TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Board of Trustees Meeting

November 19, 2026



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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

1515 SW 10th Ave | Topeka, KS 66604 | 785-580-4400 | **tscpl.org**

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TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Agenda
Board of Trustees Meeting

November 19, 2026 – 4:00 pm
Menninger Room and Zoom Meeting
https://tscpl.zoom.us/j/87254676686
Meeting ID: 872 5467 6686
Passcode: 373182

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of October 15, 2026, 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 – Katie Koupal, Board Chair

Friends of Topeka and Shawnee County Public Library – John Conlee, Board President

Board Chair Report – Peg Dunlap

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

Chief Executive Officer Report – Marie Pyko **pg. 29**

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

New Business

- **Friends of the Library Loaned Employee Agreement – Action Item pg. 50**
- **Library Foundation Loaned Employee Agreement – Action Item pg. 53**
- **Circulation and Access Policy - Action Item pg. 56**
- **Named Recognition Recommendation –** First Reading **pg. 59**
- **Employee Handbook - Telecommuting Policy & Procedure-** First reading **pg. 62**
- **Employee Handbook - Vacation Leave –** First reading **pg. 64**
- **Capital Assets/Depreciation/Inventory Policy –** First reading **pg. 66**

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 17, 2026
4:00 pm
Menninger Room and Zoom meeting
https://tscpl.zoom.us/j/87254676686
Meeting ID: 872 5467 6686
Passcode: 373182

*Subject to change without notice

Board Members Present
Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer, Jim Edwards, Beth Dobler, Valerie Peckham, Lori Finney

Board Members Absent
Peg Dunlap – Chair, Liz Post, Shawn Leisinger

Call to Order
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, October 15, 2026, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Vice Chair Mark Zillinger.

Public Comment
There were three people signed in for public comment. Kathy Brown, Toni Stewart, and Janlyn Tucker spoke, then the public comment session was closed.

Trustee Advocacy Stories
Trustee Valerie Peckham shared she attended a genealogy program on Tuesday and said it was very well done.

Approval of Minutes
On a motion by Jim Edwards, seconded by Beth Dobler, the September 10, 2026, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report
Chief Financial Officer Kim Strube shared 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 September 2026.

On a motion by Fred Patton and seconded by Valerie Peckham, the Treasurer's Financial Report for September 2026 was accepted.

Motion passed unanimously.

The Library Foundation
Library Foundation Board Chair Katie Koupal shared that on November 18 at 10:00 am they will host a ribbon cutting for the newly named Clayton Wealth Partners Team Room. The Library Foundation is very excited about this opportunity.

Koupal was excited to finally share that Jenna Bush Hager will be in Topeka on March 25, 2027, at White Concert Hall on Washburn University's campus. Hager will be bringing author Tara O'Sullivan who will be talking about her debut novel. Those in attendance will get an advanced copy of her book. The Library Foundation expects this to be a full event. Koupal thanked Library Foundation Executive Director Ashley Charest and Library Foundation Finance and Administrative Specialist Nancy Clasemann for their hard work planning and organizing this event.

Friends of Topeka and Shawnee County Public Library
Friends of the Library Board President John Conlee shared that the next book sale will begin tomorrow and run all weekend. This will be the same format as usual, with the bag sale on Sunday.

The Lucy Foley author event went well with 64 Friends of the Library members attending a reception prior to the event. The auditorium was full of people eager to hear Foley discuss how she became acquainted with Agatha Christie's Miss Marple.

The Friends of the Library annual meeting will be held on November 1 at 1:00 pm. Local author Alex Grecian will be the speaker with KPR's Kaye McIntyre moderating the conversation.

Board Vice Chair Reports
Vice Chair Mark Zillinger reported the Executive Committee met via Zoom on October 5, 2026.

Chief Executive Officer Report
Chief Executive Officer Report Marie Pyko shared that some K-3rd grade students in the 501 school district received books from the library. This was a big project as the team pulled all this off with less than five days' notice. She wished to thank Community Services Supervisor Pat Berry and Community Services Librarian Abigail Siemers and Public Services Specialist Cole Clay for the implementation of this project.

Pyko shared that the Beyond the Building teams have been working hard on their initiatives.
The planning team met with a location to consider installing a remote holds locker there. She anticipates this occurring in early 2027. Other Beyond the Building teams continue to work on other possible story walk planning and shared space planning.

Chief of Staff Report
Chief of Staff Thad Hartman shared that Elmo was at the library on Saturday. He doesn't have the actual numbers yet, but the turn out was great and the parking lot was completely full.

Hartman announced that the construction in the Digital Services, Youth Services, and Community Services staff spaces has been completed and construction has begun in Room 123. Hartman

shared that the construction should be done by the end of January with the newly renovated area opening early next year.

New Business

Request for FY 2027 Friends of the Library Funding

On a motion by Lori Finney, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2027.

Motion passed unanimously.

Bid for Laptop Purchase RFP

On a motion by Valerie Peckham, seconded by Hannah Uhlrig, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of $57,000.00 by IT Outlet of Brandon, South Dakota for the purchase of thirty (30) Dell Pro 3 16 Laptop computers with 3-year warranties. Funding for this purchase will be from the General Fund, Digital Services Support.

Motion passed unanimously.

Circulation and Access Policy – First Reading

The board read the proposed updates to the policy. This will go before the board at the November meeting for a vote.

Executive Session

On a motion by Hannah Uhlrig, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss an individual employee's performance, pursuant to the non-elected personnel exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:05pm. No action will be taken following adjournment of the Executive Session.

On a motion by Jim Edwards, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, reconvened the Board of Trustees meeting.

On a motion by Beth Dobler, seconded by Valerie Peckham, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss an individual employee's performance, pursuant to the non-elected personnel exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:20 pm. No action will be taken following adjournment of the Executive Session.

On a motion by Jim Edwards, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, reconvened the Board of Trustees meeting.

Adjournment

On a motion by Jim Edwards, seconded by Fred Patton, the meeting was adjourned at 5:20 pm.

Next Meeting

November 19, 2026
4:00 pm
Topeka & Shawnee County Public Library
Menninger Room 206/Zoom Meeting
https://tscpl.zoom.us/j/87254676686?pwd=7UsLzZ1Fsu4AV9CQBm1qxgwh7bYdNp.1
Meeting ID: 872 5467 6686
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Chief Financial Officer's Report
November 2026
Kim Strube

Revenue/Expense/Balance by Fund Report – Page 2

The Children's Art Show fund is temporarily negative due to pending billings and reimbursements.

General Fund – Pages 3 through 5

With 83.3% of the budget year completed, 100% of the budgeted revenue has been received and 79% of the approved budget has been expended/encumbered. This compares to 2025 in which 98% of the budgeted revenue had been received and 77% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2026 was received October 29th as scheduled. The total received for the General Fund was $219,461.73. The percentage of the ad valorem budget collected year-to-date is 98% which compares to 96% at this time in 2025.

The percentage of year-to-date motor vehicle tax is 92% in 2026 which compares to 93% at this time in 2025.

Employee Benefit Fund – Page 6

With 83.3% of the budget year completed, 100% of the budgeted revenue has been received and 73% of the approved budget has been expended/encumbered. This compares to 2025 in which 97% of the budgeted revenue had been received and 69% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2026 was received as scheduled. The total received for the Employee Benefit Fund was $53,586.54. The percentage of the ad valorem budget collected year-to-date is 98%. This compares to 2025 in which 96% had been collected.

The percentage of year-to-date motor vehicle tax is 93% in 2026 and was 94% at this same time in 2025.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $7,041,091.49.

10/31/2026

Topeka and Shawnee County Public Library
Financial Summary

	Balance 1/1/2026	Revenue Y-T-D	Expenditures Y-T-D	Balance 10/31/2026
GOVERNMENTAL FUNDS				
General Operating	$ 6,453,534.81	$ 16,059,804.39	$ 13,950,829.28	$ 8,562,509.92
Employee Benefits	2,335,897.85	3,952,495.15	3,731,879.29	$ 2,556,513.71
Capital Improvement	6,824,614.37	216,477.12	-	$ 7,041,091.49
Bond & Interest	612.58	875.66	-	$ 1,488.24
NON MAJOR GOVERNMENTAL FUNDS				
State Aid	-	59,409.81	58,269.13	$ 1,140.68
Federal, State & Local Grants	3,833.59	14,093.39	14,397.49	$ 3,529.49
Other Special Revenue	878,267.55	17,105.07	188,354.12	$ 707,018.50
Permanent Funds	298,866.14	28,790.27	-	$ 327,656.41
Totals	$ 16,795,626.89	$ 20,349,050.86	$ 17,943,729.31	**$ 19,200,948.44**

Bank Account Summary

General Fund-CoreFirst Bank-Checking	$ 322,522.15
Restricted Funds-CoreFirst Bank-Checking	711,715.18
Capital Improvement Fund-Community National Bank-Money Market Account	7,041,091.49
Cash on Hand	2,151.42
Petty Cash	220.00
Endowment Securities	327,656.41
Municipal Investment Pool - Overnight	7,318,635.84
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	3,500,000.00
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	$ 19,223,992.49
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	4,134.90
Less Payroll Deduction and Employer Benefit Liabilities	3,352.51
Less Outstanding Checks	15,556.64
	$ 19,200,948.44

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

10/31/2026

	1/1/2026 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	10/31/2026 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	$ 6,453,534.81	$ 16,059,804.39	$ 406,830.26	$ 13,543,999.02	$ 8,562,509.92	$ 1,317,164.02	$ 7,245,345.90
Employee Benefit Fund	2,335,897.85	3,952,495.15	105.00	3,731,774.29	2,556,513.71	1,086.60	2,555,427.11
Capital Improvement Fund	6,824,614.37	216,477.12	-	-	7,041,091.49	-	7,041,091.49
Bond & Interest Fund	612.58	875.66	-	-	1,488.24	-	1,488.24
Non Major Governmental Funds							
State Aid Fund	-	59,409.81	-	58,269.13	1,140.68	702.42	438.26
Federal & State Grants							
Gallery Grants	19.03	-	-	-	19.03		19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	3,789.56	14,093.39	-	14,397.49	3,485.46	529.52	2,955.94
Library Services & Technology Ac	-	-	-	-	-	-	-
Other Special Revenue Funds							
Adult Programs	1.49	-		-	1.49	-	1.49
Art Collection	10,797.76	26.19		3,000.00	7,823.95	4,100.00	3,723.95
Children's Art Show	-	-		632.14	(632.14)	-	(632.14)
French Gift - Library Materials	31.77	0.10	-	-	31.87	-	31.87
Friends	270,335.88	555.59	85.00	72,784.96	198,021.51	3,311.16	194,710.35
Fun Committee	9,215.93	944.41	78.91	5,727.93	4,353.50	-	4,353.50
Gallery Competitions/Exhibits	37,705.43	96.80	-	-	37,802.23	-	37,802.23
Gifts/Memorials (Undesignated)	514,601.11	9,063.88	27,660.00	72,366.66	423,638.33	63,314.76	360,323.57
Hathaway Trust - Library Materials	3,381.06	2,891.87	163.07	2,135.36	3,974.50	820.51	3,153.99
Library Materials	14,050.24	3,486.21	33.36	349.62	17,153.47	160.00	16,993.47
NEH Expendable	851.99	2.17	-	-	854.16	-	854.16
Programming Fund	457.20	-		14.77	442.43	-	442.43
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,800.15	14.89	-	-	5,815.04	-	5,815.04
Torluemke Landscaping	36.82	0.10		-	36.92	-	36.92
Workshops	2,214.18	5.67			2,219.85		2,219.85
Youth Services	8,786.54	17.19	967.91	2,354.43	5,481.39	489.61	4,991.78
Permanent Funds							
Mertz Trust	298,866.14	28,790.27	-	-	327,656.41	-	327,656.41
TOTALS	$ 16,795,626.89	$ 20,349,050.86	$ 435,923.51	$ 17,507,805.80	**$ 19,200,948.44**	$ 1,391,678.60	$ 17,809,269.84

Topeka and Shawnee County Public Library
General Fund - Revenue

10/31/2026

	Approved Budget	Received Year-To-Date	Over/(Under) Budget	% 10/31/2026
				83.3%
Ad Valorem Property Tax	$ 14,401,097.00	$ 14,055,156.23	$ (345,940.77)	98%
Revitalization Rebates	(106,840.00)	(108,642.41)	$ (1,802.41)	102%
Back Tax	-	352,988.27	$ 352,988.27	N/A
Motor Vehicle Tax	1,291,774.00	1,194,507.99	$ (97,266.01)	92%
Recreational Vehicle Tax	13,852.00	11,651.42	$ (2,200.58)	84%
16/20 M Vehicle Tax	5,231.00	6,062.48	$ 831.48	116%
In Lieu of Tax	57,806.00	50,570.50	$ (7,235.50)	87%
Watercraft Special Tax**	9,638.00	-	$ (9,638.00)	0%
Commercial Vehicle Fees	48,309.00	48,140.50	$ (168.50)	100%
E-Rate Reimbursement	15,245.00	15,245.16	$ 0.16	100%
Miscellaneous Revenue	3,000.00	43,408.91	$ 40,408.91	1447%
Miscellaneous Revenue - Recyclg	-	3,226.67	$ 3,226.67	N/A
Salary Refunds-Foundation	98,705.00	71,675.52	$ (27,029.48)	73%
Salary Refunds-Friends	58,189.00	42,515.95	$ (15,673.05)	73%
Salary Refunds-Shawnee Cty	23,856.00	18,727.93	$ (5,128.07)	79%
Vending Machines	1,500.00	1,545.47	$ 45.47	103%
Overdue Fees	25,000.00	26,944.92	$ 1,944.92	108%
ILL Fees	100.00	14.99	$ (85.01)	15%
Mailing Fees	100.00	-	$ (100.00)	0%
Non Resident Card Fee	1,000.00	2,295.00	$ 1,295.00	230%
Obituary Fees	300.00	40.00	$ (260.00)	13%
Meeting Room Charges	2,500.00	3,225.00	$ 725.00	129%
Foundation Distribution	-	-	$ -	N/A
Interest Received-Investments	150,000.00	220,503.89	$ 70,503.89	147%
Transfer In	18,241.00	-	$ (18,241.00)	0%
Library Treasurer's Balance	4,256,292.00	-	$ -	N/A
TOTALS	**$ 20,374,895.00**	**$ 16,059,804.39**	**$ (58,798.61)**	**100%**

