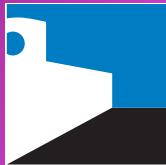


TOPEKA &
SHAWNEE
COUNTY
**PUBLIC
LIBRARY**

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.

CONNECTION

- Digital Equity
- Socialization & Community Connections



SPACE

- Access
- Digital Library



COMMUNITY NEEDS & INTERESTS

JOY



- Discover & Grow Passions
- Celebrate Local Stories



LEARNING

- Readers & Reading
- Play & Experiential Learning

Values

Excellence

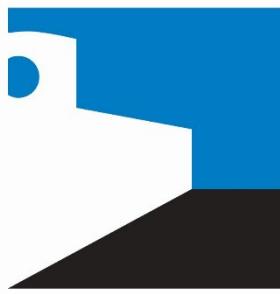
Curiosity

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



Minutes
Board of Trustees Meeting
Thursday, November 20, 2025
4:00 pm
Menninger Room 206 and/or Zoom Meeting

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=PugNVZ1MRiVbouSJMlwGFyBDxfEJP.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 NoveList	\$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

	Balance 1/1/2025	Revenue Y-T-D	Expenditures Y-T-D	Balance 11/30/2025
<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
	<hr/>
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
	<hr/>
	<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
Major Governmental Funds							
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
Non Major Governmental Funds							
<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

	Approved Budget	Received Year-To-Date	Over/(Under) Budget	% 11/30/2025
				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	<u>2,984,061.00</u>	<u>-</u>	<u>\$ -</u>	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

	Approved Budget	Expended Year-To-Date	Encumbrances	#	(Over)/Under Budget	% Expended
STAFF:						91.5%
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>	<u>99%</u>
<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>	<u>83%</u>
Prior Year Canceled Purchase Orders		\$ 124,163.19	
Unencumbered Balance 11/30/2025	\$ -	<u>\$ 6,714,695.36</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%
	<u>\$ 4,035,570.00</u>	<u>\$ 3,949,693.73</u>	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	<u>400,000.00</u>		0%
	<u>\$ 5,537,630.00</u>	<u>\$ 3,866,756.93</u>	75%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 11/30/2025	<u>\$ 2,603,998.55</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.

CAPITAL IMPROVEMENT

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

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	<u>52,000.00</u>	<u>61,560.71</u>

Expenditures/Encumbrances:		
Contracted - Digital Services		-
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects		<u>61,560.71</u>
	<u>\$ 52,000.00</u>	<u>\$ 61,560.71</u>

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%
	<hr/> \$ 10,010.00	<hr/> \$ 2,376.76	24%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<hr/> \$ 10,010.00	<hr/> \$ -	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	QMMARKETS USA INC	annual maint contract <i>2025 approved operating budget - Idea Management renewal</i>	\$ 6,100.00	-95305
							-95305 Total
10	41000	736	11/7/25	LIBRARY FURNITURE INTERNATIONAL LLC	ACRYLIC SIGNS FOR SHELVING	\$ 550.00	-95303
10	23800	0	11/7/25	LIBRARY FURNITURE INTERNATIONAL LLC	KIDS LIBRARY SHELVING	\$ 5,000.00	-95303
						\$ 5,550.00	-95303 Total
10	41000	310	11/6/25	ZOOBEAN INC	license fee <i>2024 approved operating budget - annual subscription for summer reading Beanstack platform</i>	\$ 5,245.00	-95277
						\$ 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 <i>2025 approved operating budget - financial system software support annual agreement</i>	\$ 24,496.45	-95258
						\$ 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 <i>2025 approved operating budget - contracted equipment</i>	\$ 2,337.33	-95254
						\$ 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 <i>2025 approved operating budget - digital asset management subscription for the Communication and Marketing Team</i>	\$ 34,560.00	-95220
						\$ 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	<i>KIDS LIBRARY REMODEL CONS</i>	\$ 44,266.23	-95216
						\$ 44,266.23	-95216 Total
10	41000	350	11/26/25	VERIZON WIRELESS	<i>Mobile/MI-FI 2025</i>	\$ 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
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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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All Checking Accounts
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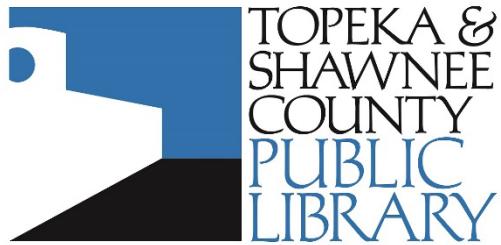
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	11/18/25	COREFIRST BANK & TRUST	Anker 4-Port USB Hub	\$ 79.95	-95186
10	41000	320	11/18/25	COREFIRST BANK & TRUST	TP-Link USB to Ethernet	\$ 49.95	-95186
10	41000	320	11/18/25	COREFIRST BANK & TRUST	Phone Lanyard,	\$ 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 Electric 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

