



TOPEKA &  
SHAWNEE  
COUNTY  
PUBLIC  
LIBRARY

# Board of Trustees Meeting

April 17, 2025





TOPEKA &  
SHAWNEE  
COUNTY  
PUBLIC  
LIBRARY

# Strategic Plan 2024 - 2029

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

## CONNECTION

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

## SPACE

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

## LEARNING

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

## JOY

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

## PEOPLE

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



**Values** Excellence  
Curiosity  
Literacy  
Freedom  
Teamwork  
Accountability



April 17, 2025 – 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 March 20, 2025, Meeting Minutes of the Board of Trustees –  
**Action Item** pg. 5**

**Audit Report – BT&CO – Emily Sheldon, Audit Principal & Trae Shelton,  
Audit Manager**

- **Audit Committee Report** – Hannah Uhlrig, Chair
- **Acceptance of the 2024 Audit Report - **Action Item** pg. 9**

**Chief Financial Officer’s Report – Kim Strube **pg. 11****

**Financial Reports**

- Treasurer’s Report – Hannah Uhlrig
- Financial Report – **Action Item**

**The Library Foundation – Haley DaVee, Board Chair**

**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. 28**

**Chief Executive Officer Report – Marie Pyko **pg.30****

**Chief of Staff Report – Thad Hartman **pg. 34****

**New Business**

- **Nominating Committee Report** – Jim Edwards, Chair
- **Election of Officers – **Action Item** pg. 46**
- **Resolution- Bid for Elevator Modernization Project – **Action Item** pg. 47**
- **Resolution- Bid for Staff Restrooms & Circulation Workroom Renovation –  
**Action Item** pg. 50**

**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](mailto:aconner@tscpl.org) to request their name be placed on the public comment listing.

## **Next Meeting**

May 15, 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, Liz Post, Jim Edwards, Mark Zillinger, Beth Dobler, Fred Patton

**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, March 20, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Ave, was called to order at 4:00 pm by Chair Shawn Leisinger.

**Public Comment**

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

**Trustee Advocacy Stories**

There were no Trustee Advocacy Stories shared.

**Approval of Minutes**

On a motion by Jim Edwards, seconded by Hannah Uhrig, the February 20, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

**Chief Financial Officer Report**

There were no questions regarding the Chief Financial Officer's Report.

**Financial Reports**

Board Treasurer Hannah Uhrig reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for February 2025.

On a motion by Hannah Uhrig and seconded by Liz Post, the Treasurer's Financial Report for February 2025 was accepted.

Motion passed unanimously.

**The Library Foundation**

Library Foundation Board Chair Haley DaVee shared that it has been a busy month for the Library Foundation. The brick sale has been going well and they have sold 42 bricks in Claire's Courtyard to date.

The Library Foundation has filled the position of Finance and Administrative Specialist. Nancy Clasemann will join the team on April 7. She will be a huge help to the Foundation.

Library Giving Week is March 31-April 4. The Library Foundation will be very active on social media during this time. DaVee encouraged those in attendance to like and share their posts to increase engagement.

DaVee shared that the audit is wrapping up with the auditors presenting their report to the Foundation Board on April 16.

### **Friends of Topeka and Shawnee County Public Library**

Friends Board President Ruth Nelson shared the next Friends book sale will be April 4 through 6. This is two weeks earlier than usual because the Easter holidays fall on the third weekend of April. As in the past, Friday night will be members only from 5 pm – 8 pm. Saturday will be 9 am – 3 pm and Sunday will be Bag Day from 12 pm – 3 pm.

American novelist and crime writer William Kent Krueger will be coming to the library on Wednesday, April 16. Krueger is best known for his *Cork O'Connor* series, which is primarily set in Minnesota. His latest release, *Spirit Crossing* was published in 2024 and marks the twentieth installment in this bestselling New York Times series.

Friends members will attend an exclusive reception with Krueger before the public event and enjoy front row seating. After the talk Roundtable Bookstore will be there selling copies of Krueger's novels.

This Author Talk is sponsored by the Friends and made possible through funds raised from memberships, quarterly book sales, Chandler Booktique, and online sales.

### **Board Chair Reports**

Chair Shawn Leisinger reported the Executive Committee met via Zoom on March 10, 2025.

Leisinger offered for the Health Insurance Review Committee to meet again with Chief Human Resources Officer Jesse Maddox to discuss health insurance. Committee Chair Mark Zillinger will reach out to Maddox to schedule a time to meet.

### **Chief Executive Officer Report**

Chief Executive Officer Marie Pyko provided an update regarding the Outreach Services Study Meetings. Pyko explained that the group is looking at gaps and barriers to library use. There will be a work session for the team to work with Consultant Steve Potter. Potter is the former Chief Executive Officer at Midcontinent Public Library in Kansas City. He has 40 years of experience in the public library field and is now doing consulting work.

The library received eight awards at the American Advertising Federation Topeka Addy Awards Celebration. Several staff members from the library went, and they invited two TCALC students and their teacher to attend since their work was nominated for an award which they did end up winning. Pyko wished to commend Communications and Marketing Director Diana Friend and her team, as well as Public Services Supervisor Zan Popp, Public Services Manager Debbie Stanton and the gallery team as the gallery won awards for three out of four of their submissions. The Our Stories Exhibit won the Mosaic Award for connecting the community. This exhibit is still on the road traveling and is currently at the Great Overland Station.

Pyko spoke briefly about the Executive Order regarding the Institute of Museum and Library Services (IMLS). IMLS provides federal funding in the form of grants to the state and are then distributed to public libraries through an application process. She does anticipate this to impact smaller libraries and the State Library of Kansas.

Pyko presented the 2024 Annual Report. She thanked Communications and Marketing Director Diana Friend and her team for putting this together. All images used in the report were taken by the Communications and Marketing team.

Pyko has planned for the Board of Trustees to have a public session for the budget on May 1. This will allow the library to discuss what all we provide for the public before entering the budget cycle. She is working on how she would like to get this information out to the public.

### **Chief of Staff Report**

Chief of Staff Thad Hartman shared that they are now in Phase 2 of the Kids Library Project. Technical Services Supervisor Scarlett Fisher-Herreman and her team recently moved books and materials to the new space. The newly renovated area was opened to the public on Friday and they have heard lots of good things about the space. Hartman wished to thank Facilities Manager Joe Hobbs and his team for helping move furniture.

Hobbs has been working to get some quotes for the purchase of two new vehicles. These are budgeted to be purchased this year, but the library would like to purchase them sooner than originally anticipated due to the possibility of increased costs. These vehicles had been slated to be replaced a couple years prior and have been drivable due to repairs and heavy maintenance.

Hartman mentioned that the library is now a KultureCity Certified location. The library now has kits for children and adults with sensory issues. These items help those who might struggle in high noise and light environments. This certification was an idea submitted by a staff member and Staff Development Coordinator Brenda Hough put it into motion.

### **New Business**

#### **Nominating Committee**

On a motion by Liz Post, seconded by Hannah Uhlrig, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee as presented.

Motion passed unanimously

**Request to Dispose of the Sherlock Bookmobile**

On a motion by Jim Edwards, seconded by Joan Hicks, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

**Computer and Internet Use Policy**

On a motion by Liz Post, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Computer and Internet Use Policy as written.

Motion passed unanimously

**Bid for Laptop Purchase**

On a motion by Beth Dobler, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$34,344.00 by FlexSolv Networks, Inc. of Richardson, Texas as written.

Motion passed unanimously

**Request for Authorization for Expedited Vehicle Purchase**

On a motion by Fred Patton, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, authorizes library staff to purchase two vehicles before April 2, 2025 using quotes from area dealers and forgoing the standard RFP purchase process with the combined cost not to exceed \$86,000.

Motion passed unanimously

**Adjournment**

On a motion by Joan Hicks, seconded by Jim Edwards, the meeting was adjourned at 4:46 pm.

Motion passed unanimously

**Next Meeting**

April 17, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

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**Resolution – 2024 Audit Report**

**BOARD OF TRUSTEES**

**April 14, 2025**

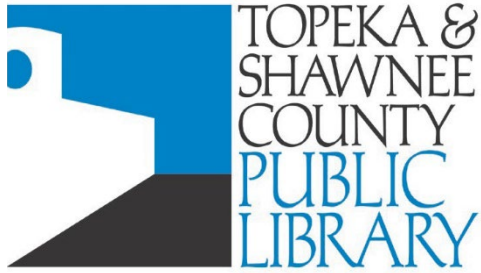
**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepts the 2024 Audit Report by BT&Co., P.A.**

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_



Minutes  
Audit Committee Meeting  
April 14, 2025 – 11:00 AM  
Hughes Room 205

**BOARD/COMMITTEE MEMBERS PRESENT:**

Hannah Uhlig – Audit Committee Chair, Mark Zillinger, Jim Edwards

**STAFF:**

Chief Financial Officer Kim Strube, Chief Executive Officer Marie Pyko, Chief of Staff Thad Hartman, and Executive Assistant Aubrey Conner

**OTHERS:**

Emily Sheldon, CPA, Audit Principal at BT&CO., P.A.

Trae Shelton, CPA, Audit Manager at BT&CO., P.A.

The meeting of the Board of Trustees Audit Committee of the Topeka and Shawnee County Public Library held on Monday, April 14, 2025 in the Hughes Room 206 of the Topeka and Shawnee County Public Library. The Audit Committee meeting was called to order at 11:00 am by Kim Strube and Board of Trustees Treasurer Hannah Uhlig is serving as Audit Committee Chair. An agenda, suggested questions for the auditors, a draft of the Basic Financial Statements for the year ended December 31, 2024 and a draft of the Report to the Board of Trustees, inclusive of the Management Discussion and Analysis, were provided in advance of the meeting.

Emily Sheldon presented the 12/31/2024 audit documents to the committee. She reviewed the sections of the Report to the board of Trustees in detail.

Shelton reviewed significant estimates, financial highlights, and investments. He reported that there were no significant issues that arose during the audit, nothing unexpected occurred and that Strube and her staff as well as management were well prepared, extremely responsive and transparent.

Sheldon noted that the library has received an unmodified audit opinion which is the best opinion the library could receive. Sheldon thanked Chief Financial Officer Kim Strube and her team as well as library staff for their assistance with the audit.

Sheldon reported the audit process will be complete upon corrections to the draft reports and when the management representation letter is signed and after The Foundation Board has accepted their audit report.

### **COMMITTEE DISCUSSION**

Topics included:

- GASB Statement 102 that will take effect next audit
- GASB Statement 103 and 104 that will take effect in two years
- Potential financial risks posed to the library
- Material budget variances

### **NEXT STEPS**

Sheldon and Shelton will present at the Board of Trustees meeting on Thursday April 17, 2025, at 4:00 PM in the Menninger Room 206 of the Topeka and Shawnee County Public Library.

On a motion by Jim Edwards, seconded by Mark Zillinger, the Audit Committee will make a recommendation to the full Board to accept the final audit report at the April 17, 2025, Board of Trustees meeting.

Motion passed unanimously

There being no further business for the Committee the meeting was adjourned at 11:19 am.

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

**General Fund – Pages 3 through 5**

With 24.7% of the budget year completed, 54% of the budgeted revenue has been received and 25% of the approved budget has been expended/encumbered. This compares to 2024 in which 53% of the budgeted revenue and been received and 26% of the approved budget had been expended/encumbered.

The second tax distribution of 2025 was received March 19<sup>th</sup> as scheduled. The total received for the General Fund was \$676,865. The percentage of the ad valorem budget collected year-to-date is 57% which is the same at this time in 2024. The percentage of year-to-date motor vehicle taxes collected is 12% which is the same at this time in 2024.

The Cataloging and ILL Services line item is over budget but may not end up that way as actual costs are known.

**Employee Benefit Fund – Page 6**

With 24.7% of the budget year completed, 53% of the budgeted revenue has been received and 21% of the approved budget has been expended/encumbered. This compares to 2024 in which 52% of the budgeted revenue had been received and 20% 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 \$6,951,136.

**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.

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
Approved operating budget	Snow removal/salting lots	\$5,292.03	Schendel Lawn and Landscape
Approved operating budget (sole source purchase)	Two 12-bay laptop kiosks	\$71,988.00	Java Connections
Approved operating budget	Archive management software	\$21,750.00	Recollect (USA) Inc.
Approved operating budget	Credit card terminals for self-check kiosks	\$12,392.00	Bibliotheca LLC
Approved operating budget	Annual lease for mailing and postage equipment	\$22,725.00	Pitney Bowes Global Financial
Approved operating budget	Annual renewal of fund raising/tracking software support for use by Friends & Foundation	\$14,958.45	Blackbaud Inc.
Change Order #7 & 8; Board approved bid award on 9/19/2024	Kids Library Renovation – vinyl flooring in storage room and additional data in floor boxes	\$3,125.40	Shirley Construction Inc.
Approved operating budget (Board authorized purchase on 3/20/2025)	2025 Ram Promaster Truck	\$42,609.00	Briggs Dodge Ram Fiat
Approved operating budget (Board authorized purchase on 3/20/2025)	2025 Subaru Outback	\$32,589.00	Briggs Subaru of Topeka
Request for Proposal; Board approved on 3/20/2025	(24) Dell Latitude laptops	\$34,344.00	Flexsolv Networks Inc.
Library Materials	Hoopla usage	\$31,326.69	Midwest Tape LLC
Library Materials	Adult fiction and non-fiction ebooks	\$5,570.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$5,620.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction ebooks	\$5,676.00	Overdrive, Inc.
Library Materials	Annual database fee for Novelist	\$10,328.00	EBSCO Information Services
Library Materials	Annual database fee for Flipster	\$6,361.24	EBSCO Information Services
Library Materials	Adult fiction and non-fiction ebooks	\$5,630.00	Overdrive, Inc.

