



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

December 19, 2024





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

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

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



December 19, 2024 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of November 21, 2024, 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 – Hannah Uhlrig
- Financial Report – **Action Item**

The Library Foundation – Haley DaVee, Board Chair Elect

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 24**
- CEO Performance Process

Chief Executive Officer Report – Marie Pyko pg. 26

Chief of Staff Report – Thad Hartman pg. 31

New Business

- **Thank You to the Library Foundation – Action Item pg. 50**
- **Thank You to the Friends of the Library – Action Item pg. 51**
- **Audit Committee Appointments – Action Item pg. 52**
- **Bid for Kids Library Furniture – Action Item pg. 53**
- **Memorandum of Understanding between the Shawnee County Parks
and Recreation and the Library, renewal - Action Item pg. 59**

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 16, 2025

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Board Members Absent

Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 21, 2024, 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 Shawn Leisinger.

Public Comment

There was one person signed up for public comment. Kathy Brown spoke and then the public comment session was closed.

Trustee Advocacy Stories

Trustee Jim Edwards shared that he attended the Kansas Library Association conference in Wichita a few weeks ago. He commended Topeka and Shawnee County Public Library's Digital Services Director David King for his excellent presentation on Artificial Intelligence.

Trustee Mark Zillinger shared that he completed the Fall Reading Challenge and received his pint glass. He then received the email saying that there was a defect with the glasses that caused the decal to rub off in the wash. He saw that the library ordered new glasses to replace the defective ones. He was impressed at how quickly the error was caught and taken care of.

Approval of Minutes

On a motion by Fred Patton, seconded by Jim Edwards, the October 17, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube had nothing to add to her report. There were no questions for Strube.

Financial Reports

Board Treasurer Hannah Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for October 2024.

On a motion by Hannah Uhrig and seconded by Peg Dunlap, the Treasurer's Financial Report for October 2024 was accepted.

Motion passed unanimously.

Audit Committee

Uhrig shared that the Audit Committee is looking for volunteers to serve alongside her. The kickoff meeting will be in January and a meeting with the auditors occurring mid-April. This does require a few hours of time and there will be thick packets of information to read through. Interested Trustees should reach out to Uhrig to be part of the committee. The formal committee recommendation will be made at the next board meeting.

The Library Foundation

Library Foundation Board Chair Kim Patton shared that the Library Foundation has been planning their next donor cultivation event on February 2, 2025. The theme of the event will be Books, Brunch, and Behind the Scenes.

Patton reminded those in attendance that Giving Tuesday is coming up on December 3, 2024. The Foundation will be pushing out information on their social media channels. Patton shared that this is her last board meeting as Board Chair and Haley DaVee will be stepping in as Board Chair next year.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared that since the last Trustees meeting, the Friends hosted their Annual Event, featuring local authors and spouses Dane Kroll and Lara Avery. Dane is the author of numerous horror, fantasy, and sci-fi novels, including the popular *Realm of Goryo* series. Lara has written three young adult novels and, in 2023, published her first adult contemporary novel, *The Year of Second Chances*. Both authors captivated the audience with engaging stories about their lives as writers. Round Table Bookstore was on hand with a selection of the authors' books for sale, and Dane and Lara were available for book signings. The event began with TSCPL CEO Marie Pyko, who shared exciting updates about the library and highlighted the events and services made possible by the Friends.

The Friends Board had a productive meeting on November 12, during which they approved the 2024 library funding request. Nelson will be presenting a check for \$85,000 to the trustees at the December 19th meeting.

The Friends also approved the 2025 Loaned Employee Agreement, which now includes Friends Operations Manager Kallie Worthington. Under this agreement, the library will cover 50% of her salary and benefits. The purpose of this arrangement is to retain and attract qualified candidates.

Additionally, the 2025 Friends budget was approved. The Finance Committee recommended allocating \$80,000 to the library for 2025, and the motion passed. Pyko proposed this amount to evaluate how the Operations Manager's new benefits will impact the Friends expenses.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on November 4, 2024.

Board Presentation Discussion

Uhrig proposed a question to the library executive team. She had asked if documents and PowerPoints related to presentations could be provided to the board prior to meetings. This would give the board time to read the items over, process the information, and ask questions. Discussion followed.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko led a discussion about the discovery and exploration of the library's outreach service model.

Pyko shared that 23 projects of the Strategic Plan began in 2024. The 2025 workplan will be included in the January board packet.

Chief of Staff Report

Chief of Staff Thad Hartman wished to give a shoutout to the staff that worked on the Identity Quest event on Saturday. Librarian Sherri Camp was the lead on that event and it went great. Public Services Manager Debbie Stanton and Public Services Supervisor Zan Popp also played a big role in getting this event going. There were nine breakout sessions and one featured speaker Kenneth Morris, an ancestor of Fredrick Douglass and Booker T. Washington. The behind the scenes work from the facilities and maintenance staff was also great. Hartman thanked them for their hard work on the large setup for that event. He also thanked our Digital Services team for providing IT assistance.

Hartman spoke about the Automatic Materials Handler (AMH) bid. He was thrilled with the bids that we received.

Hartman gave a quick shoutout to those who have helped with the arranging of materials in the Kids Library during the remodel. People are able to find materials due to the great signage and help from library staff.

New Business

Friends of the Library Loaned Employee Agreement

On a motion by Beth Dobler, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY2025 as presented.

Motion passed unanimously

Library Foundation Loaned Employee Agreement

On a motion by Mark Zillinger, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Library Foundation Loaned Employee Agreement as written.

Motion passed unanimously

Bid for Automated Materials Handling System (AMH) Replacement

On a motion by Joan Hicks, seconded by Hannah Uhrig, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Tech Logic, Oakdale, Minnesota for \$456,615.34 as written.

Motion passed unanimously

Neighborhood Revitalization Plan

On a motion by Jim Edwards, seconded by Fred Patton, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Plan Interlocal Agreement as written.

Motion passed unanimously

Executive Session

On a motion by Peg Dunlap, seconded by Joan Hicks, for the Board of Trustees of the Topeka and Shawnee County Public Library to go into an Executive Session at 5:10 pm for a period not to exceed 15 minutes to discuss a personnel matter. Participants will include members of the Board of Trustees and library counsel. Action will not be taken following the Executive Session.

Motion passed.

A motion was made by Jim Edwards, seconded by Mark Zillinger at 5:20 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Adjournment

On a motion by Peg Dunlap, seconded by Beth Dobler, the meeting adjourned at 5:20 pm.

Motion passed unanimously

Next Meeting

December 19, 2024

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/88978607818?pwd=7FtGKGLtvNasHkOeMtLhQQXUM0ivlp.1>

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**Chief Financial Officer’s Report
December 2024
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, 100% of the budgeted revenue has been received and 83% of the approved budget has been expended/encumbered. This compares to 2023 in which 99% of the budgeted revenue had been received and 78% 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-Equipment and Supplies-Facilities, 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 68% of the approved budget has been expended/encumbered. This compares to 2023 in which 100% of the budgeted revenue had been received and 72% 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 \$6,853,478.29.

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	Postage meter refill	\$30,000.00	Reserve Account
Facilities Master Plan budget	Paining in lower level staff space	\$12,331.00	Neale Painting & Special Coating
Approved operating budget	Annual renewal of digital asset management site	\$27,000.00	Canto Inc.
Approved operating budget	Annual renewal of Black Mountain Software	\$22,269.50	Black Mountain Software Inc.
Approved operating budget	Facilities maintenance supplies	\$5,096.90	Brady Industries of Kansas LLC
Facilities Master Plan budget	Draw Alive software, hardware and annual subscription	\$13,238.00	Breeze Creation LLC
Request for Proposal; Board resolution approved bid award on 11/21/2024	Automated Materials Handling (AMH) System	\$456,615.34	Tech Logic Corporation
Approved operating budget	PO to cover water/sewer charges for the remainder of the year	\$16,200.00	City of Topeka
Library Materials	Annual renewal of Gage Biography databases	\$19,416.76	Gale/Cengage Learning Inc.
Library Materials	Annual periodicals renewal	\$21,168.07	Ebsco Information Services
Library Materials	Adult non-fiction and fiction audiobooks	\$6,300.00	Overdrive, Inc.
Library Materials	Hoopla usage	\$31,284.24	Midwest Tape LLC
Library Materials	Annual renewal of Consumer Reports database	\$15,301.00	Ebsco Information Services

Other Items:

- The audit of the 2024 financial year will begin in February. The audit services will be provided by BT&Co., P.A. This is the third year of a three-year term for these audit services.

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

11/30/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	6,510.88	65%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	5.14	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	577.14	5771%
	<u>\$ 10,010.00</u>	<u>\$ 7,093.16</u>	71%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 11/30/2024	<u><u>\$ -</u></u>	<u><u>\$ 8,188.57</u></u>	

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

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

11/30/2024

	Balance 1/1/2024	Revenue Y-T-D	Expenditures Y-T-D	Balance 11/30/2024
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 15,910,467.96	\$ 14,083,088.98	\$ 7,875,064.02
Employee Benefits	2,314,022.82	4,076,124.20	3,636,608.49	\$ 2,753,538.53
Capital Improvement	6,533,723.06	319,755.23	-	\$ 6,853,478.29
Bond & Interest	1,095.41	7,093.16	-	\$ 8,188.57
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	48,743.64	49,186.93	\$ 48,743.64
Federal, State & Local Grants	44.03	592.68	18,774.23	\$ (18,137.52)
Other Special Revenue	691,309.66	447,211.78	161,480.73	\$ 977,040.71
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	\$ 15,888,352.04	\$ 20,838,418.51	\$ 17,949,139.36	\$ 18,777,631.19

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,317,529.31
Restricted Funds-CoreFirst Bank-Checking	962,447.19
Capital Improvement Fund-Community National Bank-Money Market Account	6,853,478.29
Cash on Hand	2,480.41
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	6,842,571.87
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
	\$ 19,258,442.02
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,621.05
Less Payroll Deduction and Employer Benefit Liabilities	3,541.89
Less Outstanding Checks	473,647.89
	\$ 18,777,631.19

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

11/30/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	11/30/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 15,910,467.96	\$ 1,351,258.16	\$ 12,731,830.82	\$ 7,875,064.02	\$ 1,616,343.92	\$ 6,258,720.10
Employee Benefit Fund	2,314,022.82	4,076,124.20	25.00	3,636,583.49	2,753,538.53	1,000.70	2,752,537.83
Capital Improvement Fund	6,533,723.06	319,755.23	-	-	6,853,478.29	-	6,853,478.29
Bond & Interest Fund	1,095.41	7,093.16	-	-	8,188.57	-	8,188.57
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	48,743.64	49,186.93	-	48,743.64	-	48,743.64
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	592.68	-	592.68	25.00	-	25.00
Dock Grant	-	-	-	18,181.55	(18,181.55)	-	(18,181.55)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	50.05	-	-	10,762.63	-	10,762.63
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	6,180.06	-	8,145.00	(1,964.94)	107.90	(2,072.84)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.11	-	-	31.64	-	31.64
Friends	187,616.53	425.66	-	48,029.70	140,012.49	9,745.59	130,266.90
Fun Committee	6,845.90	1,167.53	-	166.00	7,847.43	-	7,847.43
Gallery Competitions/Exhibits	36,604.82	99.31	-	-	36,704.13	-	36,704.13
Gifts/Memorials (Undesignated)	409,610.19	411,456.94	-	81,815.38	739,251.75	428,337.25	310,914.50
Hathaway Trust - Library Materials	3,082.85	2,432.31	330.10	2,182.22	3,002.84	534.20	2,468.64
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	23,457.24	172.71	11,528.28	18,121.22	6,528.10	11,593.12
NEH Expendable	12,776.46	22.64	-	6,851.36	5,947.74	2,000.00	3,947.74
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	15.64	-	-	5,781.28	-	5,781.28
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.11	-	-	36.69	-	36.69
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	5.95	-	-	2,206.97	-	2,206.97
Youth Services	9,201.90	1,898.23	1,151.92	1,108.06	8,840.15	-	8,840.15
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 20,838,418.51	\$ 1,402,124.82	\$ 16,547,014.54	\$ 18,777,631.19	\$ 2,064,597.66	\$ 16,713,033.53

