



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

November 20, 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



November 20, 2025 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

Call to Order

Introduction of New Trustee and Oath of Office

Public Comment

Trustee Advocacy Stories

Approval of October 16, 2025, Meeting Minutes of the Board of Trustees – **Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Peg Dunlap

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

Chief Executive Officer Report – Marie Pyko pg. 29

- **Outreach Service Planning**

Chief of Staff Report – Thad Hartman pg. 35

- **Topeka Genealogical Society (TGS) Project Presentation** – Technical Services Manager Scarlett Fisher-Herremann and TGS President Barb LaClair

New Business

- **Friends of the Library Loaned Employee Agreement – **Action Item** pg. 48**
- **Library Foundation Loaned Employee Agreement – **Action Item** pg. 51**

Executive Session

Adjournment

Public Comment

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

Next Meeting

December 18, 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

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 16, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:30 pm by Vice Chair Mark Zillinger.

Introduction of New Trustee and Oath of Office

New Trustee Valerie Peckham took the oath of office, notarized by Executive Assistant Aubrey Conner.

Public Comment

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

Trustee Advocacy Stories

Trustee Liz Post shared that her granddaughter, her granddaughter's husband, and their two children attended the Inked gallery exhibit. Post shared that she learned about the art of tattooing. After visiting the gallery, they went to the Kids Library where they stayed until it was time for lunch.

Vice Chair Mark Zillinger shared that he was fortunate to attend the road trip and tours to other libraries. He said the experience was great. He appreciated being exposed to other libraries and comparing our library to theirs.

Trustee Shawn Leisinger shared that his wife recently had eye surgery and no longer needs her glasses. He went through the house and the car and gathered around 30 pairs of glasses that he wanted to donate. He saw from a Google search that the library was recommended as a donation drop off location. He brought them to the customer service desk and library staff took them to a Lions Club eyeglasses donation box for him. He feels it's a great service the library offers.

Approval of Minutes

On a motion by Liz Post, seconded by Shawn Leisinger, the September 18, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

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

Financial Reports

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

On a motion by Fred Patton and seconded by Jim Edwards, the Treasurer's Financial Report for August 2025 was accepted.

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

On a motion by Fred Patton and seconded by Hannah Uhlrig, the Treasurer's Financial Report for September 2025 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Secretary/Treasurer Brandon Henry gave the Foundation Report. Henry shared that the Finance Committee met on Monday and the Library Foundation board met on Wednesday. They have approved the 2024 form 990 which needs to be sent to the IRS every year to maintain their tax free status. They also reviewed the draft budget which is set to be approved in December, and their board elected a new slate of officers. The Library Foundation board also approved the annual distribution to the library.

Friends of Topeka and Shawnee County Public Library

Friends of the Library President Ruth Nelson shared that author Lisa Wingate visited the library on Tuesday. Sixty Friends members attended a meet and greet with the author before the event. The event was moderated by Betty Lou Pardue of KTWU.

Wingate's visit was sponsored by the Friends and made possible through funds raised from quarterly book sales, memberships, online sales and the Chandler Booktique.

The Friends Annual Meeting is Sunday, November 2, 2025. There will be a short business meeting and election of Friends board. Kansas author and Topeka educator Alisha Davis, who writes under the pen name A.D. Childers, will be the guest speaker. Childers' debut novel, *The Switch Point*, was named one of the 2025 Kansas Notable Books. Her latest novel, *A History of Madness* was released in August. Following the event, Childers will be available to sign books. A selection of her books will be available on-site for purchase. Everyone is invited to attend, but needs to register on the library's website.

The Friends Quarterly Book and Media Sale will be this weekend, October 17-19, 2025. The format remains the same with Friday night open exclusively to Friends members and Saturday and Sunday open to the public.

Board Chair Reports

Vice Chair Mark Zillinger reported the Executive Committee met via Zoom on October 6, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared that the library just finished two stakeholder meetings held in the community. She said it was a great experience receiving feedback from the community. She thanked Community Connections Librarian Lissa Staley for her facilitation at those meetings. Consultant Steve Potter is now putting together a report for us based on the information learned at the meetings.

Pyko shared that several library staff and Vice Chair Mark Zillinger visited four different library systems to see how other libraries operate. They visited libraries in Wichita, Kansas; Norman, Oklahoma; Fort Worth, Texas; and Fayetteville, Arkansas. Pyko stated each library was very welcoming to the road trippers and rolled out the red carpet.

Vice Chair Zillinger who also attended the road trip shared how he found it interesting that each library has a unique footprint and each library responded to their community's distinctive needs.

Chief of Staff Report

Chief of Staff Thad Hartman announced that several projects have wrapped up. The remodel of the Circulation Workroom, installation of the Automated Materials Handler, and the parking lot resurfacing have all been completed. He wished to thank the Circulation Department for handling the changes as they were displaced from their work area for some time. He also thanked the Digital Services team and the Facilities team for helping with the Circulation Workroom project.

New Business

Request for FY 2026 Friends of the Library Funding

On a motion by Liz Post, seconded by Shawn Leisinger, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees approves the request for FY 2026 Friends of the Library Funding.

Motion passed unanimously

Annual Professional Auditing Services Bid 3 Year Term

On a motion by Hannah Uhlrig, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by BT&Co., P.A., Topeka, KS as presented.

Motion passed unanimously

Adjournment

The meeting was adjourned at 5:06 pm.

Next Meeting

November 20, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 824 5180 1227

Passcode: 487035

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Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show, NEH Expendable and Dock Grant funds are temporarily negative due to pending billings and reimbursements.

General Fund – Pages 3 through 5

With 83.3% of the budget year completed, 98% of the budgeted revenue has been received and 77% of the approved budget has been expended/encumbered. This compares to 2024 in which 100% of the budgeted revenue had been received and 73% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2025 was received October 30th as scheduled. The total received for the General Fund was \$215,944.29. The percentage of the ad valorem budget collected year-to-date is 96% which compares to 97% at this time in 2024.

The percentage of year-to-date motor vehicle tax is 93% in 2025 which compares to 90% at this time in 2024.

Employee Benefit Fund – Page 6

With 83.3% of the budget year completed, 97% of the budgeted revenue has been received and 69% of the approved budget has been expended/encumbered. This compares to 2024 in which 99% of the budgeted revenue had been received and 61% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2025 was received as scheduled. The total received for the Employee Benefit Fund was \$54,275.74. The percentage of the ad valorem budget collected year-to-date is 96%. This compares to 2024 in which 98% had been collected.

The percentage of year-to-date motor vehicle tax is 94% in 2025 and was 90% at this same time in 2024.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,778,408.93.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual software renewal and support	\$6,265.44	Zendesk, Inc.
Approved operating budget	Lib Answers and Lib Cal maintenance and support agreement	\$9,634.00	Springshare LLC
Approved operating budget	Annual notification service for SMS and email	\$8,842.00	Unique Management Services Inc.
Approved operating budget	(8) return box full wraps and installation	\$6,480.00	Killer Custom Wraps
Approved operating budget	(2) floor scrubbing machines	\$5,051.65	Pur-O-Zone, Inc.
Approved operating budget	Replace generator on Adventuremobile	\$16,806.63	Cummins Inc.
Approved facilities master plan budget	Replacement of LED parking lot lights	\$15,900.00	Schmidtlein Electric Inc.
Approved operating budget	Registration for Gallup Clifton Strengths Finder certification	\$6,545.00	Gallup Inc.
Approved operating budget	Local history CMS implementation	\$10,250.00	Recollect (USA) Inc.
Approved operating budget	Annual digital asset management subscription	\$34,560.00	Canto Inc.
Approved operating budget	Services in circulation room for AMH installation	\$8,280.00	Alltech
Change Order – Board approved bid award on 5/15/2025	Parking Lot Improvements – additional full depth patching	\$4,099.58	Sunflower Paving Inc.
Library Materials	Topeka Capital Journal historical archive database	\$70,000.00	Newsbank
Library Materials	Hoopla online	\$34,032.05	Midwest Tape LLC
Library Materials	Adult fiction	\$8,000.00	Ingram Library Services

Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult fiction and non-fiction e-books	\$6,280.00	Overdrive, Inc.
Library Materials	Adult fiction e-books	\$5,170.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$6,260.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$6,700.00	Overdrive, Inc.
Library Materials	Juvenile fiction and non-fiction e-books	\$5,726.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$6,160.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	\$5,120.00	Overdrive, Inc.

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

10/31/2025

	<u>Balance 1/1/2025</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 10/31/2025</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 15,785,492.68	\$ 13,722,775.36	\$ 8,954,246.93
Employee Benefits	2,521,111.25	3,931,868.77	3,531,622.15	\$ 2,921,357.87
Capital Improvement	6,877,610.04	243,363.89	-	\$ 7,120,973.93
Bond & Interest	8,231.12	2,327.42	-	\$ 10,558.54
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	61,560.71	110,304.35	\$ -
Federal, State & Local Grants	2,577.59	-	3,806.50	\$ (1,228.91)
Other Special Revenue	1,184,169.04	24,150.78	487,385.12	\$ 720,934.70
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
Totals	<u>\$ 17,813,687.24</u>	<u>\$ 20,067,915.44</u>	<u>\$ 17,855,893.48</u>	<u>\$ 20,025,709.20</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 602,610.79
Restricted Funds-CoreFirst Bank-Checking	720,504.79
Capital Improvement Fund-Community National Bank-Money Market Account	7,120,973.93
Cash on Hand	2,444.79
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	8,312,286.22
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	3,000,000.00
	<u>\$ 20,057,906.66</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,666.22
Less Payroll Deduction and Employer Benefit Liabilities	1,845.30
Less Outstanding Checks	25,685.94
	<u>\$ 20,025,709.20</u>

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

10/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	10/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<u>Major Governmental Funds</u>							
General Fund	\$ 6,891,529.61	\$ 15,785,492.68	\$ 1,463,092.10	\$ 12,259,683.26	\$ 8,954,246.93	\$ 1,226,824.61	\$ 7,727,422.32
Employee Benefit Fund	2,521,111.25	3,931,868.77	49.50	3,531,572.65	2,921,357.87	1,706.99	2,919,650.88
Capital Improvement Fund	6,877,610.04	243,363.89	-	-	7,120,973.93	342,565.00	6,778,408.93
Bond & Interest Fund	8,231.12	2,327.42	-	-	10,558.54	-	10,558.54
<u>Non Major Governmental Funds</u>							
<i>State Aid Fund</i>	48,743.64	61,560.71	48,743.64	61,560.71	0.00	-	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	-	-	3,806.50	(1,272.94)	-	(1,272.94)
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	27.39	-	-	10,792.46	-	10,792.46
Children's Art Show	-	3,493.57	-	4,096.01	(602.44)	-	(602.44)
French Gift - Library Materials	31.65	0.10	-	-	31.75	-	31.75
Friends	221,749.98	494.33	5,000.00	40,838.97	176,405.34	6,610.96	169,794.38
Fun Committee	7,847.43	1,589.95	-	140.50	9,296.88	107.99	9,188.89
Gallery Competitions/Exhibits	36,712.45	974.47	-	-	37,686.92	-	37,686.92
Gifts/Memorials (Undesignated)	865,234.60	8,902.82	346,319.99	65,770.44	462,046.99	123,329.62	338,717.37
Hathaway Trust - Library Materials	2,894.18	2,742.27	-	1,939.46	3,696.99	734.58	2,962.41
Library Materials	17,656.12	3,431.86	6,341.43	596.82	14,149.73	150.00	13,999.73
NEH Expendable	3,948.63	1.86	-	11,600.00	(7,649.51)	4,000.00	(11,649.51)
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	14.71	-	-	5,797.30	-	5,797.30
Torluemke Landscaping	36.70	0.10	-	-	36.80	-	36.80
Workshops	2,207.47	5.62	-	-	2,213.09	-	2,213.09
Youth Services	8,843.48	2,471.73	374.51	4,366.99	6,573.71	102.89	6,470.82
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
TOTALS	\$17,813,687.24	\$ 20,067,915.44	\$ 1,869,921.17	\$ 15,985,972.31	\$20,025,709.20	\$ 1,706,132.64	\$ 18,319,576.56