** 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.

10/31/2026

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

	Approved Budget	Expended Year-To-Date	Encumbrances	#	(Over)/Under Budget	% Expended
						83.3%
STAFF:						
Salaries-Auto Allowance	$ 4,800.00	$ 4,061.42	$ -		$ 738.58	85%
Salaries-Facilities	826,307.00	649,047.05	-		177,259.95	79%
Salaries-Overtime	10,000.00	15,854.28	-		(5,854.28)	159%
Salaries-Security	328,835.00	263,733.79	-		65,101.21	80%
Salaries-Shelvers	117,558.00	35,746.63	-		81,811.37	30%
Salaries-Staff	8,975,974.00	7,151,463.25	-		1,824,510.75	80%
Conferences	195,900.00	116,856.11	11,715.49		67,328.40	66%
Staff Internal Dev/Trng - Web Based	15,000.00	1,981.10	2,749.00		10,269.90	32%
Staff Development & Training	36,500.00	17,549.92	862.22		18,087.86	50%
Mileage	8,969.00	5,464.01	7,345.30		(3,840.31)	143%
COLLECTION:						
Materials-Binding/Replacements	1,500.00	398.45	-		1,101.55	27%
Materials-Periodicals	22,000.00	2,866.84	1,414.61		17,718.55	19%
Materials-Print/Non-Print <1 YR	917,500.00	708,150.18	-		209,349.82	77%
Materials-Print/Non-Print	1,333,000.00	964,139.89	148,871.35		219,988.76	83%
OPERATIONS:						
Art Purchases	10,000.00	6,461.00	-		3,539.00	65%
Cataloging and ILL Services	96,500.00	97,507.48	-		(1,007.48)	101%
Contracted-Digital Services	909,135.00	832,646.66	27,630.71		48,857.63	95%
Contracted-Facilities	316,000.00	219,042.53	61,006.29		35,951.18	89%
Contracted-Equipment	85,500.00	47,301.22	17,875.26		20,323.52	76%
Contracted-Professional	250,500.00	200,721.33	31,972.15		17,806.52	93%
Contracted-E-Rate Services	1,372.00	-	-		1,372.00	0%
Digital Services Support	936,787.00	498,394.30	34,289.69		404,103.01	57%
Furniture/Equipment	69,000.00	41,584.02	3,446.00		23,969.98	65%
Insurance	93,000.00	78,364.44	-		14,635.56	84%
Marketing & Communication	124,010.00	50,403.07	16,146.34		57,460.59	54%
Memberships/Dues	31,673.00	22,967.01	624.00		8,081.99	74%
Miscellaneous	5,000.00	3,969.74	10.00		1,020.26	80%
Payments to Other Libraries	165,941.00	-	108,488.00		57,453.00	65%
Postage/Shipping	62,990.00	50,644.12	1,026.13		11,319.75	82%
Printing	86,750.00	17,023.29	858.58		68,868.13	21%
Programming	119,100.00	88,738.33	2,816.90		27,544.77	77%
Special Events	-	-	-		-	0%
Special Projects	1,550,000.00	679,304.46	608,241.54		262,454.00	83%
Supplies-Facilities	107,267.00	46,760.05	55,352.88		5,154.07	95%
Supplies-Office/Library	90,815.00	33,753.54	15,252.92		41,808.54	54%
Supplies-Processing	41,000.00	14,414.02	6,150.03		20,435.95	50%
Telecommunications	204,100.00	192,875.23	20,987.98		(9,763.21)	105%
Transfer Out	-	-	-		-	N/A
Utilities-Electric	337,670.00	258,628.15	51,371.85		27,670.00	92%
Utilities-Gas	58,231.00	59,018.24	26,177.27		(26,964.51)	146%
Utilities-Water/Sewage	56,025.00	30,239.52	13,760.48		12,025.00	79%
Vehicle-Gas	37,686.00	19,673.50	-		18,012.50	52%
Vehicle-Repair	85,000.00	16,305.00	19,374.12		49,320.88	42%
Contingency/Fund Balance	1,650,000.00	-	-		-	0%
Cash Long/Short	-	(54.15)	-		54.15	N/A
TOTALS	**$ 20,374,895.00**	**$ 13,543,999.02**	**$ 1,295,817.09**		**$ 3,885,078.89**	79%

10/31/2026

Topeka and Shawnee County Public Library
General Fund

	2026 Budget	Year to Date	%
Balance 01/01/2026	**$ 4,256,292.00**	**$ 5,872,972.82**	
Revenue:			
Ad Valorem Property Tax	14,401,097.00	14,055,156.23	98%
Revitalization Rebates	(106,840.00)	(108,642.41)	102%
Back Tax	-	352,988.27	N/A
Motor Vehicle Tax	1,291,774.00	1,194,507.99	92%
Recreational Vehicle Tax	13,852.00	11,651.42	84%
16/20M Vehicle Tax	5,231.00	6,062.48	116%
In Lieu of Tax	57,806.00	50,570.50	87%
Watercraft Special Tax	9,638.00	-	0%
Commercial Vehicle Fees	48,309.00	48,140.50	100%
E-Rate Reimbursement	15,245.00	15,245.16	100%
Fees and Charges	33,500.00	77,474.29	231%
Reimbursements	180,750.00	136,146.07	75%
Transfer In	18,241.00	-	
Interest on Idle Funds	150,000.00	220,503.89	147%
	$ 16,118,603.00	$ 16,059,804.39	100%
Expenditures/Encumbrances:			
Salaries	10,263,474.00	8,119,906.42	79%
Other Staff Support Costs	256,369.00	164,523.15	64%
Library Collections	2,274,000.00	1,825,841.32	80%
Contracted Services	1,659,007.00	1,535,703.63	93%
Digital Services Support	936,787.00	532,683.99	57%
Furniture/Equipment/Art	79,000.00	51,491.02	65%
Payments to Other Libraries	165,941.00	108,488.00	65%
Special Projects	1,550,000.00	1,287,546.00	83%
Utilities & Telecommunications	656,026.00	653,058.72	100%
Vehicles	122,686.00	55,352.62	45%
Other Operating Expenditures	761,605.00	505,221.24	66%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	$ 20,374,895.00	$ 14,839,816.11	79%
Prior Year Canceled Purchase Orders		$ 152,384.80	
Unencumbered Balance 10/31/2026	**$ -**	**$ 7,245,345.90**	

Topeka and Shawnee County Public Library
Special Revenue Funds

EMPLOYEE BENEFITS

	2026 Budget	Year To Date	%
Balance 01/01/2026	**$ 1,540,890.00**	**$ 2,335,763.85**	
Revenue:			
Ad Valorem Property Tax	$ 3,472,687.00	$ 3,389,648.38	98%
Revitalization Rebates	(25,763.00)	(26,232.61)	102%
Back Tax	-	88,061.15	N/A
Motor Vehicle Tax	315,712.00	292,485.09	93%
Recreational Vehicle Tax	3,386.00	2,851.54	84%
16/20M Vehicle Tax	1,278.00	1,526.28	119%
In Lieu of Tax	14,344.00	12,195.83	85%
Watercraft Special Tax*	2,356.00	-	0%
Commercial Vehicle Fees	11,807.00	11,832.86	100%
Refund-Fringe Benefits-Foundation	44,886.00	28,349.09	63%
Refund-Fringe Benefits-Friends	31,588.00	25,385.00	80%
Refund-Fringe Benefits-Shawnee Cty	10,210.00	7,860.99	77%
Refund FICA	-	4,427.94	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	25,000.00	43,245.47	N/A
Interest on Idle Funds	55,000.00	70,858.14	129%
	$ 3,962,491.00	$ 3,952,495.15	100%
Expenditures/Encumbrances:			
Employee Assistance Program	$ 7,080.00	$ 6,549.00	93%
Cafeteria Plan Administration Fees	1,111.00	915.00	82%
Social Security/Medicare	771,687.00	580,341.92	75%
Ks Public Employees Retirement Sys	1,046,063.00	840,416.89	80%
Worker's Compensation	66,300.00	63,284.43	95%
Unemployment Tax	10,087.00	7,564.00	75%
Health/Dental Insurance	3,201,053.00	2,233,789.65	70%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00		0%
	$ 5,503,381.00	$ 3,732,860.89	73%
Prior Year Canceled Purchase Orders		$ 29.00	
Unencumbered Balance 10/31/2026	**$ -**	**$ 2,555,427.11**	

* 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 01/01/2026	**$**	**6,824,614.37**
Revenue:		
Transfer In	$	-
Interest received		216,477.12
	$	216,477.12
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 10/31/2026	**$**	**7,041,091.49**

STATE AID

Balance 01/01/2026	**$ -**	**$ -**
Revenue:		
State Aid	-	59,409.81
	$ -	$ 59,409.81
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	-	58,971.55
	$ -	$ 58,971.55
Unencumbered Balance 10/31/2026		**$ 438.26**

10/31/2026

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

	2026 Budget	Year to Date	%
Balance 01/01/2026	**$ 8,231.00**	**$ 612.58**	
Revenue:			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	811.46	8%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	3.92	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	60.28	603%
	$ 10,010.00	$ 875.66	9%
Expenditures/Encumbrances:			
Principal	$ -	$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	18,241.00	-	0%
Cash Basis Reserve	-		0%
	$ 18,241.00	$ -	0%
Unencumbered Balance 10/31/2026	**$ -**	**$ 1,488.24**	

* 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.

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	$25,721.29	Black Mountain Software Inc.
RFP was issued and approved by the Board on 10/15/2026	(30) Dell Pro Laptops	$57,000.00	IT Outlet Inc.
Approved operating budget	Labor and material to replace ESNET DSL media cards	$5,523.15	Johnson Controls Fire Protection
Approved operating budget	(40) iPads for digital signage and staff	$16,999.60	CDW Government, Inc.
Library Materials	Adult fiction and non-fiction e-books	$6,610.00	Overdrive, Inc.
Library Materials	Hoopla online	$37,326.06	Midwest Tape LLC
Library Materials	Adult feature DVD's	$5,800.00	Midwest Tape LLC
Library Materials	Adult fiction	$7,000.00	Ingram Library Services
Library Materials	Adult non-fiction	$5,500.00	Ingram Library Services
Library Materials	Adult fiction and non-fiction e-books	$7,300.00	Overdrive, Inc.
Library Materials	Adult fiction e-books	$6,000.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	$7,180.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	$6,500.00	Overdrive, Inc.
Library Materials	Adult fiction e-books	$7,980.00	Overdrive, Inc.
Library Materials	Adult fiction and non-fiction e-books	$6,480.00	Overdrive, Inc.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of October 31, 2026

Capital Improvement Funds - Community National Bank

$ 7,041,091.49 at 3.96 % (money market account)

Municipal Investment Pool

$ 7,318,635.84	Operating funds in "overnight pool"*; available for transfer whenever needed
3,500,000.00	General fund; 90-day 9/25/2026 at 3.48%, maturity 12/28/2026
$10,818,635.84	

* rates vary by day - average October 1 - 31, 2026 was 2.55%

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	27,829.42	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	29.14	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	2,319.98	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	92.75	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	29.14	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	27.49	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	27.49	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	27.49	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	29.14	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	291.40	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	27.49	-94060
10	41000	351	10/1/26	EVERGY	*2026 Electric Services*	$	71.09	-94060
						$	30,802.02	**-94060 Total**
10	41000	311	10/9/26	JOHNSON CONTROLS FIRE PROTECTION LP	fire extinguisher repair	$	5,985.42	-94055
				2026 approved operating budget - contracted facilities		$	5,985.42	**-94055 Total**
10	21505	0	10/2/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	21,986.24	-94029
15	21516	0	10/2/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	35,141.30	-94029
15	21517	0	10/2/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,664.39	-94029
10	21513	0	10/2/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	$	1,453.16	-94029
				Remittance of pension benefit contributions & optional group life premiums		$	62,245.09	**-94029 Total**
10	21509	0	10/2/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	6,378.33	-94026
				Remittance of deferred retirement employee contributions		$	6,378.33	**-94026 Total**
10	21501	0	10/2/26	PAYCOM PAYROLL LLC	Federal W/H	$	25,344.42	-94025
10	21502	0	10/2/26	PAYCOM PAYROLL LLC	State W/H	$	16,006.78	-94025
15	21521	0	10/2/26	PAYCOM PAYROLL LLC	State Unemployment	$	347.63	-94025
10	21503	0	10/2/26	PAYCOM PAYROLL LLC	Social Security EE	$	21,616.28	-94025
15	21504	0	10/2/26	PAYCOM PAYROLL LLC	Social Security ER	$	21,616.28	-94025
10	21503	0	10/2/26	PAYCOM PAYROLL LLC	Medicare EE	$	5,055.45	-94025
15	21504	0	10/2/26	PAYCOM PAYROLL LLC	Medicare ER	$	5,055.45	-94025
10	21514	0	10/2/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,515.49	-94025
10	21518	0	10/2/26	PAYCOM PAYROLL LLC	Garnishments	$	456.92	-94025
10	41000	313	10/2/26	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,878.72	-94025
				Remittance of payroll taxes, garnishments and Paycom fees		$	99,893.42	**-94025 Total**
10	41000	310	10/16/26	BLACK MOUNTAIN SOFTWARE INC	Black Mountain annual renewal	$	25,721.29	-94021
				2026 approved operating budget - financial system software support annual agreement		$	25,721.29	**-94021 Total**
10	41000	736	10/16/26	KELLEY CONSTRUCTION CO., INC.	*Staff Spaces Renovation*	$	71,494.08	-94016
10	41000	736	10/16/26	KELLEY CONSTRUCTION CO., INC.	*CHANGE ORDER STAFF SPACES*	$	3,694.07	-94016
						$	75,188.15	**-94016 Total**
10	41000	736	10/16/26	SENNE & CO INC	*ROOM 123 CONSTRUCTION*	$	9,621.00	-94015

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
						$	9,621.00	**-94015 Total**
35	41000	736	10/16/26	KELLEY CONSTRUCTION CO., INC.	*Staff Spaces Renovation*	$	6,215.59	-94013
						$	6,215.59	**-94013 Total**
10	21509	0	10/16/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	6,378.71	-94011
					Remittance of deferred retirement employee contributions	$	6,378.71	**-94011 Total**
10	21501	0	10/16/26	PAYCOM PAYROLL LLC	Federal W/H	$	24,953.89	-94010
10	21502	0	10/16/26	PAYCOM PAYROLL LLC	State W/H	$	15,946.26	-94010
15	21521	0	10/16/26	PAYCOM PAYROLL LLC	State Unemployment	$	342.94	-94010
10	21503	0	10/16/26	PAYCOM PAYROLL LLC	Social Security EE	$	21,317.26	-94010
15	21504	0	10/16/26	PAYCOM PAYROLL LLC	Social Security ER	$	21,317.26	-94010
10	21503	0	10/16/26	PAYCOM PAYROLL LLC	Medicare EE	$	4,985.89	-94010
15	21504	0	10/16/26	PAYCOM PAYROLL LLC	Medicare ER	$	4,985.89	-94010
10	21514	0	10/16/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,515.49	-94010
10	21518	0	10/16/26	PAYCOM PAYROLL LLC	Garnishments	$	456.92	-94010
10	41000	313	10/16/26	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,878.72	-94010
					Remittance of payroll taxes, garnishments and Paycom fees	$	98,700.52	**-94010 Total**
10	21505	0	10/16/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	21,704.58	-94009
15	21516	0	10/16/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	34,691.19	-94009
15	21517	0	10/16/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,617.42	-94009
					Remittance of pension benefit contributions & optional group life premiums	$	60,013.19	**-94009 Total**
10	21512	0	10/23/26	DELTA DENTAL OF KANSAS, INC	*EE Withholding*	$	2,517.40	-93998
15	21512	0	10/23/26	DELTA DENTAL OF KANSAS, INC	*ER Withholding*	$	10,087.66	-93998
15	21512	0	10/23/26	DELTA DENTAL OF KANSAS, INC	*Retiree*	$	230.88	-93998
						$	12,835.94	**-93998 Total**
10	21515	0	10/20/26	BLUE CROSS BLUE SHIELD OF KS	*EE - BCBS Actives Premiums*	$	35,947.66	-93993
15	21515	0	10/20/26	BLUE CROSS BLUE SHIELD OF KS	*ER - BCBS Actives Premiums*	$	196,223.85	-93993
15	21515	0	10/20/26	BLUE CROSS BLUE SHIELD OF KS	*Retiree BCBS Premiums*	$	4,896.57	-93993
						$	237,068.08	**-93993 Total**
10	41000	350	10/22/26	VERIZON WIRELESS	*public hotspots*	$	20,402.02	-93983
						$	20,402.02	**-93983 Total**
25	41000	736	10/30/26	CAPITOL CITY OFFICE PRODUCTS	STAFF SPACES FURN & INSTALL	$	54,491.39	-93982
					RFP issued and approved by the Board on 4/16/2026	$	54,491.39	**-93982 Total**
10	41000	310	10/13/26	COREFIRST BANK & TRUST	2024 LibSyn renewal	$	25.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	Bundle fee	$	139.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	Cove and MS365 backup	$	145.08	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	Cove data protection	$	5,799.63	-93975
10	41000	323	10/13/26	COREFIRST BANK & TRUST	Annual dues	$	500.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	Training software	$	3,498.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	ption	$	6,704.02	-93975