Topeka and Shawnee County Public Library
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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		\$ 760.00	102283	
10	41000	310	11/13/25	ALLTECH		\$ 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 Uhlig, 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



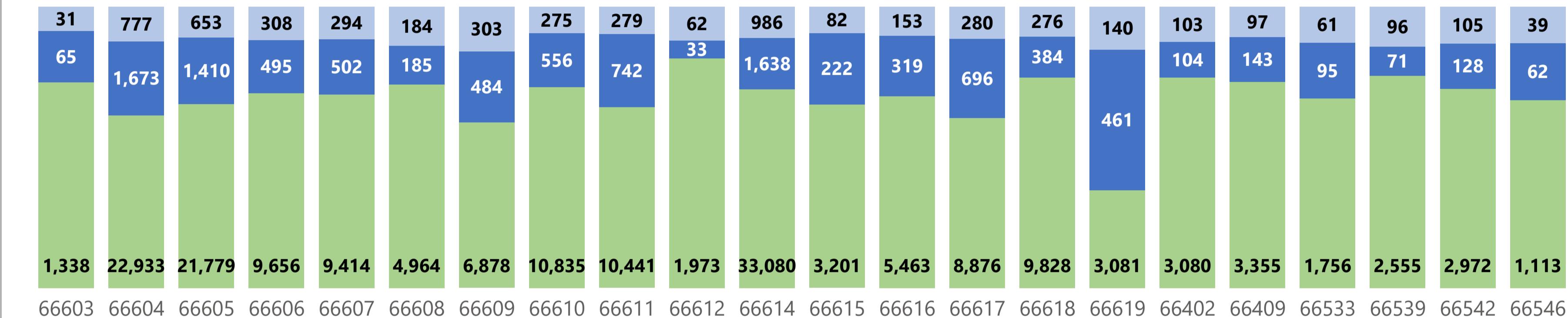
Total Graduated
10,888

Year, Month

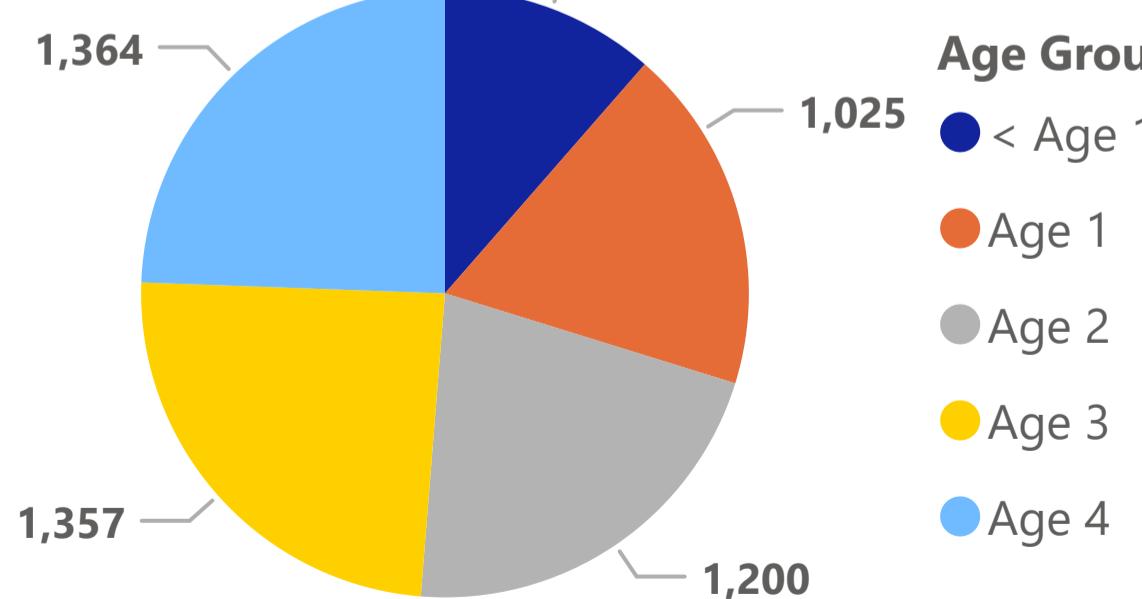
2025 (Year) + November (Month)