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

10/31/2025

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 10/31/2025</u>
				83.3%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 13,851,472.20	\$ (515,963.80)	96%
Revitalization Rebates	(119,568.00)	(118,796.01)	\$ 771.99	99%
Back Tax	-	226,644.41	\$ 226,644.41	N/A
Motor Vehicle Tax	1,285,204.00	1,200,911.01	\$ (84,292.99)	93%
Recreational Vehicle Tax	14,586.00	12,678.90	\$ (1,907.10)	87%
16/20 M Vehicle Tax	5,398.00	5,934.44	\$ 536.44	110%
In Lieu of Tax	42,441.00	56,978.29	\$ 14,537.29	134%
Watercraft Special Tax**	10,323.00	-	\$ (10,323.00)	0%
Commercial Vehicle Fees	42,362.00	48,080.68	\$ 5,718.68	113%
E-Rate Reimbursement	19,926.00	19,444.65	\$ (481.35)	98%
Miscellaneous Revenue	3,000.00	36,871.26	\$ 33,871.26	1229%
Miscellaneous Revenue - Recyclg	-	19.55	\$ 19.55	N/A
Salary Refunds-Foundation	108,361.00	56,374.61	\$ (51,986.39)	52%
Salary Refunds-Friends	50,236.00	39,936.84	\$ (10,299.16)	79%
Salary Refunds-Shawnee Cty	22,211.00	20,589.61	\$ (1,621.39)	93%
Vending Machines	1,500.00	1,770.67	\$ 270.67	118%
Overdue Fees	25,000.00	24,479.29	\$ (520.71)	98%
ILL Fees	100.00	(17.96)	\$ (117.96)	-18%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	2,720.00	\$ 2,220.00	544%
Obituary Fees	300.00	140.00	\$ (160.00)	47%
Meeting Room Charges	2,000.00	4,012.50	\$ 2,012.50	201%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	295,245.75	\$ 145,245.75	197%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,984,061.00	-	\$ -	N/A
TOTALS	\$ 19,025,487.00	\$ 15,785,492.68	\$ (255,933.32)	98%

** 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**

10/31/2025

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					83.3%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 4,061.56	\$ -	\$ 738.44	85%
Salaries-Facilities	693,658.00	604,776.02	-	88,881.98	87%
Salaries-Overtime	10,000.00	13,983.21	-	(3,983.21)	140%
Salaries-Security	361,407.00	254,841.60	-	106,565.40	71%
Salaries-Shelvers	64,925.00	35,607.47	-	29,317.53	55%
Salaries-Staff	8,982,367.00	6,846,328.26	-	2,136,038.74	76%
Conferences	171,000.00	118,330.24	19,187.17	33,482.59	80%
Staff Internal Dev/Trng - Web Based	15,000.00	10,175.01	225.00	4,599.99	69%
Staff Development & Training	35,000.00	17,637.55	9,568.50	7,793.95	78%
Mileage	13,056.00	4,392.56	7,985.45	677.99	95%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	3,464.55	10.00	(1,974.55)	232%
Materials-Periodicals	26,000.00	2,303.85	96.23	23,599.92	9%
Materials-Print/Non-Print <1 YR	866,500.00	584,942.41	270.00	281,287.59	68%
Materials-Print/Non-Print	1,316,000.00	904,241.11	178,062.40	233,696.49	82%
OPERATIONS:					
Art Purchases	8,000.00	5,350.00	-	2,650.00	67%
Cataloging and ILL Services	92,900.00	93,684.60	-	(784.60)	101%
Contracted-Digital Services	771,955.00	648,607.06	111,768.58	11,579.36	98%
Contracted-Facilities	346,000.00	216,627.61	45,828.65	83,543.74	76%
Contracted-Equipment	79,600.00	48,335.09	27,128.93	4,135.98	95%
Contracted-Professional	278,000.00	167,686.34	43,757.96	66,555.70	76%
Contracted-E-Rate Services	1,793.00	1,372.07	-	420.93	77%
Digital Services Support	450,400.00	224,231.07	5,434.86	220,734.07	51%
Furniture/Equipment	50,000.00	35,040.31	5,051.65	9,908.04	80%
Insurance	87,000.00	76,619.22	-	10,380.78	88%
Marketing & Communication	95,000.00	39,164.29	17,646.39	38,189.32	60%
Memberships/Dues	30,900.00	31,199.00	323.00	(622.00)	102%
Miscellaneous	5,000.00	2,563.32	126.94	2,309.74	54%
Payments to Other Libraries	165,711.00	-	-	165,711.00	0%
Postage/Shipping	69,090.00	20,560.09	923.01	47,606.90	31%
Printing	86,750.00	27,644.28	8,016.02	51,089.70	41%
Programming	118,900.00	67,308.10	8,818.05	42,773.85	64%
Special Events	-	-	-	-	0%
Special Projects	1,000,000.00	540,656.02	441,382.24	17,961.74	98%
Supplies-Facilities	120,972.00	55,392.04	42,363.31	23,216.65	81%
Supplies-Office/Library	97,614.00	46,298.50	7,081.14	44,234.36	55%
Supplies-Processing	48,960.00	20,103.91	898.05	27,958.04	43%
Telecommunications	215,064.00	130,702.40	32,856.88	51,504.72	76%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	351,584.00	225,431.84	74,568.16	51,584.00	85%
Utilities-Gas	67,627.00	57,405.76	10,594.24	(373.00)	101%
Utilities-Water/Sewage	43,687.00	35,281.84	7,718.16	687.00	98%
Vehicle-Gas	46,767.00	16,310.70	-	30,456.30	35%
Vehicle-Repair	85,000.00	21,023.64	42,818.99	21,157.37	75%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(1.24)	-	1.24	N/A
TOTALS	\$ 19,025,487.00	\$ 12,259,683.26	\$ 1,150,509.96	\$ 3,965,293.78	77%

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

10/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ 5,227,959.67	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	13,851,472.20	96%
Revitalization Rebates	(119,568.00)	(118,796.01)	99%
Back Tax	-	226,644.41	N/A
Motor Vehicle Tax	1,285,204.00	1,200,911.01	93%
Recreational Vehicle Tax	14,586.00	12,678.90	87%
16/20M Vehicle Tax	5,398.00	5,934.44	110%
In Lieu of Tax	42,441.00	56,978.29	134%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	48,080.68	113%
E-Rate Reimbursement	19,926.00	19,444.65	98%
Fees and Charges	32,500.00	69,977.75	215%
Reimbursements	180,808.00	116,920.61	65%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	295,245.75	197%
	<u>\$ 16,041,426.00</u>	<u>\$ 15,785,492.68</u>	98%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	7,759,598.12	77%
Other Staff Support Costs	234,056.00	187,501.48	80%
Library Collections	2,210,000.00	1,673,390.55	76%
Contracted Services	1,570,248.00	1,404,796.89	89%
Digital Services Support	450,400.00	229,665.93	51%
Furniture/Equipment/Art	58,000.00	45,441.96	78%
Payments to Other Libraries	165,711.00	-	0%
Special Projects	1,000,000.00	982,038.26	98%
Utilities & Telecommunications	677,962.00	574,559.28	85%
Vehicles	131,767.00	80,153.33	61%
Other Operating Expenditures	760,186.00	473,047.42	62%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 13,410,193.22</u>	77%
Prior Year Canceled Purchase Orders		\$ 124,163.19	
Unencumbered Balance 10/31/2025	\$ -	<u><u>\$ 7,727,422.32</u></u>	

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

10/31/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ 2,520,911.30	
Revenue:			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 3,386,761.38	96%
Revitalization Rebates	(29,223.00)	(29,064.85)	99%
Back Tax	-	57,230.76	N/A
Motor Vehicle Tax	323,260.00	302,570.91	94%
Recreational Vehicle Tax	3,669.00	3,192.86	87%
16/20M Vehicle Tax	1,358.00	1,541.80	114%
In Lieu of Tax	10,655.00	13,933.00	131%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	12,171.26	114%
Refund-Fringe Benefits-Foundation	51,625.00	22,962.73	44%
Refund-Fringe Benefits-Friends	42,301.00	24,410.01	58%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	8,348.87	85%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	31,019.82	N/A
Interest on Idle Funds	85,000.00	96,779.06	114%
	\$ 4,035,570.00	\$ 3,931,868.77	97%
Expenditures/Encumbrances:			
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	554,237.03	73%
Ks Public Employees Retirement Sys	1,043,421.00	815,200.11	78%
Worker's Compensation	62,300.00	67,010.77	108%
Unemployment Tax	9,963.00	9,265.49	93%
Health/Dental Insurance	3,250,875.00	2,079,986.74	64%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,537,630.00	\$ 3,533,279.64	69%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 10/31/2025	\$ -	\$ 2,919,650.88	

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

CAPITAL IMPROVEMENT

Balance 01/01/2025	\$ 6,877,610.04
Revenue:	
Transfer In	\$ -
Interest received	243,363.89
	\$ 243,363.89
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	342,565.00
	342,565.00
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 10/31/2025	\$ 6,778,408.93

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	52,000.00	61,560.71
	\$ 52,000.00	\$ 61,560.71
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support	-	-
Staff Internal Development/Trng	-	-
Special Projects	52,000.00	61,560.71
	\$ 52,000.00	\$ 61,560.71
Unencumbered Balance 10/31/2025	\$ -	\$ -

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

10/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,632.15	16%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	0.30	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	694.97	6950%
	<u>\$ 10,010.00</u>	<u>\$ 2,327.42</u>	23%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
 Unencumbered Balance 10/31/2025	 <u><u>\$ -</u></u>	 <u><u>\$ 10,558.54</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 September 30, 2025

Capital Improvement Funds - Community National Bank

\$ 7,098,817.84 at 4.24 % (money market account)

Municipal Investment Pool

\$10,319,883.79 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average September 1 - 30, 2025 was 2.95%

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

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

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 26,704.91	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 26.81	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 1,830.59	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 26.81	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 25.36	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 25.29	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 25.29	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 27.51	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 230.45	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 26.22	-95411
10	41000	351	10/2/25	EVERGY	2025 Electric Services	\$ 58.29	-95411
						\$ 29,007.53	-95411 Total
10	41000	311	10/2/25	KONE INC	replace elevator board	\$ 3,158.00	-95410
10	41000	311	10/2/25	KONE INC	replace elevator board	\$ 3,157.00	-95410
				2025 approved operating budget - contracted facilities		\$ 6,315.00	-95410 Total
10	41000	736	10/10/25	SHIRLEY CONSTRUCTION INC	STAFF RESTROOM AND CIRC ROOM	\$ 63,481.44	-95402
						\$ 63,481.44	-95402 Total
10	41000	310	10/10/25	SPRINGSHARE LLC	annual renewal	\$ 9,634.00	-95401
				2025 approved operating budget - software support/subscription		\$ 9,634.00	-95401 Total
10	41000	361	10/16/25	FOLEY INDUSTRIES, INC.	trouble shoot leaks	\$ 393.80	-95369
10	41000	361	10/16/25	FOLEY INDUSTRIES, INC.	remove & install generator	\$ 2,362.80	-95369
10	41000	361	10/16/25	FOLEY INDUSTRIES, INC.	remove generator from engine	\$ 2,362.80	-95369
10	41000	361	10/16/25	FOLEY INDUSTRIES, INC.	remove & install rear seat	\$ 295.35	-95369
10	41000	361	10/16/25	FOLEY INDUSTRIES, INC.	est parts	\$ 150.00	-95369
10	41000	361	10/16/25	FOLEY INDUSTRIES, INC.	est labor	\$ 387.86	-95369
				2025 approved budget - vehicle repair		\$ 5,952.61	-95369 Total
10	21512	0	10/24/25	DELTA DENTAL OF KANSAS, INC	EE Withholding	\$ 2,443.18	-95353
15	21512	0	10/24/25	DELTA DENTAL OF KANSAS, INC	ER Withholding	\$ 9,891.00	-95353
15	21512	0	10/24/25	DELTA DENTAL OF KANSAS, INC	Retiree Premiums	\$ 219.88	-95353
						\$ 12,554.06	-95353 Total
10	41000	310	10/24/25	KOIOS, LLC	koios annual payment	\$ 6,902.00	-95351
				2025 approved operating budget - annual marketing subscription		\$ 6,902.00	-95351 Total
10	41000	310	10/24/25	RECOLLECT (USA) INC.	recollection imp	\$ 10,250.00	-95350
				2025 approved operating budget - annual subscription and support		\$ 10,250.00	-95350 Total
10	41000	310	10/24/25	TECH LOGIC CORPORATION	inv wand renewal	\$ 220.00	-95349
10	41000	310	10/24/25	TECH LOGIC CORPORATION	staffCIRC renewal	\$ 218.20	-95349
10	23800	0	10/24/25	TECH LOGIC CORPORATION	AMH System	\$ 22,830.76	-95349
10	41000	736	10/24/25	TECH LOGIC CORPORATION	Rounding	\$ 0.01	-95349

