



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

December 18, 2025





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

Mission Sparking curiosity
and connecting our
community through
literacy and learning.

CONNECTION

The library will support the diverse needs and interests of the community with services and resources that foster a sense of belonging and collaboration.

SPACE

The library will provide welcoming and inviting physical and digital spaces in which people have easy access to learning, connections and joy.

LEARNING

The library is committed to offering equitable learning and development opportunities to meet the goals and needs of diverse learners.

JOY

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

PEOPLE

The library will create a work environment where our staff and volunteers are valued, respected and empowered to contribute their best.



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



December 18, 2025 – 4:15 pm
Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/82451801227>

Meeting ID: 824 5180 1227

Passcode: 487035

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of November 20, 2025, Meeting Minutes of the Board of Trustees – Action Item pg. 5

Chief Financial Officer's Report – Kim Strube pg. 9

Financial Reports

- Treasurer's Report – Fred Patton
- Financial Report – Action Item
- Audit Committee

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –pg. 27

Chief Executive Officer Report – Marie Pyko pg. 29

- Outreach Service Planning

Chief of Staff Report – Thad Hartman pg. 34

New Business

- Thank You to the Library Foundation – Action Item pg. 46
- Thank You to the Friends of the Library – Action Item pg. 47
- Audit Committee Appointments – Action Item pg. 48
- Memorandum of Understanding between the Shawnee County Parks and Recreation and the Library, Renewal – Action Item pg. 49
- Restated and Amended Development & Management Agreement- Action Item pg. 54

Executive Session

Adjournment

Public Comment

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

Next Meeting

January 15, 2026

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 20, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Peg Dunlap.

Public Comment

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

Introduction of New Trustee and Oath of Office

New Trustee Lori Finney took the oath of office, notarized by Executive Assistant Aubrey Conner.

Trustee Advocacy Stories

Trustee Liz Post shared she was happy to see trees planted alongside the brick drive in front of the library.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Jim Edwards, the October 16, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report. There were no questions for Strube.

Financial Reports

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

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

Motion passed unanimously.

Patton requested that Trustees interested in being part of the Audit Committee let him know. The committee meets once in January and once in April. The committee will be appointed in December.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that the Foundation is preparing for Giving Tuesday which is December 2, 2025. They are anticipating that donations will increase from now until year end. The Library Foundation is getting ready for 2026 and is excited to help the library meet strategic plan goals.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared that the Friends October 17–19 Book Sale was a huge success, raising \$10,503.02. This marks their highest total since March 2019. The next Book & Media Sale is scheduled for January 16–18 in Marvin Auditorium.

The Friends of the Library Annual Event took place Sunday, November 2, in Marvin Auditorium. After a brief business meeting, attendees enjoyed a presentation and Q&A with Kansas author and educator A.D. Childers. Autumn Friedli moderated the program, and Round Table Bookstore sold Childers' books, with A.D. signing autographs afterward.

Friends members approved new and returning Board of Directors candidates, with terms beginning January 1, 2026. In January, members will vote on officers: John Conlee (President), Chuck Knapp (Vice President), Robin Sweeney (Treasurer), and Carolyn Little (Secretary).

Sonny Heller, musician and retired owner of Music Box Mobile DJ, has pledged to donate his collection of over 80,000 vinyl albums to the Friends. Plans to receive them are underway.

On Tuesday, November 18, 2025, Friends board members served Thanksgiving lunch to TSCPL staff in Marvin Auditorium as a way to say thanks for their hard work.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on November 10, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko led a conversation on outreach services and what the library looks like beyond the building. Discussion followed.

Pyko led a conversation about reviewing policies in 2026. She created a document with all the current policies the library has and when they were last reviewed. She would like to create a cadence to review these policies.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Inked exhibit has had over 7,000 attendees which makes it one of the highest attended non-summer exhibits. Hartman announced that Songs of the Season will begin December 2, 2025 and the schedule is on the library website.

Hartman introduced Technical Services Manager Scarlett Fisher-Herreman and Topeka Genealogical Society (TGS) President Barb LaClair to present their joint project to those in attendance. LaClair shared that TGS had accumulated over 11,000 titles in their library. They had a free-standing library started in the 1970s. LaClair said that usage has gone down, a lot of materials can be found online, and people aren't using print as much as they used to. TGS made the hard decision to cease the library but wanted the materials to be in a place where they could still be utilized. The Technical Services team at the Topeka and Shawnee County Public Library went through the TGS catalog to determine items that would fit nicely in the library. Many items were sent to the bindery in Nebraska to be properly bound. Fisher-Herreman brought several books to show at the meeting. The donated books have a plaque on the front page that denote that they were donated by the Topeka Genealogical Society. The next project for TGS is to make their online database of over 30,000 records accessible through the Topeka and Shawnee County Public Library.

Hartman thanked Facilities Director Joe Hobbs, Maintenance staff, Communications and Marketing Director Diana Friend, Communications and Marketing staff, and a number of volunteers for their hard work decorating the library for the holidays.

New Business

Friends of the Library Loaned Employee Agreement

On a motion by Beth Dobler, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY2026 as presented.

Motion passed unanimously

Library Foundation Loaned Employee Agreement

On a motion by Hannah Uhlrig, seconded by Shawn Leisinger, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Library Foundation Loaned Employee Agreement as written.

Motion passed unanimously

Executive Session

On a motion by Mark Zillinger, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library recessed into executive session to discuss an individual employee's performance, pursuant to the non-elected personnel exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:30 pm. Action will be taken following adjournment of the Executive Session.

A motion was made by Shawn Leisinger, seconded by Liz Post at 5:30 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

On a motion by Mark Zillinger, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, sets the CEO's annual base compensation at 5% increase effective January 1, 2026.

Motion passed unanimously.

Adjournment

On a motion by Jim Edwards, seconded by Shawn Leisinger, the meeting was adjourned at 5:33 pm.

Next Meeting

December 18, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

*Subject to change without notice

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

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show Fund and the Dock Grant Fund are temporarily negative due to pending billings and reimbursements from The Foundation.

General Fund – Pages 3 through 5

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 83% of the approved budget has been expended/encumbered. This compares to 2024 in which 100% of the budgeted revenue had been received and 83% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

All outstanding purchase orders currently reserving budgetary balances will be reviewed before year end and those no longer needed will be closed. This usually results in some additional savings. Some, such as Contracted-Digital Services and Utilities-Gas, are open purchase orders to allow for expected purchases throughout the year and ensure sufficient budget. However, those amounts are not always needed every year.

Employee Benefit Fund – Page 6

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 83% of the approved budget has been expended/encumbered. This compares to 2024 in which 99% of the budgeted revenue had been received and 68% 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 \$6,804,844.90.

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 | RingCentral phone upgrade project | \$11,470.00 | Datacomm Networks Inc. |
| Change Order – Board approved bid award on 5/15/2025 | Parking Lot Improvements – repairs to AMH book return tunnel | \$5,200.00 | Sunflower Paving Inc. |
| Approved operating budget | Annual renewal of Black Mountain Software | \$24,496.45 | Black Mountain Software Inc. |
| Approved operating budget | Annual training subscription to Learn with NovelList | \$5,125.00 | Ebsco Information Services |
| Library Materials | Annual renewal of Creativebug database | \$5,600.00 | Creativebug Holdings LLC |
| Library Materials | Annual renewal of AtoZ database | \$10,800.00 | AtoZ Databases |
| Library Materials | Adult feature DVD's | \$5,350.00 | Midwest Tape LLC |
| Library Materials | Adult non-fiction and fiction audiobooks | \$5,730.00 | Overdrive, Inc. |
| Library Materials | Adult non-fiction and fiction audiobooks | \$5,490.00 | Overdrive, Inc. |
| Library Materials | Annual periodicals renewal | \$18,818.66 | Ebsco Information Services |
| Library Materials | Annual renewal of Newsbank database | \$67,630.00 | Newsbank |
| Library Materials | Adult non-fiction and fiction audiobooks | \$5,700.00 | Overdrive, Inc. |
| Library Materials | Hoopla usage | \$35,858.24 | Midwest Tape LLC |
| Library Materials | Adult non-fiction and fiction audiobooks | \$5,430.00 | Overdrive, Inc. |

Other Items:

- The audit of the 2025 financial year will begin in February. The audit services will be provided by BT&Co., P.A. This is the first year of a three-year term for these audit services.

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

11/30/2025

| | <u>Balance 1/1/2025</u> | <u>Revenue Y-T-D</u> | <u>Expenditures Y-T-D</u> | <u>Balance 11/30/2025</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>GOVERNMENTAL FUNDS</u> | | | | |
| General Operating | \$ 6,891,529.61 | \$ 15,823,526.22 | \$ 15,336,614.16 | \$ 7,378,441.67 |
| Employee Benefits | 2,521,111.25 | 3,949,693.73 | 3,866,165.68 | \$ 2,604,639.30 |
| Capital Improvement | 6,877,610.04 | 269,799.86 | 342,565.00 | \$ 6,804,844.90 |
| Bond & Interest | 8,231.12 | 2,376.76 | - | \$ 10,607.88 |
| <u>NON MAJOR GOVERNMENTAL FUNDS</u> | | | | |
| State Aid | 48,743.64 | 61,560.71 | 110,304.35 | \$ - |
| Federal, State & Local Grants | 2,577.59 | - | 6,160.40 | \$ (3,582.81) |
| Other Special Revenue | 1,184,169.04 | 36,826.38 | 559,453.54 | \$ 661,541.88 |
| Permanent Funds | 279,714.95 | 19,151.19 | - | \$ 298,866.14 |
| Totals | <u>\$ 17,813,687.24</u> | <u>\$ 20,162,934.85</u> | <u>\$ 20,221,263.13</u> | <u>\$ 17,755,358.96</u> |

Bank Account Summary

| | |
|---|--------------------------------|
| General Fund-CoreFirst Bank-Checking | \$ 1,079,964.92 |
| Restricted Funds-CoreFirst Bank-Checking | 677,065.88 |
| Capital Improvement Fund-Community National Bank-Money Market Account | 6,804,844.90 |
| Cash on Hand | 2,444.79 |
| Petty Cash | 220.00 |
| Endowment Securities | 298,866.14 |
| Municipal Investment Pool - Overnight | 6,228,733.27 |
| Municipal Investment Pool - 30-day Fixed | - |
| Municipal Investment Pool - 90-day Fixed | - |
| Municipal Investment Pool - 180-day Fixed | - |
| Equity Bank - Certificate of Deposit | 3,000,000.00 |
| | <u>\$ 18,092,139.90</u> |
| Less Pending Claims (invoices posted, but not paid until next month) | - |
| Less Deferred Revenue (SAM account payments) | 4,894.83 |
| Less Payroll Deduction and Employer Benefit Liabilities | 4,268.81 |
| Less Outstanding Checks | 327,617.30 |
| | <u>\$ 17,755,358.96</u> |

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

11/30/2025

| | 1/1/2025 Cash Balance | Revenues | Prev. Year PO Expenditures | Current Year Expenditures | 11/30/2025 Cash Balance | All Yrs Outstanding Encumbrances | Unencumbered Cash Balance |
|--|--------------------------|-------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------------|------------------------------|
| <u>Major Governmental Funds</u> | | | | | | | |
| General Fund | \$ 6,891,529.61 | \$ 15,823,526.22 | \$ 1,468,092.10 | \$ 13,868,522.06 | \$ 7,378,441.67 | \$ 663,746.31 | \$ 6,714,695.36 |
| Employee Benefit Fund | 2,521,111.25 | 3,949,693.73 | 49.50 | 3,866,116.18 | 2,604,639.30 | 640.75 | 2,603,998.55 |
| Capital Improvement Fund | 6,877,610.04 | 269,799.86 | - | 342,565.00 | 6,804,844.90 | - | 6,804,844.90 |
| Bond & Interest Fund | 8,231.12 | 2,376.76 | - | - | 10,607.88 | - | 10,607.88 |
| <u>Non Major Governmental Funds</u> | | | | | | | |
| <i>State Aid Fund</i> | 48,743.64 | 61,560.71 | 48,743.64 | 61,560.71 | 0.00 | - | 0.00 |
| <i>Federal & State Grants</i> | | | | | | | |
| Gallery Grants | 19.03 | - | - | - | 19.03 | - | 19.03 |
| Kansas Humanities Council Grant | 25.00 | - | - | - | 25.00 | - | 25.00 |
| Dock Grant | 2,533.56 | - | - | 6,160.40 | (3,626.84) | - | (3,626.84) |
| Library Services & Technology Ac | - | - | - | - | - | - | - |
| <i>Other Special Revenue Funds</i> | | | | | | | |
| Adult Programs | 1.49 | - | - | - | 1.49 | - | 1.49 |
| Art Collection | 10,765.07 | 30.30 | - | - | 10,795.37 | - | 10,795.37 |
| Children's Art Show | - | 3,493.57 | - | 4,096.01 | (602.44) | - | (602.44) |
| French Gift - Library Materials | 31.65 | 0.11 | - | - | 31.76 | - | 31.76 |
| Friends | 221,749.98 | 540.56 | 5,000.00 | 45,517.90 | 171,772.64 | 3,733.18 | 168,039.46 |
| Fun Committee | 7,847.43 | 1,589.95 | - | 148.48 | 9,288.90 | 100.00 | 9,188.90 |
| Gallery Competitions/Exhibits | 36,712.45 | 984.62 | - | - | 37,697.07 | - | 37,697.07 |
| Gifts/Memorials (Undesignated) | 865,234.60 | 9,009.10 | 390,586.22 | 88,741.05 | 394,916.43 | 61,137.29 | 333,779.14 |
| Hathaway Trust - Library Materials | 2,894.18 | 2,743.26 | - | 1,961.34 | 3,676.10 | 598.12 | 3,077.98 |
| Library Materials | 17,656.12 | 3,435.67 | 6,341.43 | 596.82 | 14,153.54 | 205.00 | 13,948.54 |
| NEH Expendable | 3,948.63 | 12,503.17 | - | 11,600.00 | 4,851.80 | 4,000.00 | 851.80 |
| Programming Fund | 457.20 | - | - | - | 457.20 | - | 457.20 |
| Red Carpet | - | - | - | - | - | - | - |
| Rotary Grant | - | - | - | - | - | - | - |
| Special Collections | 5,782.59 | 16.27 | - | - | 5,798.86 | - | 5,798.86 |
| Torluemke Landscaping | 36.70 | 0.11 | - | - | 36.81 | - | 36.81 |
| Workshops | 2,207.47 | 6.22 | - | - | 2,213.69 | - | 2,213.69 |
| Youth Services | 8,843.48 | 2,473.47 | 374.51 | 4,489.78 | 6,452.66 | 79.28 | 6,373.38 |
| <i>Permanent Funds</i> | | | | | | | |
| Mertz Trust | 279,714.95 | 19,151.19 | - | - | 298,866.14 | - | 298,866.14 |
| TOTALS | \$ 17,813,687.24 | \$ 20,162,934.85 | \$ 1,919,187.40 | \$ 18,302,075.73 | \$ 17,755,358.96 | \$ 734,239.93 | \$ 17,021,119.03 |

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

11/30/2025

| | <u>Approved Budget</u> | <u>Received Year-To-Date</u> | <u>Over/(Under) Budget</u> | <u>% 11/30/2025</u> |
|---------------------------------|----------------------------|----------------------------------|--------------------------------|-------------------------|
| | | | | 91.5% |
| Ad Valorem Property Tax | \$ 14,367,436.00 | \$ 13,851,472.20 | \$ (515,963.80) | 96% |
| Revitalization Rebates | (119,568.00) | (118,796.01) | \$ 771.99 | 99% |
| Back Tax | - | 226,644.41 | \$ 226,644.41 | N/A |
| Motor Vehicle Tax | 1,285,204.00 | 1,200,911.01 | \$ (84,292.99) | 93% |
| Recreational Vehicle Tax | 14,586.00 | 12,678.90 | \$ (1,907.10) | 87% |
| 16/20 M Vehicle Tax | 5,398.00 | 5,934.44 | \$ 536.44 | 110% |
| In Lieu of Tax | 42,441.00 | 56,978.29 | \$ 14,537.29 | 134% |
| Watercraft Special Tax** | 10,323.00 | - | \$ (10,323.00) | 0% |
| Commercial Vehicle Fees | 42,362.00 | 48,080.68 | \$ 5,718.68 | 113% |
| E-Rate Reimbursement | 19,926.00 | 19,444.65 | \$ (481.35) | 98% |
| Miscellaneous Revenue | 3,000.00 | 39,774.47 | \$ 36,774.47 | 1326% |
| Miscellaneous Revenue - Recyclg | - | 19.55 | \$ 19.55 | N/A |
| Salary Refunds-Foundation | 108,361.00 | 67,297.98 | \$ (41,063.02) | 62% |
| Salary Refunds-Friends | 50,236.00 | 46,348.08 | \$ (3,887.92) | 92% |
| Salary Refunds-Shawnee Cty | 22,211.00 | 23,258.41 | \$ 1,047.41 | 105% |
| Vending Machines | 1,500.00 | 2,085.27 | \$ 585.27 | 139% |
| Overdue Fees | 25,000.00 | 27,020.99 | \$ 2,020.99 | 108% |
| ILL Fees | 100.00 | (17.96) | \$ (117.96) | -18% |
| Mailing Fees | 100.00 | 1.99 | \$ (98.01) | 2% |
| Non Resident Card Fee | 500.00 | 2,805.00 | \$ 2,305.00 | 561% |
| Obituary Fees | 300.00 | 155.00 | \$ (145.00) | 52% |
| Meeting Room Charges | 2,000.00 | 5,750.00 | \$ 3,750.00 | 288% |
| Foundation Distribution | - | - | \$ - | N/A |
| Interest Received-Investments | 150,000.00 | 305,678.87 | \$ 155,678.87 | 204% |
| Transfer In | 10,010.00 | - | \$ (10,010.00) | 0% |
| Library Treasurer's Balance | 2,984,061.00 | - | \$ - | N/A |
| TOTALS | \$ 19,025,487.00 | \$ 15,823,526.22 | \$ (217,899.78) | 99% |