## Other Items:

- The Board's Audit Committee met to review the audit draft and hear the audit presentation on Monday, April 14<sup>th</sup>. The Committee's recommendation will be provided for the April Board meeting along with a resolution for approval of the audit. The 2024 audit draft contains no findings or internal control deficiencies.
- Since officers will be selected for the positions of Chair, Treasurer and Secretary, Trustees in these positions need to make arrangements with Aubrey or Kim to sign the various signature cards for TSCPL's bank accounts. Also, the paperwork for the signature file used to electronically affix signatures on checks created by the financial system must be signed. Anyone who has not previously (and recently) served as one of the signing officers must sign an electronic signature form for the Secretary of State's Office and provide a copy of their driver's license as well. The effective date of the new positions is May 1, per the bylaws.
- Please remember to schedule the forthcoming Board budget work sessions:
  - Monday, May 1<sup>st</sup>, 9 am to 11 am in the Marvin Auditorium 101C (listening session with the community)
  - Tuesday, June 10<sup>th</sup>, 9 am to 11 am in the Marvin Auditorium 101C
  - Wednesday, July 9<sup>th</sup>, 1 pm to 3 pm in the Hughes Room 205

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

3/31/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 3/31/2025</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 6,891,529.61	\$ 8,610,524.16	\$ 4,095,818.22	\$ 11,406,235.55
Employee Benefits	2,521,111.25	2,120,774.90	1,027,674.87	\$ 3,614,211.28
Capital Improvement	6,877,610.04	73,525.50	-	\$ 6,951,135.54
Bond & Interest	8,231.12	1,017.90	-	\$ 9,249.02
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	48,743.64	61,560.71	16,006.00	\$ 94,298.35
Federal, State & Local Grants	2,577.59	-	8,822.46	\$ (6,244.87)
Other Special Revenue	1,184,169.04	6,075.57	56,791.98	\$ 1,133,452.63
Permanent Funds	279,714.95	-	-	\$ 279,714.95
<b>Totals</b>	<b><u>\$ 17,813,687.24</u></b>	<b><u>\$ 10,873,478.74</u></b>	<b><u>\$ 5,205,113.53</u></b>	<b><u>\$ 23,482,052.45</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 161,237.87
Restricted Funds-CoreFirst Bank-Checking	1,132,771.86
Capital Improvement Fund-Community National Bank-Money Market Account	6,951,135.54
Cash on Hand	2,451.49
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	8,058,716.13
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	7,000,000.00
	<u>\$ 23,586,247.84</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	668.37
Less Payroll Deduction and Employer Benefit Liabilities	11,623.14
Less Outstanding Checks	91,903.88
	<u><u>\$ 23,482,052.45</u></u>

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

3/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	3/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 6,891,529.61	\$ 8,610,524.16	\$ 914,865.96	\$ 3,180,952.26	\$ 11,406,235.55	\$ 1,855,838.30	\$ 9,550,397.25
Employee Benefit Fund	2,521,111.25	2,120,774.90	49.50	1,027,625.37	3,614,211.28	38,413.25	3,575,798.03
Capital Improvement Fund	6,877,610.04	73,525.50	-	-	6,951,135.54	-	6,951,135.54
Bond & Interest Fund	8,231.12	1,017.90	-	-	9,249.02	-	9,249.02
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	48,743.64	61,560.71	-	16,006.00	94,298.35	84,737.64	9,560.71
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	-	-	8,822.46	(6,288.90)	-	(6,288.90)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	8.14	-	-	10,773.21	-	10,773.21
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	71.98	(71.98)	452.97	(524.95)
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.65	0.03	-	-	31.68	-	31.68
Friends	221,749.98	160.52	5,000.00	12,163.94	204,746.56	5,967.94	198,778.62
Fun Committee	7,847.43	776.64	-	-	8,624.07	-	8,624.07
Gallery Competitions/Exhibits	36,712.45	907.25	-	-	37,619.70	-	37,619.70
Gifts/Memorials (Undesignated)	865,234.60	641.98	22,489.50	7,571.27	835,815.81	415,919.87	419,895.94
Hathaway Trust - Library Materials	2,894.18	1,214.40	-	231.97	3,876.61	591.03	3,285.58
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	17,656.12	2,352.30	6,307.51	-	13,700.91	4,041.58	9,659.33
NEH Expendable	3,948.63	1.86	-	2,500.00	1,450.49	4,900.00	(3,449.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	4.37	-	-	5,786.96	-	5,786.96
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.70	0.03	-	-	36.73	-	36.73
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,207.47	1.67	-	-	2,209.14	-	2,209.14
Youth Services	8,843.48	6.38	374.51	81.30	8,394.05	-	8,394.05
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	-	-	-	279,714.95	-	279,714.95
<b>TOTALS</b>	<b>\$ 17,813,687.24</b>	<b>\$ 10,873,478.74</b>	<b>\$ 949,086.98</b>	<b>\$ 4,256,026.55</b>	<b>\$ 23,482,052.45</b>	<b>\$ 2,410,862.58</b>	<b>\$ 21,071,189.87</b>



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

3/31/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 3/31/2025</u>
				24.7%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 8,221,725.47	\$ (6,145,710.53)	57%
Revitalization Rebates	(119,568.00)	(76,699.87)	\$ 42,868.13	64%
Back Tax	-	98,148.57	\$ 98,148.57	N/A
Motor Vehicle Tax	1,285,204.00	160,540.62	\$ (1,124,663.38)	12%
Recreational Vehicle Tax	14,586.00	1,080.57	\$ (13,505.43)	7%
16/20 M Vehicle Tax	5,398.00	4,861.73	\$ (536.27)	90%
In Lieu of Tax	42,441.00	56,978.29	\$ 14,537.29	134%
Watercraft Special Tax**	10,323.00	-	\$ (10,323.00)	0%
Commercial Vehicle Fees	42,362.00	34,825.51	\$ (7,536.49)	82%
E-Rate Reimbursement	19,926.00	-	\$ (19,926.00)	0%
Miscellaneous Revenue	3,000.00	10,892.91	\$ 7,892.91	363%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	108,361.00	7,470.96	\$ (100,890.04)	7%
Salary Refunds-Friends	50,236.00	7,880.64	\$ (42,355.36)	16%
Salary Refunds-Shawnee Cty	22,211.00	7,533.61	\$ (14,677.39)	34%
Vending Machines	1,500.00	382.30	\$ (1,117.70)	25%
Overdue Fees*	25,000.00	6,335.02	\$ (18,664.98)	25%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	850.00	\$ 350.00	170%
Obituary Fees	300.00	45.00	\$ (255.00)	15%
Meeting Room Charges	2,000.00	1,800.00	\$ (200.00)	90%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	65,870.84	\$ (84,129.16)	44%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 19,025,487.00</u></b>	<b><u>\$ 8,610,524.16</u></b>	<b><u>\$ (7,430,901.84)</u></b>	<b>54%</b>

\* 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**

3/31/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					24.7%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,107.80	\$ -	\$ 3,692.20	23%
Salaries-Facilities	693,658.00	161,290.87	-	532,367.13	23%
Salaries-Overtime	10,000.00	2,885.29	-	7,114.71	29%
Salaries-Security	361,407.00	68,075.48	-	293,331.52	19%
Salaries-Shelvers	64,925.00	5,451.32	-	59,473.68	8%
Salaries-Staff	8,982,367.00	1,787,612.59	-	7,194,754.41	20%
Conferences	171,000.00	18,375.52	17,849.36	134,775.12	21%
Staff Internal Dev/Trng - Web Based	15,000.00	1,224.04	200.00	13,575.96	9%
Staff Development & Training	35,000.00	11,907.05	-	23,092.95	34%
Mileage	13,056.00	1,124.81	10,045.19	1,886.00	86%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	1,500.00	47.65	228.10	1,224.25	18%
Materials-Periodicals	26,000.00	243.65	186.20	25,570.15	2%
Materials-Print/Non-Print <1 YR	866,500.00	171,408.16	12,824.41	682,267.43	21%
Materials-Print/Non-Print	1,316,000.00	215,294.99	120,864.22	979,840.79	26%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	-	-	8,000.00	0%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	199,841.29	20,007.41	552,106.30	28%
Contracted-Facilities	346,000.00	75,121.69	123,524.95	147,353.36	57%
Contracted-Equipment	79,600.00	18,960.85	51,988.05	8,651.10	89%
Contracted-Professional	278,000.00	48,331.90	115,586.72	114,081.38	59%
Contracted-E-Rate Services	1,793.00	-	-	1,793.00	0%
Digital Services Support	450,400.00	26,828.46	63,955.52	359,616.02	20%
Furniture/Equipment	50,000.00	4,513.50	16,344.86	29,141.64	42%
Insurance	87,000.00	42,745.22	31,926.00	12,328.78	86%
Marketing & Communication	95,000.00	8,436.15	11,483.85	75,080.00	21%
Memberships/Dues	30,900.00	19,359.00	125.00	11,416.00	63%
Miscellaneous	5,000.00	932.19	23.30	4,044.51	19%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	(2,212.04)	1,374.00	69,928.04	-1%
Printing	86,750.00	133.01	2,944.63	83,672.36	4%
Programming	118,900.00	6,020.58	8,982.71	103,896.71	13%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	63,745.49	79,783.80	856,470.71	14%
Supplies-Facilities	120,972.00	11,625.98	59,838.38	49,507.64	59%
Supplies-Office/Library	97,614.00	8,747.60	10,433.29	78,433.11	20%
Supplies-Processing	48,960.00	4,950.74	809.70	43,199.56	12%
Telecommunications	215,064.00	28,588.89	84,362.44	102,112.67	53%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	39,202.41	260,797.59	51,584.00	85%
Utilities-Gas	67,627.00	23,042.30	38,957.70	5,627.00	92%
Utilities-Water/Sewage	43,687.00	4,482.44	38,517.56	687.00	98%
Vehicle-Gas	46,767.00	4,203.44	-	42,563.56	9%
Vehicle-Repair	85,000.00	3,593.70	31,713.30	49,693.00	42%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	23.65	-	(23.65)	N/A
<b>TOTALS</b>	<b>\$ 19,025,487.00</b>	<b>\$ 3,180,952.26</b>	<b>\$ 1,215,678.24</b>	<b>\$ 12,978,856.50</b>	<b>25%</b>

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

3/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2025</b>	<b>\$ 2,984,061.00</b>	<b>\$ 5,227,959.67</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	8,221,725.47	57%
Revitalization Rebates	(119,568.00)	(76,699.87)	64%
Back Tax	-	98,148.57	N/A
Motor Vehicle Tax	1,285,204.00	160,540.62	12%
Recreational Vehicle Tax	14,586.00	1,080.57	7%
16/20M Vehicle Tax	5,398.00	4,861.73	90%
In Lieu of Tax	42,441.00	56,978.29	134%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	34,825.51	82%
E-Rate Reimbursement	19,926.00	-	0%
Fees and Charges	32,500.00	20,307.22	62%
Reimbursements	180,808.00	22,885.21	13%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	65,870.84	44%
	<b>\$ 16,041,426.00</b>	<b>\$ 8,610,524.16</b>	54%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	2,026,423.35	20%
Other Staff Support Costs	234,056.00	60,725.97	26%
Library Collections	2,210,000.00	521,097.38	24%
Contracted Services	1,570,248.00	747,047.46	48%
Digital Services Support	450,400.00	90,783.98	20%
Furniture/Equipment/Art	58,000.00	20,858.36	36%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	143,529.29	14%
Utilities & Telecommunications	677,962.00	517,951.33	76%
Vehicles	131,767.00	39,510.44	30%
Other Operating Expenditures	760,186.00	228,702.94	30%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<b>\$ 19,025,487.00</b>	<b>\$ 4,396,630.50</b>	25%
Prior Year Canceled Purchase Orders		<b>\$ 108,543.92</b>	
<b>Unencumbered Balance 3/31/2025</b>	<b>\$ -</b>	<b>\$ 9,550,397.25</b>	

