

TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

June 18, 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



June 18, 2026 – 4:00 pm
Menninger Room and Zoom Meeting
<https://tscpl.zoom.us/j/87254676686>
Meeting ID: 872 5467 6686
Passcode: 373182

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of May 21, 2026, 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**

**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. 26**

Chief Executive Officer Report – Marie Pyko **pg. 28**

- **Trustee Education – Library Materials Selection Policy** – Technical
Services Manager Scarlett Fisher-Herreman

Chief of Staff Report – Thad Hartman **pg. 33**

New Business

- **Named Recognition Recommendation **pg. 48**– **Action Item****
- **Library Materials Selection Policy **pg. 49** – First Reading**

Adjournment

Public Comment

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

Next Meeting

July 16, 2026

4:00 pm

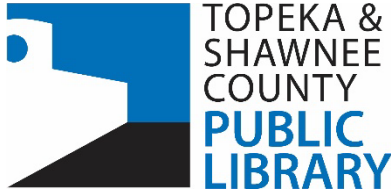
Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/87254676686>

Meeting ID: 872 5467 6686

Passcode: 373182

*Subject to change without notice



Board Members Present

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

Board Members Absent

Valerie Peckham

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, May 21, 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 one person signed in for public comment. Kathy Brown spoke and then the public comment session was closed.

Trustee Advocacy Stories

Trustee Lori Finney shared that she heard from City Councilwoman Michelle Hoferer that the library's Washed Ashore ribbon cutting was the most well-attended so far.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Mark Zillinger, the April 16, 2026, 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 Strube.

Financial Reports

Board Treasurer Fred Patton reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for April 2026.

On a motion by Fred Patton and seconded by Hannah Uhlig, the Treasurer's Financial Report for April 2026 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Executive Director Ashley Charest shared some dates for Library Foundation events. On the afternoon of Sunday, June 7, the Foundation will host the Wilder Society. They will have author Bonar Menninger speak about his book “And Hell Followed With It” about the Topeka tornado. The event falls the day before the 60th anniversary of the Topeka tornado. Those interested in attending should contact Charest.

The Library Foundation will be hosting a donor and prospective donor event on October 11. Brunch will be provided and attendees will receive a behind the scenes tour of the library.

Charest shared that their board is aware of a named recognition recommendation for Team Room 8. This is on the agenda today for a first reading and will be up for a vote at the June board meeting.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President John Conlee shared that the Friends will have their annual meeting on November 1. They will have a short business meeting and then have author Alex Grecian speak to the audience. This will be moderated by Kaye McIntyre. Grecian is a NYT and USA Today bestseller and has ties to Topeka.

A month ago the Friends hosted author Brad Taylor. Conlee shared that Taylor had a great sense of humor and provided great answers to the questions asked of him. He then signed books and took audience questions. This event was made possible through the Friends of the Library.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on May 11, 2026.

Dunlap shared that Trustee Fred Patton and his wife, Kim, were just awarded the 2026 Community Volunteer Award by the Junior League of Topeka.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that over 80 people attended the unveiling of Bernie the Royal Blue Tang. Bernie is made from items removed from the ocean and is part of the Washed Ashore exhibits displayed in locations around Topeka. The library’s unveiling event had an ocean-themed storytime, and cookie decorating activity.

Pyko provided an update on the sub-teams for the Beyond the Building initiative. The team focusing on library hours had a recommendation for extended access hours. The Vehicle Based Team looked at building efficiencies with current vehicle based services. The Civic Spaces team have proposed placing book lockers at two new locations. The Change Management team is looking at how to prepare and involve staff through the changes. Pyko will lead discussions with the board at a later date about what might be in a work plan for 2027.

Pyko introduced Public Services Manager Debbie Stanton and Program Services Coordinator Autumn Friedli to present the upcoming events for Summer Reading 2026. This year's theme is ROAR! It will be a jam-packed summer celebrating America 250, the FIFA World Cup, the 60th anniversary of the Topeka Tornado, a dinosaur exhibit in the gallery, and more! The kickoff party will be May 30 10:00am – 12:00pm.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the exhibit for this summer is Dinosaur Revolution: Live Large. It is an interactive and informational maze put on by Minotaur Mazes. The outside of the gallery is completed and now the team will setup the exhibit on the inside. Hartman shared that he thinks this will be a busy summer. From March-May of this year the library has already seen a 10% increase of foot traffic in the building as compared to 2025 numbers.

Construction has begun on the staff spaces and there is a small patch of concrete being repaired in the parking lot.

New Business

User Confidentiality Policy

On a motion by Hannah Uhlig, seconded by Lori Finney, the User Confidentiality Policy was approved as written.

Motion passed unanimously

Named Recognition Recommendation – First Reading

The board read the proposed Naming Recognition Recommendation. This will go before the board at the June meeting for a vote.

Adjournment

The meeting was adjourned at 4:41 pm.

Next Meeting

June 18, 2026

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/87254676686?pwd=7UsLzZ1Fsu4AV9CQBm1qxgwh7bYdNp.1>

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**Chief Financial Officer's Report
June 2026
Kim Strube**

Revenue/Expense/Balance by Fund Report – Page 2

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

General Fund – Pages 3 through 5

With 41.4% of the budget year completed, 56% of the budgeted revenue has been received and 44% of the approved budget has been expended/encumbered. This compares to 2025 in which 54% of the budgeted revenue had been received and 42% of the approved budget had been expended/encumbered.

Employee Benefit Fund – Page 6

With 41.4% of the budget year completed, 56% of the budgeted revenue has been received and 37% of the approved budget has been expended/encumbered. This compares to 2025 in which 54% of the budgeted revenue had been received and 35% of the approved budget had been expended/encumbered.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,929,246.

State Aid Fund – Page 6

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

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Glass sculpture for the gallery	\$6,810.00	Rago Wright LLC
Approved operating budget	Annual 360 link subscription	\$18,894.75	Innovative Interfaces, Inc.
Approved operating budget	ILS annual renewal	\$96,237.77	Innovative Interfaces, Inc.
Library Materials	Adult fiction/non-fiction ebooks	\$6,330.00	Overdrive, Inc.
Library Materials	Adult non-fiction books	\$9,000.00	Ingram Library Services
Library Materials	Adult fiction books	\$8,000.00	Ingram Library Services
Library Materials	Hoopla online	\$36,437.52	Midwest Tape LLC
Library Materials	Adult fiction/non-fiction ebooks	\$6,070.00	Overdrive, Inc.
Library Materials	Adult fiction/non-fiction ebooks	\$6,378.00	Overdrive, Inc.
Approved operating budget	Annual archive management software subscription	\$23,000.00	Recollect (USA) Inc.
Library Materials	Adult non-fiction books	\$5,500.00	Ingram Library Services
Approved operating budget	Annual subscription	\$7,956.00	Zello.com
Approved operating budget	Annual ILL courier service	\$12,539.00	Mid-America Library Alliance
Approved operating budget	Architectural fees for The Edge remodel	\$49,900.00	HTK Architects Inc.
Approved operating budget	Furniture and installation for staff spaces	\$54,491.39	Capitol City Office Products
RFP was posted and approved by the Board on 4/16/2026	Staff Spaces Renovation project	\$434,150.00	Kelley Construction Co., Inc.
Approved operating budget	EinScan H2 3D Scanner	\$5,349.00	Shining 3D Technology Inc.

RFP was posted and approved by the Board 3/19/2026 – approved Facilities Master Plan budget	Elevator modernization	\$129,245.00	TK Elevator Corporation
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Other Items:

- Please remember to schedule the forthcoming Board budget work session:
 - Wednesday, July 8th, 1 pm to 3 pm (Menninger Room 206)

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

5/31/2026

	<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	491.46	5%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	3.92	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	37.40	374%
	<u>\$ 10,010.00</u>	<u>\$ 532.78</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 5/31/2026	\$ -	\$ 1,145.36	

* 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.

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

5/31/2026

	<u>Balance 1/1/2026</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 5/31/2026</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,453,534.81	\$ 8,973,425.19	\$ 6,870,528.41	\$ 8,556,431.59
Employee Benefits	2,335,897.85	2,204,169.23	1,876,130.84	\$ 2,663,936.24
Capital Improvement	6,824,614.37	104,631.41	-	\$ 6,929,245.78
Bond & Interest	612.58	532.78	-	\$ 1,145.36
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	59,409.81	-	\$ 59,409.81
Federal, State & Local Grants	3,833.59	1,256.00	11,160.20	\$ (6,070.61)
Other Special Revenue	878,267.55	12,772.03	124,874.05	\$ 766,165.53
Permanent Funds	298,866.14	28,790.27	-	\$ 327,656.41
Totals	<u>\$ 16,795,626.89</u>	<u>\$ 11,384,986.72</u>	<u>\$ 8,882,693.50</u>	<u>\$ 19,297,920.11</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 457,902.46
Restricted Funds-CoreFirst Bank-Checking	763,055.92
Capital Improvement Fund-Community National Bank-Money Market Account	6,929,245.78
Cash on Hand	2,152.02
Petty Cash	220.00
Endowment Securities	327,656.41
Municipal Investment Pool - Overnight	10,973,795.89
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	<u>\$ 19,454,028.48</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,083.69
Less Payroll Deduction and Employer Benefit Liabilities	4,275.23
Less Outstanding Checks	148,749.45
	<u>\$ 19,297,920.11</u>

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

5/31/2026

	1/1/2026 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	5/31/2026 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 6,453,534.81	\$ 8,973,425.19	\$ 405,869.34	\$ 6,464,659.07	\$ 8,556,431.59	\$ 1,880,553.27	\$ 6,675,878.32
Employee Benefit Fund	2,335,897.85	2,204,169.23	120.00	1,876,010.84	2,663,936.24	36,866.75	2,627,069.49
Capital Improvement Fund	6,824,614.37	104,631.41	-	-	6,929,245.78	-	6,929,245.78
Bond & Interest Fund	612.58	532.78	-	-	1,145.36	-	1,145.36
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	-	59,409.81	-	-	59,409.81	54,491.39	4,918.42
<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	1,256.00	-	11,160.20	(6,114.64)	2,104.84	(8,219.48)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,797.76	13.84	-	-	10,811.60	-	10,811.60
Children's Art Show	-	-	-	528.55	(528.55)	309.86	(838.41)
French Gift - Library Materials	31.77	0.05	-	-	31.82	-	31.82
Friends	270,335.88	296.95	85.00	67,421.19	203,126.64	7,336.85	195,789.79
Fun Committee	9,215.93	315.37	78.91	4,020.95	5,431.44	1.00	5,430.44
Gallery Competitions/Exhibits	37,705.43	48.31	-	-	37,753.74	-	37,753.74
Gifts/Memorials (Undesignated)	514,601.11	8,495.64	18,660.00	31,379.54	473,057.21	99,024.03	374,033.18
Hathaway Trust - Library Materials	3,381.06	1,216.36	163.07	871.69	3,562.66	1,508.31	2,054.35
Library Materials	14,050.24	2,364.52	33.36	82.50	16,298.90	67.50	16,231.40
NEH Expendable	851.99	1.09	-	-	853.08	-	853.08
Programming Fund	457.20	-	-	-	457.20	14.91	442.29
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,800.15	7.43	-	-	5,807.58	-	5,807.58
Torluemke Landscaping	36.82	0.05	-	-	36.87	-	36.87
Workshops	2,214.18	2.82	-	-	2,217.00	-	2,217.00
Youth Services	8,786.54	9.60	967.91	581.38	7,246.85	414.74	6,832.11
<i>Permanent Funds</i>							
Mertz Trust	298,866.14	28,790.27	-	-	327,656.41	-	327,656.41
TOTALS	\$ 16,795,626.89	\$ 11,384,986.72	\$ 425,977.59	\$ 8,456,715.91	\$ 19,297,920.11	\$ 2,082,693.45	\$ 17,215,226.66

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

5/31/2026

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 5/31/2026</u>
				41.4%
Ad Valorem Property Tax	\$ 14,401,097.00	\$ 8,375,471.34	\$ (6,025,625.66)	58%
Revitalization Rebates	(106,840.00)	(78,497.75)	\$ 28,342.25	73%
Back Tax	-	192,445.45	\$ 192,445.45	N/A
Motor Vehicle Tax	1,291,774.00	181,553.95	\$ (1,110,220.05)	14%
Recreational Vehicle Tax	13,852.00	1,317.86	\$ (12,534.14)	10%
16/20 M Vehicle Tax	5,231.00	5,159.41	\$ (71.59)	99%
In Lieu of Tax	57,806.00	50,570.50	\$ (7,235.50)	87%
Watercraft Special Tax**	9,638.00	-	\$ (9,638.00)	0%
Commercial Vehicle Fees	48,309.00	38,943.17	\$ (9,365.83)	81%
E-Rate Reimbursement	15,245.00	-	\$ (15,245.00)	0%
Miscellaneous Revenue	3,000.00	20,797.41	\$ 17,797.41	693%
Miscellaneous Revenue - Recyclg	-	526.67	\$ 526.67	N/A
Salary Refunds-Foundation	98,705.00	29,678.11	\$ (69,026.89)	30%
Salary Refunds-Friends	58,189.00	17,833.56	\$ (40,355.44)	31%
Salary Refunds-Shawnee Cty	23,856.00	8,896.00	\$ (14,960.00)	37%
Vending Machines	1,500.00	685.49	\$ (814.51)	46%
Overdue Fees	25,000.00	12,881.72	\$ (12,118.28)	52%
ILL Fees	100.00	14.99	\$ (85.01)	15%
Mailing Fees	100.00	-	\$ (100.00)	0%
Non Resident Card Fee	1,000.00	1,020.00	\$ 20.00	102%
Obituary Fees	300.00	40.00	\$ (260.00)	13%
Meeting Room Charges	2,500.00	1,725.00	\$ (775.00)	69%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	112,362.31	\$ (37,637.69)	75%
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>\$ 8,973,425.19</u>	<u>\$ (7,145,177.81)</u>	56%