Enrollment by Zip Code

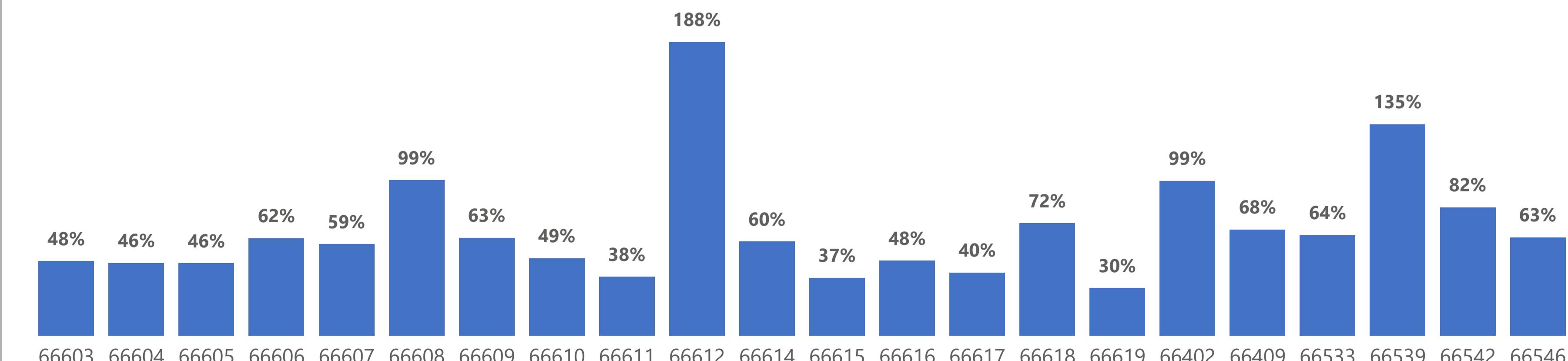
● Zip Code Population ● Under 5 Population ● DPIL Enrolled



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

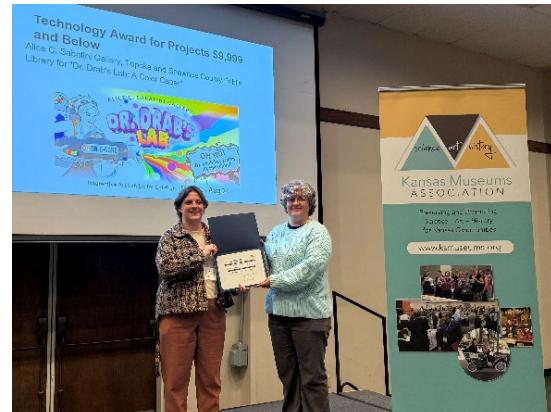
Zan Popp, Supervisor – Learning Experiences

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.



©TSCPL

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.



Social Media highlights new resources

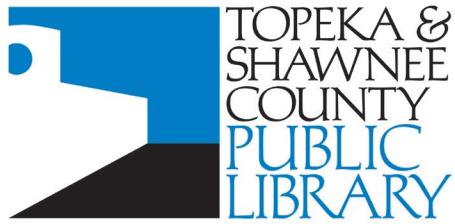
We showcased some newer accessibility features this month, like our KultureCity sensory kits, calming spaces and our brand new kiosks! We also piqued customer interest in oral history and conversation kits by asking staff amusing questions about themselves. Customers were excited to try the new technology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



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!"