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

11/30/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 11/30/2024</u>
				91.5%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,794,621.74	\$ (356,766.26)	97%
Revitalization Rebates	(126,213.00)	(122,452.90)	\$ 3,760.10	97%
Back Tax	-	296,544.06	\$ 296,544.06	N/A
Motor Vehicle Tax	1,369,020.00	1,236,985.99	\$ (132,034.01)	90%
Recreational Vehicle Tax	15,594.00	13,583.75	\$ (2,010.25)	87%
16/20 M Vehicle Tax	6,546.00	6,501.38	\$ (44.62)	99%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	49,617.60	\$ 2,011.60	104%
E-Rate Reimbursement	14,209.00	14,208.00	\$ (1.00)	100%
Miscellaneous Revenue	3,000.00	33,255.13	\$ 30,255.13	1109%
Miscellaneous Revenue - Recyclg	-	164.30	\$ 164.30	N/A
Salary Refunds-Foundation	103,204.00	81,218.03	\$ (21,985.97)	79%
Salary Refunds-Friends	29,115.00	24,596.98	\$ (4,518.02)	84%
Salary Refunds-Shawnee Cty	21,343.00	19,408.04	\$ (1,934.96)	91%
Vending Machines	1,500.00	1,407.66	\$ (92.34)	94%
Overdue Fees*	20,000.00	27,832.14	\$ 7,832.14	139%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	26.99	\$ (73.01)	27%
Non Resident Card Fee	400.00	1,785.00	\$ 1,385.00	446%
Obituary Fees	200.00	260.00	\$ 60.00	130%
Meeting Room Charges	750.00	3,275.00	\$ 2,525.00	437%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	368,994.83	\$ 218,994.83	246%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 15,910,467.96</u>	<u>\$ 41,740.96</u>	100%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

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

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

11/30/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					91.5%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 4,430.64	\$ -	\$ 369.36	92%
Salaries-Facilities	688,284.00	567,307.92	-	120,976.08	82%
Salaries-Overtime	10,000.00	10,276.62	-	(276.62)	103%
Salaries-Security	309,259.00	261,788.33	-	47,470.67	85%
Salaries-Shelvers	63,125.00	34,010.42	-	29,114.58	54%
Salaries-Staff	8,301,982.00	6,976,826.50	-	1,325,155.50	84%
Conferences	174,000.00	136,478.36	5,668.92	31,852.72	82%
Staff Internal Dev/Trng - Web Based	15,000.00	9,546.25	260.10	5,193.65	65%
Staff Development & Training	35,000.00	16,299.25	1,528.91	17,171.84	51%
Mileage	7,800.00	5,337.08	5,553.30	(3,090.38)	140%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	512.29	30.00	957.71	36%
Materials-Periodicals	26,000.00	24,435.75	1,234.38	329.87	99%
Materials-Print/Non-Print <1 YR	839,000.00	692,541.12	16,877.00	129,581.88	85%
Materials-Print/Non-Print	1,207,500.00	953,157.15	134,929.93	119,412.92	90%
OPERATIONS:					
Art Purchases	8,000.00	3,106.70	-	4,893.30	39%
Cataloging and ILL Services	104,959.00	97,669.95	-	7,289.05	93%
Contracted-Digital Services	667,991.00	727,587.80	54,398.53	(113,995.33)	117%
Contracted-Facilities	348,600.00	258,797.36	25,802.85	63,999.79	82%
Contracted-Equipment	66,900.00	72,385.44	8,620.36	(14,105.80)	121%
Contracted-Professional	282,000.00	217,033.63	30,667.46	34,298.91	88%
Contracted-E-Rate Services	1,279.00	1,793.34	-	(514.34)	140%
Digital Services Support	623,112.00	422,258.87	50,701.94	150,151.19	76%
Furniture/Equipment	45,500.00	34,802.31	-	10,697.69	76%
Insurance	87,000.00	64,807.00	-	22,193.00	74%
Marketing & Communication	60,208.00	53,921.77	4,675.62	1,610.61	97%
Memberships/Dues	30,900.00	29,216.00	-	1,684.00	95%
Miscellaneous	5,000.00	5,893.33	94.92	(988.25)	120%
Payments to Other Libraries	144,411.00	-	-	144,411.00	0%
Postage/Shipping	64,270.00	49,540.46	941.12	13,788.42	79%
Printing	116,408.00	26,771.32	866.50	88,770.18	24%
Programming	113,227.00	67,309.63	5,356.70	40,560.67	64%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	263,460.56	1,037,330.66	399,208.78	77%
Supplies-Facilities	118,536.00	67,461.53	29,726.48	21,347.99	82%
Supplies-Office/Library	95,700.00	47,598.91	7,261.14	40,839.95	57%
Supplies-Processing	49,296.00	29,204.29	6,991.84	13,099.87	73%
Telecommunications	165,064.00	87,233.28	16,640.03	61,190.69	63%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	261,176.15	45,503.13	94,532.72	76%
Utilities-Gas	72,427.00	42,153.56	15,216.44	15,057.00	79%
Utilities-Water/Sewage	38,242.00	42,138.02	12,261.98	(16,158.00)	142%
Vehicle-Gas	45,405.00	20,718.36	-	24,686.64	46%
Vehicle-Repair	60,000.00	44,872.20	9,238.76	5,889.04	90%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(28.63)	-	28.63	N/A
TOTALS	\$ 18,848,897.00	\$ 12,731,830.82	\$ 1,528,379.00	\$ 2,938,687.18	83%

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

11/30/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	13,794,621.74	97%
Revitalization Rebates	(126,213.00)	(122,452.90)	97%
Back Tax	-	296,544.06	N/A
Motor Vehicle Tax	1,369,020.00	1,236,985.99	90%
Recreational Vehicle Tax	15,594.00	13,583.75	87%
16/20M Vehicle Tax	6,546.00	6,501.38	99%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	49,617.60	104%
E-Rate Reimbursement	14,209.00	14,208.00	100%
Fees and Charges	26,050.00	67,841.92	260%
Reimbursements	153,662.00	125,387.35	82%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	368,994.83	246%
	<u>\$ 15,868,727.00</u>	<u>\$ 15,910,467.96</u>	100%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	7,854,640.43	84%
Other Staff Support Costs	231,800.00	180,672.17	78%
Library Collections	2,074,000.00	1,823,717.62	88%
Contracted Services	1,471,729.00	1,494,756.72	102%
Digital Services Support	623,112.00	472,960.81	76%
Furniture/Equipment/Art	53,500.00	37,909.01	71%
Payments to Other Libraries	144,411.00	-	0%
Special Projects	1,700,000.00	1,300,791.22	77%
Utilities & Telecommunications	676,945.00	522,322.59	77%
Vehicles	105,405.00	74,829.32	71%
Other Operating Expenditures	740,545.00	497,609.93	67%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 14,260,209.82</u>	83%
Prior Year Canceled Purchase Orders		<u>\$ 166,328.90</u>	
Unencumbered Balance 11/30/2024	\$ -	<u>\$ 6,258,720.10</u>	

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

11/30/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 3,471,224.10	98%
Revitalization Rebates	(31,746.00)	(30,834.65)	97%
Back Tax	-	74,529.28	N/A
Motor Vehicle Tax	356,200.00	322,244.42	90%
Recreational Vehicle Tax	4,057.00	3,537.48	87%
16/20M Vehicle Tax	1,703.00	1,726.93	101%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	12,939.63	104%
Refund-Fringe Benefits-Foundation	52,069.00	33,560.84	64%
Refund-Fringe Benefits-Friends	23,578.00	17,293.32	73%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	8,279.33	83%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	18,046.96	N/A
Interest on Idle Funds	85,000.00	128,821.70	152%
	\$ 4,100,666.00	\$ 4,076,124.20	99%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	558,008.29	78%
Ks Public Employees Retirement Sys	943,675.00	788,272.82	84%
Worker's Compensation	53,000.00	59,893.16	113%
Unemployment Tax	15,004.00	8,955.53	60%
Health/Dental Insurance	3,618,770.00	2,215,014.39	61%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 3,637,584.19	68%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 11/30/2024	\$ -	\$ 2,752,291.83	

* 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 01/01/2024	\$ 6,533,723.06
Revenue:	
Transfer In	\$ -
Interest received	319,755.23
	\$ 319,755.23
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 11/30/2024	\$ 6,853,478.29

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	-
	\$ 52,000.00	\$ -
Unencumbered Balance 11/30/2024		\$ 48,743.64

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of November 30, 2024

Capital Improvement Funds - Community National Bank

\$ 6,853,478.29 at 4.59% (money market account)

Municipal Investment Pool

\$ 6,842,571.87 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average November 1 - 30, 2024 was 3.449%

Equity Bank (per investment bid approved 2/15/2024)

\$ 3,000,000.00 Certificate of Deposit for General Fund;
9/16/2024 @ 4.82%; 12/15/2024 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, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 125.27	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 25.29	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 26.81	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 25.29	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 25.29	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 25.29	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 26.81	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 26.81	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 238.72	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 56.00	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 1,963.72	-96408
10	41000	351	11/6/24	EVERGY	Electric Service	\$ 22,566.66	-96408
						\$ 25,131.96	-96408 Total
57	41000	330	11/12/24	DELL MARKETING LP	Dell Laptop, 15 u7"	\$ 12,376.44	-96406
					<i>Paid from DOCK grant funds - 12 laptops</i>	\$ 12,376.44	-96406 Total
10	41000	320	11/24/24	COREFIRST BANK & TRUST	USB Floppy Disk Drive	\$ 64.77	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Nektar Technology Impact	\$ 241.92	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	crochet hooks 3 pk.	\$ 93.94	-96404
10	41000	313	11/24/24	COREFIRST BANK & TRUST	Notary Filing Fee	\$ 25.00	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	embroidery hoops	\$ 143.28	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Clackers Ball Lato Toy	\$ 13.98	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Large Clacker Noise Maker	\$ 33.98	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Small Test Tubes	\$ 40.54	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Baking Soda	\$ 7.99	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Honeywell Voyager Extreme	\$ 439.96	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	4 embroidery hoops"	\$ 16.43	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	Anker USB-C to USB-C	\$ 6.99	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	12PCS Plastic Scraper	\$ 7.01	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	2 Pk Battery tester	\$ 6.99	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	6Pk Clear storage organiz	\$ 31.99	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Logitech H390 Wired	\$ 110.00	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	white cardstock	\$ 42.87	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	key chain with clip	\$ 18.62	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	key chain with clip	\$ 10.64	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Apple Green paint	\$ 9.65	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Logitech C270 Webcam	\$ 94.95	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	Venue	\$ 191.25	-96404
10	41000	410	11/24/24	COREFIRST BANK & TRUST	roller shade chain retain	\$ 6.07	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	80X 2-pack (Aztech) (Toner)	\$ 39.92	-96404

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, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	11/24/24	COREFIRST BANK & TRUST	UV flashlight	\$ 32.31	-96404
10	41000	313	11/24/24	COREFIRST BANK & TRUST	Notary Filing Fee	\$ 25.00	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Fruit Clock - EUDAX	\$ 6.89	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	single DVD mailers (50)	\$ 56.02	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	expansion pk. gen 2	\$ 179.22	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	laptop ram	\$ 61.98	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	JXMOX MiniUSB 3.3' 2pack	\$ 14.97	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	plastic baggies	\$ 9.69	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	pasta noodles	\$ 22.08	-96404
10	41000	341	11/24/24	COREFIRST BANK & TRUST	registrations	\$ 383.20	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	USB Numeric Keypad	\$ 16.98	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	cross stitch fabric	\$ 77.16	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	6 embroidery hoops"	\$ 23.76	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	coffee maker	\$ 40.00	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	Mini fridge	\$ 142.99	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	electric kettle	\$ 26.99	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	creamer singles	\$ 30.69	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	sweetener packets	\$ 12.65	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	cafe bustelo	\$ 17.95	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	tea sampler	\$ 14.95	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	paper coffee cups	\$ 21.59	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	stir sticks	\$ 7.90	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	candy	\$ 25.95	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	chips	\$ 23.79	-96404
10	41000	342	11/24/24	COREFIRST BANK & TRUST	Shipping	\$ 15.00	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	6qt plastic storage bins	\$ 29.99	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	13qt bins with lids 6 pac	\$ 31.49	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	6qt storage bins	\$ 37.97	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	USB C Wall Charger Block	\$ 107.80	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	USB Type C Cable Fast Cha	\$ 59.16	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	AncestryDNA Kits	\$ 98.00	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Shipping	\$ 37.90	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Refund	\$ (25.98)	-96404
10	41000	330	11/24/24	COREFIRST BANK & TRUST	Refund	\$ (22.98)	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	C Batteries	\$ 165.28	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	Headphones	\$ 128.97	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	apple green ribbon	\$ 6.65	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	lt purple ribbon	\$ 6.65	-96404
10	41000	420	11/24/24	COREFIRST BANK & TRUST	orange ribbom	\$ 6.83	-96404