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

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

5/31/2026

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					41.4%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,030.71	\$ -	\$ 2,769.29	42%
Salaries-Facilities	826,307.00	328,687.48	-	497,619.52	40%
Salaries-Overtime	10,000.00	8,557.76	-	1,442.24	86%
Salaries-Security	328,835.00	134,188.95	-	194,646.05	41%
Salaries-Shelvers	117,558.00	17,542.30	-	100,015.70	15%
Salaries-Staff	8,975,974.00	3,574,621.83	-	5,401,352.17	40%
Conferences	195,900.00	70,987.50	13,590.84	111,321.66	43%
Staff Internal Dev/Trng - Web Based	15,000.00	1,072.00	-	13,928.00	7%
Staff Development & Training	36,500.00	12,077.60	86.66	24,335.74	33%
Mileage	8,969.00	2,750.19	10,280.00	(4,061.19)	145%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	269.50	20.00	1,210.50	19%
Materials-Periodicals	22,000.00	590.30	351.75	21,057.95	4%
Materials-Print/Non-Print <1 YR	917,500.00	323,758.94	8,436.37	585,304.69	36%
Materials-Print/Non-Print	1,333,000.00	430,250.61	178,195.72	724,553.67	46%
OPERATIONS:					
Art Purchases	10,000.00	-	6,810.00	3,190.00	68%
Cataloging and ILL Services	96,500.00	97,507.48	-	(1,007.48)	101%
Contracted-Digital Services	909,135.00	364,535.75	75,898.68	468,700.57	48%
Contracted-Facilities	316,000.00	110,651.84	119,342.06	86,006.10	73%
Contracted-Equipment	85,500.00	18,277.31	27,057.30	40,165.39	53%
Contracted-Professional	250,500.00	116,915.32	95,078.37	38,506.31	85%
Contracted-E-Rate Services	1,372.00	-	-	1,372.00	0%
Digital Services Support	936,787.00	293,726.98	20,935.81	622,124.21	34%
Furniture/Equipment	69,000.00	40,131.93	-	28,868.07	58%
Insurance	93,000.00	44,715.44	34,800.00	13,484.56	86%
Marketing & Communication	124,010.00	21,173.39	22,238.65	80,597.96	35%
Memberships/Dues	31,673.00	19,322.01	1,866.00	10,484.99	67%
Miscellaneous	5,000.00	1,142.98	204.61	3,652.41	27%
Payments to Other Libraries	165,941.00	-	-	165,941.00	0%
Postage/Shipping	62,990.00	26,377.05	1,183.16	35,429.79	44%
Printing	86,750.00	6,597.63	3,407.50	76,744.87	12%
Programming	119,100.00	20,952.87	33,575.90	64,571.23	46%
Special Events	-	-	-	-	0%
Special Projects	1,550,000.00	114,444.76	672,764.25	762,790.99	51%
Supplies-Facilities	107,267.00	23,477.22	59,622.13	24,167.65	77%
Supplies-Office/Library	90,815.00	10,091.14	17,355.57	63,368.29	30%
Supplies-Processing	41,000.00	5,671.41	2,395.32	32,933.27	20%
Telecommunications	204,100.00	70,776.33	100,183.32	33,140.35	84%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	337,670.00	87,450.50	222,549.50	27,670.00	92%
Utilities-Gas	58,231.00	41,152.57	44,042.94	(26,964.51)	146%
Utilities-Water/Sewage	56,025.00	10,526.78	33,473.22	12,025.00	79%
Vehicle-Gas	37,686.00	7,699.31	-	29,986.69	20%
Vehicle-Repair	85,000.00	3,958.20	28,235.55	52,806.25	38%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(2.80)	-	2.80	N/A
TOTALS	\$ 20,374,895.00	\$ 6,464,659.07	\$ 1,833,981.18	\$ 10,426,254.75	44%

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

5/31/2026

	<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	8,375,471.34	58%
Revitalization Rebates	(106,840.00)	(78,497.75)	73%
Back Tax	-	192,445.45	N/A
Motor Vehicle Tax	1,291,774.00	181,553.95	14%
Recreational Vehicle Tax	13,852.00	1,317.86	10%
16/20M Vehicle Tax	5,231.00	5,159.41	99%
In Lieu of Tax	57,806.00	50,570.50	87%
Watercraft Special Tax	9,638.00	-	0%
Commercial Vehicle Fees	48,309.00	38,943.17	81%
E-Rate Reimbursement	15,245.00	-	0%
Fees and Charges	33,500.00	37,164.61	111%
Reimbursements	180,750.00	56,934.34	31%
Transfer In	18,241.00	-	
Interest on Idle Funds	150,000.00	112,362.31	75%
	<u>\$ 16,118,603.00</u>	<u>\$ 8,973,425.19</u>	56%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,263,474.00	4,065,629.03	40%
Other Staff Support Costs	256,369.00	110,844.79	43%
Library Collections	2,274,000.00	941,873.19	41%
Contracted Services	1,659,007.00	1,025,264.11	62%
Digital Services Support	936,787.00	314,662.79	34%
Furniture/Equipment/Art	79,000.00	46,941.93	59%
Payments to Other Libraries	165,941.00	-	0%
Special Projects	1,550,000.00	787,209.01	51%
Utilities & Telecommunications	656,026.00	610,155.16	93%
Vehicles	122,686.00	39,893.06	33%
Other Operating Expenditures	761,605.00	356,167.18	47%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 20,374,895.00</u>	<u>\$ 8,298,640.25</u>	44%
Prior Year Canceled Purchase Orders		<u>\$ 128,120.56</u>	
Unencumbered Balance 5/31/2026	\$ -	<u>\$ 6,675,878.32</u>	

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

5/31/2026

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	\$ 2,020,022.57	58%
Revitalization Rebates	(25,763.00)	(18,962.58)	74%
Back Tax	-	48,181.11	N/A
Motor Vehicle Tax	315,712.00	44,785.61	14%
Recreational Vehicle Tax	3,386.00	324.49	10%
16/20M Vehicle Tax	1,278.00	1,298.96	102%
In Lieu of Tax	14,344.00	12,195.83	85%
Watercraft Special Tax*	2,356.00	-	0%
Commercial Vehicle Fees	11,807.00	9,583.82	81%
Refund-Fringe Benefits-Foundation	44,886.00	12,978.31	29%
Refund-Fringe Benefits-Friends	31,588.00	11,168.30	35%
Refund-Fringe Benefits-Shawnee Cty	10,210.00	3,838.00	38%
Refund FICA	-	4,427.94	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	25,000.00	22,018.27	N/A
Interest on Idle Funds	55,000.00	32,308.60	59%
	<u>\$ 3,962,491.00</u>	<u>\$ 2,204,169.23</u>	56%
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	290,332.08	38%
Ks Public Employees Retirement Sys	1,046,063.00	419,412.76	40%
Worker's Compensation	66,300.00	68,275.32	103%
Unemployment Tax	10,087.00	3,783.88	38%
Health/Dental Insurance	3,201,053.00	1,123,609.55	35%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 5,503,381.00</u>	<u>\$ 1,912,877.59</u>	37%
Prior Year Canceled Purchase Orders		\$ 14.00	
Unencumbered Balance 5/31/2026	\$ -	\$ 2,627,069.49	

* 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		104,631.41
		<u>\$ 104,631.41</u>
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		<u>-</u>
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 5/31/2026		\$ 6,929,245.78

STATE AID

Balance 01/01/2026	\$ -	\$ -
Revenue:		
State Aid	-	59,409.81
	<u>\$ -</u>	<u>\$ 59,409.81</u>
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	-	54,491.39
	<u>\$ -</u>	<u>\$ 54,491.39</u>
Unencumbered Balance 5/31/2026		\$ 4,918.42

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of May 31, 2026

Capital Improvement Funds - Community National Bank

\$ 6,929,245.78 at 3.63% (money market account)

Municipal Investment Pool

\$10,973,795.89 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average May 1 - 31, 2026 was 2.3476%

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	5/8/26	KNOWBE4 INC	awareness training	\$ 6,639.84	-94613
10	41000	310	5/8/26	KNOWBE4 INC	PhishER	\$ 2,505.60	-94613
				<i>2026 approved operating budget - annual subscription and support</i>		\$ 9,145.44	-94613 Total
10	41000	910	5/8/26	MODERN BUSINESS INTERIORS LLC	EKLUND, LOUNGE, FREESTAND	\$ 7,578.61	-94611
10	41000	910	5/8/26	MODERN BUSINESS INTERIORS LLC	FREIGHT	\$ 47.82	-94611
				<i>2026 approved operating budget - furniture for Readers Lounge</i>		\$ 7,626.43	-94611 Total
10	41000	310	5/15/26	INNOVATIVE INTERFACES, INC.	polaris upgrade	\$ 3,000.00	-94586
10	41000	310	5/15/26	INNOVATIVE INTERFACES, INC.	summon & 360 link	\$ 18,894.75	-94586
10	41000	310	5/15/26	INNOVATIVE INTERFACES, INC.	ILS renewal	\$ 96,237.77	-94586
				<i>2026 approved operating budget - annual subscription and support</i>		\$ 118,132.52	-94586 Total
10	41000	310	5/15/26	RECOLLECT (USA) INC.	recollect subscription	\$ 23,000.00	-94585
				<i>2026 approved operating budget - annual archive management software subscription</i>		\$ 23,000.00	-94585 Total
10	21512	0	5/29/26	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,470.88	-94579
15	21512	0	5/29/26	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 10,085.87	-94579
15	21512	0	5/29/26	DELTA DENTAL OF KANSAS, INC	Retirees	\$ 230.88	-94579
						\$ 12,787.63	-94579 Total
10	41000	323	5/20/26	GREATER TOPEKA PARTNERSHIP	Membership	\$ 2,808.00	-94575
10	41000	340	5/20/26	GREATER TOPEKA PARTNERSHIP	intercity visit	\$ 3,600.00	-94575
				<i>2026 approved operating budget - membership and conference fees</i>		\$ 6,408.00	-94575 Total
10	41000	312	5/18/26	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-94571
10	41000	312	5/18/26	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-94571
				<i>2026 approved operating budget - contracted equipment</i>		\$ 5,681.25	-94571 Total
10	41000	350	5/26/26	VERIZON WIRELESS	public hotspots	\$ 10,547.17	-94560
						\$ 10,547.17	-94560 Total
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 21,367.47	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 29.14	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 1,529.41	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 58.37	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 29.14	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 27.49	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 27.49	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 27.49	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 29.14	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 268.73	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 27.49	-94553
10	41000	351	5/7/26	EVERGY	2026 Electric Services	\$ 65.89	-94553
						\$ 23,487.25	-94553 Total
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Flight roundtrip	\$ 676.80	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Flight to conference	\$ 321.78	-94544

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Registration	\$ 750.00	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Flight - return	\$ 143.40	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Hotel	\$ 1,313.48	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Hotel	\$ 1,641.85	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Registration	\$ 450.00	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Flight roundtrip	\$ 806.80	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Flight roundtrip	\$ 414.80	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Hotel	\$ 1,981.54	-94544
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Registration	\$ 700.00	-94544
				<i>Travel expenses paid by credit card</i>		\$ 9,200.45	-94544 Total
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Anker USB Hubs	\$ 114.95	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Cascade complete 100 ct	\$ 24.94	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	24 x24 delicates bags	\$ 23.98	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Accodion file 5 pkg	\$ 25.91	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	vinyl table cloth 60 x84	\$ 22.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	2 Gallon Plastic Bucket	\$ 2.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	5 Gallon Plastic Bucket	\$ 4.58	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	cups	\$ 24.89	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	bone folder	\$ 11.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	59 Blue Kiddie Pool"	\$ 23.95	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	AV Cart	\$ 2,070.00	-94539
10	41000	410	5/26/26	COREFIRST BANK & TRUST	disposer splash guard	\$ 71.34	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	3 Pack Black Duct Tape	\$ 8.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	6 Pack Poster Paint	\$ 19.89	-94539
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Mobile whiteboard	\$ 109.99	-94539
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Whiteboard markers blk	\$ 11.46	-94539
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Whiteboard markers multi	\$ 12.09	-94539
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Magnets	\$ 11.99	-94539
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Binders	\$ 70.18	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	barbasol shaving cream	\$ 29.64	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	gusto paper plates 7 in	\$ 15.51	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	cartman 8x10 tarp	\$ 11.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	100 pc jumbo craft sticks	\$ 4.73	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Laminating sheets	\$ 151.80	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	green thread	\$ 7.95	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Copy stamp for payables	\$ 11.39	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	pens	\$ 12.80	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Staples	\$ 12.56	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Macbook Pro 14inch	\$ 2,049.00	-94539