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 23,268.97	-95349 Total
10	41000	310	10/8/25	COREFIRST BANK & TRUST	2024 LibSyn renewal	\$ 20.00	-95341
10	41000	323	10/8/25	COREFIRST BANK & TRUST	SHRM Membership	\$ 299.00	-95341
10	41000	310	10/8/25	COREFIRST BANK & TRUST	ption	\$ 6,265.44	-95341
10	41000	324	10/8/25	COREFIRST BANK & TRUST	2025 K-Tag Mnthly Chrgs	\$ 11.98	-95341
10	41000	311	10/8/25	COREFIRST BANK & TRUST	truck charge	\$ 60.00	-95341
10	41000	311	10/8/25	COREFIRST BANK & TRUST	labor	\$ 150.00	-95341
10	41000	311	10/8/25	COREFIRST BANK & TRUST	water level probe kit	\$ 99.50	-95341
10	41000	311	10/8/25	COREFIRST BANK & TRUST	filter	\$ 113.33	-95341
10	41000	320	10/8/25	COREFIRST BANK & TRUST	JoyCon Replacement 4 Pack	\$ 13.99	-95341
10	41000	342	10/8/25	COREFIRST BANK & TRUST	Training Library	\$ 4,000.00	-95341
10	41000	342	10/8/25	COREFIRST BANK & TRUST	LMS setup	\$ 500.00	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	nitrile gloves size M	\$ 13.58	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	rubber bands	\$ 13.98	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	laser pointer	\$ 16.14	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	wooden spoons	\$ 9.99	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	sacks	\$ 9.89	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	rulers	\$ 9.99	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	squeegees	\$ 5.69	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	mini tie-dye kit	\$ 85.00	-95341
10	41000	420	10/8/25	COREFIRST BANK & TRUST	C320 Cyan	\$ 253.98	-95341
10	41000	420	10/8/25	COREFIRST BANK & TRUST	C320 Magenta	\$ 253.98	-95341
10	41000	420	10/8/25	COREFIRST BANK & TRUST	C320 Yellow	\$ 253.98	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	bandanas	\$ 197.37	-95341
10	41000	330	10/8/25	COREFIRST BANK & TRUST	shipping	\$ 14.54	-95341
10	41000	310	10/8/25	COREFIRST BANK & TRUST	Remote access software	\$ 3,300.00	-95341
10	41000	310	10/8/25	COREFIRST BANK & TRUST	MailChimp 2024	\$ 605.00	-95341
10	41000	341	10/8/25	COREFIRST BANK & TRUST	webinar access	\$ 319.68	-95341
10	41000	310	10/8/25	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	\$ 98.00	-95341
10	41000	323	10/8/25	COREFIRST BANK & TRUST	NDIA Annual Subscription	\$ 650.00	-95341
10	41000	310	10/8/25	COREFIRST BANK & TRUST	Testedly annual subscript	\$ 87.00	-95341
10	41000	324	10/8/25	COREFIRST BANK & TRUST	2025 K-Tag Mnthly Chrgs	\$ 0.96	-95341
10	41000	310	10/8/25	COREFIRST BANK & TRUST	SoundTrack your brand	\$ 216.00	-95341
				<i>Miscellaneous online orders paid by credit card</i>		\$ 17,947.99	-95341 Total
10	41000	330	10/8/25	COREFIRST BANK & TRUST	12 pack aprons	\$ 107.96	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Tie dye kit	\$ 41.04	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	90 ziplock bags	\$ 8.60	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	20 pack ring pops	\$ 7.48	-95340

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/8/25	COREFIRST BANK & TRUST	20 dragon pendants	\$ 7.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	medieval party decoration	\$ 18.99	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	Barco 12V AC/DC Adapter	\$ 11.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	mr clean magic eraser	\$ 14.94	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	magnetic roll	\$ 23.49	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	Xbox Controller Red	\$ 58.52	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	Cyan T48L2	\$ 249.48	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	Black T48L1	\$ 249.48	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	Magenta T48L3	\$ 498.96	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	Yellow T48L4	\$ 498.96	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	face paint 24 pk.	\$ 63.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	brushes and stencils kit	\$ 18.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	paint and brushes	\$ 49.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	makeup remover wipes	\$ 19.94	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	D size Batteries	\$ 89.99	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	AA Batteries 100ct	\$ 26.99	-95340
10	41000	910	10/8/25	COREFIRST BANK & TRUST	Steelcase Series 1 Office	\$ 4,273.26	-95340
10	41000	341	10/8/25	COREFIRST BANK & TRUST	webinar seat	\$ 45.00	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	non-refunbale fee licens	\$ 51.25	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	light box 12x12x2.5	\$ 64.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Refund	\$ (52.55)	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	small nitrile gloves	\$ 14.99	-95340
10	41000	323	10/8/25	COREFIRST BANK & TRUST	2025 SHRM Membership	\$ 3,995.00	-95340
10	41000	910	10/8/25	COREFIRST BANK & TRUST	Tan vinyl padded chairs	\$ 544.00	-95340
10	41000	910	10/8/25	COREFIRST BANK & TRUST	freight	\$ 124.80	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	mini pompoms	\$ 11.98	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	peppermint candy	\$ 21.44	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	mp3 players	\$ 259.96	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	pencils	\$ 16.14	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	notebooks	\$ 88.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Refund	\$ (43.48)	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	rack hw	\$ 360.00	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	shipping	\$ 26.00	-95340
10	41000	410	10/8/25	COREFIRST BANK & TRUST	glass cleaner 12 pack	\$ 178.56	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Reorder	\$ 49.08	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	rolling pin	\$ 8.88	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	megalodon tooth	\$ 9.99	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	color changing lights for	\$ 29.99	-95340

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	361	10/8/25	COREFIRST BANK & TRUST	rv water pump	\$ 57.82	-95340
10	41000	910	10/8/25	COREFIRST BANK & TRUST	Hosfais Bookcase 4 Tier	\$ 197.97	-95340
10	41000	910	10/8/25	COREFIRST BANK & TRUST	Hosfais Bookshelf 3 Tier	\$ 91.98	-95340
10	41000	910	10/8/25	COREFIRST BANK & TRUST	Blk/Brwn storage bskt 3pk	\$ 51.28	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	dryer	\$ 56.39	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	dryer	\$ 37.98	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	drymedia	\$ 32.98	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	drymedia	\$ 19.78	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	switch	\$ 313.38	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	Temdan USB to USB C	\$ 10.06	-95340
10	41000	320	10/8/25	COREFIRST BANK & TRUST	Vansuny 32GB 5 Pack	\$ 19.79	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	folding wagon	\$ 42.99	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	Cyan Toner for Diana's 20	\$ 39.09	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Rayovac Size D Batteries	\$ 11.50	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Mini Hot Glue Sticks	\$ 9.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	KINGCELL AA Batteries	\$ 14.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Foam Craft Sheets	\$ 16.29	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Felt Fabric Sheets	\$ 23.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	7 Set STEM Kit Science Pr	\$ 47.97	-95340
10	41000	410	10/8/25	COREFIRST BANK & TRUST	4- handicap signs	\$ 47.99	-95340
10	41000	410	10/8/25	COREFIRST BANK & TRUST	12- handicap signs	\$ 114.49	-95340
10	41000	410	10/8/25	COREFIRST BANK & TRUST	6 van accessible signs	\$ 77.64	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	8 ct. dual-sided sponges	\$ 32.98	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	12 decks playing cards	\$ 21.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	100 ct. hot glue sticks	\$ 7.72	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	double sided tape	\$ 9.49	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	30 ct. fabric markers	\$ 17.39	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	fiber fill 32 oz.	\$ 29.04	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	felt sheets	\$ 11.88	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	cheesecloth	\$ 4.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	20 ct. crystals	\$ 42.98	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	ouija board	\$ 28.71	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	battery candles	\$ 22.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	20 ct. AA batteries	\$ 9.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	painter's tape	\$ 13.46	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	light up spider web	\$ 9.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	144 ct. glow bracelets	\$ 8.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Halloween web decoration	\$ 18.99	-95340

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

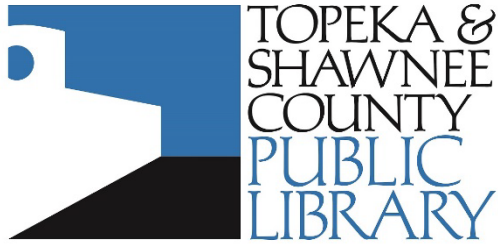
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	10/8/25	COREFIRST BANK & TRUST	100 ct. orange napkins	\$ 9.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Black Foam Boards	\$ 18.98	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	White Gel Pens, 1mm, #10	\$ 13.68	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	600 count Toothpicks	\$ 3.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	12 Bamboo Skewers	\$ 4.74	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Woodland Suncatchers	\$ 18.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Fall Suncatcher kits	\$ 19.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Sponges	\$ 12.79	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Disposable brown cups	\$ 18.99	-95340
10	41000	330	10/8/25	COREFIRST BANK & TRUST	Mini Thanksgiving Turkeys	\$ 18.49	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	tissue 30x40	\$ 51.16	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	32x40 3/16" acid-free an"	\$ 237.97	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	gummed linen tape 1 x 15"	\$ 25.00	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	self-adhesive linen 1 x"	\$ 35.16	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	3 clear mounting corners"	\$ 16.72	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	1 1/4 clear mounting cor"	\$ 17.26	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	large art gum erasers	\$ 14.90	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	replacement blades #270,	\$ 18.95	-95340
10	41000	420	10/8/25	COREFIRST BANK & TRUST	32 x 40 4-ply cream muse"	\$ 476.34	-95340
				<i>Miscellaneous online orders paid by credit card</i>		\$ 14,808.05	-95340 Total
10	41000	350	10/23/25	VERIZON WIRELESS	<i>Mobile/MI-FI 2025</i>	\$ 10,596.91	-95332
						\$ 10,596.91	-95332 Total
10	21505	0	10/3/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 20,959.04	-95327
15	21516	0	10/3/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 33,918.71	-95327
15	21517	0	10/3/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,493.09	-95327
10	21513	0	10/3/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,604.38	-95327
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 59,975.22	-95327 Total
10	21501	0	10/3/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,016.23	-95321
10	21502	0	10/3/25	PAYCOM PAYROLL LLC	State W/H	\$ 15,661.54	-95321
15	21521	0	10/3/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,215.93	-95321
10	21503	0	10/3/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,703.35	-95321
15	21504	0	10/3/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,703.35	-95321
10	21503	0	10/3/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,841.86	-95321
15	21504	0	10/3/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,841.86	-95321
10	21514	0	10/3/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95321
10	21518	0	10/3/25	PAYCOM PAYROLL LLC	Garnishments	\$ 578.81	-95321
10	41000	313	10/3/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,394.74	-95321
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 97,500.42	-95321 Total

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

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	10/17/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,589.11	-95320
10	21502	0	10/17/25	PAYCOM PAYROLL LLC	State W/H	\$ 16,352.50	-95320
15	21521	0	10/17/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 345.52	-95320
10	21503	0	10/17/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,479.07	-95320
15	21504	0	10/17/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,479.07	-95320
10	21503	0	10/17/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,023.43	-95320
15	21504	0	10/17/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,023.43	-95320
10	21514	0	10/17/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95320
10	21518	0	10/17/25	PAYCOM PAYROLL LLC	Garnishments	\$ 312.62	-95320
10	41000	313	10/17/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,384.26	-95320
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 100,531.76	-95320 Total
10	21505	0	10/17/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,348.51	-95319
15	21516	0	10/17/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,549.06	-95319
15	21517	0	10/17/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,558.00	-95319
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 59,455.57	-95319 Total
10	21515	0	10/23/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,733.44	-95316
15	21515	0	10/23/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 181,959.89	-95316
15	21515	0	10/23/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 4,735.16	-95316
						\$ 222,428.49	-95316 Total
10	21501	0	10/31/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 28,888.24	-95313
10	21502	0	10/31/25	PAYCOM PAYROLL LLC	State W/H	\$ 17,004.56	-95313
15	21521	0	10/31/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 363.27	-95313
10	21503	0	10/31/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 22,584.91	-95313
15	21504	0	10/31/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 22,584.91	-95313
10	21503	0	10/31/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,281.95	-95313
15	21504	0	10/31/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,281.95	-95313
10	21514	0	10/31/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,417.75	-95313
10	21518	0	10/31/25	PAYCOM PAYROLL LLC	Garnishments	\$ 988.12	-95313
10	41000	313	10/31/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,361.29	-95313
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 106,756.95	-95313 Total
10	21505	0	10/31/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,154.19	-95312
15	21516	0	10/31/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 34,234.67	-95312
15	21517	0	10/31/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,525.63	-95312
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 58,914.49	-95312 Total
35	41000	736	10/16/25	BLACK AMERICAN BLUEPRINT COLLECTIVE INC	student stipends	\$ 1,000.00	12338
35	41000	736	10/16/25	BLACK AMERICAN BLUEPRINT COLLECTIVE INC	training hours	\$ 1,600.00	12338
35	41000	736	10/16/25	BLACK AMERICAN BLUEPRINT COLLECTIVE INC	materials and supplies	\$ 1,000.00	12338
35	41000	736	10/16/25	BLACK AMERICAN BLUEPRINT COLLECTIVE INC	exhibition and showcases	\$ 1,400.00	12338

Topeka and Shawnee County Public Library
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All Checking Accounts
For the Month Ended October 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Paid from non-budgeted funds - Our Stories exhibit support</i>		\$ 5,000.00	12338 Total
10	41000	410	10/2/25	PUR-O-ZONE, INC.	host extra carpet cleaner	\$ 42.79	102199
10	41000	410	10/2/25	PUR-O-ZONE, INC.	fuel charge	\$ 7.00	102199
10	41000	910	10/2/25	PUR-O-ZONE, INC.	square scrub doodle floor scrubber	\$ 1,142.52	102199
10	41000	910	10/2/25	PUR-O-ZONE, INC.	kaivac 1750 floor scrubber	\$ 4,952.67	102199
				<i>2025 approved operating budget - furniture/equipment</i>		\$ 6,144.98	102199 Total
10	41000	311	10/2/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 4,296.00	102200
10	41000	311	10/2/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 435.00	102200
10	41000	311	10/2/25	STARWOOD PH PROPERTIES, LLC	01/2025 to 12/2025	\$ 45.00	102200
10	41000	311	10/2/25	STARWOOD PH PROPERTIES, LLC	Annual adjustment	\$ 504.00	102200
				<i>2025 approved operating budget - quarterly storage for Learn and Play bus</i>		\$ 5,280.00	102200 Total
10	41000	313	10/9/25	ENGEL LAW, PA	2025 Legal Services	\$ 5,431.20	102201
						\$ 5,431.20	102201 Total
10	41000	310	10/30/25	UNIQUE MANAGEMENT SERVICES INC	SMS annual cost	\$ 540.00	102262
10	41000	310	10/30/25	UNIQUE MANAGEMENT SERVICES INC	Email annual cost	\$ 4,212.00	102262
10	41000	310	10/30/25	UNIQUE MANAGEMENT SERVICES INC	1-time email implementati	\$ 995.00	102262
10	41000	310	10/30/25	UNIQUE MANAGEMENT SERVICES INC	1-time sms implementation	\$ 495.00	102262
10	41000	310	10/30/25	UNIQUE MANAGEMENT SERVICES INC	sms notification bucket	\$ 2,600.00	102262
				<i>2025 approved operating budget - software support/subscription</i>		\$ 8,842.00	102262 Total
						\$ 946,979.64	Grand Total



Board of Trustees Executive Committee Meeting
November 10, 2025 – 4:00pm
Zoom Meeting

Executive Committee Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Jesse Maddox – Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on November 10, 2025, via Zoom, and was called to order at 4:01 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the October 6, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the October 6, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the October 16, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees November 20, 2025, meeting were reviewed.