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	322	10/13/26	COREFIRST BANK & TRUST	Business Expo	$	200.00	-93975
10	41000	322	10/13/26	COREFIRST BANK & TRUST	Business Expo	$	50.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	diviextended	$	508.98	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	341	10/13/26	COREFIRST BANK & TRUST	webinar access	$	59.95	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	MONTHLY SUBSCRIPTION	$	147.00	-93975
10	41000	342	10/13/26	COREFIRST BANK & TRUST	Plant	$	80.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	MailChimp subscription	$	213.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	DIRECTV streaming	$	84.99	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	1 year Screenconnect	$	3,300.00	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	Testedly annual subscript	$	87.00	-93975
10	41000	324	10/13/26	COREFIRST BANK & TRUST	2026 K-Tag Mnthly Chrgs	$	1.92	-93975
10	41000	310	10/13/26	COREFIRST BANK & TRUST	SoundTrack your brand	$	240.00	-93975
				Miscellaneous online orders paid by credit card		$	22,143.27	**-93975 Total**
10	21509	0	10/30/26	EMPOWER RETIREMENT	Deferred Comp EE Portion	$	5,554.44	-93967
				Remittance of deferred retirement employee contributions		$	5,554.44	**-93967 Total**
10	21501	0	10/30/26	PAYCOM PAYROLL LLC	Federal W/H	$	29,261.53	-93966
10	21502	0	10/30/26	PAYCOM PAYROLL LLC	State W/H	$	17,825.90	-93966
15	21521	0	10/30/26	PAYCOM PAYROLL LLC	State Unemployment	$	376.81	-93966
10	21503	0	10/30/26	PAYCOM PAYROLL LLC	Social Security EE	$	23,426.54	-93966
15	21504	0	10/30/26	PAYCOM PAYROLL LLC	Social Security ER	$	23,426.54	-93966
10	21503	0	10/30/26	PAYCOM PAYROLL LLC	Medicare EE	$	5,478.79	-93966
15	21504	0	10/30/26	PAYCOM PAYROLL LLC	Medicare ER	$	5,478.79	-93966
10	21514	0	10/30/26	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	$	1,390.49	-93966
10	21518	0	10/30/26	PAYCOM PAYROLL LLC	Garnishments	$	456.92	-93966
10	41000	313	10/30/26	PAYCOM PAYROLL LLC	Paycom Bundle	$	2,872.16	-93966
				Remittance of payroll taxes, garnishments and Paycom fees		$	109,994.47	**-93966 Total**
10	21505	0	10/30/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	$	21,953.47	-93965
15	21516	0	10/30/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	$	35,088.97	-93965
15	21517	0	10/30/26	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	$	3,658.87	-93965
				Remittance of pension benefit contributions & optional group life premiums		$	60,701.31	**-93965 Total**
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	23,357.32	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	29.14	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	1,714.16	-93962

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	84.45	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	29.14	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	27.49	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	27.49	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	27.49	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	29.14	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	289.30	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	27.49	-93962
10	41000	351	10/29/26	EVERGY	*2026 Electric Services*	$	67.94	-93962
						$	25,710.55	**-93962 Total**
10	41000	320	10/29/26	IT OUTLET INC	Dell laptops	$	57,000.00	-93961
					RFP issued and approved by the Board on 10/15/2026	$	57,000.00	**-93961 Total**
10	41000	330	10/13/26	COREFIRST BANK & TRUST	remove double side tape	$	40.00	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	uline shipping	$	19.86	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	sticky metal discs	$	9.99	-93959
10	41000	340	10/13/26	COREFIRST BANK & TRUST	SRHM refund	$	(679.00)	-93959
10	41000	736	10/13/26	COREFIRST BANK & TRUST	Safco 7765BL wood mail so	$	227.90	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	HDMI Switch 3in1	$	49.90	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	HDMI Coupler 6pc	$	9.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	pollination book	$	14.57	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	Shelves for DS	$	64.58	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Fuji instant film	$	70.00	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	face painting kit A	$	20.89	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	face painting kit B	$	22.90	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	brushes & stencils	$	16.14	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	makeup remover wipes	$	15.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	anka bella face painting	$	47.49	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Nintendo Switch 2	$	998.00	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	659A Cyan	$	435.00	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	659A Yellow	$	435.00	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	659A Magenta	$	435.00	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	50 pcs black waxed cord	$	8.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	24 pcs bezel pendant oval	$	8.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	6 rolls rhinestones	$	27.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	fall paper	$	21.18	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	paper plates	$	7.90	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Switch 2 System	$	1,499.97	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Logi c920x webcame	$	119.98	-93959
10	41000	736	10/13/26	COREFIRST BANK & TRUST	One Beat Power Strip whit	$	601.57	-93959

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Hydrogen Peroxide 12 %	$	26.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	3 % Hydrogen Peroxide	$	18.50	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Dawn Dishwashing Soap	$	4.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Active Dry Yeast	$	8.90	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Aluminum Foil Pans 9 x 13	$	22.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	16 Oz Squeeze Bottles	$	28.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Food Coloring	$	6.28	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Books, We Are In a Book!	$	66.80	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Books, There's a Bird on	$	62.45	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Paper clips in Shapes	$	13.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Small white bags	$	19.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Stickers for kids	$	7.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Washi Tape Set, 15mm	$	14.99	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	Seiko SLPFLW labels	$	25.18	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	shipping	$	8.99	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	Nitto Double-Sided tape	$	298.56	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Anker SD Card Reader	$	42.60	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Shark Teeth	$	15.95	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	Wall Calendars - 10	$	181.10	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	3 pk staplers	$	32.97	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	road atlas map	$	32.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Box Turtle book	$	9.02	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	legos	$	33.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	flat legos	$	21.79	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	painters tape 1"	$	16.94	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	painters tape 1/2"	$	15.98	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	dry erase markers	$	36.18	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	8.5x11 legal pads	$	50.94	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	8.5x11 legal pads	$	59.97	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	RODE Micro Wireless Mics	$	82.80	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	2001 Space Odyssey	$	13.57	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	cardboard wreaths	$	37.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	scissors	$	9.99	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Switch 2 Pro Controller	$	623.00	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Anker Desktop Charger	$	85.47	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	leaf green acrylic yarn	$	19.53	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	curry acrylic yarn	$	25.11	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	ginger acrylic yarn	$	28.48	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	wine acrylic yarn	$	38.94	-93959

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	410	10/13/26	COREFIRST BANK & TRUST	members mark 2-ply paper	$	209.30	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	80CM LED LIGHT	$	78.99	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	POWER CORDS	$	108.78	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	felt squares	$	207.75	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	embroidery needles	$	59.76	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	needle threaders	$	15.96	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	embroidery floss	$	26.59	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	Fellowes 500ct lam sheets	$	44.99	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	# 1 mailers	$	223.76	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	# 2 mailers	$	117.20	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	# 6 mailers	$	87.90	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Mini Marshmallows	$	10.00	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Damuzhi 1000 Ct Toothpick	$	2.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Spaghetti Pasta 16 oz	$	0.97	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Barilla Penne Pasta 16 oz	$	1.85	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	The Bad Guys: Color Editi	$	149.26	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	hinged tins	$	53.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	1/4 ric rac"	$	8.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	clear packing tape, 2 pk	$	11.55	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	suave hair gel	$	39.24	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	sandwich bags	$	3.44	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	snack bags	$	5.39	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	black foam sheets	$	7.69	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	bookworm stickers	$	7.98	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	square snack bags	$	4.41	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	pink worm bookmarks	$	9.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	neon sour gummy worms	$	12.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	gummy worms	$	13.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	worm candy toy	$	12.49	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	2 book tape"	$	163.80	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	3 book tape"	$	67.48	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	yellow highlighters	$	20.99	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	3x5 memo pads	$	9.99	-93959
10	41000	910	10/13/26	COREFIRST BANK & TRUST	Steelcase Series 1: LICOR	$	1,452.09	-93959
10	41000	320	10/13/26	COREFIRST BANK & TRUST	Fruity Loops Studio Produ	$	358.00	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	7 pack canvases	$	32.73	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	glycerine	$	18.88	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	gallon distilled water	$	2.74	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	moss	$	10.88	-93959

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	10/13/26	COREFIRST BANK & TRUST	craft foam	$	6.86	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	paper cups w/ lids	$	15.34	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	coffe creamer	$	2.78	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	mini marshmallows + shipping	$	18.44	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	hot chocolate	$	8.97	-93959
10	41000	736	10/13/26	COREFIRST BANK & TRUST	40pk curtain rings matte	$	9.49	-93959
10	41000	736	10/13/26	COREFIRST BANK & TRUST	2pk curtains 63Lx50"W st"	$	162.15	-93959
10	41000	736	10/13/26	COREFIRST BANK & TRUST	2pk curtains 63Lx50"W gn"	$	64.86	-93959
10	41000	736	10/13/26	COREFIRST BANK & TRUST	2pk curtains 63Lx50"W bl"	$	97.29	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	70 ct adhesive magnets	$	7.59	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	12 ct bottles & corks	$	65.92	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	glitter powder	$	5.69	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	food coloring	$	3.14	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	gemstone bottles	$	12.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	shirts	$	72.45	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	ink	$	31.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	hot glue sticks	$	10.17	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	transfer paper	$	5.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	pumpkin stickers	$	6.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	keychain kit	$	7.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	felt sheets	$	11.88	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	hues and clues game	$	24.97	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	36 stuffed animals	$	47.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	25 sewing kits	$	20.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	8 pack colored duct tape	$	9.95	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	electric kettle	$	21.99	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	umite dinnerware	$	87.96	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	silverware set	$	53.99	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	k cup holder	$	18.98	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	keurig k-supreme 66oz	$	71.68	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	plexiglass case lid	$	1,707.00	-93959
10	41000	420	10/13/26	COREFIRST BANK & TRUST	delivery	$	30.00	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Disposable Spoons	$	4.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Tights	$	7.99	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Tennis Balls	$	3.59	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Jumbo Cotton Balls	$	3.49	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Lollipops	$	11.69	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Acrylic Beads 10mm	$	7.59	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Acrylic Beads 16mm	$	8.12	-93959

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, 2026

Fund	Account	Object	Check Date	Vendor Name	Description		Amount	Check Number
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Origami Black Paper 10 x	$	9.39	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Cricut Waterproof sticker	$	91.92	-93959
10	41000	330	10/13/26	COREFIRST BANK & TRUST	Cricut value vinyl pack	$	22.76	-93959
					Miscellaneous online orders paid by credit card	$	13,270.36	**-93959 Total**
10	41000	311	10/1/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	$	4,368.00	102866
10	41000	311	10/1/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	$	105.00	102866
10	41000	311	10/1/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	$	213.00	102866
10	41000	311	10/1/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	$	585.00	102866
10	41000	311	10/1/26	STARWOOD PH PROPERTIES, LLC	04/2026 to 12/2026	$	45.00	102866
					2026 approved operating budget - quarterly storage for Learn and Play bus	$	5,316.00	**102866 Total**
10	41000	310	10/8/26	FARONICS TECHNOLOGIES USA INC.	NON-DF CLOUD ULTIMATE	$	7,500.00	102869
					2026 approved operating budget - digital services support	$	7,500.00	**102869 Total**
						$	1,119,130.56	**Grand Total**

Board of Trustees Executive Committee Meeting
November 9, 2026 – 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, Kim Strube – Chief Financial Officer, Aubrey Conner – Executive Assistant

Call to Order
The meeting of the Board of Trustees Executive Committee was held on November 9, 2026, via Zoom, and was called to order at 4:00 pm by Chair Peg Dunlap.

Review Minutes and Agenda
The minutes from the October 5, 2026, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Hannah Uhlrig, seconded by Mark Zillinger, the minutes from the October 5, 2026, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the October 15, 2026, Board of Trustees Meeting and the agenda for the Board of Trustees November 19, 2026, meeting were reviewed.

Chief Financial Officer Kim Strube noted she won't have anything out of the ordinary in her report.

Treasurer Fred Patton shared that he will not be in attendance at the November meeting, but he will ask Chair Peg Dunlap to share his financial report. Patton will also request that trustees interested in being on the Audit Committee reach out to him and Dunlap.

Chief Executive Officer Marie Pyko will ask those who attended the field trips to different libraries to share their experiences and takeaways. Pyko will provide an update on other preliminary meetings she has held that are getting closer to recommendations. She has also been working with Ashley Charest, Development Director on potential donor opportunities for a story walk and Wi-Fi bench.

Chief of Staff Thad Hartman will provide a standard report. He will share how the Room 123 remodel is moving along.

There are several items for new business in November. The board will be presented with the Loaned Employee Agreement from the Friends of the Library and the Library foundation. The Circulation and Access Policy will be up for a vote. There will be a new Named Recognition Recommendation for Team Room 7. There will also be some policies presented for a first reading. Two policies from the employee handbook are being reviewed: the Telecommuting Policy and the Vacation Policy. The Capital Assets/Depreciation/Inventory Policy will also be up for a first reading.

The board will recess into executive session to confer with legal counsel.

Adjournment
On a motion by Mark Zillinger, seconded by Fred Patton, the meeting was adjourned at 4:27 pm.

Next Meeting
December 7, 2026
4:00 pm
https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09
Meeting ID: 882 5779 1498
Passcode: 695332

Chief Executive Officer's Report

November 2026

News and Updates

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

At the end of October, 5,441 children were enrolled in the program. Based on census estimates for children from birth through age five, approximately 52% of eligible children in Shawnee County are enrolled and receiving books through the program.

Because many families experience changes in residence, some books are returned as undeliverable. When this occurs, Sherry Hess, our Early Childhood Coordinator, ensures those books are redistributed through community partners, including the Shawnee County Health Department, Grace Med, Community Resource Council sites, and the Book Nook at the Mall. At each location, Sherry has created displays that promote the program and encourage families to take a book and learn more about enrollment opportunities.

In addition, we hosted an information table for four days at the United Way of Kaw Valley's intake events for the Christmas Bureau. Families with young children were encouraged to enroll in DPIL, obtain a library card, and select books from the DPIL program. These events provide a meaningful opportunity to share the joy of reading, encourage families to read and tell stories together from the earliest stages of a child's life, and place books directly into the hands of young readers.

A special thank you to Sophia, Liz, Elaine, Juliana, Aubrey, Jenn, Deanna, Debbie, Angie, Patricia, Kelli, Natalie, Amanda, Scarlett, Sherry, Thad, Erin, and Cadie for volunteering their time and helping make the event a success.

Kansas City Libraries Field Trip
Beyond the Building Site Visits

On November 3, members of the *Beyond the Building* planning team and the Library Board conducted a site visit series across three regional facilities: the Kansas City Kansas Public Library (Turner Branch), the Black & Veatch Makerspace at Johnson County Central Library, and the Johnson County Library (Spring Hill Branch).

The tour focused on service models and physical spaces directly aligned with the *Beyond the Building* initiative's goals:

- **KCK Turner Branch:** Integration of library services within an active Community Center.
- **Johnson County Central Library:** A state-of-the-art community makerspace facility.

- **Spring Hill Branch:** Extended-access service models allowing unstaffed patron entry outside standard operating hours.

At each location, the delegation met with staff to evaluate operational mechanics, service benefits, and implementation challenges. Thank you to all board and team members who participated in this research effort.

Human Resources

Performance Management System

In 2026, Jesse Maddox collaborated with the library's leadership team to identify and implement a new online performance management system for all library staff. After evaluating several options, the team determined that Paycom best met the library's needs.

In 2027, supervisors and staff will work together to establish forward-looking goals tied to individual responsibilities and projects. The new system will streamline the performance review process, improve timeliness, and provide both staff and supervisors with tools to monitor and discuss performance throughout the year.

Open Enrollment

The annual open enrollment period for employee health and supplemental benefits concluded on November 9, 2026. The Human Resources and Finance teams are now updating employee records to ensure all elections and changes are accurately reflected in 2027 benefit costs and payroll deductions.

A special thank you to Jesse Maddox and Kim Strube for their dedication and hard work in developing a comprehensive benefits package that supports employees while remaining financially responsible for the library.

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.

New Business

Resolution Loaned Employee Agreement, Friends of the Library for FY 2027
Resolution- Loaned Employee Agreement, The Library Foundation for FY 2027

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.