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Logi MK850 Combo	\$ 89.99	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	RØDE Wireless Micro	\$ 99.00	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	plastic yarn needles	\$ 3.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	sashiko coasters 5 pk.	\$ 21.25	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	3 compartment plate	\$ 21.59	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Blue Tang Fish Hat	\$ 14.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	gummy shark candy	\$ 34.16	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	sky blue frosting	\$ 14.69	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	under the sea tablecloth	\$ 6.99	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	30x + 32a toner set	\$ 77.74	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Logitech H390	\$ 79.95	-94539
10	41000	410	5/26/26	COREFIRST BANK & TRUST	wet mop handle 12 pack	\$ 130.83	-94539
10	41000	410	5/26/26	COREFIRST BANK & TRUST	set sail long duster	\$ 53.94	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Dualsense Black	\$ 74.88	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Dualsense Default	\$ 74.00	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Switch 2 Pro Cont	\$ 267.00	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Controller Dock	\$ 34.18	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	AB power strip 2pc	\$ 32.90	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Dell Laptop Chargers	\$ 112.20	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	animal crackers, 12 pk	\$ 119.28	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	dino bath toys, 6 pk.	\$ 111.92	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	SENZER CS30 Bluetooth Com	\$ 10.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Ready-to-Pour Paint Set N	\$ 18.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	1 oz Squeeze Bottles, 10	\$ 7.49	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	ribbon wand light blue	\$ 31.74	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	ribbon want blue	\$ 43.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Shipping	\$ 13.99	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Steelcase Leap V2 Office	\$ 699.00	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Kneeler Heavy duty	\$ 56.79	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	15Ft extension cord	\$ 9.99	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	4 Ft extension cord	\$ 9.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	straws	\$ 26.59	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	cups	\$ 24.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	water paper	\$ 9.69	-94539
10	41000	410	5/26/26	COREFIRST BANK & TRUST	ratchet straps	\$ 75.26	-94539
10	41000	313	5/26/26	COREFIRST BANK & TRUST	Notary Application	\$ 86.95	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	straws	\$ 26.59	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	duct tape	\$ 31.49	-94539
10	41000	410	5/26/26	COREFIRST BANK & TRUST	on/off switch	\$ 27.82	-94539

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	5/26/26	COREFIRST BANK & TRUST	bam bams, multi color	\$ 374.67	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	dino skeletons	\$ 278.60	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	dino water bottle sticker	\$ 14.97	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	cute water bottle sticker	\$ 9.49	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	sports water bottle stick	\$ 8.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	disney water bottle sitic	\$ 8.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	cute animals stickers	\$ 7.98	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	PNY 32GB 5pc	\$ 37.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	colored cardstock	\$ 24.74	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	craft foam	\$ 193.00	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	water color paper	\$ 25.64	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	juice jars	\$ 39.88	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Easter grass	\$ 11.87	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Glitter Glue	\$ 29.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Dino Molds	\$ 9.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Frisbees	\$ 46.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	clear glue	\$ 21.59	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	food coloring	\$ 9.75	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	HOBO Temp Logger	\$ 477.00	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	LI-COR Cloud Plan	\$ 75.00	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Shipping	\$ 40.00	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	7x5 sign holders	\$ 77.19	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	magic tape	\$ 31.99	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	corrective tape	\$ 14.39	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	Petty Cash slips	\$ 17.96	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	ice scoop/admin fridge	\$ 6.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	corn starch 25lbs	\$ 60.24	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	corn starch 16oz	\$ 43.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	dino cake topper	\$ 15.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	pool noodles	\$ 39.88	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Magic Mouse	\$ 86.39	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Magic Keyboard	\$ 141.06	-94539
10	41000	320	5/26/26	COREFIRST BANK & TRUST	Refund	\$ (19.45)	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	rat skeleton	\$ 108.89	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	anthropod fossil	\$ 33.80	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Shipping	\$ 6.28	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	Elephant tooth	\$ 69.11	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	ping pong balls	\$ 16.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	golf balls	\$ 30.89	-94539

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

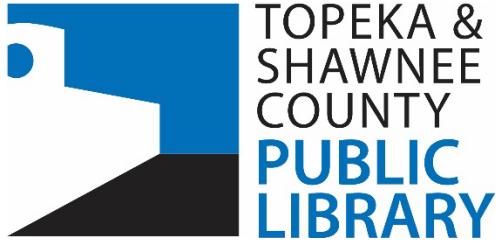
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	5/26/26	COREFIRST BANK & TRUST	palmer dispenser	\$ 468.05	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	28 x 58 cutting mat"	\$ 279.00	-94539
10	41000	420	5/26/26	COREFIRST BANK & TRUST	10 pieces large clear tra	\$ 23.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	glue	\$ 22.20	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	sharpies	\$ 10.00	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	foil	\$ 14.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	button maker supplies	\$ 35.99	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	cardboard	\$ 14.98	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	foil	\$ 27.96	-94539
10	41000	313	5/26/26	COREFIRST BANK & TRUST	Notary Filing Fee	\$ 25.00	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	top soil	\$ 5.94	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	storage bin	\$ 2.12	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	construction paper	\$ 17.96	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	popsicle sticks	\$ 19.79	-94539
10	41000	330	5/26/26	COREFIRST BANK & TRUST	school glue	\$ 24.61	-94539
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,184.48	-94539 Total
10	41000	340	5/26/26	COREFIRST BANK & TRUST	Hotel stays	\$ 7,355.32	-94537
10	41000	340	5/26/26	COREFIRST BANK & TRUST	registration	\$ 580.00	-94537
				<i>Travel expenses paid by credit card</i>		\$ 7,935.32	-94537 Total
10	21505	0	5/1/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,324.42	-94528
15	21516	0	5/1/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,083.47	-94528
15	21517	0	5/1/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,554.04	-94528
10	21513	0	5/1/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,780.63	-94528
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 60,742.56	-94528 Total
10	21509	0	5/1/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,651.91	-94523
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,651.91	-94523 Total
10	21509	0	5/15/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,650.23	-94522
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,650.23	-94522 Total
10	21509	0	5/29/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,738.13	-94521
				<i>Remittance of deferred retirement employee contributions</i>		\$ 5,738.13	-94521 Total
10	21505	0	5/15/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,468.95	-94520
15	21516	0	5/15/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,314.53	-94520
15	21517	0	5/15/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,578.11	-94520
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 59,361.59	-94520 Total
10	21515	0	5/29/26	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 36,953.22	-94517
15	21515	0	5/29/26	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 192,429.53	-94517
15	21515	0	5/29/26	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,896.57	-94517
						\$ 234,279.32	-94517 Total
10	21505	0	5/29/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,318.97	-94516

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15	21516	0	5/29/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,074.80	-94516
15	21517	0	5/29/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,553.12	-94516
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 58,946.89	-94516 Total
10	21501	0	5/1/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 24,549.62	-94514
10	21502	0	5/1/26	PAYCOM PAYROLL LLC	State W/H	\$ 15,673.08	-94514
15	21521	0	5/1/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 339.50	-94514
10	21503	0	5/1/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,105.15	-94514
15	21504	0	5/1/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,105.15	-94514
10	21503	0	5/1/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,935.92	-94514
15	21504	0	5/1/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,935.92	-94514
10	21514	0	5/1/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-94514
10	21518	0	5/1/26	PAYCOM PAYROLL LLC	Garnishments	\$ 1,105.13	-94514
10	41000	313	5/1/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,499.11	-94514
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 97,817.18	-94514 Total
10	21501	0	5/15/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,291.93	-94513
10	21502	0	5/15/26	PAYCOM PAYROLL LLC	State W/H	\$ 16,001.53	-94513
15	21521	0	5/15/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 344.57	-94513
10	21503	0	5/15/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,428.75	-94513
15	21504	0	5/15/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,428.75	-94513
10	21503	0	5/15/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,011.64	-94513
15	21504	0	5/15/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,011.64	-94513
10	21514	0	5/15/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,568.60	-94513
10	21518	0	5/15/26	PAYCOM PAYROLL LLC	Garnishments	\$ 1,070.11	-94513
10	41000	313	5/15/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,532.41	-94513
15	32850	0	5/15/26	PAYCOM PAYROLL LLC	Tax Refunds	\$ (4,046.97)	-94513
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 95,642.96	-94513 Total
10	21501	0	5/29/26	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,989.68	-94512
10	21502	0	5/29/26	PAYCOM PAYROLL LLC	State W/H	\$ 17,083.97	-94512
15	21521	0	5/29/26	PAYCOM PAYROLL LLC	State Unemployment	\$ 365.36	-94512
10	21503	0	5/29/26	PAYCOM PAYROLL LLC	Social Security EE	\$ 22,718.07	-94512
15	21504	0	5/29/26	PAYCOM PAYROLL LLC	Social Security ER	\$ 22,718.07	-94512
10	21503	0	5/29/26	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,313.02	-94512
15	21504	0	5/29/26	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,313.02	-94512
10	21514	0	5/29/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,443.60	-94512
10	21518	0	5/29/26	PAYCOM PAYROLL LLC	Garnishments	\$ 1,055.39	-94512
10	41000	313	5/29/26	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,429.79	-94512
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 106,429.97	-94512 Total
10	41000	310	5/26/26	COREFIRST BANK & TRUST	2026 LibSyn renewal	\$ 25.00	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	Simplebooth renewal	\$ 1,490.00	-94510

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10	41000	310	5/26/26	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 147.00	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	MailChimp subscription	\$ 213.00	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	DIRECTV streaming	\$ 79.99	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 87.00	-94510
10	41000	324	5/26/26	COREFIRST BANK & TRUST	2026 K-Tag Mnthly Chrgs	\$ 0.96	-94510
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Supervisor reports	\$ 499.90	-94510
10	41000	342	5/26/26	COREFIRST BANK & TRUST	Staff reports	\$ 499.75	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	ARCGIS SERVICE CREDITS	\$ 120.00	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 240.00	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	motionarray charge	\$ 52.11	-94510
10	41000	310	5/26/26	COREFIRST BANK & TRUST	Zello subscription	\$ 7,956.00	-94510
				<i>Miscellaneous online orders paid by credit card</i>		\$ 11,410.71	-94510 Total
35	41000	735	5/14/26	KAESER & BLAIR INCORPORATED	SDD - gifts for staff	\$ 6,530.00	12410
35	41000	735	5/14/26	KAESER & BLAIR INCORPORATED	Shipping	\$ 309.52	12410
49	41000	735	5/14/26	KAESER & BLAIR INCORPORATED	Sample Bags	\$ 94.86	12410
				<i>Paid from non-budgeted funds</i>		\$ 6,934.38	12410 Total
10	41000	320	5/7/26	COMPRISE TECHNOLOGIES, INC.	copy controller	\$ 6,670.00	102586
				<i>2026 approved operating budget - copy controller for public copy machine</i>		\$ 6,670.00	102586 Total
10	41000	736	5/28/26	TK ELEVATOR CORPORATION	elevator modernization	\$ 71,084.75	102622
				<i>RFP posted and approved by the Board on 3/19/2026</i>		\$ 71,084.75	102622 Total
						\$ 1,071,496.52	Grand Total



Board of Trustees Executive Committee Meeting
June 8, 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, Kim Strube – Chief Financial Officer, Jesse Maddox – Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on June 6, 2026, via Zoom, and was called to order at 4:00 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the May 11, 2026, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the May 11, 2026, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the May 21, 2026, Board of Trustees Meeting and the agenda for the Board of Trustees June 18, 2026, meeting were reviewed.

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

Chief Executive Officer Marie Pyko shared that she will include information about the Beyond the Building initiatives at the board meeting. She will also provide additional information about Summer Reading 2026 and what the data has reflected so far.

Chief of Staff Thad Hartman shared that he will not have any bids for a vote at the meeting in June but in July he will bring forward bids for The Edge remodel.

There will be two items for new business. The Named Recognition Recommendation will be before the board for a vote. This is a naming opportunity for Team Room 8. The Materials Selection Policy will be presented for a first reading at the June meeting and will be voted on in July.

Other Items

Pyko shared that she will ask for a Trustee Education on the Materials Selection Policy from Technical Services Manager Scarlett Fisher-Herreman.

The First Board Budget Work Session is scheduled for June 9. This will be a high level meeting with some discussion about the Facilities Master Plan and health insurance.

The Health Insurance Committee has been meeting to evaluate the current health plan for the library. They have created a comparison that looks at all options.

Pyko shared that for a future Trustee Education topic she would like Statistical Research Analyst Robert Soria to speak about statistics and Key Performance indicators.

No other items were discussed

Adjournment

On a motion by Mark Zillinger, seconded by Hannah Uhlrig, the meeting was adjourned at 4:25 pm.

Next Meeting

July 6, 2026

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report

June 2026

News and Updates

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

At the end of May, program enrollment stood at 5,425 children, reflecting consistent participation levels. As we move into the summer, I am reviewing specific ZIP codes where participation falls below 50% to identify supporting community organizations. Building on the success of the Christmas Bureau event, we will collaborate with the early education team this fall to host Dolly Parton's Imagination Library (DPIL) sign-up sessions in these targeted areas.

Beyond the Building

While eight teams are working on the *Beyond the Building: Looking to the Future* initiative, four specific teams—Civic Spaces, Shared Spaces, Vehicle-Based Services, and Extended Library Access—are developing recommendations to optimize the library experience. Their goal is to meet community members where they are with the exact services and activities they requested.

- **Civic Spaces:** Charged with extending the library beyond the main building and mobile services, this team is exploring new locations for book lockers. Building on the success of the Oakland and Fairlawn Mall lockers and direct customer feedback, the library plans to add two new lockers in 2026. The team is currently evaluating sites north of the Kansas River and in south-central Topeka.
- **Shared Spaces:** This team is identifying the programs, spaces, and resource needs that could thrive in shared community locations. They are currently reviewing usage patterns, customer feedback, and potential collaborations with local organizations that share the library's mission of connection, literacy, and learning. The Book Nook at Westridge Mall has served as an excellent pilot for these collaborative efforts. The team will deliver its final recommendations by the end of the year.
- **Vehicle-Based Services:** This team is identifying efficiencies in the current mobile services model and developing recommendations for areas of the community and models to optimize mobile services.
- **Extended Access:** This team is focused on optimizing quick, self-service options like hold pickups, printing, faxing, and copying. By integrating automated access systems, lobby renovations, and safety protocols, the library aims to provide consistent access to technology and resources beyond traditional staffed hours. This will create a safe, well-managed, and unstaffed space that remains easily accessible to the community.