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

3/31/2025

**EMPLOYEE BENEFITS**

	<b>2025 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2025</b>	<b>\$ 1,502,060.00</b>	<b>\$ 2,520,911.30</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 2,010,326.67	57%
Revitalization Rebates	(29,223.00)	(18,762.80)	64%
Back Tax	-	24,766.01	N/A
Motor Vehicle Tax	323,260.00	40,769.48	13%
Recreational Vehicle Tax	3,669.00	274.19	7%
16/20M Vehicle Tax	1,358.00	1,262.09	93%
In Lieu of Tax	10,655.00	13,933.00	131%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	8,835.72	83%
Refund-Fringe Benefits-Foundation	51,625.00	3,062.40	6%
Refund-Fringe Benefits-Friends	42,301.00	5,955.15	14%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	3,084.58	32%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	4,964.13	N/A
Interest on Idle Funds	85,000.00	22,293.12	26%
	<b>\$ 4,035,570.00</b>	<b>\$ 2,120,774.90</b>	<b>53%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,080.00	\$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,171.00	1,030.50	88%
Social Security/Medicare	762,820.00	143,378.44	19%
Ks Public Employees Retirement Sys	1,043,421.00	213,653.50	20%
Worker's Compensation	62,300.00	65,459.00	105%
Unemployment Tax	9,963.00	3,770.78	38%
Health/Dental Insurance	3,250,875.00	632,197.40	19%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 5,537,630.00</b>	<b>\$ 1,066,038.62</b>	<b>21%</b>
Prior Year Canceled Purchase Orders		\$ 150.45	
<b>Unencumbered Balance 3/31/2025</b>	<b>\$ -</b>	<b>\$ 3,575,798.03</b>	

\* 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**

<b>Balance 01/01/2025</b>	<b>\$ 6,877,610.04</b>
<b>Revenue:</b>	
Transfer In	\$ -
Interest received	73,525.50
	<b>\$ 73,525.50</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 3/31/2025</b>	<b>\$ 6,951,135.54</b>

**STATE AID**

<b>Balance 01/01/2025</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	52,000.00	61,560.71
	<b>\$ 52,000.00</b>	<b>\$ 61,560.71</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	52,000.00
	<b>\$ 52,000.00</b>	<b>\$ 52,000.00</b>
<b>Unencumbered Balance 3/31/2025</b>		<b>\$ 9,560.71</b>

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

3/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2025</b>	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	595.24	6%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	-	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	422.66	4227%
	<u>\$ 10,010.00</u>	<u>\$ 1,017.90</u>	10%
<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%
<b>Unencumbered Balance 3/31/2025</b>	<u><u>\$ -</u></u>	<u><u>\$ 9,249.02</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 & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of March 31, 2025**

**Capital Improvement Funds - Community National Bank**

\$ 6,951,135.54 at 4.22% (money market account)

**Municipal Investment Pool**

\$ 8,058,716.13 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average March 1 - 31, 2025 was 3.02%

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

\$ 7,000,000.00 Certificate of Deposit for Employee Benefit  
Fund (\$1.5M) and General Fund (\$5.5M); 2/24/2025  
@ 4.3%; 5/25/2025 maturity

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2025**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	310	3/7/25	STACKMAP INC	stackmap	\$ 6,245.00	-96092
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 6,245.00	<b>-96092 Total</b>
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 496.13	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 771.75	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 496.13	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 496.13	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 771.75	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 496.13	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 771.75	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 496.13	-96074
10	41000	311	3/6/25	SCHENDEL LAWN AND LANDSCAPE	snow removal/salting lots	\$ 496.13	-96074
				<i>2025 approved operating budget - contracted facilities</i>		\$ 5,292.03	<b>-96074 Total</b>
10	41000	330	3/7/25	COREFIRST BANK & TRUST	wood beads	\$ 4.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	pocket color wheel	\$ 6.09	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	standard color wheel	\$ 9.69	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Canon LIDE 300	\$ 209.27	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	USB-A to B 2.0 5pk	\$ 12.96	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	200Pc Silicone Beads	\$ (56.94)	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Pink purple seed paper	\$ 23.65	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Mixed pink seed paper	\$ 23.65	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Yellow magenta seed paper	\$ 23.15	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Purple heart stones	\$ 23.99	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Pink heart stones	\$ 37.98	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Bamboo panda puzzles	\$ 79.92	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Balloons	\$ 9.49	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Red Solo cups	\$ 18.79	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Bulk chocolate candy	\$ 32.99	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	4 inch plates	\$ 25.98	-96059
10	41000	342	3/7/25	COREFIRST BANK & TRUST	Cocktail napkins	\$ 9.98	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	OptiPlex 7020	\$ 1,794.32	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	24 x 24 bags 1000	\$ 117.87	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	medium vinyl gloves 1000	\$ 69.98	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	large vinyl gloves 1000	\$ 66.00	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Poly Studio P15	\$ 205.99	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Samsung 43 Bed-H	\$ 270.00	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Logi MK540	\$ 48.74	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	USX Mount Full26-55	\$ 26.98	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	AED Adult pads	\$ 249.15	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	AED pediatric pads	\$ 409.20	-96059

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2025**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	3/7/25	COREFIRST BANK & TRUST	\$10 gift card	\$ 240.00	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	WiFi card	\$ 36.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	craft sticks	\$ 14.97	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	straws	\$ 66.18	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	roller casters	\$ 410.00	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	Shipping	\$ 74.10	-96059
10	41000	310	3/7/25	COREFIRST BANK & TRUST	Training Ultimate Access	\$ 3,270.00	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	HDTV Antenna for TV	\$ 22.49	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Natural Wood Slices 20pcs	\$ 14.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Wooden Dowel Rods 1/4 x	\$ 38.00	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	Yellow PRO6	\$ 226.80	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	Magenta PRO6	\$ 226.80	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	Cyan PRO6	\$ 226.80	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Maintenance for SureColor	\$ 65.88	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	1mm wood beads	\$ 4.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Maze Marble Run Brain Gam	\$ 49.24	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Marble Run 100 Pc Race Tr	\$ 33.59	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Wiki Stix, 500pc Wax Craf	\$ 10.29	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Sony 4k bluray	\$ 179.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Refrigerator Magnets #90	\$ 26.93	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Wood Dowels 100 count	\$ 19.88	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Train Markers	\$ 19.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Potato Head Express Yours	\$ 14.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Tall Fescue Penkoted Gras	\$ 8.97	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Paper Cups for Cold/Hot d	\$ 9.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Black Light Flashlights	\$ 23.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	UV reactive Paint	\$ 19.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Canvas' 8X10, 24	\$ 20.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Tension Rod	\$ 19.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Curtain	\$ 19.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Hoberman sphere	\$ 38.49	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	10 wooden dowels	\$ 15.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	3 pack dish soap	\$ 23.64	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	2 pack foil pans	\$ 25.18	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	10 pack lightswitch cover	\$ 15.96	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	2 pack spray on sealant	\$ 24.76	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	6 pack sanding sponges	\$ 13.58	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	10 resistance bands	\$ 25.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	12 wood bases	\$ 23.98	-96059



**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2025**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	330	3/7/25	COREFIRST BANK & TRUST	12 hanging chains	\$ 34.95	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	80x 2 pack	\$ 39.98	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	Rode PSA 1	\$ 97.20	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	air dry clay 5lb. white	\$ 25.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	clay sculpting tools	\$ 19.10	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	large sequins	\$ 27.58	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	foam squares	\$ 59.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	pipe cleaners	\$ 21.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	paper shapes	\$ 11.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	pony beads	\$ 15.89	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	paper cups	\$ 17.49	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	rubbermaid 25 inch pads	\$ 247.85	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	foam glass cleaner 3 pack	\$ 179.40	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	magic eraser heavy duty	\$ 75.60	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	broom dust pan set	\$ 38.36	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	foaming soap dispenser	\$ 19.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Carson Dellosa Math Bingo	\$ 13.34	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Classic Mexican Pirinola	\$ 9.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Tetra Balance Tower Stack	\$ 19.99	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	HP 80x	\$ 110.34	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	Micro HDMI to HDMI	\$ 29.85	-96059
10	41000	410	3/7/25	COREFIRST BANK & TRUST	faucet transformer	\$ 22.99	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	heavy duty hooks	\$ 27.98	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	alcohol wipes	\$ 17.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Kit Kat Snack Size Candy	\$ 37.26	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Twizzlers 95 pcs	\$ 18.41	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Paper Plates 9 100 count"	\$ 10.49	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	White Buttercream Frostin	\$ 47.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Rice Krispy Cereal 32 oz	\$ 15.87	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Hot Bee Train Set with Tr	\$ 76.49	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Ticket to Ride First Jour	\$ 27.99	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	80X Toner for Circ	\$ 74.99	-96059
10	41000	420	3/7/25	COREFIRST BANK & TRUST	4x6 shipping labels	\$ 298.32	-96059
10	41000	736	3/7/25	COREFIRST BANK & TRUST	HOME PACK - INDOOR - EART	\$ 384.00	-96059
10	41000	736	3/7/25	COREFIRST BANK & TRUST	STANDARD T-NUTS	\$ 174.00	-96059
10	41000	736	3/7/25	COREFIRST BANK & TRUST	Shipping	\$ 60.00	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	165W USB C Fast Charger	\$ 59.98	-96059
10	41000	320	3/7/25	COREFIRST BANK & TRUST	500W USB C Fast Charger B	\$ 139.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	letter board	\$ 9.59	-96059

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2025**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	3/7/25	COREFIRST BANK & TRUST	display boards	\$ 8.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Bookmarks	\$ 50.97	-96059
10	41000	323	3/7/25	COREFIRST BANK & TRUST	ALA MEMBERSHIP RENEWAL	\$ 125.00	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Mini Robot Ball Pins & Co	\$ 30.00	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	shipping	\$ 11.40	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	100 ft. Utility Rope	\$ 21.80	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	24 mason jars	\$ 26.88	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	bulk st pat rope bracelet	\$ 322.92	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	10 pack DIY lamp kits	\$ 156.78	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	16 pack lightbulbs	\$ 47.44	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	82 markers	\$ 49.98	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	teen coloring book	\$ 7.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	teen coloring book	\$ 7.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	teen coloring book	\$ 7.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	grommet tool kit	\$ 26.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	8 pack purse chains	\$ 43.74	-96059
10	41000	310	3/7/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-96059
10	41000	330	3/7/25	COREFIRST BANK & TRUST	Parade Registration Fee	\$ 15.00	-96059
				<i>Miscellaneous online orders paid by credit card</i>		\$ 12,965.16	<b>-96059 Total</b>
10	21505	0	3/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,859.90	-96056
15	21516	0	3/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,140.01	-96056
15	21517	0	3/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,309.93	-96056
10	21513	0	3/7/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,596.52	-96056
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 56,906.36	<b>-96056 Total</b>
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 17,585.95	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 26.81	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 1,095.84	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 72.94	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 26.81	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 25.29	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 25.29	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 25.29	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 26.81	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 234.60	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 25.29	-96051
10	41000	351	3/6/25	EVERGY	2025 Electric Services	\$ 64.41	-96051
						\$ 19,235.33	<b>-96051 Total</b>
10	41000	310	3/14/25	BIBLIOTHECA LLC	payment terminals	\$ 12,392.00	-96045
10	41000	310	3/14/25	BIBLIOTHECA LLC	Credit memo	\$ (6,999.00)	-96045

**Topeka and Shawnee County Public Library**  
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**For the Month Ended March 31, 2025**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>2025 approved operating budget - contracted digital services</i>		\$ 5,393.00	<b>-96045 Total</b>
10	41000	310	3/14/25	BLACKBAUD INC	renewal	\$ 14,958.45	-96044
				<i>2025 approved operating budget - annual subscription and support</i>		\$ 14,958.45	<b>-96044 Total</b>
10	41000	350	3/13/25	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 5,146.71	-96039
						\$ 5,146.71	<b>-96039 Total</b>
10	41000	352	3/21/25	BLUEMARK ENERGY LLC	2025 Energy Bill	\$ 6,052.13	-96036
						\$ 6,052.13	<b>-96036 Total</b>
10	23800	0	3/21/25	LIBRARY FURNITURE INTERNATIONAL LLC	KIDS LIBRARY SHELVING	\$ 12,398.10	-96032
						\$ 12,398.10	<b>-96032 Total</b>
10	21505	0	3/21/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,893.61	-96028
15	21516	0	3/21/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 32,194.59	-96028
15	21517	0	3/21/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,315.54	-96028
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 55,403.74	<b>-96028 Total</b>
10	21501	0	3/21/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,575.18	-96026
10	21502	0	3/21/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,405.14	-96026
15	21521	0	3/21/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 235.80	-96026
10	21503	0	3/21/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,550.85	-96026
15	21504	0	3/21/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,550.85	-96026
10	21503	0	3/21/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,572.44	-96026
15	21504	0	3/21/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,572.44	-96026
10	21514	0	3/21/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96026
10	41000	313	3/21/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,248.02	-96026
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 89,890.59	<b>-96026 Total</b>
10	41000	312	3/20/25	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0040766462	\$ 3,343.92	-96023
10	41000	312	3/20/25	PITNEY BOWES GLOBAL FINANCIAL SRVCS INC	Contract# 0041072429	\$ 2,337.33	-96023
				<i>2025 approved operating budget - contracted equipment</i>		\$ 5,681.25	<b>-96023 Total</b>
10	41000	350	3/20/25	VERIZON WIRELESS	Mobile/MI-FI 2025	\$ 6,571.25	-96020
						\$ 6,571.25	<b>-96020 Total</b>
10	21515	0	3/21/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,369.00	-96019
15	21515	0	3/21/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 175,652.87	-96019
15	21515	0	3/21/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,866.39	-96019
						\$ 212,888.26	<b>-96019 Total</b>
10	41000	311	3/28/25	JOHNSON CONTROLS, INC.	renewal pm agreement	\$ 6,100.25	-96015
				<i>2025 approved operating budget - contracted facilities</i>		\$ 6,100.25	<b>-96015 Total</b>
10	41000	310	3/28/25	RECOLLECT (USA) INC.	Recollect	\$ 21,750.00	-96014
				<i>2025 approved operating budget - annual archive management software subscription</i>		\$ 21,750.00	<b>-96014 Total</b>
10	23800	0	3/28/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 153,163.15	-96012
						\$ 153,163.15	<b>-96012 Total</b>
10	21501	0	3/7/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 23,733.35	-96007