Resolution- Circulation and Access Policy- Action Item

As part of our planned policy review, the Circulation and Access Policy was presented for first reading in October. There are no changes to the policy for this review period. At the November board meeting, staff are recommending approval of the policy as presented.

Professional Activities/Community Contacts

October 14, 2026	Attended the United Way of Kaw Valley Shawnee County Advisory Committee.
October 14, 2026	Met with Shawnee County Parks and Recreation team.
October 15, 2026	Attended the Library Board of Trustees monthly meeting.
October 19, 2026	Attended the Library Foundation Finance Committee meeting.
October 20, 2026	Attended the Capper Foundation Board meeting.
October 21, 2026	Met with Dr. Phil and Betty Baker to discuss improvements to the Baker Genealogy Center.
October 21, 2026	Attended the Library Foundation Board of Trustees meeting.
October 26, 2026	Attended the Visit Topeka Zoom call.
October 27, 2026	Attended the Visit Topeka Board meeting.
October 27, 2026	Attended the GTP Business Unwind at Kansas History Museum.
October 29, 2026	Thad Hartman and I met with Casey Richardson at Westridge Mall.
November 1, 2026	Presented the State of the Library at the Friends of the Library Annual Event.
November 2, 2026	Hosted a library table at the annual Christmas Bureau event at Echo Ridge.
November 3, 2026	Toured the KCK Library Turner Branch, the Central Library, and the Spring Hill branch of Johnson County with several board members and library staff.
November 4,2026	Participated in the GTP Steering Committee workshop.
November 5, 2026	Attended the State of the Community breakfast.
November 5, 2026	Participated in a Program planning panel for the Nonprofit Management and Leadership Course at Washburn University.
November 9, 2026	Attended the All Hands on Deck Strategic Development Team meeting.
November 10, 2026	Attended the Friends of the Library board meeting.
November 12, 2026	Presented an update of the library to the Kiwanis SW club at Café Quetzal.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 11/13/2026

Dolly Parton's Imagination Library

October 2026

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

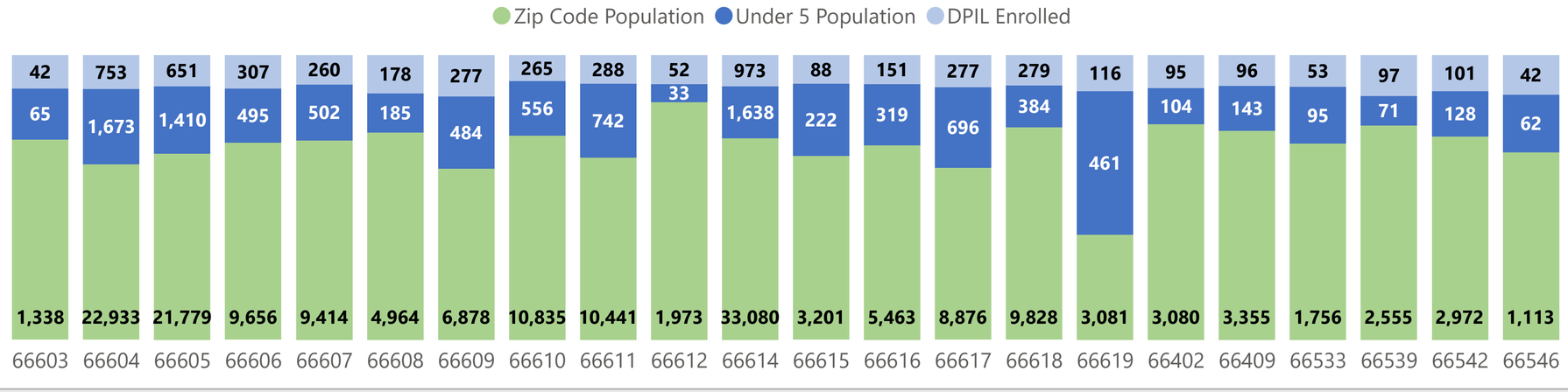
Total Enrolled
5,441

Total Graduated
12,272

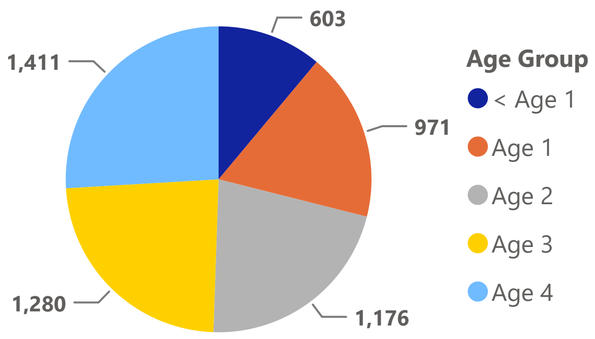
Year, Month

2026 (Year) + October (Month)

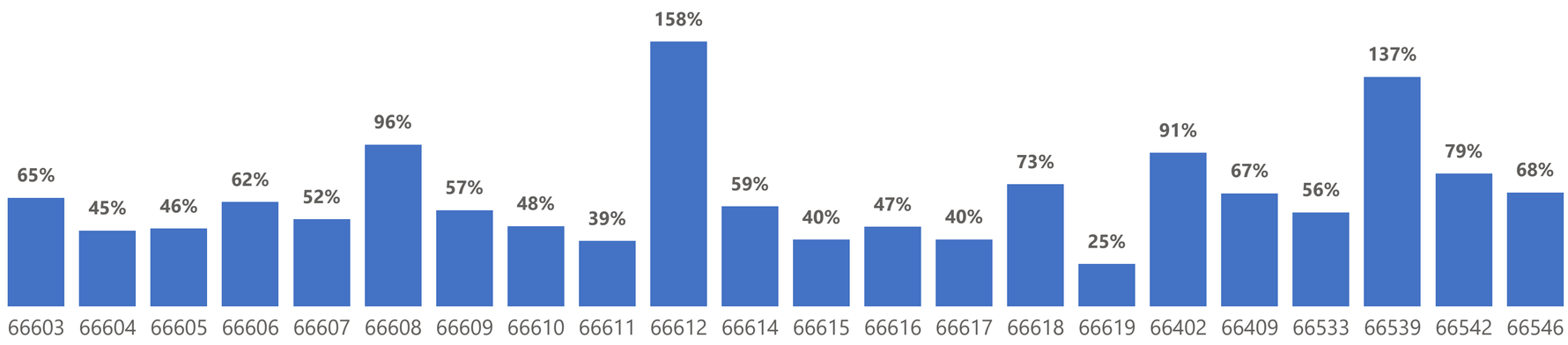
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code

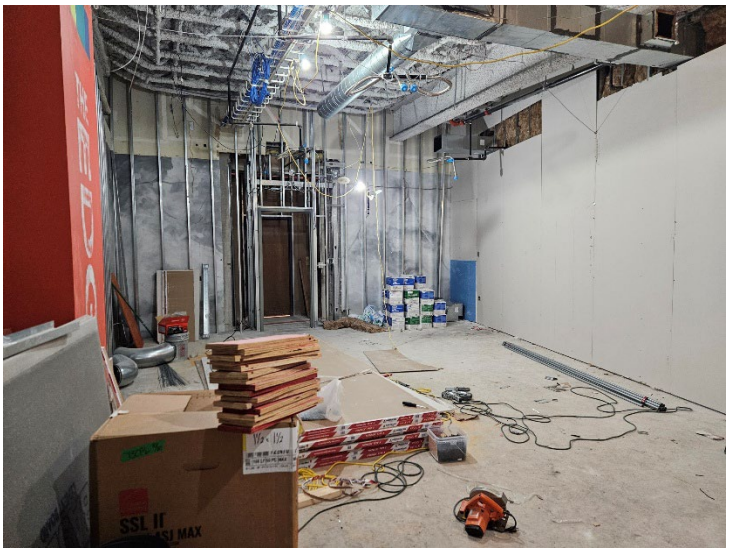


Sources: Dolly Parton Imagination Library; 2021 American Community Survey 5-Year Estimates, Table DP05

Chief of Staff Report

Thad Hartman
November 13, 2026

Room 123



Construction in Room 123 began in October and remains right on schedule. Crews have finished framing the rooms, opened up the new doorways, and begun installing drywall. The updated space is on track for completion in early 2027.

Monthly Huddles

In August, we launched monthly all-staff huddles to bring our team together to celebrate one another, share key updates, and preview upcoming library events. While our quarterly all-staff meetings are held in smaller sessions to tackle major topics and encourage open discussion, we wanted a dedicated space for staff across all departments to connect and recognize each other's successes.

Each huddle features shout-outs for staff, services, and programs, a look ahead at the coming month, and concludes with the presentation of the “I Love My Job” Award.

Originally submitted through Idea Management this award honors team members who radiate positivity and genuine enthusiasm for their work. Recipients go above and beyond to create a welcoming atmosphere, uplift colleagues, and inspire customers through their warmth, creativity, and dedication.

The award is named in memory of Jim Serrano, a beloved former TSCPL colleague who left a lasting impression on our organization and community. Whenever you asked Jim how he was doing, his signature response was always, "I love my job!"

This year the award has been given to the following recipients:



Communications Editor Ginger Park

Library Associate Linda Baldwin



Public Services Specialist Christina Callison



Youth Services Specialist Judy Espinosa-Gonzalez



Safety Security Officer Wilson Ingram



Network and System Administrator Jacques Belderok



Community Services Librarian Jacee Thompson

We know that varying schedules and time-sensitive morning duties prevent everyone from attending live. To ensure no one misses out, Communications and Marketing records and transcribes every huddle via Microsoft Teams and posts a link on News2Use for on-demand viewing.

So far it seems like the huddles have been a big hit and have become something that I look forward to each month. Communications and Marketing Director Allyson Chard has done a wonderful job leading and organizing the huddles as well as presenting on upcoming events.

Department Highlights

Public Services

Debbie Stanton, Manager

Staff Spaces

With the 2026 staff spaces projects officially complete and planning underway for 2027, I wanted to share a message from a longtime staff member. It's a great reminder that improving staff spaces is about more than flooring, furniture, or paint. It signals that the spaces where our staff spend their days matter, too:

"On my way into work this morning, (rushing a bit down the lower level hallway toward the public services workroom), the hallway was completely clear and clean and the new flooring looked so perfect, and the work hallway I've been walking down most days of my adult life just looked so GOOD — and I wanted to say thank you for improving that space for staff. The concrete floor was functional and the tile was okay but this new improvement is NICE and a little bit fancy. And the positive perspective that entering an improved space that appears modern and professional brought to me on my way into answer phones at 9 am on a Saturday morning was a welcome start to my workday!"

It's a small reflection of the larger impact these projects can have in creating staff spaces that feel welcoming, professional, and worthy of the people who work in them every day.

Civic Makers Lab

I had the opportunity to represent the library October 28-30 at an in-person convening for the Urban Libraries Council's Civic Makers Lab. TSCPL is one of 10 libraries selected to explore new ways to create meaningful civic engagement opportunities for young adults ages 18-24. Our micropilot, *Let Us Cook*, combined practical cooking skills with a service project and conversations about local food systems and food insecurity. It gave us a chance to test how civic engagement can be built around things young adults are already interested in doing, rather than asking them to participate in traditional civic activities.

That idea will expand in 2027 with the creation of a Civic Passport, which will invite young adults to try a variety of civic activities and earn badges, bragging rights and, most importantly, a stronger sense of belonging and connection to Topeka and Shawnee County. The convening also gave me the opportunity to learn from the other participating libraries and national organizations focused on civic and community engagement. I came back with new ideas for how libraries can help young adults see themselves not just as residents of a community, but as people who have a role in shaping it.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

The library kicked off its first Artist @ Work series on Saturday, October 24, with glass artist April Lemon and her mobile glassblowing studio. Throughout the day, 124 visitors stopped by to watch April work, ask questions, and learn more about the glassblowing process. Several visitors came specifically for the event, while others happened upon it during their library visit. April did a wonderful job talking with visitors and encouraging questions, giving people a chance to learn about the materials, techniques, and challenges involved in creating her work. We heard lots of positive comments from visitors



who appreciated having the opportunity to watch an artist at work and even had several staff members come out during their breaks to see the process. It was a fun first event that brought art and the creative process out of the Gallery and into the library parking lot, giving visitors a chance to experience something a little different. This program was sponsored by the Sabatini Family Foundation.

Topeka Room

The Topeka Room welcomed 706 visitors in October, including 189 first-time visitors. The continued growth in first-time visitors is encouraging as we work to make the space a destination for local history and genealogy resources.

In October, the team opened its newest exhibit, *Asylum to Institution: 120 Years of the Topeka State Hospital*, which explores the history of the hospital and its place in our community. The exhibit will remain on display through early January and includes an opportunity for visitors to share their own stories and memories connected to the hospital. These contributions will help us continue building our local history files and preserving stories that might otherwise be lost.

Core Technology

In October, the Core Technology team partnered with the City of Topeka on Digital Bridges, an AARP grant-funded digital literacy program for adults 50 and older. The library team developed the educational program and led five four-class series for community members who signed up through the City. Classes were offered at the VA, the Gil Carter Initiative, and the library, making it possible to bring technology education to people in different parts of the community. The classes covered everyday technology skills, including computer basics, email, navigating the internet, and online safety. Participants who completed all four classes became eligible to receive a new laptop. This partnership gave the library an opportunity to take its digital literacy work into the community and help bridge the digital divide, with support from the City and the AARP grant.

Level 2 Tech Center

The Tech Center continued to see steady use of its Recording Studios and Digital Art Studio in October. The recording studios had 66 sessions in Studio A and 54 in Studio B, with an average session lasting two hours. The 3D printers were used for 75 sessions, averaging about three hours each. The Cricut had 31 sessions, although some of that use is connected to this month's classes. The Memory Lab had 22 sessions, with 18 of those using the scanner. The scanner continues to be the most heavily used of the three Memory Lab stations.

In September and October, the team also began experimenting with intermediate Digital Art Studio classes for customers looking to build on their existing skills. This month's *Next Level Cricut: Sticker Joy Workshop* was the second class in the series.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Local Author Fair

The library hosted its second Local Author Fair on Thursday, October 29, welcoming 90 attendees and 22 local authors representing a wide range of genres. From children's picture books and young adult fiction to memoirs, true crime, poetry, romance, and graphic novels, the event offered readers an opportunity to discover local talent and connect directly with the people behind the stories.

Attendees were engaged throughout the evening, with many spending an hour or more visiting with authors, learning about their books, and discussing the writing and publishing process. The event also created opportunities for authors to connect with one another, share experiences, and build relationships within the local writing community.

One especially memorable interaction involved an author whose true crime book featured a member of an attendee's family. The family came to have their copy personalized and surprised the author with flowers. Moments like these highlight the personal connections that can happen when we bring local authors and readers together.

Grown-Up Fun: Barbie Head Cameos

October's Grown-Up Fun program welcomed 21 attendees on October 9 for a spooky, slightly unconventional craft inspired by a popular social media trend. Participants repurposed old jewelry and disassembled Barbie dolls to create one-of-a-kind cameo necklaces, just in time for Halloween. The program offered a fun opportunity for adults to get creative, try something new, and connect with others. Two participants, who are longtime best friends, decided to make their necklaces for one another, putting a delightfully weird twist on the traditional friendship necklace. It's a great example of how library programs can turn even the quirkiest ideas into opportunities for creativity and connection.



Programming for Older Adults

The library continues to expand fitness and wellness programming for older adults with the addition of Sunday GeriFit sessions and a new weekly Seated Tai Chi program. These offerings provide more opportunities for older adults to stay active, improve strength and balance, and connect with others in a welcoming environment. A total of 147 older adults attended these new weekly offerings in October. Tai Chi has been especially popular, with the waitlist already full for the month of November. The strong response reflects continued interest in accessible fitness programs that support healthy aging, independence, and social connection.