Chief Executive Officer Marie Pyko will share a little bit about the library field trips. She will also have some recommendations of other libraries in the area that the board and library staff could go visit on day trips.

Pyko spoke about creating a schedule of reviewing current policies to make any changes that might be necessary. She will include the dates they were last updated.

Chief of Staff Thad Hartman will invite Technical Services Manager Scarlett Fisher-Herremann and Topeka Genealogical Society President Barb LeClair present their project. This is a collaboration that had been discussed for 15 years plus and Hartman is excited to see it come to fruition.

For new business at the November meeting the board will review the Loaned Employee Agreements for the Friends of the Library and the Library Foundation.

The board will also go into Executive Session at the end of the meeting to discuss an individual employee's performance.

Other Items

No other items were discussed

Adjournment

On a motion by Mark Zillinger, seconded by Fred Patton, the meeting was adjourned at 4:21 pm.

Next Meeting

December 8, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report November 2025

News and Updates

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

At the end of October 2025, our program enrolled **5,616 children from birth to age five**. As we continue to grow, we face the ongoing challenge of families moving without updating their addresses or moving out of Shawnee County (which affects eligibility for the program we run in collaboration with United Way). This often results in books being undeliverable.

To ensure these valuable books still reach local children, we sought new outreach opportunities. We decided to host a table at the **Christmas Bureau**, coordinated by United Way, at the Johnston Community Center.

Our Impact at the Christmas Bureau:

- We connected with over **1,200 families** during the four-day event.
- We offered books for families to take home.
- We signed up new families for the program.
- We registered attendees for library cards.

A huge thank you to **Natalie, Liz, Jacee, Allie, Sherry, Thad, Elaine, Deanna, Kelli, Marissa, Autumn, GR, Debbie, and Maegen** for working shifts at the event and sharing our books and programs. It was a wonderful and impactful addition to the Christmas Bureau.

Strategic Plan 2025 Projects

We are in year two of the five-year strategic plan that was approved by the Board of Trustees at the January 2024 board meeting. As I have done throughout the year, I want to highlight three strategic initiatives that we worked on in the 3rd and 4th quarters of the 2025 work plan.

People - Recruitment and Retention

Thad Hartman and I host quarterly **All Staff Meetings** to provide updates on projects, initiatives, and system-wide efforts.

Approximately 18 months ago, we transitioned the format to a **two-part model**:

1. An **online video presentation** shared with all staff.
2. A series of **small-group, in-person team meetings** where staff can ask questions, offer suggestions, or seek clarification on the presented material.
This format remains popular because the flexible timing accommodates our staff's varied work schedules.

The 4th Quarter All Staff Meeting will cover the following topics:

- Sharing the roles of the Friends of the Library and the Library Foundation.
- An overview of the service areas including the new Circulation space.
- An update on Staff Development Day 2026

Readers & Reading - Literacy

Strategic Initiative: Expanding Reading Challenges (2025)

The Readers and Preschool teams developed several new reading challenges during Q3 and Q4 to meet this goal:

- **Workplace Challenge (Book Brawl):** Cadie Maas, Readers Supervisor, collaborated with Library @ Work sites to create the **Book Brawl Challenge**. This initiative encouraged workplaces to have the maximum number of employees participate in the Fall Reading Challenge, competing for a Traveling Trophy.
- **Updated Preschool Challenge:** In September, we retired the "1000 Books Before Kindergarten" challenge due to limited participation and feedback that the goal was too large. In its place, Youth staff launched the new "30 Books in 30 Days" challenge in November for children birth to five. This new challenge is simple, straightforward, and intentionally gives caregivers permission to repeat books. Repetition is vital for building literacy skills and confidence in young readers (a practice many parents, including myself—who read Goodnight Gorilla nightly for a year—know well). The goal is to encourage and inspire reading a book a day.

Space- Access

Strategic Initiative- Develop plan to expand the library's physical presence in the county with a focus on the feasibility of satellites, kiosks and other service options

Outreach Services Study

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

Our initial phase of the Outreach Services study is largely complete. We have finished our stakeholder meetings and the majority of the library field trip visits. This work was essential for identifying community interests and needs related to services outside the main library.

The field trip component specifically allowed us to observe innovative services, partnerships, and service delivery models used by peer organizations. These insights will directly inform the finalization of our **five-year plan** for expanding the library's physical presence and services beyond the main building across the county.

Board Briefing and Future Visits:

- November Board Meeting: I will present a comprehensive overview of the study's results, highlighting clear takeaways and recommendations for the next phase of planning.
- Spring Regional Visits: To enhance the Board's understanding of different outreach solutions, we will schedule at least two library visits to Kansas City regional library systems. These trips will focus on learning about how other systems manage access, services, and resources outside their main facilities.

Audit Committee Appointment discussion

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

“The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board.” Board of Trustees Treasurer, Fred Patton, will begin the discussion to seek volunteers to serve on this committee at the board meeting. The Audit Committee Appointment resolution will be an action item in new business during the December board meeting.

Area Highlight- Staff Development and Training team

We have a small but mighty training team with Brenda Hough, Staff Development Coordinator and Kate Hughes, Training Specialist.

Since the 1980s, TSCPL has prioritized continuous training, hosting an annual all-staff development day each President’s Day and maintaining a robust training program.

Online Learning

Our Staff Academy remains a cornerstone of development, offering nearly 400 tutorials across diverse topics. In the past year, tutorials were viewed 25,472 times, with staff averaging 10 completions annually—some exceeding 40.

Required courses in 2025 included *Stop the Bleed*, *Generative AI Guidelines*, and *Workplace Harassment Prevention*. Staff also engaged with Ryan Dowd’s *De-Escalation* training and Library 2.0’s *First Amendment Auditors* module.

New offerings include a facilities management library and tutorials from Dr. Beth Wahler. Upcoming additions will support readers’ advisory and library promotions.

In-Person Learning

While online training offers flexibility, in-person sessions foster connection and shared understanding:

- **Customer Service Training:** Brenda Hough led service point–specific sessions for all Public Services areas, reviewing policy and defining exceptional service. Nearly all staff attended.

- **Emerging Library Leaders:** Seven staff completed Kansas Leadership Center's *When Everyone Leads* curriculum and meet monthly for workshops, field trips, and leadership discussions. Each is paired with a mentor and developing a project proposal.
- **New Employee Orientation:** Kate Hughes meets with every new hire within two weeks to introduce resources and build confidence.
- **Older Adults Conference:** In October, TSCPL and NEKLS hosted a daylong event on services for older adults, attended by the Red Carpet team and statewide staff.
- **Mock Youth Media Awards:** In January, TSCPL partnered with NEKLS and Lawrence Public Library for a collaborative event to strengthen readers' advisory skills and celebrate youth literature.

The continued growth in our training program with Brenda and Kate has insured our staff are prepared for the complexity of working directly on literacy and learning with our community.

2026 Board of Trustees Scheduled Meetings

Included in the board packet is the draft 2026 Board of Trustees scheduled meetings. Please review and include it on your schedule. As with all Board of Trustees meetings, there will be an in-person and Zoom offer for the meetings. Please let Aubrey Conner, Executive Assistant know if you are not able to attend meetings, so we are able to ensure we have a quorum. Also note, we will once again host a public listening session in May 2026 prior to the budget planning sessions in June and July.

New Business

Resolution Loaned Employee Agreement, Friends of the Library for FY 2026

Resolution- Loaned Employee Agreement, The Library Foundation for FY 2026

Each year the loaned employee agreements with the TSCPL Friends of the Library and The Library Foundation are reviewed and approved by the Board of Trustees and the Friends and Foundation boards. A reminder that the Friends executive, the Library Foundation executive director, and Library Foundation development professional are all library employees who are in effect loaned to those 501©3 organizations each year.

Professional Activities/Community Contacts

October 13, 2025	Attended the Library Foundation Finance Committee meeting.
October 14, 2025	Attended the PLA Public and Cultural Program Advisory Committee meeting.
October 14, 2025	Introduced Lisa Wingate and Betty Lou Pardue at the Fall Author event.
October 15, 2025	Attended the Library Foundation Board of Trustees meeting.

October 16, 2025	Attended the ULC Director Zoom meeting.
October 21-24, 2025	Attended the Urban Library Council Forum in Cincinnati, OH.
October 28, 2025	Attended Intergovernmental Cooperative Council meeting.
October 28, 2025	Met with Ashley Charest and donor of the Library.
October 28, 2025	Attended Visit Topeka Board with Greater Topeka Partnership.
October 29, 2025	Met with Ashley Charest and a donor of the Library.
October 29, 2025	Worked at the Christmas Bureau table for the library.
October 30, 2025	Participated in Open Enrollment Fair.
October 31, 2025	Met with Jason Tryon, City of Topeka regarding the EV RFP proposal.
November 2, 2025	Spoke at the Friends of the Library Annual meeting.
November 3, 2025	Worked at the Christmas Bureau library table.
November 4, 2025	Spoke at the League of Women Voters organization.
November 4, 2025	Attended the Library Foundation Exploratory Task Group.
November 5, 2025	Met with Ashley Charest and donor of the library.
November 6, 2025	Attended the State of the Community.
November 7, 2025	Attended the ribbon cutting of the Kansas Discovery Center expansion.
November 10, 2025	Attended the All Hands on Deck Strategic team meeting.
November 12, 2025	Attended the Shawnee County Advisory Committee meeting.
November 12, 2025	Met with Ashley Charest and donor of the Library.
November 13, 2025	Introduced Brittany Keegan, Gallery curator for her presentation at the Rotary Club of Topeka.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 11/14/2025