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, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	11/24/24	COREFIRST BANK & TRUST	adjustable table feet	\$ 31.98	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Keyboard	\$ 199.99	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Creative Console	\$ 199.99	-96404
10	41000	410	11/24/24	COREFIRST BANK & TRUST	hobart filter of dishwash	\$ 572.58	-96404
10	41000	410	11/24/24	COREFIRST BANK & TRUST	shipping	\$ 14.21	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	Refund	\$ (283.49)	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	T key	\$ 12.99	-96404
10	41000	736	11/24/24	COREFIRST BANK & TRUST	Lancaster table w/2 chair	\$ 508.98	-96404
10	41000	736	11/24/24	COREFIRST BANK & TRUST	Lancaster 36 table w/4 c"	\$ 432.49	-96404
10	41000	736	11/24/24	COREFIRST BANK & TRUST	Lancaster bar height tabl	\$ 344.98	-96404
10	41000	736	11/24/24	COREFIRST BANK & TRUST	Lancaster barstools	\$ 439.96	-96404
10	41000	736	11/24/24	COREFIRST BANK & TRUST	ground shipping	\$ 394.58	-96404
10	41000	736	11/24/24	COREFIRST BANK & TRUST	Panasonic 2.2cuft microwv	\$ 527.02	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	F1TP EP-5G Dummy	\$ 61.50	-96404
10	41000	320	11/24/24	COREFIRST BANK & TRUST	L-Angled Micro HDMI	\$ 19.38	-96404
				<i>Miscellaneous online orders paid by credit card</i>		\$ 7,133.32	-96404 Total
10	21501	0	10/31/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,467.73	-96365
10	21502	0	10/31/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,627.18	-96365
15	21521	0	10/31/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 16.59	-96365
10	21503	0	10/31/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,780.72	-96365
15	21504	0	10/31/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,780.72	-96365
10	21503	0	10/31/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,392.25	-96365
15	21504	0	10/31/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,392.25	-96365
10	21514	0	10/31/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96365
10	21518	0	10/31/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96365
10	41000	313	10/31/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,192.48	-96365
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 86,963.30	-96365 Total
10	21501	0	11/14/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,556.99	-96362
10	21502	0	11/14/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,499.36	-96362
15	21521	0	11/14/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 16.39	-96362
10	21503	0	11/14/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,643.79	-96362
15	21504	0	11/14/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,643.79	-96362
10	21503	0	11/14/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,360.18	-96362
15	21504	0	11/14/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,360.18	-96362
10	21514	0	11/14/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96362
10	21518	0	11/14/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96362
10	41000	313	11/14/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,223.44	-96362
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 85,617.50	-96362 Total
10	21515	0	12/4/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 33,215.04	-96358

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, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
15	21515	0	12/4/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 167,404.24	-96358
15	21515	0	12/4/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,716.74	-96358
						\$ 202,336.02	-96358 Total
10	21501	0	11/29/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,185.84	-96355
10	21502	0	11/29/24	PAYCOM PAYROLL LLC	State W/H	\$ 15,263.40	-96355
15	21521	0	11/29/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 17.60	-96355
10	21503	0	11/29/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,624.47	-96355
15	21504	0	11/29/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,624.47	-96355
10	21503	0	11/29/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,823.57	-96355
15	21504	0	11/29/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,823.57	-96355
10	21514	0	11/29/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,054.87	-96355
10	21518	0	11/29/24	PAYCOM PAYROLL LLC	Garnishments	\$ 132.58	-96355
10	41000	313	11/29/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,170.75	-96355
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 96,721.12	-96355 Total
10	21505	0	12/2/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,379.80	-96354
15	21516	0	12/2/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,909.59	-96354
15	21517	0	12/2/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,229.93	-96354
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 52,519.32	-96354 Total
10	41000	350	11/15/24	VERIZON WIRELESS	Mobile/MI-FI 2024	\$ 6,613.85	-96348
						\$ 6,613.85	-96348 Total
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Hearing Aid Building	\$ 99.34	-96338
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 18.64	-96338
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 24.20	-96338
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 16.52	-96338
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 550.33	-96338
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 771.98	-96338
10	41000	353	11/12/24	CITY OF TOPEKA	2024 Water/Sewer	\$ 4,044.62	-96338
						\$ 5,525.63	-96338 Total
10	21505	0	11/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,177.98	-96331
15	21516	0	11/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,598.07	-96331
15	21517	0	11/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,196.32	-96331
10	21513	0	11/4/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,287.16	-96331
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 53,259.53	-96331 Total
10	21505	0	11/15/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,971.90	-96330
15	21516	0	11/15/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 29,280.06	-96330
15	21517	0	11/15/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,161.95	-96330
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 51,413.91	-96330 Total
10	41000	325	11/25/24	RESERVE ACCOUNT	postage	\$ 30,010.00	-96328
					<i>2024 approved operating budget - postage</i>	\$ 30,010.00	-96328 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, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
35	41000	330	11/1/24	OBSERVATION GROUP INC.	Kenneth Morris Jr	\$ 7,500.00	12246
					<i>Paid from non-tax funds - keynote speaker fee for Identity Quest</i>	\$ 7,500.00	12246 Total
10	41000	736	11/1/24	TILE IS THE STYLE LLC	brakroom lvt replacement	\$ 7,978.00	101444
10	41000	736	11/1/24	TILE IS THE STYLE LLC	hallway lvt replacement	\$ 11,972.00	101444
					<i>2024 approved facilities master plan budget - new flooring in lower level staff space</i>	\$ 19,950.00	101444 Total
10	41000	736	11/1/24	SHIRLEY CONSTRUCTION INC	<i>KIDS LIBRARY REMODEL CONS</i>	\$ 17,114.40	101447
						\$ 17,114.40	101447 Total
10	41000	736	11/7/24	BIG FISH LLC	AQUARIUM INCL FISH & INST	\$ 11,244.20	101452
					<i>2024 approved facilities master plan budget - Kids Library</i>	\$ 11,244.20	101452 Total
10	41000	310	11/22/24	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual renewal	\$ 22,269.50	101478
					<i>2024 approved operating budget - financial system software support annual agreement</i>	\$ 22,269.50	101478 Total
10	41000	736	11/22/24	BREEZE CREATIVE LLC	Draw Alive	\$ 13,238.00	101479
					<i>2024 approved facilities master plan budget - Kids Library</i>	\$ 13,238.00	101479 Total
10	21512	0	11/22/24	DELTA DENTAL OF KANSAS, INC	EE W/H December	\$ 2,349.06	101483
15	21512	0	11/22/24	DELTA DENTAL OF KANSAS, INC	ER W/H December	\$ 9,389.28	101483
15	21512	0	11/22/24	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 88.32	101483
						\$ 11,826.66	101483 Total
10	41000	310	11/29/24	CANTO INC	DAM platform	\$ 27,000.00	101499
					<i>2024 approved operating budget - digital asset management subscription for the Communication and Marketing Team</i>	\$ 27,000.00	101499 Total
10	41000	736	11/29/24	SHIRLEY CONSTRUCTION INC	<i>KIDS LIBRARY REMODEL CONS</i>	\$ 63,360.00	101511
						\$ 63,360.00	101511 Total
						\$ 909,124.66	Grand Total



Board of Trustees Executive Committee Meeting
December 9, 2024 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Peg Dunlap – Vice Chair, Hannah Uhrig – Treasurer

Executive Committee Members Absent

Shawn Leisinger – Chair, Joan Hicks – Secretary

Staff Members Present

Marie Pyko – Chief Executive Officer, 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 9, 2024, via Zoom, and was called to order at 4:00 pm by Vice Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the November 4, 2024, Board of Trustees Executive Committee Meeting were reviewed.

Due to the lack of quorum, there was no action taken to approve the November 4, 2024, Board of Trustees Executive Committee Meeting minutes. These minutes will be approved at the January 6, 2025, Trustee Executive Committee Meeting.

The minutes from the November 21, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees December 19, 2024, meeting were reviewed.

Chief Financial Officer Kim Strube shared she will have nothing out of the ordinary to report at the December board meeting.

Haley DaVee is the Library Foundation Chair Elect, and she will be presenting part of the Foundation's annual distribution to the library.

Friends Board President Ruth Nelson will present the Friends annual distribution to the library.

Pyko shared that she will share a draft of the 2025-2029 Facilities Master Plan. There will be discussion at the January board meeting with it being formally presented in February.

Pyko said she anticipates Chief of Staff Thad Hartman to speak to the status of ongoing projects. He will report on the Kids Library construction. Pyko explained that the new kiosks should be here in January. Bibliotheca will deliver a kiosk for training prior to their implementation on the floor.

There are several new business items for the December board meeting. Thad will present the Kids Library furniture bids, and Treasurer Hannah Uhrig will present the Audit Committee Appointments. There might be an additional resolution for the Shawnee County Parks & Recreation MOU to renew it for 2025.

Other Items

Pyko spoke about the new gallery exhibit opening December 13, titled Immersed. There will be a lot of art from the library's permanent collection displayed at this exhibit. This exhibit will be unlike other exhibits done in the gallery.

The Trustee Executive Committee briefly discussed the potential of adding an executive session to the December board meeting.

Adjournment

Vice Chair Peg Dunlap adjourned the meeting at 4:16 pm.

Next Meeting

January 6, 2025

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXlVb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report
December 2024

News and Updates

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

As of November 30, 2024 there are 5,776 children enrolled in the DPIL program. It remains steady with a relatively equal number of children enrolled for each year with the exception of younger than birth to age one. The collaboration of the Library with United Way of Kaw Valley and the Kansas Children's Cabinet continues to be strong, and we look forward to a robust 2025 enrollment year. Of note, we did just learn from the Dollywood Foundation that the cost of the books will be increasing in 2025 so we will be working with the United Way of Kaw Valley on the financial impact of the increase in cost.

Digital Equity Summit- February 21, 2025

As part of our Strategic Plan focus of the "library will help equip individuals with technology skills and access to resources needed to thrive", we have a long standing community collaboration with the City of Topeka, Shawnee County, USD 501, Topeka Housing Authority, ISBA, Inc. and Jayhawk Area Agency on Aging. The coalition has been meeting to determine next steps for the work. We will be launching a survey with the community and all our community organizations on the digital technology needs of Topeka and Shawnee County. Based on the results of the survey, we will be hosting a Digital Equity Summit to invite the community to be part of the initiative, learn about the growing digital needs of our citizens and help determine the next steps for how we begin to close the digital literacy gap. More details will follow regarding the summit, but I wanted to make sure you had it on your radar.

The Library As Platform

Over the last year, two university students have approached us to use the library as a platform for community engagement as they complete their advanced degrees. Katie Griffin was working on her Master of Fine Arts (MFA) in graphic design at the Academy of Art University in San Francisco, CA. Katie grew up in Topeka and as she shared in her request, she chose the library and her topic because our library was very a cherished place to her growing up. She completed and defended her thesis this month. Similarly, Michaela Saunders, PhD student at Kansas State University has begun working on her doctoral work on the role of anchor institutions and community engagement. She has begun meeting with community members in East Topeka on the role that libraries play in their lives. After she completes her dissertation, she will share with us what she learned. We are so honored to be the case study for both thesis and dissertation work. It is just an example of how our community feels about the work we do at the library and how they continue to look for ways to highlight our impact.

Facilities Master Plan (FMP)

As we close 2024, we have completed or in the final stages of completion of our current Master Plan which was created in 2016. At the board meeting, you will receive a copy of the draft new Facilities Master Plan. We will discuss it at the January 16, 2025 Board of Trustees meeting and review the aspects of the plan. A timeline for approval of the plan will be determined at the January board meeting. As with our previous Facilities Master Plan, the Board of Trustees and library leadership will determine plan priorities, timelines and funding priorities. All Facilities Master Plan projects will be included in the annual budget planning process.

Outreach Service Models Study

Per our discussion in the November Board of Trustees meeting, I have updated our Outreach Service Model Study project. We will begin work in the 2nd part of January with a Discovery Team of library leaders and the Board of Trustees. We will meet biweekly through August 2025. Included in the Outreach Service Model Study document is the scope of work of the team and the deliverable of a recommendation for the future of library services outside the main library. I will provide monthly updates of the work progress during my board report.