Summer Reading 2026

Summer Reading is the library's largest annual initiative. Running from May 30th to August 1st, it requires a collective effort from all staff across every department to combat the "summer slide" and deliver hundreds of engaging daily activities.

This year's kickoff on May 30th drew massive crowds, filling our parking lot and filling the library with energy. Notably, almost 1,400 people visited the *Dinosaur Revolution: Live Large* exhibition in the Alice C. Sabatini gallery. This traveling exhibit from Minotaur Mazes was made possible in part by the Library Foundation, thanks to contributions from the Sabatini Family Foundation. For a deeper look into specific activities and programming, please refer to Thad Hartman's report.

Strategic Plan

Focus Area- People

Staff Development and Training

Annually, Staff Development Coordinator Brenda Hough creates a training plan aligned with the library's Strategic Plan and current staff needs. Consistent, ongoing professional development is the cornerstone of our staff's exceptional community work. This year's training focuses on six priorities: Customer Service, Know Your Library, Tech & Tools, Leadership, Wellbeing, and Safety & Security.

Since the beginning of the year, Brenda and Kate have reimaged our onboarding process for new employees and launched a curated training series focused on Tech & Tools. Additionally, leadership staff participated in a "Leadership Lab" designed to strengthen decision-making strategies for strategic impact work.

As we focus on customer service and innovative ways to meet community needs, equipping our staff with the right skills remains a top priority—one that I believe directly contributes to employee retention and overall staff success.

Focus Area- Connection

Community Connection and Resources

To expand access to community resources and build a sustainable framework for hosting Community Navigators, Debbie Stanton, Kari Zimmerman, and I recently met with Kelli Verble from Washburn University's School of Social Work. As a result, the library will serve as a practicum site from August 2026 through August 2028.

Starting this August, a social work student intern will host dedicated office hours at the library to connect community members with vital resources. While our staff routinely help customers navigate these needs on the floor, they have limited time for extended, one-on-one appointments. Having dedicated interns will bridge this gap, significantly expanding our capacity to provide deep, individual support.

Agenda Items- New Business

Resolution- Named Recognition Recommendation

In accordance with the Named Recognition Policy, I am submitting a naming recognition for review and approval. At the May 21st board meeting, I provided the recommendation for a first reading. We are recommending that Team Room # 8 of the collaboration spaces be named the Clayton Wealth Partners Room. Please see the resolution sheet for additional details.

Library Material Selection Policy- first reading

As part of our planned policy review, we will be presenting for first reading the Library Materials Selection Policy and Addendum A- the Expression of Concern form. The primary changes involve the inclusion of the selection of digital materials and a reorganization of the structure of the policy. Scarlett Fisher-Herreman, Technical Services manager will provide an overview of the policy and how the policy is utilized in practice.

Professional Activities/Community Contacts

May 18, 2026	Helped kick-off the Know Your Library Inaugural class.
May 18, 2026	Attended Capper Foundation Executive Committee
May 18, 2026	Attended the Kansas Director- Community of Practice call.
May 20, 2026	Began discussion of KTWU partnership opportunity.
May 20, 2026	Attended final Topeka Collegiate Board of Directors meeting.
May 21, 2026	Welcomed the Washed Ashore community exhibit.
May 21, 2026	Attended the Library Board of Trustees monthly meeting.
May 29, 2026	Attended Sherri Camp's Retirement celebration.
June 1, 2026	Met with Gina Millsap, Nancy Lindberg, and Ashley Charest
June 4, 2026	Attended the Rotary Club of Topeka meeting.
June 5, 2026	Met Joanie Underwood at Aldersgate Retirement community.
June 4, 2026	Participated in the ULC Director call.
June 5, 2026	Attended the Visit Topeka, Inc. committee meeting.
June 7, 2026	Presented at the Library Foundation Wilder Society event.
June 8, 2026	Attended the All Hands On Deck Strategic Development team meeting.
June 8, 2026	Attended the Trustee Executive Committee meeting.

June 8, 2026	Attended the Kansas Book Festival event with Bill Kurtis
June 10, 2026	Attended the Shawnee County Advisory Council of United Way of Kaw Valley
June 11, 2026	Met with Sean Bird, University Libraries, Washburn University
June 12, 2026	Visited NOTO's Washed Ashore exhibit with Autumn Friedli

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 06/12/2026

Dolly Parton's Imagination Library

May 2026



Total Enrolled
5,425

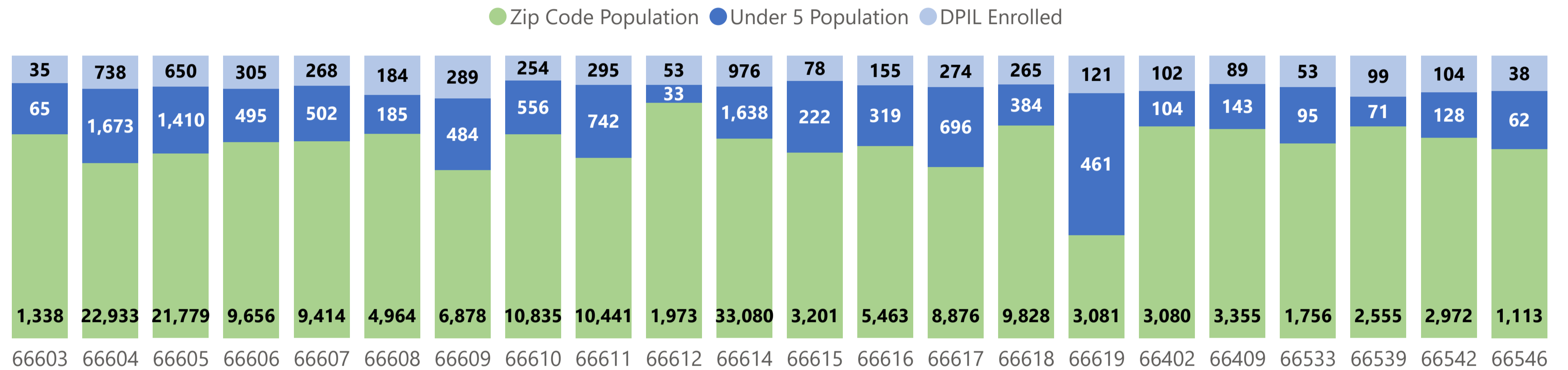


Total Graduated
11,632

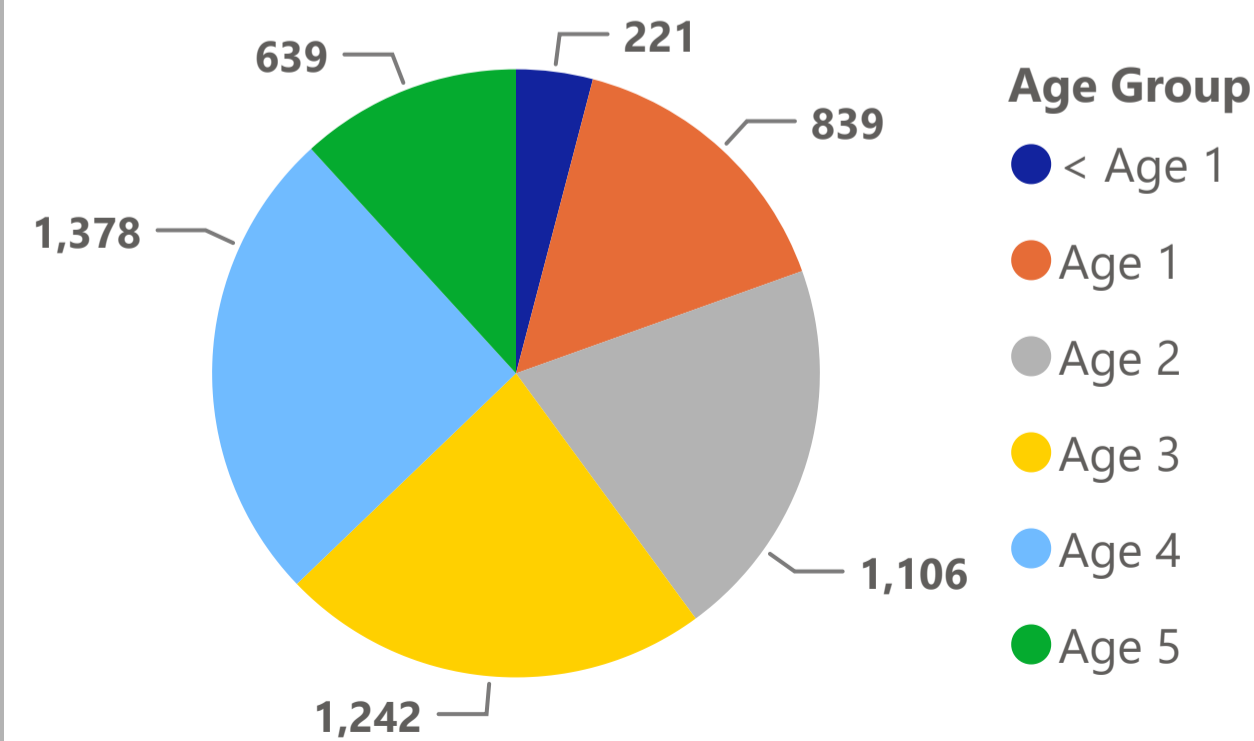
Year, Month

2026 (Year) + May (Month) ▾

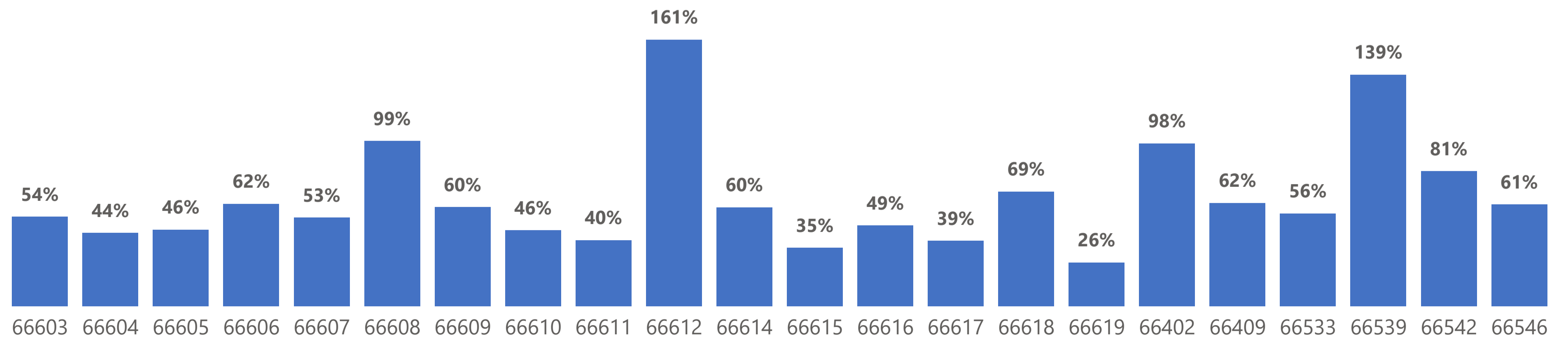
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman

June 12, 2026

Power Outage

Tuesday, June 9, we were awakened to a unique challenge when we discovered that the library was without power due to a severe storm the night before. While our generator successfully activated to maintain backup servers and emergency lighting, it does not support the HVAC system, public computers, and other primary building operations.

Facilities Director Joe Hobbs contacted Evergy to stay updated on the power restoration timeframe. In order to ensure a safe, comfortable environment for both staff and customers, management made the decision to delay opening until 12:00 noon. This window allowed utility crews to restore power and gave our HVAC systems adequate time to cool the facility before opening.

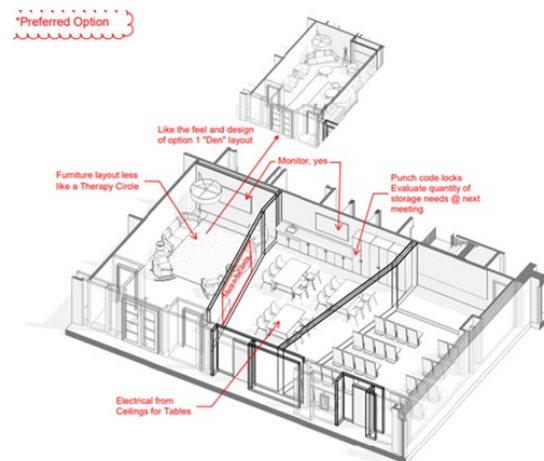
While building closure is always a last resort, and typically driven by predictable winter weather, this rare, sudden summer outage caught us off guard. Thanks to the responsiveness of our teams, we adapted quickly. Communications and Marketing and Digital Services did a great job of getting the information out as quickly as possible through multiple channels to the public. Our Facilities staff also worked extremely hard to remove fallen limbs on the property so that we were ready to reopen.

Power was successfully restored mid-morning, and the library opened as scheduled at noon. While the team executed the response effectively, the event highlighted several valuable insights. Moving forward, we will refine our procedures to better handle sudden, short-notice disruptions.

Room 123

We currently have two Request for Proposals posted; one for the remodel of Room 123 (the old Edge) and one for associated furniture. Bid recommendations for this project will be brought to the board at the July board meeting.