** 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**

11/30/2025

| | <u>Approved Budget</u> | <u>Expended Year-To-Date</u> | <u>Encumbrances</u> # | <u>(Over)/Under Budget</u> | <u>% Expended</u> |
|-------------------------------------|----------------------------|----------------------------------|-----------------------|--------------------------------|-----------------------|
| | | | | | 91.5% |
| STAFF: | | | | | |
| Salaries-Auto Allowance | \$ 4,800.00 | \$ 4,430.78 | \$ - | \$ 369.22 | 92% |
| Salaries-Facilities | 693,658.00 | 662,894.56 | - | 30,763.44 | 96% |
| Salaries-Overtime | 10,000.00 | 14,830.86 | - | (4,830.86) | 148% |
| Salaries-Security | 361,407.00 | 279,223.00 | - | 82,184.00 | 77% |
| Salaries-Shelvers | 64,925.00 | 39,411.58 | - | 25,513.42 | 61% |
| Salaries-Staff | 8,982,367.00 | 7,504,776.02 | - | 1,477,590.98 | 84% |
| Conferences | 171,000.00 | 131,194.33 | 6,748.86 | 33,056.81 | 81% |
| Staff Internal Dev/Trng - Web Based | 15,000.00 | 10,400.01 | - | 4,599.99 | 69% |
| Staff Development & Training | 35,000.00 | 26,931.55 | 5,874.50 | 2,193.95 | 94% |
| Mileage | 13,056.00 | 5,067.01 | 7,563.86 | 425.13 | 97% |
| COLLECTION: | | | | | |
| Materials-Binding/Replacements | 1,500.00 | 3,474.54 | 10.00 | (1,984.54) | 232% |
| Materials-Periodicals | 26,000.00 | 21,170.49 | 86.25 | 4,743.26 | 82% |
| Materials-Print/Non-Print <1 YR | 866,500.00 | 638,426.65 | 67,630.00 | 160,443.35 | 81% |
| Materials-Print/Non-Print | 1,316,000.00 | 1,044,549.01 | 120,532.25 | 150,918.74 | 89% |
| OPERATIONS: | | | | | |
| Art Purchases | 8,000.00 | 5,350.00 | - | 2,650.00 | 67% |
| Cataloging and ILL Services | 92,900.00 | 93,684.60 | - | (784.60) | 101% |
| Contracted-Digital Services | 771,955.00 | 755,218.98 | 35,503.49 | (18,767.47) | 102% |
| Contracted-Facilities | 346,000.00 | 224,175.19 | 38,593.46 | 83,231.35 | 76% |
| Contracted-Equipment | 79,600.00 | 55,779.87 | 19,814.62 | 4,005.51 | 95% |
| Contracted-Professional | 278,000.00 | 177,939.25 | 35,925.22 | 64,135.53 | 77% |
| Contracted-E-Rate Services | 1,793.00 | 1,372.07 | - | 420.93 | 77% |
| Digital Services Support | 450,400.00 | 234,394.09 | 8,178.67 | 207,827.24 | 54% |
| Furniture/Equipment | 50,000.00 | 40,098.96 | - | 9,901.04 | 80% |
| Insurance | 87,000.00 | 76,619.22 | - | 10,380.78 | 88% |
| Marketing & Communication | 95,000.00 | 41,664.64 | 15,146.04 | 38,189.32 | 60% |
| Memberships/Dues | 30,900.00 | 31,197.00 | 323.00 | (620.00) | 102% |
| Miscellaneous | 5,000.00 | 2,797.42 | - | 2,202.58 | 56% |
| Payments to Other Libraries | 165,711.00 | - | - | 165,711.00 | 0% |
| Postage/Shipping | 69,090.00 | 19,578.02 | 811.92 | 48,700.06 | 30% |
| Printing | 86,750.00 | 34,823.26 | 6,253.16 | 45,673.58 | 47% |
| Programming | 118,900.00 | 73,888.36 | 9,066.28 | 35,945.36 | 70% |
| Special Events | - | - | - | - | 0% |
| Special Projects | 1,000,000.00 | 921,200.73 | 67,261.69 | 11,537.58 | 99% |
| Supplies-Facilities | 120,972.00 | 62,051.96 | 40,055.80 | 18,864.24 | 84% |
| Supplies-Office/Library | 97,614.00 | 52,823.21 | 5,770.58 | 39,020.21 | 60% |
| Supplies-Processing | 48,960.00 | 21,333.95 | 582.19 | 27,043.86 | 45% |
| Telecommunications | 215,064.00 | 145,423.68 | 18,135.60 | 51,504.72 | 76% |
| Transfer Out | - | - | - | - | N/A |
| Utilities-Electric | 351,584.00 | 253,273.35 | 46,726.65 | 51,584.00 | 85% |
| Utilities-Gas | 67,627.00 | 62,027.82 | 5,972.18 | (373.00) | 101% |
| Utilities-Water/Sewage | 43,687.00 | 38,326.87 | 4,673.13 | 687.00 | 98% |
| Vehicle-Gas | 46,767.00 | 18,035.38 | - | 28,731.62 | 39% |
| Vehicle-Repair | 85,000.00 | 38,665.77 | 25,192.26 | 21,141.97 | 75% |
| Contingency/Fund Balance | 1,650,000.00 | - | - | - | 0% |
| Cash Long/Short | - | (1.98) | - | 1.98 | N/A |
| TOTALS | \$ 19,025,487.00 | \$ 13,868,522.06 | \$ 592,431.66 | \$ 2,914,533.28 | 83% |

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

11/30/2025

| | <u>2025 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|--|-------------------------|--------------------------------------|----------|
| Balance 01/01/2025 | \$ 2,984,061.00 | \$ 5,227,959.67 | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | 14,367,436.00 | 13,851,472.20 | 96% |
| Revitalization Rebates | (119,568.00) | (118,796.01) | 99% |
| Back Tax | - | 226,644.41 | N/A |
| Motor Vehicle Tax | 1,285,204.00 | 1,200,911.01 | 93% |
| Recreational Vehicle Tax | 14,586.00 | 12,678.90 | 87% |
| 16/20M Vehicle Tax | 5,398.00 | 5,934.44 | 110% |
| In Lieu of Tax | 42,441.00 | 56,978.29 | 134% |
| Watercraft Special Tax | 10,323.00 | - | 0% |
| Commercial Vehicle Fees | 42,362.00 | 48,080.68 | 113% |
| E-Rate Reimbursement | 19,926.00 | 19,444.65 | 98% |
| Fees and Charges | 32,500.00 | 77,574.76 | 239% |
| Reimbursements | 180,808.00 | 136,924.02 | 76% |
| Transfer In | 10,010.00 | - | |
| Interest on Idle Funds | 150,000.00 | 305,678.87 | 204% |
| | <u>\$ 16,041,426.00</u> | <u>\$ 15,823,526.22</u> | 99% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Salaries | 10,117,157.00 | 8,505,566.80 | 84% |
| Other Staff Support Costs | 234,056.00 | 193,780.12 | 83% |
| Library Collections | 2,210,000.00 | 1,895,879.19 | 86% |
| Contracted Services | 1,570,248.00 | 1,438,006.75 | 92% |
| Digital Services Support | 450,400.00 | 242,572.76 | 54% |
| Furniture/Equipment/Art | 58,000.00 | 45,448.96 | 78% |
| Payments to Other Libraries | 165,711.00 | - | 0% |
| Special Projects | 1,000,000.00 | 988,462.42 | 99% |
| Utilities & Telecommunications | 677,962.00 | 574,559.28 | 85% |
| Vehicles | 131,767.00 | 81,893.41 | 62% |
| Other Operating Expenditures | 760,186.00 | 494,784.03 | 65% |
| Transfer Out | - | - | |
| Cash Basis Reserve | 1,650,000.00 | - | 0% |
| | <u>\$ 19,025,487.00</u> | <u>\$ 14,460,953.72</u> | 83% |
| Prior Year Canceled Purchase Orders | | <u>\$ 124,163.19</u> | |
| Unencumbered Balance 11/30/2025 | \$ - | <u><u>\$ 6,714,695.36</u></u> | |

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

11/30/2025

EMPLOYEE BENEFITS

| | 2025 Budget | Year To Date | % |
|--|------------------------|------------------------|------------|
| Balance 01/01/2025 | \$ 1,502,060.00 | \$ 2,520,911.30 | |
| Revenue: | | | |
| Ad Valorem Property Tax | \$ 3,511,423.00 | \$ 3,386,761.38 | 96% |
| Revitalization Rebates | (29,223.00) | (29,064.85) | 99% |
| Back Tax | - | 57,230.76 | N/A |
| Motor Vehicle Tax | 323,260.00 | 302,570.91 | 94% |
| Recreational Vehicle Tax | 3,669.00 | 3,192.86 | 87% |
| 16/20M Vehicle Tax | 1,358.00 | 1,541.80 | 114% |
| In Lieu of Tax | 10,655.00 | 13,933.00 | 131% |
| Watercraft Special Tax* | 2,596.00 | - | 0% |
| Commercial Vehicle Fees | 10,655.00 | 12,171.26 | 114% |
| Refund-Fringe Benefits-Foundation | 51,625.00 | 26,654.83 | 52% |
| Refund-Fringe Benefits-Friends | 42,301.00 | 27,279.97 | 64% |
| Refund-Fringe Benefits-Shawnee Cty | 9,776.00 | 9,361.07 | 96% |
| Refund FICA | - | 11.16 | 0% |
| Employee COBRA Payments | - | - | 0% |
| Retiree Payments BC/BS | 12,475.00 | 35,086.65 | N/A |
| Interest on Idle Funds | 85,000.00 | 102,962.93 | 121% |
| | \$ 4,035,570.00 | \$ 3,949,693.73 | 98% |
| Expenditures/Encumbrances: | | | |
| Employee Assistance Program | \$ 7,080.00 | \$ 6,522.45 | 92% |
| Cafeteria Plan Administration Fees | 1,171.00 | 1,030.50 | 88% |
| Social Security/Medicare | 762,820.00 | 607,367.40 | 80% |
| Ks Public Employees Retirement Sys | 1,043,421.00 | 893,612.89 | 86% |
| Worker's Compensation | 62,300.00 | 67,756.48 | 109% |
| Unemployment Tax | 9,963.00 | 9,958.07 | 100% |
| Health/Dental Insurance | 3,250,875.00 | 2,280,509.14 | 70% |
| Miscellaneous | - | - | 0% |
| Contingency/Fund Balance | 400,000.00 | - | 0% |
| | \$ 5,537,630.00 | \$ 3,866,756.93 | 75% |
| Prior Year Canceled Purchase Orders | | \$ 150.45 | |
| Unencumbered Balance 11/30/2025 | \$ - | \$ 2,603,998.55 | |

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

CAPITAL IMPROVEMENT

| | |
|--|------------------------|
| Balance 01/01/2025 | \$ 6,877,610.04 |
| Revenue: | |
| Transfer In | \$ - |
| Interest received | 269,799.86 |
| | \$ 269,799.86 |
| Expenditures/Encumbrances: | |
| Contracted - Professional | - |
| Capital Outlay | 342,565.00 |
| | 342,565.00 |
| Prior Year Canceled Purchase Orders | - |
| Unencumbered Balance 11/30/2025 | \$ 6,804,844.90 |

STATE AID

| | | |
|--|---------------------|---------------------|
| Balance 01/01/2025 | \$ - | \$ - |
| Revenue: | | |
| State Aid | 52,000.00 | 61,560.71 |
| | \$ 52,000.00 | \$ 61,560.71 |
| Expenditures/Encumbrances: | | |
| Contracted - Digital Services | | |
| Digital Services Support | - | - |
| Staff Internal Development/Trng | - | - |
| Special Projects | 52,000.00 | 61,560.71 |
| | \$ 52,000.00 | \$ 61,560.71 |
| Unencumbered Balance 11/30/2025 | \$ - | \$ - |

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

11/30/2025

| | <u>2025 Budget</u> | <u>Year to Date</u> | <u>%</u> |
|--|------------------------|--------------------------------|----------|
| Balance 01/01/2025 | \$ - | \$ 8,231.12 | |
| <u>Revenue:</u> | | | |
| Ad Valorem Property Tax | - | - | N/A |
| Revitalization Rebates | - | - | 0% |
| Back Tax | 10,000.00 | 1,632.15 | 16% |
| Motor Vehicle Tax | - | - | N/A |
| Recreational Vehicle Tax | - | - | N/A |
| 16/20M Vehicle Tax | - | 0.30 | N/A |
| In Lieu of Tax | - | - | 0% |
| Watercraft Special Tax* | - | - | 0% |
| Commercial Vehicle Fees | - | - | N/A |
| Interest on Idle Funds | 10.00 | 744.31 | 7443% |
| | <u>\$ 10,010.00</u> | <u>\$ 2,376.76</u> | 24% |
| <u>Expenditures/Encumbrances:</u> | | | |
| Principal | - | - | 0% |
| Interest | - | - | 0% |
| Wire Transfer Fees | - | - | 0% |
| Transfer Out | 10,010.00 | - | 0% |
| Cash Basis Reserve | - | - | 0% |
| | <u>\$ 10,010.00</u> | <u>\$ -</u> | 0% |
| Unencumbered Balance 11/30/2025 | <u>\$ -</u> | <u>\$ 10,607.88</u> | |

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of November 30, 2025

Capital Improvement Funds - Community National Bank

\$ 6,804,844.90 at 3.89 % (money market account)

Municipal Investment Pool

\$ 6,228,733.27 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average November 1 - 30, 2025 was 2.76%

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

\$ 3,000,000.00 Certificate of Deposit for General Fund;
9/24/2025 @ 3.9%; 12/23/2025 maturity

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|--|-------------------------------|---------------|---------------------|
| 10 | 41000 | 310 | 11/7/25 | QMARKETS USA INC | annual maint contract | \$ 6,100.00 | -95305 |
| | | | | <i>2025 approved operating budget - Idea Management renewal</i> | | \$ 6,100.00 | -95305 Total |
| 10 | 41000 | 736 | 11/7/25 | LIBRARY FURNITURE INTERNATIONAL LLC | ACRYLIC SIGNS FOR SHELIVING | \$ 550.00 | -95303 |
| 10 | 23800 | 0 | 11/7/25 | LIBRARY FURNITURE INTERNATIONAL LLC | KIDS LIBRARY SHELIVING | \$ 5,000.00 | -95303 |
| | | | | | | \$ 5,550.00 | -95303 Total |
| 10 | 41000 | 310 | 11/6/25 | ZOOBEAN INC | license fee | \$ 5,245.00 | -95277 |
| | | | | <i>2024 approved operating budget - annual subscription for summer reading Beanstack platform</i> | | \$ 5,245.00 | -95277 Total |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 25,554.66 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 29.11 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 1,680.72 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 28.92 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 27.36 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 27.28 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 27.28 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 29.14 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 269.13 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 28.86 | -95274 |
| 10 | 41000 | 351 | 11/6/25 | EVERGY | 2025 Electric Services | \$ 62.29 | -95274 |
| | | | | | | \$ 27,764.75 | -95274 Total |
| 10 | 41000 | 736 | 11/14/25 | SUNFLOWER PAVING INC. | PARKING LOT IMPROVEMENT | \$ 365,056.00 | -95267 |
| 20 | 41000 | 900 | 11/14/25 | SUNFLOWER PAVING INC. | PARKING LOT ALTERNATES | \$ 342,565.00 | -95267 |
| 10 | 41000 | 736 | 11/14/25 | SUNFLOWER PAVING INC. | PARKING LOT CO TUNNEL WORK | \$ 5,200.00 | -95267 |
| | | | | | | \$ 712,821.00 | -95267 Total |
| 10 | 41000 | 736 | 11/14/25 | HTK ARCHITECTS INC. | EDGE DESIGN PLAN AND DEV | \$ 5,540.63 | -95260 |
| 10 | 41000 | 736 | 11/14/25 | HTK ARCHITECTS INC. | PARKING LOT ARC FEES | \$ 1,340.00 | -95260 |
| | | | | | | \$ 6,880.63 | -95260 Total |
| 10 | 41000 | 310 | 11/14/25 | BLACK MOUNTAIN SOFTWARE INC | Black Mountain annual renewal | \$ 24,496.45 | -95258 |
| | | | | <i>2025 approved operating budget - financial system software support annual agreement</i> | | \$ 24,496.45 | -95258 Total |
| 10 | 41000 | 312 | 11/13/25 | PITNEY BOWES GLOBAL FINANCIAL SRVCS INC | Contract# 0040766462 | \$ 3,343.92 | -95254 |
| 10 | 41000 | 312 | 11/13/25 | PITNEY BOWES GLOBAL FINANCIAL SRVCS INC | Contract# 0041072429 | \$ 2,337.33 | -95254 |
| | | | | <i>2025 approved operating budget - contracted equipment</i> | | \$ 5,681.25 | -95254 Total |
| 10 | 21512 | 0 | 11/28/25 | DELTA DENTAL OF KANSAS, INC | EE Withholding | \$ 2,367.82 | -95232 |
| 15 | 21512 | 0 | 11/28/25 | DELTA DENTAL OF KANSAS, INC | ER Withholding | \$ 9,756.28 | -95232 |
| 15 | 21512 | 0 | 11/28/25 | DELTA DENTAL OF KANSAS, INC | Retiree | \$ 219.88 | -95232 |
| | | | | | | \$ 12,343.98 | -95232 Total |
| 10 | 41000 | 310 | 11/20/25 | CANTO INC | DAM platform | \$ 34,560.00 | -95220 |
| | | | | <i>2025 approved operating budget - digital asset management subscription for the Communication and Marketing Team</i> | | \$ 34,560.00 | -95220 Total |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|---------------------------|--------------|---------------------|
| 35 | 23800 | 0 | 11/28/25 | SHIRLEY CONSTRUCTION INC | KIDS LIBRARY REMODEL CONS | \$ 44,266.23 | -95216 |
| | | | | | | \$ 44,266.23 | -95216 Total |
| 10 | 41000 | 350 | 11/26/25 | VERIZON WIRELESS | Mobile/MI-FI 2025 | \$ 10,596.72 | -95210 |
| | | | | | | \$ 10,596.72 | -95210 Total |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 1,896.08 | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 1,319.04 | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 883.76 | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Credit | \$ (487.37) | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 379.38 | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 569.07 | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 379.38 | -95206 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | Hotel | \$ 379.38 | -95206 |
| | | | | <i>Travel expenses paid by credit card</i> | | \$ 5,318.72 | -95206 Total |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | N-able annual subscriptio | \$ 201.96 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | 2024 LibSyn renewal | \$ 20.00 | -95203 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Laser 1099-NEC Blank | \$ 28.90 | -95203 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 1099NEC Double Window Env | \$ 31.00 | -95203 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Shipping | \$ 25.00 | -95203 |
| 10 | 41000 | 341 | 11/18/25 | COREFIRST BANK & TRUST | webinar seat | \$ 225.00 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | SUITE | \$ 294.15 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | Testedly annual subscript | \$ 87.00 | -95203 |
| 10 | 41000 | 342 | 11/18/25 | COREFIRST BANK & TRUST | Niche Content One Year | \$ 2,749.00 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | web hosting | \$ 300.00 | -95203 |
| 10 | 41000 | 342 | 11/18/25 | COREFIRST BANK & TRUST | training | \$ 6,545.00 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | SoundTrack your brand | \$ 75.21 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | N-able annual subscriptio | \$ 208.20 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | additional money for sub | \$ 98.00 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | MailChimp 2025 additional | \$ 163.00 | -95203 |
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | SoundTrack your brand fun | \$ 140.79 | -95203 |
| | | | | <i>Miscellaneous online orders paid by credit card</i> | | \$ 11,192.21 | -95203 Total |
| 10 | 21505 | 0 | 11/14/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 21,526.63 | -95200 |
| 15 | 21516 | 0 | 11/14/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 34,837.36 | -95200 |
| 15 | 21517 | 0 | 11/14/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 3,587.70 | -95200 |
| 10 | 21513 | 0 | 11/14/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers OGLI | \$ 1,591.55 | -95200 |
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 61,543.24 | -95200 Total |
| 10 | 21501 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Federal W/H | \$ 26,018.12 | -95195 |
| 10 | 21502 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | State W/H | \$ 15,870.54 | -95195 |
| 15 | 21521 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | State Unemployment | \$ 343.68 | -95195 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|------------------------------|---------------|---------------------|
| 10 | 21503 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Social Security EE | \$ 21,370.30 | -95195 |
| 15 | 21504 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Social Security ER | \$ 21,370.30 | -95195 |
| 10 | 21503 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Medicare EE | \$ 4,997.94 | -95195 |
| 15 | 21504 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Medicare ER | \$ 4,997.94 | -95195 |
| 10 | 21514 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | \$ 1,542.75 | -95195 |
| 10 | 21518 | 0 | 11/14/25 | PAYCOM PAYROLL LLC | Garnishments | \$ 1,015.85 | -95195 |
| 10 | 41000 | 313 | 11/14/25 | PAYCOM PAYROLL LLC | Paycom Bundle | \$ 2,438.83 | -95195 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> | | \$ 99,966.25 | -95195 Total |
| 10 | 21501 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Federal W/H | \$ 27,106.29 | -95192 |
| 10 | 21502 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | State W/H | \$ 16,196.21 | -95192 |
| 15 | 21521 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | State Unemployment | \$ 348.90 | -95192 |
| 10 | 21503 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Social Security EE | \$ 21,689.61 | -95192 |
| 15 | 21504 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Social Security ER | \$ 21,689.61 | -95192 |
| 10 | 21503 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Medicare EE | \$ 5,072.52 | -95192 |
| 15 | 21504 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Medicare ER | \$ 5,072.52 | -95192 |
| 10 | 21514 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Child Support/Spousal Maint. | \$ 1,542.75 | -95192 |
| 10 | 21518 | 0 | 11/28/25 | PAYCOM PAYROLL LLC | Garnishments | \$ 703.17 | -95192 |
| 10 | 41000 | 313 | 11/28/25 | PAYCOM PAYROLL LLC | Paycom Bundle | \$ 2,394.74 | -95192 |
| | | | | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> | | \$ 101,816.32 | -95192 Total |
| 10 | 21505 | 0 | 11/28/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers EE Deduction | \$ 21,899.28 | -95191 |
| 15 | 21516 | 0 | 11/28/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Contribution | \$ 35,440.42 | -95191 |
| 15 | 21517 | 0 | 11/28/25 | KS PUBLIC EMPLOYEES RETIREMENT | Kpers ER Insurance | \$ 3,649.79 | -95191 |
| | | | | <i>Remittance of pension benefit contributions & optional group life premiums</i> | | \$ 60,989.49 | -95191 Total |
| 10 | 21515 | 0 | 11/26/25 | BLUE CROSS BLUE SHIELD OF KS | EE - BCBS Actives Premiums | \$ 35,638.44 | -95189 |
| 15 | 21515 | 0 | 11/26/25 | BLUE CROSS BLUE SHIELD OF KS | ER - BCBS Actives Premiums | \$ 182,241.08 | -95189 |
| 15 | 21515 | 0 | 11/26/25 | BLUE CROSS BLUE SHIELD OF KS | Retiree BCBS Premiums | \$ 4,735.16 | -95189 |
| | | | | | | \$ 222,614.68 | -95189 Total |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | wild orchid fabric | \$ 55.86 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | batik fabric | \$ 48.93 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | color ball pins | \$ 9.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | assorted needles pack | \$ 6.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Bug mounting fee | \$ 71.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | large glue jug | \$ 171.24 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 4x6 wood frames | \$ 80.19 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | 64GB MP3 Player | \$ 26.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Oontz Angle 3 | \$ 26.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | nugrey thread 3 pk | \$ 93.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | lavender bliss thread 3 p | \$ 74.10 | -95186 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|------------------------|---------------------------|---------------|---------------------|
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | stone thread 3 pk. | \$ 93.00 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | LuxBar Power 3.25 | \$ 9.66 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bambu P1S + AMS 2 Pro Com | \$ 849.00 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bambu Textured PEI Plate | \$ 39.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bambu Smooth PEI Plate | \$ 23.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Anti-Vibration Feet | \$ 1.10 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bambu Hotend - P1 Series | \$ 57.58 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | E3D High Flow | \$ 32.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bambu Hotend - P1 Series | \$ 57.58 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Circular Embedded Electro | \$ 2.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bambu Reusable Spool | \$ 31.96 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | White PETG HF w/ Spool | \$ 50.97 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Black PETG HF w/ Spool | \$ 33.98 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Peanut Brown PETG HF Refi | \$ 13.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | White PLA Matte w/ Spool | \$ 16.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Marine Blue w/ Spool | \$ 16.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Charcoal PLA Matte w/ Spo | \$ 16.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Bone White PLA Matte Refi | \$ 13.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Dark Blue PLA Matte Refil | \$ 27.98 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Caramel PLA Matte Refill | \$ 27.98 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Logitech Wireless Present | \$ 61.40 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 45 pcs sandpaper pack | \$ 6.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 40 pcs sanding sticks | \$ 12.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 5 pcs micro wire cutters | \$ 8.69 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 5 pcs needle nose pliers | \$ 18.04 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | XXL Tee-Shirts variety of | \$ 47.88 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | XXXL Tee-Shirts variety o | \$ 23.94 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | mesh strainer | \$ 5.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Headbanz Game | \$ 27.81 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Adjustable Headbands 10 p | \$ 13.20 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Spanish version Parcheesi | \$ 36.99 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 32 x 40 4-ply cream muse" | \$ 686.16 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | tattooable lucky ducky | \$ 119.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | shipping | \$ 12.43 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | USB 1D Barcode Scanner | \$ 47.97 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | foam core | \$ 1,115.00 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | replacement blades | \$ 54.00 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Shipping | \$ 124.80 | -95186 |

