



TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Board of Trustees Meeting

January 16, 2025





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan 2024 - 2029

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

CONNECTION

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

SPACE

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

LEARNING

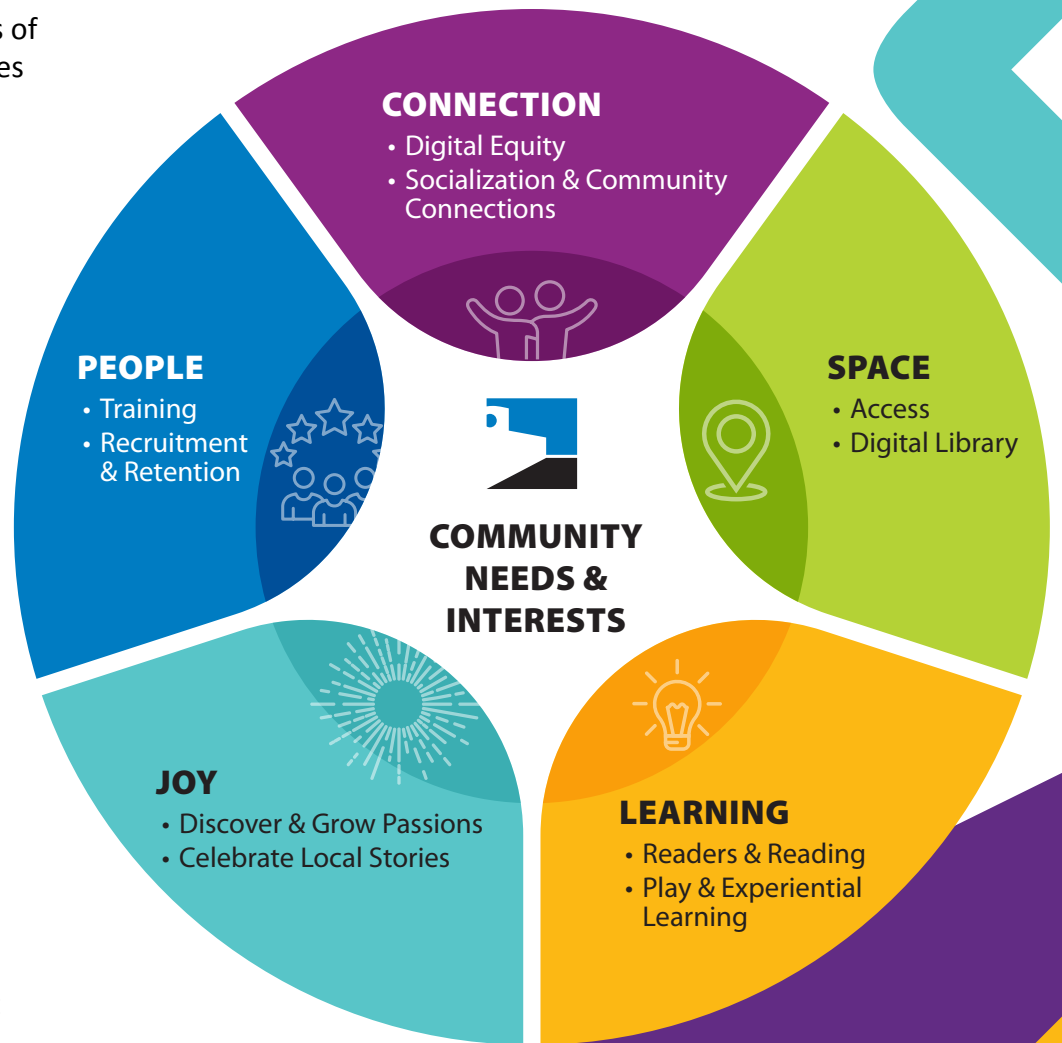
The library is committed to offering equitable learning and development opportunities to meet the goals and needs of diverse learners.

JOY

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

PEOPLE

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



Values Excellence
Curiosity
Literacy
Freedom
Teamwork
Accountability



January 16, 2025 – 4:00 pm
Menninger Room and Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

Call to Order

Public Comment

Trustee Advocacy Stories

**Approval of December 19, 2024, Meeting Minutes of the Board of Trustees
– Action Item pg. 5**

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

Financial Reports

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

The Library Foundation – Haley DaVee, Board Chair

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

Board Chair Report – Shawn Leisinger

- Meeting Minutes Board of Trustees Executive Committee –**pg. 29**

Chief Executive Officer Report – Marie Pyko pg. 31

Chief of Staff Report – Thad Hartman pg. 35

New Business

- **Facilities Master Plan 2025-2035-** discussion **pg. 53**

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

February 20, 2025

4:00 pm

Menninger Room and Zoom meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 19, 2024, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Vice Chair Peg Dunlap.