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 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 Bid for Kids Library Furniture

Please see the resolution sheet for background information, bid summary and recommendation and fiscal note.

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 MOU is being presented at the December Board of Trustees meeting and will also be presented at an upcoming County Commission meeting.

Professional Activities/Community Contacts

National Issues Forum Institute (NIFI) Board

<https://www.nifi.org/>

I have had the honor to serve on the National Issues Forum Institute Board of Directors for the past four years. After having worked closely with the Kettering Foundation, a national non-profit civic engagement organization where Debbie Stanton, Lissa Staley and I attended learning exchanges with other civic engagement organizations focused on community deliberation on topics of mutual interest, I was asked to serve on the NIFI governing board. It was a wonderful opportunity to expand our library's reach beyond our community and build a network of colleagues to learn with and from. In 2023, I was selected to serve on the Executive Committee of NIFI where I was able to support the organization and be a voice for public libraries-most especially our library. Many of the board members are in the faith based or academic community.

Greater Topeka Partnership Visit Topeka board

In January 2025, I will begin my appointment on the Visit Topeka board of directors. As far as I am aware the library has never had a representative on the board. Over the past couple of years, Zan Popp, Diana Friend and I have been working with Visit Topeka on ways to highlight the library and especially the Alice C. Sabatini Gallery as a regional destination place. With our collection of zip codes from our Gallery visitors we have been able to demonstrate our market reach with the exciting exhibits we host. I am excited to be able to grow that engagement with our local and regional community. Sean Dixon shared that as citizens of Topeka and Shawnee County we are the best ambassadors to invite visitors to our community. We need to continue to tell the story of all the ways everyone is working to make Topeka and Shawnee County the best place to live, work and play. Our library continues to be one of the reasons that people say why they love Topeka.

November 19, 2024	Toured the Washburn University School of Law building with the Intergovernmental Cooperative Coalition.
November 19, 2024	Attended the All Hands on Deck press conference at the Great Overland Station.
November 19, 2024	Attended the Friends of the Library Thank You Lunch for staff and volunteers.

November 19, 2024	Participated in the facilitated discussion of digital equity with the United Way of Kaw Valley coordinated community collaboration meeting.
November 21, 2024	Attended the Board of Trustees monthly meeting.
November 21, 2024	Participated in the ULC CEO Weekly call focused on data insights from libraries across the US.
November 25, 2024	Met with Ashley Charest, Foundation Director and a donor to discuss the Wilder Society.
December 4, 2024	Diana Friend and I attended the GTP Power Breakfast at Festival of Trees.
December 4, 2024	Chaired the Topeka Collegiate Equity and Justice committee.
December 5, 2024	Attended the Visit Topeka board orientation
December 9, 2024	Participated in the Kansas Directors' Zoom call to discuss customer feedback and surveys.
December 11, 2024	Attended the Library Foundation Board of Trustees meeting.
December 12, 2024	Attended the GTP Equity Advisory Board meeting
December 13, 2024	Participated in a panel discussion on libraries in Kansas with Sean Bird, Washburn University and Rachael Hissong, Basehor Public Library for KTWU I've Got Issues program.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 12/13/24

Dolly Parton's Imagination Library

November 2024



Total Enrolled
5,776

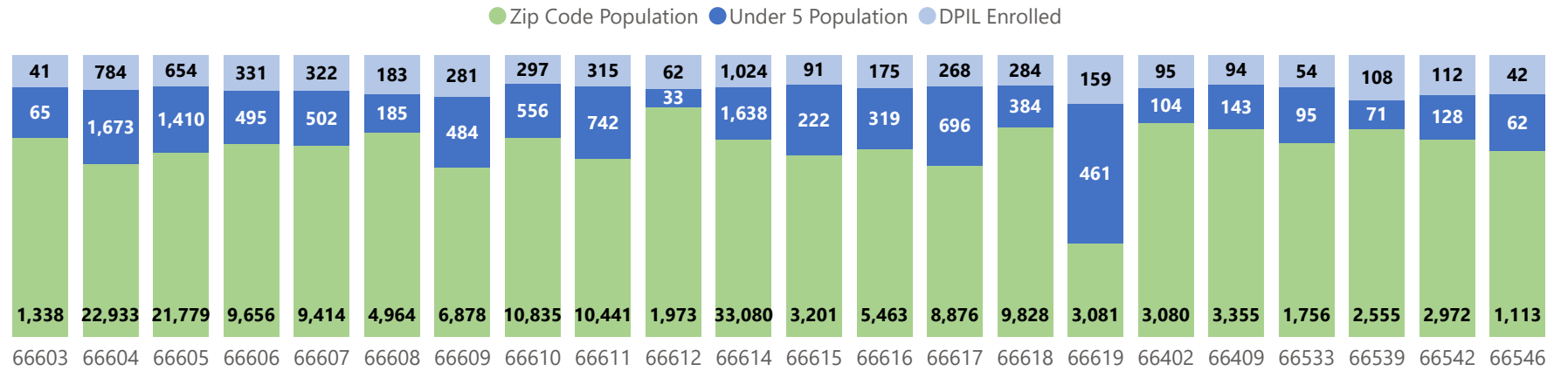


Total Graduated
9,397

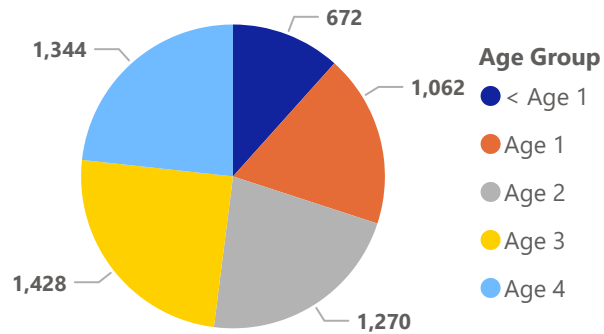
Year, Month

2024 (Year) + November (Month)

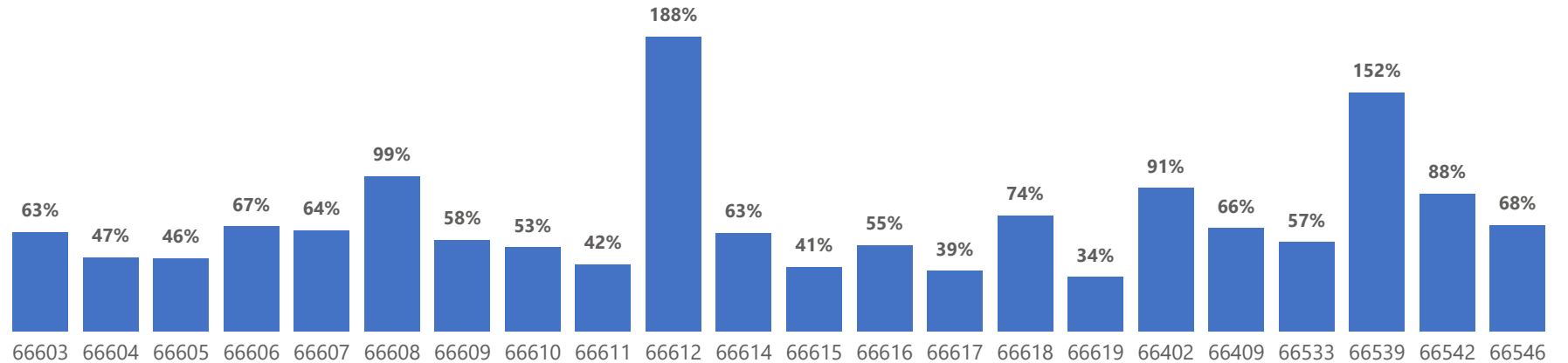
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Outreach Service Models Study

Purpose:

To identify direction including type, goals, cost and impact of current and future service models beyond the main library building.

Timeline: FY 2025

- Study launch date January 2025

Discovery Team- Library leadership with Board of Trustees members invited to attend all meetings

- Monthly reports by Marie Pyko in Board meetings
- At least two workshops/retreats for all board, library leadership, Friends and Foundation representatives. Workshops/Retreat will be led by an outside facilitator who will work with library leadership on focus.
- Discovery team will collaborate with an outside consultant on review of future services models and potential site visits.
- The Discovery team will determine what aspects of the study will involve engagement of an outside consultant and the scope of the work.

The Discovery Team offers a structure and a rigorous timeline for determination and decision making.

Scope of work

- Review all lines of business for service deployment- associated resource allocation/usage/market penetration including customer analysis of each service.
- Develop and launch community survey focused on service needs outside the main library including questions related to cost of service deployment. Evaluate results, identify key community priorities, and cost tolerance.
- Using our current demographic tools identify the open market potential for library services. Identify who is not a current regular library user and determine what are the services/resources/cost tolerance our non-library users might engage them.
- Identify what is the gap analysis between distance, resources and community interests and needs for library services.
- Environmental scanning of different service models in libraries including visits (travel costs)

Meeting Cadence

The Discovery Team will meet bi-weekly beginning January 2025 with a completion date of August 2025.

- The team will provide updates on a regular basis including a set topic report during the monthly board meetings.

- At least 2 Board Retreats will be scheduled during the Outreach Model Study process (March & August, tentative)

Deliverable

At end of Outreach Model Study, a recommendation for scope of outreach service plans including, timeline, costs and phased approach for implementation will be identified.

Chief of Staff Report

Thad Hartman
December 12, 2024

Kids Library Furniture

As mentioned at the last board meeting, we pushed up the purchase of the Kids Library furniture to this month. The Automated Material Handling System and Kids Library construction projects came in under budget, and we have enough remaining to purchase the Kids Library furniture this year. Purchasing this year allows us to get the furniture sooner, lock in 2024 prices before they increase in 2025 and reallocate 2025 budget to other projects. We are in the process of getting some cost estimates, but right now we are planning on replacing the concrete drive and resurfacing the public parking lot with the freed-up portion of the budget in 2025.

Library staff worked extensively with HTK Architects to determine the type, finish, colors, and quantities of all of the pieces of furniture that will be used in the Kids Library. The furniture choices and options have evolved as the design of the Kids Library has changed over the past year. Several different pieces of furniture were tested out as well as different fabrics and finishes to find the right combination that fit with the design of the Kids Library along with the comfort and the needs of the public. I feel very good about the selections and how they will work within the Kids Library along with the updated design in the rest of the library.

Kids Library Construction

Construction in the Kids Library has been progressing nicely. Demolition is complete and the new soffit work is almost complete. Framing, mechanical, electrical, and plumbing are all currently underway. Very soon we should have wood backing and doorframes installed, and we will be ready for drywall.

There are a few design issues that are still being finalized. Michael Perkins has been working with Maddie from HTK to create concepts for the wall graphics, and finalizing decisions with Marie, Debbie, and me. I'm really excited about what they have designed for the different areas!



Department Highlights

Public Services

Debbie Stanton, Manager

Collaboration Spotlight

While closing out my year as Chair of the Leadership Greater Topeka Advisory Board, I thought I would reflect on our longstanding relationship with the Greater Topeka Partnership. As the umbrella organization of multiple vital organizations in our community – the Topeka Chamber, Downtown Topeka Inc., Go Topeka, and Visit Topeka – connecting with GTP has been a crucial aspect of strengthening the Library’s role in the economic ecosystem of Topeka and Shawnee County.

- **Momentum 2027:** The Library is a Strategic Investor in Momentum 2027, the holistic economic development plan for Topeka and Shawnee County. Marie serves in several capacities in Momentum 2027’s strategic initiatives, with a special focus on the Child Care Task Force due to our connection to early childhood learning.
- **Networking & Continuing Education:** As active members of the Topeka Chamber, we capitalize on the many opportunities for library staff to engage in continuing education and networking through member events throughout the year. This includes the Annual Meeting, Intercity Visits, State of the Community, Women’s Forum, Inclusion Summit, and many more.
- **Leadership Greater Topeka:** The Library commits to having a staff member involved in the Leadership Greater Topeka program every year. This has expanded our reach and connections within multiple sectors in the region. It has also increased our capacity and knowledge as a staff as we build out our own LGT alumni network.
- **Visit Topeka:** As a landmark destination in Topeka, the Library is actively involved in Visit Topeka. We bring in over 400,000 visitors every year through our building for our programming, events, and specialized areas such as the Sabatini Gallery, Café, Booktique, Topeka Room, and Level 2 Tech Center. Our work with Visit Topeka acknowledges our role in driving visits to Topeka as well as the recruitment and retention of residents.