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended March 31, 2025**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	21502	0	3/7/25	PAYCOM PAYROLL LLC	State W/H	\$ 14,528.52	-96007
15	21521	0	3/7/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 278.25	-96007
10	21503	0	3/7/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 19,575.76	-96007
15	21504	0	3/7/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 19,575.76	-96007
10	21503	0	3/7/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,578.20	-96007
15	21504	0	3/7/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,578.20	-96007
10	21514	0	3/7/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96007
10	41000	313	3/7/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,137.92	-96007
10	23800	0	3/7/25	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,196.55	-96007
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 91,362.38	<b>-96007 Total</b>
15	41000	260	3/27/25	THE CINCINNATI INSURANCE COMPANY	2nd qtr workers comp ins	\$ 16,364.00	-96005
10	41000	321	3/27/25	THE CINCINNATI INSURANCE COMPANY	Insurance rider	\$ 461.00	-96005
						\$ 16,825.00	<b>-96005 Total</b>
35	23800	0	3/28/25	SHIRLEY CONSTRUCTION INC	KIDS LIBRARY REMODEL CONS	\$ 21,089.90	-96004
						\$ 21,089.90	<b>-96004 Total</b>
49	23800	0	3/27/25	UNBOUND EVENTS INC	William Kent Krueger Author	\$ 5,000.00	12289
				<i>Author event - paid with Friends of the Library funds</i>		\$ 5,000.00	<b>12289 Total</b>
10	41000	320	3/13/25	COMPRISE TECHNOLOGIES, INC.	Smart Kiosk in L2TC	\$ 6,875.00	101740
				<i>2025 approved operating budget - digital services support</i>		\$ 6,875.00	<b>101740 Total</b>
10	23800	0	3/20/25	BIG FISH LLC	AQUARIUM INCL FISH & INST	\$ 7,496.13	101752
						\$ 7,496.13	<b>101752 Total</b>
10	23800	0	3/20/25	HTK ARCHITECTS INC.	ARC FEES KIDS LIBRARY	\$ 1,871.50	101757
10	23800	0	3/20/25	HTK ARCHITECTS INC.	ARCHITECT FEE	\$ 8,925.00	101757
10	41000	736	3/20/25	HTK ARCHITECTS INC.	Cty. of Topeka Permit	\$ 677.50	101757
						\$ 11,474.00	<b>101757 Total</b>
10	41000	736	3/24/25	BRIGGS DODGE RAM FIAT	2025 RAM PROMASTER	\$ 42,609.00	101768
				<i>Facilities Master Plan budget - Board approved on 3/20/2025</i>		\$ 42,609.00	<b>101768 Total</b>
10	41000	736	3/24/25	BRIGGS SUBARU OF TOPEKA	2025 SUBARU OUTBACK	\$ 32,589.00	101769
				<i>Facilities Master Plan budget - Board approved on 3/20/2025</i>		\$ 32,589.00	<b>101769 Total</b>
						\$ 931,361.17	<b>Grand Total</b>



Board of Trustees Executive Committee Meeting  
April 7, 2025 – 4:00pm  
Zoom Meeting

**Executive Committee Members Present**

Shawn Leisinger – Chair, Peg Dunlap – Vice Chair, Joan Hicks – Secretary, Hannah Uhrig – Treasurer

**Staff Members Present**

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Aubrey Conner – Executive Assistant

**Call to order**

The meeting of the Board of Trustees Executive Committee was held on April 7, 2025, via Zoom, and was called to order at 4:02 pm by Chair Shawn Leisinger.

**Review Minutes and Agenda**

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

On a motion by Peg Dunlap, seconded by Joan Hicks, the minutes from the March 10, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the March 20, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees April 17, 2025, meeting were reviewed.

**Other Items**

Chief Financial Officer Kim Strube shared that the audit presentation will occur at the April Board Meeting.

Board Chair Shawn Leisinger shared that at the April Board Meeting he will give his last report as Chair.

Chief Executive Officer Marie Pyko shared that she was asked to be part of a Zoom call with Senator Moran’s office with other librarians in the state to discuss the impact of the Institute of Museums and Library Services’ reduction in funding.

Pyko shared that this week is National Library Week, and our library is celebrating Staff and Volunteer Appreciation Week.

Pyko will discuss the Outreach Study Work Session coming later this month at the upcoming board meeting. She will also discuss the Public Listening Session scheduled for May 1 for the public to learn about the budget and the services the library provides.

Chief of Staff Thad Hartman stated that he will share about the bids he received for the elevator modernization project and the staff restroom renovation. The bid they have gotten so far for the elevator is under budget. The next bid that will be received is to redo the parking lot. He hopes to have bids in as early as May. Hartman shared that the exterior of the building will be cleaned in stages this week.

April's meeting will also include the election of a new slate of officers.

No other items were discussed

### **Adjournment**

On a motion by Joan Hicks, seconded by Hannah Uhlig, the meeting was adjourned at 4:16 pm.

### **Next Meeting**

May 5, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

**Chief Executive Officer's Report**  
**April 2025**

## **News and Updates**

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

As of the end of March, 5,591 children were enrolled in Dolly Parton's Imagination Library. While participation rates are strong (over 60%) in several zip codes, there is significant room for growth in areas such as 66615, 66617, and 66619. To address this, the DPIL team will identify potential partners within these specific zip codes to explore strategies for increasing enrollment.

### **Outreach Services Team**

Our planning work with the discovery team on outreach services and community needs continued. Chief of Staff Thad Hartman led the team in a facilitated conversation. This discussion focused on the services currently included in the library's outreach model and explored potential additional opportunities for our outreach efforts. Furthermore, we also finalized the topics for our upcoming joint work session with the board and library leadership on April 23rd.

### **Staff and Volunteer Appreciation Week- April 7-11, 2025**

Each year, we dedicate a week to celebrating our staff and volunteers and their invaluable contributions to literacy and learning within our community. This year's theme, "Drawn to the Library,". Thank you to Sherry Best, our Art Collection curator, who created a coloring sheet for each department. We encouraged everyone to embrace their creativity and take a moment to color during breaks or while off desk. Additionally, we partnered with the Millennium Café to provide special treats for staff throughout the week.

### **Public Listening Session**

Mark your calendar for **May 1, 2025 9:00am -11:00 , Marvin Auditorium 101C** to attend the inaugural public listening session with the community in preparation for developing the 2026 library budget. We will have a short overview of the services, programs and collections and provide opportunities for community members to share their thoughts, priorities, concerns and ideas to library leadership. The listening session information will be provided to the Board of Trustees as you develop the 2026 operating budget.

### **Volunteer Thank You Breakfast April 24<sup>th</sup> 8:30-10:00**

All members of the Board of Trustees are cordially invited to the annual Volunteer Thank You Breakfast, a cherished event hosted annually by Volunteer Coordinator Kari Zimmerman to express our profound gratitude to the dedicated individuals who generously support the library.

During this breakfast, I will provide an update on the exciting progress of the Kids Library Remodel, showcasing the innovative new design, activities, and spaces that are nearing completion in phase two. This milestone allows us to celebrate the tangible improvements that will significantly enhance literacy, learning, and exploration opportunities for our children and families.

The contributions of our volunteer program are truly indispensable to the library's success; in 2024 alone, over 200 volunteers collectively dedicated over 31,000 hours, underscoring their vital role in our mission.

### **Area Highlight- Local History Team**

In my monthly reports, I will highlight a team or area significantly impacting our community. This month, I am focusing on our Local History team. Over the past few years, despite staff changes and retirements, the team has diligently worked on a comprehensive inventory of their physical and digital resources for the past five years. They have already digitized several collections, making them accessible 24/7 to the community through our Digital Library. With the new digitization lab on the lower level – a long-needed addition made possible by the recent lower-level reorganization – the team has increased its digitization capacity. Furthermore, as part of the 2025 work plan, the Local History team, including Shannon Eddings (ILS and Systems Administrator), is transitioning all digital collections from ContentDM to Recollect to improve accessibility. Additionally, local history librarian Katie Keckeisen has started creating short, informative videos showcasing the valuable resources in the Topeka Room. Thank you to Katie, Cale, Jennifer, Hayley, Liz and Julianna for taking our Local History collections, programs and services to the next level. Our customers are truly enjoying the increased accessibility.

### **New Business**

#### **Nominating Committee and Election of Officers**

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); “at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting.” The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

#### **Resolution- Bid for Elevator Modernization Project**

As part of the Facilities Master Plan and due to age of the three elevators it was determined to replace the elevators over the next three years. The resolution is to replace the first of three of the elevators in the 2025 budget. The deferred maintenance project was included in this year's budget. Please see the background information, fiscal note and bid summary which is included



with the resolution.

**Resolution- Bid for Staff Restrooms & Circulation Workroom Renovation**

As part of the 2025 Facilities Master Plan, the staff restrooms are one of the last projects. The project includes renovating six staff restrooms and remodeling the lower-level Circulation workroom in anticipation of the new automated check-in system that is slated to be installed in Fall 2025. The two projects were included in the 2025 budget. Please see the background information, fiscal note and bid summary which is included with the resolution

**Professional Activities/Community Contacts**

- March 17, 2025      Attended the Kansas Directors’ meeting
- March 23, 2025      Met with Kate Jacobs, OrangeBoy to learn about a new marketing tool
- March 26, 2025      Attended the Youth Services Renovation meeting with Shirley Construction and HTK Architects.
- March 27, 2025      Attended the Greater Topeka Partnership Equity Advisory Board meeting.
- March 31, 2025      Met with Jaiden Soupene, Tailwind KS for a community leader interview.
- April 3, 2025      Attended the Greater Topeka Partnership Annual Meeting.
- April 4, 2025      Hosted and presented to the Leadership Greater Topeka 2025 class which included a behind the scenes tour.
- April 7, 2025      Met with new Library Foundation Finance Specialist Nancy Claseman.
- April 9, 2025      Attended the Shawnee County Advisory Committee with United Way of Kaw Valley.
- April 9, 2025      Met with Dene’ Mosier Kansas Children’s Discovery Center.
- April 10, 2025      Attended the Health Insurance Review Committee meeting
- April 10, 2025      Met with Sean Bird and Alan Bearman, Washburn University.
- April 10, 2025      Attended the Sneak Peek Kansas Book Festival event at Grace Cathedral

Marie Pyko, Chief Executive Officer  
Topeka and Shawnee County Public Library 4/11/2025