Public Comment

There was one person signed in for public comment. Ethel Edwards spoke and then the public comment session was closed.

Trustee Advocacy Stories

Secretary Joan Hicks shared that her company had an all staff meeting at the library this month. She said that her coworkers had a good time and were surprised to see Hicks on the wall as a trustee. She said that people from all over the state had the chance to see the library.

Approval of Minutes

On a motion by Jim Edwards, seconded by Liz Post, the November 21, 2024, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

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

Financial Reports

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

On a motion by Hannah Uhrig and seconded by Jim Ramos, the Treasurer's Financial Report for November 2024 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that their board approved the slate of officers. They are welcoming four new members to their board.

DaVee shared that the employee giving campaign for 2025 has ended and resulted with 53 employees giving with \$14,000 in donations, a \$2,000 increase from 2024 and a huge increase from a few years prior.

The Foundation is planning their next donor cultivation event titled Books, Brunch, and Behind the Scenes. This event will be held on Sunday, February 2, 2025.

DaVee presented a check from the Foundation to Topeka and Shawnee County Public Library Board Vice Chair Peg Dunlap for \$126,000 as their annual distribution to the library.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared that the Friends next book sale will be Friday, January 17, 2025 through Sunday, January 19, 2025. As in the past, Friday night will be for members only with Sunday being bag day.

Nelson presented the Friends annual distribution to the Topeka and Shawnee County Public Library Board Vice Chair Peg Dunlap of \$85,000.

Board Chair Reports

Chair Shawn Leisinger reported the Executive Committee met via Zoom on December 9, 2024.

CEO Performance Process

Chair Shawn Leisinger spoke about the CEO Performance Process he has been working on alongside Chief Executive Officer Marie Pyko, library counsel, and the trustees. He explained the next steps and Pyko will share her goals with the board in January.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko reported that the 2025-2030 Facilities Master Plan and Deferred Maintenance Plan is provided for each trustee. This will be discussed in January.

Pyko shared that she is starting to schedule meetings for the Outreach Services Study. She has reached out to a potential consultant and facilitator to see if this is something within their scope of expertise and if they have the availability. There will be regular updates provided to the board.

Communications and Marketing Director Diana Friend wrote in her report about the holiday decorations in the library and the volunteers who helped set them up. Pyko encouraged the Trustees to go look at the new gallery exhibit titled Immersed. It's an exhibit unlike any other the gallery team has put together. It utilizes augmented reality and virtual reality to bring items in the library's permanent collection to life. Over 600 people came to the exhibit in its first week.

Chief of Staff Report

Chief of Staff Thad Hartman shared that the Kids Library Furniture bid is before the trustees this meeting. The team was able to get the furniture bids sooner than originally anticipated and should then also get the furniture sooner than originally thought. They received three bids and there were no surprises with prices. The construction in the Kids Library is going well and progressing on time.

New Business

Thank You to the Library Foundation

On a motion by Liz Post, seconded by Jim Ramos, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Thank You to the Friends of the Library

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

Motion passed unanimously

Audit Committee Appointments

On a motion by Beth Dobler, seconded by Peg Dunlap, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Bid for Kids Library Furniture

On a motion by Joan Hicks, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Scott Rice Office Works, Lenexa, KS for \$210,583.82 as written.

Motion passed unanimously

Memorandum of Understanding between Shawnee County Parks & Recreation and the Library

On a motion by Mark Zillinger, seconded by Jim Edwards, the Board of Trustees, Topeka and Shawnee County Public Library, approves the Memorandum of Understanding as written.

Motion passed unanimously

Adjournment

On a motion by Peg Dunlap, seconded by Liz Post, the meeting was adjourned at 4:36 pm.

Next Meeting

January 16, 2025

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

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

Meeting ID: 889 7860 7818

Passcode: 168998

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Chief Financial Officer's Report
January 2025
Kim Strube

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

Checks were written on 12/27/2024 so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2024; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process allows for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions may be on the February Board agenda if acceptable bids are received.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The Friends of the Library's generous contribution of \$85,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 16th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 102% of the budgeted revenue has been received and 91% of the approved budget has been expended/encumbered. This compares to 2023 in which 101% of the budgeted revenue had been received and 94% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$849,342, about 9% of budgeted. For regular staff salaries, 2024 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted.