I look forward to the many ways we will be able to strengthen and grow our relationship with Greater Topeka Partnership into 2025.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

The "Through the Lens" exhibit was a success, welcoming over 5,645 visitors! We hosted several school groups, and the kids (and adults) were mesmerized by the Zoetrope and Polaroid camera.

One group spent an hour exploring the gallery, doing crafts, and taking a guided tour. The teacher shared how much her students loved the art project, noting that while they typically only have 20 minutes for lunch, some were so eager to draw that they'd rush through their meal just to have more time creating art. It's moments like these that remind us of the real impact we're making.

During the last week of the exhibit, we had a delightful surprise visit from a patron who brought in his vintage stereoscopic camera – a perfect ending to our photographic journey!



Topeka Room: Genealogy Team

Our third annual Identity Quest Conference was a great success! This year's hybrid format was a hit, welcoming both in-person and virtual participants. With nine engaging speakers and a powerful keynote by Kenneth Morris Jr., the event was truly special. The musical interlude by ARISE during lunch added an extra touch of magic to the event.

A heartfelt thank you to our behind-the-scenes staff: Sherri Camp, Griff Argo, Cale Herreman, Debbie Stanton, Ryan Holm, Jennifer Masters, Katie Keckeisen, and Thad Hartman. Their hard work made the conference possible.

Topeka Room: Local History

November was a whirlwind for our Local History team! We celebrated the Menninger Clinic's centennial with an incredible panel discussion that drew 109 in-person attendees and 14 virtual participants. We made sure to film the event, preserving copies for both the library and Shawnee County Historical Society.

We also gave the Topeka Room a little refresh, repositioning the print station and copier to showcase our beautiful Woodward stained-glass windows.

The Topeka Room saw an uptick in visitors in November! This has been our biggest month, attendance-wise, since we started keeping stats in August. We had 537 visitors this month! We've had the pleasure of assisting patrons with genealogy research, inspiring a future librarian, and simply providing a cozy space for quiet reading.

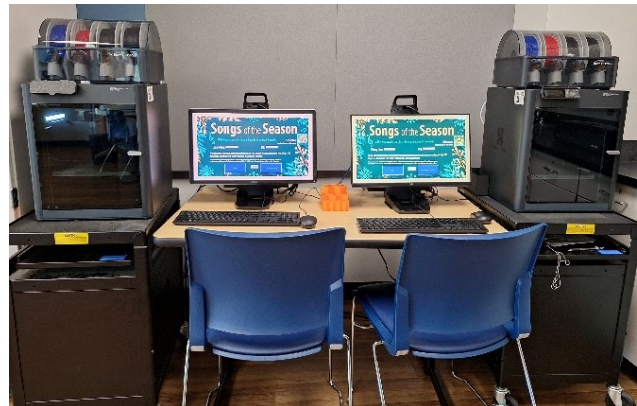
Core Technology Team

Our DOCK Interns wrapped up their first semester this month. While their community center tech classes didn't draw as many participants as we'd hoped, this round, these incredible teens showed true adaptability. They pivoted seamlessly, providing invaluable support in the Level 2 Tech Center, helping

with computer-related issues, and offering one-on-one technical assistance through our Gadget Help team.

Level 2 Tech Center Team

November brought some exciting upgrades to our Digital Art Studio! We've added two new Bambu 3D printers that are absolute game-changers. These machines are a huge step up from our previous Ultimaker models – faster, more precise, and incredibly user-friendly.



Patrons can now easily import designs from Thingiverse and start printing in minutes. We can't wait to see the creative projects our community will bring to life!

Public Services

Cadie Maas, Supervisor – Readers & Resources

Customer Comments

This month I want highlight the good work our team does every day to ensure that library customers have a positive experience when interacting with our services, our materials, and our staff. These are just a few customer comments recognizing the quality of service that Public Services staff deliver in their daily work:

- A customer stopped by the Music & Movies desk to say how much she appreciates the books Jennifer chooses for her Browsing Just for You subscription. She said that she's read books that she never would've read without her recommendations. She said that we often just get negative feedback, so she wanted to stop by in person to pass on her compliment.
- A customer stopped at the desk to share a comment with Deb, our Adult Literacy and Learning librarian. She said, "I hope your day is as nice as you are." We appreciate that Deb always strives to create a welcoming atmosphere at the library.
- A staff person who is a family friend of one of our Red Carpet customers reached out to the Red Carpet team member who makes his biweekly delivery. In visiting with the family, they shared how grateful they, and my customer Jerry, are for me bringing him books. He's 105! He is still sharp and loves to read. They got a little emotional about the service, because they are so thankful that he is able to continue enjoying reading because of our Red Carpet services.
- Another Red Carpet team member received a card that was signed by several of his customers at his Brewster Place stop. The card read: Dear Jim, All at Brewster appreciate all you do to

bring joy to all. Additionally, one customer added a personal note, Jim- I have a master's in library science from LSU, so I do know what I am talking about.

- One customer left a card in our comment box. It read, Kaitlyn was very kind, helpful and understanding of seniors. She did more than I expected to help me today.
- It is in these seemingly innocuous interactions that literally occur daily, that our frontline staff are doing the hard work of building an engaged community of readers in Topeka and Shawnee County.

Return on Investment

Recently a customer reached out through our Ask a Librarian service because she remembered seeing a summary of how many books she had checked out and how much money she saved by using the library to borrow materials, as opposed to purchasing books -- but she couldn't find it again! Through some troubleshooting we identified that the information is stored in the library's catalog, but currently only prints out on receipts directly from staff interactions, not at the self-service kiosks. Thanks to this customer question, we will ask Bibliotheca about adding this option with the new Kiosks!

Our staff were able to retrieve the customers current numbers (4,862 lifetime checkouts, a savings of more than \$51,100 dollars!). When Madeline saw these figures, she replied "This is VERY COOL. Thank you for sending me that!" But then she wondered, " I have one more question: when did the library start counting the number of books you checked out?" We determined that the current library catalog started keeping track when we installed it in 2012. Madeleine did some figuring of her own and sent us this updated information: "I figure I average 200 books a year, that's 2,800 more books total for the all the years I've lived in Topeka and been a library customer. Thanks for having such a great library. It really is my happy place." We are thankful for Madeleine and her approximately 7,660 books she has read from our library!

Fall Reading Challenge

The 2024 Fall Reading Challenge wrapped up at the end of October. We had 1,030 registered participants. Of those registered, 522 were first time registrants. A little more than half of the registered participants (566) completed the challenge by reading three books during the month of October. All told, participants read at least 3,000 books through the duration of the challenge!

We wrapped up our Fall Reading Challenge with a celebration on November 3rd. Light refreshments were served, and attendees got the first chance to collect their challenge prize. Every year the prize for the Fall challenge is a library branded pint glass. The library logo imprinted on the glass changes color each year. These glasses are a big hit with our customers, many bragging that they have collected every color since we started the fall challenge in 2021. There were 114 attendees at the Fall Reading Challenge celebration, eager to collect their purple



pint glasses! During the celebration, readers had the opportunity to visit with fellow participants and our Readers Librarian to share what books they read for the challenge and discuss some of their overall favorite reads of 2024. Customers won't have long to rest on their laurels, as our Winter Reading Challenge kicks off January 1st!

Our reading challenge web app collects interesting information from participating readers. Here is a list of the Top 12 book titles read as part of the Fall Reading Challenge:

Top 12 Books Read



Youth Services

LeAnn Brungardt, Youth Services Supervisor

Construction

People with kids in their lives know, they come with lots of stuff. We have a team that is taking a conscientious look at how to best utilize the storage space that has been afforded us within the new plans. It is much more than putting items in spaces. They are discussing things like access, proximity, and processes as they make recommendations.

Tours

We hosted a large tour group in early December. Unbeknownst to us, the wife of the Director of the Jacksonville Public Library was a part of the tour group alongside her granddaughter. She provided positive feedback to her husband, who in turn reached out to our CEO. Those who provided the experience appreciated hearing that both granddaughter and grandma were impressed.



To improve everyone's ability to hear the guide, we now use mics when leading groups of 25+.

We are rethinking tours. With new kids' spaces and new AMH coming, we have new highlights. We are also looking at how to better standardize what we offer.

Librarian Updates

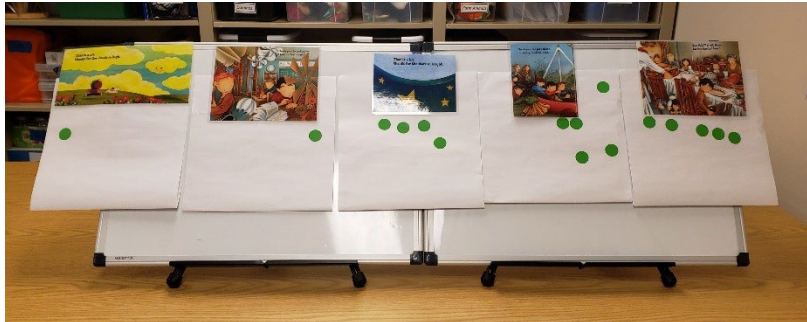
Early Childhood Outreach Librarian

During the month of November, I was able to attend a one-day conference titled, *Nurturing Resilience*. One of the speakers is known nationally for her work related to play. One take-away for me was her statement of finding that “sweet spot” with play, where it is child-led with an adult scaffolding play to boost development and learning while addressing challenges and needs. Another speaker is a recipient of Oklahoma Association for the Education of Young Children Distinguished Service Award. One take-away for me was the research and statistics related to technology and the critical development of young children.

Early Childhood Librarian

Preschool Storytimes go well beyond just reading books to children. Each of our in-house and outreach storytellers carefully create storytime experiences for the children. For many children this is the only preschool-type experience they have, so we make the most of their time with us. We utilize the American Library Association’s initiative of Every Child Ready to Read, ECRR, when the storytimes are developed. ECRR encourages parents to sing, talk, play read, and write with their children to help them develop the early literacy skills they need to be school ready.

During our storytimes, you will find us singing and dancing, along with reading and listening to stories. Beyond that, the children will be working on social/emotional development – like taking turns, following directions, and empathy. We do a lot of counting, but we sometimes sneak in a little higher math, for example doing some addition, subtraction, and even division when reading a book like *The Doorbell Rang* by Pat Hutchins. Recently I had the children “vote” on two things they were most thankful for. With the help of their grown-ups, they used the two stickers they were given to make their choices. After they were finished, we counted each one and talked about which ones had more and which ones had less, which numbers were higher, etc. I am pleased to say that family and friends received the most votes.



Teen Librarian

As ever, remodeling in the library is a constant topic of conversation when it happens. Whether it is helping teens find where materials or programs have moved or explaining to them how the layout will look when it is all done, we have spent lots of time talking about it. One thing that keeps coming up is their lament that the open gaming times and the space for them is gone. To alleviate this, as well as build a bridge for them to the Level 2 Tech Center, we will be conducting weekly gaming programs in the Digital Arts Studio. This will give them the opportunity for gaming that they have clear about wanting, as well as getting them up to the Level 2 Tech Center and familiar with the space and the services available there, many of which may be of use and interest to them already, or later when they have aged out of the teen spaces.

Program Services

Autumn Friedli, Program Services Coordinator

Summer 2025

With the temperature dipping below freezing and snow in the forecast, let's talk about something warm – SUMMER!! The Summer 2025 planning team is already hard at work preparing our biggest summer EVER. You can expect something for everyone all summer long. We will have old favorites like Blockbuster Wednesdays, and new favorites like Fun at 1, but we will also be adding more opportunities for everyone to have more fun this summer at the summer. Stay tuned for more details!

Miracle on Kansas Avenue Parade

We couldn't have asked for better weather on Saturday, December 7th for the Miracle on Kansas Avenue Parade. The Adventuremobile was all decked out in its holiday finest to attend the parade and several library staff spread holiday cheer along the parade route. Photo is from the library's Instagram account TopekaLibrary!



Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

Collections

We are wrapping up on ordering for FY 2024. Physical item ordering is complete for the year and we'll order for Overdrive/Libby through December 13th. We will resume physical and digital orders the week of January 6th. We've experienced another year of growth with digital checkouts however our physical

collections are doing well. With the renovation of the Reader's Lounge, we have new opportunities to showcase books through displays and a more open, inviting layout. We are continuing to experiment and learn what customers are most attracted to on our display units and how to keep them interested in all the books on the shelves as they step into these beautifully renovated spaces.