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

| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|------------------------|---------------------------|-------------|--------------|
| 10 | 41000 | 310 | 11/18/25 | COREFIRST BANK & TRUST | Storage | \$ 2.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | pen ink cartridges | \$ 11.99 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Coat Rack | \$ 59.49 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Blue Magetic Pictur Frame | \$ 7.22 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Purple Mag Pic Frame | \$ 7.22 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 60 Pc Shelf Labels 3x1 | \$ 7.64 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Pocket Compass | \$ 9.49 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Calculators | \$ 11.66 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Digital Timers | \$ 5.94 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Metal Desk Lamp Bases | \$ 14.99 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Hand warmers 2 pack | \$ 208.89 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 24x18 magnetic whiteboard | \$ 35.10 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | lawn mower tires | \$ 133.98 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Adhesive hooks | \$ 8.99 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 18 X 24 Calendar | \$ 59.50 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 24x36 calendar | \$ 22.49 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Weekly monthly | \$ 51.36 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | lg white board Calendar | \$ 33.31 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Lovecraft Letter Card Gam | \$ 16.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | tissue paper 3000 pk | \$ 39.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | quilling tools | \$ 35.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | sandwich baggies | \$ 13.34 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Plotter Paper | \$ 1,179.04 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Plotter Paper | \$ 743.04 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | bubble wrap | \$ 21.95 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | plastic bags | \$ 44.98 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Epson Maintenance Box | \$ 73.44 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | urinal screens 96 pack | \$ 71.99 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | 2 pack restroom closed | \$ 137.70 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | duster | \$ 44.64 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | goo gone | \$ - | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | slinky | \$ 14.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | shipping | \$ 5.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | jelly beans | \$ 26.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | 360 flat plug | \$ 79.95 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | orange foil | \$ 28.48 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 8 oz. wool roving | \$ 189.00 | -95186 |
| 10 | 41000 | 340 | 11/18/25 | COREFIRST BANK & TRUST | 9 Wall Calendars | \$ 128.07 | -95186 |

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

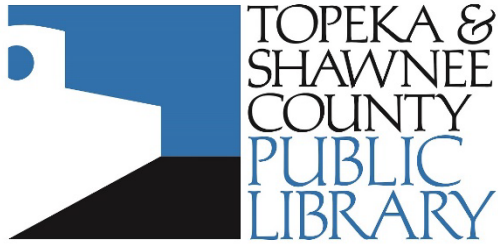
| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|-------------|----------------|---------------|-------------------|------------------------|---------------------------|---------------|---------------------|
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Anker 4-Port USB Hub | \$ 79.95 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | TP-Link USB to Ethernet | \$ 49.95 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Phone Lanyard, | \$ 34.95 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | REFUND | \$ (53.07) | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Votive Candles, unscented | \$ 30.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | White Tissue Paper | \$ 4.19 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Reynolds Wax Paper | \$ 1.95 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Eating Embosser | \$ 8.52 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Rice, 5 lb bag | \$ 4.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Quilting Fabric | \$ 8.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Cotton Fabric Squares | \$ 9.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Needles | \$ 4.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Sewing Kit / Thread | \$ 10.79 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | tattoo stencils | \$ 27.60 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Samsung U8000F | \$ 247.99 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Epson T48L Gray | \$ 498.96 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Sterilite Storage Contain | \$ 122.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Detective Party Supply Ki | \$ 25.59 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | APC UPS BE550G | \$ 509.95 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | Mighty Max ML7-12 | \$ 95.00 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | USB C to HDMI Cable 6Ft | \$ 20.64 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | New bee Headphone Stand | \$ 28.43 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 1/2 yd. gold | \$ 8.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 1/2 yd. royal blue | \$ 8.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 1/2 yd. spruce | \$ 8.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | shipping | \$ 19.42 | -95186 |
| 10 | 41000 | 312 | 11/18/25 | COREFIRST BANK & TRUST | Power adp Electic cart | \$ 39.95 | -95186 |
| 10 | 41000 | 312 | 11/18/25 | COREFIRST BANK & TRUST | Shipping | \$ 10.95 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | rubbermaid 34 gal yellow | \$ 68.61 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | nitrile case large | \$ 81.16 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | vinyl case medium | \$ 98.97 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | vinyl case large | \$ 147.96 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | vinyl case xlarge | \$ 29.98 | -95186 |
| 10 | 41000 | 410 | 11/18/25 | COREFIRST BANK & TRUST | holikme 6 pack | \$ 7.99 | -95186 |
| 10 | 41000 | 320 | 11/18/25 | COREFIRST BANK & TRUST | 5 x Beelink Mini PCs | \$ 1,035.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Jump Rings 0.8x8mm | \$ 8.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 1 Split Key Rings" | \$ 5.89 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Metal Hinged Tins | \$ 21.88 | -95186 |

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| Fund | Account | Object | Check Date | Vendor Name | Description | Amount | Check Number |
|------|---------|--------|------------|---|----------------------------|--------------|---------------------|
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Mini Magnets | \$ 9.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Mini Ducks | \$ 6.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Mini Turtles | \$ 5.99 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Xerox C320 Full Set | \$ 950.96 | -95186 |
| 49 | 41000 | 735 | 11/18/25 | COREFIRST BANK & TRUST | Brass Pocket Compass | \$ 132.93 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 60mm cutter blades 5pk | \$ 29.18 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | 45mm Fiskars rotary cutte | \$ 14.77 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Shipping | \$ 20.00 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Sensory Bags | \$ 100.00 | -95186 |
| 10 | 41000 | 420 | 11/18/25 | COREFIRST BANK & TRUST | Signs | \$ 8.00 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 16 oz. plastic jars | \$ 121.56 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 18x3mm magnets | \$ 15.18 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 20 gauge wire, green | \$ 13.99 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 2 Terracotta Pots" | \$ 23.74 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | 6mm Cracked Glass Beads | \$ 9.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | Jewelry Pliers Set | \$ 17.98 | -95186 |
| 10 | 41000 | 330 | 11/18/25 | COREFIRST BANK & TRUST | White Bags | \$ 17.99 | -95186 |
| | | | | <i>Miscellaneous online orders paid by credit card</i> | | \$ 12,971.31 | -95186 Total |
| 35 | 41000 | 736 | 11/26/25 | CUSTOM SHEET METAL SERVICE | book return boxes | \$ 18,160.00 | 12355 |
| | | | | <i>New book return boxes - paid from non-budgeted funds</i> | | \$ 18,160.00 | 12355 Total |
| 10 | 41000 | 361 | 11/6/25 | CUMMINS INC. | onan generator | \$ 14,288.00 | 102266 |
| 10 | 41000 | 361 | 11/6/25 | CUMMINS INC. | labor | \$ 1,189.90 | 102266 |
| 10 | 41000 | 361 | 11/6/25 | CUMMINS INC. | Missouri sales tax | \$ 1,344.13 | 102266 |
| | | | | <i>2025 approved operating budget - vehicle repair</i> | | \$ 16,822.03 | 102266 Total |
| 10 | 41000 | 910 | 11/6/25 | PUR-O-ZONE, INC. | DHB 420 Deluxe Hydrowasher | \$ 4,675.50 | 102277 |
| 10 | 41000 | 910 | 11/6/25 | PUR-O-ZONE, INC. | transport trolley | \$ 376.15 | 102277 |
| 10 | 41000 | 910 | 11/6/25 | PUR-O-ZONE, INC. | Shipping | \$ 7.00 | 102277 |
| | | | | <i>2025 approved operating budget - furniture/equipment</i> | | \$ 5,058.65 | 102277 Total |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | garfield cams p2p | \$ 3,547.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | data cables cust srv | \$ 920.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 40.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | cc cables | \$ 460.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 40.00 | 102283 |
| 10 | 41000 | 320 | 11/13/25 | ALLTECH | fish eye cam | \$ 1,270.00 | 102283 |
| 10 | 41000 | 320 | 11/13/25 | ALLTECH | ethernet | \$ 230.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | ethernet | \$ 460.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | AMH/CIRC PROJ | \$ 8,280.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | BOOK NOOK | \$ 690.00 | 102283 |

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|-------------|----------------|---------------|-------------------|--|-----------------------|-----------------|---------------------|
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 40.00 | 102283 |
| 10 | 41000 | 736 | 11/13/25 | ALLTECH | YOUTH SRV PROJ | \$ 760.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | EAST CLOSET | \$ 504.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 40.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 144.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 40.00 | 102283 |
| 10 | 41000 | 310 | 11/13/25 | ALLTECH | | \$ 2,673.00 | 102283 |
| | | | | <i>2025 approved operating budget - contracted digital services</i> | | \$ 20,138.00 | 102283 Total |
| 10 | 41000 | 310 | 11/13/25 | COMPRISE TECHNOLOGIES, INC. | content keeper server | \$ 11,635.00 | 102287 |
| | | | | <i>2025 approved operating budget - annual software support/subscription</i> | | \$ 11,635.00 | 102287 Total |
| | | | | | | \$ 1,544,531.91 | Grand Total |



Board of Trustees Executive Committee Meeting
December 8, 2025 – 4:00 pm
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 December 8, 2025, via Zoom, and was called to order at 4:00 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from November 10, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Fred Patton, seconded by Mark Zillinger, the minutes from November 10, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the November 20, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees December 18, 2025 meeting were reviewed.

Chief Executive Officer Marie Pyko offered to meet with the Trustees in the plaza at the new self-check kiosks at 4:00 pm on December 18 and then start the meeting at 4:15 pm in Menninger Room.

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

Treasurer Fred Patton shared that he found volunteers for the Audit Committee. He will be Chair of the committee with Mark Zillinger and Lori Finney as members.

Chair Peg Dunlap shared that she would have nothing out of the ordinary in her report.

Pyko shared that during her report she will lead a discussion on the Outreach Services Planning and will also present the proposed 2026 Policy Review Plan.

Chief of Staff Thad Hartman shared that he won't have anything out of the ordinary in his report.

There will be several items for new business at the December meeting. There will be resolutions to thank the Friends of the Library and the Library Foundation for all they do to support the library. The Audit Committee appointments will be presented for board approval. The annual Shawnee County Parks and Recreation memorandum of understanding will be presented for approval. The biannual Restated and Amended Development & Management Agreement will be presented for board approval.

The Trustees will also enter into an executive session towards the end of the meeting.

Other Items

There are some larger Facilities Master Plan projects coming soon. There will be a presentation from HTK Architects in February of plans for the old Edge and what is now being referred to as Room 123. This project will go to bid in April.

Pyko would like to have a Trustee Education presentation in January to highlight two new resources the library has implemented. The research tool Recollect is able to search all the available databases to find items that best match the search criteria. The library is also in the process of purchasing the historical newspaper database. The combination of these two new additions will make the efforts of researchers much easier.

Chair Peg Dunlap offered to move the next Trustee Executive Committee Meeting to 3:30 pm rather than 4:00 pm due to a conflict on her calendar. There was no objection.

No other items were discussed.

Adjournment

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

Next Meeting

January 5, 2026

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report December 2025

News, Updates and Recognition

Gallery recognized with dual Kansas Museum Association (KMA) Technology Awards

The Gallery team was notified on November 5, 2025 that they have been awarded two KMA awards in the technology category for the following exhibitions:

- *Immersed: A Walk Through Art*
- *Dr. Drab's Lab: A Color Caper*

The KMA Technology Award recognizes institutions for the creative use of technology, such as interactive kiosks, mobile applications, or digital features in their exhibitions.

Both projects underscore the exceptional creativity and collaborative talent demonstrated by the Gallery and Communications and Marketing teams. The achievement was formally announced and celebrated at the KMA Conference Awards on November 21, 2025.

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

As of the end of November 2025, our program has enrolled 5,584 children from birth to age five. This initiative remains a cornerstone of the Learning pillar in our strategic plan and continues to be highly valued by the community. While enrollment has remained steady, the program is designed to scale and reach every family in Shawnee County with young children. Ongoing collaboration with the United Way of Kaw Valley and the Kansas Children's Cabinet ensures its long-term sustainability.

Strategic Plan 2025 Project

As I have done throughout the year, I want to share an update on three more strategic initiatives that we are in progress or completed.

Joy- Celebrate Local Stories

The Local History and Genealogy teams, in collaboration with Digital Services and Communications & Marketing, have been working to build a dynamic new Genealogy & Local History webpage. After identifying the unique needs of our local and regional genealogists and historians, they are now in the final stages of a significant redesign. Simultaneously, the History and Genealogy team has been developing new resources and tools to support novice,

intermediate, and avid researchers. The new webpage, featuring these updates, will launch in early January.

Space-Digital Library

In an effort to improve the digital customer experience, a dedicated, cross-departmental team researched and implemented a solution for more accessible and inclusive database searching. The team's process involved identifying customer needs and reviewing usage data to select the best market option. Following this work, the library launched the unified search tool, Summon, in October. Summon has dramatically improved the search process and made the library's wide array of electronic databases more visible and easier for all customers to find.

Connection- Socialization

Supporting our customers through collaboration with community experts remains a core commitment for the library. We maintain a long-standing partnership with KU Trio-EOC, which holds regular office hours at the library to help students, including adults, navigate the educational ecosystem through grants and the FAFSA program.

We previously hosted highly popular community navigator office hours, in collaboration with the United Way of Kaw Valley. This service provided customers with dedicated support to learn about critical community resources. Unfortunately, this service had to pause when the funding for our community partners ended.

Although the formal service stopped, the need for information did not, and our staff put their best reference and referral skills to work to continue helping. We are very hopeful that a new initiative beginning in January will allow us to once again host community navigators alongside our valued community partners.

Outreach Services Study

Progress on Library Services Beyond the Building: Informing the Five-Year Plan

During the December board meeting I will continue the discussion of the changing needs of our outreach service and the diverse needs of the customers we serve outside the library building. As part of the discussion, I will speak about what other libraries do to extend their reach beyond their building and the unique ways we can respond that fit within our strategic initiatives of the 2024-2029 Strategic Plan.

Area Highlight- Program Services

Since January 2002, the library has been a vital community hub for meetings and events. By the end of November, community groups had booked 5,306 meeting rooms, marking an 8.6% increase compared to 2024. This figure excludes usage of our smaller Team and Colab Rooms by individuals, as well as the numerous events, classes, and programs hosted by library staff in these spaces.

While bookings are often initiated online, a seamless customer experience relies on a small but mighty team that coordinates, project-manages, and supports this high volume of activity. Our sincere thanks go to Autumn (Program Services Coordinator), Jenn (Event Spaces Specialist), and Erin (Program Services Specialist). They manage everything from room design and set-up to catering, customer booking support, and statistical tracking. Our success as a welcoming event space is a testament to the dedication of our Program Services and Facilities teams.

Agenda Items- New Business

Thank you to The Library Foundation and the Friends of the Library

The Friends of the Library and The Library Foundation are essential partners in providing resources and advocacy for the Library. While we thank them throughout the year, this is a formal expression of appreciation to The Library Foundation and Friends of TSCPL for all they do for the Library.

Resolution- Audit Committee appointments

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:

“The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board.”

Resolution- Memorandum of Understanding between the Shawnee County Parks and Recreation and the Library

We have partnered with SC Parks and Recreation since 2012 on providing computer centers in the 6 community centers. It has been a great beneficial relationship for both government entities. In addition to the computers, space and training opportunities, the library and Shawnee County share the costs of salary and benefits for a computer technician who is an employee of the Library. The computer technician maintains all the computers at the centers and troubleshoots any issues that come up throughout the year. The Memorandum of Understanding was approved by the Board of County Commission at the December 1, 2025 meeting and will be presented at the December Board of Trustees meeting on December 18, 2025.

Resolution- Restated and Amended Development & Management Agreement

This is the agreement between the Library Foundation and library and obligates the Foundation to provide an operator for the Millennium Café. The content has not substantively changed. The agreement has updated information regarding the term (January 1, 2026-December 31, 2027) of the agreement and an addition to language related to marketing and promotional materials.