The concept of this project is to create three unique meeting spaces designed to serve specific needs and purposes.



The first space will be a cozy room featuring comfortable seating and warm lighting, making it the ideal environment for social groups like book clubs and knitting circles to gather and connect.

The second room will be a versatile, hands-on space that will offer hard-surface flooring and crafting tools for public and staff groups to gather, learn, and create.

The final space will be an intimate, black-box style theater with flexible seating for up to 24 people, which will provide an alternative to the main auditorium for live performances, poetry slams, and film screenings.

Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Jumping in on the Fun

Every once in a while, I get to step out from behind my manager role and jump into the fun alongside staff. Summer is always a great time for that!

So far this summer I've had the chance to:

- Help unload and clean off crates from Minotaur Mazes as we geared up for the Dinosaur Revolution exhibit
- Join in brainstorming a late summer/early fall program series focused on civic engagement for 18 to 24 year olds
- Record a Call-A-Story storytime
- Practice my chalk art skills while helping with our Summer Kick-Off
- And work with Jim Ramos to secure talented performers from the Shades of Theatre Company for our July 2 Declaration Conversation with Humanities Kansas

It's been a fun and energizing start to the season and a great reminder of how much creativity and momentum is happening across the library!

Public Services

Zan Popp, Supervisor – Learning Experiences

Staffing

This month, we celebrated the retirement of Sherrita "Sherri" Camp, genealogy librarian in the Topeka

Room. Throughout her career, Sherri championed the preservation and sharing of Topeka's stories. As a genealogist, author, educator and community connector, she helped countless customers discover their family histories while advancing local initiatives such as Juneteenth celebrations, Brown v. Board of Education programming and the African American Read-In. While retiring from her official role, Sherri's impact on our community's history will be felt for generations.



Alice C. Sabatini Gallery

Runway Remix closed with 8,032 visitors, surpassing the 8,000-visitor milestone thanks to exhibit tours, Spring Break activities and strong weekend attendance. Gallery attendance for 2026 has now exceeded 12,000 visitors.

The Gallery's newest exhibit, *Dinosaur Revolution: Live Large*, opened May 30 and welcomed 1,396 visitors during Summer Kick-Off Day. Total May attendance reached 2,856 visitors, including 1,597 adults and 1,259 children. The exhibit's interactive experiences are already inspiring questions and discovery among young visitors.



Topeka Room

Research assistance remained a key service this month. Staff helped a visitor from Denver resolve a long-standing family history question by using local records to prove an infant death had been incorrectly connected to his family tree. The customer left with answers and documentation to correct his family history.

The Topeka Room also continued connecting people with local history beyond the library walls. Staff presented the *Ghost Towns of Kansas* program at Lexington Park Independent Living Community, where residents shared personal stories and connections to Kansas communities, enriching the conversation with their own experiences.

The department welcomed geocachers from across the country who stopped to visit the Topeka Room while traveling to an annual gathering. Many explored the tornado exhibit and left impressed by the library and its local history resources.

Level 2 Tech Center

The Level 2 Tech Center continued to inspire creativity through maker activities and technology instruction. One young maker and her father used the library's 3D printing resources to create characters inspired by the *Warriors* book series. She shared an online tool that allows fans to design their own cat characters, and her enthusiasm quickly spread across the team, with several staff members creating characters of their own. When she returned later in the month to proudly show off her completed 3D-printed character, she

was delighted to learn that staff had explored the creator as well. Moments like these show how the Tech Center builds creativity, curiosity and connections between customers and staff.

The Intro to Cricut: Tote Bag workshop received enthusiastic feedback, with participants expressing interest in additional classes and advanced learning opportunities. One participant shared, "I'm eager to take anything you want to teach!" The enthusiasm for the class reflects continued demand for hands-on maker and technology programming.



Public Services

Cadie Maas, Supervisor – Readers & Resources

Adult Gaming Programming

The May Story Games program introduced participants to *Sock Puppets*, a collaborative storytelling and role-playing game in which players create puppet characters and work together to perform a chaotic children's television show while pursuing their own humorous and often absurd personal agendas. The game emphasizes creativity, improvisation, and comedic roleplay.



The program was well received, with five attendees. Several participants were regulars from our adult board game programs and brought friends with them, demonstrating both customer satisfaction and the ability of these programs to attract new participants through word-of-mouth.

The program fostered a welcoming and highly engaged atmosphere. Participants enthusiastically embraced the creative nature of the activity, collaborating, performing silly voices, and even singing impromptu songs together. The event provided an opportunity for social connection, creativity, and community building among attendees.

Staff adaptability also contributed to the program's success. When the planned co-facilitator was unable to attend due to illness, staff quickly adjusted, with another staff member jumping in to provide valuable assistance with setup and support throughout the event.

Due to the positive response and remaining supplies, an additional Sock Puppets session is planned for later this year.

Grown-Up Fun: Paint a Pet Program

The Paint a Pet Adult Grown-Up Fun program attracted 28 participants and generated an overwhelmingly positive response from attendees. In partnership with Helping Hands Humane Society, participants created painted pet portraits, with 26 of the 28 attendees choosing to donate their artwork for inclusion in the shelter's upcoming Art Auction.

All but one of the portraits featured animals currently available for adoption, creating a meaningful connection between library programming and a local community organization.



The artwork produced during the program showcased the creativity and individuality of participants.

Each portrait reflected a unique artistic style while highlighting the personality of the featured animals. The program provided an opportunity for creative expression while also supporting a charitable cause.

Participant feedback was highly positive, with many attendees expressing interest in future painting programs and asking when another class would be offered. The strong attendance, enthusiastic engagement, and community impact demonstrate the value of hands-on creative programming for adults.

Staff Professional Development

Staff were invited to participate in Library Journal's Day of Dialog, a free virtual professional development event featuring authors, publishers, and industry experts discussing upcoming titles, publishing trends, and readers' advisory topics. The event was streamed throughout the day in the Lower-Level Conference Room, allowing staff to attend sessions as their schedules permitted.

The format offered flexibility, with concurrent sessions enabling participants to select topics most relevant to their work and interests. In addition to providing insight into forthcoming books and publishing trends, the event created opportunities for staff to connect with colleagues, share discoveries, and strengthen readers' advisory knowledge.

Professional development opportunities such as Library Journal Day of Dialog help staff stay informed about emerging trends in the literary world, supporting the library's ability to connect customers with engaging and timely reading recommendations.

Community Connections

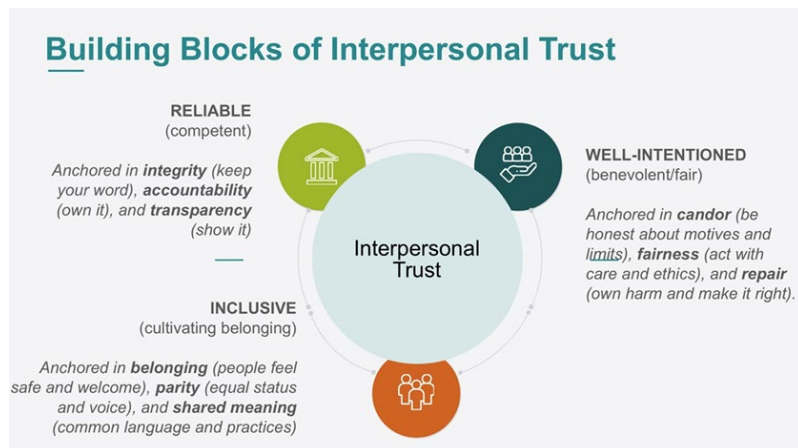
On May 28, Community Connections Librarian Lissa Staley presented alongside staff from Newburgh Free Library and the IREX Director of Research and Learning to deliver "Measuring trust: How to collect meaningful and actionable data." IREX and several libraries discussed experiments they ran with trust-building programs as part of the Building Community Trust Through Libraries project, and shared some tips and tools for measuring trust in your library. The

Webjunction webinar had 386 people registered and 105 attended. The webinar recording, slides and handouts are available at: <https://www.webjunction.org/events/webjunction/measuring-trust.html>.



This project at TSCPL acknowledged that reference librarians already promote trusted sources of information and experimented with the question "What if library staff invite the people who access the

services to promote and improve the information, so together we can help others access the services in our community?" Specifically, for hyperlocal food resource information, what if people seeking food assistance, people donating food and money, agency staff, and library staff all work together across difference? Can we build trust together?. Learn more about this work nationwide at the Bridgebuilding Resource Hub here:



<https://www.webjunction.org/news/webjunction/bridge-building-resource-hub.html>

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Shawnee Heights Parents as Teachers on the Learn & Play Bus

Families participated in a special event with the library's Learn & Play Bus and the Shawnee Heights School District's Parents as Teachers program. Moms and dads alongside their infants, toddlers, and preschoolers found a space that is dedicated to young children, their learning, and their play. Smiles were all around as the sounds of a barn came to life. Another favorite with 'oohs and aahs' was laying the track for a magnetic roller coaster. And there was laughter as children took turns being the veterinarian. A final highlight was the adults stretched out on the floor while engaged in play with their child. Multiple children walked out with a completed art project, a storytime sticker from Boomer, and an invitation to come again.



Baby Garden Fun

We have a Baby Garden in the Kids Library. This space is for our youngest patrons and their families. The intent is to give them a safe place for them to crawl around and play with toys that are geared for them. Occasionally we will see older children in the area, but this summer we have seen more families using the space as intended. We have seen children playing together and parents chatting with one another.



This area is next to the space for preschoolers, which is also known as the Family Zone. Parents can be with their youngest children as well as keep an eye on their other children who may be playing in the playscape, currently a dino dig site.

Sleepy Faces for School Age Staff and Kids

The month of May brings transitions for elementary age kids. They are wrapping up their school year and amping up for Summer. Remember when you did this? It is not unusual to see sleepy faces entering our Library. The same can happen with parents, teachers and even Library Staff. Youth Services staff for school age kids are facilitating daily Spring programs, executing the last tours of the school year, taking down the old book displays and putting up new ones, filling browsing subscriptions, covering for L2TC and Outreach Storytimes and are in FULL summer program prepping mode. We continue to be down one Team member. Planning for Summer programming began late last year but May is a big prep month. Sleepy faces mean staff and kids have been gearing up and working hard!

A genuine shout out and “Thank You” to our Community Services Team who is collaborating with us again this Summer. We could not do it all without you. We are presenting a varied menu of engaging and exciting kids programs this Summer to help prevent the summer slide of learning that can occur. The ROAR theme will be loud and strong throughout Summer. It began with the unveiling of “Bernie the Blue Tang” exhibit from Washed Ashore on May 21. Thanks to administration, we added new, large, foam, dinosaur bones to the service floor where kids can be paleontologists by building large dinosaurs. Staff have been handing out TSCPL Summer flyers, promoting the Gallery exhibit, and signing up people of all ages for our Summer Reading Challenge. Let’s have a ROARing joyful Summer together!



Technical Services

Scarlett Fisher-Herreman, Technical Services Manager



Ad Astra: new telescopes available for checkout!

We have an exciting new item in our collection: telescopes! The library received a new telescope donated by Astronomy Associates of Lawrence in partnership with the Kansas Astronomical League. There's a national library telescope program and Kansas astronomy groups help facilitate the national program through donation and tech support to participating libraries. We purchased four additional telescopes identical to the donated one from a company that sells them to libraries. Our new fleet of 5 library telescopes is in the catalog and ready for checkout. Each telescope includes everything users need to use it. No prior experience is needed to use one

of these instruments. There's a QR code on each one that goes to detailed, step-by-step instructions on how to use it along with guides to the night sky and other materials. These telescopes can be reserved by adult cardholders and check out from the customer service desk. Due to their size, they are kept in a storage room inaccessible to customers. Adults, kids and families will enjoy viewing the night sky with a little help from their local public library. We are very appreciative of the donated telescope and all the hard work library staff have put into bringing this unique set of items into our collection.

Kansas Museum of History Passes

All Aboard: museum passes are now available! As you know, we've offered Topeka Zoo and Kansas Children's Discovery Center passes for several years. Working with our colleagues at the Kansas Museum of History, we're pleased to announce that library customers can book a free pass to visit the museum. As with our other programs, the pass admits up to 2 adults and 4 children for two visits per year. Customers complete a reservation for their visit through the library's website, receive an email confirmation, and then show that



when they arrive at the museum. We've had this up and running for several weeks and it's going great. We're pleased to offer this experience to our library customers and appreciate all the work the museum staff have put in with working out the details. We anticipate strong usage over the summer months as people beat the heat while enjoying something fun and educational for the whole family.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

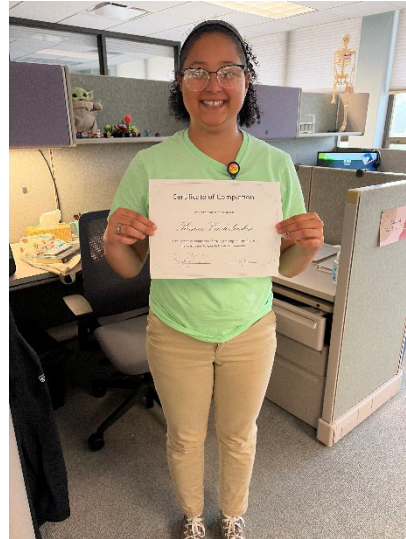
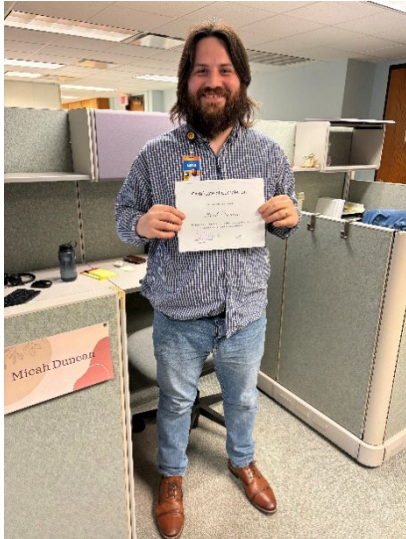
In May, I participated in a Book Rich Environments event at Pine Ridge Prep Academy in partnership with the Topeka Housing Authority and United Way of Kaw Valley. Book Rich Environments is a national literacy initiative led by the National Book Foundation that increases access to high-quality, donated books for children and families in public housing communities through coordinated community partnerships. The Topeka Housing Authority serves as a local distribution partner, helping host events and connecting residents with books and literacy resources. The library supports these events by distributing books, promoting Summer Reading, and connecting families with library services and programs.