2nd Annual Fall Reading Challenge Book Brawl

The Federal Home Loan Bank is the winner of our 2nd Annual Fall Reading Challenge Book Brawl, claiming

the title of Shawnee County's "Most Reading-est Workplace" from the 2025 champs at the Kansas Judicial Center! The October reading challenge encouraged friendly competition among employees participating in TSCPL@Work, with 11 of the 20 workplaces represented by readers in at those employers.

Winners were determined by the percentage of employees who **completed** the Fall Reading Challenge at each workplace. Federal Home Loan Bank took the top spot with a 3.02% participation rate, followed by Kansas Judicial Center (2.69%), KPERS (2.44%), and Washburn Rural Schools (1.79%). These four organizations accounted for 28 of the 38 participants who opted into this secondary part of challenge.

The Book Brawl continues to be a fun way to encourage reading, build connections with our TSCPL@Work partners, and bring a little friendly competition to workplaces throughout Shawnee County.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Training and Conferences

The library graciously sent me to the Kansas Leadership Center for a two day Equip to Lead training in Wichita. This was the last of a three-part series, and it included practical tools and tips for facilitation, holding to purpose, and diagnosing challenges. Opportunities like this sharpen my skills and help me to better work across teams of all sorts.

Two Youth Services staff attended the Kansas Library Association conference. They both came back energized and excited. One calling it “a wonderful experience” and the other expressing how good it was to connect with and learn from a larger library peer group. They will be sharing insights with the rest of the team later this week.

Librarian Updates

Early Childhood Librarian

Sensory play is important for young children. It expands descriptive vocabulary, sharpens motor skills, and provides outlets for self-soothing and emotional regulation. This month kids made squishy, Jack-o-lantern bags.

Early Childhood Outreach Librarian

“Open your fingers, now close them tight… Ready, get set, it’s Storytime.” Looking around the room during the opening song of storytime, there are infants whose parents model the actions, there are toddlers singing along, and there are preschoolers who combine the words and actions. Each of them is engaged with a joyful smile. The opening song is a part of the routine for every storytime –Preschool Storytime, Family Storytime, Outreach Storytime, Community Storytime, and the Learn & Play Service’s Storytime. That consistency is important. It builds a connection and a sense of belonging. That sense of belonging is so important for young children. It looks like trust, cooperation, a positive sense of self, and confidence to explore. And for the parent of a young child, a child’s comfort is paramount. The library is proud to host multiple ways for families to share the connection, fun, and happiness of Storytime.

School Age Librarian

Saturday, September 12, 2026, guests joined us for our event “Magic in the Museum”. TSCPL staff serving the school age kids and the Sabatini Gallery meshed their expertise in the planning and facilitation of the event. The goal was to show kids how we bring art alive, hitting the guiding components of the strategic plan with the focus of connection, people, space, joy and learning. One staff member brought art to life, in a theatrical presentation, a magical welcome to the “Magic in the Museum”! Customers went on an exclusive behind-the-scenes tour of the gallery, led by our fabulous and expert Collections Curator! Kids practiced art exhibition design by building their own miniature walls and stands for their personalized micro-museum. They created three pieces of art, using painting, drawing and clay. Kids also browsed a design area where they could use a collection of different objects to set up their own imaginative curated display. One child made a dinosaur park with real coprolites while another child made a shark bait ocean with a real shark tooth! Enjoy the photos below and soak up the magic of this event.





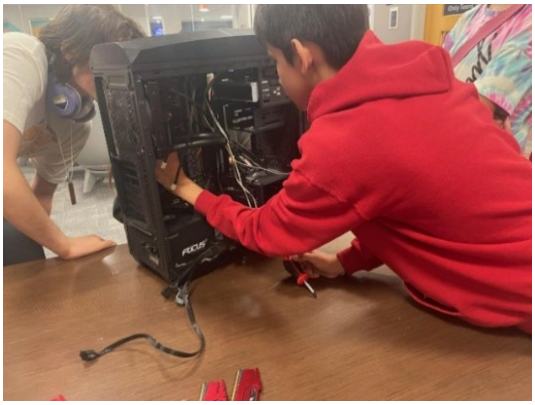






Teen Librarian

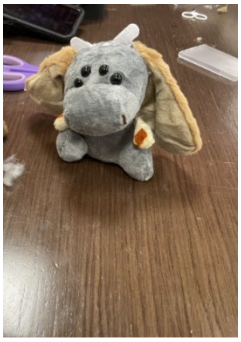
Our teens got to take things apart during the Let’s Make programs this month. At the beginning of the month, my old computer and some other dead electronics were thoroughly dismantled by the teens so they could see all the parts inside and how they fit together. I hope they also learned something about cable management from my less-than-stellar example.





Later in the month, they got into the Halloween spirit by taking apart some stuffed animals and sewing the pieces back together in bizarre combos to make Frankenstuffies.





Sewing was also featured in one of our Monday Challenges as they made costumes for Boomer Bear based on children's books like The Very Hungry Caterpillar.

The Teen Librarian tabled at the Topeka Public Schools College and Career Fair this month and talked with teens about the variety of work available to them in the library, whether it be librarianship, HR, finance, marketing, or technology.

Our passive activity in the Edge of sticker voting for horror character match-ups also proved popular, as we had nearly 1,400 pumpkin stickers used to interact with them. We will be cooking up more ideas for future passive activities like this.

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

New Staff Member

We have a new staff member on the Technical Services Team. Stanley Russo joined Tech Services in October as a processing assistant. His primary work is labeling books, assisting with shipments, repairing

and repackaging materials and helping out with special projects. Stanley graduated with honors from Washburn University earlier this year. He is very excited to work in a library. We're happy he's on the team!

Ordering Wrap-Up for FY2026

We're nearly at that time of year when we take a pause with ordering so the Finance team can close out the fiscal year. We will complete physical item ordering in early December and Overdrive/Libby orders by mid-December. It's been a good year with strong demand for collections (particularly digital) and some adjustments with our electronic resources. As I mentioned in the October packet, we've added back the EBSCO resources we were receiving via the State Library. We're working to add a couple of additional new resources and will be able to share about those soon. Serving library customers' information needs is always at the forefront of our decision-making process with our physical and electronic resources and we're looking forward to another great year.

Community Services

Patrick Berry, Community Services Supervisor

Community Services Supervisor Report

This month I am pleased to announce that a member of our department has received the library's "I Love My Job" award. Congrats, Jacee!



Community Services Outreach Librarian Report

Better Together: Taking Community Outreach Beyond Our Community

"Better Together" was the slogan for this year's Kansas Library Association (KLA) Conference, and I couldn't think of a more fitting theme as I had the opportunity to represent TSCPL alongside the Washburn Rural High School Librarian. Together, we presented a session on the partnership between our public library and public schools, sharing how the collaboration began, how it operates, and the resources and opportunities available to students and educators through our partnership.

As Community Outreach Librarian, much of my work centers on building relationships with educators and helping them recognize the public library as an extension of the resources and support already available within their schools. I spend much of my time having these conversations locally, connecting with school librarians and educators to show them how we can work together to better serve their students.

Having the opportunity to have those same conversations beyond our community and share them with a room full of librarians representing communities across Kansas was especially meaningful. It was a full-circle moment to see how the work I've been building locally has grown into something I could share on a statewide platform. What started as building connections one school and one educator at a time has grown into an opportunity to help other library professionals see the possibilities of these partnerships in their own communities.

I'm proud to have represented TSCPL in this capacity and grateful for the opportunity to showcase the work happening here. It's a reminder that community outreach doesn't stop at the boundaries of our own community; sometimes, the work we do locally can have a much wider reach.

Community Services Librarian Report

What a busy month October was for our Bookmobile and Materials Delivery Teams! Our Bookmobile team checked out over 4,200 items, an increase of over 400 items from September! Our Materials Delivery team checked out over 4,500 items through TSCPL@Home, over 1,000 items through TSCPL@Work, and over 500 through the book lockers, which are all records for the year so far!

Personally, I had the opportunity to take the library out to two community events in October. I attended the Gage Park Founders Fest with Bret from Public Services. We had fun speaking with 321 community members about the TSCPL@Home and Red Carpet services.



I also had the opportunity to attend the Security Benefit Health Fair with Deb from Public Services. We spoke to 126 Security Benefit staff members about all of the library services we offer and created new library cards for several. They were all excited to hear about how the library will deliver materials to their workplace through TSCPL@Work!

Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

Holds Room Move to Circulation Plaza

Last month marked an exciting first step in bringing our *Beyond the Building* initiative to life! With the help of Connie and Stanley from Tech Services, we successfully relocated more than 1,000 holds from the former holds pickup room to their new home in the Circulation Plaza, in our former business center. The move gives us additional space to accommodate our collection of holds while putting them in a much more convenient location for customers. We've already heard positive feedback from customers who appreciate having their holds closer to the front entrance, making it easier to pop in, grab their items, and be on their way.

The new location has been a welcome change for staff as well. With holds now just steps away from the Customer Service Desk, restocking can easily be worked into staff members' regular trips to the desk rather than requiring a separate trip. It's also made tracking down missing holds and troubleshooting pickup issues much more convenient. It's great to see an early change from the Beyond the Building initiative already making a noticeable difference for both our customers and staff!

Program Services

Autumn Friedli, Program Services Coordinator

Program Services is where the library meets the community. We do this in two ways: we host through our own curated public events, and we house by providing the professional spaces and resources the community needs to gather, collaborate, and grow.

Programming News

In case you missed it, Elmo visited the Library on October 10th! This was a massive event for TSCPL as around 1,300 guests showed up to watch the sneak peek, take pictures with Elmo, make an elephant stuffed animal, or just enjoy the atmosphere as it was electric with excitement! The lines were long, but they moved quickly and efficiently for people to get photos with Elmo, young and old. This was a partnership with KTWU and we are excited by the results.

A day after Elmo visited the Library, on October 11th, TSCPL hosted the St. Petersburg String Quartet for Music for a Sunday Afternoon. These Grammy-nominated performers put on an amazing show with fast hands and beautiful music. 110 guests joined us to listen to some mesmerizing and fun classical songs and watch legends play.

On October 24th, TSCPL's first Artist @ Work program was a glowing success with April Lemon from More than Lemons setting up her mobile glassblowing studio near Claire's Courtyard. As April showed her skills and talent, 124 guests stopped by and watched and learned more about the art of glassblowing, something many people have only seen on the internet.

TSCPL's annual Local Author Fair was held on October 29th, with 23 authors in attendance and 89 Library patrons visiting. Each author got to share their books with booth visitors and mingle with other local authors as well. This is an event that showcases what Topeka and Kansas have to offer by way of authors, and boy is it a lot with all different topics and genres covered!

Just Around the Corner

Have you been in the Topeka Room lately? "Asylum to Institution: 120 Years of the Topeka State Hospital" is a riveting exhibit exploring the local history of the Topeka State Hospital and some of those who passed through its doors. Don't wait on this, it will be visible through December and then gone like the Topeka State Hospital itself.

November is the annual Kansas Reads to Preschoolers and TSCPL is celebrating all week-long November 15th-21st with free copies of *Lightning Bug Jamboree* and a storytime on November 21st to showcase the book. Families can pick up a copy in the Kids Library while supplies last and take it home to add to their personal libraries!

Are you traveling for the holidays? If so, sign up for the Make a Mini Travel Game - Tic-Tac-Toe on November 24th from 6-7pm to create your own unique version of tic-tac-toe to play in the car, in the hotel, at grandma's house, or wherever else you are traveling. You are never too old for tic-tac-toe to pass the time!

TSCPL welcomes back many of the past performers for our annual Songs of the Season series and is excited to showcase some new talent as well. Songs of the Season are short concerts typically in the Rotunda for the month of December to add some holiday cheer to the atmosphere. Adult, teen and children's choirs and bands perform many holiday classics throughout December, perfect to help you get into the holiday spirit!

On December 2nd, come share your favorite holiday story at the Story Slam - Holiday Stories from 7-8p. Do you have a story that you tell every year around the holidays? Or do you have stories that happened around the holidays? Sign up on our website to share your 5-minute story with others or just show up to hear some wild and fun holiday-based stories,

Do you love bookmarks? Personalize and assemble bookmarks to give to your favorite readers or to keep for yourself at the Bookmark Bar class in the Learning Center on December 4th from 6-8p. These can make great gifts for the readers in your life, don't miss out, sign up today!

Ballet Midwest is back and taking over storytime on December 5th for the Ballet Midwest Nutcracker Storytime at 10am. You'll meet some of the characters/dancers in this year's Nutcracker. They will perform short dances, dance with the audience & read The Nutcracker!

For the final Music for a Sunday Afternoon show of the season, join the Shawnee Choral Society as they perform contemporary and classic choral arrangements of holiday favorites. This program will take place on December 13th from 3-5p. Come get in the festive spirit and maybe sing-along to a tune or two you might recognize.

Event Resources News

Space for our community

Our meeting spaces serve as a vital community hub, bringing together diverse local and regional groups under one roof. Notable bookings included:

- Omni Advocacy Services: provides client advocacy, and supportive consultations for individuals and families in need of local social services.

- Citizenship Classes: Hosted by Calvary Lutheran provides instructional preparation and study groups to help lawful permanent residents pass the U.S. Naturalization civics, reading, and writing exams.
- Ritchie Cemetery Preservation Planning: local historians coordinate historical preservation, maintenance, and public education efforts for Topeka's historic Ritchie Cemetery.

- Overeaters Anonymous: They host 12-step peer recovery support group meetings for individuals seeking support around compulsive eating and food behaviors.

- Disability Mentoring Day: Provide workforce development, career orientation, and mentoring opportunities for youth and job seekers with disabilities.

- Stroke connections support group: Facilitate peer-led support and resource sharing for stroke survivors, caregivers, and family members navigating recovery.

Library Out and About

We had a packed schedule of community events this October! Through hands-on outreach and strong local partnerships, the library took its programs, literacy efforts, and services beyond our doors and directly into the neighborhoods where our patrons live, work, and connect. In the month of October, the library had 1,968 of these connections in total at the following community events: CDDO Resource Fair, Health Fair at Security Benefit Group , Parents as Teachers Group Connection, Community and Chrome event, Welcome Baby Jubilee at Stormont Vail, Family Wellness Night at Ross Elementary, College and Career Fair at TCALC and The City of Topeka Trunk or Treat.

Communications & Marketing

Allyson Chard, Director of Communications and Marketing

In the Media Report, updated through November 11

October	November
4 - KSNT - Book of the Week	1 - The Topeka Capital-Journal – Most Borrowed Books
5 - Book Riot - SN Co GOP	3 - CJOnline – Most Borrowed Books
6 - KSNT- Elmo	5 - NPR – Breaking out Their Library Cards
11 - KSNT – Book of the Week	5 - KOSU – Breaking Out Their Library Cards
11 - WIBW - Music on a Sunday Afternoon	8 - KSNT – Book of the Week
14 - WIBW – Book Sale	10 - KDHE – Safety Fair
14 - WIBW -Friends Annual Event	11 - WIBW – Safety Fair
15 - KSNT – Book Sale	
16 - Yahoo – Book Sale	
18 - KSNT – Book of the Week	
20 - WIBW – Gallery Exhibit – Maps	
27 - WIBW – Local Author Fair	
27 - Washburn Review - What A Library Card Can Do for You	

Hernandez, Joe. "As budgets tighten, people are breaking out their library cards." NPR.com, 5 Nov. 2026, NPR.com and All Things Considered

Izzy Rivera reads at least one book every week, but buying them new isn't in her budget. As she saves up for law school, some expenses don't make the cut.

"Say I'm buying a few a month," she said, "it just isn't realistic."

That's why Rivera has recently been leaning more on local libraries near her home in Topeka, Kan., checking out both physical books and digital copies on the Libby app. (Some of her recent reads: Sour Cherry *by Natalia Theodoridou,* Spoilt Creatures *by Amy Twigg and* Plastic Inc. *by Beth Gardiner.) Rivera also went to her library's used book sale last month, where she picked up 15 books for about $20.*

Google Review Report, updated through November 11

October		November	
5 Stars ★★★★★	20	5 Stars ★★★★★	6
4 Stars ★★★★	1	4 Stars ★★★★	1
1 Star ★	1		

Did you know that you can rent out Laptops for Five hours on property, so that you can find a cozy place to surf the web? All you need is a Library card.