Professional Activities/Community Contacts

| | |
|-------------------|---|
| November 17, 2025 | Met with Jay Cloverdale and the Not Just Referrals group. |
| November 18, 2025 | Attended the Thank you dinner for library staff and volunteers. |
| November 18, 2025 | Facilitated the Red Carpet Long Range Planning meeting. |
| November 19, 2025 | Hosted the Board of Trustees Orientation session for new board members. |
| November 20, 2025 | Attended the Board of Trustees monthly meeting. |
| November 21, 2025 | Met with Glenda Overstreet. |
| December 1, 2025 | Met with new board members during library tour. |
| December 3, 2025 | Met with Peg Dunlap, Board chair to plan December board meeting. |
| December 5, 2025 | Met with Library Foundation and prospective donors. |
| December 8, 2025 | Attended Capper Foundation board meeting. |
| December 8, 2025 | Attended the All Hands on Deck Strategic Development team meeting. |
| December 8, 2025 | Attended the Trustee Executive Committee meeting. |
| December 9, 2025 | Attended the Visit Topeka Inc., Board of Directors meeting. |
| December 10, 2025 | Attended the Library Foundation Board of Trustees meeting. |
| December 11, 2025 | Met with Sean Bird, Plass Learning Center, Washburn University. |
| December 11, 2025 | Attended the 2025 Emerging Library Leaders class. |
| December 11, 2025 | Attended the Equity Advisory Board meeting. |
| December 11, 2025 | Attended the United Way Donor Celebration. |

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 12/12/2025

Dolly Parton's Imagination Library

November 2025



Total Enrolled
5,584

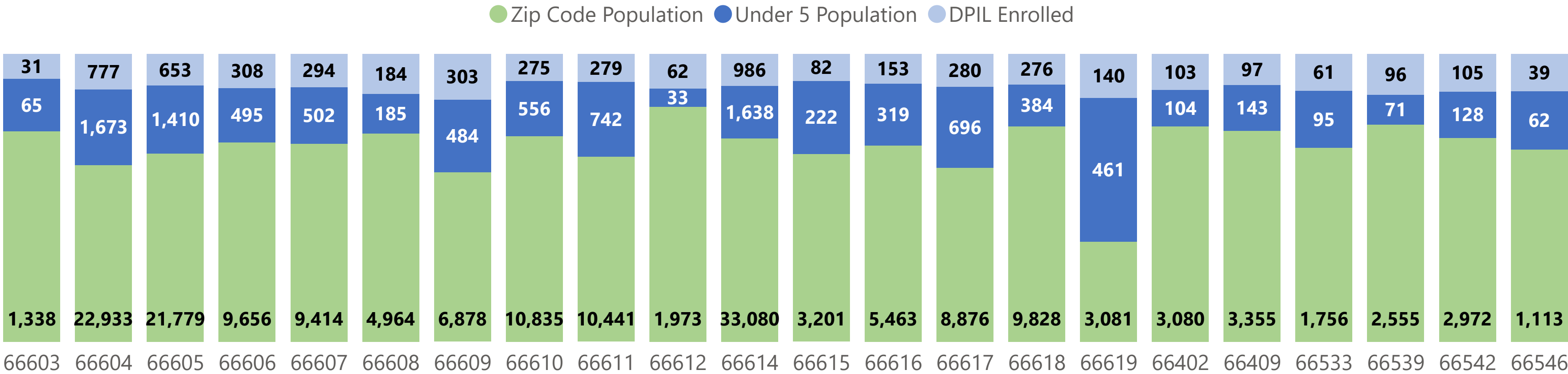


Total Graduated
10,888

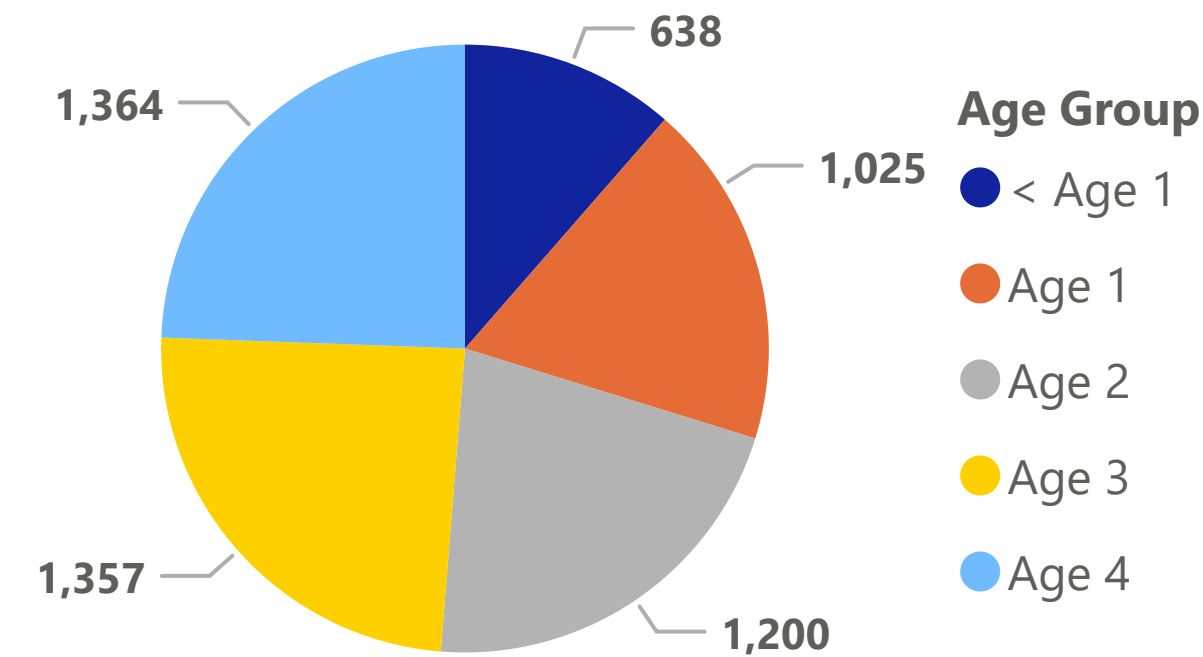
Year, Month

2025 (Year) + November (Month) ▼

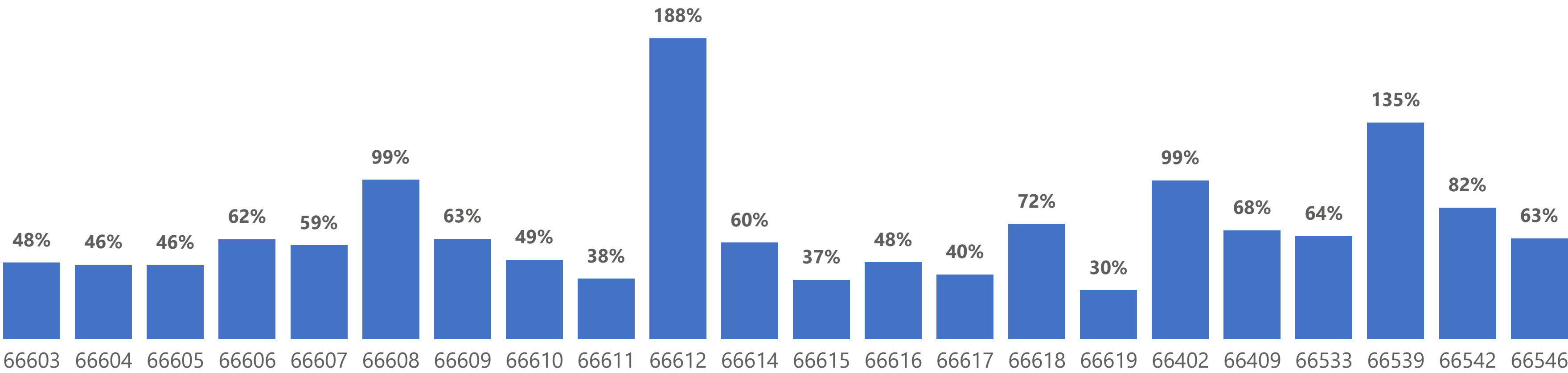
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



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

Chief of Staff Report

Thad Hartman

December 12, 2025

Emerging Leaders Program

Thursday, December 11, was the final session of our 2025 Emerging Library Leaders Program (ELLP). ELLP targets current TSCPL staff who would like to develop their leadership skills. Participants in this program:

- Develop greater self-awareness regarding personal leadership style, strengths, values, and aspirations
- Build a leadership toolkit, with skills, resources, and activities that can be used for enhanced teamwork, communication, conflict resolution, and collaboration
- Identify problems and develop creative solutions (or adapt previous solutions in new ways) to solve them
- Anticipate changes (in the library, community, society) and create action plans for leading change

The program provides participants with an opportunity to step back from their day-to-day routine and reflect on where they've been and where they want to take their career.

Our 2025 ELLP graduates are:

- Allie Lockwood
- Deanna Niles
- Jacee Gleason
- Jacques Belderok
- Jennifer Masters
- Katie Keckeisen
- Nessa Johnson



Staff Development Coordinator Brenda Hough does a wonderful job of leading this year-long program. This is the third class that has completed the program, and each year Brenda evaluates and makes improvements to the curriculum.

This past year we used the Kansas Leadership Center book *When Everyone Leads* by Ed O'Malley and Julia Fabris McBride as the basis for the curriculum. Several guest speakers from across the library discussed relevant topics, such as "Understanding the TSCPL Budget," "How Decisions are Made," and "Leading with Purpose."

We had two guest speakers from outside of the organization which I think were two of the group's favorite sessions. One was "Improv for Leaders," in which Topeka Civic Theatre Artistic Director Shannon Reilly took the group through improv exercises and discussed how they can help unlock creativity and innovation. The

class also had a behind scenes tour of the Kansas Children’s Discovery Center with President and CEO Dené Mosier, who talked to the group about leadership, innovation, and community.

Participants were also paired up with a mentor and met regularly throughout the year. The experience culminated with a capstone presentation in which each individual identified a question, specific issue, or concern within the library or community, and then conducted research and formulated a potential solution or plan to address the issue or question.

We were incredibly impressed with the 2025 class and had so much fun working with them. This is an amazing group of leaders who will continue to grow and help shape the future of our library and community!

Department Highlights

Public Services

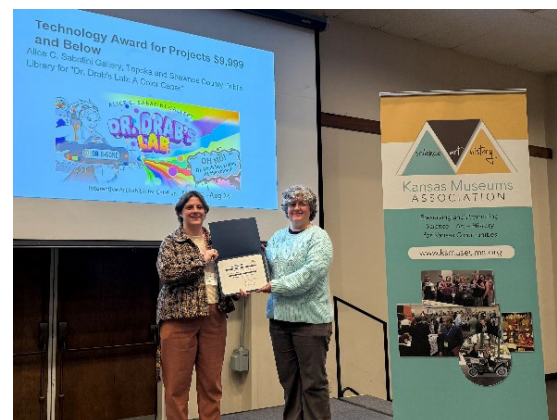
Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

Inked: The Art of Tattooing wrapped up on November 30, and more than 8,000 people came through the Gallery. This is our highest attendance for any non-summer show since we opened, which is exciting to see.

At the Kansas Museum Association Annual Meeting in Great Bend, the Gallery brought home two technology awards. *Immersed: A Walk Through Art* received the 2025 Technology Award for projects over \$10,000, and *Dr. Darb’s Lab: A Color Caper* received the award for projects under \$10,000. The team was thrilled to be recognized for both projects.

We’re finishing up the last details for our next exhibit, *Up from the Roots: Growing Our Connection with Nature*, opening Dec. 12 and running through Feb. 15. The exhibit highlights the many simple ways people connect with nature—gardening, walking a trail, or just noticing the trees and plants in your neighborhood. Visitors will walk through our Gallery “garden” and reflect on what connecting with nature looks like for them.



Topeka Room

The Topeka Room saw 558 visitors in November. Of those, 109 were here for tours, and 7 came specifically for the fireplace. We had visitors from New York curious about the music box, folks looking through old yearbooks and city directories, others admiring the stained-glass windows, and several who just wanted a quiet place to sit by the fire and read.

“Identity Quest Symposium: What’s in your DNA” on Saturday, Nov 15, was very successful. We had more than 70 people join us in person and 10 attend virtually. This year’s theme focused completely on DNA, from our featured speaker Kathleen Brandt to the roundtable sessions. The new format went over well, and exhibitors appreciated being able to sit in on the presentations this year.



Core Technology

We finished the fall session of our DOCK intern–taught computer classes with a strong turnout. Our interns helped more than 25 patrons with computers and devices. We’re not entirely sure why attendance jumped—maybe the class times or locations—but we did learn that most attendees wanted help with their smartphones. The interns handled the shift well, moving from structured classes to more flexible, drop-in Gadget Help sessions when needed.

We’re putting together the Spring 2026 schedule now and plan to keep the same sites and times: Crestview, Gil Carter, Oakland, and Shawnee North, with sessions offered at 10 a.m. and 5 p.m.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Red Carpet

When most people hear “red carpet,” they picture the glitz of the Oscars, with celebrities stepping into the spotlight in couture gowns as they celebrate the year’s biggest achievements. In Topeka & Shawnee County, the phrase “red carpet” carries a very different and deeply meaningful significance.

For us, the Red Carpet service is our way of honoring older adults in our community. We roll out our own version of the red carpet to ensure they can remain fully connected to the library throughout their lives, continuing their lifelong learning journeys no matter their mobility or living situation.

Our ten-member Red Carpet team delivers library materials and personalized services to 41 congregate living sites and homebound customers every two weeks. These visits provide access to books, DVDs, music CDs, Playaways, and audiobooks for customers who can no longer travel to the library. Staff regularly spend time at independent living facilities, memory care units, and long-term care centers, building relationships as they put the right materials into the hands of readers.

The team also offers hands-on tech support—helping residents download Hoopla and Libby, learn to navigate the apps, and feel more confident using their devices. Increasingly, “gadget help” has become a valued part of each visit, giving customers the opportunity to ask questions and stay connected.

This is one of the library’s most cherished services, and with good reason. The relationships our Red Carpet staff build are often long-standing and deeply impactful. Many customers have been served by the same team member for years, even decades. In some cases, the library staff member may be the only outside visitor a resident sees regularly. On the rare occasions when a delivery is postponed due to weather or illness, we immediately hear from concerned residents wanting to make sure their library person is all right and eager to know when the next visit will be.

As we look to the future, we recognize that aging and the needs of older adults, have changed significantly over time. The Red Carpet model has remained largely the same for nearly fifty years, making this the right moment to re-evaluate the service thoughtfully and intentionally.

Over the past several months, we have launched a long-range planning process with Marie, Debbie, and the entire RC team. Meeting twice monthly, we have been reviewing data, establishing baselines for each delivery site, and examining how Red Carpet compares to other library services such as Browsing Just for You and TSCPL@Home. While these services share similarities, the defining feature of Red Carpet is the depth of the connections formed between staff and customers. As one team member shared recently during one of our meetings, everyone else these customers see remind them of their situation. We help them escape it.



The team has fully embraced this planning effort, working closely with our statistical analysis expert to understand long-term trends and shifts in the populations we serve. It is a substantial undertaking, but one that is both necessary and energizing. I am confident that through this work, we will develop a refreshed service model that honors the legacy of Red Carpet while positioning us to engage and delight older adults in Topeka and Shawnee County for decades to come.

Book Club Highlight: Classics Made Modern

Lissa Staley, Community Connections Librarian, is participating in the Urban Library Council's Bridgebuilding Community of Practice. She had the opportunity recently to reflect on the question: "What kinds of experiences, topics, or formats seem to spark genuine interest and belonging in your community? What makes a program *feel* like a magnet for connection rather than just another event?" and shared about her monthly book group, Classics Made Modern.

"I moved my long-time book group to Zoom in April 2020 when we couldn't meet in person. We have continued meeting on Zoom rather than exclude the participants who wouldn't be able to attend in person if we switched back to in person meetings. The group has been meeting in some format for a long time, and some of the experienced participants mention that many of the original attendees are now deceased, but in a way that references how they are missed and their opinions were valued. The participants on Zoom have often not met in person, but have developed connections through the book club discussions and the [book club Facebook group](#) that allows members to participate in reading and commenting in between the monthly hour together on Zoom. If someone who usually attends has to miss the Zoom event, they often send a message to pass on to the group. In doing so, other group members are encouraged to do the same, knowing that this is a group that cares if members won't be there and notices and misses you when you aren't able to join a session.



Pictured: Members of Classics Made Modern pose for a photo during their December Zoom discussion of Louisa May Alcott's Little Women.

"I also make sure to open the Zoom at least 10 minutes before the advertised start and plan for the group to run at least 10 minutes over the advertised time, because when meeting on Zoom, encouraging general socializing must be approached intentionally. Making room for customers to have small talk together in library moderated spaces allows for more connection between people who may not encounter or interact with each other otherwise. This program shows examples of belonging and connections because the attendee has made a commitment to other people (not just the library staff or presenter) to be there, where other people will be expecting the person and know their name and follow up with them to express they were missed if they were not able to attend.

"Library programs where the people participating are interacting together at the event that the library is hosting are some of my favorites to facilitate because I love the ways in which libraries function as third spaces for people, even on Zoom!"

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing

Alex Young started as a part time Early Childhood Specialist on December 8. A large part of her work will include outreach storytime and community storytime. We are excited to have her with us. We have one more open position to fill and hope to do that early in the new year.

Greater Topeka Partnership

Quarterly this year, I have sat on the Greater Topeka Fund Grant Committee. Taking part has allowed me to learn of many projects that are happening or that hold the promise of happening across the community. It has been beneficial to learn especially of work related to children and families. Our last session for the year is this week.

Staff and Kulture City in Action

Recently, a staff member shared that she was able to introduce a family to the Kulture City Bags. The group included two grandparents and three young children, the oldest of which exhibited developmental delays. Using the tools in the bag and her experience and expertise, the staff member had the oldest displaying skills that the grandparents had not seen previously. They left gobsmacked. The grandmother returned the following day seeking resources and support from the same staff person. We have good things happen on the service floor all the time, but this one really stood out as impactful.

Librarian Updates

Early Childhood Librarian and Early Childhood Outreach Librarian

In mid-November the Early Childhood Librarian and the Outreach Early Childhood Librarian attended the National Association for the Education of Young Children (NAEYC) Conference. It is the largest gathering of early childhood educators. There was so much synergy at the conference. Each conference timeframe had multiple sessions to select from. Sessions ranged from music to risky play to self-regulation to nurturing literacy (and everything in between). The sessions were both inspirational and informational as well as validated the important work that we're doing at the library. The Grand Expo provided an opportunity to visit and connect with vendors. It was enjoyable to see materials first-hand. We look forward to sharing information and resources with our coworkers and within the community.



School Age Librarian

Remember when you were a child and all you wanted to do was play, play, play? The School Age Library Team leveled up the play area near the climbing wall and crow's nest with new and old, engaging toys, games and puzzles. We are fortunate to have supportive administration and Boards who understand the power of play. Remember Fashion Plates? They have been a favorite for kids and their parents who feel nostalgic while creating with them. Kids look forward to a variety of Legos, magnetic building opportunities, planks, marble runs, board games, large games, science exploration kits and more. December brought Legos® and a Lego® table, an art box for independent creative exploration, a Nutcracker puzzle, Zingo—for early literacy, a Fascinating Facts Human Body Game, DMOIU

Magnetic building blocks, and a science reptiles specimen set. Adding toys for older kids gives them a developmentally appropriate place to play, learn, practice critical thinking and problem solving, and socialize. We plan to rotate toys monthly.

You are invited to stop by and play a while!

Check out the pictures below where a school age patron learns how to play her FIRST game of chess from her father at TSCPL. Additional photos show kids brain power through building with planks. Peace friends!



Teen Librarian

As we come to the end of the year, it's only natural to reflect on all that brought us here. For the Teen Team, this was a year of challenges and new opportunities, as we navigated the space constraints of construction on the Kids Library remodel and then got to move into and live in those new spaces. We also tinkered with new programs and different schedules for them and added a few new gadgets to the Edge. All in all, it was a successful year, as our programs kept or even improved their attendance throughout the construction, and we've seen an increase in foot traffic and teens in the Edge after school.

We're also looking ahead to next year by gathering usage data on video game consoles to guide our purchasing and introductions of new ones.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

New Resources for Students and Researchers: expanded Life in America resources from Newsbank

We've added 2 new database products from Newsbank that complement a suite of resources we already subscribe to. We've had Newsbank's *Black Life in America* and *Hispanic Life in America* for several years. We had the opportunity to add 3 new resources in the same "Life in America" series. They are:

- Asian Life in America: The experience and impact of Asian Americans as recorded by the news media, 18th century to today
- Indigenous Life in America: The experience and impact of Indigenous Americans as recorded by the news media, 1690 to today
- LGBTQ+ Life in America: Explore the experience and impacts of LGBTQ+ Americans as recorded by the news media, 1705 to today.