The shrinkage rate was set at 1.85% in 2024.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2024’s estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Contracted – Digital Services - exceeded the budgeted amount primarily due to the misclassification of Digital Services Support items, such as hardware, to the Contracted - Digital Services budget line item. The net of the two line items resulted in savings of \$9,944; (2) Contracted – Equipment – an increase in renewal lease rates for several copiers, as well as overage charges, increased this budget line item; (3) Payments to Other Libraries – actual requests were higher than budgeted; and (4) Utilities – Water/Sewage – water and wastewater rates increased significantly in 2024.

The 2024 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

Description	2024 Budget	2024 Actual	Difference
Revenues	\$15,868,727	\$16,209,001	\$340,274 over-budget
Expenditures	\$17,198,897	\$15,595,668	\$1,603,229 under-budget
Annual Revenues (-) Expenditures		\$613,333 annual revenues more than expenditures	
Description	2023 Actual	2024 Actual	Difference
Unencumbered Ending Cash Balance	\$4,443,516	\$5,222,952	\$779,436

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash.

TSCPL was able to accomplish many initiatives in 2024 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include: (1) Kids Library renovation in progress (completion expected in 2025); (2) replacement of Automated Materials Handling (AMH) System in progress (completion expected in 2025); (3) completion of renovation of staff spaces; (4) reset bricks in Claire’s Courtyard Amphitheater (completion expected in 2025).

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 101% of the budgeted revenue has been received and 74% of the approved budget has been expended/encumbered. This compares to 2023 in which 101% of the budgeted revenue had been received and 79% of the approved budget had been expended/encumbered.

Employee Benefit Fund

Description	2024 Budget	2024 Actual	Difference
Revenues	\$4,100,666	\$4,149,660	\$48,994 over-budget
Expenditures	\$5,357,209	\$3,827,068	\$1,530,141 under-budget
Annual Revenues (-) Expenditures		\$322,592 annual revenues more than expenditures	
Description	2023 Actual	2024 Actual	Difference
Unencumbered Ending Cash Balance	\$2,313,998	\$2,520,911	\$206,913

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,877,610.

Debt Service Fund-Bond & Interest – Page 7

Bond & Interest Fund

Description	2024 Budget	2024 Actual	Difference
Revenues	\$10,010	\$7,136	\$2,874 under-budget
Expenditures	\$10,010	\$0	\$10,010 under-budget
Annual Revenues (-) Expenditures		\$7,136 annual revenues more than expenditures	
Description	2023 Actual	2024 Actual	Difference
Unencumbered Ending Cash Balance	\$1,095	\$8,231	\$7,136

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$70,546.00	Rossville Community Library

Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$82,890.00	Silver Lake Library
Request for Proposal; Board resolution approved bid award on 12/19/2024	Furniture for Kids Library	\$210,583.82	Scott Rice Office Works
Approved operating budget	HVAC parts	\$6,290.25	Grainger
Approved operating budget	(16) panic buttons	\$13,688.77	Cam-Dex Security Corp.
Approved operating budget	Annual staff training software subscription	\$6,500.00	Niche Academy LLC
Approved operating budget	Baffling for Level 2 Tech Center and Sunroom	\$5,874.00	Golterman & Sabo Inc.
Approved operating budget	Estimated Mi-Fi expenses for remainder of 2024	\$12,700.00	Verizon Wireless
Approved operating budget	Annual service contract for AMH	\$48,284.96	Tech Logic Corporation
Facilities Master Plan budget	Architect fee for staff restroom renovation	\$35,925.00	HTK Architects Inc.
Approved operating budget	Annual subscription for digital asset management site	\$27,000.00	Canto Inc.
Facilities Master Plan budget	Reset all bricks in Claire's Courtyard amphitheater	\$10,890.00	Greentouch Lawn & Tree
Library materials	Annual subscription	\$10,800.00	AtoZ Databases
Library materials	Adult fiction and nonfiction	\$5,480.00	Overdrive, Inc.
Library materials	Online service plan fee	\$15,000.00	Overdrive, Inc
Library materials	Hoopla online - November	\$30,226.73	Midwest Tape
Library materials	Hoopla online - December	\$35,000.00	Midwest Tape
Library materials	Juvenile audiobooks	\$8,200.00	Playaway Products LLC
Library materials	Juvenile fiction audiobooks	\$5,910.00	Overdrive, Inc.
Library materials	Adult fiction and nonfiction	\$6,080.00	Overdrive, Inc.
Library materials	Adult feature DVD's	\$13,000.00	Midwest Tape LLC

