87.5	88.7	-1.4%	
Monthly # of Responses	41												41	44	-6.8%	
Current NPS	86.8												86.8	86.8	0.0%	
GATE COUNT	38,790												38,790	31,895	21.6%	
CIRCULATION*																
Main Library																
Circulation Desk & Renewals	32,844												32,844	30,566	7.5%	
Interlibrary Loan	1,272												1,272	1,342	-5.2%	
Self-Check	37,662												37,662	37,970	-0.8%	
Bookmobile	3,535												3,535	3,080	14.8%	
TSCPL@Home	4,035												4,035	3,212	25.6%	
Red Carpet	5,296												5,296	4,969	6.6%	
Digital Downloads	70,417												70,417	62,236	13.1%	
Library @ Work / Smartlocker	1,279												1,279	1,330	-3.8%	
TOTAL CIRCULATION	156,340												156,340	144,705	8.0%	
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	51,891												51,891	49,171	5.5%	
CIRCULATION DETAILS																
Print Material	56,402												56,402	53,642	5.1%	
Audio/Visual Material	23,947												23,947	24,188	-1.0%	
Adult Materials	47,504												47,504	46,803	1.5%	
Children's Materials	24,715												24,715	23,226	6.4%	
Young Adult Materials	2,377												2,377	1,915	24.1%	
Red Carpet Materials	5,603												5,603	5,868	-4.5%	
NEW Patrons																
Topeka / Shawnee County																
Adults	785												785	660	18.9%	
Children (ages 17 and under)	109												109	128	-14.8%	
Red Carpet Outreach	8												8	9	-11.1%	
NEKL	40												40	48	-16.7%	
Non-Resident	2												2	0	N/A	
Total New Registrations	944												944	845	11.7%	
PATRONS DELETED	162												162	186	-12.9%	
Cardholders																
Topeka / Shawnee County																
Adults	72,482												72,482	71,892	0.8%	
Children (age 0 - 17)	15,032												15,032	15,092	-0.4%	
TSCPL @ School	22,866												22,866	22,519	1.5%	
Red Carpet Outreach	1,144												1,144	1,141	0.3%	
NEKL	11,027												11,027	11,034	-0.1%	
Non-Resident	56												56	55	1.8%	
Delinquent	59												59	61	-3.3%	
TOTAL CARDHOLDERS	122,666												122,666	121,794	0.7%	
Active Cardholders (Savannah)																

Adult - General	1,661												1,661	784	111.9%
Adult Outreach	81												81	0	N/A
Early Learners (0-5)	689												689	808	-14.7%
Early Learner Outreach	2,316												2,316	1,786	29.7%
Kids (6-11)	264												264	200	32.0%
Kids Outreach	2,016												2,016	1,174	71.7%
Teens (12-18)	164												164	152	7.9%
Teen Outreach	0												0	0	N/A
TOTAL PROGRAM ATTENDANCE	7,191	-	-	-	-	-	-	-	-	-	-	-	7,191	4,904	46.6%
GALLERY ATTENDANCE	3,509												3,509	2,091	67.8%
DOLLY PARTON ENROLLMENT	5,569												5,569	5,653	-1.5%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,644												12,644	12,479	1.3%
Adult Nonfiction	13,065												13,065	12,752	2.5%
Juvenile Fiction	17,926												17,926	16,053	11.7%
Juvenile Nonfiction	4,197												4,197	3,766	11.4%
Magazines	593												593	815	-27.2%