# Dolly Parton's Imagination Library

March 2025



Total Enrolled  
**5,591**

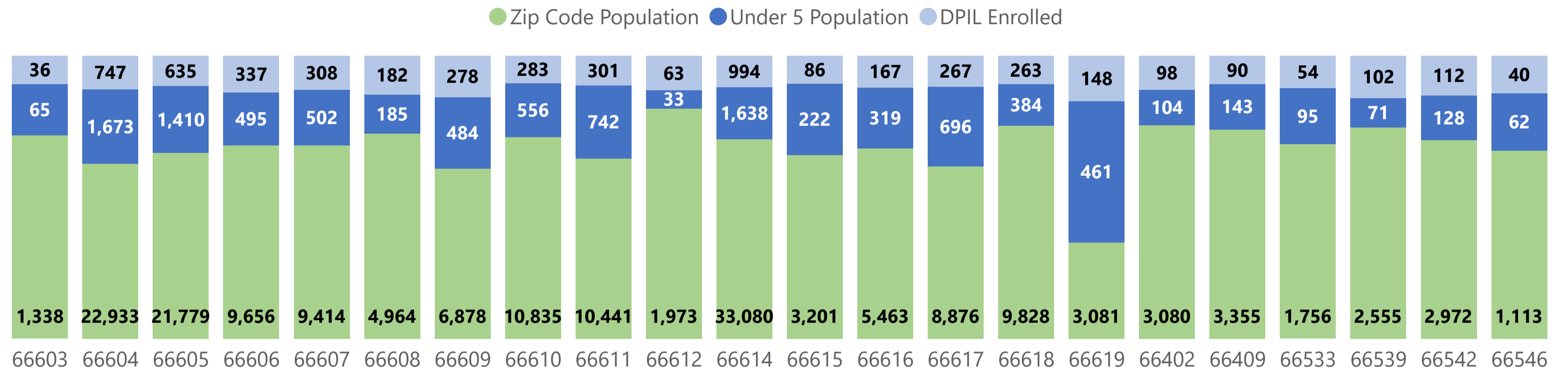


Total Graduated  
**9,911**

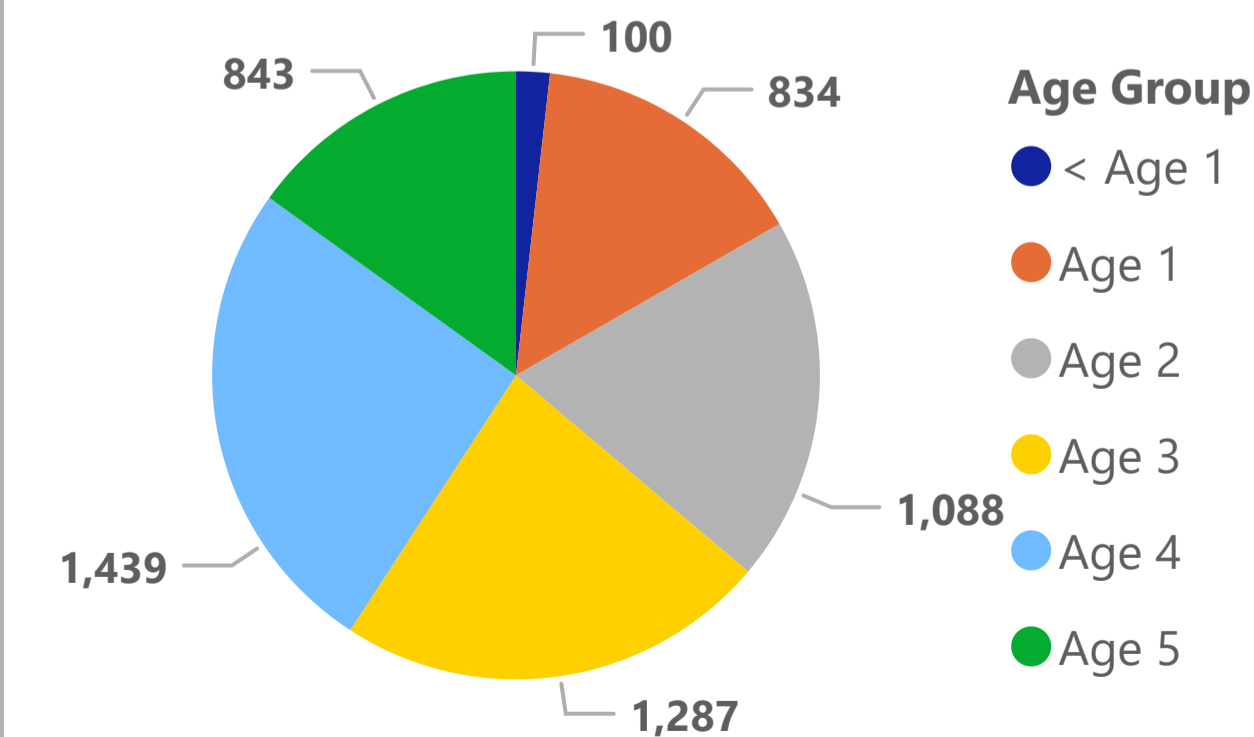
Year, Month

2025 (Year) + March (Month) ▼

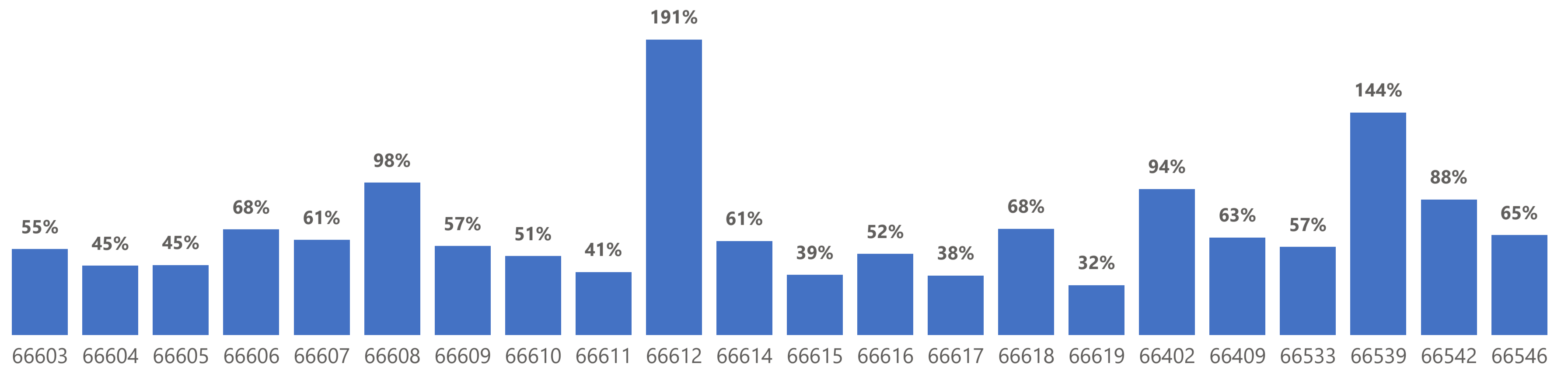
## Enrollment by Zip Code



## Age of Children



## Percent Enrolled by Zip Code



## Chief of Staff Report

**Thad Hartman**

**April 10, 2025**

### ***Staff Restrooms Remodel and Elevator Upgrade***

This month there are two bid recommendations on the board agenda. Both of these projects are included in the approved 2025 Facilities Master Plan budget. The first bid recommendation is for modernization of the main elevator that goes from the lower level up to the Level 2 Tech Center. The major component parts to all three main library elevators are no longer manufactured and need to be replaced. The plan is to update one of these elevators each year from 2025 - 2027. The first elevator we are updating is the elevator that gets the most use.

During the update process, parts from this elevator, including the main controller, will be salvaged and stored. In the event that something needed to be replaced in one of the two elevators before they can be upgraded, it's possible we would have replacement parts available to utilize.

This project will most likely occur in the last quarter of 2025. The elevator will be down for approximately 3 weeks when the system is getting upgraded. During this time the public will still have access to second floor elevator near Administration and library staff will be able to use the elevator in the Kids Library to bring large items such as carts from the lower level to the first floor.

The second project is the remodel of the staff restrooms on the lower level and 1020 and updates to the Circulation workroom. This was all planned and budgeted for this year, but originally these were going to be two separate projects. However, it was determined that it would be financially advantageous to combine them into one larger project, which should lead to overall cost savings.

The renovation of the restrooms will be similar to what occurred in the public restrooms, with a focus on improving the cleanability, including poured flooring instead of tile. The sinks and wall tile will be a little simpler than what we have in the public restrooms, but it will improve the look and cleanability of the current staff restrooms.

Updating the Circulation Workroom is timed to coincide with the replacement of the AMH system that is occurring later this year. This project includes replacing the flooring, painting, and moving some electrical. The flooring replacement will occur after the old AMH system has been removed and before the new one is installed. We will purchase additional furniture for the workroom at a later date.

### ***Parking Lot***

One project that was not included in the 2025 Facilities Master Plan budget is improving the parking lot. However, late in 2024 we were able to reallocate budget savings from other FMP projects and purchase the furniture for the Kids Library using 2024 funds. This furniture had been originally budgeted for 2025. This gave us the opportunity to utilize the 2025 funds originally budgeted for furniture and put them towards making improvements to the parking lot.

As we began working on this project with our architects and civil engineers it was determined that the money we have available in 2025 will most likely not be sufficient to cover all of the needs of the parking lot.

There are two major components of the parking lot project. This first is replacing the concrete drive, which could take all of the FMP money we have available to spend on the parking lot project this year. The other component is resurfacing the parking lot itself, which is projected to double the cost of the project. The RFP was created to include the parking lot resurfacing as an alternate bid. This will give us a couple of options. If we decide that it would be beneficial to complete the entire project this year, we could look at other funding options including using Capital Improvement. If it is determined that we should only use General Funds for this portion of the project, we can do one part this year and have a solid understanding of what to budget in 2026 for the second portion of the project.

## Department Highlights

### Public Services

**Debbie Stanton, Manager**

#### *Idea Management in Public Services*

About four years ago the library embarked on a new way of encouraging innovation among staff by adding an idea management platform where staff from all over the library can share their ideas for improvement. About a month ago we started a new idea campaign focused on Public Services. If anyone at the library has an idea for us to look into, they can submit the idea and other staff members can comment on and “like” the idea. So far, we’ve had 12 ideas submitted for review. The three Public Services Supervisors and I will be evaluating these ideas each month at our action meeting so we can move them forward. I thought you might enjoy a glimpse into some of the ideas that staff have shared and the progress we’ve made thus far in implementing them. Even the simplest ideas can make a big difference in making our library run more smoothly for customers!

- **Software for new Teen Room** – This idea was from a member of Communications and Marketing. The idea was to add the Adobe Creative Suite to the computers that will go in the Teen Area. After quite a bit of discussion, we realized that the computers in our Digital Arts Studio in the Level 2 Tech Center that already have the Adobe Creative Suite are being underutilized. Since that is a great location for teens to be able to continue expanding their skills, we decided that instead of adding new licenses we could do more to promote use of the Digital Arts Studio to our teens.
- **Add a bullet point to the room reservation screen regarding food** – Such a simple idea from one of our Public Services Specialists, but staff are very excited about this. We have a small bullet-pointed “Room Rules” list in our meeting room reservation software that we realized did not include our rules about food. That has now been added to the list so customers know what to expect before they even get here.
- **Celebrate the 5<sup>th</sup> Anniversary of the Browsing Just for You Service** – This idea was added by a Librarian in Public Services when she realized that this Fall will be the 5<sup>th</sup> anniversary of our

Browsing Just for You Service. From her idea: “Spurred by our closure during the pandemic, we wanted to offer a way for our patrons to get materials selected just for them, especially when they could not come into the building and browse for themselves. Many patrons have enjoyed this service since we started it, and some of us have had long-time subscribers that we have selected books for years... I'd love to see us celebrate this service that has been meaningful to me and to the people I have selected materials for.”

- **Implement checklists for service desk shifts** – Another simple yet effective idea from a Public Services Librarian. After reading Atul Gawande’s book *The Checklist Manifesto* and volunteering with a nonprofit organization in town that heavily uses task checklists, she realized that adding more checklists for tasks handled on the service floor would standardize our work, aid in communication across shifts, help remove decision fatigue and support our staff to be more efficient. Our supervisors will be working with their teams to create these checklists for use at our service points.

Our staff are our greatest asset and it’s so helpful to be able to hear feedback and ideas from all over the library for our department.

## Public Services

### Zan Popp, Supervisor – Learning Experiences

We welcomed a new team member this month—Liz Frazier. Originally from eastern Kentucky, Liz has lived in Topeka for about two and a half years. She brings a deep curiosity and passion for all kinds of niche subjects, especially Arctic and Antarctic exploration disasters, the Dust Bowl, geological time, weather phenomena, and historical oddities.



Before joining us, Liz worked in Executive Customer Relations at Amazon Corporate and now teaches College English 1 and 2 online for a college in Kentucky.

Her students are all incarcerated at the Eastern Kentucky Correctional Complex and working toward their associate degrees. She fits right in—like she’s always been here.

### Alice C. Sabatini Gallery

The gallery welcomed over 2,600 visitors this month to the **Topeka Competition**, with 1,348 participating in the Purchase Awards voting. This continues to be a fun and engaging way for people to connect with the art—often sparking conversation and becoming either the first or last thing people do before leaving the space.

The current favorite is *Sauerkraut Crock* by Scott Onsager, followed closely by his other piece, *The Strainer*. We’ll announce the winner at the closing ceremony on Friday, May 9.



At a program on April 3, a member of a local investment group shared a story that's stuck with us. She had brought her grandchildren to the library, excited to show them the Youth Art Month display, the gallery, and the new kids' area. What they remembered—and talked about for days afterward—was getting to make art in the Reed Studio. It's a great reminder that what we offer here goes beyond observation; it's about participation, creativity, and connection.

### ***Core Technology Team***

The DOCK Interns wrapped up their second session of external classes this month. Attendance was small but it gave us a lot to think about. We're using the summer to step back and do some listening: surveying the communities we want to reach, talking with our partners, and figuring out what changes will make the next round stronger.

We're already looking ahead to fall 2025 with plans to focus on four locations instead of eight, which will allow us to give each site more attention without reducing access. We're also exploring the option of offering both morning and evening classes when possible.

### ***Topeka Room Team***

March brought two successful local history programs. On March 22, 76 people attended a Humanities Kansas-sponsored talk by Dr. Michaeline Chance-Reay on the Harvey Girls in Kansas and the American West. On March 24, Katie led a full downtown Topeka walking tour, and many participants asked us to keep doing them.

In-library engagement was strong, too. Youth Services included the Topeka Room in their Spring Break scavenger hunt, which brought 122 patrons into the space—many eager to see our music box in action. Other March highlights include a patron discovering a photo of her grandfather in *100 Years of Berryton* and another visitor describing the room as "PERFECT!" for peaceful reading. One parent told us the Topeka Room is her children's favorite place in the library, thanks to its calming atmosphere—especially helpful for their ADHD and autism.

## **Public Services**

### **Cadie Maas, Supervisor – Readers & Resources**

#### ***Customer Service***

In late March, core staff from the New Books and Movies & Music service desks gathered with our training coordinator, Brenda Hough, for a collaborative discussion on delivering excellent customer service in these key areas. The group included team members from both Readers & Resources and Technical Services/Collection Development—those most closely connected to these collections and customer interactions. The conversation was thoughtful and insightful, offering valuable perspectives on best practices and shared goals. The outcomes of this discussion will directly inform future training and

onboarding processes for new staff, helping to strengthen service continuity and enhance the customer experience.