Other Items:

- The audit of the 2024 financial year will begin Monday, February 3rd.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

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

12/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ -	\$ 1,095.41	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	6,510.88	65%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	5.14	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	619.69	6197%
	<u>\$ 10,010.00</u>	<u>\$ 7,135.71</u>	71%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 10,010.00</u>	<u>\$ -</u>	0%
Unencumbered Balance 12/31/2024	<u><u>\$ -</u></u>	<u><u>\$ 8,231.12</u></u>	

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

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

12/31/2024

	<u>Balance 1/1/2024</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 12/31/2024</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,047,685.04	\$ 16,209,001.01	\$ 15,370,163.88	\$ 6,886,522.17
Employee Benefits	2,314,022.82	4,149,660.07	3,942,571.64	2,521,111.25
Capital Improvement	6,533,723.06	343,886.98	-	6,877,610.04
Bond & Interest	1,095.41	7,135.71	-	8,231.12
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	49,186.93	48,743.64	49,186.93	\$ 48,743.64
Federal, State & Local Grants	44.03	592.68	(1,940.88)	\$ 2,577.59
Other Special Revenue	691,309.66	661,932.52	169,073.14	\$ 1,184,169.04
Permanent Funds	251,285.09	28,429.86	-	\$ 279,714.95
Totals	<u>\$ 15,888,352.04</u>	<u>\$ 21,449,382.47</u>	<u>\$ 19,529,054.71</u>	<u>\$ 17,808,679.80</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 906,771.38
Restricted Funds-CoreFirst Bank-Checking	1,186,774.63
Capital Improvement Fund-Community National Bank-Money Market Account	6,877,610.04
Cash on Hand	2,479.41
Petty Cash	220.00
Endowment Securities	279,714.95
Municipal Investment Pool - Overnight	8,787,158.20
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	<u>\$ 18,040,728.61</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	5,007.44
Less Payroll Deduction and Employer Benefit Liabilities	18,746.41
Less Outstanding Checks	208,294.96
	<u>\$ 17,808,679.80</u>

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

12/31/2024

	1/1/2024 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2024 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,047,685.04	\$ 16,209,001.01	\$ 1,438,074.50	\$ 13,932,089.38	\$ 6,886,522.17	\$ 1,663,569.94	\$ 5,222,952.23
Employee Benefit Fund	2,314,022.82	4,149,660.07	25.00	3,942,546.64	2,521,111.25	199.95	2,520,911.30
Capital Improvement Fund	6,533,723.06	343,886.98	-	-	6,877,610.04	-	6,877,610.04
Bond & Interest Fund	1,095.41	7,135.71	-	-	8,231.12	-	8,231.12
Non Major Governmental Funds							
<i>State Aid Fund</i>	49,186.93	48,743.64	49,186.93	-	48,743.64	48,743.64	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	592.68	-	592.68	25.00	-	25.00
Dock Grant	-	-	-	(2,533.56)	2,533.56	-	2,533.56
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,712.58	52.49	-	-	10,765.07	-	10,765.07
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	8,145.00	-	8,145.00	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.53	0.12	-	-	31.65	-	31.65
Friends	187,616.53	85,475.90	-	51,342.45	221,749.98	6,907.90	214,842.08
Fun Committee	6,845.90	1,167.53	-	166.00	7,847.43	-	7,847.43
Gallery Competitions/Exhibits	36,604.82	107.63	-	-	36,712.45	-	36,712.45
Gifts/Memorials (Undesignated)	409,610.19	539,142.36	-	83,517.95	865,234.60	429,054.87	436,179.73
Hathaway Trust - Library Materials	3,082.85	2,432.97	330.10	2,291.54	2,894.18	-	2,894.18
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	6,364.97	23,461.24	172.71	11,997.38	17,656.12	12,735.38	4,920.74
NEH Expendable	12,776.46	23.53	-	8,851.36	3,948.63	-	3,948.63
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,765.64	16.95	-	-	5,782.59	-	5,782.59
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.58	0.12	-	-	36.70	-	36.70
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,201.02	6.45	-	-	2,207.47	-	2,207.47
Youth Services	9,201.90	1,900.23	1,151.92	1,106.73	8,843.48	395.50	8,447.98
<i>Permanent Funds</i>							
Mertz Trust	251,285.09	28,429.86	-	-	279,714.95	-	279,714.95
TOTALS	\$ 15,888,352.04	\$ 21,449,382.47	\$ 1,488,941.16	\$ 18,040,113.55	\$ 17,808,679.80	\$ 2,161,607.18	\$ 15,647,072.62