These resources each contain a wealth of US and global news sources organized into searchable topical categories including arts & entertainment, activism, government, sports, religion, science & technology, education and society & culture. These are excellent resources for middle and high school students, college students and anyone interested in going deeper with their research using current and historical news sources.

Staff Room for Moms

The library has a small room located directly next to the Technical Services workroom for moms on staff to use for lactation and breastfeeding. Originally a single-use restroom, it became this space about a decade ago. It goes through periods of low/no-use and has been in need of some updating and TLC. I took this on as a personal project to spiff it up and make it nice for the new mom we have on staff and others who will need to use it in the next year. Working with a small budget, we completely remodeled the room and made it a cozy, supportive place for new moms on staff. I'm very pleased with the results and with the support from the library to make this refresh project a reality.



Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

In November, I had the pleasure of participating in two vibrant community events that provided meaningful opportunities for families and educators to connect with the library and its resources.

The first event was Williams Social-Emotional Family Engagement Night, which brought together over 40 local community partners. Nearly every family I spoke with shared their enthusiasm for the library and expressed how much they love visiting. It was inspiring to hear first-hand how the library plays a role in their children's learning and everyday lives. This event also gave me a chance to showcase the full range of free resources available to families and celebrate the library as a welcoming, supportive space for the community. One community partner even overheard me sharing information about our new AMH machine and was so intrigued that he came over to ask questions of his own, demonstrating the curiosity and excitement these events can spark for everybody!

The second event was a parent night at McCarter Elementary, focused on helping families explore the library resources available through their students' accounts. One of the library's ongoing goals is to put a library card in every student's hand. Because of this, many parents aren't always aware that their child has a digital school card or what it can be used for. Speaking directly with parents allows me to answer questions, explain how their students can access materials, and ensure families fully benefit from the library's offerings. These personal interactions make a lasting impact, helping students and families take full advantage of the resources they have available.

Together, these events reinforced the library's role as a vital partner in the community. By connecting directly with families, I am not only increasing awareness of available resources, but also building stronger relationships with our schools, fostering a love of reading and learning, and ensuring that every student has the tools they need to succeed. These ongoing outreach efforts are key to creating an engaged, well-supported community that values and utilizes the library to its fullest potential.

Community Services Librarian Report

November brought a flurry of busyness for the members of the Vehicle and Delivery Teams! The Vehicle Team checked out over 3,700 items, while the Delivery Team brought over 3,400 items to library customers throughout Shawnee County.

The beginning of December brought the Miracle on Kansas Avenue parade and Community Services proudly participated with our bookmobile, which was decked in all of its holiday finery! Several staff helped to decorate the bookmobile and to prepare bags of goodies to give away as well as walking alongside the bookmobile. Many thanks to everyone who helped and made this parade so wonderful!



Program Services

Autumn Friedli, Program Services Coordinator

Miracle on Kansas Avenue Parade

On Saturday, December 6th the bookmobile along with several staff Merry Makers (along with family members) rolled along the Miracle on Kansas Avenue Parade route spreading an abundance of holiday cheer (and trinkets). The bookmobile was decked out with holiday lights and decorations thanks to a staff decorating party on Friday afternoon.

Are you ready to ROAR!! (Summer 2026)

The Roar of the crowd cheering on their team...

The Roar of the Dinosaurs and the kids at the gallery exhibit...

The Roar of the fireworks celebrating 250 years...

The Roar of the sirens and the tornado as it ripped through Topeka in '66...

The Roar of the water as the great humpback surfaces then plunges back into the water...

This summer the library will ROAR!

What better time to think of summer then as winter sets in! Staff are hard at work planning a ROARING good time for all ages next summer. Our summer theme will be ROAR! and we will be celebrating all the historic things happening in 2026. What sort of things? Stay tuned for more details and start practicing your best ROAR!

Digital Services

David King, Digital Services Director

Checkout Kiosks Project

We have launched our new checkout kiosks! Technically, this was in December (not November), but it's too good not to share. This has been a longer-than-anticipated project, so it's good to finally be able to launch, and to replace our older kiosks with new ones that work well.

Document Retention Project

A number of library staff, including a few Digital Services staffers, are on this team. We are exploring document retention best practices, which means we are sifting through all the many different types of documents and information that the library has created, and are working towards a document retention schedule to help us decide how long to keep things, etc.

Top Web Pages for November 2025

1. Tools & Services: 6047 Pageviews
2. Get a Library Card: 1483 Pageviews

3. Hours & Locations Page: 1404 Pageviews
4. Research Tools: 1181 Pageviews
5. Election & Voting Information: 1159 Pageviews
6. Work at the Library: 1139 Pageviews
7. Articles main page: 1056 Pageviews
8. The New York Times: 982 Pageviews
9. Meeting Rooms & Event Spaces: 870 Pageviews
10. 30 Books in 30 Days: 867 Pageviews

Social Media Highlights for November 2025

Facebook

- Halloween Photos – reached 15,183 people
- Fall reading challenge Book Brawl winners – reached 15,044 people
- Inked tattoo video– reached 9003 people

Instagram

- Asking Staff Questions video – reached 2444 people
- Inked artist Dave Parrett – reached 1507 people
- Inked artist Sara Myer – reached 1247 people

Kids Library Survey

Kids Library staff completed observational surveys for 30 days in fall 2024 before the renovations and in fall 2025 after the renovations. Staff recorded the ages of people in the Kids Library including The Edge and their activities at different times each day capturing snapshots. Here are the highlights of the changes we saw in 2025 compared to 2024.

- 292 more people in the space
- higher percent of 5-12 year olds (22% v 15%)
- lower percent of teens (23% v 29%), but actual number of teens was only 52 fewer
- increase in playing (41% v 28%), however computer games on the big monitors were probably entered as playing
- lower computer use (28% v 34%), but again computer game stations may be the difference.

Staff also captured some comments this fall:

- "I used to come here when I was little. It is so neat here now."
- "This is so cool! I haven't come in a while but now I have grandchildren! I love it!"
- "I'm glad they didn't get rid of the dinosaur."
- "You guys are so nice."
- Praise for the Itty Bitty Art Show and questions about when the program will run again. Praise for the TSCPL@ school program. "The librarians are GENIUSES!"



Social Media highlights new resources

We showcased some newer accessibility features this month, like our KultureCity sensory kits, calming spaces and our brand new kiosks! We also piqued customer interest in oral history and conversation kits by asking staff amusing questions about themselves. Customers were excited to try the new technology and loved the personal connections with staff. They shared their answers in the comments!



Coloring our surroundings





Resolution – Thank you to The Library Foundation

BOARD OF TRUSTEES

December 18, 2025

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation Chair Haley DaVee, the officers and members of the Board, Executive Director Ashley Charest, Finance and Administrative Specialist Nancy Clasemann and all the volunteers who provide essential resources, are library champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Thank you to the Friends of the Topeka and Shawnee County Public Library

**BOARD OF TRUSTEES
December 18, 2025**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Ruth Nelson, the members of the Board, Executive Janel DeLeye, and all the volunteers who provide essential resources, are champions and advocates, and help make TSCPL a world class library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution - Audit Committee Appointments

BOARD OF TRUSTEES

December 18, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.

Fred Patton, Chair

Lori Finney

Mark Zillinger

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Memorandum of Understanding with Shawnee County Parks and Recreation Department, renewal

BOARD OF TRUSTEES

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

December 18, 2025

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the updated Memorandum of Understanding with Shawnee County Parks and Recreation Department as presented.

Background information:

In 2012 the Topeka and Shawnee County Public Library and the Shawnee County Parks and Recreation Department signed a Memorandum of Understanding (MOU) establishing a partnership and agreement for an exchange of services and staff support with Shawnee County. This successful collaboration between the Library and the County allowed the County to continue providing public computers in the community centers that they were not staffed or equipped to maintain. The MOU provided the Library with the opportunity to extend its reach to some of the most underserved community members without investing in facilities. Shawnee County pays for one half of a computer technician to maintain the hardware and software.

This MOU renews the agreement for an additional year and updates the salary schedule for 2026.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



November 26, 2024

TO: Board of County Commissioners
Shawnee County

FROM: Tim L. Laurent, Director
Parks + Recreation *TL*

RE: Renewal of Memorandum of Understanding – Topeka & Shawnee County Public
Library Community Center Computer Lab Support

BOARD OF CO. COMMISSION
APPD TBLD DND PLD ACK
DATE 12-1-25
LJS
COUNTY CLERK

Purpose:

Board of County Commissioners authorization and execution of the attached Memorandum of Understanding (MOU) with the Topeka & Shawnee County Public Library (TSCPL) is requested. This agreement provides ongoing technical support for the computer labs located in Shawnee County Parks + Recreation community centers.

Justification:

This MOU has been in place since 2021 and supports public access to reliable technology in our community centers. The Library provides a dedicated technician responsible for computer setup, maintenance, troubleshooting, and general technical support. The 2026 renewal includes no changes other than updated dates and the revised salary and benefit schedule outlined in Exhibit A.

All other terms of the original Memorandum of Understanding remain unchanged.
The renewal document (Contract No. C-2025) is attached for consideration.

TLL/dlt



parks.snco.us

SHAWNEE COUNTY CONTRACT NO. C⁴⁶⁴-2025

MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding hereinafter referred to as the "Agreement," is made on this 1st day of December, 2025, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the "Library;" and The Board of County Commissioners of the County of Shawnee, Kansas, a Kansas municipal corporation, hereinafter referred to as the "County", together known as the "Parties".

WHEREAS, the Library and the county entered into a Memorandum of Understanding on November 29, 2021 as Shawnee County Contract No. C446-2021 hereinafter referred to as the MOU; and


WHEREAS, the Library and the county seek to amend and extend the MOU as amended herein; and

NOW THEREFORE, in consideration of the premises and the mutual promises and agreements herein set forth, the Library and the County agree as follows:

1. ARTICLE I of the MOU shall be amended to read as follows:

ARTICLE I -Term

The Term of this Agreement shall be for the period beginning on January 1, 2026, and ending on December 31, 2026, provided however, the County shall have the right to renew this Agreement for an additional two (2) years following the expiration of the Term, provided that the County has substantially complied with all of the terms and conditions of this Agreement."

2. "Exhibit A" attached herein, referencing the salary and benefits to be paid to the Library Technician is hereby updated reflecting the salary and benefit amounts through December 31, 2026. Specified payments shall be made on a monthly basis within thirty (30) days following delivery of an invoice from the Library. The County further acknowledges that the Library employee(s) providing technical support shall at all times be Library employees and report only to their respective Library supervisors regarding the means and methods of providing support under this Agreement.
3. All of the other provisions of the MOU, and addenda or attachments thereto, shall  remain as initially written and in full force and effect.

WHEREFORE, the parties hereto have executed this Agreement as of the day and year first above mentioned.

(Signature page follows)

**TOPEKA AND SHAWNEE COUNTY
PUBLIC LIBRARY**

Peg Dunlap, Chair

**SHAWNEE COUNTY
PARKS + RECREATION**

Tim L. Laurent, Director

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

ATTEST:

Lisa J. Schmitt, Shawnee County Clerk



Approved as to Legality
and Form: Date 11/26/23

ASST. CO. COUNSELOR

**Topeka and Shawnee County Public Library
Community Center Technical Services Agreement with Shawnee County Parks and Recreation
Estimated Monthly Salary and Fringe Benefit Expenditures at 50% Share
Renewal - January 2025 - December 2026**

| | All 2025 | All 2026 |
|---|-------------|-------------|
| Hourly Rate | \$ 21.28 | \$ 22.24 |
| Potential Performance Pay Raise | 4.50% | 5.00% |
| Revised Hourly Rate Eff. 06/01 | \$ 22.24 | \$ 23.35 |
| Annual Gross Salary | \$ 44,493 | \$ 46,526 |
| Social Security/Medicare | \$ 3,404 | \$ 3,559 |
| Retirement - KPERS | \$ 4,765 | \$ 4,927 |
| Medical Insurance* | \$ 11,115 | \$ 11,730 |
| Employee Assistance Program | \$ 39 | \$ 40 |
| Unemployment Insurance | \$ 44 | \$ 47 |
| Workers Comp Insurance | \$ 67 | \$ 70 |
| Subtotal Benefits | \$ 19,367 | \$ 20,303 |
| Total Estimated Salary & Benefits | \$ 63,860 | \$ 66,829 |
| Total Billing Amount @ 50% | \$ 31,930 | \$ 33,415 |
| Maximum Amount per Pay Period | \$ 1,228 | \$ 1,285 |
| Maximum Monthly Billing - 2 Pay Date Months | \$ 2,456 | \$ 2,570 |
| Maximum Monthly Billing - 3 Pay Date Months | \$ 3,684 | \$ 3,855 |
| Percentage Increase | | 4.64% |

* Currently assigned employee is enrolled in the high-deductible health plan with health savings accounts for which the Library contributes.



**Resolution – Restated and Amended
Development & Management Agreement**

**BOARD OF TRUSTEES
December 18, 2025**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Restated and Amended Development & Management for the Millennium Café between the Library and the Library Foundation as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**RESTATED AND AMENDED
DEVELOPMENT & MANAGEMENT AGREEMENT**

THIS AGREEMENT, made and entered into this ~~13th~~ 18th day of December, ~~2023~~2025, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library”; and The Library Foundation, Inc., a Kansas not-for-profit corporation with its principal place of business located at 1020 SW Washburn, Topeka, Kansas, hereinafter referred to as the “Foundation”.

WHEREAS, the Library performs a governmental purpose by providing library and other public services; and

WHEREAS, the Library, desires to further its public and governmental services by requesting the Foundation to operate, manage and maintain the Millennium Café hereinafter referred to collectively as the “Café” upon the terms and conditions hereinafter set forth; and

WHEREAS, the Foundation agrees to operate, manage and maintain the Café upon the terms and conditions hereinafter set forth; and

WHEREAS, the Library and Foundation entered into a Development and Management Agreement dated May 15, 2000, which the parties subsequently amended and restated in 2001, 2008, 2011, 2017, ~~and 2019~~, and 2023; and

WHEREAS, the Library and Foundation mutually desire to terminate their existing agreement as partial consideration for entering into this Agreement,

NOW THEREFORE, in consideration of the premises and the mutual promises and agreements herein set forth, the Library and the Foundation agree as follows:

ARTICLE I – Premises and Equipment

The Library, in furtherance of its governmental purposes, has constructed the Café, and has purchased and installed all tables, chairs, benches, counters, furnishings, lighting and sound systems, fixtures, ovens, stoves, shelving, refrigeration, cash register, china, crystal, silverware, glassware and all other fixtures and personal property to be used in carrying on the business of the Café.

During the term of this Agreement, the Foundation shall not be entitled to mortgage, encumber, hypothecate or otherwise grant a security interest in the Café. The real estate, all work and materials on the library building and improvements, all machinery and equipment currently installed in the Café, or anything under this Agreement which becomes or constitutes a part of the Café, and the Café as repaired, rebuilt, rearranged, restored or replaced by the Library or by the Foundation under the provisions of this Agreement, except as otherwise specifically provided herein, shall immediately when erected or installed become the property of the Library as if the same had been erected or installed prior to the term of this Agreement.

The Library reserves the right to purchase items of machinery and equipment necessary for the operation of the Café and to furnish the same to the Foundation. All such purchases by the Library shall be made upon purchase orders of the Library. Title to all such machinery and equipment so purchased by the Library shall become a part of the Café and shall be made available to the Foundation as provided herein.

The Foundation shall take custody and possession and shall be responsible for all loss or damage thereto to the same extent as if the Foundation were the owner thereof, except to the extent that such loss or damage is caused by the intentional acts or omission of the Library or its agents or by the gross negligence of the Library or its representatives. In the event the vendor of any such item of machinery or equipment shall have breached any warranty or made any misrepresentation in connection with the purchase thereof, the Foundation will prosecute all claims against said vendor and shall be responsible therefore as fully as if the same had been purchased by it and furnished to the Café; provided, however, that the Foundation shall be entitled to make such claim in the name of the Library.

The Library and the Foundation agree that certain services and facilities are essential to the effective operation of the Café. The Library agrees to provide, or cause to be provided, the essential services as provided below:

- a. pest control;
- b. keys to the Library and Café facilities to be managed by the Foundation;
- c. telephone service including phone, phone lines, directory listing and switchboard service, and local service, it being understood that the Foundation shall reimburse the Library for any and all long-distance telephone charges;
- d. storage space for food and supplies to be used solely for Café purposes;
- e. housekeeping in the dining area of the Café;
- f. parking for necessary personnel to operate the Café, and
- g. exterior signage as the Millennium Café, or such other name(s) as the Library, in its sole discretions, chooses.

Subject to the terms and conditions of this Agreement, the Library hereby appoints the Foundation as the manager of the Café during the term. As such, the Foundation shall receive, without reimbursement from or payment to the Library, all and any revenues and income from the Café.

The Library recognizes, agrees and acknowledges, that during the term of this Agreement, the Foundation shall operate, manage, control and use the Café, with the general supervision of the Library, which will result in the Library maximizing the benefits that result from establishing and maintaining a café in the public library and the beneficial use of a library café by the citizens of Shawnee County and the state of Kansas.

ARTICLE II – Taxes

The Foundation shall, during the term of this Agreement, bear, pay and discharge, before the delinquency thereof, all taxes, if any, which may be lawfully taxed, charged, levied, assessed

or imposed upon or against or be payable for or in respect of the Café, or any operation thereof, including any new lawful taxes and assessments to the extent that the same are lawfully made, levied or assessed in lieu of or in addition to taxes or assessments now customarily levied, and further all other governmental charges and impositions whatsoever, foreseen or unforeseen, which if not paid when due would impair or encumber the Library's title to the Café.

ARTICLE III – Insurance

During the term of this Agreement, the Library shall, at its sole cost and expense, on the behalf of the Library and the Foundation, as their respective interest may appear, keep the Café constantly insured against loss or damage by fire, lightning and all other risks covered by the extended coverage insurance endorsement in use in the state of Kansas in an amount equal to the full insurable value thereof in such insurance company or companies authorized to do business in the state of Kansas as may be selected by the Library, and against loss or damage by all risks as and when in such amounts as such insurance is obtainable and generally carried according to the standards of the Library.

ARTICLE IV – Operation and Management

Subject to the provisions of this Agreement dealing with events of default, the Foundation during the term of this Agreement, shall manage and operate the Café on behalf of and for the Library and its patrons' purposes. In accordance with the terms and conditions of this Agreement, the Foundation shall permit public access to the Café during the times specified in this Agreement; provided, however, nothing herein shall prohibit the Foundation from creating limited access areas for health and safety reasons or from creating limited access areas for specific purposes, such as events sponsored by the Library, its staff association, the Friends of the Topeka and Shawnee County Public Library or the Foundation, which limited access areas shall be approved by the Library, which approval shall not be unreasonably withheld or delayed; nor shall anything herein contained prohibit the Foundation from charging a reasonable fee for any type of food, beverage or services provided at the Café. The Library hereby grants to the Foundation the exclusive right to provide all food and beverages, to be served in the Library building, including at special events approved in advance by the Library, during the term of this Agreement. The Library further promises to purchase from the Foundation all food and beverages that the Library and its related organizations plan to serve in conjunction with programs they sponsor or functions they host in the Library building. Any exceptions to the agreement will be negotiated between the Cafe Operator, Foundation Executive Director and the Library CEO.

The Foundation may not assign, mortgage, pledge, sell or in any manner transfer, convey or dispose of its interest in this Agreement or part hereof without the prior written consent of the Library.

The Foundation agrees that it will, during the term of this Agreement, keep and maintain the Café and all parts thereof in good condition and repair, ordinary wear and tear excepted, including but not limited to the furnishing of all parts, mechanisms and devices required to keep the machinery and equipment constituting a part of the Café in good mechanical and working

order, and that during said term, it will operate the Café according to the conditions of this Agreement.