Dolly Parton's Imagination Library

October 2025



Total Enrolled

5,616



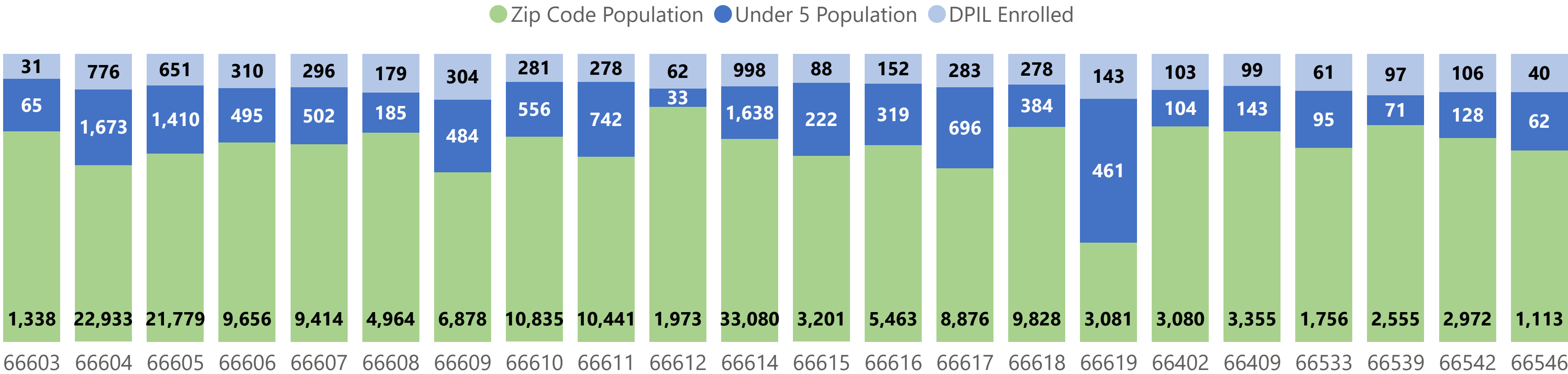
Total Graduated

10,762

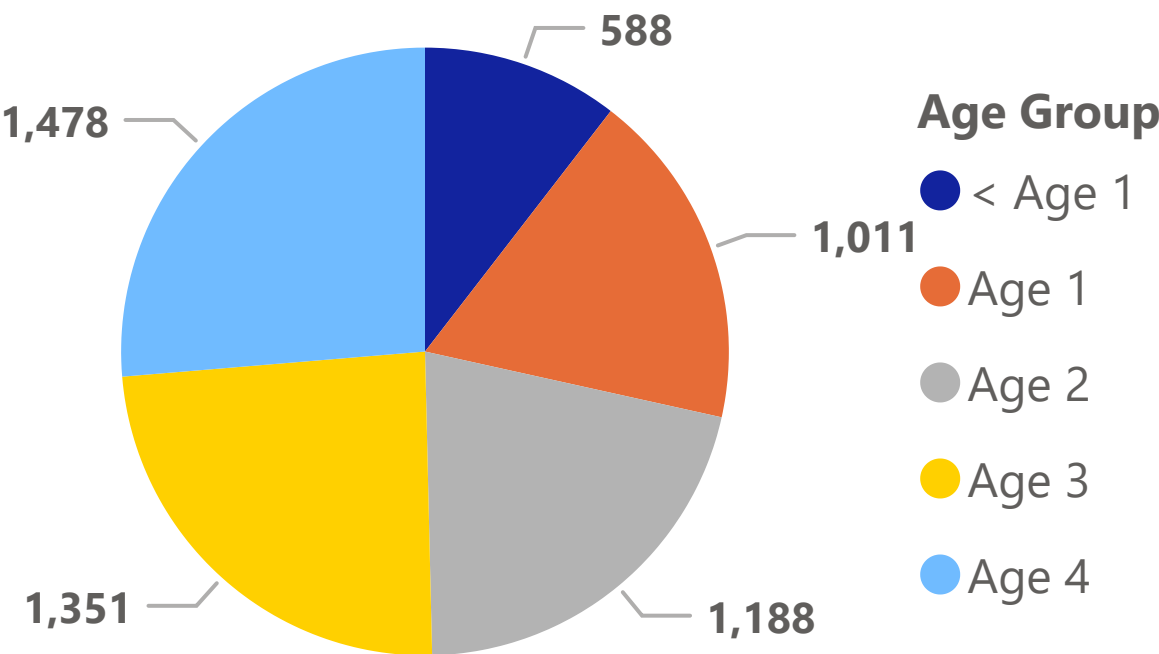
Year, Month

2025 (Year) + October (Month) ▼

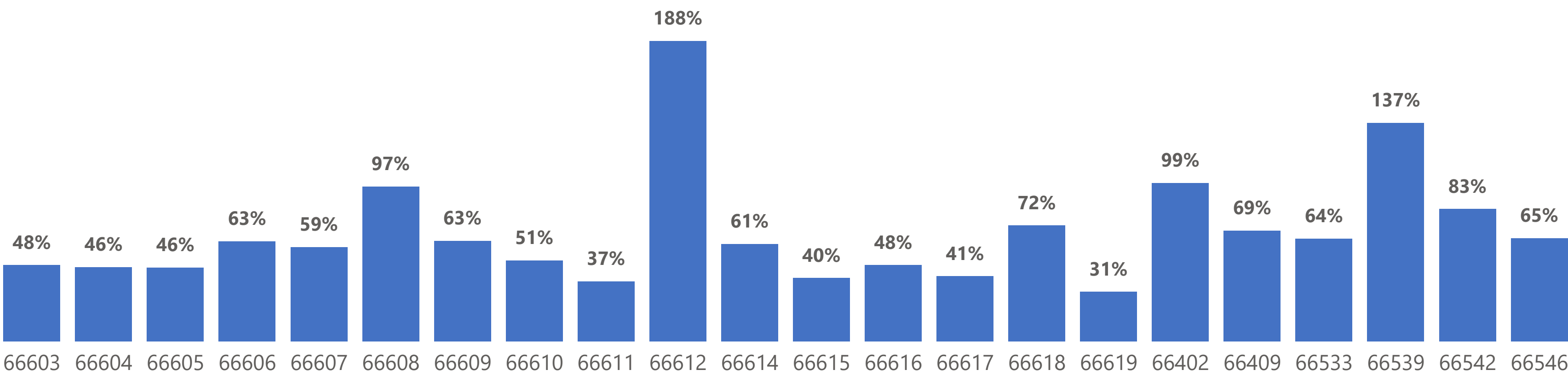
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



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



Board of Trustees Scheduled Meetings

(Meeting room locations may change)

Board of Trustee Meetings

2026

Thursday January 15, 2026	4:00 pm	Zoom/Menninger room 206
Thursday February 19, 2026	4:00 pm	Zoom/Menninger room 206
Thursday March 19, 2026	4:00 pm	Zoom/Menninger room 206
Thursday April 16, 2026	4:00 pm	Zoom/Menninger room 206
Thursday May 21, 2026	4:00 pm	Zoom/Menninger room 206
Thursday June 18, 2026	4:00 pm	Zoom/Menninger room 206
Thursday July 16, 2026	4:00 pm	Zoom/Menninger room 206
Thursday August 20, 2026	5:00 pm	Zoom/Marvin Aud. 101 ABC
(Revenue Neutral Rate (RNR) at 5:30 pm Annual Public Budget Hearing Following RNR Hearing)		
Thursday August 20, 2026	5:30 pm	Zoom/Marvin Aud. 101 ABC
Thursday September 17, 2026	4:00 pm	Zoom/Menninger room 206
Thursday October 15, 2026	4:00 pm	Zoom/Menninger room 206
Thursday November 19, 2026	4:00 pm	Zoom/Menninger room 206
Thursday December 17, 2026	4:00 pm	Zoom/Menninger room 206

Trustee Budget Work Sessions

Thursday May 7, 2026	9:00 am – 11:00 am	Marvin 101C (public listening session)
Tuesday June 2, 2026	9:00 am – 11:00 am	Zoom/Marvin 101C
Wednesday July 08, 2026	1:00 pm – 3:00 pm	Zoom/Menninger Room 206

Trustee Executive Meetings (TEC)

2026

Monday January 5, 2026	4:00 pm	Zoom/room 208F
Monday February 9, 2026	4:00 pm	Zoom/room 208F
Monday March 9, 2026	4:00 pm	Zoom/room 208F
Monday April 6, 2026	4:00 pm	Zoom/room 208F
Monday May 11, 2026	4:00 pm	Zoom/room 208F
Monday June 8, 2026	4:00 pm	Zoom/room 208F
Monday July 6, 2026	4:00 pm	Zoom/room 208F
Monday August 10, 2026	4:00 pm	Zoom/room 208F
Monday September 7, 2026	4:00 pm	Zoom/room 208F
Monday October 5, 2026	4:00 pm	Zoom/room 208F
Monday November 9, 2026	4:00 pm	Zoom/room 208F
Monday December 7, 2026	4:00 pm	Zoom/room 208F

Chief of Staff Report

Thad Hartman
November 13, 2025

Library Foot Traffic

Looking at the year-to-date foot traffic at the library, you'll notice a modest increase of 0.6% compared to the same time period in 2024. However, a deeper dive into the numbers shows a more interesting story.

Total Visitors January - May

	Jan	Feb	Mar	Apr	May	Jan - Feb Total	Percent Change
2024	35,534	37,478	39,161	39,034	36,797	188,004	
2025	31,895	32,499	38,314	36,423	37,146	176,277	-6.2%

Total Visitors June - October

	Jun	Jul	Aug	Sep	Oct	Jun - Oct Total	Percent Change
2024	43,364	42,746	39,322	36,466	39,260	201,158	
2025	44,719	46,741	41,956	40,755	40,948	215,119	6.9%

In first five months of the year, we experienced a decrease of just over 6% in library foot traffic, and in the past five months library visitors have gone up almost 7% compared to same time period in 2025. Why the sudden change? There are a number of possibilities and factors, but I think the simplest explanation is probably the most likely. The decrease coincides with the time in which the Kids Library was under construction and the increase coincides with the opening of the remodeled Kids Library.

This is great evidence the work done in the Kids Library has helped bring in more visitors and more frequent visits to the library. We also had parking lot construction during a couple of months in the summer, which makes the increase even more impressive. Let's hope we see this number continue to trend in a positive direction.

Trees

In July of this year we removed the Bradford Pear trees due to their invasive nature. Lilacs and redbud trees were recently planted and now line the center brick drive. Thanks to Facilities Director Joe Hobbs and Groundskeeper Trevor Worthington for overseeing this project. We look forward to seeing the trees grow and bloom this Spring!



Department Highlights

Public Services

Debbie Stanton, Public Services Manager

Update on Q4 Strategic Plan in Public Services

As we close out 2025, I wanted to give you a few updates on strategic plan items we've recently completed and some we're just getting started on.

- **Focus Area: Connection — Level Up Shawnee County:** I'm happy to report we are finally starting to get some traction (i.e. attendance) at our Level Up Shawnee County outreach computer classes. We have one final semester left in the program, which was funded by the Office of Broadband Development in the Kansas Department of Commerce. We've worked with Shawnee County Parks and Rec and the Gil Carter to host these offsite tech classes.
- **Focus Area: Connection — Community Office Hours:** The last time I reported on this we had planned to end our Community Office program due to cuts to the program at United Way and difficulty filling time slots with other community agencies. Luckily, we hadn't yet pulled the equipment and furniture from the room, because United Way has found a new funding source for their Community Navigator program and it will kick back off again with paid staff in January!
- **Focus Area: Learning — Community Storytimes:** Public storytimes throughout the community started off in September with our kickoff event occurring alongside the ribbon cutting at the Book Nook at West Ridge Mall. I'm happy to report that in the two months since we began the program, we've already had 126 total attendees at 25 storytimes throughout Shawnee County. Our largest audience so far has been at West Ridge Mall, with a record 36 attendees at the third storytime hosted at that location. That is followed close behind by Hillcrest Community Center, where we saw an audience of 20 attendees at their second storytime. We're excited to continue growing this program and adapting it as needed in the new year.

2026 Strategic Plan focus -- Looking into 2026 we plan to expand our reach with adult and youth programming. We'll be growing our emerging technology offerings, serving as a catalyst and hub for book clubs and focusing on unique offerings that can't be found elsewhere. You'll see many more program offerings of interest to adults in the new year as well as opportunities to take those programs "on the road" to serve our community closer to where they live, work and play!

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

Inked continues to bring in great crowds and positive feedback. We had 3,085 visitors in October, bringing total attendance to 6,536 since the exhibit opened on September 12. The live tattoo demos with Dave

Parrett have been a big hit, with 25 or more people stopping by each weekend to watch him work in the Reed Studio.

We've also had some really positive feedback. Tattoo artist Wes Grimm drove in from Kansas City to see the show and was thrilled with how his artwork was displayed. He even took a picture of the gallery banner for his shop because he thought it looked so good. Another visitor came back for a second time just to take more photos and said our *Inked* exhibit was even better than the tattoo show at KU—he liked that we showcased more artwork.

And one of my favorite visitor quotes this month: *"This is my favorite exhibit yet! And if you have a black and white tattoo, I highly recommend letting your kid color it in!"* (They made good use of the tattoo markers.)



Every October adults are invited to get creative with one of the library's take and make Fiber Arts Month packs. These packs contain instructions and all of the materials needed to make a small project. This year's packs included a shibori-style tie-dye bandana, a quilted coaster, a paper quilled picture frame, and a wet felted pouch. The packs are very popular and people look forward to getting a new one each week. As one participant said, "I have a sewer at home, this is fabulous!" Another added, "It's so great to have something for adults, not just kids!"

Topeka Room

The Topeka Room saw over 600 visitors in October, including 139 who came just to take a tour. Several people mentioned it was their first time up there in years and were glad they stopped by. One couple came in so the husband could explore genealogy databases while his wife printed a document—he ended up staying until closing and said he wished more people knew about the space because it's so beautiful.

We're seeing more newcomers to the area who are curious about local history and genealogy. One visitor brought out-of-town friends just to show them "how cool the library is."

Looking ahead, we're hosting the Identity Quest Symposium on Saturday, November 15, from 9 a.m. to 1:30 p.m. This free event features genealogist Kathleen Brandt, who will talk about how DNA testing can uncover family history and connect people with relatives. Guests are encouraged to stay for the noon roundtable discussions to ask questions and meet others interested in genealogy. More details are available at tscpl.org/idquest.