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

12/31/2024

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 12/31/2024</u>
				100.0%
Ad Valorem Property Tax	\$ 14,151,388.00	\$ 13,794,621.74	\$ (356,766.26)	97%
Revitalization Rebates	(126,213.00)	(122,452.90)	\$ 3,760.10	97%
Back Tax	-	296,544.06	\$ 296,544.06	N/A
Motor Vehicle Tax	1,369,020.00	1,462,575.39	\$ 93,555.39	107%
Recreational Vehicle Tax	15,594.00	15,794.94	\$ 200.94	101%
16/20 M Vehicle Tax	6,546.00	6,501.38	\$ (44.62)	99%
In Lieu of Tax	39,347.00	58,634.24	\$ 19,287.24	149%
Watercraft Special Tax**	11,508.00	-	\$ (11,508.00)	0%
Commercial Vehicle Fees	47,606.00	50,066.03	\$ 2,460.03	105%
E-Rate Reimbursement	14,209.00	14,208.00	\$ (1.00)	100%
Miscellaneous Revenue	3,000.00	34,519.91	\$ 31,519.91	1151%
Miscellaneous Revenue - Recyclg	-	164.30	\$ 164.30	N/A
Salary Refunds-Foundation	103,204.00	90,556.73	\$ (12,647.27)	88%
Salary Refunds-Friends	29,115.00	30,212.38	\$ 1,097.38	104%
Salary Refunds-Shawnee Cty	21,343.00	19,408.04	\$ (1,934.96)	91%
Vending Machines	1,500.00	1,508.06	\$ 8.06	101%
Overdue Fees*	20,000.00	29,598.81	\$ 9,598.81	148%
Debt Collect	-	-	\$ -	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
Mailing Fees	100.00	26.99	\$ (73.01)	27%
Non Resident Card Fee	400.00	1,955.00	\$ 1,555.00	489%
Obituary Fees	200.00	300.00	\$ 100.00	150%
Meeting Room Charges	750.00	3,785.00	\$ 3,035.00	505%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	420,472.91	\$ 270,472.91	280%
Transfer In	10,010.00	-	\$ (10,010.00)	0%
Library Treasurer's Balance	2,980,170.00	-	\$ -	N/A
TOTALS	<u>\$ 18,848,897.00</u>	<u>\$ 16,209,001.01</u>	<u>\$ 340,274.01</u>	102%

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

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

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

12/31/2024

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances</u> #	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					100.0%
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 4,799.86	\$ -	\$ 0.14	100%
Salaries-Facilities	688,284.00	616,675.00	-	71,609.00	90%
Salaries-Overtime	10,000.00	10,784.71	-	(784.71)	108%
Salaries-Security	309,259.00	284,605.90	-	24,653.10	92%
Salaries-Shelvers	63,125.00	36,369.49	-	26,755.51	58%
Salaries-Staff	8,301,982.00	7,574,873.41	-	727,108.59	91%
Conferences	174,000.00	140,190.83	1,727.72	32,081.45	82%
Staff Internal Dev/Trng - Web Based	15,000.00	9,546.25	260.10	5,193.65	65%
Staff Development & Training	35,000.00	17,828.16	776.50	16,395.34	53%
Mileage	7,800.00	6,564.56	1,284.78	(49.34)	101%
COLLECTION:					
Materials-Binding/Replacements	1,500.00	562.24	9.99	927.77	38%
Materials-Periodicals	26,000.00	24,749.21	1,059.32	191.47	99%
Materials-Print/Non-Print <1 YR	839,000.00	770,128.12	35,900.00	32,971.88	96%
Materials-Print/Non-Print	1,207,500.00	1,038,771.99	106,483.47	62,244.54	95%
OPERATIONS:					
Art Purchases	8,000.00	3,106.70	4,500.00	393.30	95%
Cataloging and ILL Services	104,959.00	97,669.95	-	7,289.05	93%
Contracted-Digital Services	667,991.00	720,819.05	81,368.96	(134,197.01)	120%
Contracted-Facilities	348,600.00	315,937.84	19,455.88	13,206.28	96%
Contracted-Equipment	66,900.00	79,011.60	494.20	(12,605.80)	119%
Contracted-Professional	282,000.00	228,043.41	21,207.41	32,749.18	88%
Contracted-E-Rate Services	1,279.00	1,793.34	-	(514.34)	140%
Digital Services Support	623,112.00	425,685.71	53,285.31	144,140.98	77%
Furniture/Equipment	45,500.00	34,802.31	-	10,697.69	76%
Insurance	87,000.00	64,807.00	-	22,193.00	74%
Marketing & Communication	60,208.00	57,525.26	1,882.13	800.61	99%
Memberships/Dues	30,900.00	29,216.00	1,200.00	484.00	98%
Miscellaneous	5,000.00	4,813.34	36.98	149.68	97%
Payments to Other Libraries	144,411.00	153,436.00	-	(9,025.00)	106%
Postage/Shipping	64,270.00	47,444.97	1,479.50	15,345.53	76%
Printing	116,408.00	33,481.21	5,230.19	77,696.60	33%
Programming	113,227.00	72,915.05	13,186.46	27,125.49	76%
Special Events	-	-	-	-	0%
Special Projects	1,700,000.00	297,246.29	1,229,329.53	173,424.18	90%
Supplies-Facilities	118,536.00	88,042.18	16,608.50	13,885.32	88%
Supplies-Office/Library	95,700.00	54,737.43	4,950.75	36,011.82	62%
Supplies-Processing	49,296.00	35,686.45	4,800.67	8,808.88	82%
Telecommunications	165,064.00	98,700.60	12,219.60	54,143.80	67%
Transfer Out	-	-	-	-	N/A
Utilities-Electric	401,212.00	285,089.84	21,882.87	94,239.29	77%
Utilities-Gas	72,427.00	49,417.06	7,952.94	15,057.00	79%
Utilities-Water/Sewage	38,242.00	44,961.41	9,431.33	(16,150.74)	142%
Vehicle-Gas	45,405.00	21,996.08	-	23,408.92	48%
Vehicle-Repair	60,000.00	49,284.03	5,573.94	5,142.03	91%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	(30.46)	-	30.46	N/A
TOTALS	\$ 18,848,897.00	\$ 13,932,089.38	\$ 1,663,579.03	\$ 1,603,228.59	91%