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

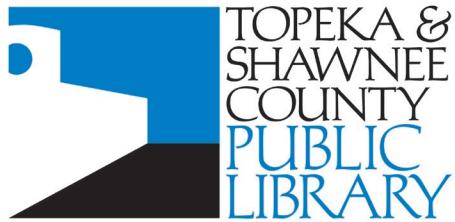
Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to the Friends of the Library President Ruth Nelson, the members of the Board, Executive Janel DeLeye, and all the volunteers who provide essential resources, are champions 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
APD 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.senco.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. *TL*

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 Laurent

Tim L. Laurent, Director

BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS

John D. Foy

ATTEST:



Lisa J. Schmitt
Lisa J. Schmitt, Shawnee County Clerk

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

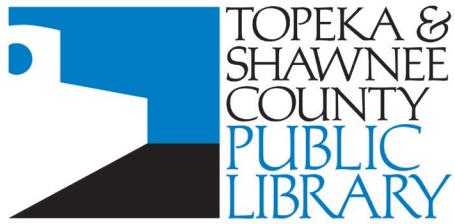
ASST. CO. COUNSELOR

Exhibit A

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		
Retirement - KPERS	\$ 3,404	\$ 3,559
Medical Insurance*	\$ 4,765	\$ 4,927
Employee Assistance Program	\$ 11,115	\$ 11,730
Unemployment Insurance	\$ 39	\$ 40
Workers Comp Insurance	\$ 44	\$ 47
Subtotal Benefits	\$ 67	\$ 70
Total Estimated Salary & Benefits	\$ 19,367	\$ 20,303
Total Billing Amount @ 50%	\$ 63,860	\$ 66,829
Maximum Amount per Pay Period	\$ 31,930	\$ 33,415
Maximum Monthly Billing - 2 Pay Date Months	\$ 1,228	\$ 1,285
Maximum Monthly Billing - 3 Pay Date Months	\$ 2,456	\$ 2,570
Percentage Increase	\$ 3,684	\$ 3,855
		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, 20232025, 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 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, 20242026, and ending on December 31, 20252027, 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 LeisingerPeg Dunlap, Chair
Chair

Kim PattonHaley DaVee,

Exhibit “A”

Restated and Amended
Development and Management Agreement Dated December 1318, 20232025

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 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

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

Active Cardholders

71,224End of LY: **67,163**Difference: **4,061** ▲% Change: **6.0%** ▲

Unique Borrowers YTD

39,156Previous YTD: **39,266**Difference: **-110** ▼% Change: **-0.3%** ▼

Door Count YTD

426,169Previous YTD: **423,497**Difference YoY: **2,672** ▲% Change YoY: **0.6%** ▲

First Time Checkouts YTD

576,132Previous YTD: **626,228**Difference YoY: **-50,096** ▼% Change YoY: **-8.0%** ▼

Digital Checkouts YTD

692,954Previous YTD: **643,715**Difference YoY: **49,239** ▲% Change YoY: **7.6%** ▲

Computers and WiFi

Computer Sessions YTD

81,564Previous YTD: **82,175**Difference YoY: **-611** ▼% Change YoY: **-0.7%** ▼

Avg Session Time YTD

00:57:01Previous YTD: **01:04:01**Difference YoY: **-00:07:00** ▼% Change YoY: **-10.9%** ▼

WiFi Sessions YTD

386,493Previous YTD: **359,909**Difference YoY: **26,584** ▲% Change YoY: **7.4%** ▲

Avg Session Time YTD

00:13:28Previous YTD: **00:13:20**Difference YoY: **00:00:08** ▲% Change YoY: **1.0%** ▲

Other Metrics

Program Attendance YTD

69,419Previous YTD: **71,885**Difference YoY: **-2,466** ▼% Change YoY: **-3.4%** ▼

Mtg Room Attendance YTD

65,694Previous YTD: **60,184**Difference YoY: **5,510** ▲% Change YoY: **9.2%** ▲

Reference Questions YTD

262,943Previous YTD: **252,403**Difference YoY: **10,540** ▲% Change YoY: **4.2%** ▲

	2025												2025	2024 YTD	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD		
Net Promoter Score (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 NPS															
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	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%
TSCPL@Home	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															
tscl.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%
tscl.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.tscl 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.tscl 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	7,075	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		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															
MiFi 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	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%