### **Programming**

Our programming lineup continued to grow in March, introducing a range of new and engaging opportunities for community connection. Recent additions include *Coffee Talk*, *Unraveling the News*, *English Conversation Circles*, *Silent Book Club*, and the *Morbid Curiosity Book Club*. These offerings have sparked interest and participation, drawing new and returning patrons to explore the diverse programs and resources the library provides.

We also offered *How to Run a Book Club*, a practical program designed to help customers start and manage their own book clubs. While attendance was modest, participants found the session informative and empowering, leaving with the tools and confidence to build meaningful reading communities of their own.

A highlight this month was *Music for a Sunday Afternoon* featuring classical guitarist Peter Fletcher, which drew an impressive audience of 107 attendees. The event was a resounding success and a testament to the community's enthusiasm for high-quality cultural programming.

### **Community Impact**

Staff continue to demonstrate responsiveness and care in how we serve the community's evolving needs. One recent example is the addition of clear, user-friendly cover sheets on the Community Information Wall. These guides help patrons quickly determine whether a posted program or service is relevant or applicable to them, reducing confusion and improving access to valuable resources.

Another highlight was the nimble coordination around tax season support. Staff worked efficiently to keep our website updated with the latest tax information and ensured consistent communication with community partners and among teams. This allowed us to provide accurate, up-to-date guidance during the final, and often most critical weeks of the season, reinforcing the library's role as a trusted source of timely public information.

## **Youth Services**

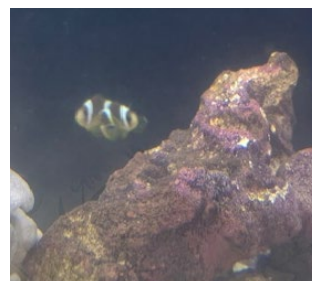
### **LeAnn Brungardt, Youth Services Supervisor**

#### **Staffing Changes**

Laurel Pruetz joined the Youth Service team this week as a part time Early Childhood Specialist. The Early Childhood team is now at full staffing. The timing of her addition to the group allows us to have her trained before summer is upon us. We are excited to have her.

#### **Aquarium Update**

Since the original installation in 2013, the aquarium has been a popular destination within the library. Upon each visit, many kids made a beeline straight to the old. While still being established, the new is flaunting life.



Critters will be added a few at a time. So far, we have two Green Star Polyps Coral, one Sun Polyps Coral, one Leather Toadstool Coral, and two, tiny Clown Fish. There is lots of excitement about our saltwater friends. The construction crew will be adding stair steps in front of the tank soon which will make viewing easier for the current tippy toe viewers.

### ***Librarian Updates***

#### **Early Childhood Outreach Librarian**

Last month it was mentioned that we had upcoming trainings for ASQ and ASQ-E for the Early Childhood team. Those are now complete. We learned about working alongside adults as the screening tool is used, and we learned about how to connect families to an interventionist should they have concerns. Now we are reviewing the content within the screener, so that we can all be familiar with that too.

#### **Early Childhood Librarian**

The new sensory room in Youth Services is open. On more than one occasion I have heard, “Wow!” as a young person entered the room and saw the bubble tube. Children and adults alike have been found in the room relaxing in the chair and watching the bubbles.

Sensory rooms provide a soothing, therapeutic space for children who need sensory equipment, toys, and tools for self-regulation, anxiety reduction, de-escalation and quiet play exploration. While spaces like these are for everyone, they are especially beneficial to those with sensory processing disorders and other neurodivergent conditions. It is a calm, low lit area. The bubble tube and sensory toys are available now. The selection of toys will expand, and wall panel toys will be added soon too.

#### **Teen Librarian**

The Teen Team is prepping for a fun summer! We are excited to be offering the recurring programs that our teens have been enjoying, as well as a few one-time programs we are sure will engage their creativity and curiosity. Since we have them coming, we want to keep them coming while at the same time offering a little bit of new. We are also exploring the possibility of some timely and relevant programming for them later in the year, possibly with community partners.

### **Program Services**

#### **Autumn Friedli, Program Services Coordinator**

#### ***March Programming***

In March, the library hosted 242 programs either in the building or out in the community and reached a total of 4558 people. Some of those programs included: storytimes (both in the building and in the community), a model railroad program for our school-age kids, Teen D&D and Online to IRL, a local history program focused on The Harvey Girls, Music for a Sunday Afternoon featuring Peter Fletcher, the new Morbid Curiosity Book Club, and SO much more. Not sure where to look to find ALL the cool things happening every day at the library? Check out [www.tscpl.org/events](http://www.tscpl.org/events)

#### ***Summer 2025***

Final touches are going on for Summer 2025. This summer school-age kids will have programs available to



them SIX days of the week! On Monday, Tuesday and Thursday, kids can enjoy programs at 10 am and at 1pm. On Fridays, the library will host movies for kids at 10am and 1pm. On Saturdays, we will be hosting programs at 1pm. Finally, Wednesdays will once again be our BLOCKBUSTER events - every Wednesday at 10am, 1pm, and 6pm, kids and families will be treated to some a variety of entertaining acts and performers. There will also be programs focused for our younger readers and our teens all summer long! Adults, we didn't forget about you...beyond our normally scheduled programs, we will be offering Grown Up Fun on Friday evenings at 7pm and Sunday afternoons at 1pm. Look at the website for ALL the details!

### ***Program Team Spotlight - School Age Fun***

Back in August, our school age team started a new series of programs called School Age Fun. On Mondays and Wednesdays from 3:45-4:45, Fridays from 6-7, and Sunday afternoons at 2pm - our school age team creates fun and edutaining programs for school age kids to continue their learning (in a sneaky and fun way) outside of the classroom. The team has slowly been growing an audience by incorporating things like - Bilingual Games, STEAM-based activities, a Coding Club, and just good not-always-clean fun. March was their MOST successful month to date! Over spring break, the team focused on trains and train activity - from model trains to mag-lev trains and everything in between.

## **Technical Services**

### **Scarlett Fisher-Herreman, Technical Services Manager**

#### ***Recycled Reads: a new project with the Friends of the Library***

Building on the success of our partnership with the juvenile detention center at the Shawnee County Detention Center, we have a new project in development to provide used books to adults. There is a requested need for adult fiction and non-fiction books for the adult population at the Shawnee County facility on SE 8<sup>th</sup> St. We are working with the Friends to package up paperback books left over from their quarterly book sales. These are books that did not sell over the weekend and have little or no resale value. The Friends work through them one last time after the sale ends on Sunday and what they don't want is moved to Tech Services for us to select from and box up for the detention center. Our first run of this recycled reads donation netted 176 books for adult readers. We plan to continue with this new endeavor for each of the remaining book sales this year. It's a great way to give these books another life and we're helping incarcerated adults enjoy reading and learning while at the detention center.

#### ***Comics and magazines: new packaging for teens***

With the current renovation of the kids library, the magazines and comics purchased for teens moved from David J's Place to temporary shelving in The Edge. The comics have been living on the back wall of David J's in some older plastic containers that were showing their age in terms of condition and appearance. We decided to move the entire collection into "magbox" units which sit on the shelves and can hold several titles in one container. Heide K., our acquisitions associate, transformed the signage for this collection from small, text-only labels to this:



The comics have never looked better and they pop on the shelves! She's now working on a similar solution for juvenile magazines and comics. While it's a small collection, it has a devoted set of customers who enjoy the comics we receive in our business relationship with Gatekeeper Hobbies. We look forward to moving this into the renovated teen space in a few weeks.

## **Community Services**

**Patrick Berry, Community Services Supervisor**

### ***Community Services Outreach Librarian Report***

Kids are always asked what they want to be when they grow up, and on March 13th, I had the wonderful opportunity to attend a Career Fair hosted by Indian Hills Elementary which was designed to showcase various careers in our community to students in grades 3 through 6. The event was a fantastic way to not only highlight the many career paths available to them but also to show the kids the important skills they'll need as they grow. It was truly an exciting day, full of curiosity and enthusiasm!

The Career Fair featured over 50 community careers, ranging from healthcare to technology to public service, giving the students a broad view of the world of work. Each student had a set of prompted questions to ask the different booths, encouraging them to interact and learn more about each profession and the skills needed for success. The event wasn't just about showing off careers but also emphasizing foundational skills like teamwork, communication, and problem-solving—skills that are key to succeeding in any field.

As part of the event, I was thrilled to represent library services and showcase all the amazing roles that librarians play in our community. I got to talk about how libraries do so much more than lend books—they're places for learning, technology, creativity, and community connection. I had so much fun sharing how librarians wear many hats, from educators and tech specialists to event organizers and information curators. It was a great chance to show the kids how everything we do in the library comes together to help our community grow!

One of the most heartwarming moments of the day was hearing how many students said they wanted to be librarians when they grew up! It was so exciting to see how intrigued they were by the variety of tasks

we handle every day, and many were fascinated by how librarians combine technology, education, and service to make a difference. It really made me smile to know that the future of libraries might just be in the hands of these young students.

The Career Fair was a huge success! It gave students a chance to learn about the many career options they have ahead of them and the skills that will help them get there. I was so proud to represent our profession and share the exciting work we do in libraries. I look forward to more opportunities to inspire these future librarians and help them see the world of possibilities!

So, my question for you is:

Now that you know who you are, what have you always dreamed of becoming?



### ***Community Services Librarian Report***

We are excited to welcome Kassady Beemer to the Bookmobile team! Kassady started in mid-March and has been busy training with members of the Community Services department. She is a welcome addition to this team, particularly as March was a busy month on the bookmobiles. Our Bookmobile team checked out over 3,500 items, which was an increase of almost 200 items over the previous month!



Our TSCPL@Home team began weekly deliveries in March, which was a change from the previous bi-weekly delivery schedule. This showed an immediate impact, with over 4,300 items delivered to patrons throughout Shawnee County, which was an increase of almost 900 items over the previous month. The change to the schedule has been noticeable as holds are on the shelf for a much shorter period of time and our patrons are receiving their materials faster than on the previous schedule. Way to go!

## **Digital Services**

**David King, Digital Services Director**

### ***Database Discovery system evaluation***

One of the library's projects related to our strategic plan is to "provide an inclusive search solution that makes database searching easy." We have started evaluating products that search multiple databases at once, and we are finding some products that match what we hope to do. We will keep you updated!

### ***Incident Reporting software***

The library has purchased a new incident reporting tool. This will help keep the library a safe space by tracking incidents when they happen. It also allows us to automatically forward those on to administration for review. This will really help our security department and administration stay up-to-date with issues as they happen and be able to quickly resolve them.

### ***Top Web Pages for March 2025***

1. Tools & Services: 5920 Pageviews
2. Work at the Library: 2147 Pageviews
3. Get a Library Card: 1531 Pageviews
4. Hours & Locations Page: 1524 Pageviews
5. Careers: 1131 Pageviews
6. Kanopy: 903 Pageviews
7. Meeting Room & Event Spaces: 898 Pageviews
8. CoLab Meeting Rooms: 772 Pageviews
9. About: 692 Pageviews
10. Library Catalog: 692 Pageviews

### ***Social Media Highlights for March 2025***

#### **Facebook**

- Springtime at the library – reached 4754 people
- Kids Library Update – reached 4235 people
- Old Bound Periodicals – reached 3090 people

#### **Instagram**

- Levitating trick – reached 1008 people
- Kids Library Update – reached 616 people
- Springtime at the library – reached 609 people

# Springtime at the Library

Whenever we post a photo of our beautiful library, our followers always echo our sentiments of what a magical place this is.



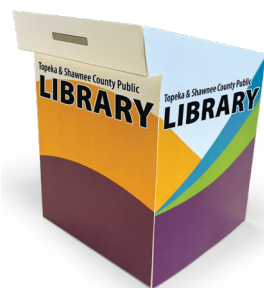
# Summer Preview

Write copy, design layout, edit, revise and post, publish and print! We are in full production mode trying to get the Summer Reading and Dr. Drab's Lab: A color Caper art exhibit ready to promote.



# Book return boxes ready for a refresh

We are working on some graphics for the return boxes throughout the community. The graphics on some have faded or peeled away. It is time for a new look.



## We've missed you

Postcards will be landing in mailboxes later this month with a message to customers that haven't used their card in a while. Did you know that our @HOME delivery is now a weekly service?



## 2 New Library Card Designs Revealed

You've seen them first! There will be 2 new library card designs that new cardholders will get to choose from out of 5 designs available.

## Cardholders embrace new digital resources



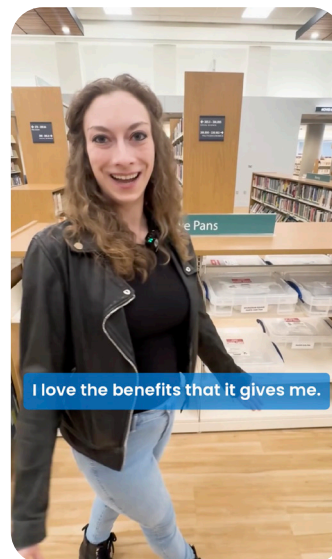
The day after we announced Libby magazines in enews library cardholders had checked out more than 750 magazines. This is a nice reminder of the effectiveness of our email newsletter and the interest in digital magazines.