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

12/31/2024

	<u>2024 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2024	\$ 2,980,170.00	\$ 4,442,133.06	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,151,388.00	13,794,621.74	97%
Revitalization Rebates	(126,213.00)	(122,452.90)	97%
Back Tax	-	296,544.06	N/A
Motor Vehicle Tax	1,369,020.00	1,462,575.39	107%
Recreational Vehicle Tax	15,594.00	15,794.94	101%
16/20M Vehicle Tax	6,546.00	6,501.38	99%
In Lieu of Tax	39,347.00	58,634.24	149%
Watercraft Special Tax	11,508.00	-	0%
Commercial Vehicle Fees	47,606.00	50,066.03	105%
E-Rate Reimbursement	14,209.00	14,208.00	100%
Fees and Charges	26,050.00	71,693.77	275%
Reimbursements	153,662.00	140,341.45	91%
Transfer In	10,010.00	-	
Interest on Idle Funds	150,000.00	420,472.91	280%
	<u>\$ 15,868,727.00</u>	<u>\$ 16,209,001.01</u>	102%
<u>Expenditures/Encumbrances:</u>			
Salaries	9,377,450.00	8,528,108.37	91%
Other Staff Support Costs	231,800.00	178,178.90	77%
Library Collections	2,074,000.00	1,977,664.34	95%
Contracted Services	1,471,729.00	1,565,801.64	106%
Digital Services Support	623,112.00	478,971.02	77%
Furniture/Equipment/Art	53,500.00	42,409.01	79%
Payments to Other Libraries	144,411.00	153,436.00	106%
Special Projects	1,700,000.00	1,526,575.82	90%
Utilities & Telecommunications	676,945.00	529,655.65	78%
Vehicles	105,405.00	76,854.05	73%
Other Operating Expenditures	740,545.00	538,013.61	73%
Transfer Out	-	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 18,848,897.00</u>	<u>\$ 15,595,668.41</u>	91%
Prior Year Canceled Purchase Orders		<u>\$ 167,486.57</u>	
Unencumbered Balance 12/31/2024	\$ -	<u><u>\$ 5,222,952.23</u></u>	