The Foundation shall have the right to remove from the Café and sell or otherwise dispose of any machinery and equipment in which the Foundation owns, which constitutes a part of the Café without the prior written permission of the Library, and even with such written permission, the disposition of machinery and equipment intended in this paragraph shall be only to permit the Foundation to maintain an efficient operation by the removal of such machinery and equipment no longer suitable to the Foundation's operation of the Café.

In its management of the Café the Foundation shall:

- a. operate the café facilities 8: 00 a.m. through 4:30 p.m., Monday through Friday, and at such other times as the Library and Foundation mutually agree from time-to-time;
- b. offer for sale at reasonable prices only the food and beverages approved in advance by the Library;
- c. to maintain at all times in the kitchen and dining area of the Café the highest degree of cleanliness, orderliness and sanitation, free from offensive odors and excessive noise;
- d. follow and enforce all rules and policies of the Library;
- e. meet with Library officials at any and all requested meetings;
- f. empty the cash register before daily close of business so as not to have any funds overnight on Café premises;
- g. refrain from using the Café to conduct any business other than a Café in furtherance of this Agreement, including the absolute prohibition from using Café premises or equipment to cater, i.e., prepare, arrange or deliver food and beverages to be served away from Library premises for the social or professional events of any individual or entity other than the Library and its related organizations, provided however, the Foundation may use Café premises and equipment to prepare takeout orders from Café diners;
- h. submit any signage, ~~or~~ advertising, promotional, or marketing materials for the Café to the Library for approval prior to posting or placement;
- i. operate the Café solely under the names, "Millennium Café," without accompanying words or symbols unless otherwise permitted by the Library;
- j. provide the public with consistently high quality service that is polite and responsive;
- k. cause those providing public service in the Café to be appropriately attired without logos other than "Millennium Café";
- l. schedule and cause all deliveries of food and other materials necessary to the operation of the Café to be made during those hours designated by the Library;
- m. prepare and serve the types of food as described on Exhibit A attached hereto; and
- n. cooperate with the Library in the preparation and service of food and beverages to eligible individuals through programs like Harvesters and/or CHAMPSS programs, should the Library determine to participate in such programs.

ARTICLE V – Additions

Subject to both the prior written approval of the Library and the conditions of this Agreement, the Foundation shall have and is hereby given the right, at its sole cost and expense, to make such additions to the equipment, furnishings or machinery in the Café as the Foundation from time to time may deem necessary or advisable; provided, however, the Foundation shall not make any addition, change or alteration of a permanent nature to any part of the Café. All additions made by the Foundation pursuant to the authority of this Article shall be deemed a part of the Café; provided, however, that additions of furniture, machinery and equipment in the Café by the Foundation, the acquisition cost of which is not borne by the Library, shall remain the property of the Foundation, provided further, however, that all such additional furniture, machinery and equipment which remain in the Library building after the end of the term of this Agreement become the property of the Library.

ARTICLE VI – Securing Permits

Prior to and following the commencement of operation of the Café, the Foundation shall not conduct or permit others under its control to conduct any business at the Café unless the Foundation has or shall have first procured and paid for all requisite municipal, state and federal governmental permits, licenses and authorizations.

ARTICLE VII – Encumbrances Prohibited

The Foundation shall not do or suffer anything to be done whereby the Café, or any part thereof, may be encumbered by any mechanic's or other similar lien and if, whenever and as often as any mechanic's or other similar lien is filed against the Café, or any part thereof, purporting to be for or on account of any labor done or materials or services furnished in connection with any work in, on or about the Café done by, for or under the authority of the Foundation or anyone claiming by, through or under the authority of the Foundation, the Foundation shall discharge the same of record within ten (10) days after receiving notice of the filing of the lien. Notice is hereby given that the Library does not authorize or consent to and shall not be liable for any labor or materials furnished to the Foundation or anyone claiming by, through or under the Foundation upon credit, and that no mechanic's or similar lien for any such labor, services or materials shall attach to or affect the interest of the Library in and to the Café or any part thereof.

ARTICLE VIII – Utilities

All utilities and utility services other than long distance telephone charges used by the Foundation in connection with the operation and use of the Café shall be paid for by the Library and shall be contracted for by the Library in its name and at its sole cost and expense. The Foundation shall ensure that the salutation, "Millennium Café," shall be used when answering the telephone.

ARTICLE IX – Indemnity

The parties hereto covenant and agree to indemnify, protect, defend and save the other harmless from and against any and all claims, demands, liabilities and costs, including reasonable attorneys' fees, arising from damage or injury, actual or claimed, of whatsoever kind or character, to property or persons, occurring or allegedly occurring in, on or about the Café or arising as a result of any use thereof by the party from whom the indemnity is sought, during the term of this Agreement, except for damage or injury caused by the intentional acts or omissions or the gross negligence of the party seeking to be indemnified and held harmless. Upon notice from the other party, the party providing the indemnity in each such situation shall defend the other in any action or proceeding brought thereto.

ARTICLE X – Access

The Library, for itself and its duly-authorized representatives and agents, reserves the right to enter the Café at all reasonable times during the term of this Agreement for the purposes of (a) examining and inspecting the same, (b) installing, repairing and removing Café machinery and equipment, (c) performing its obligations under this Agreement.

The Library shall permit the Foundation access to the Café at reasonable times prior to and following the Library's usual operating hours.

ARTICLE XI – Termination

The Library shall have the right to terminate this Agreement effective upon delivery of notice of termination to the Foundation if:

- (a) the Foundation abandons the Café; or
- (b) the Foundation fails to perform any material covenant or promise contained in this Agreement.

Upon the occurrence of an event of default, the Foundation's rights to use, operate and maintain the Café during any remaining term of this Agreement shall cease and the Library shall take possession of the Café, and the Foundation shall peacefully surrender possession of the Café to the Library, in good condition and repair, ordinary wear and tear excepted. The Foundation shall have the right, for a period of ten (10) days following surrender of possession of the Café to the Library, to remove from the café any machinery, equipment, furniture and trade fixtures which the Foundation owns under the conditions of this Agreement. All items located in the Café which are owned by the Foundation and are not removed from the Café within the specified period of time shall become the property of the Library.

ARTICLE XII – Cooperation

To ensure a good working relationship between the Library and the Foundation regarding the operation of the Café, the Library's chief executive officer and chair of its Board of Trustees shall meet at least annually with the Foundation's chair and executive director to discuss any issues of interest regarding the Café operations.

ARTICLE XIII –Term

The term of this Agreement shall be for the period beginning on January 1, ~~2024~~2026, and ending on December 31, ~~2025~~2027, provided however, the Foundation shall have the right to renew this Agreement for an additional two (2) years following the expiration of the original term, provided that the Foundation has substantially complied with all of the terms and conditions of this Agreement.

ARTICLE XIV – Miscellaneous Provisions

Notices. All notices required or desired to be given hereunder shall be in writing and all such notices and other written documents required or desired to be given hereunder shall be deemed duly served and delivered for all purposes (a) upon the Library, if hand-delivered to its chief executive officer or chief operations officer, or if a copy be mailed first class, postage prepaid to the chief executive officer, 1515 Southwest Tenth Street, Topeka, Kansas 66604, or at such other address as the Library from time to time may designate in writing to the Foundation; and (b) if to the Foundation, if hand-delivered to any of its executives or officers.

Waiver of Breach. No waiver of any breach of any covenant or agreement contained herein shall operate as a waiver of any subsequent breach of the same covenant or agreement or as a waiver of any breach of any other covenant or agreement, and in case of a breach by either party of any covenant, agreement or undertaking, the non-defaulting party may nevertheless accept from the other any payment or payments or performance hereunder without in any way waiving its right to exercise any of its rights and remedies provided for herein or otherwise with respect to any such default or defaults which were in existence at the time such payment or payments or performance were accepted by it. This Agreement shall be construed against any such implicit waiver or renunciation of right after breach.

Consents. Whenever in this Agreement it is provided that the Library shall, may, or must give its approval or consent, or execute supplemental agreements, the Library shall not unreasonably, arbitrarily or unnecessarily withhold, delay or refuse to give such approvals or consents or refuse to execute such supplemental agreements. The Library's consent shall be obtained from its chief executive officer, unless this Agreement otherwise requires the consent of the Library's board of trustees.

Amendments. This Agreement shall only be amended, changed or modified in a writing executed by both the Library and the Foundation.

Governing law. This Agreement shall be construed and enforced in accordance with the law of the state of Kansas.

Invalidity of provisions. If for any reason any provision hereof shall be determined to be invalid or unenforceable, the validity and enforceability of the other provisions hereof shall not be affected thereby.

Paragraph headings. The paragraph heading shall not be treated as a part of this Agreement or as affecting the true meaning of the provisions hereof.

Complete agreement. This Agreement and the exhibits and schedules hereto set forth all promises, covenants, agreements, conditions, and understandings between the parties hereto with respect to the subject matter hereof.

No partnership or agency. Nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the Foundation in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

Other documents. The parties agree to execute and deliver such other documents, agreements or instruments as may be necessary or convenient to affect the purposes of this Agreement and to comply with any of the terms thereof.

WHEREFORE, the parties hereto have executed this Agreement as of the day and year first above mentioned.

**Topeka and Shawnee County
Public Library**

The Library Foundation, Inc.

~~Shawn Leisinger~~Peg Dunlap, Chair
Chair

~~Kim Patton~~Haley DaVee,

Exhibit “A”

Restated and Amended
Development and Management Agreement Dated December ~~13~~18, ~~2023~~2025

Breakfast Items

Pastries

Salads and Quiche

Sandwiches

Entrees

Desserts

Assorted beverages

Special catering menus for events served at the Library

**RESTATED AND AMENDED
DEVELOPMENT & MANAGEMENT AGREEMENT**

THIS AGREEMENT, made and entered into this 18th day of December, 2025, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library”; and The Library Foundation, Inc., a Kansas not-for-profit corporation with its principal place of business located at 1020 SW Washburn, Topeka, Kansas, hereinafter referred to as the “Foundation”.

WHEREAS, the Library performs a governmental purpose by providing library and other public services; and

WHEREAS, the Library, desires to further its public and governmental services by requesting the Foundation to operate, manage and maintain the Millennium Café hereinafter referred to collectively as the “Café” upon the terms and conditions hereinafter set forth; and

WHEREAS, the Foundation agrees to operate, manage and maintain the Café upon the terms and conditions hereinafter set forth; and

WHEREAS, the Library and Foundation entered into a Development and Management Agreement dated May 15, 2000, which the parties subsequently amended and restated in 2001, 2008, 2011, 2017, 2019, and 2023; and

WHEREAS, the Library and Foundation mutually desire to terminate their existing agreement as partial consideration for entering into this Agreement,

NOW THEREFORE, in consideration of the premises and the mutual promises and agreements herein set forth, the Library and the Foundation agree as follows:

ARTICLE I – Premises and Equipment

The Library, in furtherance of its governmental purposes, has constructed the Café, and has purchased and installed all tables, chairs, benches, counters, furnishings, lighting and sound systems, fixtures, ovens, stoves, shelving, refrigeration, cash register, china, crystal, silverware, glassware and all other fixtures and personal property to be used in carrying on the business of the Café.

During the term of this Agreement, the Foundation shall not be entitled to mortgage, encumber, hypothecate or otherwise grant a security interest in the Café. The real estate, all work and materials on the library building and improvements, all machinery and equipment currently installed in the Café, or anything under this Agreement which becomes or constitutes a part of the Café, and the Café as repaired, rebuilt, rearranged, restored or replaced by the Library or by the Foundation under the provisions of this Agreement, except as otherwise specifically provided herein, shall immediately when erected or installed become the property of the Library as if the same had been erected or installed prior to the term of this Agreement.

The Library reserves the right to purchase items of machinery and equipment necessary for the operation of the Café and to furnish the same to the Foundation. All such purchases by the Library shall be made upon purchase orders of the Library. Title to all such machinery and equipment so purchased by the Library shall become a part of the Café and shall be made available to the Foundation as provided herein.

The Foundation shall take custody and possession and shall be responsible for all loss or damage thereto to the same extent as if the Foundation were the owner thereof, except to the extent that such loss or damage is caused by the intentional acts or omission of the Library or its agents or by the gross negligence of the Library or its representatives. In the event the vendor of any such item of machinery or equipment shall have breached any warranty or made any misrepresentation in connection with the purchase thereof, the Foundation will prosecute all claims against said vendor and shall be responsible therefore as fully as if the same had been purchased by it and furnished to the Café; provided, however, that the Foundation shall be entitled to make such claim in the name of the Library.

The Library and the Foundation agree that certain services and facilities are essential to the effective operation of the Café. The Library agrees to provide, or cause to be provided, the essential services as provided below:

- a. pest control;
- b. keys to the Library and Café facilities to be managed by the Foundation;
- c. telephone service including phone, phone lines, directory listing and switchboard service, and local service, it being understood that the Foundation shall reimburse the Library for any and all long-distance telephone charges;
- d. storage space for food and supplies to be used solely for Café purposes;
- e. housekeeping in the dining area of the Café;
- f. parking for necessary personnel to operate the Café, and
- g. exterior signage as the Millennium Café, or such other name(s) as the Library, in its sole discretions, chooses.

Subject to the terms and conditions of this Agreement, the Library hereby appoints the Foundation as the manager of the Café during the term. As such, the Foundation shall receive, without reimbursement from or payment to the Library, all and any revenues and income from the Café.

The Library recognizes, agrees and acknowledges, that during the term of this Agreement, the Foundation shall operate, manage, control and use the Café, with the general supervision of the Library, which will result in the Library maximizing the benefits that result from establishing and maintaining a café in the public library and the beneficial use of a library café by the citizens of Shawnee County and the state of Kansas.

ARTICLE II – Taxes

The Foundation shall, during the term of this Agreement, bear, pay and discharge, before the delinquency thereof, all taxes, if any, which may be lawfully taxed, charged, levied, assessed

or imposed upon or against or be payable for or in respect of the Café, or any operation thereof, including any new lawful taxes and assessments to the extent that the same are lawfully made, levied or assessed in lieu of or in addition to taxes or assessments now customarily levied, and further all other governmental charges and impositions whatsoever, foreseen or unforeseen, which if not paid when due would impair or encumber the Library's title to the Café.

ARTICLE III – Insurance

During the term of this Agreement, the Library shall, at its sole cost and expense, on the behalf of the Library and the Foundation, as their respective interest may appear, keep the Café constantly insured against loss or damage by fire, lightning and all other risks covered by the extended coverage insurance endorsement in use in the state of Kansas in an amount equal to the full insurable value thereof in such insurance company or companies authorized to do business in the state of Kansas as may be selected by the Library, and against loss or damage by all risks as and when in such amounts as such insurance is obtainable and generally carried according to the standards of the Library.

ARTICLE IV – Operation and Management

Subject to the provisions of this Agreement dealing with events of default, the Foundation during the term of this Agreement, shall manage and operate the Café on behalf of and for the Library and its patrons' purposes. In accordance with the terms and conditions of this Agreement, the Foundation shall permit public access to the Café during the times specified in this Agreement; provided, however, nothing herein shall prohibit the Foundation from creating limited access areas for health and safety reasons or from creating limited access areas for specific purposes, such as events sponsored by the Library, its staff association, the Friends of the Topeka and Shawnee County Public Library or the Foundation, which limited access areas shall be approved by the Library, which approval shall not be unreasonably withheld or delayed; nor shall anything herein contained prohibit the Foundation from charging a reasonable fee for any type of food, beverage or services provided at the Café. The Library hereby grants to the Foundation the exclusive right to provide all food and beverages, to be served in the Library building, including at special events approved in advance by the Library, during the term of this Agreement. The Library further promises to purchase from the Foundation all food and beverages that the Library and its related organizations plan to serve in conjunction with programs they sponsor or functions they host in the Library building. Any exceptions to the agreement will be negotiated between the Cafe Operator, Foundation Executive Director and the Library CEO.

The Foundation may not assign, mortgage, pledge, sell or in any manner transfer, convey or dispose of its interest in this Agreement or part hereof without the prior written consent of the Library.

The Foundation agrees that it will, during the term of this Agreement, keep and maintain the Café and all parts thereof in good condition and repair, ordinary wear and tear excepted, including but not limited to the furnishing of all parts, mechanisms and devices required to keep the machinery and equipment constituting a part of the Café in good mechanical and working

order, and that during said term, it will operate the Café according to the conditions of this Agreement.

The Foundation shall have the right to remove from the Café and sell or otherwise dispose of any machinery and equipment in which the Foundation owns, which constitutes a part of the Café without the prior written permission of the Library, and even with such written permission, the disposition of machinery and equipment intended in this paragraph shall be only to permit the Foundation to maintain an efficient operation by the removal of such machinery and equipment no longer suitable to the Foundation's operation of the Café.

In its management of the Café the Foundation shall:

- a. operate the café facilities 8: 00 a.m. through 4:30 p.m., Monday through Friday, and at such other times as the Library and Foundation mutually agree from time-to-time;
- b. offer for sale at reasonable prices only the food and beverages approved in advance by the Library;
- c. to maintain at all times in the kitchen and dining area of the Café the highest degree of cleanliness, orderliness and sanitation, free from offensive odors and excessive noise;
- d. follow and enforce all rules and policies of the Library;
- e. meet with Library officials at any and all requested meetings;
- f. empty the cash register before daily close of business so as not to have any funds overnight on Café premises;
- g. refrain from using the Café to conduct any business other than a Café in furtherance of this Agreement, including the absolute prohibition from using Café premises or equipment to cater, i.e., prepare, arrange or deliver food and beverages to be served away from Library premises for the social or professional events of any individual or entity other than the Library and its related organizations, provided however, the Foundation may use Café premises and equipment to prepare takeout orders from Café diners;
- h. submit any signage, advertising, promotional, or marketing materials for the Café to the Library for approval prior to posting or placement;
- i. operate the Café solely under the names, "Millennium Café," without accompanying words or symbols unless otherwise permitted by the Library;
- j. provide the public with consistently high quality service that is polite and responsive;
- k. cause those providing public service in the Café to be appropriately attired without logos other than "Millennium Café";
- l. schedule and cause all deliveries of food and other materials necessary to the operation of the Café to be made during those hours designated by the Library;
- m. prepare and serve the types of food as described on Exhibit A attached hereto; and
- n. cooperate with the Library in the preparation and service of food and beverages to eligible individuals through programs like Harvesters and/or CHAMPSS programs, should the Library determine to participate in such programs.

ARTICLE V – Additions

Subject to both the prior written approval of the Library and the conditions of this Agreement, the Foundation shall have and is hereby given the right, at its sole cost and expense, to make such additions to the equipment, furnishings or machinery in the Café as the Foundation from time to time may deem necessary or advisable; provided, however, the Foundation shall not make any addition, change or alteration of a permanent nature to any part of the Café. All additions made by the Foundation pursuant to the authority of this Article shall be deemed a part of the Café; provided, however, that additions of furniture, machinery and equipment in the Café by the Foundation, the acquisition cost of which is not borne by the Library, shall remain the property of the Foundation, provided further, however, that all such additional furniture, machinery and equipment which remain in the Library building after the end of the term of this Agreement become the property of the Library.

ARTICLE VI – Securing Permits

Prior to and following the commencement of operation of the Café, the Foundation shall not conduct or permit others under its control to conduct any business at the Café unless the Foundation has or shall have first procured and paid for all requisite municipal, state and federal governmental permits, licenses and authorizations.

ARTICLE VII – Encumbrances Prohibited

The Foundation shall not do or suffer anything to be done whereby the Café, or any part thereof, may be encumbered by any mechanic's or other similar lien and if, whenever and as often as any mechanic's or other similar lien is filed against the Café, or any part thereof, purporting to be for or on account of any labor done or materials or services furnished in connection with any work in, on or about the Café done by, for or under the authority of the Foundation or anyone claiming by, through or under the authority of the Foundation, the Foundation shall discharge the same of record within ten (10) days after receiving notice of the filing of the lien. Notice is hereby given that the Library does not authorize or consent to and shall not be liable for any labor or materials furnished to the Foundation or anyone claiming by, through or under the Foundation upon credit, and that no mechanic's or similar lien for any such labor, services or materials shall attach to or affect the interest of the Library in and to the Café or any part thereof.