The staff is always friendly and willing to help. One of the nicest libraries I've been in. Has a lot of activities for the public.

This library is wonderful! Modern services, modern building, a cornerstone in the community!

Monthly Metrics from Marketing,
A Few October Standouts

98 hours – Number of hours the public watched videos about our preparation for Elmo from library social media channels.

104 – Number of custom creations by the Library Marketing and Communications Team. This includes 52 graphic design printed items, 46 digital designs (includes social media) and 6 written communications to support the Elmo visit and KTWU partnership.

2 – Number of our very own C&M team who learned the rules of Elmo conduct to be an official Elmo or Elmo "coach" for the visit. Very above and beyond.

162 – Number of picture-perfect children photographed on Halloween.

Michael Perkins wore his "Programmer Hat" and led an all-day program to provide professional photos and keepsakes of children in their Halloween costumes. Thank you, Michael, C&M team and volunteers, for making this day special for so many families.

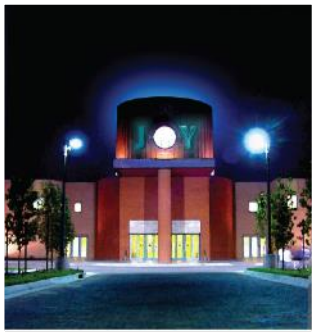


Looking Forward –

Marketing is Focused On



- Now – through December 8 - ***Holiday Décor***. Coordinating with teams across the organization and community groups to deck the halls with winter motif as this 'Tis the Season to be Reading' and we want to spread 'JOY' – pending weather for implementation.
- November 15 - 21 ***Kansas Reads to Preschoolers***
- November 17- C&M team is ***volunteering for TRM Residents*** by leading a communication class – Thank you Jayna and Ginger!
- November 17 - ***Business Expo*** – Plot Twist – The Library Does That! Marketing leads the library booth experience as the Greater Topeka Partnership brings back the Business Expo after a seven-year hiatus.
- November 24 through December 5– ***Install replacement perimeter signs***
- November 29 – ***Gallery Exhibit Ends***
- December 2 - ***Songs of the Season***. First performance of many, with a variety of performers through the month.
- December 3 – ***Historic Topeka Neighborhoods*** – History Program
- December 5 - ***Nutcracker Storytime*** – with Ballet Midwest
- December 8- The team will begin to shift into ***project work***. There are several large projects from Website to focusing on large 2027 Initiatives requiring the team's time and talents.
- December 9 – ***Low Income Energy Assistance Program and Resource Fair***
- December 11 – ***New Gallery Exhibit Opens***
- December 11 – ***Christmas Leg Lamp*** -Grown Up Fun Program
- December 12 – ***Asylum to Institution*** – History Program
- December 13 - ***Shawnee Choral Society Holiday Concert***







Resolution – Loaned Employee Agreement, Friends of the Library for FY 2027

BOARD OF TRUSTEES
November 19, 2026

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 2027 as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2027 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 ____ day of November 2026.

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, 2027, and ending December 31, 2027, 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, 2027, and each month thereafter until December 31, 2027, 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: John Conlee, 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.

_____
John Conlee, President

Resolution – Loaned Employee Agreement, The Library Foundation for FY 2027

BOARD OF TRUSTEES
November 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Foundation Loaned Employee Agreement for FY 2027 as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2027 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 ___day of November, 2026.

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, 2027 and ending on December 31, 2027 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

_____

Katie Koupal, Chair

Resolution – Circulation and Access Policy

BOARD OF TRUSTEES
November 19, 2026

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Circulation and Access Policy as presented.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Circulation and Access Policy



This policy governs eligibility for a library account that customers may use to borrow and enjoy library materials, services and equipment. By applying for a library account the customer agrees to abide by all Library policies and procedures.

Eligible Borrowers
Persons eligible for a library account include the following:

a. Residents of the Library district
b. Non-residents of the Library district who pay ad valorem property taxes within the district
c. Residents of the area included within the Northeast Kansas Library System (NEKLS)
d. Students and staff of any accredited educational institution within the Library district while they maintain student or staff status
e. State legislators and their immediate families
f. Active military stationed in Kansas

Individuals not included on the list above may be permitted an appropriate level of access determined by library administration.

Eligible account holders under age 18 must provide the name and address of a responsible adult when making application for a library account.

Use of Library Accounts To ensure the most equitable access to library resources, the library administration will establish guidelines to implement this Policy including but not limited to duration of borrowing periods, limiting the number of items a customer may borrow, duration of per session use of library computers~~,~~ use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

The in-person consent of a parent or guardian is required before customers under 17 years of age are allowed to borrow R-rated films.

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers
Customers are expected to responsibly manage their library accounts.

Customers are responsible for the care and return of all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items as determined by library administration.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

Approved: October 16, 2003
Revised: July 20, 2006
Revised: September 15, 2016
Revised: December 15, 2016
Revised and approved by the Board of Trustees, July 21, 2022
Reviewed and approved by the Board of Trustees DATE
Board of Trustees
Topeka and Shawnee County Public Library

Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library- First Reading

BOARD OF TRUSTEES
November 19, 2026

In recognition of their financial gifts and support of the Topeka and Shawnee County Public Library, The Library Foundation, Board of Trustees and the Chief Executive Officer Marie Pyko, recommend that:

1. Team Room #7 of the collaboration spaces be named the Phil Lange Team Room in memory of Phil Lange. In appreciation for gifts and pledges made in by Kathy Lange in the amount of $25,000 to be paid in 2026; and until such time as the Team Room is no longer used for this purpose.

Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation will appear on the agenda on the November 19, 2026 and December 17, 2026 Board of Trustees with action on the resolution taking place at the December 17th meeting.

The **Named Recognition Policy** is attached to this document.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY



Named Recognition Policy

Overview

The Topeka & Shawnee County Public Library (TSCPL) Board of Trustees shall approve the time, place and manner of naming its facilities, assets and programs.

Definitions

"Facilities" include buildings and their public interior spaces, and gardens and major exterior ground spaces owned or leased by TSCPL.

"Assets" include motor vehicles, collections, fixtures, sculptures, and other personal property suitable and appropriate for named recognition.

"Programs" include activities carried out on a perpetual or regular schedule including but not limited to lecture series, summer reading programs, musical performances, book discussion groups, etc.

"Donor(s)" are those individuals or entities who have made financial contributions to The Library Foundation for the benefit of TSCPL.

Eligibility for Named Recognition

Facilities, assets and programs may only be named for individuals and entities of good moral character and reputation in recognition of their outstanding service to TSCPL or financial contributions to the TSCPL.

Procedure for Named Recognition

The Trustees, upon the recommendation of the executive director and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets and programs, including the time, place and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change. In conjunction with the construction and renovation of TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

Effect of Recognition

The grant of named recognition by the Trustees pursuant to this policy confers no property rights or interest upon the donor, individual or entity so recognized, either in law or equity, actual or implied, real, or personal, whether past, present or future. Further, no contribution for the benefit of the TSCPL may be conditioned upon receipt of naming rights by the donor without the express written consent of the Trustees.

The Trustees reserve the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.

Nothing herein shall preclude or prevent the Trustees from modifying, changing, renovating or disposing of any TSCPL facility, asset, or program.

Applicable Law

This policy is subject to applicable Kansas and federal statutes and as they may be amended from time-to-time.

Approval

This policy as amended was approved by the Topeka and Shawnee County Public Library Board of Trustees meeting on November 20, 2008.

Approved by the Library Board of Trustees, November 20, 2008

Board of Trustees
Topeka and Shawnee County Public Library

12. Telecommuting

12.1 Policy & Procedure

Objective

Telecommuting plans allow employees to work at home for part of their workweek. All telecommuting plans will be based on a hybrid model where employees may work away from the library part of their work schedule but must work in the library at least one full workday per work week. Telecommuting may be appropriate for some employees and job functions but not others. Telecommuting is neither an entitlement nor an employment benefit. Telecommuting plans incorporate all library policies and procedures as if restated verbatim in the plans, but they do not change the terms and conditions of employment with the Library. Telecommuting plans do not create employment contracts.

There should be no expectation of an indefinite term for telecommuting plans. The library retains the right to modify or terminate telecommuting plans on a temporary or permanent basis for any reason at any time.

All telecommuting plans keep paramount the needs of the Library.

Procedures

Telecommuting plans can be informal, such as working from home for a short-term project, or a formal, set schedule of working away from the Library as described below. A signed telecommuting plan is required for all telecommuting arrangements, whether informal or formal.

Eligibility

The employee and supervisor, with the assistance of the human resources department, will evaluate the suitability of a telecommuting plan by reviewing the following topics:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee in comparison to traits customarily recognized as appropriate for successful telecommuting.
- Position & Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine whether they are appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location to perform the work.

If the employee and supervisor agree, and the human resources department concurs, a written telecommuting plan will be prepared and signed by the employee and necessary library officials.

Telecommuting Plan

The telecommuting plan will address the specific issues relating to the particular work to be performed, including but not limited to those discussed below.

12. Telecommuting

12.1 Policy & Procedure

Objective

Telecommuting plans allow employees to work at home for part of their workweek. All telecommuting plans will be based on a hybrid model where employees may work away from the library part of their work schedule but must work in the library at least ~~one~~three full workdays per work week. Telecommuting may be appropriate for some employees and job functions but not others. Telecommuting is neither an entitlement nor an employment benefit. Telecommuting plans incorporate all library policies and procedures as if restated verbatim in the plans, but they do not change the terms and conditions of employment with the Library. Telecommuting plans do not create employment contracts.

There should be no expectation of an indefinite term for telecommuting plans. The library retains the right to modify or terminate telecommuting plans on a temporary or permanent basis for any reason at any time.

All telecommuting plans keep paramount the needs of the Library.

If the employee and supervisor agree, and the human resources department concurs, a written telecommuting plan will be prepared and signed by the employee and necessary library officials.

7. Leave and Time Off

7.1 Vacation Leave

Vacation eligibility is computed on the basis of twelve months of continuous employment. Regular full-time and regular part-time employees are entitled to paid vacation time based upon their length of service.

All vacation leave must be requested and approved by the employee's supervisor or other administrator if the supervisor is not available for approval.

Vacation leave is earned in hundredths of an hour.

Non-exempt employees shall use vacation leave only in increments of a quarter of an hour.

Exempt employees shall use vacation leave only in half-day or full-day increments.

Years of Service	FT Hours Earned Per Year	Amount Earned Per Hour Paid
Less than 5 years	120 (15 days)	0.0577
5 years and less than 10 years	160 (20 days)	0.0770
10 years and over	200 (25 days)	0.0962

Accruals are prorated. Vacation leave will accrue and will be prorated for eligible employees based on the number of hours paid in a pay period (not to exceed 80 hours) according to the chart above.

Vacation leave earned during a pay period is available for use on the first day of the following pay period.

In order to maintain a required number of trained employees on duty, it is necessary to schedule staggered vacations. Every effort is made to grant vacation requests; however, the supervisor may deny requests based on the need to cover the work schedule adequately. It is important to submit vacation leave request forms at least two weeks prior to an employee's scheduled vacation.

It is against library policy for an employee to receive a cash payment in lieu of vacation time. Earned vacation time, in excess of a one-year accrual, must be taken before the end of the last pay period paid in the calendar year ending December 31 or it will be forfeited, unless the vacation was postponed at the request of and for the benefit of the Library.

7.1 Vacation Leave

Vacation eligibility is computed on the basis of twelve months of continuous employment. Regular full-time and regular part-time employees are entitled to paid vacation time based upon their length of service.

Full-time Employees

Years of Service	FT Hours Earned Per Year	Amount Earned Per Hour Paid
Less than 5 years	120 (15 days)	0.0577
5 years and less than 10 years	160 (20 days)	0.0770
10 years and over	200 (25 days)	0.0962

Part-time employees

Years of Service	FT Hours Earned Per Year	Amount Earned Per Hour Paid
Less than 5 years	60 (7.5 days)	0.0577
5 years and less than 10 years	80 (10 days)	0.0770
10 years and over	100 (12.5 days)	0.0962

It is against library policy for an employee to receive a cash payment in lieu of vacation time. Earned vacation time, in excess of a one-year accrual, must be taken before the end of the last pay period paid in the calendar year ending December 31 or it will be forfeited, unless the vacation was postponed at the request of and for the benefit of the Library.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED DATE 2026 BOARD OF TRUSTEES

Capital Assets/ Depreciation/Inventory Policy

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year.

The library has invested in a broad range of capital assets that are used in the library's operations, which include:

- Land and land improvements
- Buildings and building improvements
- Facilities and other improvements
- Construction in progress
- Personal property
    - Furniture & Equipment
    - Vehicles
    - Works of art and historical treasures
    - Library books and materials

Capitalization Thresholds

Class of Asset	Threshold	Track/Inventory*	Depreciation Method
Land	Capitalize only	NA	Inexhaustible assets Do not depreciate
Land Improvements	$100,000	NA	Straight-Line
Buildings	$100,000	NA	Straight-Line
Bldg Improvements	$100,000	NA	Straight-Line
Construction in progress	Capitalize only	NA	
Furniture & Equipment*	$10,000	$1,000	Straight-Line
Vehicles	$10,000	$1,000	Straight-Line
Works of art/ historical treasurers	Capitalize only	$1	Inexhaustible assets Do not depreciate
Library materials	Capitalize all with useful life > 1year	$1	Composite

*Furniture/equipment/vehicles with cost > $1,000 but < threshold will be inventoried and tracked but not depreciated.

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED DATE 2026 BOARD OF TRUSTEES

Recording Land

Land will be capitalized but not depreciated. It is recorded at historical cost and remains at that cost until disposal.

Recording Land Improvements

Land improvements include items such as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, retaining walls, fencing, outdoor lighting, and other non-building improvements intended to make the land ready for its intended purpose.

- Non-Exhaustible – Expenditures for improvements that do not require maintenance or replacement, expenditures to bring land into condition to commence erection of structures, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciable.
- Exhaustible – Other improvements that are part of a site, such as parking lots, landscaping and fencing. Site improvements will be depreciated if the improvement is exhaustible.

Recording Buildings

Buildings will be recorded at either their acquisition cost or construction cost.

Recording Building Improvements

Building improvements that extend the useful life will be capitalized. Examples of building improvements include roofing projects, major energy conservation projects, or remodeling and replacing major building components. Only those projects that meet the capitalization threshold will be included.

Recording Construction in Progress

Construction in progress will be capitalized and not depreciated.

Recording Furniture and Equipment

Assets such as furniture, machinery and equipment (that meet threshold levels) will be identified, inventoried, and if applicable depreciated.

Recording Vehicles

Vehicles will be identified, inventoried, and if applicable depreciated.

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED DATE 2026 BOARD OF TRUSTEES

Recording Works of Art and Historical Treasures

Works of art and historical treasures will be recorded at historical cost. Since these works are inexhaustible depreciation is not required.

- Examples of Works of Art and Historical Treasurers
  - Collection of rare books, manuscripts
  - Maps, documents and recordings
  - Works of art such as paintings, sculptures, and designs
  - Artifacts, memorabilia, exhibits
  - Unique or significant structures

Recording Library Materials

If library materials are considered to have a useful life of greater then one year, they are capital assets and will be depreciated.

Depreciation

Depreciation is the allocation of the total acquisition cost of a capital asset over its estimated useful life. The same depreciation method is not required for all capital assets.
Land, certain land improvements, construction-in-progress, inexhaustible works of art, historical treasures and similar assets are not depreciated. The straight-line and composite methods of depreciation, with an assumed salvage value of zero, will be used by Topeka & Shawnee County Public Library for exhaustible assets.

Estimated Useful Life

An asset must have an estimated useful life greater than one reporting period to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year or less will not be capitalized.