RC Print Materials	5,487												5,487	5,794	-5.3%
RC Realia	116												116	74	56.8%
YA Print Materials	2,374												2,374	1,909	24.4%
PRINT CIRCULATION	56,402	-	-	-	-	-	-	-	-	-	-	-	56,402	53,642	5.1%
Audio / Visual Material															
MiFi Hotspots	150												150	18	733.3%
Adult Audiobooks	999												999	1,011	-1.2%
Adult Music	1,921												1,921	1,780	7.9%
Adult Videos / DVDs	18,282												18,282	17,966	1.8%
Juvenile Audiobooks	214												214	177	20.9%
Juvenile Music	36												36	67	-46.3%
Juvenile Videos / DVDs	2,342												2,342	3,163	-26.0%
YA A/V	3												3	6	-50.0%
AVV CIRCULATION	23,947	-	-	-	-	-	-	-	-	-	-	-	23,797	24,170	-1.5%
Adult Material															
Adult Fiction	12,644	-	-	-	-	-	-	-	-	-	-	-	12,644	12,479	1.3%
Magazines	593	-	-	-	-	-	-	-	-	-	-	-	593	815	-27.2%
Adult Audiobooks	999	-	-	-	-	-	-	-	-	-	-	-	999	1,011	-1.2%
Adult Music	1,921	-	-	-	-	-	-	-	-	-	-	-	1,921	1,780	7.9%
Adult Videos / DVDs	18,282	-	-	-	-	-	-	-	-	-	-	-	18,282	17,966	1.8%
ADULT CIRCULATION	47,504	-	-	-	-	-	-	-	-	-	-	-	47,504	46,803	1.5%
Juvenile Material															
Juvenile Fiction	17,926	-	-	-	-	-	-	-	-	-	-	-	17,926	16,053	11.7%
Juvenile Nonfiction	4,197	-	-	-	-	-	-	-	-	-	-	-	4,197	3,766	11.4%
Juvenile Audiobooks	214	-	-	-	-	-	-	-	-	-	-	-	214	177	20.9%
Juvenile Music	36	-	-	-	-	-	-	-	-	-	-	-	36	67	-46.3%
Juvenile Videos / DVDs	2,342	-	-	-	-	-	-	-	-	-	-	-	2,342	3,163	-26.0%
JUVENILE CIRCULATION	24,715	-	-	-	-	-	-	-	-	-	-	-	24,715	23,226	6.4%
Red Carpet Material															
RC Print Materials	5,487	-	-	-	-	-	-	-	-	-	-	-	5,487	5,794	-5.3%
RC Realia	116	-	-	-	-	-	-	-	-	-	-	-	116	74	56.8%
RED CARPET CIRCULATION	5,603	-	-	-	-	-	-	-	-	-	-	-	5,603	5,868	-4.5%
Young Adult Material															
YA Print Materials	2,374	-	-	-	-	-	-	-	-	-	-	-	2,374	1,909	24.4%
YA A/V	3	-	-	-	-	-	-	-	-	-	-	-	3	6	-50.0%
YOUNG ADULT CIRCULATION	2,377	-	-	-	-	-	-	-	-	-	-	-	2,377	1,915	24.1%
Overdrive															
Overdrive	51,323												51,323	45,994	11.6%
Hoopla	17,884												17,884	14,830	20.6%
Flipster	409												409	600	-31.8%
Kanopy	801												801	812	-1.4%
DIGITAL DOWNLOADS	70,417	-	-	-	-	-	-	-	-	-	-	-	70,417	62,236	13.1%
Adult ebook Fiction															
Adult ebook Fiction	20,710												20,710	19,677	5.2%
Adult ebook Nonfiction	3,742												3,742	4,166	-10.2%
Adult digital audiobooks	34,552												34,552	26,318	31.3%
Juvenile ebook Fiction															
Juvenile ebook Fiction	1,670												1,670	1,957	-14.7%
Juvenile ebook Nonfiction	301												301	303	-0.7%
Juvenile digital audiobooks	2,481												2,481	2,355	5.4%
Young Adult ebook Fiction															
Young Adult ebook Fiction	1,332												1,332	1,788	-25.5%
Young Adult ebook Nonfiction	28												28	18	55.6%

Young Adult digital audiobooks	2,122												2,122	2,084	1.8%
DIGITAL CIRCULATION DETAILS	66,938	-	-	-	-	-	-	-	-	-	-	-	66,938	58,666	14.1%