May also marked the departure of Outreach team member Kassady. While her time with the library was brief, her creativity, enthusiasm, and willingness to jump in wherever needed left a lasting impression. She will be greatly missed, and we wish her the very best in her next chapter!

Community Services Librarian Report

The Bookmobile and Materials Delivery Teams have been enjoying the beautiful spring weather while keeping busy bringing the library out into the community! The bookmobiles checked out 3,546 items. The Deliver Team checked out 374 items at the book lockers, 743 items through TSCPL@Work, and 3,692 items through TSCPL@Home.

Our new staff members have been hard at work in their positions! Among all the training they completed, they have also been busy learning to operate the Adventuremobile. Congratulations to Kamea and Micah on passing their driving tests!



May also brought Maintenance Week for the bookmobiles. During this week, the bookmobiles go in for scheduled maintenance, the staff take the time to deep clean the buses, adjust bookmobile layouts, and update decorations. They look great and are fully stocked with fresh materials to check out for the Summer Reading Challenge!

We were excited to add a new TSCPL@Work site in May as we started bringing the library to Security Benefit! I had the opportunity to do a library card drive with Kelli, Access Services Manager, in preparation for starting service. We answered questions about the TSCPL@Work service and signed up staff to get new library cards. We had a great time!

Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

Summer Shelving Team

Summer has arrived in Circulation, and we're excited to continue our seasonal shelver program for its second year. This year, Emma has joined our shelving team as a permanent shelver. Many may remember her from her time as a Dock intern, where she assisted customers with gadget and technology assistance out in the community. Since transitioning into her new role, Emma has quickly embraced shelving, learned the ins and outs of the position, and become a valuable part of our team.

Joining Emma this summer are four seasonal shelvers: Major, Lia, Kelly, and Mallory. Together, they bring our shelving team to a total of four permanent shelvers and four seasonal shelvers. With summer reading and library activity in full swing, we've already seen an impressive volume of returned materials. Our shelving team has hit the ground running, helping keep items moving back to the shelves quickly and efficiently so customers can find what they're looking for sooner.

While it's still early in the summer season to make direct comparisons, we're currently on pace to exceed the number of shelving carts completed last summer by approximately 5%. That may not sound like a

dramatic increase, but the number becomes even more encouraging when considering that our interior book drop was out of service for a few days due to a torn belt that required replacement, and the library also experienced a half-day power outage while recovering from recent storm damage. Despite those challenges, the team has maintained a strong pace and is helping keep their foot on the gas as they work to get materials back on the shelves and into customers' hands as quickly as possible.

Program Services

Autumn Friedli, Program Services Coordinator

Program Services is where the library meets the community. We do this in two ways: we host through our own curated public events, and we house by providing the professional spaces and resources the community needs to gather, collaborate, and grow.

Programming news

On Thursday, May 21st we had our grand unwavering of our Washed Ashore exhibit sculpture Bernie the Royal Blue Tang. About 80 attendees listened to Marie Pyko welcome everyone and talk about the library's involvement in this exhibit. Dennis Dinwiddie of the Topeka Zoo talked about importance of the Washed Ashore exhibit. Then, Marie asked everyone to wave their blue-ribbon wands and the waves were moved away to show everyone Bernie! There was then a fun story time right in front of Bernie. Afterwards, everyone was encouraged to decorate an ocean themed sugar cookie. Bernie is one of six sculptures in Topeka – find the others at the Topeka Zoo, Washburn University Memorial Hall, NOTO, and Kansas Children's Discovery Center. The sculptures will call Topeka home until mid-September.

Summer has officially been kicked off at the library! On Saturday, May 30th we brought around 1000 people into the library to start summer with a ROAR! While the plan was to host the event outside in the parking lot and in Claire's Courtyard – the weather made us change our plans and move the party indoors! Sternberg Museum brought their mobile lab and shared various dinosaur facts and artifacts with the kids. Kyler & Friends entered attendees with music and fun in Marvin Auditorium. Face painters stayed busy painting faces the whole morning in Claire's Sunroom. A Dinosaur themed story time was enjoyed by our little friends. Dinosaur Wranglers (staff and volunteers wearing inflatable costumes made to appear that they were riding the dinos) wandered the library entertaining everyone with their silly antics. PLUS, the Gallery kicked off their latest exhibit: Dinosaur Revolution! It was a great morning filled with roaring laughter and fun!

Just Around the Corner:

Join us on Thursday, July 2nd at 7pm in Marvin Auditorium for Declaration at 250. Hear a theatrical reading of the Declaration of Independence and consider the history and impact of this historic document. All Declaration Conversations are nonpartisan events. Travis Lamb, Program Development Officer at the Robert J. Dole Institute of Politics and KU and an Humanities Kansas facilitator, will engage participants with questions for discussion and reflection.

Looking for some Music for a Sunday Afternoon? Look no further than the library on Sunday, July 12th at 3pm. Sean Gaskell will present and play the kora - a 21 stringed West African harp. Sean will demonstrate the instrument as well as talk about the history and culture of West African music.

Did you miss out on the fun of Summer Kick Off? Join us for the End of Summer Celebration on August 1st from 10am to noon. There will be much more fun to had before we officially wrap up summer!

Event Resources News

Space for Our Community

Once again, the library served as a location VITA (Volunteer Income Tax Assistance) through Shawnee County Extension Office, and they recently released their year-end review. VITA is an IRS initiative that provides free basic income tax return preparation to qualified individuals. The library hosted VITA on Tuesdays and Thursdays from February 1st through April 15th. During that time, the volunteer tax preparers at the library processed 946 federal returns!! The library was the biggest site again this year – VITA is hosted at 4 other sites around Topeka.

We also served as the meeting location for the Kansas Maternal Child Health Council. They held meetings over three days utilizing various spaces in the library to accommodate their group. Community Action also used library space to host their All-Staff Meeting.

Library Out and About

The library attended four different events in our community:

On May 13th, we sent staff to SparkWheel's Community Readiness Event at Ross Elementary. This event allows kids and their family's opportunities to connect with various resources. The organizer of the event, Michael Williams, was excited to have the library represented at the event. Our team offered kids information about summer reading and made sure the kids had library cards and understood the resources available to them.

On May 19th, we attended the Resource Fair for Mental Health Awareness for employees at Moore RMG here in Topeka. The event focused on connecting employees to various community resources to help them live their best lives. The library was able to connect people to the resources available to them and get them signed up for library cards.

On May 20th, we attended the Pine Ridge Summer Kick Off event held at Pine Ridge Prep. This event is hosted by Topeka Housing Authority and Book Rich Environment. This was a great event to get kids set up and ready for Summer Reading at the library.

Finally, on May 28th we took the Learn and Play Bus out to Shawnee Heights Parents as Teachers event. This evening event gave working families an opportunity to visit the Learn and Play Bus and learn more about what the library has to offer.

Digital Services

David King, Digital Services Director

Digital Library project update

We are continuing to work on choosing a new website vendor – there are some details we need more information on before proceeding. We will finalize that decision soon, and then be ready for our website update project in 2027.

Gallery Content management System project

We have had a team exploring options for a new content management system for the gallery's digital presence. We have had demos with a number of vendors, and in May sent through the demos and had discussions on each product. We have finished that and have chosen a vendor. This will be a project for 2027, and will help our gallery content be discoverable on the library's website.

Top Web Pages for May 2026

1. Tools & Services: 7261 Pageviews
2. Summer Reading: 5540 Pageviews
3. Work at the Library: 2507 Pageviews
4. Get a Library Card: 2050 Pageviews
5. Careers Page: 1584 Pageviews
6. Hours & Locations Page: 1477 Pageviews
7. Kanopy: 1195 Pageviews
8. The New York Times: 1003 Pageviews
9. Meeting Rooms & Event Spaces: 858 Pageviews
10. Passes: 853 Pageviews

Social Media Highlights for May 2026

Facebook (seems to have removed the Reach metric – switched to Views):

- Dinosaurs are arriving – 12,897 views
- What are you reading? – 11,181 views
- Roaring into summer – 10,116 views

Instagram

- Washed Ashore – reached 1029 people
- Call a Story – reached 645 people
- May the 4th – reached 643 people

Allyson Chard, Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson

Libraries can be loud!

We love it when it's loud at the library, but it's ok if that's not your thing. When Cruzline Drumline rocked the house with their BIG, amazing sound, Jayna reminded customers about our sensory-aware options for enjoying the library, especially our KultureCity kits. One family saw the video on social media immediately after it posted and excitedly requested a kit. Their entire family was able to enjoy the drumline and library on a very noisy day!



Libraries can also be silly! Hungry Hungry Dinosaurs drew a big crowd of teens!



Honoring Our Nation's 250th birthday

Michael designed stand-alone structures to display the Moments That Made US exhibit located on the level 2 rotunda floor recognizing the 250th anniversary of the Declaration of Independence. It was good to see this family take a moment to learn a little more about our history.



Do you feel like something is watching you?



Michael has transformed his imagination to life with a spectacular dino-rrific entrance into this year's summer exhibit for kids. Have you seen the dinosaur eye open in the window?

Student Intern Shares Her Talent

The Communications & Marketing team was pleased to host Washburn University graphic design student Cat Harvey this spring. Cat contributed to several creative projects including designing bookmarks as well as signage for the Kids Library playscape. Her work helped enhance the library experience for children and families while providing valuable support to the team's outreach and engagement efforts.



Top two web articles

Our local history articles regularly get the highest views and related social media posts receive positive reactions. The stranger the history, the better. The story of the peculiar mansion known as Stone's Folly had our highest views.

Artsy Crafty Library articles that highlight library resources for art and craft projects are popular. It's interesting that more than half of the highest viewed articles in this series in the last two years focused on relaxation and escapism.

Allyson Chard, Jayna McFarland, Ginger Park, Michael Perkins and Karen Watson

What Our Customers Are Saying

Google Reviews, May 1 - June 10

13 ★★★★★ 5-star reviews

3 ★★★★★ 4-star reviews

We were new residents to Topeka and visited the library within the first couple weeks of moving here. The staff are super friendly. We were having issues checking out as first-time library members, but the staff assisted so kindly and gave us all the information we needed to know about being new members at the library. We will be back! Our kids were so excited with the kids area and the amount of books at the library was amazing. So thankful to have a library in our new hometown!

Our library is so beautiful, and the bookstore has so much from local to the classics. I bought a bunch of stuff including a mystery box of James Patterson for \$5 and it was 8 books. My mom was wowed and loved it. I was impressed with the staff, so patient and friendly. I bought a few things from the dollar cart and they are great books. I must go back again. I really would love to see the dinosaur exhibit that opens up on 5/30/26!

Always have a great experience here. Such an amazing place and staff are so polite and helpful.

LUV LUV LUV THIS PLACE !!!
EVERYONE IS SO HELPFUL !!! 😊😊
😊😊👍👍😊😊😊😊



Roaring Loudly

We have been “roaring” loudly about Summer Reading through strong cross-department collaboration, as reflected in data from our Summer Reading webpage.

Summer Reading webpage visits have increased 38% compared to the same timeframe last year. Key traffic drivers include:

- 26% Social Media
- 26% Marketing Campaigns
- 14% Library News
- 34% library staff efforts, earned media, word of mouth, ad recall, and brand awareness



This growth reflects intentional, coordinated efforts across the organization. Increased traffic does not happen by chance—it is the result of aligned messaging, staff engagement, and meaningful connections with community interests. This is a success worth celebrating across all teams and departments.

The Library In the News

- Earned Media in May
- 4 - Fox 43 KTMJ/KSNT - Book of the Week
 - 12 - KTKA - Summer Reading
 - 18 - WIBW - TSCPL Roars Ahead with Summer Fun
 - 18 - Fox 43 KTMJ/KSNT - Book of the Week
 - 21 - WIBW - Story Slam
 - 25 - Fox 43 KTMJ/KSNT - Book of the Week
 - 27 - The Topeka Capital-Journal - Check out these free family fun events this summer in Topeka
 - 27 - cjonline - Looking for summer fun in Topeka

- Earned Media June 1- 10
- 1 - Fox 43 KTMJ/KSNT - Book of the Week
 - 4 - Topeka Capital Journal - Topeka families can enjoy free summer events
 - 8 - Fox 43 KTMJ/KSNT - Book of the Week
 - 9 - Fox 43 KTMJ/KSNT See the stars with help from the local library



Resolution - Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library.

**BOARD OF TRUSTEES
June 18, 2026**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees accepts the recommendation of The Library Foundation Board of Trustees and Chief Executive Officer Marie Pyko; that in recognition of their financial support of the library, Team Room #8 of the collaboration spaces be named The Clayton Wealth Partners Room. This naming recognition is in honor of a local small business for their pledge of \$25,000, to be paid from 2026 to 2030, and will remain in effect until such time as the Team Room is no longer used for this purpose.