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED DATE 2026 BOARD OF TRUSTEES

Useful Life Table

Asset Type	Examples	Depreciable Life In Years
Art & Historical Treasurers		No depreciation
Audio-Visual Equipment		5
Buildings		40
HVAC Systems	heating, air conditioners	20
Roofing		20
Carpet Replacement		7
Electrical/Plumbing		30
Computer Hardware	monitors, CPU, printers	5
Custodial Equipment	floor scrubbers, vacuums	10
Furniture/Office Equipment	desks, tables, chairs	10
Grounds Equipment	mowers, tractors & attach	15
Kitchen Equipment	Appliances	12
Land		No depreciation
Library Materials	books, videos, cds, dvds	5
Motor Vehicles	Cars, vans, light trucks	5
Motor Vehicles	Bookmobiles, box vans	10
Radio, Communications	portable radios	10
Telephone Equipment		10

Asset Acquisition Cost

Capital assets will be recorded at their historical costs, which include the vendor's invoice (plus value of any trade-in), initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees.

Donated capital assets are valued at their estimated fair market value on the date of their donation.

The cost of all library materials exceeding the threshold will be recorded as one asset for inventory purposes. The net amount of library material additions and deletions each year will be added/subtracted to/from the original asset by assigning the net amount the same inventory number as the original asset.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED DATE 2026 BOARD OF TRUSTEES

Inventory Records

The Topeka and Shawnee County Public Library will maintain an accurate, complete, and up-to-date record of all capital assets. Each inventory record will include: description, year of acquisition, method of acquisition, i.e. purchase, donation, etc., funding source, cost or estimated cost, salvage value, and estimated useful life. The library will ensure completeness and accuracy of its inventory records through physical counts, review of purchase records, and other methods deemed necessary.

Approved: December 10, 2004

Board of Trustees
Topeka and Shawnee County Public Library
Reviewed and approved by Topeka and Shawnee County Public Library Board of Trustees DATE

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED Dec. 10, 2004 BOARD OF TRUSTEES

Capital Assets/ Depreciation/Inventory Policy

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year.

The library has invested in a broad range of capital assets that are used in the library's operations, which include:

- Land and land improvements
- Buildings and building improvements
- Facilities and other improvements
- Construction in progress
- Personal property
  - Furniture & Equipment
  - Vehicles
  - Works of art and historical treasures
  - Library books and materials

Capitalization Thresholds

Class of Asset	Threshold	Track/Inventory*	Depreciation Method
Land	Capitalize only	NA	Inexhaustible assets Do not depreciate
Land Improvements	$100,000 ~~$25,000~~	NA	Straight-Line
Buildings	$100,000 ~~$50,000~~	NA	Straight-Line
Bldg Improvements	$100,000 ~~$50,000~~	NA	Straight-Line
Construction in progress	Capitalize only	NA	
Furniture & Equipment*	$10,000 ~~$3,000~~	$1,000	Straight-Line
Vehicles	$10,000 ~~$5,000~~	$1,000	Straight-Line
Works of art/ historical treasurers	Capitalize only	$1	Inexhaustible assets Do not depreciate
Library materials	Capitalize all with useful life > 1year	$1	Composite

*Furniture/equipment/vehicles with cost > $1,000 but < threshold will be inventoried and tracked but not depreciated. ~~Single purchase of Furniture & Equipment > $50,000 will be inventoried, tracked and depreciated.~~

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED Dec. 10, 2004 BOARD OF TRUSTEES

Recording Land

Land will be capitalized but not depreciated. It is recorded at historical cost and remains at that cost until disposal.

Recording Land Improvements

Land improvements include items such as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, retaining walls, fencing, outdoor lighting, and other non-building improvements intended to make the land ready for its intended purpose.

- Non-Exhaustible – Expenditures for improvements that do not require maintenance or replacement, expenditures to bring land into condition to commence erection of structures, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciable.
- Exhaustible – Other improvements that are part of a site, such as parking lots, landscaping and fencing. Site improvements will be depreciated if the improvement is exhaustible.

Recording Buildings

Buildings will be recorded at either their acquisition cost or construction cost.

Recording Building Improvements

Building improvements that extend the useful life will be capitalized. Examples of building improvements include roofing projects, major energy conservation projects, or remodeling and replacing major building components. Only those projects that meet the capitalization threshold will be included.

Recording Construction in Progress

Construction in progress will be capitalized and not depreciated.

Recording Furniture and Equipment

Assets such as furniture, machinery and equipment (that meet threshold levels) will be identified, inventoried, and if applicable depreciated.

Recording Vehicles

Vehicles will be identified, inventoried, and if applicable depreciated.

Questions about this policy? We encourage your feedback in person,
by telephone at (785) 580-4400, or at tscpl.org/contact.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED Dec. 10, 2004 BOARD OF TRUSTEES

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  - Collection of rare books, manuscripts
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  - Unique or significant structures

Recording Library Materials

If library materials are considered to have a useful life of greater then one year, they are capital assets and will be depreciated.

Depreciation

Depreciation is the allocation of the total acquisition cost of a capital asset over its estimated useful life. The same depreciation method is not required for all capital assets.
Land, certain land improvements, construction-in-progress, inexhaustible works of art, historical treasures and similar assets are not depreciated. The straight-line and composite methods of depreciation, with an assumed salvage value of zero, will be used by Topeka & Shawnee County Public Library for exhaustible assets.

Estimated Useful Life

An asset must have an estimated useful life greater than one reporting period to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year or less will not be capitalized.

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED Dec. 10, 2004 BOARD OF TRUSTEES

Useful Life Table

Asset Type	Examples	Depreciable Life In Years
Art & Historical Treasurers		No depreciation
Audio-Visual Equipment		5
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HVAC Systems	heating, air conditioners	20
Roofing		20
Carpet Replacement		7
Electrical/Plumbing		30
Computer Hardware	monitors, CPU, printers	5
Custodial Equipment	floor scrubbers, vacuums	10
Furniture/Office Equipment	desks, tables, chairs	10
Grounds Equipment	mowers, tractors & attach	15
Kitchen Equipment	Appliances	12
Land		No depreciation
Library Materials	books, videos, cds, dvds	5
Motor Vehicles	Cars, vans, light trucks	5
Motor Vehicles	Bookmobiles, box vans	10
Radio, Communications	portable radios	10
Telephone Equipment		10

Asset Acquisition Cost

Capital assets will be recorded at their historical costs, which include the vendor's invoice (plus value of any trade-in), initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees.

Donated capital assets are valued at their estimated fair market value on the date of their donation.

The cost of all library materials exceeding the threshold will be recorded as one asset for inventory purposes. The net amount of library material additions and deletions each year will be added/subtracted to/from the original asset by assigning the net amount the same inventory number as the original asset.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

APPROVED Dec. 10, 2004 BOARD OF TRUSTEES

Inventory Records

The Topeka and Shawnee County Public Library will maintain an accurate, complete, and up-to-date record of all capital assets. Each inventory record will include: description, year of acquisition, method of acquisition, i.e. purchase, donation, etc., funding source, cost or estimated cost, salvage value, and estimated useful life. The library will ensure completeness and accuracy of its inventory records through physical counts, review of purchase records, and other methods deemed necessary.

Approved: December 10, 2004

Board of Trustees
Topeka and Shawnee County Public Library

Key Metrics and Statistics

Key Metrics

Net Promoter Score
87.0
End of LY: **86.8**
Difference: **0.2** ▲
% Change: **0.2%** ▲

Active Cardholders
61,920
End of LY: **59,574**
Difference: **2,346** ▲
% Change: **3.9%** ▲

Unique Borrowers YTD
40,096
Previous YTD: **38,021**
Difference: **2,075** ▲
% Change: **5.5%** ▲

Door Count YTD
418,728
Previous YTD: **391,396**
Difference YoY: **27,332** ▲
% Change YoY: **7.0%** ▲

First Time Checkouts YTD
513,892
Previous YTD: **529,602**
Difference YoY: **-15,710** ▼
% Change YoY: **-3.0%** ▼

Digital Checkouts YTD
678,245
Previous YTD: **630,677**
Difference YoY: **47,568** ▲
% Change YoY: **7.5%** ▲

Computers and WiFi

Computer Sessions YTD
79,106
Previous YTD: **74,650**
Difference YoY: **4,456** ▲
% Change YoY: **6.0%** ▲

Avg Session Time YTD
00:58:11
Previous YTD: **00:57:07**
Difference YoY: **00:01:04** ▲
% Change YoY: **1.9%** ▲

WiFi Sessions YTD
401,594
Previous YTD: **353,344**
Difference YoY: **48,250** ▲
% Change YoY: **13.7%** ▲

Avg Session Time YTD
00:14:10
Previous YTD: **00:13:28**
Difference YoY: **00:00:42** ▲
% Change YoY: **5.2%** ▲

Other Metrics

Program Attendance YTD
70,235
Previous YTD: **64,767**
Difference YoY: **5,468** ▲
% Change YoY: **8.4%** ▲

Mtg Room Attendance YTD
66,040
Previous YTD: **60,215**
Difference YoY: **5,825** ▲
% Change YoY: **9.7%** ▲

Reference Questions YTD
262,502
Previous YTD: **242,694**
Difference YoY: **19,808** ▲
% Change YoY: **8.2%** ▲

Date Last Updated: 11/12/2026

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

	2026												2026	2025	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	
Net Promoter Score (NPS)															
Monthly NPS	87.5	82.1	86.7	88.2	84.6	89.2	87.9	90.6	92.1	88.7			88.8	88.7	0.1%
Monthly # of Responses	41	28	30	35	65	167	132	96	76	53			723	769	-6.0%
Current NPS	86.8	86.8	86.8	86.8	86.8	86.8	86.9	86.9	87.0	87.0			87.0	86.8	0.2%
GATE COUNT	**38,790**	**39,761**	**43,914**	**40,205**	**38,831**	**45,673**	**47,376**	**42,866**	**38,753**	**42,559**			**418,728**	**391,396**	**7.0%**
CIRCULATION*															
Main Library															
Circulation Desk & Renewals	32,844	32,735	37,382	37,409	35,984	40,959	39,257	37,557	35,357	34,106			363,590	348,463	4.3%
Interlibrary Loan	1,272	1,134	1,281	1,220	1,197	1,237	1,269	1,251	1,245	1,119			12,225	13,438	-9.0%
Self-Check	37,662	32,437	35,367	32,354	35,865	40,063	44,278	39,739	36,636	34,569			368,970	407,986	-9.6%
Bookmobile	3,535	3,175	3,928	3,884	3,546	4,506	4,962	4,315	3,814	4,256			39,921	39,751	0.4%
TSCPL@Home	4,035	3,609	4,110	3,866	3,692	3,823	3,795	3,747	3,672	4,536			38,885	37,035	5.0%
Red Carpet	5,296	4,258	4,771	4,830	4,633	4,711	4,721	4,314	4,146	4,177			45,857	46,560	-1.5%
Digital Downloads	70,417	60,587	66,351	65,222	67,572	68,603	71,077	70,224	69,200	68,992			678,245	630,677	7.5%
Library @ Work / Smartlocker	1,279	1,275	1,355	1,153	1,117	1,235	1,179	1,241	1,470	1,526			12,830	13,924	-7.9%
TOTAL CIRCULATION	**156,340**	**139,210**	**154,545**	**149,938**	**153,606**	**165,137**	**170,538**	**162,388**	**155,540**	**153,281**	**-**	**-**	**1,560,523**	**1,537,834**	**1.5%**
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	**51,891**	**46,104**	**51,327**	**48,442**	**51,273**	**58,221**	**57,720**	**52,428**	**49,217**	**47,269**			**513,892**	**529,602**	**-3.0%**
CIRCULATION DETAILS															
Print Material	56,402	51,977	58,517	56,463	57,741	67,358	68,192	61,424	56,594	54,045			588,713	602,811	-2.3%
Audio/Visual Material	23,947	21,599	23,517	22,458	22,580	23,270	25,134	24,743	23,236	22,601			233,085	245,325	-5.0%
Adult Materials	47,504	42,697	47,078	44,505	45,439	47,464	49,278	48,595	45,522	44,235			462,317	482,252	-4.1%
Children's Materials	24,715	23,580	26,818	26,480	27,042	34,760	35,556	29,596	26,773	24,818			280,138	281,865	-0.6%
Young Adult Materials	2,377	2,049	2,558	2,591	2,622	3,120	2,892	2,532	2,193	2,356			25,290	25,552	-1.0%
Red Carpet Materials	5,603	5,140	5,470	5,245	5,114	5,192	5,516	5,355	5,183	5,057			52,875	57,771	-8.5%
NEW Patrons															
Topeka / Shawnee County															
Adults	785	622	688	599	831	862	816	815	767	689			7,474	6,865	8.9%
Children (ages 17 and under)	109	151	139	109	162	292	223	149	125	94			1,553	1,634	-5.0%
Red Carpet Outreach	8	9	7	35	15	11	12	3	13	6			119	81	46.9%
NEKL	40	36	48	42	46	64	56	43	61	57			493	498	-1.0%
Non-Resident	2	1	3	0	0	0	2	1	1	2			12	7	71.4%
Total New Registrations	**944**	**819**	**885**	**785**	**1,054**	**1,229**	**1,109**	**1,011**	**967**	**848**	**-**	**-**	**9,651**	**9,085**	**6.2%**
PATRONS DELETED	**162**	**147**	**233**	**142**	**1,059**	**122**	**1,186**	**131**	**113**	**113**			**3,408**	**4,297**	**-20.7%**
Cardholders															
Topeka / Shawnee County															
Adults	72,482	72,888	73,394	73,406	74,180	74,841	75,223	75,275	76,026	76,263			76,263	71,892	6.1%
Children (age 0 - 17)	15,032	15,059	15,033	14,929	14,927	15,070	15,036	14,855	14,777	14,572			14,572	15,092	-3.4%
TSCPL @ School	22,866	22,998	23,025	23,025	23,090	23,078	23,076	23,075	27,039	27,156			27,156	22,519	20.6%
Red Carpet Outreach	1,144	1,157	1,159	1,201	1,225	1,234	1,242	1,226	1,233	1,235			1,235	1,141	8.2%
NEKL	11,027	11,115	11,189	11,307	11,308	11,446	11,532	11,597	11,628	11,744			11,744	11,034	6.4%
Non-Resident	56	56	53	51	48	49	53	53	51	51			51	55	-7.3%
Delinquent	59	39	35	32	28	27	26	24	24	22			22	61	-63.9%
TOTAL CARDHOLDERS	**122,666**	**123,312**	**123,888**	**123,951**	**124,806**	**125,745**	**126,188**	**126,105**	**130,778**	**131,043**	**-**	**-**	**131,043**	**121,794**	**7.6%**
Active Cardholders (Savannah)															