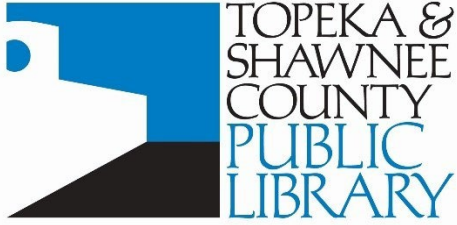
Digital access to *The New York Times* has also been popular

with more than 700 visits to our webpage that describes the new services. We haven't received usage numbers from *The New York Times* yet, but expect to report on that soon. We have promoted this service on the library homepage, through enews and through social media.

## Let's be friends!

Jayna is tapping Friends of the Library members to answer the question, "Why did you become a Friend?" This new video series started strong with FOTL board member, Genevieve, whose enthusiasm for the library couldn't be ignored. Why is she a Friend? Because she would do anything to support the library! (And the perks don't hurt, either.) Soon everyone will want to be our Friend!





**Resolution – Election of Officers**

**BOARD OF TRUSTEES**

**April 17, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee Report as presented:**

**Peg Dunlap, Chair  
Mark Zillinger, Vice Chair  
Hannah Uhrig, Secretary  
Fred Patton, Treasurer**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**



## **Resolution – Bid for Elevator**

### **Modernization**

### **BOARD OF TRUSTEES**

**April 17, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from TK Elevator, Lenexa, Kansas, in the amount of \$140,128 for the modernization of the main service elevator, including the first alternate. This expenditure shall be paid from the General Fund, Special Projects line.**

### **Policy and Background Information:**

The elevators in the library are all over 25 years old and the components, including the main controller, are no longer manufactured. This means if one of the components malfunctioned and could not be repaired, the library would not be able to procure new replacement parts. At this point in the elevators' life span it was determined that replacing these components with a modern control system would be prudent.

The main library has three elevators that are used by the public and staff. The plan is to update one of these elevators each year from 2025 - 2027. The elevator that has been selected to be modernized first is the elevator that goes from the lower level near the dock to the second floor in the Level 2 Tech Center. This elevator is used more than the other two and was deemed the most vital to update. During the update process, parts from this elevator, including the main controller, will be salvaged and stored. In the event that something needed to be replaced in one of the other elevators before it could be upgraded, the library would have replacement parts available to utilize before the system could be modernized.

It will take several months for component parts to become available and to schedule this project. It will most likely occur in the last quarter of 2025. The elevator will be down for approximately 3 weeks when the system is getting upgraded. During this time the public will still have access to second floor elevator near Administration and library staff will be able to use the elevator in the Kids Library to bring large items such as carts from the lower level to the first floor.

### **Bid Process**



In preparation for the bid process Library staff developed specifications for the project 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 March 14, 2025.

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. A mandatory site visit was held on March 26, 2025, and submissions of questions were due March 28, 2025. 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 3:30 PM, April 3, 2025. Four bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from TK Elevator, Lenexa, KS. This bid meets all necessary criteria. The library has worked with TK Elevator in the past and they have provided quality service.

TSCPL staff recommends the bid of \$140,128 submitted by TK Elevator, Lenexa, KS, be approved for the elevator modernization project.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



## 2025 Elevator Modernization Bid Tab

Bidder	Tk Elevators	Kone Elevators	M.E.I	Otis
Acknowledge Addenda 1	yes	yes	yes	yes
Acknowledge Addenda 2	yes	yes	yes	yes
Base Bid	\$125,494.00	\$197,700.00	\$155,660.00	\$148,900.00
Alternate #1	\$14,634.00	-	\$20,584.00	\$4,800.00
Base Bid + Alternate	\$140,128.00	\$197,700.00	\$176,244.00	\$153,700.00
Time for completion	135 days	272 days	120-160 days	196 days



## **Resolution – Bid for Staff Restrooms and Circulation Workroom Renovation**

**BOARD OF TRUSTEES  
April 17, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Shirley Construction, Topeka, Kansas, in the amount of \$288,956 for the renovation of staff restrooms and the Circulation workroom, including the first alternate. This expenditure shall be paid from the General Fund, Special Projects line item.**

### **Policy and Background Information:**

In 2020 the Facilities Master Plan identified public restroom renovation as a priority in an effort to improve customer comfort, cleanliness, and safety. The previous restroom configuration led to numerous issues with standing water, a high number of touchpoints, and difficulty in cleaning. The renovation that was completed in 2020 solved a number of these issues, especially those related to ease of cleaning. The staff restrooms were not renovated during this previous project and have continued to have issues, especially related to cleanliness. This project aims to rectify these issues with the staff restrooms, including those across the street at 1020.

The design focus of this project has been on improving hygiene and ease of cleaning. One improvement will be changing out the tile for poured flooring. This will eliminate grout lines which is the most difficult part of the floor to keep clean. This was the same flooring that was installed in the public restrooms and is one of the areas we've experienced the biggest improvement in cleanliness. The other components of the restrooms will be similar to the public restrooms, but with a simpler design. For example, the sinks will be standard-style sinks as opposed to the trough-style with built in hand dryers. The wall tile won't cover as much of walls or have as intricate of design. These minor changes will help keep the costs down.

The other component of this project is the remodel of the Circulation workroom. This work will focus on the flooring, paint, and electrical outlets in this space. In the second half of the year the AMH will be removed and replaced. The carpet in the workroom is sorely in need of being replaced and doing it during the brief window in which there won't be an AMH system in the space seems ideal. The AMH system will be reoriented in the room and staff have

designed a layout that will be more efficient in the new space, which will require the moving of workstations and outlets and thus some electrical work.

Originally the staff restrooms and Circulation Workroom remodel were going to be two separate projects. However, it was determined that it would be financially advantageous to combine them into one larger project, which should lead to overall cost savings.

This project does not include any new furniture for the workroom, which is planned to be purchased at a later date.

**Bid Process**

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the remodel of the staff restrooms and Circulation workroom. HTK provided specifications 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 March 10, 2025.

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. There were four 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, April 10, 2025. Three bids were received before the bid deadline; all were submitted electronically.

**Staff Recommendation:**

The low bid was from Shirley Construction, Topeka, KS. This bid meets all necessary criteria. Shirley Construction has worked with HTK and TSCPL in the past and provided quality service.

TSCPL staff recommends the bid of \$288,956 submitted by Shirley Construction, Topeka, KS, be approved for Staff Restrooms and Circulation Workroom Renovation.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



**TSCPL - Staff Restrooms Renovation**

Bid Tabulation  
Thursday, April 10, 2025

Project No. 2001.01-016

BIDDER	Senne & Company	Shirley Construction	Kelley Construction		
<b>BID BOND</b>	Yes	Yes	Yes		
1	Yes	Yes	Yes		
2	Yes	Yes	Yes		
3	Yes	Yes	Yes		
4	Yes	Yes	Yes		
<b>BASE BID (Including Allowances)</b>	<b>\$ 333,876.00</b>	<b>\$ 281,765.00</b>	<b>\$ 357,300.00</b>		
1	\$ 8,471.00	\$ 7,191.00	\$ 9,800.00		
2	\$ (4,300.00)	\$ (5,674.00)	\$ (10,100.00)		
3	\$ (18,201.00)	\$ (20,300.00)	\$ (17,900.00)		
4	\$ (11,315.00)	\$ (14,500.00)	\$ (12,600.00)		
<b>BASE BID + ALTERNATES</b>	<b>\$ 342,347.00</b>	<b>\$ 288,956.00</b>	<b>\$ 367,100.00</b>		
Anticipated Substantial Completion	August 29, 2025	August 29, 2025	August 29, 2025		
Electrical	Guardian Electric	Guardian Electric	DL Smith Electric		
Mechanical	Alternative Air	Alternative Air	Custom Sheetalmetal & Roofing		
Plumbing	Alternative Air	Alternative Air	Custom Sheetalmetal & Roofing		
Tile	Hall Flooring	Country Carpet	Hall Flooring		
Flooring	Hall Flooring	Country Carpet	Desco Coatings		
Superintendent	Frank Adams	Joshua Layne	Troy Broadbent		

Notes:

### Key Metrics

Net Promoter Score

**86.5**

End of LY: **86.4**

Difference: **0.1 ▲**

% Change: **0.1% ▲**

Active Cardholders

**67,888**

End of LY: **67,163**

Difference: **725 ▲**

% Change: **1.1% ▲**

Unique Borrowers YTD

**23,912**

Previous YTD: **24,585**

Difference: **-673 ▼**

% Change: **-2.7% ▼**

Door Count YTD

**102,708**

Previous YTD: **112,173**

Difference YoY: **-9,465 ▼**

% Change YoY: **-8.4% ▼**

First Time Checkouts YTD

**147,409**

Previous YTD: **165,061**

Difference YoY: **-17,652 ▼**

% Change YoY: **-10.7% ▼**

Digital Checkouts YTD

**182,404**

Previous YTD: **177,350**

Difference YoY: **5,054 ▲**

% Change YoY: **2.8% ▲**

### Computers and WiFi

Computer Sessions YTD

**19,444**

Previous YTD: **20,483**

Difference YoY: **-1,039 ▼**

% Change YoY: **-5.1% ▼**

Avg Session Time YTD

**01:01:35**

Previous YTD: **01:03:08**

Difference YoY: **-00:01:33 ▼**

% Change YoY: **-2.5% ▼**

WiFi Sessions YTD

**93,567**

Previous YTD: **81,832**

Difference YoY: **11,735 ▲**

% Change YoY: **14.3% ▲**

Avg Session Time YTD

**00:13:46**

Previous YTD: **00:14:54**

Difference YoY: **-00:01:08 ▼**

% Change YoY: **-7.6% ▼**

### Other Metrics

Program Attendance YTD

**13,872**

Previous YTD: **17,619**

Difference YoY: **-3,747 ▼**

% Change YoY: **-21.3% ▼**

Mtg Room Attendance YTD

**16,536**

Previous YTD: **16,398**

Difference YoY: **138 ▲**

% Change YoY: **0.8% ▲**

Reference Questions YTD

**65,435**

Previous YTD: **69,843**

Difference YoY: **-4,408 ▼**

% Change YoY: **-6.3% ▼**

	2025												2024 YTD	% Change YTD		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			YTD	
<b>Net Promoter Score (NPS)</b>																
Monthly NPS	90.7	82.9	94.3											89.4	86.5	3.4%
Monthly # of Responses	44	35	35											114	108	5.6%
Current NPS	86.5	86.5	86.5											86.5	86.4	0.1%
<b>GATE COUNT</b>	<b>31,895</b>	<b>32,499</b>	<b>38,314</b>											<b>102,708</b>	<b>112,173</b>	<b>-8.4%</b>
<b>CIRCULATION*</b>																
<b>Main Library</b>																
Circulation Desk & Renewals	30,566	29,616	32,557											92,739	104,270	-11.1%
Interlibrary Loan	1,342	1,204	1,398											3,944	3,627	8.7%
Self-Check	37,970	35,007	40,713											113,690	121,917	-6.7%
<b>Bookmobile</b>	3,080	3,359	3,524											9,963	22,320	-55.4%
TSCPL@Home	3,212	3,488	4,359											11,059	9,670	14.4%
<b>Red Carpet</b>	4,969	4,114	4,501											13,584	13,384	1.5%
<b>Digital Downloads</b>	62,236	58,167	62,001											182,404	177,350	2.8%
<b>Library @ Work / Smartlocker</b>	1,330	1,316	1,447											4,093	4,301	-4.8%
<b>TOTAL CIRCULATION</b>	<b>145,924</b>	<b>137,178</b>	<b>150,976</b>											<b>434,078</b>	<b>459,441</b>	<b>-5.5%</b>
* Includes first-time checkouts and renewals																
<b>FIRST-TIME CHECKOUTS</b>	<b>49,171</b>	<b>45,498</b>	<b>52,740</b>											<b>147,409</b>	<b>165,061</b>	<b>-10.7%</b>
<b>CIRCULATION DETAILS</b>																
Print Material	53,642	50,828	56,563											161,033	181,642	-11.3%
Audio/Visual Material	24,188	22,277	25,142											71,607	79,527	-10.0%
<b>Adult Materials</b>	46,803	43,952	49,156											139,911	143,346	-2.4%
<b>Children's Materials</b>	23,226	21,990	24,733											69,949	91,830	-23.8%
<b>Young Adult Materials</b>	1,915	1,740	1,946											5,601	7,808	-28.3%
<b>Red Carpet Materials</b>	5,868	5,401	5,839											17,108	18,025	-5.1%
<b>NEW Patrons</b>																
<b>Topeka / Shawnee County</b>																
Adults	660	579	669											1,908	2,570	-25.8%
Children (ages 17 and under)	128	92	140											360	455	-20.9%
<b>Red Carpet Outreach</b>	9	6	9											24	32	-25.0%
<b>NEKL</b>	48	25	51											124	141	-12.1%
<b>Non-Resident</b>	0	1	0											1	3	-66.7%
<b>Total New Registrations</b>	<b>845</b>	<b>703</b>	<b>869</b>	-	-	-	-	-	-	-	-	-	-	<b>2,417</b>	<b>3,201</b>	<b>-24.5%</b>
<b>PATRONS DELETED</b>	<b>186</b>	<b>141</b>	<b>2,069</b>											<b>2,396</b>	<b>1,544</b>	<b>55.2%</b>
<b>Cardholders</b>																
<b>Topeka / Shawnee County</b>																
Adults	73,570	74,023	74,559											74,559	73,163	1.9%
Children (age 0 - 17)	15,847	15,814	15,808											15,808	15,851	-0.3%
TSCPL @ School	36,797	36,839	36,874											36,874	34,518	6.8%
<b>Red Carpet Outreach</b>	1,359	1,367	1,359											1,359	1,353	0.4%
<b>NEKL</b>	10,763	10,924	10,972											10,972	10,712	2.4%
<b>Non-Resident</b>	63	53	53											53	65	-18.5%
<b>Delinquent</b>	76	74	71											71	78	-9.0%
<b>TOTAL CARDHOLDERS</b>	<b>138,475</b>	<b>139,094</b>	<b>139,696</b>	-	-	-	-	-	-	-	-	-	-	<b>139,696</b>	<b>135,740</b>	<b>2.9%</b>