Core Technology

The Core Tech DOCK interns continue to build connections through our community computer classes. In October, 17 people attended sessions held at four locations (Crestview, Gil Carter, Oakland, and Shawnee

North), with classes offered at 10 a.m. and 5 p.m. to make them more accessible. They're still finding that most attendees need or ask for help with their smartphones, so the interns have done a great job pivoting from structured classes to onsite Gadget Help sessions.

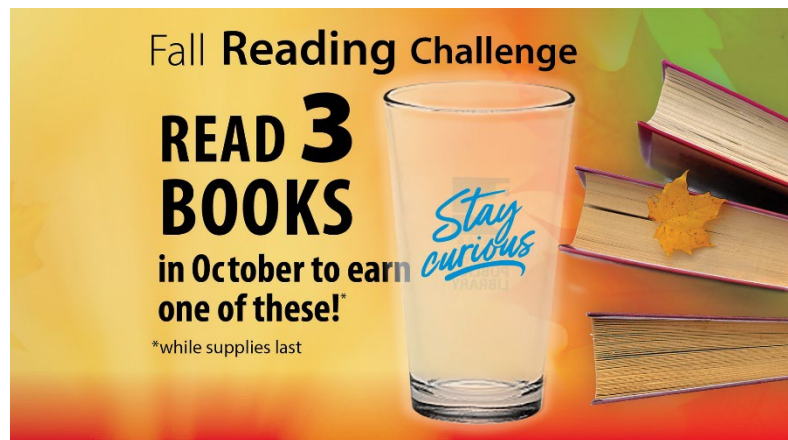
Public Services

Cadie Maas, Supervisor – Readers & Resources

Fall Reading Challenge

Our Fall Reading Challenge launched October 1 and once again saw outstanding engagement from our community of readers. Each year, participants earn a limited-edition pint glass featuring our logo and the “Stay Curious” tagline in a unique color. Since the challenge began in 2021, readers have collected orange, green, navy, purple, and this year a bright blue glass.

The 2025 challenge was our strongest yet. More than 1,000 participants enrolled, with 940 readers completing the full three-book requirement. Together, readers logged 4,717 books throughout October. A fun highlight to share: *The Pumpkin Spice Café* by Laurie Gilmore, our featured “on-demand” title on Libby for the month of October, was the second most-read book among challenge participants.



Participation rose significantly from 2024, increasing from 681 to 940 completions, which is nearly a 28% increase. Overall enrollment also climbed nearly 25%. This growing enthusiasm shows that our community of readers truly value being encouraged, motivated, and celebrated for their reading.

TSCPL@Work Book Brawl

To build on the momentum of the Fall Reading Challenge, we introduced a new component this year, the first ever TSCPL@Work Book Brawl. This friendly competition invited our TSCPL@Work partner organizations to rally their staff and see which workplace could read the most books during the October Fall Reading Challenge.

With support from Community Services Librarian Abigail, Network Administrator Shannon, and several members of our Marketing Team, we launched the program and commissioned a perpetual trophy from Crown Trophy of Topeka so we can crown a new champion each year.

I am pleased to announce that the Kansas Judicial Center is the inaugural winner of the TSCPL@Work Book Brawl. Eleven of our fifteen partner sites participated in this first round. While participation was slightly lower than hoped, the engagement from our partners was strong, and the insights gained this year will help us grow the challenge moving forward.

Keep an eye out for a celebratory announcement on our social media channels as we share the winning organization with the broader community in the coming week.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing

Jenna Glaze resigned from her position just a day shy of her one-year anniversary. We wish her the best. That means we are currently hosting interviews for two part-time Specialist for early childhood.

The team has done a remarkable job filling outreach storytelling program gaps created by short staffing. While the early childhood team has absorbed the brunt, we have heavily utilized some school age staff, and we have even sent out both teen specialists. It means that they cover 60+ storytimes in a four-week cycle. It also means that others are on the service floor a little more than usual so that we can keep bases covered at the library too. They are powering through, something that I really appreciate about this team.

Librarian Updates

Early Childhood Outreach Librarian

I was looking over Dolly Parton Imagination Library registration data from the past four years in hope of seeing trends. Does one month end up with more? Are numbers going up or down? Do registration peaks match up to large scale early childhood programming in April, summer, and November? There is not much of a story to be told. It appears the past two years have been relatively stable, and we have dropped from the previous two. I was on the service floor earlier today, and I noticed several pregnant women, so it seems registration might be up again soon.

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2025	102	88	103	108	103	142	126	129	135	128			1164
2024	113	107	113	109	108	102	123	156	109	136	165	83	1424
2023	154	156	170	113	114	127	341	235	141	131	169	66	1917
2022	143	93	143	106	148	120	141	158	222	177	137	74	1662

Early Childhood Librarian

During the summers of 2024 and 2025 the storytellers put their storytimes on a big screen for Preschool Stories & More to test if that would allow big audiences to better see the pictures. The feedback was positive. Since September of this year, as a part of our typical practice, we have continued doing that. Creating the slides for the storytime has added a bit more time to the planning. This includes scanning our stories and editing them for the presentation. Some of us have learned how to embed videos for the movement portion. Others have become creative with how we present rhymes and flannel activities. We are all working to become comfortable with a new way of doing things.



All storytimes include a couple of books, rhymes and flannel/magnet board activities, and movement activities to get the children practicing gross motor skills. Having the stories visible on the big screen and the librarians wearing a microphone allows for more accessibility for our customers.

School Age Librarian

Tours are back. With school well underway, we are starting to get requests for tours of the library. That is not new, but since the Kids Library and the AMH are, it has been extra fun to show classes all we have to offer. New things meant developing a new “script.” We also have several new folks who are observing tours for the first time and learning some best practices in guiding groups before an assigned one comes their way. Recently I observed two staff tag-team during a storytime for a tour. One read the book *Do NOT Bring Your Dragon to the Library*, by Julie Gassman. The other made a dragon appear... in the library, apparently unbeknown to the storyteller. The kids were gleeful in their attempts to point out that one was here in the building. In tours we hope to demonstrate the library is here for them, the library has cool stuff, the library is fun, and the library even has a dragon.

Teen Librarian

Scary Good Times-- Teens attended several Halloween-themed programs this month, from Dungeons and Dragons sessions featuring ghosts, goblins, and other monsters to Anime Club focusing on a supernatural-themed series and making card game monsters to Online to IRL’s costume-making session and a Halloween party with snacks and a costume photo booth. We also noticed an increase in YA books checked out from the Halloween-themed Atrium display. Our teen team loves this holiday, and it appears the teens do too, so we can’t wait to see what we’ll get up to next year!

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Historic Newspaper Archive Through Newsbank

I am excited to share about a new local history resource for our customers. The Newsbank Readex division digitizes current and historic newspapers for communities throughout the United States. We pay annually for access to the image edition of the Topeka Capital Journal for the paper beginning in 2017 to the present and separately for a text version of the paper from 1980-2017. Newsbank contacted us in late July with

news that they've digitized the Topeka Capital-Journal image edition back to 1980 along with 2 other papers: The Topeka Daily Capital (1948-1980) and the Topeka State Journal (1958-1980). The Daily Capital and State Journal merged in September 1980 to become The Topeka Capital-Journal.

Access to these historic newspapers as well as the image version of the Topeka Capital-Journal from 1980-2017 has been available to our customers only through microfilm. While it's better than no access, microfilm can only be viewed within the Topeka Room. Microfilm is not indexed or keyword searchable. It requires a special machine to view the film and takes a lot of time to go through the microfilmed pages looking for information. We know from the strong monthly usage of products like our Newspapers.com subscription through Proquest that customers enjoy research with historic papers. When Newsbank offered us the option to purchase perpetual access to historic local papers we currently only have through microfilm, we were immediately interested. Genealogy research is a strategic plan initiative with a key performance indicator focused on increasing usage of online genealogy resources. The library does not have the technology to digitize these papers on our own and the cost to have any vendor work on this type of project is substantial. Fortunately, Newsbank has completed the digitization work and has a platform for viewing, searching and saving that is among the best offered by a database company. They are the only company providing the option to purchase access to these historic papers.

After careful consideration of the Newsbank proposal, we have negotiated a 3-year payment plan for perpetual ownership of the Topeka Daily Capital, The Topeka State Journal and the Topeka Capital-Journal (1980-2017). Once the 3 payments are complete, we will have perpetual access to the papers with no further annual payments required to access them. Separate from the historic papers, we will continue on an annual subscription plan for the Topeka Capital Journal (2017-present). We have access to all the papers right now and will continue with that full access as we move through the next 2 years.

These papers are available on the library website. A quick way to get to them is to go to the America's News database and click on the links for the individual papers on the right column of that page. We are working to build additional links to them on the genealogy and local history pages of the website. Usage is already strong with 1,830 item requests in October for the 2 historic papers (TDC and TSJ). For the image edition of the current Topeka Capital-Journal, we average approx. 40,000 item requests each month. Our readers love newspapers, especially digital papers. We are proud to take this next step in providing online access to decades of local papers full of the people and stories that make this community a great place to live, learn and grow.

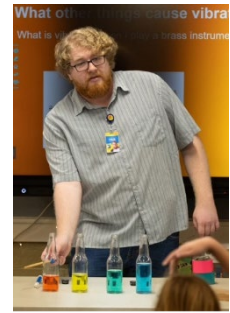
Community Services

Patrick Berry, Community Services Supervisor

Community Services Outreach Librarian Report

October brought a spark of excitement for the Classroom Connections team as they participated in Energy Day at Pauline South Intermediate School! More than 225 third- and fourth-grade students joined in a full day of discovery, hands-on learning, and high-energy fun.

Tyler wowed the crowd with his *“What’s That Sound?”* program, turning invisible sound waves into something students could actually see and feel. His interactive activities had kids clapping, guessing, and experimenting as they discovered how energy, vibrations, and waves create the sounds that fill our world. Students left amazed by how something they experience every day could be explained through science and movement.



Meanwhile, Dawn took learning to new heights with her *“Amelia Earhart”* program. She captured students’ imaginations with stories of Kansas’s own trailblazing aviator, inspiring future dreamers and doers alike. The excitement grew as students designed, built, and tested their own paper airplanes, experimenting with angles, folds, and launches to see whose design could soar the farthest. Laughter, creativity, and curiosity filled the room, making Energy Day a memorable celebration of learning in motion!

Along with outreach events like Energy Day, the Classroom Connections team has been busier than ever! Between September and October, the team delivered 147 programs to kindergarten through 5th-grade classrooms across the districts. At this pace, they are well on track to surpass last year’s total, an incredible testament to our growing partnerships with schools and the enthusiasm teachers and students have for our library programs!

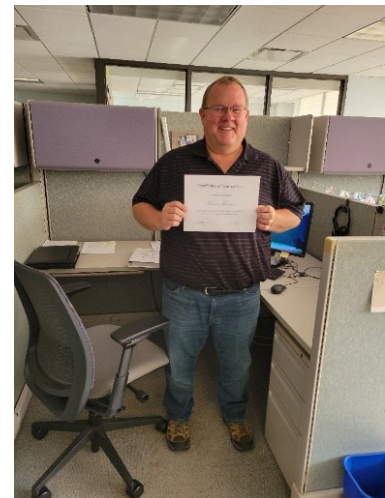


Community Services Librarian Report

October was a wonderful month for our Delivery and Bookmobile Teams as they worked hard to bring books, movies, and more to the community! They combined to check out over 7,900 items to library customers throughout Shawnee County via our TSCPL@Home delivery service (3,545 items) and on bookmobiles (4,369 items). Way to go!

We are all excited to celebrate as Kevin completed his driving training in October! He will now be regularly driving the Adventuremobile to bookmobile stops throughout Shawnee County. Congratulations Kevin!

In October, I had the wonderful opportunity to do a library card drive at Federal Home Loan Bank, one of our TSCPL@Work sites. I had a great time answering questions about the library and issuing library cards to new library customers. These experiences are great occasions, not only for me to learn more about the Topeka and Shawnee County community and what interests our patrons, but to help spread the word about all the resources that their library card provides to them, both in the library building and outside of it.



Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

Silents in the Cathedral and Manhattan Short Film Festival

October was a particularly busy and successful month for the Circulation Department and the Interlibrary Loan team. Stephen Ferrell's *Silents in the Film* series at Grace Cathedral was a standout highlight; *The Bat* and its accompanying shorts were exceptionally well received, with many attendees noting how fun and creative this year's selections were. The event drew more than 400 guests and generated enthusiastic feedback throughout the community. Meanwhile, Stephen and the rest of the ILL team, Carrie Cummings, Patrick Abbott, and Abigail Thomas, completed hosting the 2025 Manhattan Short Film Festival. Thanks in part to expanded guerrilla-style marketing efforts, this year's festival saw a 30% increase in attendance and positive feedback from new audiences. Although this year's films leaned more dramatic, many attendees expressed that they look forward to this event every year. With last year's nominee going on to win the 2025 Oscar for Best Short Film and this year's winner, *We Have Sinned Before You*, receiving strong praise, we are already looking forward to an exciting 2026.