With the Kids Library project, we're currently in a holding pattern with collections as the renovation work for the first phase moves closer to completion. We anticipate moving the books from the David J's space into the renovated area of the Kids Library in February 2025.

Appreciation for longtime Tech Services staff member

Rebecca Hoferer, a processing assistant in Technical Services, moved on to her next work adventure this month. Becky started at the library 26 years ago, working first in Bookmobile and then to Technical Services in 2004. She processed media items like DVDs and audiobooks along with other collections. Many thousands of items have moved through her hands, getting all the right labels and identifications on their way to the shelves. Our collections look very sharp and it's because we have experienced staff dedicated to managing our collections. We appreciate the many years of hard work Becky completed at the library and wish her the best in her next venture.

Access Services

Kelli Smith, Access Services Manager

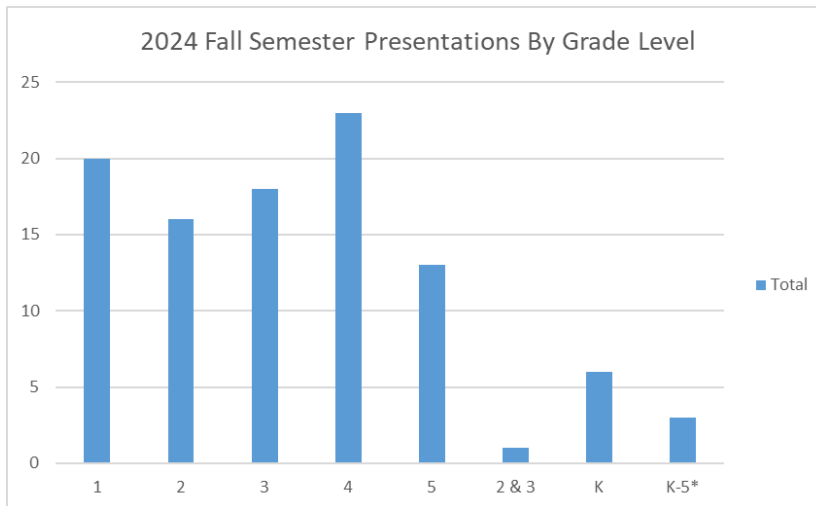
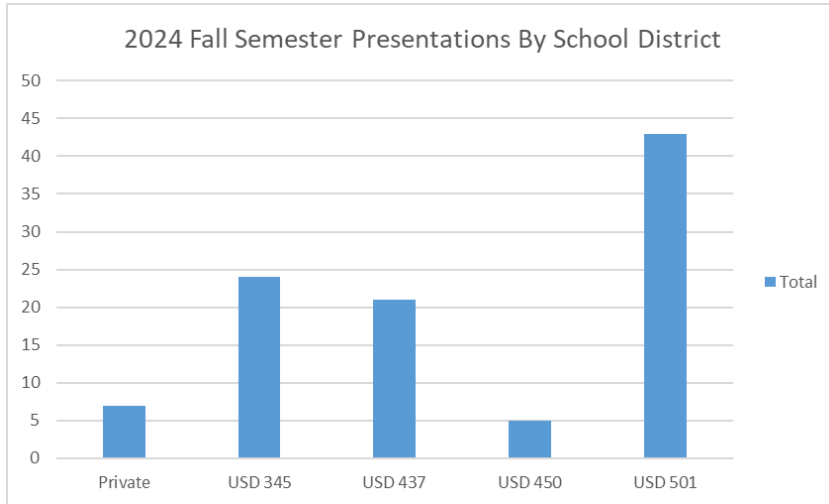
Classroom Connections Success

Shortly before the 2024-2025 school year began, Community Services retired the Adventuremobile service due to the development of the new vision for services to schools. Kansas Connections classroom programming had the opportunity to be more impactful by reaching more schools, grade levels, and individual students than what the Adventuremobile service could. Therefore, the Community Services outreach team shifted from offering two services to schools to solely focusing on classroom programming.

The team quickly adapted to meet the new initiative for the school year and Kansas Connections was renamed Classroom Connections. The team lost a few staff members, but the remaining staff absorbed some of the programs into their regular offerings. All in all, the group has done an excellent job and I wanted to highlight what they have accomplished in such a short time and with basically two individuals, Dawn and Jackie, while newer staff acclimated to their new team. By the end of the semester, Dawn and Jackie will have given 100 classroom presentations since October 1. New team members, Riley and Tyler, have been added and are led by school-age librarian, Jacee. All have accompanied Dawn and Jackie to some of the classrooms and have developed additional programs to add to the mix next semester. I'm excited to see what the spring will bring.

When we compare this semester's data to 2023's fall semester, 2024 has a slight edge with 100 presentations versus last year's 90 presentations. However, in 2023 the team had 6 presenters and

started two weeks early than 2024. Retiring the Adventuremobile service has already allowed 2 staff to reach more classrooms than what the larger team was able to accomplish while handling both services.



Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

I would like to take this opportunity to recognize and celebrate the outstanding efforts of my Classroom Connections team this year. Despite facing some challenges, including a reduction in staff early in the school year, my team has truly exceeded expectations in delivering high-quality programming across the

districts we serve. Their dedication and resilience have allowed us to continue making a meaningful impact on the students we reach.

I am incredibly fortunate to work with a team that is not only talented but also passionate about providing educational experiences that engage and inspire the students. This year, they have successfully engaged with the four school districts we serve, as well as several private schools. Through their hard work, the team has reached students in grades K-5, offering programs that are designed to meet the diverse needs of our community. They have worked tirelessly to ensure that every student receives the full benefit of our programming.

At the beginning of the school year, we had three programmers, but soon found ourselves with only two: Jackie and Dawn. Despite this challenge, Jackie and Dawn have been nothing short of extraordinary. Between the two of them, they have programmed a total of 71 times! This is a truly remarkable achievement and speaks to their unwavering dedication, creativity, and perseverance. Their efforts have ensured that our programming continues to reach students and teachers across multiple schools and districts. On many days, Jackie and Dawn have been delivering up to 4 or 5 programs a day, demonstrating their exceptional work ethic and commitment to providing valuable learning experiences for our students.

In preparation for the upcoming months, Riley and Tyler have been shadowing Jackie and Dawn, gaining invaluable experience and insights that will allow them to build their own programs. This hands-on learning experience has been essential in preparing them to take on programming responsibilities and ensure the continued success of the Classroom Connections program. I am confident that Riley and Tyler will bring fresh perspectives and skills to further enhance the success of Classroom Connections!

Looking ahead, I am excited to see the new contributions from Riley and Tyler, who will soon be leading their own Classroom Connections sessions. Their fresh perspectives, creativity, and skills will undoubtedly build upon the incredible foundation that Jackie and Dawn have set. Together, they will help shape the future of the program.

I cannot express enough how proud I am of the work that Jackie, Dawn, and the entire Classroom Connections team has done this school year. Their commitment to providing enriching, hands-on learning experiences for our students is truly inspiring. I look forward to the continued success of the program and the positive impact it will have on even more students in the future!

Community Services Librarian Report

November was a busy month for the Bookmobile and Delivery Teams! We checked out over 7,000 items across these two services. Great job!

As we enter the holiday season, our Bookmobile Team members have brought the festivities to the decorations on the vehicles, including lights, garlands, and Christmas books and movies to help our patrons feel the holiday cheer. This team works hard throughout the year to help our customers feel welcomed every time they step on the vehicles and decorating the bookmobiles is just one way to show that we love when they visit!



Our Delivery Team has been working hard in conjunction with members of other departments to develop a Process Improvement Plan to improve the efficiency of the TSCPL@Home, TSCPL@Work, and Book Locker services. The goal of this team is to streamline these services and provide a greater level of service to our customers in Topeka & Shawnee County. This team, led by Access Services manager Kelli Smith, has been meeting weekly to evaluate the services, look at the workflow of the staff, and change processes to create optimal procedures for the preparation and delivery of materials.

Digital Services

David King, Digital Services Director

Automated Materials Handler Project

We're in the process of getting contracts signed and setting up our first project meeting. Looking forward to this project!

Self-Check Kiosk project update

We (and Bibliotheca) are waiting on the cash/coin boxes to be manufactured. Once those are ready to ship, we'll get the kiosks and can get started with the installation. Until then, we are in waiting mode.

Digital Equity Work

The library has been doing a lot of digital equity/access planning, and I have been helping with that. We've had multiple meetings with people from our previous TSCGetDigital group to decide on next

steps for digital equity work in Shawnee County. We are planning to host a digital summit early next year and are hoping to get some county-wide movement on helping our community get the training and digital access they need to fully participate in our modern society.

Top Web Pages for November 2024

1. Services Page: 4,863 Pageviews
2. Hours & Locations Page: 1,440 Pageviews
3. Election & Voting Information: 1,371 Pageviews
4. Hours & Locations Page (another path to page): 1,058 Pageviews
5. Work at the Library: 1,011 Pageviews
6. Get a Library Card: 993 Pageviews
7. Learn & Play Bus: 954 Pageviews
8. Meeting Room & Event Spaces: 860 Pageviews
9. Trivia: 809 Pageviews
10. Friends of the Library: 731 Pageviews

Social Media Highlights for November 2024

Facebook

- Halloween photos – reached 3,961 people
- Holiday Decorations – reached 3,773 people
- Teen TRASHION – reached 3,103 people

Instagram

- Ballet Midwest – reached 895 people
- Holiday Decorations – reached 664 people
- Black Friday – reached 654 people



Epsilon Chapter "Fluffers"

(back, l to r) Ruth Akins, Marge Strouts, Jan Gilliland, Janet Land, Sandra Hill, Jan VanMeter, Jeanine Mott, Nelda Reynolds
 (front l to r) Sherryl Longhofer and Ruthi Montecinos

**Thank You!
 Decorating for the holidays was fun & festive with the help of volunteers!**

Wrapping the library with the holiday spirit is a big undertaking in a 168,000 sq. ft. building. During Thanksgiving week the C&M, Facilities staff and the Volunteer coordinator, organized 4-days of work to add visual merchandising to the main and upper levels of the library.

Friends of the Library Volunteer Sherryl Longhofer, brought her sorority sisters to "fluff" the decoration bows and greenery one the first day of "operation holiday". Sherryl also reworked several centerpieces used in the library's meeting rooms and the CEO's office. Dawn Stone, Tech Services provided her bow-tying skill to create replacements for old ribbons.

The BIG tree that has been stored since COVID, was unboxed and new lights installed by Facilities staff Mark (who also served as "director of decorations"), Dennis and Coop and taken to its location by the fireplace in the Fiction wing. On the last day, Kappa Sig fraternity members made quick work of hanging garlands and placing trees around the library. They have also offered to return in January to take down the decor and return it to storage!



The men from Kappa Sig can add garland and swag skills to their resumes!

"The decorations make people smile, and getting to work beside our volunteers is so rewarding," said Kari Zimmerman, Volunteer Coordinator.



Claire’s Courtyard Sunroom Acoustics

The sunroom is a popular destination to just hangout, rehearsal for local musicians and to host a meeting. Michael designed this sound baffling installation to not only improve the acoustics of the room, but also provide a great background for photos.



Karen and Michael teamed up again to enhance the gallery entrance for the Immersed exhibit that opened Dec 13, 2024. Michael built the frame for the lenticular image that Karen created.

Along with the exterior wrap for the gallery, Karen created all of the graphics and interior panels for the exhibit. Michael assisted the gallery in creating one of the moving videos using imagery from The Girl with a Scarf painting that is in the exhibit.

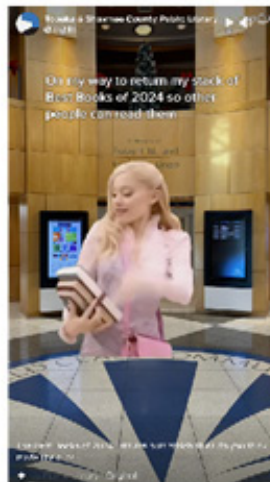
Teens the Season

The advent of this year’s holiday season brought beauty and fun to the library, and most importantly...TEENAGERS (and young adults)! Possibly the hardest demographic to reach, and definitely the hardest to impress, giving teenagers the opportunity to be helpful and explore their creativity with a good dose of humor seems to be a winning formula. Then, of course, we celebrate them! This month, our social media audience was happy to share in the fun of Ballet Midwest’s Nutcracker Storytime, our teen Trashion show and Kappa Sigma fraternity helping to decorate the library for the holidays.