ARTICLE VIII – Utilities

All utilities and utility services other than long distance telephone charges used by the Foundation in connection with the operation and use of the Café shall be paid for by the Library and shall be contracted for by the Library in its name and at its sole cost and expense. The Foundation shall ensure that the salutation, "Millennium Café," shall be used when answering the telephone.

ARTICLE IX – Indemnity

The parties hereto covenant and agree to indemnify, protect, defend and save the other harmless from and against any and all claims, demands, liabilities and costs, including reasonable attorneys' fees, arising from damage or injury, actual or claimed, of whatsoever kind or character, to property or persons, occurring or allegedly occurring in, on or about the Café or arising as a result of any use thereof by the party from whom the indemnity is sought, during the term of this Agreement, except for damage or injury caused by the intentional acts or omissions or the gross negligence of the party seeking to be indemnified and held harmless. Upon notice from the other party, the party providing the indemnity in each such situation shall defend the other in any action or proceeding brought thereto.

ARTICLE X – Access

The Library, for itself and its duly-authorized representatives and agents, reserves the right to enter the Café at all reasonable times during the term of this Agreement for the purposes of (a) examining and inspecting the same, (b) installing, repairing and removing Café machinery and equipment, (c) performing its obligations under this Agreement.

The Library shall permit the Foundation access to the Café at reasonable times prior to and following the Library's usual operating hours.

ARTICLE XI – Termination

The Library shall have the right to terminate this Agreement effective upon delivery of notice of termination to the Foundation if:

- (a) the Foundation abandons the Café; or
- (b) the Foundation fails to perform any material covenant or promise contained in this Agreement.

Upon the occurrence of an event of default, the Foundation's rights to use, operate and maintain the Café during any remaining term of this Agreement shall cease and the Library shall take possession of the Café, and the Foundation shall peacefully surrender possession of the Café to the Library, in good condition and repair, ordinary wear and tear excepted. The Foundation shall have the right, for a period of ten (10) days following surrender of possession of the Café to the Library, to remove from the café any machinery, equipment, furniture and trade fixtures which the Foundation owns under the conditions of this Agreement. All items located in the Café which are owned by the Foundation and are not removed from the Café within the specified period of time shall become the property of the Library.

ARTICLE XII – Cooperation

To ensure a good working relationship between the Library and the Foundation regarding the operation of the Café, the Library's chief executive officer and chair of its Board of Trustees shall meet at least annually with the Foundation's chair and executive director to discuss any issues of interest regarding the Café operations.

ARTICLE XIII –Term

The term of this Agreement shall be for the period beginning on January 1, 2026, and ending on December 31, 2027, provided however, the Foundation shall have the right to renew this Agreement for an additional two (2) years following the expiration of the original term, provided that the Foundation has substantially complied with all of the terms and conditions of this Agreement.

ARTICLE XIV – Miscellaneous Provisions

Notices. All notices required or desired to be given hereunder shall be in writing and all such notices and other written documents required or desired to be given hereunder shall be deemed duly served and delivered for all purposes (a) upon the Library, if hand-delivered to its chief executive officer or chief operations officer, or if a copy be mailed first class, postage prepaid to the chief executive officer, 1515 Southwest Tenth Street, Topeka, Kansas 66604, or at such other address as the Library from time to time may designate in writing to the Foundation; and (b) if to the Foundation, if hand-delivered to any of its executives or officers.

Waiver of Breach. No waiver of any breach of any covenant or agreement contained herein shall operate as a waiver of any subsequent breach of the same covenant or agreement or as a waiver of any breach of any other covenant or agreement, and in case of a breach by either party of any covenant, agreement or undertaking, the non-defaulting party may nevertheless accept from the other any payment or payments or performance hereunder without in any way waiving its right to exercise any of its rights and remedies provided for herein or otherwise with respect to any such default or defaults which were in existence at the time such payment or payments or performance were accepted by it. This Agreement shall be construed against any such implicit waiver or renunciation of right after breach.

Consents. Whenever in this Agreement it is provided that the Library shall, may, or must give its approval or consent, or execute supplemental agreements, the Library shall not unreasonably, arbitrarily or unnecessarily withhold, delay or refuse to give such approvals or consents or refuse to execute such supplemental agreements. The Library's consent shall be obtained from its chief executive officer, unless this Agreement otherwise requires the consent of the Library's board of trustees.

Amendments. This Agreement shall only be amended, changed or modified in a writing executed by both the Library and the Foundation.

Governing law. This Agreement shall be construed and enforced in accordance with the law of the state of Kansas.

Invalidity of provisions. If for any reason any provision hereof shall be determined to be invalid or unenforceable, the validity and enforceability of the other provisions hereof shall not be affected thereby.

Paragraph headings. The paragraph heading shall not be treated as a part of this Agreement or as affecting the true meaning of the provisions hereof.

Complete agreement. This Agreement and the exhibits and schedules hereto set forth all promises, covenants, agreements, conditions, and understandings between the parties hereto with respect to the subject matter hereof.

No partnership or agency. Nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the Foundation in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

Other documents. The parties agree to execute and deliver such other documents, agreements or instruments as may be necessary or convenient to affect the purposes of this Agreement and to comply with any of the terms thereof.

WHEREFORE, the parties hereto have executed this Agreement as of the day and year first above mentioned.

**Topeka and Shawnee County
Public Library**

The Library Foundation, Inc.

Peg Dunlap, Chair

Haley DaVee, Chair

Exhibit “A”

Restated and Amended
Development and Management Agreement Dated December 18, 2025

Breakfast Items

Pastries

Salads and Quiche

Sandwiches

Entrees

Desserts

Assorted beverages

Special catering menus for events served at the Library

Key Metrics

Net Promoter Score
86.8

End of LY: **86.4**

Difference: **0.4 ▲**

% Change: **0.5% ▲**

Active Cardholders
71,224

End of LY: **67,163**

Difference: **4,061 ▲**

% Change: **6.0% ▲**

Unique Borrowers YTD
39,156

Previous YTD: **39,266**

Difference: **-110 ▼**

% Change: **-0.3% ▼**

Door Count YTD
426,169

Previous YTD: **423,497**

Difference YoY: **2,672 ▲**

% Change YoY: **0.6% ▲**

First Time Checkouts YTD
576,132

Previous YTD: **626,228**

Difference YoY: **-50,096 ▼**

% Change YoY: **-8.0% ▼**

Digital Checkouts YTD
692,954

Previous YTD: **643,715**

Difference YoY: **49,239 ▲**

% Change YoY: **7.6% ▲**

Computers and WiFi

Computer Sessions YTD
81,564

Previous YTD: **82,175**

Difference YoY: **-611 ▼**

% Change YoY: **-0.7% ▼**

Avg Session Time YTD
00:57:01

Previous YTD: **01:04:01**

Difference YoY: **-00:07:00 ▼**

% Change YoY: **-10.9% ▼**

WiFi Sessions YTD
386,493

Previous YTD: **359,909**

Difference YoY: **26,584 ▲**

% Change YoY: **7.4% ▲**

Avg Session Time YTD
00:13:28

Previous YTD: **00:13:20**

Difference YoY: **00:00:08 ▲**

% Change YoY: **1.0% ▲**

Other Metrics

Program Attendance YTD
69,419

Previous YTD: **71,885**

Difference YoY: **-2,466 ▼**

% Change YoY: **-3.4% ▼**

Mtg Room Attendance YTD
65,694

Previous YTD: **60,184**

Difference YoY: **5,510 ▲**

% Change YoY: **9.2% ▲**

Reference Questions YTD
262,943

Previous YTD: **252,403**

Difference YoY: **10,540 ▲**

% Change YoY: **4.2% ▲**

| 2025 | | | | | | | | | | | | | 2025 | 2024 | % Change |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|------------------|------------------|---------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD | YTD | |
| Net Promoter Score (NPS) | | | | | | | | | | | | | | | |
| Monthly NPS | 90.7 | 82.9 | 94.3 | 95.7 | 81.8 | 86.9 | 92.7 | 88.1 | 82.4 | 88.9 | 88.2 | | 88.7 | 86.5 | 2.5% |
| Monthly # of Responses | 44 | 35 | 35 | 23 | 22 | 108 | 210 | 126 | 102 | 64 | 51 | | 820 | 841 | -2.5% |
| Current NPS | 86.5 | 86.5 | 86.5 | 86.6 | 86.5 | 86.5 | 86.8 | 86.8 | 86.7 | 86.7 | 86.8 | | 86.8 | 86.4 | 0.5% |
| GATE COUNT | | | | | | | | | | | | | | | |
| | 31,895 | 32,499 | 38,314 | 36,423 | 37,146 | 44,719 | 46,741 | 41,956 | 40,755 | 40,948 | 34,773 | | 426,169 | 423,497 | 0.6% |
| CIRCULATION* | | | | | | | | | | | | | | | |
| Main Library | | | | | | | | | | | | | | | |
| Circulation Desk & Renewals | 30,566 | 29,616 | 32,557 | 34,073 | 32,489 | 36,232 | 41,182 | 40,208 | 35,738 | 35,881 | 33,914 | | 382,456 | 406,637 | -5.9% |
| Interlibrary Loan | 1,342 | 1,204 | 1,398 | 1,401 | 1,228 | 1,316 | 1,361 | 1,367 | 1,422 | 1,399 | 1,131 | | 14,569 | 13,221 | 10.2% |
| Self-Check | 37,970 | 35,007 | 40,713 | 36,756 | 41,496 | 49,718 | 49,661 | 41,576 | 37,633 | 37,456 | 35,405 | | 443,391 | 474,688 | -6.6% |
| Bookmobile | | | | | | | | | | | | | | | |
| TSCPL @Home | 3,080 | 3,359 | 3,524 | 4,258 | 3,540 | 4,463 | 4,762 | 4,161 | 4,235 | 4,369 | 3,779 | | 43,530 | 65,945 | -34.0% |
| | 3,212 | 3,488 | 4,359 | 3,808 | 3,879 | 3,911 | 3,723 | 3,685 | 3,425 | 3,545 | 3,451 | | 40,486 | 37,622 | 7.6% |
| Red Carpet | 4,969 | 4,114 | 4,501 | 4,742 | 4,689 | 4,817 | 4,715 | 4,658 | 4,655 | 4,621 | 4,200 | | 50,681 | 52,327 | -3.1% |
| Digital Downloads | 62,236 | 58,167 | 57,216 | 61,685 | 64,662 | 64,742 | 67,079 | 65,804 | 63,453 | 65,633 | 62,277 | | 692,954 | 643,715 | 7.6% |
| Library @ Work / Smartlocker | 1,330 | 1,316 | 1,447 | 1,381 | 1,343 | 1,434 | 1,378 | 1,411 | 1,408 | 1,476 | 1,335 | | 15,259 | 15,202 | 0.4% |
| TOTAL CIRCULATION | 145,924 | 137,178 | 146,191 | 148,502 | 153,679 | 167,054 | 174,075 | 163,099 | 152,204 | 154,380 | 145,756 | | 1,688,042 | 1,714,301 | -1.5% |
| * Includes first-time checkouts and renewals | | | | | | | | | | | | | | | |
| FIRST-TIME CHECKOUTS | | | | | | | | | | | | | | | |
| | 49,171 | 45,498 | 52,740 | 49,302 | 52,500 | 62,856 | 62,656 | 54,101 | 50,222 | 50,556 | 46,530 | | 576,132 | 626,228 | -8.0% |
| CIRCULATION DETAILS | | | | | | | | | | | | | | | |
| Print Material | 53,642 | 50,828 | 56,563 | 56,489 | 58,448 | 70,463 | 73,944 | 65,271 | 58,725 | 58,438 | 54,832 | | 657,643 | 700,185 | -6.1% |
| Audio/Visual Material | 24,188 | 22,277 | 25,142 | 23,788 | 24,274 | 25,303 | 26,632 | 25,698 | 23,968 | 24,055 | 22,582 | | 267,907 | 297,134 | -9.8% |
| Adult Materials | | | | | | | | | | | | | | | |
| | 46,803 | 43,952 | 49,156 | 46,897 | 47,990 | 50,228 | 52,720 | 50,529 | 46,973 | 47,004 | 43,206 | | 525,458 | 540,257 | -2.7% |
| Children's Materials | 23,226 | 21,990 | 24,733 | 25,373 | 26,380 | 35,844 | 37,481 | 31,583 | 27,774 | 27,481 | 26,739 | | 308,604 | 356,910 | -13.5% |
| Young Adult Materials | 1,915 | 1,740 | 1,946 | 2,312 | 2,583 | 3,642 | 3,843 | 3,012 | 2,240 | 2,319 | 2,172 | | 27,724 | 31,638 | -12.4% |
| Red Carpet Materials | 5,868 | 5,401 | 5,839 | 5,620 | 5,688 | 5,905 | 6,372 | 5,918 | 5,592 | 5,568 | 5,160 | | 62,931 | 68,017 | -7.5% |
| NEW Patrons | | | | | | | | | | | | | | | |
| Topeka / Shawnee County | | | | | | | | | | | | | | | |
| Adults | 660 | 579 | 669 | 612 | 666 | 769 | 847 | 726 | 652 | 685 | 549 | | 7,414 | 8,850 | -16.2% |
| Children (ages 17 and under) | 128 | 92 | 140 | 104 | 172 | 321 | 232 | 164 | 147 | 134 | 106 | | 1,740 | 2,002 | -13.1% |
| Red Carpet Outreach | 9 | 6 | 9 | 15 | 8 | 10 | 2 | 15 | 3 | 4 | 4 | | 85 | 90 | -5.6% |
| NEKL | 48 | 25 | 51 | 47 | 56 | 68 | 63 | 50 | 51 | 39 | 37 | | 535 | 498 | 7.4% |
| Non-Resident | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | | 7 | 15 | -53.3% |
| Total New Registrations | 845 | 703 | 869 | 779 | 903 | 1,169 | 1,144 | 956 | 855 | 862 | 696 | - | 9,781 | 11,455 | -14.6% |
| PATRONS DELETED | | | | | | | | | | | | | | | |
| | 186 | 141 | 2,069 | 384 | 217 | 453 | 264 | 215 | 176 | 192 | 191 | | 4,488 | 4,700 | -4.5% |
| Cardholders | | | | | | | | | | | | | | | |
| Topeka / Shawnee County | | | | | | | | | | | | | | | |
| Adults | 73,570 | 74,023 | 74,559 | 75,075 | 75,681 | 75,240 | 69,803 | 70,381 | 70,766 | 71,188 | 71,535 | | 71,535 | 73,163 | -2.2% |
| Children (age 0 - 17) | 15,847 | 15,814 | 15,808 | 15,787 | 15,838 | 16,043 | 15,292 | 15,290 | 15,290 | 15,250 | 15,199 | | 15,199 | 15,851 | -4.1% |
| TSCPL @ School | 36,797 | 36,839 | 36,874 | 36,919 | 36,915 | 36,911 | 36,907 | 22,341 | 22,050 | 22,120 | 22,521 | | 22,521 | 34,518 | -34.8% |
| Red Carpet Outreach | 1,359 | 1,367 | 1,359 | 1,369 | 1,380 | 1,382 | 1,225 | 1,183 | 1,188 | 1,151 | 1,136 | | 1,136 | 1,353 | -16.0% |
| NEKL | 10,763 | 10,924 | 10,972 | 11,033 | 11,108 | 11,188 | 10,874 | 10,924 | 10,950 | 10,981 | 11,009 | | 11,009 | 10,712 | 2.8% |
| Non-Resident | 63 | 53 | 53 | 54 | 53 | 55 | 53 | 51 | 53 | 53 | 50 | | 50 | 65 | -23.1% |

| | | | | | | | | | | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------------|----------------|---------------|
| Delinquent | 76 | 74 | 71 | 75 | 75 | 72 | 74 | 72 | 67 | 62 | 60 | | 60 | 78 | -23.1% |
| TOTAL CARDHOLDERS | 138,475 | 139,094 | 139,696 | 140,312 | 141,050 | 140,891 | 134,228 | 120,242 | 120,364 | 120,805 | 121,510 | - | 121,510 | 135,740 | -10.5% |
| | | | | | | | | | | | | | | | |
| Active Cardholders (Savannah) | | | | | | | | | | | | | | | |
| Non-Student Cardholders | 61,003 | 60,992 | 61,213 | 61,399 | 61,817 | 62,397 | 62,487 | 61,481 | 61,596 | 61,750 | 61,801 | | 61,801 | 60,848 | 1.6% |
| Student Cardholders | 6,436 | 6,636 | 6,675 | 6,500 | 6,442 | 6,405 | 6,405 | 8,817 | 8,985 | 9,322 | 9,423 | | 9,423 | 6,315 | 49.2% |
| TOTAL ACTIVE CARDHOLDERS | 67,439 | 67,628 | 67,888 | 67,899 | 68,259 | 68,802 | 68,892 | 70,298 | 70,581 | 71,072 | 71,224 | | 71,224 | 67,163 | 6.0% |
| | | | | | | | | | | | | | | | |
| Unique Borrowers | | | | | | | | | | | | | | | |
| Physical | 6,536 | 6,343 | 5,845 | 6,019 | 7,066 | 8,251 | 8,172 | 7,270 | 6,450 | 6,910 | 6,477 | | 22,725 | 25,460 | -10.7% |
| Digital | 12,334 | 12,012 | 12,217 | 11,564 | 12,612 | 12,159 | 12,345 | 12,787 | 12,098 | 12,653 | 12,642 | | 23,478 | 21,838 | 7.5% |
| Both | 1,515 | 1,452 | 1,354 | 1,280 | 1,600 | 1,804 | 1,745 | 1,650 | 1,400 | 1,533 | 1,434 | | 7,047 | 7,145 | -1.4% |
| TOTAL UNIQUE BORROWERS | 17,355 | 16,903 | 16,708 | 16,303 | 18,078 | 18,606 | 18,772 | 18,407 | 17,148 | 18,030 | 17,685 | - | 39,156 | 40,153 | -2.5% |
| | | | | | | | | | | | | | | | |
| Holds Satisfied | 13,983 | 12,258 | 13,251 | 12,876 | 12,553 | 13,780 | 14,036 | 13,442 | 12,976 | 13,209 | 11,910 | | 144,274 | 150,274 | -4.0% |
| | | | | | | | | | | | | | | | |
| TOTAL CHECK-IN | 48,395 | 45,302 | 51,823 | 49,803 | 50,994 | 58,215 | 63,234 | 57,580 | 53,988 | 51,616 | 47,805 | | 578,755 | 630,430 | -8.2% |
| | | | | | | | | | | | | | | | |
| COLLECTION | | | | | | | | | | | | | | | |
| Materials Added | 2,918 | 2,714 | 2,580 | 3,533 | 2,996 | 3,192 | 2,993 | 2,813 | 2,907 | 3,092 | 2,079 | | 31,817 | 32,100 | -0.9% |
| Materials Discarded | 3,882 | 2,067 | 4,156 | 2,578 | 1,830 | 3,500 | 2,504 | 2,951 | 3,190 | 3,926 | 2,971 | | 33,555 | 47,089 | -28.7% |
| TOTAL COLLECTION | 333,333 | 333,980 | 332,404 | 333,359 | 334,525 | 334,217 | 334,706 | 334,568 | 334,285 | 333,451 | 332,559 | | 332,559 | 339,285 | -2.0% |
| | | | | | | | | | | | | | | | |
| WEBSITE | | | | | | | | | | | | | | | |
| tscpl.org Unique Visitors | 24,332 | 21,131 | 24,220 | 26,095 | 31,563 | 27,382 | 29,174 | 26,647 | 24,663 | 29,181 | 35,775 | | 300,163 | 308,681 | -2.8% |
| tscpl.org Total Visits | 44,480 | 38,204 | 40,508 | 44,569 | 51,521 | 49,078 | 49,159 | 46,258 | 43,504 | 49,417 | 55,136 | | 511,834 | 511,265 | 0.1% |
| catalog.tscpl Unique Visitors | 27,963 | 18,549 | 19,169 | 22,816 | 23,161 | 24,694 | 23,585 | 26,608 | 23,916 | 22,287 | 20,452 | | 253,200 | 308,996 | -18.1% |
| catalog.tscpl Total Visits | 63,788 | 50,337 | 52,696 | 52,587 | 56,041 | 60,117 | 58,871 | 61,263 | 57,160 | 57,392 | 51,168 | | 621,420 | 676,904 | -8.2% |
| | | | | | | | | | | | | | | | |
| COMPUTER USE | | | | | | | | | | | | | | | |
| Public Computer Sessions | 5,584 | 6,108 | 7,752 | 7,014 | 6,710 | 8,842 | 9,169 | 7,974 | 7,675 | 7,822 | 6,914 | | 81,564 | 82,175 | -0.7% |
| Avg Public Computer Session Length (Minutes) | 1:02:35 | 1:01:08 | 1:01:12 | 0:54:51 | 0:55:45 | 0:52:23 | 0:59:12 | 0:58:19 | 0:54:11 | 0:53:48 | 0:55:51 | | 0:57:01 | 1:04:01 | -10.9% |
| Total Computer Hours | 5,824 | 6,225 | 7,908 | 6,412 | 6,236 | 7,720 | 9,044 | 7,752 | 6,932 | 7,014 | 6,437 | | 77,504 | 87,668 | -11.6% |
| Wireless Sessions | 31,391 | 30,754 | 31,422 | 32,094 | 31,204 | 43,090 | 43,155 | 36,774 | 38,555 | 34,905 | 33,149 | | 386,493 | 359,909 | 7.4% |
| Avg Wireless Session Length (Minutes) | 0:13:00 | 0:14:00 | 0:13:00 | 0:13:00 | 0:12:00 | 0:12:00 | 0:13:00 | 0:12:00 | 0:14:00 | 0:14:00 | 0:13:00 | | 0:13:28 | 0:13:20 | 1.0% |
| Total Wireless Hours | 7,094 | 7,191 | 7,196 | 7,430 | 6,681 | 9,100 | 9,463 | 7,896 | 9,032 | 8,179 | 7,482 | | 86,744 | 79,956 | 8.5% |
| TOTAL HOURS | 12,918 | 13,416 | 15,104 | 13,842 | 12,917 | 16,820 | 18,507 | 15,648 | 15,964 | 15,193 | 13,919 | - | 164,248 | 167,624 | -2.0% |
| | | | | | | | | | | | | | | | |
| NOTARY SERVICE (Documents) | 108 | 157 | 173 | 194 | 240 | 227 | 244 | 229 | 275 | 120 | 109 | | 2,076 | 1,911 | 8.6% |
| | | | | | | | | | | | | | | | |
| REFERENCE QUESTIONS | | | | | | | | | | | | | | | |
| Call Center | 4,155 | 3,839 | 4,387 | 4,219 | 3,393 | | | | | | | | 19,993 | 43,498 | -54.0% |
| Gallery | 563 | 341 | 490 | 338 | 113 | 231 | 234 | 335 | 398 | 275 | 337 | | 3,655 | 3,062 | 19.4% |
| L2TC | 5,715 | 8,326 | 10,617 | 9,620 | 9,465 | 9,467 | 9,800 | 9,415 | 9,600 | 9,514 | 8,450 | | 99,989 | 82,543 | 21.1% |
| Movies and Music | 1,500 | 1,519 | 1,584 | 1,810 | 1,695 | 1,676 | 1,853 | 1,904 | 1,810 | 1,843 | 1,731 | | 18,925 | 19,666 | -3.8% |
| New Books (was New and Novel) | 1,957 | 1,701 | 2,083 | 1,930 | 2,108 | 2,617 | 2,783 | 2,551 | 2,316 | 2,466 | 2,178 | | 24,690 | 24,083 | 2.5% |
| Topeka Room | 400 | 415 | 330 | 535 | 707 | 644 | 1,294 | 1,526 | 1,353 | 1,121 | 1,102 | | 9,427 | 6,110 | 54.3% |
| Telephone Reference | | | | | 27 | 389 | 339 | 361 | 396 | 408 | 293 | | 2,213 | | |
| LibAnswers | 496 | 393 | 349 | 576 | 387 | 406 | 368 | 349 | 333 | 414 | 310 | | 4,381 | 4,956 | -11.6% |
| Circulation Call Center | - | - | - | - | 484 | 2,636 | 2,656 | 2,617 | 2,319 | 2,291 | 1,700 | - | 14,703 | - | N/A |
| Youth Services | 4,337 | 3,221 | 6,871 | 5,611 | 6,206 | 9,162 | 8,476 | 6,142 | 5,643 | 5,150 | 4,148 | | 64,967 | 68,485 | -5.1% |
| TOTAL REFERENCE QUESTIONS | 19,123 | 19,755 | 26,711 | 24,639 | 24,585 | 27,228 | 27,803 | 25,200 | 24,168 | 23,482 | 20,249 | 0 | 262,943 | 252,403 | 4.2% |
| | | | | | | | | | | | | | | | |
| MEETING ROOMS | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|---------------|---------------|--------------|
| Meeting Room Bookings | 422 | 455 | 535 | 534 | 476 | 521 | 492 | 413 | 480 | 546 | 432 | | 5,306 | 5,319 | -0.2% |
| Team Room Bookings | 724 | 794 | 985 | 942 | 859 | 915 | 885 | 911 | 991 | 990 | 836 | | 9,832 | 9,762 | 0.7% |
| L2TC Bookings | 587 | 713 | 851 | 784 | 763 | 756 | 828 | 856 | 838 | 917 | 730 | | 8,623 | 7,549 | 14.2% |
| Total Meeting Room Hours Booked | 3,908 | 4,894 | 5,832 | 5,175 | 4,630 | 5,097 | 5,059 | 5,172 | 5,333 | 5,598 | 4,460 | | 55,158 | 52,959 | 4.2% |
| TOTAL MEETING ROOM ATTENDANCE | 5,251 | 5,160 | 6,125 | 6,006 | 6,254 | 5,485 | 5,387 | 6,192 | 6,378 | 7,977 | 5,479 | | 65,694 | 60,184 | 9.2% |
| LEARN & PLAY BUS VISITS | 50 | 37 | 85 | 130 | 64 | 175 | 187 | 131 | 126 | 121 | 73 | | 1,179 | 923 | 27.7% |
| PROGRAM ATTENDANCE | | | | | | | | | | | | | | | |
| Adult - General | 784 | 847 | 957 | 1,145 | 856 | 1,704 | 1,723 | 1,354 | 1,403 | 2,814 | 783 | | 14,370 | 18,212 | -21.1% |
| Adult Outreach | 0 | 1 | 1 | 0 | 0 | 101 | 15 | 15 | 500 | 20 | 7 | | 660 | | |
| Early Learners (0-5) | 808 | 495 | 359 | 1,152 | 722 | 1,289 | 1,323 | 28 | 1,308 | 1,076 | 1,081 | | 9,641 | 7,078 | 36.2% |
| Early Learner Outreach | 1,786 | 1,882 | 1,652 | 2,930 | 779 | 752 | 607 | 193 | 2,129 | 2,056 | 1,968 | | 16,734 | | |
| Kids (6-11) | 200 | 191 | 728 | 298 | 261 | 5,718 | 4,912 | 1,079 | 240 | 216 | 197 | | 14,040 | 6,094 | 130.4% |
| Kids Outreach | 1,174 | 851 | 674 | 1,600 | 1,911 | 0 | 262 | 59 | 1,463 | 2,188 | 1,511 | | 11,693 | | |
| Teens (12-18) | 152 | 143 | 187 | 223 | 256 | 260 | 269 | 82 | 263 | 241 | 205 | | 2,281 | 1,811 | 26.0% |
| Teen Outreach | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | | |
| TOTAL PROGRAM ATTENDANCE | 4,904 | 4,410 | 4,558 | 7,348 | 4,785 | 9,824 | 9,111 | 2,810 | 7,306 | 8,611 | 5,752 | - | 69,419 | 71,885 | -3.4% |
| GALLERY ATTENDANCE | 2,081 | 1,895 | 2,223 | 1,968 | 1,333 | 8,862 | 6,909 | 3,328 | 2,540 | 3,085 | 2,365 | | 36,589 | 36,694 | -0.3% |
| DOLLY PARTON ENROLLMENT | 5,697 | 5,654 | 5,591 | 5,590 | 5,601 | 5,522 | 5,609 | 5,595 | 5,538 | 5,616 | 5,584 | | 5,584 | 5,688 | -1.8% |

| CIRCULATION DETAILS | | | | | | | | | | | | | | |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------------|-----------------------|
| Print Material | | | | | | | | | | | | | | |
| Adult Fiction | 12,479 | 11,555 | 12,751 | 12,210 | 12,456 | 13,537 | 14,945 | 13,660 | 12,648 | 12,544 | 11,306 | | 140,091 | 137,281 2.0% |
| Adult Nonfiction | 12,752 | 12,037 | 13,678 | 12,917 | 13,073 | 14,101 | 14,244 | 13,813 | 12,722 | 12,801 | 11,735 | | 143,873 | 145,945 -1.4% |
| Juvenile Fiction | 16,053 | 15,293 | 17,315 | 18,229 | 18,785 | 26,561 | 27,504 | 22,913 | 20,194 | 19,587 | 18,856 | | 221,290 | 241,720 -8.5% |
| Juvenile Nonfiction | 3,766 | 3,840 | 4,356 | 4,397 | 4,927 | 5,852 | 6,141 | 5,302 | 4,578 | 4,751 | 4,918 | | 52,828 | 66,728 -20.8% |
| Magazines | 815 | 967 | 688 | 812 | 951 | 878 | 904 | 799 | 753 | 873 | 688 | | 9,128 | 8,986 1.6% |
| RC Print Materials | 5,794 | 5,317 | 5,725 | 5,513 | 5,554 | 5,781 | 6,216 | 5,795 | 5,513 | 5,466 | 5,044 | | 61,718 | 66,722 -7.5% |
| RC Realia | 74 | 84 | 114 | 107 | 134 | 124 | 156 | 123 | 79 | 102 | 116 | | 1,213 | 1,295 -6.3% |
| YA Print Materials | 1,909 | 1,735 | 1,936 | 2,304 | 2,568 | 3,629 | 3,834 | 3,005 | 2,238 | 2,314 | 2,169 | | 27,641 | 31,508 -12.3% |
| PRINT CIRCULATION | 53,642 | 50,828 | 56,563 | 56,489 | 58,448 | 70,463 | 73,944 | 65,410 | 58,725 | 58,438 | 54,832 | - | 657,782 | 700,185 -6.1% |
| Audio / Visual Material | | | | | | | | | | | | | | |
| WiFi Hotspots | 18 | 22 | 31 | 75 | 81 | 147 | 160 | 134 | 114 | 121 | 137 | | 1,040 | 497 109.3% |
| Adult Audiobooks | 1,011 | 983 | 1,055 | 1,091 | 1,229 | 1,234 | 1,257 | 1,177 | 1,106 | 1,078 | 976 | | 12,197 | 14,833 -17.8% |
| Adult Music | 1,780 | 1,638 | 2,119 | 2,171 | 2,137 | 2,078 | 2,146 | 1,950 | 1,861 | 2,039 | 2,139 | | 22,058 | 22,416 -1.6% |
| Adult Videos / DVDs | 17,966 | 16,772 | 18,865 | 17,696 | 18,144 | 18,400 | 19,224 | 19,125 | 17,883 | 17,669 | 16,362 | | 198,106 | 210,796 -6.0% |
| Juvenile Audiobooks | 177 | 155 | 219 | 155 | 165 | 260 | 313 | 204 | 216 | 254 | 226 | | 2,344 | 2,503 -6.4% |
| Juvenile Music | 67 | 47 | 112 | 86 | 76 | 85 | 77 | 80 | 57 | 74 | 72 | | 833 | 1,547 -46.2% |
| Juvenile Videos / DVDs | 3,163 | 2,655 | 2,731 | 2,506 | 2,427 | 3,086 | 3,446 | 2,942 | 2,729 | 2,815 | 2,667 | | 31,167 | 44,412 -29.8% |
| YA A/V | 6 | 5 | 10 | 8 | 15 | 13 | 9 | 7 | 2 | 5 | 3 | | 83 | 130 -36.2% |
| A/V CIRCULATION | 24,188 | 22,277 | 25,142 | 23,788 | 24,274 | 25,303 | 26,632 | 25,619 | 23,968 | 24,055 | 22,582 | - | 266,788 | 296,637 -10.1% |
| Adult Material | | | | | | | | | | | | | | |
| Adult Fiction | 12,479 | 11,555 | 12,751 | 12,210 | 12,456 | 13,537 | 14,945 | 13,660 | 12,648 | 12,544 | 11,306 | - | 140,091 | 137,281 2.0% |
| Magazines | 815 | 967 | 688 | 812 | 951 | 878 | 904 | 799 | 753 | 873 | 688 | - | 9,128 | 8,986 1.6% |
| Adult Audiobooks | 1,011 | 983 | 1,055 | 1,091 | 1,229 | 1,234 | 1,257 | 1,177 | 1,106 | 1,078 | 976 | - | 12,197 | 14,833 -17.8% |
| Adult Music | 1,780 | 1,638 | 2,119 | 2,171 | 2,137 | 2,078 | 2,146 | 1,950 | 1,861 | 2,039 | 2,139 | - | 22,058 | 22,416 -1.6% |
| Adult Videos / DVDs | 17,966 | 16,772 | 18,865 | 17,696 | 18,144 | 18,400 | 19,224 | 19,125 | 17,883 | 17,669 | 16,362 | - | 198,106 | 210,796 -6.0% |
| ADULT CIRCULATION | 46,803 | 43,952 | 49,156 | 46,897 | 47,990 | 50,228 | 52,720 | 50,524 | 46,973 | 47,004 | 43,206 | - | 525,453 | 540,257 -2.7% |
| Juvenile Material | | | | | | | | | | | | | | |
| Juvenile Fiction | 16,053 | 15,293 | 17,315 | 18,229 | 18,785 | 26,561 | 27,504 | 22,913 | 20,194 | 19,587 | 18,856 | - | 221,290 | 241,720 -8.5% |
| Juvenile Nonfiction | 3,766 | 3,840 | 4,356 | 4,397 | 4,927 | 5,852 | 6,141 | 5,302 | 4,578 | 4,751 | 4,918 | - | 52,828 | 66,728 -20.8% |
| Juvenile Audiobooks | 177 | 155 | 219 | 155 | 165 | 260 | 313 | 204 | 216 | 254 | 226 | - | 2,344 | 2,503 -6.4% |
| Juvenile Music | 67 | 47 | 112 | 86 | 76 | 85 | 77 | 80 | 57 | 74 | 72 | - | 833 | 1,547 -46.2% |
| Juvenile Videos / DVDs | 3,163 | 2,655 | 2,731 | 2,506 | 2,427 | 3,086 | 3,446 | 2,942 | 2,729 | 2,815 | 2,667 | - | 31,167 | 44,412 -29.8% |
| JUVENILE CIRCULATION | 23,226 | 21,990 | 24,733 | 25,373 | 26,380 | 35,844 | 37,481 | 31,441 | 27,774 | 27,481 | 26,739 | - | 308,462 | 356,910 -13.6% |
| Red Carpet Material | | | | | | | | | | | | | | |
| RC Print Materials | 5,794 | 5,317 | 5,725 | 5,513 | 5,554 | 5,781 | 6,216 | 5,795 | 5,513 | 5,466 | 5,044 | - | 61,718 | 66,722 -7.5% |
| RC Realia | 74 | 84 | 114 | 107 | 134 | 124 | 156 | 123 | 79 | 102 | 116 | - | 1,213 | 1,295 -6.3% |
| RED CARPET CIRCULATION | 5,868 | 5,401 | 5,839 | 5,620 | 5,688 | 5,905 | 6,372 | 5,918 | 5,592 | 5,568 | 5,160 | - | 62,931 | 68,017 -7.5% |
| Young Adult Material | | | | | | | | | | | | | | |
| YA Print Materials | 1,909 | 1,735 | 1,936 | 2,304 | 2,568 | 3,629 | 3,834 | 3,005 | 2,238 | 2,314 | 2,169 | - | 27,641 | 31,508 -12.3% |
| YA A/V | 6 | 5 | 10 | 8 | 15 | 13 | 9 | 7 | 2 | 5 | 3 | - | 83 | 130 -36.2% |
| YOUNG ADULT CIRCULATION | 1,915 | 1,740 | 1,946 | 2,312 | 2,583 | 3,642 | 3,843 | 3,012 | 2,240 | 2,319 | 2,172 | - | 27,724 | 31,638 -12.4% |
| Overdrive | | | | | | | | | | | | | | |
| Overdrive | 45,994 | 43,414 | 41,159 | 46,237 | 48,379 | 48,907 | 50,702 | 49,305 | 48,011 | 49,272 | 46,620 | | 518,000 | 459,468 12.7% |
| Hoopla | 14,830 | 13,412 | 14,740 | 14,423 | 15,000 | 14,488 | 15,079 | 15,176 | 14,141 | 14,933 | 14,590 | | 160,812 | 173,583 -7.4% |
| Flipster | 600 | 480 | 526 | 405 | 552 | 500 | 393 | 433 | 408 | 479 | 258 | | 5,034 | 8,596 -41.4% |
| Kanopy | 812 | 861 | 791 | 620 | 731 | 847 | 905 | 890 | 893 | 949 | 809 | | 9,108 | |
| DIGITAL DOWNLOADS | 62,236 | 58,167 | 57,216 | 61,685 | 64,662 | 64,742 | 67,079 | 65,804 | 63,453 | 65,633 | 62,277 | - | 692,954 | 641,647 8.0% |
| Adult ebook Fiction | 19,677 | 17,797 | 18,567 | 17,430 | 18,168 | 18,319 | 19,253 | 18,681 | 17,793 | 18,260 | 17,103 | | 201,048 | 202,684 -0.8% |
| Adult ebook Nonfiction | 4,166 | 3,546 | 3,660 | 3,388 | 3,372 | 3,347 | 3,490 | 3,246 | 3,346 | 3,335 | 3,067 | | 37,963 | 40,334 -5.9% |
| Adult digital audiobooks | 26,318 | 23,962 | 27,422 | 26,866 | 28,037 | 28,442 | 29,356 | 29,420 | 28,311 | 29,052 | 27,918 | | 305,104 | 272,447 12.0% |

| | | | | | | | | | | | | | | | |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------------|----------------|-------------|
| Juvenile ebook Fiction | 1,957 | 1,882 | 2,048 | 1,786 | 1,699 | 1,750 | 1,853 | 2,178 | 1,594 | 1,665 | 1,666 | | 20,078 | 19,698 | 1.9% |
| Juvenile ebook Nonfiction | 303 | 299 | 303 | 340 | 215 | 256 | 222 | 198 | 257 | 286 | 280 | | 2,959 | 2,885 | 2.6% |
| Juvenile digital audiobooks | 2,355 | 2,131 | 2,434 | 2,313 | 2,447 | 2,365 | 2,483 | 2,354 | 2,306 | 2,411 | 2,375 | | 25,974 | 24,857 | 4.5% |
| Young Adult ebook Fiction | 1,788 | 1,700 | 1,868 | 1,793 | 1,706 | 1,688 | 1,581 | 1,416 | 1,422 | 1,378 | 1,431 | | 17,771 | 16,715 | 6.3% |
| Young Adult ebook Nonfiction | 18 | 26 | 29 | 24 | 25 | 27 | 20 | 16 | 16 | 21 | 14 | | 236 | 345 | -31.6% |
| Young Adult digital audiobooks | 2,084 | 1,845 | 2,080 | 2,066 | 2,226 | 2,265 | 2,205 | 2,090 | 1,963 | 1,947 | 1,980 | | 22,751 | 20,636 | 10.2% |
| DIGITAL CIRCULATION DETAILS | 58,666 | 53,188 | 58,411 | 56,006 | 57,895 | 58,459 | 60,463 | 59,599 | 57,008 | 58,355 | 55,834 | - | 633,884 | 600,601 | 5.5% |