Background

The eight Team Rooms located in the collaborative spaces area of the library were created in a renovation project in 2017. These spaces provide an ideal location for small groups of 2-4 people to meet in a semi-private environment. Technology is available in each of the Team Rooms to allow for Zoom meetings, online training, and meet other online needs. These rooms are extremely popular and an additional five smaller collaborative rooms (Colab Rooms) in the Level 2 Tech Center on the 2nd floor of the library.

Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation will appear on the agenda on the May 21, 2026 and June 18, 2026 Board of Trustees with action on the resolution taking place at the June 18, 2026 meeting.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Library Materials Selection Policy

Introduction

The Topeka and Shawnee County Public Library is organized under the laws of Kansas pursuant to KSA 1992 Supp. 12-1260 *et seq.* The Board of Trustees of the Library is authorized "...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services."

Responsibility for Selection

The Board of Trustees delegates the responsibility for the selection of library materials to staff selected by the Chief Executive Officer whose education and experience prepare them for this important function.

The appointed Library staff are to select materials reflecting the needs and interests of citizens of the library district and others granted privileges by the Board of Trustees, rather than the tastes, views, and interests of the selector. Satisfying the needs and interests of the community of users served is the goal of this selection Policy.

General Selection Criteria

This Materials Selection Policy serves as the foundation for the creation and maintenance of all of the various collections of materials provided by the Library. Selection of all materials, whether through purchase or otherwise, is to be based on the principles described in this Policy.

Selection of any item does not constitute endorsement of the creator's viewpoint, nor does the Library endorse particular beliefs or views.

The Library does not act "in loco parentis." Parents or guardians are responsible to guide the selection of materials by their children.

While a single standard cannot be applied to each work, the following general criteria are to be used in selecting all Library materials:

- Importance and value to the library collection
- Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer

- Current appeal, popular demand, and timeliness
- Significance of the subject matter
- Local interest
- Availability or scarcity of materials on the subject
- Cost
- Level of difficulty and specialization
- Reviews, summaries, and descriptions of materials
- Format suitability for public library collections
- Accessibility to materials elsewhere in area libraries
- Physical quality and level of durability
- Inclusion in indexes, bibliographies, and standard lists.

Selection Criteria for Non-print Materials

The selection standards above for print materials apply equally to non-print materials. However, an item need not meet all of the selection criteria for non-print materials, some materials must be judged primarily on the following:

- Artistic merit
- Scholarship
- As a valuable record
- As critical to the information needs of the community of users
- Substantial demand from the community of users.

Selection Criteria for Art

In addition to the Selection standards above for print and non-print materials the following additional criteria must also be met in selecting works of art:

- No work will be knowingly acquired whose ownership or legality is questionable
- No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession.
- No work will be acquired without the consent of the Chief Executive Officer.
- Gifts of art to The Library Foundation with restrictions may not be accepted without approval of the Library Board of Trustees.

Deaccessioning

The Board of Trustees delegates the responsibility to deaccession library materials to staff selected by the Chief Executive Officer whose education and experience prepare them for this important function.

Criteria for Deaccessioning

Any Library material which no longer satisfies the applicable Selection Criteria as described in this Policy may be deaccessioned in accordance with applicable statutes and other pertinent Library policies and procedures.

Labeling

Label may be used to assist users in locating materials, but not to warn, discourage, or restrict access based on content, language, or theme.

Library Patrons' Opinions of the Collections

The Board of Trustees recognize the importance of providing methods so that opinions from users regarding material selection can be voiced and dealt with promptly and courteously as outlined in the Expressions of Concern process found on the Library website and as appended hereto as Exhibit "A."

Document History

Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

Adopted by the Library Board of Directors, September 14, 1983.

Revised October 21, 1985 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 20, 1985.

Revised November 6, 1987 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 18, 1987.

Revised June 16, 1993 by the Materials Selection Committee and with contributions from other staff.

Approved by the Library Board of Trustees, September 15, 1993.

Revised and approved by the Board of Trustees, September 18, 2003.

Revised and approved by the Board of Trustees, January 18, 2007.

Revised and approved by the Board of Trustees, March 17, 2022.

Library Materials Selection Policy and Procedures

Introduction

The Topeka and Shawnee County Public Library is organized under the laws of Kansas pursuant to KSA 1992 Supp. 12-1260 et seq. The Board of Trustees of the Library is authorized "...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services."

A democratic society depends on the ability of individuals to seek, receive, and consider a wide range of ideas without interference. Libraries support this constitutionally protected freedom by providing equitable access to materials and viewpoints that reflect the full diversity of human thought and experience. By protecting intellectual freedom, ensuring inclusive access, and safeguarding privacy, libraries remain essential forums for inquiry, expression, and the free exchange of ideas.

The Library supports the diverse needs and interests of community members by providing collections that connect them to learning opportunities, reliable information, and entertainment.

This policy outlines the principles, responsibilities criteria, and procedures to guide library staff in selecting, maintaining and evaluating all library materials including physical, digital, non-print and art collections, and in ensuring equitable access to a well-balanced and representative collection.

Responsibility for Selection

The Board of Trustees delegates to the Chief Executive Officer the responsibility for selecting library materials to staff whose education and professional experience prepared them for selecting materials.

Guided by the selection criteria outlined in this policy, these appointed staff members select materials that reflect the needs and interests of community members and others

granted borrowing privileges. The selection of any item does not constitute the Library's endorsement of the creator's ideas, or any other particular beliefs or perspectives.

The Library does not act *in loco parentis*. Parents and guardians are responsible for guiding their children in choosing materials

Staff may use labels to help community members locate materials, but not to warn, discourage, or restrict access based on content, language, or theme.

General Selection Criteria

The selection of all materials is guided by the criteria outlined in this policy. While a single standard cannot be applied to each item the library may choose to include in its collection, the following general criteria are to be used in selecting all library materials:

- Contribution to the overall value and balance of the collection
- Reputation and credibility of the creator or publisher
- Current appeal, demand, and timeliness
- Significance and relevance of the subject matter, including local interest
- Availability of other materials on the topic
- Physical space available
- Cost and durability
- Level of difficulty, specialization and suitability for a public library
- Quality of reviews, summaries and professional evaluations
- Format appropriateness and accessibility within area libraries
- Inclusion in recognized indexes, bibliographies or standard lists
- Artistic merit, scholarship or lasting informational value
- Demonstrated or anticipated community demand

Digital Collections

The Library maintains digital collections designed to meet community members' needs in parallel with physical item collections. The General Selection Process above also applies to digital materials.

To broaden access, the Library may also offer streaming and database services, whose titles are not selected by library staff. The Library works closely with digital content providers to ensure these collections meet library standards.

Deaccessioning

The Library conducts regular, systematic evaluations of its collections, using professional collection management tools and established weeding guidelines. Staff are responsible for ensuring the collection remains current and responsive to community needs. Any library material which no longer satisfies the applicable selection criteria as described in this policy may be deaccessioned from library collections. The Board of Trustees delegates the Chief Executive Officer responsibility to deaccession library materials, and to select staff whose education and experience prepare them for this important function.

Materials removed from the collection may be sold or otherwise disposed of by the Library through its agent, the Friends of the Library.

Selection Criteria and Deaccessioning of Art

In addition to the General Selection Criteria above, the following additional criteria must also be met in selecting or deaccessioning works of art:

- No work will be knowingly acquired whose ownership or legality is questionable
- No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession
- Gifts of art with restrictions will not be accepted
- Deaccessioned art may be sold, exchanged, transferred, or otherwise by the Library through its agent, The Friends of the Library.

Library Patron's Opinions of the Collections

The Board of Trustees recognizes the importance of providing methods so that opinions from community members regarding material selection can be communicated and responded to promptly and courteously as outlined in the Expression of Concern process found on the Library website and as appended hereto as Exhibit A.

Document History

Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

Adopted by the Library Board of Directors, September 14, 1983.

Revised October 21, 1985, by the Materials Selection Committee.

Approved by the Library Board of Directors, November 20, 1985.

Revised November 6, 1987, by the Materials Selection Committee.

Approved by the Library Board of Directors, November 18, 1987.

Revised June 16, 1993, by the Materials Selection Committee and with contributions from other staff.

Approved by the Library Board of Trustees, September 15, 1993.

Revised and approved by the Board of Trustees, September 18, 2003.

Revised and approved by the Board of Trustees, January 18, 2007.

Revised and approved by the Board of Trustees, March 17, 2022.

Library Patrons Suggestions about the Collections

The Topeka and Shawnee County Public Library Board of Trustees recognize the importance of providing methods whereby opinions from the public regarding material selection can be voiced. The Library Administration and Staff seriously consider Library patron suggestions. Completion of the form does not guarantee either accession to the collection or removal from the collection, but does insure that attention of Library administration and staff to user opinion, interests and concerns.

Expressions of Concern

The Topeka and Shawnee County Public Library recognizes that some materials or content are controversial or offensive. The Library's role is to provide materials which will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves materials they do not approve of, they may not restrict the freedom of access to others.

The Library welcomes any expression of concern.

Customer concerns will be dealt with promptly and courteously as outlined in the Expressions of Concern Process.

Expressions of Concern Process

1. Topeka and Shawnee County Public Library staff will listen to the customer's concerns. Library staff will give the customer a copy of the Materials Selection Policy and explain the Library's selection process. If the customer wishes, s/he may also discuss concerns with the library director.
2. After discussion with library staff, an individual or group still concerned about library material may submit an official statement using the "Statement of Concern about Library Resources" form.
3. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor in consultation with the library director. This committee will meet and the collection development supervisor will prepare a written report of the committee's determination for both the Library Board of Trustees and to the individual or group who submitted the concern.
4. An individual or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee named to hear the concern.

Statement of Concern about Library Resources

This form may be used to express concern regarding the library collection, programs, displays/exhibits, computers for public use, or meeting rooms.

Concerns will be dealt with promptly and courteously.

Expressions of Concern

1. Library staff will first discuss the resource with the concerned individual or group and supply a copy of the appropriate policy.

2. After discussion, if the individual or group wishes, they may discuss their concerns with the Library Director.
3. An individual or group still concerned about library resources may submit an official statement using this "Statement of Concern about Library Resources" form.

Formal Process

1. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor in consultation with the library director.
2. The collection development supervisor will prepare a written report of the committee's determination which will be submitted to the Library Director and the individual or group who submitted the concern.
3. An individual or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee.

Complete this form and return it to:
 Topeka and Shawnee County Public
 Library, Attn: CEO,
 1515 SW 10th St., Topeka, Kansas 66604-1374

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

Today's Date _____

Name of Individual or Group _____

Contact Person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource of concern

Book or Magazine Video/DVD Audio recording/CD Electronic information

Title, author, artist _____

Library program Display/exhibit Meeting room Other

Title, date, time, location _____

2. Have you:

- | | |
|---|--|
| <input type="checkbox"/> Read the Book or Magazine | <input type="checkbox"/> Viewed the Video/DVD |
| <input type="checkbox"/> Listened to the Audio recording/CD | <input type="checkbox"/> Viewed the Electronic information |
| <input type="checkbox"/> Attended the Library program | <input type="checkbox"/> Viewed the Display/exhibit |
| <input type="checkbox"/> Attended the Meeting | <input type="checkbox"/> Other |

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)?

5. What action do you seek as a result of your concern?

Document History

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Board of Trustees

Topeka and Shawnee County Public Library

Appendix A – Library Bill of Rights

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Library Bill of Rights courtesy of the American Library Association.

Appendix B – Freedom to Read

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures 59

leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for*

determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.* No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.* To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.* The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.* It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can*

demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American](#)
[Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children’s Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College](#)
[Stores National Coalition Against](#)
[Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)

The Freedom to Read Statement is courtesy of the American Library Association.
Appendix C – Freedom to View

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

[Freedom to View Statement](#) is courtesy of the American Library Association.

Expression of Concern (Exhibit A)

The Topeka and Shawnee County Public Library Board of Trustees recognize the importance of providing clear ways for community members to share their views on library materials. The Library acknowledges that certain materials may be perceived as controversial or offensive. The role of a public library is to provide access to a broad range of information so community members can make their own decisions. Customers may choose not to engage with materials, programs or meetings they find objectionable, but they may not limit others' access. Parents are responsible for guiding their children in the selection of library materials. The Library welcomes all expressions of concern, which are handled promptly and courteously in accordance with the Expression of Concern process.

The Expression of Concern form is used to express concern regarding library collections, programs, meetings and displays/exhibits. The library's process for addressing concerns is as follows:

1. Library staff will listen to the community member or group's concern and provide a copy of the Library Materials Selection Policy, explaining the Library's selection process. If the concern remains after speaking with staff, the individual or group may submit an official statement using the Expression of Concern form.
2. The submitted concern will be reviewed by a committee designated by the appropriate manager in consultation with the library's CEO. The committee will meet to evaluate the concern. The manager will mail a letter with the committee's determination to the community member or group who submitted the concern. The CEO will also receive a copy of the letter.
3. If the community member or group is not satisfied with the committee's decision, they may submit a written request to the CEO requesting further review by the Library Board of Trustees.