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

12/31/2024

EMPLOYEE BENEFITS

	2024 Budget	Year To Date	%
Balance 01/01/2024	\$ 1,656,543.00	\$ 2,313,751.82	
Revenue:			
Ad Valorem Property Tax	\$ 3,559,419.00	\$ 3,471,224.10	98%
Revitalization Rebates	(31,746.00)	(30,834.65)	97%
Back Tax	-	74,529.28	N/A
Motor Vehicle Tax	356,200.00	380,960.32	107%
Recreational Vehicle Tax	4,057.00	4,113.02	101%
16/20M Vehicle Tax	1,703.00	1,726.93	101%
In Lieu of Tax	11,540.00	14,754.86	128%
Watercraft Special Tax*	2,994.00	-	0%
Commercial Vehicle Fees	12,387.00	13,056.38	105%
Refund-Fringe Benefits-Foundation	52,069.00	36,863.32	71%
Refund-Fringe Benefits-Friends	23,578.00	20,776.30	88%
Refund-Fringe Benefits-Shawnee Cty	9,997.00	8,279.33	83%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	13,468.00	19,701.67	N/A
Interest on Idle Funds	85,000.00	134,509.21	158%
	\$ 4,100,666.00	\$ 4,149,660.07	101%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,726.00	95%
Cafeteria Plan Administration Fees	2,305.00	714.00	31%
Social Security/Medicare	717,375.00	605,600.27	84%
Ks Public Employees Retirement Sys	943,675.00	854,672.22	91%
Worker's Compensation	53,000.00	59,918.16	113%
Unemployment Tax	15,004.00	8,987.62	60%
Health/Dental Insurance	3,618,770.00	2,406,128.32	66%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 5,757,209.00	\$ 3,942,746.59	74%
Prior Year Canceled Purchase Orders		\$ -	
Unencumbered Balance 12/31/2024	\$ -	\$ 2,520,665.30	

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

CAPITAL IMPROVEMENT

Balance 01/01/2024	\$ 6,533,723.06
Revenue:	
Transfer In	\$ -
Interest received	343,886.98
	\$ 343,886.98
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 12/31/2024	\$ 6,877,610.04

STATE AID

Balance 01/01/2024	\$ -	\$ -
Revenue:		
State Aid	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Expenditures/Encumbrances:		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	48,743.64
	\$ 52,000.00	\$ 48,743.64
Unencumbered Balance 12/31/2024	\$ -	\$ -

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of December 31, 2024

Capital Improvement Funds - Community National Bank

\$ 6,877,610.04 at 4.59% (money market account)

Municipal Investment Pool

\$ 8,787,158.20 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average December 1 - 31, 2024 was 3.2186%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 26.81	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 1,573.87	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 26.81	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 26.81	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 242.18	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 56.36	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 21,859.69	-96321
10	41000	351	12/12/24	EVERGY	<i>Electric Service</i>	\$ 25.29	-96321
						\$ 23,913.69	-96321 Total
10	41000	350	12/12/24	VERIZON WIRELESS	<i>Mobile/MI-FI 2024</i>	\$ 6,644.78	-96310
						\$ 6,644.78	-96310 Total
10	21505	0	12/13/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,805.48	-96308
15	21516	0	12/13/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 3,134.19	-96308
15	21517	0	12/13/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 29,023.20	-96308
10	21513	0	12/13/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,287.16	-96308
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 52,250.03	-96308 Total
10	21501	0	12/13/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,005.10	-96304
10	21502	0	12/13/24	PAYCOM PAYROLL LLC	State W/H	\$ 13,336.73	-96304
15	21521	0	12/13/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 16.39	-96304
10	21503	0	12/13/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 18,385.70	-96304
15	21504	0	12/13/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 18,385.70	-96304
10	21503	0	12/13/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,299.76	-96304
15	21504	0	12/13/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,299.76	-96304
10	21514	0	12/13/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96304
10	21518	0	12/13/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96304
10	41000	313	12/13/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,375.23	-96304
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 84,417.75	-96304 Total
10	41000	352	12/19/24	BLUEMARK ENERGY LLC	<i>Energy Bill</i>	\$ 2,243.01	-96299
10	41000	352	12/19/24	BLUEMARK ENERGY LLC	<i>Energy Bill</i>	\$ 2,809.79	-96299
						\$ 5,052.80	-96299 Total
10	21509	0	12/27/24	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 11,206.28	-96262
					<i>Remittance of deferred retirement employee contributions</i>	\$ 11,206.28	-96262 Total
10	21505	0	12/27/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 19,606.00	-96261
15	21516	0	12/27/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 30,258.59	-96261
15	21517	0	12/27/24	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,267.61	-96261
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 53,132.20	-96261 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21515	0	12/31/24	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 35,371.68	-96258
15	21515	0	12/31/24	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 176,378.22	-96258
15	21515	0	12/31/24	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 1,866.39	-96258
						\$ 213,616.29	-96258 Total
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	fastdraw #2 AF79	\$ 153.42	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	towel roll	\$ 541.50	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	tissue bath softone	\$ 796.64	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	liner 43x47	\$ 213.68	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	tissue flat	\$ 152.50	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	individual pink foam	\$ 131.66	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	individual cling tub	\$ 154.27	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	fuel charge	\$ 4.00	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	towel roll	\$ 313.50	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	liner 43x47	\$ 569.82	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	fastdraw #2 AF79	\$ 76.71	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	disinfectant brady 20OZ	\$ 192.49	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	individual pink foam soap	\$ 164.58	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	towel roll softone	\$ 1,710.00	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	fastdraw #5 clear image	\$ 130.00	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	floor pad 20 buff red"	\$ 174.73	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	tissue bath softone 2ply	\$ 1,493.70	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	individual cling tub and	\$ 385.68	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	fuel charge	\$ 4.00	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	fastdraw #2 AF79	\$ 230.12	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	floor pad 20 buff red"	\$ 236.39	-96257
10	41000	410	12/19/24	BRADY INDUSTRIES OF KANSAS LLC	disinfectant brady 20OZ	\$ 48.25	-96257
					<i>2024 approved operating budget - facilities supplies</i>	\$ 7,877.64	-96257 Total
10	41000	410	12/19/24	GRAINGER	hvac parts	\$ 145.09	-96256
10	41000	410	12/19/24	GRAINGER	hvac parts	\$ 5,738.85	-96256
10	41000	410	12/19/24	GRAINGER	hvac parts	\$ 406.31	-96256
10	41000	410	12/19/24	GRAINGER	hvac actuator	\$ 278.93	-96256
					<i>2024 approved operating budget - facilities supplies</i>	\$ 6,569.18	-96256 Total
10	21501	0	12/26/24	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,864.09	-96253
10	21502	0	12/26/24	PAYCOM PAYROLL LLC	State W/H	\$ 14,550.65	-96253
15	21521	0	12/26/24	PAYCOM PAYROLL LLC	State Unemployment	\$ 15.70	-96253
10	21503	0	12/26/24	PAYCOM PAYROLL LLC	Social Security EE	\$ 20,185.61	-96253
15	21504	0	12/26/24	PAYCOM PAYROLL LLC	Social Security ER	\$ 20,185.61	-96253
10	21503	0	12/26/24	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,720.91	-96253
15	21504	0	12/26/24	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,720.91	-96253