Trending: Wicked Good Books

To announce the year’s trending books, we had a little fun with a trending meme. Wicked’s Galinda reminds us to heriocrally return our books so others may read them.



C&M staff Diana Friend • Jayna McFarland • Ginger Park • Michael Perkins • Karen Watkins

Promoting Cricut Cutting Machine

Karen created a dynamic social media video ad to promote the library's Cricut cutting machine station. The video showcases the versatility and fun of the Cricut, inviting customers to explore their creative potential by designing and cutting custom projects for free. Through engaging visuals and clear messaging, the ad highlights the library's commitment to providing innovative resources and hands-on learning opportunities for the community. The video has been well-received, generating excitement about this unique resource and encouraging people to give it a try.



Holiday Card Made for Book Lovers

Creating a unique holiday card that combines festive cheer with functionality was Karen's goal. She used the word JOY as a primary design element that happens to be one of our Strategic Plan focus areas. The design blends vibrant seasonal graphics with a modern, clean layout, ensuring the card feels both personal and professional. The perforated bookmark allows recipients to easily detach and use it, making the card a keepsake that extends beyond the holiday season. The card has received positive feedback for its thoughtful design and usability, offering both aesthetic charm and lasting value.

Library will Standout at Community Events

Custom Tablecloth Designs

We designed eye-catching custom tablecloths for community events, using vibrant graphics and bold, library branding to enhance the experience and create a unified, welcoming look. The tablecloths not only serve as functional decor but also contribute to a cohesive visual identity across multiple marketing collateral.



Reignite Connections

Direct Mail Campaign Targets Inactive Library Customers

C&M crafted a compelling direct mail campaign designed to re-engage individuals who haven't used their library card in the past six months. The design strategically combines bold typography, a personalized message, and eye-catching visuals to remind recipients of the value their card holds and encourage them to reconnect with the library. By incorporating a clear call to action for cardholders to make sure we have their email address, the campaign creates a sense of urgency while tapping into the potential for growth in TSCPL@Home deliveries. The card will land in mailboxes by the first week of January.





Resolution – Thank you to The Library Foundation

**BOARD OF TRUSTEES
December 19, 2024**

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its appreciation and sincere thanks to The Library Foundation President Kim Patton, the officers and members of the Board, Executive Director Ashley Charest, Development Professional Robin Moser 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 19, 2024**

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 19, 2024

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

Hannah Uhrig, Chair

Jim Edwards

Mark Zillinger

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Kids Library Furniture

BOARD OF TRUSTEES December 19, 2024

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Scott Rice Office Works, Lenexa, Kansas, in the amount of \$210,583.82 for the purchase of furniture for the Kids Library. \$48,743.64 of this expenditure shall be paid from State Aid. The remaining \$161,840.18 shall be paid from the General Fund.

Policy and Background Information:

In September 2023, a team of library staff initiated a planning process to envision and design a revitalized Kids Library. This process involved extensive research, including site visits to other libraries and children's museums, to identify best practices and innovative design elements. The team developed a detailed list of desired functions, goals, and services to guide the project.

To translate these aspirations into reality, the library collaborated with HTK Architects. Together, they developed a comprehensive design plan that aligned with the evolving needs of our customers and the strategic goals of the library. This collaborative effort involved careful consideration of furniture selection, layout, and aesthetics.

Throughout the design process, the team tested various furniture options, fabrics, and finishes to ensure optimal comfort, durability, and visual appeal. The final furniture plan was crafted to complement the overall design concept and create an inclusive space that fosters literacy, imaginative play, and play-based learning.

Key furniture elements of the redesigned Kids Library include:

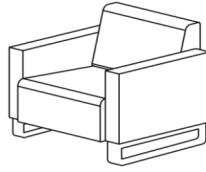
- **Flexible Seating:** A variety of seating options to accommodate diverse needs and preferences.
- **Infant Play Area:** Comfortable seating surrounding the infant play area for caregivers and contain little ones.
- **Technology Stations:** Multiple computer workstations for digital literacy.
- **Imaginative Play Zones:** A faux campfire seating area and gaming stations for immersive experiences.



2 MODULAR STORAGE BINS



1 2-SEAT LOUNGE CHAIR



8 SINGLE-SEAT LOUNGE CHAIRS



5 SINGLE-SEAT LOUNGE CHAIRS



3 SWIVEL LOUNGE CHAIRS



2 PRIVACY CARRELS



1 SWIVEL OTTOMAN



1 CAMPFIRE LOUNGE



14 ACTIVITY CHAIRS



27 ACTIVITY CHAIRS



10 ACTIVITY CHAIRS



1 HOOP CHAIR



2 MOLDED PLASTIC ROCKING CHAIRS



1 OPEN SHELVING UNIT



5 MOBILE SHELVING UNITS



2 LOCKED STORAGE CABINETS



2 CURVED MODULAR SHELVING UNITS



1 COMMUNITY TABLE



2 OCCASIONAL TABLES



5 HEIGHT-ADJUSTABLE ROUND TABLES



1 6-SEAT STANDARD HEIGHT DESK



1 6-SEAT STANDARD HEIGHT DESK



1 4-SEAT STANDARD HEIGHT DESK



1 6-SEAT DESK LOW HEIGHT



8 MOBILE DIVIDER PANELS



6 POWER TOWERS



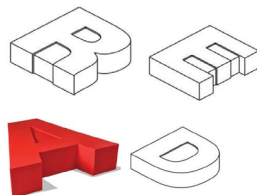
2 PLAY CLIMBERS



4 ANIMAL SCOOTERS



1 BUBBLE TUBE



4 LETTER BENCHES

Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for furniture within the renovated Kids Library. HTK provided specifications for the furniture and created a Request for Proposal.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued November 12, 2024.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. Once posted there, all vendors who chose to receive updates on the project were notified. Submissions of

voluntary alternates and questions were due December 4, 2024. There were two addendums to the original RFP that were sent to the interested bidders and posted on the library's website.

Bids were received at a public meeting over Zoom at 2:00 PM, December 12, 2024. Three bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Scott Rice Office Works, Lenexa, KS. This bid includes all pieces of furniture in the RFP and meets all necessary criteria. Scott Rice has worked with HTK and TSCPL in the past and provided quality materials and solid service.

TSCPL staff recommends the bid of \$210,583.82 submitted by Scott Rice Office Works, Lenexa, KS, be approved for furniture for the Kids Library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



ARCHITECTS
TSCPL - Youth Services Renovation Furniture Package

Bid Tabulation
 Thursday, December 12, 2024

Project No. 2001.01-015

BIDDER	MBI	Scott Rice	Spaces Inc			
ADDE NDA 1 & 2	Yes	Yes	Yes			
New Furniture	\$ 207,319.72	\$ 202,221.32	\$ 204,142.00			
Delivery & Installation	\$ 9,938.00	\$ 8,362.50	\$ 25,047.00			
PACKAGE TOTAL	\$ 217,257.72	\$ 210,583.82	\$ 229,189.00			

Notes:



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

**BOARD OF TRUSTEES
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
December 19, 2024**

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 2025.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

SHAWNEE COUNTY CONTRACT NO. C__-2024

MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding hereinafter referred to as the "Agreement," is made on this ___ day of _____, 2024, 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, 2025, and ending on December 31, 2025, 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, 2025. 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 shall remain as initially written and in full force and effect.

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

(Signature page follows)

**TOPEKA AND SHAWNEE COUNTY
PUBLIC LIBRARY**

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

Shawn Leisinger, Chair

**SHAWNEE COUNTY
PARKS + RECREATION**

ATTEST:

Tim L. Laurent, Director

Cynthia A. Beck, Shawnee County Clerk

**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 2024 - December 2025**

	<u>All 2024</u>	<u>All 2025</u>
Hourly Rate	\$ 20.43	\$ 21.45
Potential Performance Pay Raise	5.00%	5.00%
Revised Hourly Rate Eff. 06/01	<u>\$ 21.45</u>	<u>\$ 22.52</u>
Annual Gross Salary	\$ 42,739	\$ 44,873
Social Security/Medicare	\$ 3,270	\$ 3,433
Retirement - KPERs	\$ 4,385	\$ 5,053
Medical Insurance*	\$ 10,367	\$ 10,367
Employee Assistance Program	\$ 38	\$ 39
Unemployment Insurance	\$ 43	\$ 45
Workers Comp Insurance	<u>\$ 64</u>	<u>\$ 67</u>
Subtotal Benefits	\$ <u>18,103</u>	\$ <u>18,937</u>
Total Estimated Salary & Benefits	\$ 60,842	\$ 63,810
Total Billing Amount @ 50%	\$ 30,421	\$ 31,905
Maximum Amount per Pay Period	\$ 1,170	\$ 1,227
Maximum Monthly Billing - 2 Pay Date Months	\$ 2,340	\$ 2,454
Maximum Monthly Billing - 3 Pay Date Months	\$ 3,510	\$ 3,681
Percentage Increase		4.87%