Expression of Concern Form

Complete this form and return it to:

Topeka and Shawnee County Public Library
Attn: CEO
1515 SW 10th Ave.
Topeka, KS 66604-1374

Today's Date _____

Name of Individual or Group _____

Contact Person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource of concern

Material Type

Printed Material (books, newspapers, magazines)

Video / DVD

Audio Recording / CD

Electronic Resource (ebooks, digital audiobooks, streaming media content, databases)

Other: _____

Title, author, artist: _____

Electronic Resource (for digital content): _____

Program / Event Type

Library Program Display / Exhibit Meeting Other: _____

Title, date, time, location: _____

2. Have you:

Read the Printed Material

Viewed the Video/DVD

Listened to the Audio recording/CD

- Read, viewed, or listened to the Electronic Resource
- Attended the Library program
- Viewed the Display/exhibit
- Attended the Meeting
- Other: _____

3. How did you find out about the resource?

4. What are your concerns about the resource?

5. What action do you seek as a result of your concern?

Document History

Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

Adopted by the Library Board of Directors, September 14, 1983.

Revised October 21, 1985 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 20, 1985.

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Revised and approved by the Board of Trustees, September 18, 2003.

Revised and approved by the Board of Trustees, January 18, 2007.

Board of Trustees Topeka and Shawnee County Public Library

Key Metrics

Net Promoter Score
86.8

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

Active Cardholders
71,840

End of LY: **71,331**
Difference: **509** ▲
% Change: **0.7%** ▲

Unique Borrowers YTD
30,441

Previous YTD: **29,078**
Difference: **1,363** ▲
% Change: **4.7%** ▲

Door Count YTD
201,501

Previous YTD: **176,277**
Difference YoY: **25,224** ▲
% Change YoY: **14.3%** ▲

First Time Checkouts YTD
249,037

Previous YTD: **249,211**
Difference YoY: **-174** ▼
% Change YoY: **-0.1%** ▼

Digital Checkouts YTD
330,149

Previous YTD: **303,966**
Difference YoY: **26,183** ▲
% Change YoY: **8.6%** ▲

Computers and WiFi

Computer Sessions YTD
37,721

Previous YTD: **33,168**
Difference YoY: **4,553** ▲
% Change YoY: **13.7%** ▲

Avg Session Time YTD
00:58:19

Previous YTD: **00:58:59**
Difference YoY: **-00:00:40** ▼
% Change YoY: **-1.1%** ▼

WiFi Sessions YTD
186,104

Previous YTD: **156,865**
Difference YoY: **29,239** ▲
% Change YoY: **18.6%** ▲

Avg Session Time YTD
00:14:21

Previous YTD: **00:13:37**
Difference YoY: **00:00:44** ▲
% Change YoY: **5.3%** ▲

Other Metrics

Program Attendance YTD
33,546

Previous YTD: **27,105**
Difference YoY: **6,441** ▲
% Change YoY: **23.8%** ▲

Mtg Room Attendance YTD
33,801

Previous YTD: **28,796**
Difference YoY: **5,005** ▲
% Change YoY: **17.4%** ▲

Reference Questions YTD
119,169

Previous YTD: **114,813**
Difference YoY: **4,356** ▲
% Change YoY: **3.8%** ▲

	2026												2026 YTD	2025 YTD	% Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Net Promoter Score (NPS)														86.7	88.7	-2.3%
Monthly NPS	87.5	82.1	86.7	88.2	84.6									199	159	25.2%
Monthly # of Responses	41	28	30	35	65									86.8	86.8	0.0%
Current NPS	86.8	86.8	86.8	86.8	86.8									86.8	86.8	0.0%
GATE COUNT	38,790	39,761	43,914	40,205	38,831									201,501	176,277	14.3%
CIRCULATION*																
Main Library																
Circulation Desk & Renewals	32,844	32,735	37,382	37,409	35,984									176,354	159,229	10.8%
Interlibrary Loan	1,272	1,134	1,281	1,220	1,197									6,104	6,573	-7.1%
Self-Check	37,662	32,437	35,367	32,354	35,865									173,685	191,942	-9.5%
Bookmobile	3,535	3,175	3,928	3,884	3,546									18,068	17,761	1.7%
TSCPL@Home	4,035	3,609	4,110	3,866	3,692									19,312	18,746	3.0%
Red Carpet	5,296	4,258	4,771	4,830	4,633									23,788	23,087	3.0%
Digital Downloads	70,417	60,587	66,351	65,222	67,572									330,149	303,966	8.6%
Library @ Work / Smartlocker	1,279	1,275	1,355	1,153	1,117									6,179	6,817	-9.4%
TOTAL CIRCULATION	156,340	139,210	154,545	149,938	153,606	-	-	-	-	-	-	-	-	753,639	728,121	3.5%
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	51,891	46,104	51,327	48,442	51,273									249,037	249,211	-0.1%
CIRCULATION DETAILS																
Print Material	56,402	51,977	58,517	56,463	57,741									281,100	275,970	1.9%
Audio/Visual Material	23,947	21,599	23,517	22,458	22,580									114,101	119,669	-4.7%
Adult Materials	47,504	42,697	47,078	44,505	45,439									227,223	234,798	-3.2%
Children's Materials	24,715	23,580	26,818	26,480	27,042									128,635	121,702	5.7%
Young Adult Materials	2,377	2,049	2,558	2,591	2,622									12,197	10,496	16.2%
Red Carpet Materials	5,603	5,140	5,470	5,245	5,114									26,572	28,416	-6.5%
NEW Patrons																
Topeka / Shawnee County																
Adults	785	622	688	599	831									3,525	3,186	10.6%
Children (ages 17 and under)	109	151	139	109	162									670	636	5.3%
Red Carpet Outreach	8	9	7	35	15									74	47	57.4%
NEKL	40	36	48	42	46									212	227	-6.6%
Non-Resident	2	1	3	0	0									6	3	100.0%
Total New Registrations	944	819	885	785	1,054	-	-	-	-	-	-	-	-	4,487	4,099	9.5%
PATRONS DELETED	162	147	233	142	1,059									1,743	2,997	-41.8%
Cardholders																
Topeka / Shawnee County																
Adults	72,482	72,888	73,394	73,406	74,180									74,180	71,892	3.2%
Children (age 0 - 17)	15,032	15,059	15,033	14,929	14,927									14,927	15,092	-1.1%
TSCPL @ School	22,866	22,998	23,025	23,025	23,090									23,090	22,519	2.5%
Red Carpet Outreach	1,144	1,157	1,159	1,201	1,225									1,225	1,141	7.4%
NEKL	11,027	11,115	11,189	11,307	11,308									11,308	11,034	2.5%
Non-Resident	56	56	53	51	48									48	55	-12.7%
Delinquent	59	39	35	32	28									28	61	-54.1%
TOTAL CARDHOLDERS	122,666	123,312	123,888	123,951	124,806	-	-	-	-	-	-	-	-	124,806	121,794	2.5%
Active Cardholders (Savannah)																

Adult - General	1,661	1,238	933	1,910	854								6,596	4,589	43.7%
Adult Outreach	81	256	223	222	156								938	2	46800.0%
Early Learners (0-5)	689	1,090	858	1,233	274								4,144	3,536	17.2%
Early Learner Outreach	2,316	2,272	2,182	2,041	409								9,220	9,029	2.1%
Kids (6-11)	264	273	2,276	262	1,262								4,337	2,778	56.1%
Kids Outreach	2,016	1,416	970	2,155	639								7,196	6,210	15.9%
Teens (12-18)	164	246	287	286	132								1,115	961	16.0%
Teen Outreach	0	0	0	0	0								0	0	N/A
TOTAL	7,191	6,791	7,729	8,109	3,726	-	-	-	-	-	-	-	33,546	27,105	23.8%
Tours & Community Events	194	538	254	1,696	334								3,016	0	N/A
TOTAL PROGRAM ATTENDANCE	7,385	7,329	7,983	9,805	4,060	-	-	-	-	-	-	-	36,562	0	N/A
GALLERY ATTENDANCE	3,509	2,008	4,291	2,350	2,856								15,014	9,511	57.9%
DOLLY PARTON ENROLLMENT	5,569	5,507	5,485	5,492	5,425								5,425	5,653	-4.0%

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,644	11,183	12,463	12,036	12,406								60,732	61,451	-1.2%
Adult Nonfiction	13,065	11,672	13,039	12,135	12,516								62,427	64,457	-3.1%
Juvenile Fiction	17,926	16,687	18,853	19,031	19,654								92,151	85,675	7.6%
Juvenile Nonfiction	4,197	4,506	5,159	4,762	4,676								23,300	21,286	9.5%
Magazines	593	743	982	671	756								3,745	4,233	-11.5%
RC Print Materials	5,487	5,051	5,360	5,106	5,013								26,017	27,903	-6.8%
RC Realia	116	89	110	139	101								555	513	8.2%
YA Print Materials	2,374	2,046	2,551	2,583	2,619								12,173	10,452	16.5%
PRINT CIRCULATION	56,402	51,977	58,517	56,463	57,741	-	-	-	-	-	-	-	281,100	275,970	1.9%
Audio / Visual Material															
MiFi Hotspots	150	110	110	100	104								574	227	152.9%
Adult Audiobooks	999	974	942	978	950								4,843	5,369	-9.8%
Adult Music	1,921	2,083	2,137	1,864	1,922								9,927	9,845	0.8%
Adult Videos / DVDs	18,282	16,042	17,515	16,821	16,889								85,549	89,443	-4.4%
Juvenile Audiobooks	214	244	296	282	309								1,345	871	54.4%
Juvenile Music	36	36	62	57	64								255	388	-34.3%
Juvenile Videos / DVDs	2,342	2,107	2,448	2,348	2,339								11,584	13,482	-14.1%
YA A/V	3	3	7	8	3								24	44	-45.5%
A/V CIRCULATION	23,947	21,599	23,517	22,458	22,580	-	-	-	-	-	-	-	113,527	119,442	-5.0%
Adult Material															
Adult Fiction	12,644	11,183	12,463	12,036	12,406	-	-	-	-	-	-	-	60,732	61,451	-1.2%
Magazines	593	743	982	671	756	-	-	-	-	-	-	-	3,745	4,233	-11.5%
Adult Audiobooks	999	974	942	978	950	-	-	-	-	-	-	-	4,843	5,369	-9.8%
Adult Music	1,921	2,083	2,137	1,864	1,922	-	-	-	-	-	-	-	9,927	9,845	0.8%
Adult Videos / DVDs	18,282	16,042	17,515	16,821	16,889	-	-	-	-	-	-	-	85,549	89,443	-4.4%
ADULT CIRCULATION	47,504	42,697	47,078	44,505	45,439	-	-	-	-	-	-	-	227,223	234,798	-3.2%
Juvenile Material															
Juvenile Fiction	17,926	16,687	18,853	19,031	19,654	-	-	-	-	-	-	-	92,151	85,675	7.6%
Juvenile Nonfiction	4,197	4,506	5,159	4,762	4,676	-	-	-	-	-	-	-	23,300	21,286	9.5%
Juvenile Audiobooks	214	244	296	282	309	-	-	-	-	-	-	-	1,345	871	54.4%
Juvenile Music	36	36	62	57	64	-	-	-	-	-	-	-	255	388	-34.3%
Juvenile Videos / DVDs	2,342	2,107	2,448	2,348	2,339	-	-	-	-	-	-	-	11,584	13,482	-14.1%
JUVENILE CIRCULATION	24,715	23,580	26,818	26,480	27,042	-	-	-	-	-	-	-	128,635	121,702	5.7%
Red Carpet Material															
RC Print Materials	5,487	5,051	5,360	5,106	5,013	-	-	-	-	-	-	-	26,017	27,903	-6.8%
RC Realia	116	89	110	139	101	-	-	-	-	-	-	-	555	513	8.2%
RED CARPET CIRCULATION	5,603	5,140	5,470	5,245	5,114	-	-	-	-	-	-	-	26,572	28,416	-6.5%
Young Adult Material															
YA Print Materials	2,374	2,046	2,551	2,583	2,619	-	-	-	-	-	-	-	12,173	10,452	16.5%
YA A/V	3	3	7	8	3	-	-	-	-	-	-	-	24	44	-45.5%
YOUNG ADULT CIRCULATION	2,377	2,049	2,558	2,591	2,622	-	-	-	-	-	-	-	12,197	10,496	16.2%
Digital Downloads															
Overdrive	51,323	45,399	50,255	48,456	50,308								245,741	176,804	39.0%
Hoopla	17,884	13,907	14,521	15,494	16,008								77,814	57,405	35.6%
Flipster	409	430	440	297	194								1,770	2,011	-12.0%
Kanopy	801	851	1,135	975	1,062								4,824	3,084	56.4%
DIGITAL DOWNLOADS	70,417	60,587	66,351	65,222	67,572	-	-	-	-	-	-	-	330,149	239,304	38.0%
Adult ebook Fiction	20,710	15,342	18,392	17,458	18,920								90,822	73,471	23.6%
Adult ebook Nonfiction	3,742	2,326	3,285	3,052	3,285								15,690	14,760	6.3%
Adult digital audiobooks	34,552	18,469	30,448	30,374	31,394								145,237	104,568	38.9%
Juvenile ebook Fiction	1,670	1,199	1,607	1,532	1,874								7,882	7,673	2.7%
Juvenile ebook Nonfiction	301	153	262	216	258								1,190	1,245	-4.4%
Juvenile digital audiobooks	2,481	1,362	2,424	2,312	2,362								10,941	9,233	18.5%
Young Adult ebook Fiction	1,332	1,166	1,265	1,202	1,297								6,262	7,149	-12.4%
Young Adult ebook Nonfiction	28	27	21	18	26								120	97	23.7%

Young Adult digital audiobooks	2,122	1,867	2,014	1,996	1,972								9,971	8,075	23.5%
DIGITAL CIRCULATION DETAILS	66,938	41,911	59,718	58,160	61,388	-	-	-	-	-	-	-	288,115	226,271	27.3%