<b>Active Cardholders (Savannah)</b>															
Non-Student Cardholders	61,003	60,992	61,213										61,213	60,848	0.6%
Student Cardholders	6,436	6,636	6,675										6,675	6,315	5.7%
<b>TOTAL ACTIVE CARDHOLDERS</b>	<b>67,439</b>	<b>67,628</b>	<b>67,888</b>										<b>67,888</b>	<b>67,163</b>	<b>1.1%</b>
<b>Unique Borrowers</b>															
Physical	6,536	6,343	5,845										10,687	25,460	-58.0%
Digital	12,334	12,012	12,217										16,161	21,838	-26.0%
Both	1,515	1,452	1,354										2,936	7,145	-58.9%
<b>TOTAL UNIQUE BORROWERS</b>	<b>17,355</b>	<b>16,903</b>	<b>16,708</b>	-	-	-	-	-	-	-	-	-	<b>23,912</b>	<b>40,153</b>	<b>-40.4%</b>
<b>Holds Satisfied</b>	<b>13,983</b>	<b>12,258</b>	<b>13,251</b>										<b>39,492</b>	<b>40,794</b>	<b>-3.2%</b>
<b>TOTAL CHECK-IN</b>	<b>48,395</b>	<b>45,302</b>	<b>51,823</b>										<b>145,520</b>	<b>162,071</b>	<b>-10.2%</b>
<b>COLLECTION</b>															
Materials Added	2,918	2,714	2,580										8,212	8,649	-5.1%
Materials Discarded	3,882	2,067	4,156										10,105	24,507	-58.8%
<b>TOTAL COLLECTION</b>	<b>333,333</b>	<b>333,980</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>332,404</b>	<b>339,285</b>	<b>-2.0%</b>
<b>WEBSITE</b>															
tscpl.org Unique Visitors	24,332	21,131	24,220										69,683	90,586	-23.1%
tscpl.org Total Visits	44,480	38,204	40,508										123,192	149,340	-17.5%
catalog.tscpl Unique Visitors	27,963	18,549	19,169										65,681	78,602	-16.4%
catalog.tscpl Total Visits	63,788	50,337	52,696										166,821	185,995	-10.3%
<b>COMPUTER USE</b>															
Public Computer Sessions	5,584	6,108	7,752										19,444	20,483	-5.1%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12										1:01:35	1:03:08	-2.5%
Total Computer Hours	5,824	6,225	7,908										19,957	21,554	-7.4%
Wireless Sessions	31,391	30,754	31,422										93,567	81,832	14.3%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00										0:13:46	0:14:54	-7.6%
Total Wireless Hours	7,094	7,191	7,196										21,481	20,326	5.7%
<b>TOTAL HOURS</b>	<b>12,918</b>	<b>13,416</b>	<b>15,104</b>	-	-	-	-	-	-	-	-	-	<b>41,438</b>	<b>41,880</b>	<b>-1.1%</b>
<b>NOTARY SERVICE (Documents)</b>	<b>108</b>	<b>157</b>	<b>173</b>										<b>438</b>	<b>631</b>	<b>-30.6%</b>
<b>REFERENCE QUESTIONS</b>															
Public Services	14,786	16,534	19,840	-	-	-	-	-	-	-	-	-	51,160	52,390	-2.3%
Call Center	4,155	3,839	4,387										12,381	11,969	3.4%
Gallery	563	341	490										1,394	579	140.8%
L2TC	5,715	8,326	10,617										24,658	24,249	1.7%
Movies and Music	1,500	1,519	1,584										4,603	5,313	-13.4%
New and Novel	1,957	1,701	2,083										5,741	6,630	-13.4%
Topeka Room	400	415	330										1,145	2,054	-44.3%
LibAnswers	496	393	349										1,238	1,596	-22.4%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	4,337	3,221	6,717										14,275	17,453	-18.2%
<b>TOTAL REFERENCE QUESTIONS</b>	<b>19,123</b>	<b>19,755</b>	<b>26,557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,435</b>	<b>69,843</b>	<b>-6.3%</b>
<b>MEETING ROOMS</b>															
Meeting Room Bookings	422	455	535										1,412	1,515	-6.8%
Team Room Bookings	724	794	985										2,503	2,631	-4.9%
L2TC Bookings	587	713	851										2,151	2,055	4.7%
Total Meeting Room Hours Booked	3,908	4,894	5,832										14,634	14,968	-2.2%
<b>TOTAL MEETING ROOM ATTENDANC</b>	<b>5,251</b>	<b>5,160</b>	<b>6,125</b>										<b>16,536</b>	<b>16,398</b>	<b>0.8%</b>



<b>LEARN &amp; PLAY BUS VISITS</b>	<b>50</b>	<b>37</b>	<b>85</b>										<b>172</b>	<b>242</b>	<b>-28.9%</b>
<b>PROGRAM ATTENDANCE</b>															
Adult - General	784	847	957										2,588	5,244	-50.6%
Adult Outreach	0	1	1										2		
Early Learners (0-5)	808	495	359										1,662	1,337	24.3%
Early Learner Outreach	1,786	1,882	1,652										5,320		
Kids (6-11)	200	191	728										1,119	1,038	7.8%
Kids Outreach	1,174	851	674										2,699		
Teens (12-18)	152	143	187										482	484	-0.4%
Teen Outreach	0	0	0										0		
<b>TOTAL PROGRAM ATTENDANCE</b>	<b>4,904</b>	<b>4,410</b>	<b>4,558</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,872</b>	<b>17,619</b>	<b>-21.3%</b>
<b>GALLERY ATTENDANCE</b>	<b>2,081</b>	<b>1,895</b>	<b>2,223</b>										<b>6,199</b>	<b>5,214</b>	<b>18.9%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,697</b>	<b>5,654</b>	<b>5,591</b>										<b>5,591</b>	<b>5,688</b>	<b>-1.7%</b>

CIRCULATION DETAILS															
<b>Print Material</b>															
Adult Fiction	12,479	11,555	12,751										36,785	36,325	1.3%
Adult Nonfiction	12,752	12,037	13,678										38,467	38,379	0.2%
Juvenile Fiction	16,053	15,293	17,315										48,661	60,533	-19.6%
Juvenile Nonfiction	3,766	3,840	4,356										11,962	18,456	-35.2%
Magazines	815	967	688										2,470	2,149	14.9%
RC Print Materials	5,794	5,317	5,725										16,836	17,701	-4.9%
RC Realia	74	84	114										272	324	-16.0%
YA Print Materials	1,909	1,735	1,936										5,580	7,775	-28.2%
<b>PRINT CIRCULATION</b>	<b>53,642</b>	<b>50,828</b>	<b>56,563</b>	-	-	-	-	-	-	-	-	-	<b>161,033</b>	<b>181,642</b>	<b>-11.3%</b>
<b>Audio / Visual Material</b>															
MiFi Hotspots	18	22	31										71	160	-55.6%
Adult Audiobooks	1,011	983	1,055										3,049	4,050	-24.7%
Adult Music	1,780	1,638	2,119										5,537	6,346	-12.7%
Adult Videos / DVDs	17,966	16,772	18,865										53,603	56,097	-4.4%
Juvenile Audiobooks	177	155	219										551	707	-22.1%
Juvenile Music	67	47	112										226	402	-43.8%
Juvenile Videos / DVDs	3,163	2,655	2,731										8,549	11,732	-27.1%
YA A/V	6	5	10										21	33	-36.4%
<b>A/V CIRCULATION</b>	<b>24,188</b>	<b>22,277</b>	<b>25,142</b>	-	-	-	-	-	-	-	-	-	<b>71,536</b>	<b>79,367</b>	<b>-9.9%</b>
<b>Adult Material</b>															
Adult Fiction	12,479	11,555	12,751	-	-	-	-	-	-	-	-	-	36,785	36,325	1.3%
Magazines	815	967	688	-	-	-	-	-	-	-	-	-	2,470	2,149	14.9%
Adult Audiobooks	1,011	983	1,055	-	-	-	-	-	-	-	-	-	3,049	4,050	-24.7%
Adult Music	1,780	1,638	2,119	-	-	-	-	-	-	-	-	-	5,537	6,346	-12.7%
Adult Videos / DVDs	17,966	16,772	18,865	-	-	-	-	-	-	-	-	-	53,603	56,097	-4.4%
<b>ADULT CIRCULATION</b>	<b>46,803</b>	<b>43,952</b>	<b>49,156</b>	-	-	-	-	-	-	-	-	-	<b>139,911</b>	<b>143,346</b>	<b>-2.4%</b>
<b>Juvenile Material</b>															
Juvenile Fiction	16,053	15,293	17,315	-	-	-	-	-	-	-	-	-	48,661	60,533	-19.6%
Juvenile Nonfiction	3,766	3,840	4,356	-	-	-	-	-	-	-	-	-	11,962	18,456	-35.2%
Juvenile Audiobooks	177	155	219	-	-	-	-	-	-	-	-	-	551	707	-22.1%
Juvenile Music	67	47	112	-	-	-	-	-	-	-	-	-	226	402	-43.8%
Juvenile Videos / DVDs	3,163	2,655	2,731	-	-	-	-	-	-	-	-	-	8,549	11,732	-27.1%
<b>JUVENILE CIRCULATION</b>	<b>23,226</b>	<b>21,990</b>	<b>24,733</b>	-	-	-	-	-	-	-	-	-	<b>69,949</b>	<b>91,830</b>	<b>-23.8%</b>
<b>Red Carpet Material</b>															
RC Print Materials	5,794	5,317	5,725	-	-	-	-	-	-	-	-	-	16,836	17,701	-4.9%
RC Realia	74	84	114	-	-	-	-	-	-	-	-	-	272	324	-16.0%
<b>RED CARPET CIRCULATION</b>	<b>5,868</b>	<b>5,401</b>	<b>5,839</b>	-	-	-	-	-	-	-	-	-	<b>17,108</b>	<b>18,025</b>	<b>-5.1%</b>
<b>Young Adult Material</b>															
YA Print Materials	1,909	1,735	1,936	-	-	-	-	-	-	-	-	-	5,580	7,775	-28.2%
YA A/V	6	5	10	-	-	-	-	-	-	-	-	-	21	33	-36.4%
<b>YOUNG ADULT CIRCULATION</b>	<b>1,915</b>	<b>1,740</b>	<b>1,946</b>	-	-	-	-	-	-	-	-	-	<b>5,601</b>	<b>7,808</b>	<b>-28.3%</b>
<b>Digital Downloads</b>															
Overdrive	45,994	43,414	45,796										135,204	124,358	8.7%
Hoopla	14,830	13,412	14,740										42,982	50,347	-14.6%
Flipster	600	480	674										1,754	2,645	-33.7%
Kanopy	812	861	791										2,464	0	
<b>DIGITAL DOWNLOADS</b>	<b>62,236</b>	<b>58,167</b>	<b>62,001</b>	-	-	-	-	-	-	-	-	-	<b>182,404</b>	<b>177,350</b>	<b>2.8%</b>
Adult ebook Fiction	19,677	17,797	18,567										56,041	56,370	-0.6%
Adult ebook Nonfiction	4,166	3,546	3,660										11,372	11,671	-2.6%
Adult digital audiobooks	26,318	23,962	27,422										77,702	72,347	7.4%
Juvenile ebook Fiction	1,957	1,882	2,048										5,887	5,898	-0.2%
Juvenile ebook Nonfiction	303	299	303										905	866	4.5%
Juvenile digital audiobooks	2,355	2,131	2,434										6,920	7,092	-2.4%
Young Adult ebook Fiction	1,788	1,700	1,868										5,356	4,938	8.5%

Young Adult ebook Nonfiction	18	26	29											73	117	-37.6%
Young Adult digital audiobooks	2,084	1,845	2,080											6,009	5,489	9.5%
<b>DIGITAL CIRCULATION DETAILS</b>	<b>58,666</b>	<b>53,188</b>	<b>58,411</b>	-	-	-	-	-	-	-	-	-	-	<b>170,265</b>	<b>164,788</b>	<b>3.3%</b>