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



Key Metrics

Net Promoter Score

86.5

End of LY: **86.4**

Difference: **0.1 ▲**

% Change: **0.1% ▲**

Active Cardholders

64,843

End of LY: **61,419**

Difference: **3,424 ▲**

% Change: **5.6% ▲**

Unique Borrowers YTD

39,266

Previous YTD: **36,809**

Difference: **2,457 ▲**

% Change: **6.7% ▲**

Door Count YTD

423,497

Previous YTD: **419,175**

Difference YoY: **4,322 ▲**

% Change YoY: **1.0% ▲**

First Time Checkouts YTD

626,228

Previous YTD: **664,388**

Difference YoY: **-38,160 ▼**

% Change YoY: **-5.7% ▼**

Digital Checkouts YTD

643,715

Previous YTD: **595,517**

Difference YoY: **48,198 ▲**

% Change YoY: **8.1% ▲**

Computers and WiFi

Computer Sessions YTD

82,175

Previous YTD: **90,043**

Difference YoY: **-7,868 ▼**

% Change YoY: **-8.7% ▼**

Avg Session Time YTD

01:04:01

Previous YTD: **00:55:59**

Difference YoY: **00:08:02 ▲**

% Change YoY: **14.4% ▲**

WiFi Sessions YTD

359,909

Previous YTD: **354,963**

Difference YoY: **4,946 ▲**

% Change YoY: **1.4% ▲**

Avg Session Time YTD

00:13:20

Previous YTD: **00:13:29**

Difference YoY: **-00:00:10 ▼**

% Change YoY: **-1.2% ▼**

Other Metrics

Program Attendance YTD

71,885

Previous YTD: **73,002**

Difference YoY: **-1,117 ▼**

% Change YoY: **-1.5% ▼**

Mtg Room Attendance YTD

60,184

Previous YTD: **60,139**

Difference YoY: **45 ▲**

% Change YoY: **0.1% ▲**

Reference Questions YTD

252,403

Previous YTD: **231,994**

Difference YoY: **20,409 ▲**

% Change YoY: **8.8% ▲**

2024													2024	2023 % Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	YTD
Net Promoter Score (NPS)															
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86	89.9	83.3	88.8	88	87.3		86.7	86.7	0.0%
Monthly # of Responses	64	45	45	35	17	107	158	126	98	93	55		843	881	-4.3%
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3	86.5	86.4	86.4	86.5	86.5		86.5	86.4	0.1%
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364	42,746	39,322	36,466	39,260	34,335		423,497	419,175	1.0%
CIRCULATION*															
Main Library															
TSCPL Curbside	1,219	907	476	398	353	421	214	229	235	228	264		4,944	16,647	-70.3%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398	43,579	42,411	36,870	37,484	33,608		406,637	438,808	-7.3%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155	1,283	1,291	1,269	913	1,157		13,221	12,969	1.9%
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326	52,014	45,613	41,317	40,346	39,381		474,688	476,830	-0.4%
Bookmobile															
TSCPL@Home	3,198	3,163	3,309	3,207	3,544	3,401	3,680	3,622	3,377	3,795	3,326		37,622	36,647	2.7%
Red Carpet	4,484	4,168	4,732	4,775	4,469	4,838	5,028	5,274	4,796	5,325	4,438		52,327	52,950	-1.2%
Digital Downloads	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	56,454	57,588	54,244		643,715	595,517	8.1%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286	1,409	1,291	1,495	1,414	1,231		15,202	16,256	-6.5%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	174,666	164,173	150,263	151,441	141,447		1,714,301	1,720,314	-0.3%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414	66,791	59,031	53,662	54,068	50,517		626,228	664,388	-5.7%
CIRCULATION DETAILS															
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	60,931	55,899	-	700,185	734,503	-4.7%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	26,693	25,535	-	297,134	321,734	-7.6%
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	49,608	47,236	-	540,257	591,301	-8.6%
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	29,124	26,604	-	356,910	363,939	-1.9%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	2,356	2,001	-	31,638	32,480	-2.6%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	6,499	5,566	-	68,017	68,171	-0.2%
NEW Patrons															
Topeka / Shawnee County															
Adults	848	866	856	731	871	971	828	899	774	671	535		8,850	7,202	22.9%
Children (ages 17 and under)	145	150	160	127	246	420	212	183	104	135	120		2,002	1,950	2.7%
Red Carpet Outreach	8	18	6	6	9	7	8	10	5	8	5		90	134	-32.8%
NEKL	42	38	61	43	40	75	61	45	44	27	22		498	488	2.0%
Non-Resident	1	0	2	3	1	0	0	3	1	4	0		15	9	66.7%
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	1,109	1,140	928	845	682	-	11,455	9,783	17.1%
PATRONS DELETED	478	348	718	755	427	282	369	451	372	298	202		4,700	4,569	2.9%
Cardholders															
Topeka / Shawnee County															
Adults	66,121	66,929	67,294	67,664	68,478	69,334	69,957	70,866	71,486	71,993	72,548		72,548	65,285	11.1%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845	15,915	15,985	15,894	15,889	15,902		15,902	15,486	2.7%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952	32,949	32,948	33,415	34,528	34,519		34,519	28,808	19.8%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424	1,425	1,359	1,361	1,334	1,353		1,353	1,355	-0.1%
NEKL	9,568	9,640	9,775	10,106	10,139	10,265	10,455	10,530	10,666	10,679	10,710		10,710	9,501	12.7%
Non-Resident	98	82	38	48	48	50	53	57	59	61	63		63	105	-40.0%
Delinquent	119	127	128	92	101	108	113	105	85	83	80		80	119	-32.8%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	130,867	131,850	132,966	134,567	135,175	-	135,175	120,659	12.0%

Active Cardholders (Savannah)																
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623	58,186	58,471	59,811	60,277	60,414		60,414	53,392	13.2%	
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071	8,114	7,415	8,216	4,709	4,429		4,429	8,027	-44.8%	
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694	66,300	65,886	68,027	64,986	64,843		64,843	61,419	5.6%	
Unique Borrowers																
Physical	7,920	7,926	8,320	5,336	7,316	7,460	8,479	6,595	5,661	6,896	6,650		24,882	25,019	-0.5%	
Digital	10,652	10,454	11,114	9,605	11,038	10,930	10,993	11,344	11,043	11,073	11,518		21,259	19,127	11.1%	
Both	1,547	1,412	1,560	849	1,506	1,433	1,646	1,367	1,178	1,336	1,446		6,875	6,700	2.6%	
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	17,826	16,572	15,526	16,633	16,722		39,266	37,446	4.9%	
Holds Satisfied																
	14,925	12,801	13,068	13,041	13,909	13,202	14,915	14,112	13,868	13,790	12,643		150,274	156,797	-4.2%	
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899	68,254	61,640	55,543	55,135	55,686		630,430	662,957	-4.9%	
COLLECTION																
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734	3,077	2,615	2,836	3,577	2,190		32,100	33,758	-4.9%	
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051	2,483	3,540	2,062	2,739	3,009		47,089	39,005	20.7%	
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174	334,768	333,843	334,617	335,455	334,636	334,636	339,624	349,625	-2.9%	
WEBSITE																
tsopl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158	29,156	26,439	26,652	26,708	22,297		308,681	391,797	-21.2%	
tsopl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863	49,418	43,808	41,476	44,838	36,985		511,265	621,110	-17.7%	
catalog.tsopl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317	33,349	34,076	27,038	19,746	18,394		308,996	208,519	48.2%	
catalog.tsopl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441	68,421	71,193	60,337	53,503	48,948		676,904	490,637	38.0%	
COMPUTER USE																
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296	8,544	8,251	7,297	7,644	6,622		82,175	90,043	-8.7%	
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47	1:09:04	1:06:59	1:02:57	1:02:49	1:02:24		1:04:01	0:55:59	14.4%	
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820	9,837	9,211	7,656	8,005	6,888		87,668	84,004	4.4%	
Wireless Sessions	29,289	26,647	25,896	34,916	35,846	40,498	35,536	31,509	35,312	33,546	30,914		359,909	354,963	1.4%	
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00	0:13:00	0:12:00	0:12:00	0:12:00	0:13:00	0:12:00	0:12:00		0:13:20	0:13:29	-1.2%	
Total Wireless Hours	6,585	7,183	6,558	7,998	7,804	8,580	7,675	6,489	7,666	6,720	6,698		79,956	79,800	0.2%	
TOTAL HOURS	13,290	14,292	14,298	15,807	15,692	17,400	17,512	15,700	15,322	14,725	13,586		167,624	163,804	2.3%	
NOTARY SERVICE																
	167	242	222	274	207	98	186	153	108	173	81		1,911	1,517	26.0%	
REFERENCE QUESTIONS																
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	16,656	16,650	15,275	16,076	14,887		183,918	179,340	2.6%	
Media	1,886	1,686	1,741	1,810	2,023	1,920	2,024	1,840	1,557	1,550	1,629		19,666	20,035	-1.8%	
Call Center	4,069	4,069	3,831	4,123	3,931	4,218	3,939	4,136	3,757	4,052	3,373		43,498	45,355	-4.1%	
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193	2,246	2,032	2,069	1,950	2,260		24,083	20,139	19.6%	
Topeka Room	694	657	703	615	557	592	625	514	383	399	371		6,110	7,023	-13.0%	
Gallery	283	99	197	325	169	417	461	176	353	319	263		3,062	2,698	13.5%	
L2TC	6,435	9,152	8,662	8,792	7,244	7,062	6,931	7,510	6,739	7,350	6,666		82,543	79,460	3.9%	
LibAnswers	579	578	439	422	371	497	430	442	417	456	325		4,956	4,630	7.0%	
Plaza**	-	-	-	-	-	-	-	-	-	-	-		-	-	N/A	
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944	7,155	7,059	5,003	4,512	5,349		68,485	52,654	30.1%	
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	23,811	23,709	20,278	20,588	20,236	0	252,403	231,994	8.8%	
MEETING ROOMS																
Meeting Room Bookings	448	539	528	562	471	453	438	432	473	543	432		5,319	5,025	5.9%	
Team Room Bookings	747	914	970	954	831	882	881	893	912	947	831		9,762	8,642	13.0%	
L2TC Bookings	599	715	741	737	689	727	632	682	663	698	666		7,549	7,450	1.3%	
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681	4,485	4,555	4,800	5,339	4,553		52,959	50,176	5.5%	
TOTAL MEETING ROOM ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298	4,599	6,006	6,051	5,916	4,085		60,184	60,139	0.1%	
LEARN & PLAY BUS VISITS																
	46	92	104	98	116	79	46	62	115	92	73		923	1,311	-29.6%	

PROGRAM ATTENDANCE																
Adult - General	1,729	2,030	1,485	1,974	965	2,516	1,313	1,179	1,532	2,111	1,378		18,212	16,954	7.4%	
Kids - Early Learners	424	544	369	708	599	1,604	647	659	408	629	487		7,078	5,439	30.1%	
Kids - Elementary	227	393	418	240	112	3,242	490	134	408	258	172		6,094	5,650	7.9%	
Teens	156	115	213	202	103	207	119	165	192	189	150		1,811	1,329	36.3%	
Unknown	383	333	52	7	522	4,223	5,944	1,207	1,487	333	349		14,840	17,715	-16.2%	
Outreach	3,138	3,139	2,471	3,587	2,040	298	1,546		1,896	3,344	2,391		23,850	25,915	-8.0%	
TOTAL PROGRAM ATTENDANCE	6,057	6,554	5,008	6,718	4,341	12,090	10,059	3,344	5,923	6,864	4,927	-	71,885	73,002	-1.5%	
GALLERY ATTENDANCE	1,829	1,386	1,979	1,915	930	11,441	8,302	3,624	1,757	2,093	1,747		37,003	29,490	25.5%	
DOLLY PARTON ENROLLMENT	5,992	5,947	5,918	5,987	5,850	5,771	5,771	5,796	5,731	5,780	5,776		5,776	5,969	-3.2%	

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	12,409	11,701		137,281	141,076	-2.7%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662	14,258	13,930	13,193	13,865	13,065		145,945	161,494	-9.6%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	20,052	18,195		241,720	250,548	-3.5%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	4,964	4,645		66,728	70,079	-4.8%
Magazines	696	665	788	801	670	959	1,016	1,057	806	796	732		8,986	9,635	-6.7%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	6,385	5,468		66,722	69,352	-3.8%
RC Realia	99	109	116	137	113	117	126	159	107	114	98		1,295	1,012	28.0%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	2,346	1,995		31,508	34,531	-8.8%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	60,931	55,899	-	700,185	737,727	-5.1%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45	57	44	48	45	34	37	27		497	555	-10.5%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	1,352	1,118		14,833	17,371	-14.6%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	2,029	2,137		22,416	23,144	-3.1%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	19,157	18,483		210,796	219,255	-3.9%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	226	144		2,503	3,167	-21.0%
Juvenile Music	121	154	127	104	112	204	185	159	130	151	100		1,547	2,374	-34.8%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	3,731	3,520		44,412	50,084	-11.3%
YA A/V	11	5	17	14	12	13	20	15	7	10	6		130	201	-35.3%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	26,693	25,535	-	296,637	315,596	-6.0%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	12,409	11,701	-	137,281	141,076	-2.7%
Magazines	696	665	788	801	670	959	1,016	1,057	806	796	732	-	8,986	9,635	-6.7%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	1,352	1,118	-	14,833	17,371	-14.6%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	2,029	2,137	-	22,416	23,144	-3.1%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	19,157	18,483	-	210,796	219,255	-3.9%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	49,608	47,236	-	540,257	571,975	-5.5%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	20,052	18,195	-	241,720	250,548	-3.5%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	4,964	4,645	-	66,728	70,079	-4.8%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	226	144	-	2,503	3,167	-21.0%
Juvenile Music	121	154	127	104	112	204	185	159	130	151	100	-	1,547	2,374	-34.8%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	3,731	3,520	-	44,412	50,084	-11.3%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	29,124	26,604	-	356,910	376,252	-5.1%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	6,385	5,468	-	66,722	69,352	-3.8%
RC Realia	99	109	116	137	113	117	126	159	107	114	98	-	1,295	1,012	28.0%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	6,499	5,566	-	68,017	70,364	-3.3%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	2,346	1,995	-	31,508	34,531	-8.8%
YA A/V	11	5	17	14	12	13	20	15	7	10	6	-	130	201	-35.3%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	2,356	2,001	-	31,638	34,732	-8.9%
Overdrive															
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745	44,001	42,862	41,414	42,098	40,424		459,468	409,415	12.2%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801	15,849	16,101	13,408	13,540	13,179		173,583	176,061	-1.4%
Flipster	808	935	902	767	784	681	786	778	737	777	641		8,596	10,041	-14.4%
Kanopy									895	1,173	750		2,818		
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	56,454	57,588	54,244	-	641,647	595,517	7.7%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612	19,387	19,095	17,643	17,721	17,290		202,684	193,757	4.6%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603	3,860	3,569	3,396	3,363	3,383		40,334	39,526	2.0%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423	26,021	25,802	24,453	24,892	23,501		272,447	239,507	13.8%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720	1,764	1,595	1,552	1,683	1,735		19,698	17,661	11.5%
Juvenile ebook Nonfiction	269	287	310	265	303	237	208	215	245	249	297		2,885	2,663	8.3%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222	2,272	2,197	2,093	2,218	2,119		24,857	23,768	4.6%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526	1,573	1,465	1,360	1,423	1,380		16,715	14,600	14.5%
Young Adult ebook Nonfiction	41	35	41	38	34	30	27	33	35	13	18		345	336	2.7%

Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944	1,965	1,967	1,792	1,930	1,802		20,636	17,905	15.3%
DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	57,077	55,938	52,569	53,492	51,525	-	600,601	549,723	9.3%