AMH Successes and Continued Enhancements

With one full month of use behind us, staff are thoroughly enjoying the capabilities of our new AMH system. The first few weeks have been a valuable learning experience as we explored its new features, and we continue to work closely with TechLogic to fine-tune a few minor adjustments. Over the past month, we collaborated with their team to increase the power of the RFID reader, improving check-in reliability for larger and thicker items. Staff have already noted the speed and efficiency of the new system as we are now able to feed and check in all book-drop returns within an hour. The improved accuracy of the sorter has also been a standout benefit, with significantly fewer mis-sorted items reported. We are confident this new AMH will continue to serve the library well for many years to come.

Program Services

Autumn Friedli, Program Services Coordinator

New Staff

In September, the program team welcomed a new staff member! Erin joined the team and has quickly been learning all things programming. Erin brings with her program and event planning and coordinating.

Notable October Programs

October was a great month for programming! Our program attendance reached over 9000 between programs in the library, in the community and our newest programming location at the Book Nook in West Ridge Mall! Music for a Sunday Afternoon delighted music lovers with a Latin experience from Son Venezuela on October 12th. Live Tattoo demonstrations took place in the Gallery as part of the Inked Exhibit. Silents in the Cathedral got everyone in the spirit for Halloween with around 400 attendees.

Get Ready for Songs of the Season!

It's that time of year again! Area singers and musicians will share holiday songs. Washburn Rural High School Chamber Orchestra kicks off the holiday magic on Tuesday, December 2nd at 11am in the

Rotunda. Be sure to check out all the scheduled performers by visiting: www.tscpl.org/songs-of-the-season

Digital Services

David King, Digital Services Director

VOIP Phone software upgrade

Digital Services has begun work on an upgrade to our VOIP phone system. This involves moving to a new platform on the back-end and changing some of the firmware on our desk phones. It's more of a back-end change that won't affect customers. But it will greatly improve some of our back-end processes, so we are excited for it!

New Self-Check Kiosks

We have received all of the new kiosks and have started to configure them. Once configured, we will have a few weeks of staff training and then deploy them in early December.

Top Web Pages for October 2025

1. Tools & Services: 6655 Pageviews
2. Fall Reading Challenge: 1949 Pageviews
3. Get a Library Card: 1698 Pageviews
4. Work at the Library: 1547 Pageviews
5. Hours & Locations Page: 1391 Pageviews
6. Careers page: 1140 Pageviews
7. Gallery: 1039 Pageviews
8. Meeting Rooms & Event Spaces: 1012 Pageviews
9. The New York Times: 913 Pageviews
10. Kanopy: 860 Pageviews

Social Media Highlights for October 2025

Facebook

- Halloween Photos – reached 10,489 people
- New trees – reached 9,109 people
- Someone stole all the Jewels at the library video – reached 3,510 people

Instagram:

- Inked exhibit – reached 1,260 people
- Roaming Readers book club – reached 835 people
- Book sale – reached 625 people

What's hot on social media this month

Trending topics and timely trees



Inspired by the Louvre debacle, we staged a Jewell heist at the library! Author Lisa Jewell, that is. All of her books were stolen by dastardly villians in handlebar mustaches. Then we jumped on a quirky trend that points out the unusual items you can find at TJ Maxx. Turns out, we have some pretty unique finds in our permanent art collection! Customers were also excited to see the newly planted trees along our brickway.



You've already got the card.

Let us show you how to use it!

This direct mail postcard will land in mailboxes of cardholders that haven't used the library in 6 months.

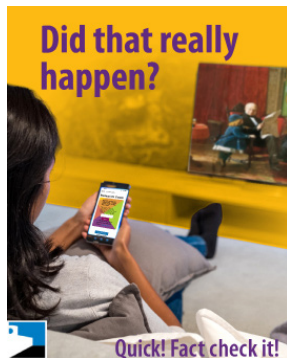


What we're promoting this month

SOCIAL MEDIA

Curious if The Crown or Gilded Age got it right?

Use the library's new research tool. No paywalls, just juicy historical facts!



Spice up Thanksgiving!

Borrow a Conversation Kit for fun icebreakers & meaningful chats at your family gathering.

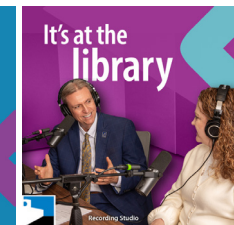
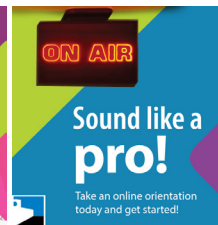


Fall's the perfect time to explore nature!

Check out a bird watching kit from the library and spot feathered friends.



Use professional equipment for your audio recording in the library's Level 2 Tech Center recording studios.



During November sign up your young children (birth – 5 years old) for a **new reading challenge** just for them.



Genealogist & private investigator

Kathleen Brandt explores how testing can uncover your family's story.



STORYTIME GROWS YOUNG BRAINS

Community Storytimes
Stories and songs that encourage a love of reading and help develop early learning.

10-10:30am 3-5 year olds

Community Centers
Central Park • Crestview • Garfield
Hillcrest • Oakland • Shawnee North

Other Places
Fairlawn Plaza • Pine Ridge
Topeka and Shawnee County Public Library
West Ridge Mall

1515 SW 10th Ave | 785-580-4400 | tscl.org

PRINT

Storytime Grows Young Brains

Topeka Civic Theater ad in playbills

Spooky Fun

Over 170 kids, teens, and parents came in to have their photos taken for Halloween. Michael captured around 1800 images of creative costumes and family memories.





**Resolution – Loaned Employee Agreement, Friends of the Library
for FY 2026**

**BOARD OF TRUSTEES
November 20, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Friends of the Library Loaned Employee
Agreement for FY 2026 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2026 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the "Library;" and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the "Friends" and made this 20th day of November 2025.

WHEREAS, the Friends requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Friends beginning January 1, 2026, and ending December 31, 2026, the services of the following support staff:
 - Friends executive, and
 - Operations manager,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the Friends executive or operations manager be considered employees of the Friends, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Friends shall:
 - a. As consideration for the services of the support staff, pay to the Library fifty percent (50%) of the total amount of the Friends executive's and the operations manager's salaries and fringe benefits as billed by the Library beginning on January 1, 2026, and each month thereafter until December 31, 2026, and
 - b. Consent to the support staff being subject to all the Library's rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days' written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Marie Pyko
Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604, or

Friends: Ruth Nelson, President
The Friends of the Topeka and
Shawnee County Public Library
1515 SW Tenth Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

Peg Dunlap, Chair

The Friends of the Topeka and Shawnee County Public Library, Inc.

Ruth Nelson, President



**Resolution – Loaned Employee Agreement, The Library Foundation
for FY 2026**

**BOARD OF TRUSTEES
November 20, 2025**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County
Public Library, approves the Foundation Loaned Employee Agreement for
FY 2026 as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2026 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 20th day of November, 2025.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
 - a. Provide to the Foundation beginning January 1, 2026 and ending on December 31, 2026 the services of the following support staff:
 - Finance & Administrative specialist, and
 - executive director,
 - b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
 - c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.
2. The Foundation shall:
 - a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the finance & administrative specialist, and one-half of the amount of the salary and fringe benefits of the executive director, as billed by the Library, and
 - b. Consent to the support staff being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.
3. This Agreement shall be governed by and construed pursuant to the laws of the state of Kansas.
4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Marie Pyko, Chief Executive Officer
1515 SW Tenth Avenue
Topeka, Kansas 66604,

Foundation: Ashley Charest, Executive Director
1020 SW Washburn Avenue
Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

**Topeka & Shawnee County Public
Library**

Peg Dunlap, Chair

The Library Foundation

Haley DaVee, Chair

Key Metrics

Net Promoter Score

86.7End of LY: **86.4**Difference: **0.3 ▲**% Change: **0.3% ▲**

Active Cardholders

71,072End of LY: **67,163**Difference: **3,909 ▲**% Change: **5.8% ▲**

Unique Borrowers YTD

38,021Previous YTD: **38,222**Difference: **-201 ▼**% Change: **-0.5% ▼**

Door Count YTD

391,396Previous YTD: **389,162**Difference YoY: **2,234 ▲**% Change YoY: **0.6% ▲**

First Time Checkouts YTD

529,602Previous YTD: **575,711**Difference YoY: **-46,109 ▼**% Change YoY: **-8.0% ▼**

Digital Checkouts YTD

630,825Previous YTD: **589,471**Difference YoY: **41,354 ▲**% Change YoY: **7.0% ▲**

Computers and WiFi

Computer Sessions YTD

74,650Previous YTD: **75,553**Difference YoY: **-903 ▼**% Change YoY: **-1.2% ▼**

Avg Session Time YTD

00:57:07Previous YTD: **01:04:09**Difference YoY: **-00:07:02 ▼**% Change YoY: **-11.0% ▼**

WiFi Sessions YTD

353,344Previous YTD: **328,995**Difference YoY: **24,349 ▲**% Change YoY: **7.4% ▲**

Avg Session Time YTD

00:13:28Previous YTD: **00:13:22**Difference YoY: **00:00:06 ▲**% Change YoY: **0.7% ▲**

Other Metrics

Program Attendance YTD

63,667Previous YTD: **66,958**Difference YoY: **-3,291 ▼**% Change YoY: **-4.9% ▼**

Mtg Room Attendance YTD

60,215Previous YTD: **56,099**Difference YoY: **4,116 ▲**% Change YoY: **7.3% ▲**

Reference Questions YTD

242,531Previous YTD: **232,167**Difference YoY: **10,364 ▲**% Change YoY: **4.5% ▲**

2025													2024	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD
Net Promoter Score (NPS)														
Monthly NPS	90.7	82.9	94.3	95.7	81.8	86.9	92.7	88.1	82.4	88.9			88.7	86.5 2.5%
Monthly # of Responses	44	35	35	23	22	108	210	126	102	64			769	786 -2.2%
Current NPS	86.5	86.5	86.5	86.6	86.5	86.5	86.8	86.8	86.7	86.7			86.7	86.4 0.3%
GATE COUNT														
	31,895	32,499	38,314	36,423	37,146	44,719	46,741	41,956	40,755	40,948			391,396	389,162 0.6%
CIRCULATION*														
Main Library														
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489	36,232	41,182	40,208	35,738	35,881			348,542	373,029 -6.6%
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228	1,316	1,361	1,367	1,422	1,399			13,438	12,064 11.4%
Self-Check	37,970	35,007	40,713	36,756	41,496	49,718	49,661	41,576	37,633	37,456			407,986	435,307 -6.3%
Bookmobile														
TSCPL @ Home	3,080	3,359	3,524	4,258	3,540	4,463	4,762	4,161	4,235	4,369			39,751	62,147 -36.0%
Red Carpet	3,212	3,488	4,359	3,808	3,879	3,911	3,723	3,685	3,425	3,545			37,035	34,296 8.0%
Digital Downloads	4,969	4,114	4,501	4,742	4,689	4,817	4,715	4,658	4,655	4,621			46,481	47,889 -2.9%
Library @ Work / Smartlocker	62,236	58,167	57,216	61,685	64,662	64,742	67,079	65,804	63,453	65,633			630,677	589,471 7.0%
TOTAL CIRCULATION	1,330	1,316	1,447	1,381	1,343	1,434	1,378	1,411	1,408	1,476			13,924	13,971 -0.3%
	145,924	137,178	146,191	148,502	153,679	167,054	174,075	163,099	152,204	154,380			1,542,286	1,572,854 -1.9%
* Includes first-time checkouts and renewals														
FIRST-TIME CHECKOUTS														
	49,171	45,498	52,740	49,302	52,500	62,856	62,656	54,101	50,222	50,556			529,602	575,711 -8.0%
CIRCULATION DETAILS														
Print Material	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,271	58,725	58,438			602,811	644,286 -6.4%
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,698	23,968	24,055			245,325	271,599 -9.7%
Adult Materials														
Children's Materials	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,529	46,973	47,004			482,252	493,021 -2.2%
Young Adult Materials	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,583	27,774	27,481			281,865	330,306 -14.7%
Red Carpet Materials	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	2,240	2,319			25,552	29,637 -13.8%
	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	5,592	5,568			57,771	62,451 -7.5%
NEW Patrons														
Topeka / Shawnee County														
Adults	660	579	669	612	666	769	847	726	652	685			6,865	8,315 -17.4%
Children (ages 17 and under)	128	92	140	104	172	321	232	164	147	134			1,634	1,882 -13.2%
Red Carpet Outreach	9	6	9	15	8	10	2	15	3	4			81	85 -4.7%
NEKL	48	25	51	47	56	68	63	50	51	39			498	476 4.6%
Non-Resident	0	1	0	1	1	1	0	1	2	0			7	15 -53.3%
Total New Registrations	845	703	869	779	903	1,169	1,144	956	855	862	-	-	9,085	10,773 -15.7%
PATRONS DELETED														
	186	141	2,069	384	217	453	264	215	176	192			4,297	4,498 -4.5%
Cardholders														
Topeka / Shawnee County														
Adults	73,570	74,023	74,559	75,075	75,681	75,240	69,803	70,381	70,766	71,188			71,188	73,163 -2.7%
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838	16,043	15,292	15,290	15,290	15,250			15,250	15,851 -3.8%
TSCPL @ School	36,797	36,839	36,874	36,919	36,915	36,911	36,907	22,341	22,050	22,120			22,120	34,518 -35.9%
Red Carpet Outreach	1,359	1,367	1,359	1,369	1,380	1,382	1,225	1,183	1,188	1,151			1,151	1,353 -14.9%
NEKL	10,763	10,924	10,972	11,033	11,108	11,188	10,874	10,924	10,950	10,981			10,981	10,712 2.5%
Non-Resident	63	53	53	54	53	55	53	51	53	53			53	65 -18.5%
Delinquent	76	74	71	75	75	72	74	72	67	62			62	78 -20.5%
TOTAL CARDHOLDERS	138,475	139,094	139,696	140,312	141,050	140,891	134,228	120,242	120,364	120,805	-	-	120,805	135,740 -11.0%