Non-Student Cardholders	53,583	53,858	53,889	54,171	54,975	55,200	55,308	55,499	55,941	55,848			55,848	53,141	5.1%
Student Cardholders	6,518	6,530	6,511	6,434	6,310	6,290	6,241	5,070	6,373	6,072			6,072	6,433	-5.6%
TOTAL ACTIVE CARDHOLDERS	**60,101**	**60,388**	**60,400**	**60,605**	**61,285**	**61,490**	**61,549**	**60,569**	**62,314**	**61,920**			**61,920**	**59,574**	**3.9%**
Non-Student Cardholders (SNCO)							43,432	43,332	43,507	43,176					
Unique Borrowers															
Physical	6,831	6,673	6,630	6,538	6,991	7,472	7,783	6,891	6,583	6,607			21,985	23,292	-5.6%
Digital	13,050	12,715	12,631	12,697	13,117	12,750	13,560	13,773	13,238	14,357			24,950	24,091	3.6%
Both	1,608	1,492	1,495	1,388	1,522	1,599	1,712	1,561	1,400	1,476			6,839	7,337	-6.8%
TOTAL UNIQUE BORROWERS	**18,273**	**17,896**	**17,766**	**17,847**	**18,586**	**18,623**	**19,631**	**19,103**	**18,421**	**19,488**	**-**	**-**	**40,096**	**40,046**	**0.1%**
Holds Satisfied	**14,085**	**12,041**	**13,240**	**11,979**	**11,678**	**13,330**	**13,826**	**13,305**	**13,565**	**12,786**			**129,835**	**132,364**	**-1.9%**
TOTAL CHECK-IN	**49,421**	**46,832**	**51,048**	**50,091**	**49,187**	**55,117**	**58,956**	**54,780**	**49,849**	**49,432**			**514,713**	**530,950**	**-3.1%**
COLLECTION															
Materials Added	2,961	2,578	2,448	2,692	2,166	1,817	3,056	2,383	2,681	2,153			24,935	29,738	-16.2%
Materials Discarded	3,114	2,209	16,146	2,111	3,213	3,889	2,781	2,693	3,198	4,795			44,149	30,584	44.4%
TOTAL COLLECTION	**337,212**	**337,581**	**323,883**	**324,464**	**323,417**	**321,345**	**321,620**	**321,310**	**320,793**	**318,151**			**318,151**	**332,377**	**-4.3%**
WEBSITE															
tscpl.org Unique Visitors	54,635	35,210	37,444	61,968	32,017	38,169	30,035	26,238	32,949	29,341			378,006	264,388	43.0%
tscpl.org Total Visits	77,725	54,054	58,544	82,499	52,144	62,746	52,040	47,860	52,265	46,996			586,873	456,698	28.5%
catalog.tscpl Unique Visitors	43,245	59,173	51,696	70,544	30,713	30,301	23,785	36,773	31,165	26,659			404,054	232,748	73.6%
catalog.tscpl Total Visits	77,445	91,490	85,161	106,504	61,972	64,048	59,746	72,354	63,702	58,374			740,796	570,252	29.9%
COMPUTER USE															
Public Computer Sessions	6,831	7,290	8,185	7,617	7,798	8,759	9,101	8,371	7,534	7,620			79,106	74,650	6.0%
Avg Public Computer Session Length (Minutes)	0:56:08	0:57:09	0:58:44	1:00:11	0:59:00	0:56:41	1:00:31	0:58:08	0:56:47	0:57:53			0:58:11	0:57:07	1.9%
Total Computer Hours	6,391	6,944	8,013	7,641	7,674	8,276	9,181	8,113	7,131	7,353			76,717	71,067	8.0%
Wireless Sessions	31,077	37,053	40,006	38,626	39,342	41,220	50,977	44,932	38,660	39,701			401,594	353,344	13.7%
Avg Wireless Session Length (Minutes)	0:15:00	0:13:00	0:13:00	0:15:00	0:13:00	0:13:00	0:12:00	0:14:00	0:15:00	0:14:00			0:14:10	0:13:28	5.2%
Total Wireless Hours	7,929	8,635	9,315	9,752	8,854	9,603	10,898	10,623	9,901	9,281			94,791	79,262	19.6%
TOTAL HOURS	**14,320**	**15,579**	**17,328**	**17,393**	**16,528**	**17,879**	**20,079**	**18,736**	**17,032**	**16,634**	**-**	**-**	**171,508**	**150,329**	**14.1%**
NOTARY SERVICE (Documents)	**127**	**150**	**126**	**170**	**109**	**227**	**244**	**229**	**275**	**111**			**1,768**	**1,967**	**-10.1%**
REFERENCE QUESTIONS															
Call Center													-	19,993	-100.0%
Gallery	353	294	349	438	208	851	678	427	354	411			4,363	3,318	31.5%
L2TC	7,753	9,693	9,941	11,042	11,219	10,831	11,110	12,555	10,585	9297			104,026	91,539	13.6%
Movies and Music	1,431	1,746	1,786	1,611	1,605	1,852	1,782	1,589	1,606	1,668			16,676	17,194	-3.0%
New Books (was New and Novel)	2,179	2,142	2,420	2,152	2,186	2,276	2,298	2,482	2,403	2,487			23,025	22,512	2.3%
Topeka Room	1,299	1,135	1,365	1,203	1,519	1,877	1,633	1,901	1,393	2,301			15,626	8,325	87.7%
Telephone Reference	518	550	634	745	721	599	655	703	684	860			6,669	1,920	247.3%
LibAnswers	391	370	419	378	352	462	445	469	436	381			4,103	4,071	0.8%
Red Carpet							1,887	1,988	1,816	2,047			7,738	-	N/A
Circulation Call Center	1,959	1,839	2,136	2,128	2,098	1,960	2,106	2,026	1,770	1,862			19,884	13,003	52.9%
Youth Services	4,939	4,836	6,130	4,659	6,298	9,157	8,812	6,340	4,519	4,702			60,392	60,819	-0.7%
TOTAL REFERENCE QUESTIONS	**20,822**	**22,605**	**25,180**	**24,356**	**26,206**	**29,865**	**31,406**	**30,480**	**25,566**	**26,016**	**0**	**0**	**262,502**	**242,694**	**8.2%**
MEETING ROOMS															
Meeting Room Bookings	484	519	576	561	467	535	544	479	556	403			5,124	4,874	5.1%
Team Room Bookings	802	887	1,026	970	920	1,023	1,053	987	1,057	1,026			9,751	8,996	8.4%
L2TC Bookings	691	814	874	846	886	935	985	874	909	917			8,731	7,893	10.6%
Total Meeting Room Hours Booked	4,524	5,171	5,687	5,507	5,414	6,031	6,211	5,690	5,741	5,834			55,810	50,698	10.1%
TOTAL MEETING ROOM ATTENDANCE	**6,743**	**5,951**	**6,743**	**7,976**	**6,388**	**5,789**	**6,562**	**6,216**	**5,955**	**7,717**			**66,040**	**60,215**	**9.7%**

LEARN & PLAY BUS VISITS	**67**	**61**	**118**	**82**	**83**	**109**	**170**	**150**	**111**	**115**			**1,066**	**1,106**	**-3.6%**
PROGRAM ATTENDANCE															
Adult - General	1,661	1,238	933	1,910	854	1,232	2,650	2,552	1,825	4,046			18,901	13,587	39.1%
Adult Outreach	81	256	223	222	156	135	183	158	172	278			1,864	653	185.5%
Early Learners (0-5)	689	1,090	858	1,233	274	1,770	1,476	25	1,296	1,067			9,778	8,560	14.2%
Early Learner Outreach	2,316	2,272	2,182	2,041	409	872	669	172	2,476	2,395			15,804	14,766	7.0%
Kids (6-11)	264	273	2,276	262	1,262	4,438	3,603	35	260	187			12,860	14,943	-13.9%
Kids Outreach	2,016	1,416	970	2,155	639	152	151	0	611	852			8,962	10,182	-12.0%
Teens (12-18)	164	246	287	286	132	168	181	85	248	269			2,066	2,076	-0.5%
Teen Outreach	0	0	0	0	0	0	0	0	0	0			0	0	N/A
TOTAL	**7,191**	**6,791**	**7,729**	**8,109**	**3,726**	**8,767**	**8,913**	**3,027**	**6,888**	**9,094**	**-**	**-**	**70,235**	**64,767**	**8.4%**
Tours & Community Events	194	538	254	1,696	334	1,291	796	1,017	2,649	2,215			10,984	0	N/A
TOTAL PROGRAM ATTENDANCE	**7,385**	**7,329**	**7,983**	**9,805**	**4,060**	**10,058**	**9,709**	**4,044**	**9,537**	**11,309**	**-**	**-**	**81,219**	**0**	**N/A**
GALLERY ATTENDANCE	**3,509**	**2,008**	**4,291**	**2,350**	**2,856**	**11,925**	**9,089**	**3,551**	**2,171**	**2,140**			**43,890**	**34,316**	**27.9%**
DOLLY PARTON ENROLLMENT	**5,569**	**5,507**	**5,485**	**5,492**	**5,425**	**5,355**	**5,356**	**5,406**	**5,413**	**5,441**			**5,441**	**5,653**	**-3.8%**

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,644	11,183	12,463	12,036	12,406	13,481	13,637	13,127	12,653	12,345			125,975	128,785	-2.2%
Adult Nonfiction	13,065	11,672	13,039	12,135	12,516	12,997	13,306	13,158	11,994	11,548			125,430	132,138	-5.1%
Juvenile Fiction	17,926	16,687	18,853	19,031	19,654	25,620	25,778	21,094	18,927	17,454			201,024	202,434	-0.7%
Juvenile Nonfiction	4,197	4,506	5,159	4,762	4,676	6,046	6,267	5,302	4,900	4,540			50,355	47,910	5.1%
Magazines	593	743	982	671	756	907	798	856	744	745			7,795	8,440	-7.6%
RC Print Materials	5,487	5,051	5,360	5,106	5,013	5,061	5,368	5,252	5,103	4,958			51,759	56,674	-8.7%
RC Realia	116	89	110	139	101	131	148	103	80	99			1,116	1,097	1.7%
YA Print Materials	2,374	2,046	2,551	2,583	2,619	3,115	2,890	2,532	2,193	2,356			25,259	25,472	-0.8%
PRINT CIRCULATION	**56,402**	**51,977**	**58,517**	**56,463**	**57,741**	**67,358**	**68,192**	**61,424**	**56,594**	**54,045**	**-**	**-**	**588,713**	**602,950**	**-2.4%**
Audio / Visual Material															
MiFi Hotspots	150	110	110	100	104	92	84	89	159	180			1,178	903	30.5%
Adult Audiobooks	999	974	942	978	950	964	873	834	775	868			9,157	11,221	-18.4%
Adult Music	1,921	2,083	2,137	1,864	1,922	2,046	2,293	2,065	1,972	1,855			20,158	19,919	1.2%
Adult Videos / DVDs	18,282	16,042	17,515	16,821	16,889	17,069	18,371	18,555	17,384	16,874			173,802	181,744	-4.4%
Juvenile Audiobooks	214	244	296	282	309	279	286	262	254	250			2,676	2,118	26.3%
Juvenile Music	36	36	62	57	64	78	86	78	72	79			648	761	-14.8%
Juvenile Videos / DVDs	2,342	2,107	2,448	2,348	2,339	2,737	3,139	2,860	2,620	2,495			25,435	28,500	-10.8%
YA A/V	3	3	7	8	3	5	2	0	0				31	80	-61.3%
A/V CIRCULATION	**23,947**	**21,599**	**23,517**	**22,458**	**22,580**	**23,270**	**25,134**	**24,743**	**23,236**	**22,601**	**-**	**-**	**231,907**	**244,343**	**-5.1%**
Adult Material															
Adult Fiction	12,644	11,183	12,463	12,036	12,406	13,481	13,637	13,127	12,653	12,345	-	-	125,975	128,785	-2.2%
Magazines	593	743	982	671	756	907	798	856	744	745	-	-	7,795	8,440	-7.6%
Adult Audiobooks	999	974	942	978	950	964	873	834	775	868	-	-	9,157	11,221	-18.4%
Adult Music	1,921	2,083	2,137	1,864	1,922	2,046	2,293	2,065	1,972	1,855	-	-	20,158	19,919	1.2%
Adult Videos / DVDs	18,282	16,042	17,515	16,821	16,889	17,069	18,371	18,555	17,384	16,874	-	-	173,802	181,744	-4.4%
ADULT CIRCULATION	**47,504**	**42,697**	**47,078**	**44,505**	**45,439**	**47,464**	**49,278**	**48,595**	**45,522**	**44,235**	**-**	**-**	**462,317**	**482,247**	**-4.1%**
Juvenile Material															
Juvenile Fiction	17,926	16,687	18,853	19,031	19,654	25,620	25,778	21,094	18,927	17,454	-	-	201,024	202,434	-0.7%
Juvenile Nonfiction	4,197	4,506	5,159	4,762	4,676	6,046	6,267	5,302	4,900	4,540	-	-	50,355	47,910	5.1%
Juvenile Audiobooks	214	244	296	282	309	279	286	262	254	250	-	-	2,676	2,118	26.3%
Juvenile Music	36	36	62	57	64	78	86	78	72	79	-	-	648	761	-14.8%
Juvenile Videos / DVDs	2,342	2,107	2,448	2,348	2,339	2,737	3,139	2,860	2,620	2,495	-	-	25,435	28,500	-10.8%
JUVENILE CIRCULATION	**24,715**	**23,580**	**26,818**	**26,480**	**27,042**	**34,760**	**35,556**	**29,596**	**26,773**	**24,818**	**-**	**-**	**280,138**	**281,723**	**-0.6%**
Red Carpet Material															
RC Print Materials	5,487	5,051	5,360	5,106	5,013	5,061	5,368	5,252	5,103	4,958	-	-	51,759	56,674	-8.7%
RC Realia	116	89	110	139	101	131	148	103	80	99	-	-	1,116	1,097	1.7%
RED CARPET CIRCULATION	**5,603**	**5,140**	**5,470**	**5,245**	**5,114**	**5,192**	**5,516**	**5,355**	**5,183**	**5,057**	**-**	**-**	**52,875**	**57,771**	**-8.5%**
Young Adult Material															
YA Print Materials	2,374	2,046	2,551	2,583	2,619	3,115	2,890	2,532	2,193	2,356	-	-	25,259	25,472	-0.8%
YA A/V	3	3	7	8	3	5	2	-	-	-	-	-	31	80	-61.3%
YOUNG ADULT CIRCULATION	**2,377**	**2,049**	**2,558**	**2,591**	**2,622**	**3,120**	**2,892**	**2,532**	**2,193**	**2,356**	**-**	**-**	**25,290**	**25,552**	**-1.0%**
Overdrive	51,323	45,399	50,255	48,456	50,308	51,653	53,047	52,438	51,711	51,091			505,681	471,380	7.3%
Hoopla	17,884	13,907	14,521	15,494	16,008	15,716	16,754	16,199	16,179	16,750			159,412	146,222	9.0%
Flipster	409	430	440	297	194	148	177	178	135	136			2,544	4,776	-46.7%
Kanopy	801	851	1,135	975	1,062	1,086	1,099	1,409	1,175	1,015			10,608	8,299	27.8%
DIGITAL DOWNLOADS	**70,417**	**60,587**	**66,351**	**65,222**	**67,572**	**68,603**	**71,077**	**70,224**	**69,200**	**68,992**	**-**	**-**	**678,245**	**630,677**	**7.5%**
Adult ebook Fiction	20,710	15,342	18,392	17,458	18,920	18,912	20,013	19,725	19,089	19,761			188,322	183,945	2.4%
Adult ebook Nonfiction	3,742	2,326	3,285	3,052	3,285	3,066	3,101	3,079	3,045	3,103			31,084	34,896	-10.9%
Adult digital audiobooks	34,552	18,469	30,448	30,374	31,394	31,616	32,707	32,837	32,051	34,234			308,682	277,186	11.4%
Juvenile ebook Fiction	1,670	1,199	1,607	1,532	1,874	1,823	1,685	1,795	1,667	1,614			16,466	18,412	-10.6%
Juvenile ebook Nonfiction	301	153	262	216	258	232	224	227	237	245			2,355	2,679	-12.1%
Juvenile digital audiobooks	2,481	1,362	2,424	2,312	2,362	2,457	2,629	2,440	2,559	2,453			23,479	23,599	-0.5%
Young Adult ebook Fiction	1,332	1,166	1,265	1,202	1,297	1,310	1,418	1,417	1,341	1,384			13,132	16,340	-19.6%
Young Adult ebook Nonfiction	28	27	21	18	26	20	15	18	22	25			220	222	-0.9%

Young Adult digital audiobooks	2,122	1,867	2,014	1,996	1,972	1,932	2,007	2,089	1,896	2,032			19,927	20,771	-4.1%
DIGITAL CIRCULATION DETAILS	**66,938**	**41,911**	**59,718**	**58,160**	**61,388**	**61,368**	**63,799**	**63,627**	**61,907**	**64,851**	**-**	**-**	**603,667**	**578,050**	**4.4%**