Active Cardholders (Savannah)															
Non-Student Cardholders	61,003	60,992	61,213	61,399	61,817	62,397	62,487	61,481	61,596	61,750			61,750	60,848	1.5%
Student Cardholders	6,436	6,636	6,675	6,500	6,442	6,405	6,405	8,817	8,985	9,322			9,322	6,315	47.6%
TOTAL ACTIVE CARDHOLDERS	67,439	67,628	67,888	67,899	68,259	68,802	68,892	70,298	70,581	71,072			71,072	67,163	5.8%
Unique Borrowers															
Physical	6,536	6,343	5,845	6,019	7,066	8,251	8,172	7,270	6,450	6,910			21,939	25,460	-13.8%
Digital	12,334	12,012	12,217	11,564	12,612	12,159	12,345	12,787	12,098	12,653			22,802	21,838	4.4%
Both	1,515	1,452	1,354	1,280	1,600	1,804	1,745	1,650	1,400	1,533			6,720	7,145	-5.9%
TOTAL UNIQUE BORROWERS	17,355	16,903	16,708	16,303	18,078	18,606	18,772	18,407	17,148	18,030	-	-	38,021	40,153	-5.3%
Holds Satisfied	13,983	12,258	13,251	12,876	12,553	13,780	14,036	13,442	12,976	13,209			132,364	137,631	-3.8%
TOTAL CHECK-IN	48,395	45,302	51,823	49,803	50,994	58,215	63,234	57,580	53,988	51,616			530,950	574,744	-7.6%
COLLECTION															
Materials Added	2,918	2,714	2,580	3,533	2,996	3,192	2,993	2,813	2,907	3,092			29,738	29,910	-0.6%
Materials Discarded	3,882	2,067	4,156	2,578	1,830	3,500	2,504	2,951	3,190	3,926			30,584	44,080	-30.6%
TOTAL COLLECTION	333,333	333,980	332,404	333,359	334,525	334,217	334,706	334,568	334,285	333,451			333,451	339,285	-1.7%
WEBSITE															
tscpl.org Unique Visitors	24,332	21,131	24,220	26,095	31,563	27,382	29,174	26,647	24,663	29,181			264,388	286,384	-7.7%
tscpl.org Total Visits	44,480	38,204	40,508	44,569	51,521	49,078	49,159	46,258	43,504	49,417			456,698	474,280	-3.7%
catalog.tscpl Unique Visitors	27,963	18,549	19,169	22,816	23,161	24,694	23,585	26,608	23,916	22,287			232,748	290,602	-19.9%
catalog.tscpl Total Visits	63,788	50,337	52,696	52,587	56,041	60,117	58,871	61,263	57,160	57,392			570,252	627,956	-9.2%
COMPUTER USE															
Public Computer Sessions	5,584	6,108	7,752	7,014	6,710	8,842	9,169	7,974	7,675	7,822			74,650	75,553	-1.2%
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12	0:54:51	0:55:45	0:52:23	0:59:12	0:58:19	0:54:11	0:53:48			0:57:07	1:04:09	-11.0%
Total Computer Hours	5,824	6,225	7,908	6,412	6,236	7,720	9,044	7,752	6,932	7,014			71,067	80,780	-12.0%
Wireless Sessions	31,391	30,754	31,422	32,094	31,204	43,090	43,155	36,774	38,555	34,905			353,344	328,995	7.4%
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00	0:13:00	0:12:00	0:12:00	0:13:00	0:12:00	0:14:00	0:14:00			0:13:28	0:13:22	0.7%
Total Wireless Hours	7,094	7,191	7,196	7,430	6,681	9,100	9,463	7,896	9,032	8,179			79,262	73,258	8.2%
TOTAL HOURS	12,918	13,416	15,104	13,842	12,917	16,820	18,507	15,648	15,964	15,193	-	-	150,329	154,038	-2.4%
NOTARY SERVICE (Documents)	108	157	173	194	240	227	244	229	275	120			1,967	1,830	7.5%
REFERENCE QUESTIONS															
Call Center	4,155	3,839	4,387	4,219	3,393								19,993	40,125	-50.2%
Gallery	563	341	490	338	113	231	234	335	398	275			3,318	2,799	18.5%
L2TC	5,715	8,326	10,617	9,620	9,465	9,467	9,800	9,415	9,600	9,514			91,539	75,877	20.6%
Movies and Music	1,500	1,519	1,584	1,810	1,695	1,676	1,853	1,904	1,810	1,843			17,194	18,037	-4.7%
New Books (was New and Novel)	1,957	1,701	2,083	1,930	2,108	2,617	2,783	2,551	2,316	2,466			22,512	21,823	3.2%
Topeka Room	400	415	330	535	707	644	1,294	1,526	1,353	1,121			8,325	5,739	45.1%
Telephone Reference					27	389	339	361	396	408			1,920		
LibAnswers	496	393	349	576	387	406	368	349	333	414			4,071	4,631	-12.1%
Circulation Call Center	-	-	-	-	484	2,636	2,656	2,617	2,319	2,291	-	-	13,003	-	N/A
Youth Services	4,337	3,221	6,871	5,611	6,206	9,162	8,476	6,142	5,643	4,987			60,656	63,136	-3.9%
TOTAL REFERENCE QUESTIONS	19,123	19,755	26,711	24,639	24,585	27,228	27,803	25,200	24,168	23,319	0	0	242,531	232,167	4.5%
MEETING ROOMS															
Meeting Room Bookings	422	455	535	534	476	521	492	413	480	546			4,874	4,887	-0.3%
Team Room Bookings	724	794	985	942	859	915	885	911	991	990			8,996	8,931	0.7%
L2TC Bookings	587	713	851	784	763	756	828	856	838	917			7,893	6,883	14.7%
Total Meeting Room Hours Booked	3,908	4,894	5,832	5,175	4,630	5,097	5,059	5,172	5,333	5,598			50,698	48,406	4.7%
TOTAL MEETING ROOM ATTENDANCE	5,251	5,160	6,125	6,006	6,254	5,485	5,387	6,192	6,378	7,977			60,215	56,099	7.3%

LEARN & PLAY BUS VISITS	50	37	85	130	64	175	187	131	126	121			1,106	850	30.1%
PROGRAM ATTENDANCE															
Adult - General	784	847	957	1,145	856	1,704	1,723	1,354	1,403	2,814			13,587	16,834	-19.3%
Adult Outreach	0	1	1	0	0	101	15	15	500	20			653		
Early Learners (0-5)	808	495	359	1,152	722	1,289	1,323	28	1,308	1,076			8,560	6,591	29.9%
Early Learner Outreach	1,786	1,882	1,652	2,930	779	752	607	193	2,129	2,056			14,766		
Kids (6-11)	200	191	728	298	261	5,718	4,912	1,079	240	216			13,843	5,922	133.8%
Kids Outreach	1,174	851	674	1,600	1,911	0	262	59	1,463	2,188			10,182		
Teens (12-18)	152	143	187	223	256	260	269	82	263	241			2,076	1,661	25.0%
Teen Outreach	0	0	0	0	0	0	0	0	0	0			0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	4,558	7,348	4,785	9,824	9,111	2,810	7,306	8,611	-	-	63,667	66,958	-4.9%
GALLERY ATTENDANCE	2,081	1,895	2,223	1,968	1,333	8,862	6,909	3,328	2,540	3,085			34,224	34,947	-2.1%
DOLLY PARTON ENROLLMENT	5,697	5,654	5,591	5,590	5,601	5,522	5,609	5,595	5,538	5,616			5,616	5,688	-1.3%

CIRCULATION DETAILS													
Print Material													
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	12,648	12,544		128,785	125,580 2.6%
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073	14,101	14,244	13,813	12,722	12,801		132,138	132,880 -0.6%
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	20,194	19,587		202,434	223,525 -9.4%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	4,578	4,751		47,910	62,083 -22.8%
Magazines	815	967	688	812	951	878	904	799	753	873		8,440	8,254 2.3%
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	5,513	5,466		56,674	61,254 -7.5%
RC Realia	74	84	114	107	134	124	156	123	79	102		1,097	1,197 -8.4%
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	2,238	2,314		25,472	29,513 -13.7%
PRINT CIRCULATION	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,410	58,725	58,438	-	602,950	644,286 -6.4%
Audio / Visual Material													
MiFi Hotspots	18	22	31	75	81	147	160	134	114	121		903	470 92.1%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	1,106	1,078		11,221	13,715 -18.2%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	1,861	2,039		19,919	20,279 -1.8%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	17,883	17,669		181,744	192,313 -5.5%
Juvenile Audiobooks	177	155	219	155	165	260	313	204	216	254		2,118	2,359 -10.2%
Juvenile Music	67	47	112	86	76	85	77	80	57	74		761	1,447 -47.4%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	2,729	2,815		28,500	40,892 -30.3%
YA A/V	6	5	10	8	15	13	9	7	2	5		80	124 -35.5%
A/V CIRCULATION	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,619	23,968	24,055	-	244,343	271,129 -9.9%
Adult Material													
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	12,648	12,544	-	128,785	125,580 2.6%
Magazines	815	967	688	812	951	878	904	799	753	873	-	8,440	8,254 2.3%
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	1,106	1,078	-	11,221	13,715 -18.2%
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	1,861	2,039	-	19,919	20,279 -1.8%
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	17,883	17,669	-	181,744	192,313 -5.5%
ADULT CIRCULATION	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,524	46,973	47,004	-	482,247	493,021 -2.2%
Juvenile Material													
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	20,194	19,587	-	202,434	223,525 -9.4%
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	4,578	4,751	-	47,910	62,083 -22.8%
Juvenile Audiobooks	177	155	219	155	165	260	313	204	216	254	-	2,118	2,359 -10.2%
Juvenile Music	67	47	112	86	76	85	77	80	57	74	-	761	1,447 -47.4%
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	2,729	2,815	-	28,500	40,892 -30.3%
JUVENILE CIRCULATION	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,441	27,774	27,481	-	281,723	330,306 -14.7%
Red Carpet Material													
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	5,513	5,466	-	56,674	61,254 -7.5%
RC Realia	74	84	114	107	134	124	156	123	79	102	-	1,097	1,197 -8.4%
RED CARPET CIRCULATION	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	5,592	5,568	-	57,771	62,451 -7.5%
Young Adult Material													
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	2,238	2,314	-	25,472	29,513 -13.7%
YA A/V	6	5	10	8	15	13	9	7	2	5	-	80	124 -35.5%
YOUNG ADULT CIRCULATION	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	2,240	2,319	-	25,552	29,637 -13.8%
Overdrive	45,994	43,414	41,159	46,237	48,379	48,907	50,702	49,305	48,011	49,272		471,380	419,044 12.5%
Hoopla	14,830	13,412	14,740	14,423	15,000	14,488	15,079	15,176	14,141	14,933		146,222	160,404 -8.8%
Flipster	600	480	526	405	552	500	393	433	408	479		4,776	7,955 -40.0%
Kanopy	812	861	791	620	731	847	905	890	893	949		8,299	
DIGITAL DOWNLOADS	62,236	58,167	57,216	61,685	64,662	64,742	67,079	65,804	63,453	65,633	-	630,677	587,403 7.4%
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168	18,319	19,253	18,681	17,793	18,260		183,945	185,394 -0.8%
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372	3,347	3,490	3,246	3,346	3,335		34,896	36,951 -5.6%
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037	28,442	29,356	29,420	28,311	29,052		277,186	248,946 11.3%
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699	1,750	1,853	2,178	1,594	1,665		18,412	17,963 2.5%
Juvenile ebook Nonfiction	303	299	303	340	215	256	222	198	257	286		2,679	2,588 3.5%
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447	2,365	2,483	2,354	2,306	2,411		23,599	22,738 3.8%
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706	1,688	1,581	1,416	1,422	1,378		16,340	15,335 6.6%

Young Adult ebook Nonfiction	18	26	29	24	25	27	20	16	16	21			222	327	-32.1%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226	2,265	2,205	2,090	1,963	1,947			20,771	18,834	10.3%
DIGITAL CIRCULATION DETAILS	58,666	53,188	58,411	56,006	57,895	58,459	60,463	59,599	57,008	58,355	-	-	578,050	549,076	5.3%