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21514	0	12/26/24	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,179.87	-96253
10	21518	0	12/26/24	PAYCOM PAYROLL LLC	Garnishments	\$ 133.51	-96253
10	41000	313	12/26/24	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,201.16	-96253
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 93,758.02	-96253 Total
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Hamilton Beach toaster ov	\$ 99.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Nuwave Brio 8qt fryer blk	\$ 129.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Keurig K-Duo pod/carafe	\$ 189.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Skura dish towel set	\$ 14.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Kitsure drying rack black	\$ 22.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	9L dish basin w/plug gray	\$ 18.88	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	GeeRic 12x16 drying mat g	\$ 8.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Dawn Powerwash + refills	\$ 16.79	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Skura 4pk scrub pads	\$ 14.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Umite 34pc utensils dk gr	\$ 34.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	Heat resistant mat 21x29.	\$ 29.99	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	KEGOUU oven mits gray	\$ 17.99	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	OREI 6-Foot HDMI Cable 4K	\$ 79.98	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	T48L Black Ink	\$ 226.80	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Mikon Z30 Mirrorless	\$ 693.47	-96247
10	41000	310	12/12/24	COREFIRST BANK & TRUST	deposit to account	\$ 200.00	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	boardwalk dust mop spray	\$ 52.32	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	sprayway glass cleaner	\$ 89.64	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	safeway 4000 medium	\$ 169.99	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	safeway 6000 x-large	\$ 249.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	cosmetic sponges	\$ 7.99	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	TCT Premium Compatible To	\$ 63.69	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Adult Electrode Pads	\$ 71.40	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Defibtech Lifeline View	\$ 1,745.00	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Child/Pediatric Pads	\$ 123.50	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Yellow	\$ 109.49	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Black	\$ 205.93	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Magenta	\$ 112.49	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Cyan	\$ 218.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	baggies	\$ 31.99	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	storage	\$ 13.96	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Shipping	\$ 7.95	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	105 qt tote	\$ 74.90	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	66 qt tote	\$ 17.96	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Dell 24 Monitor"	\$ 915.72	-96247

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	410	12/12/24	COREFIRST BANK & TRUST	bulk paper towels	\$ 199.80	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Samsung 50in DU7200	\$ 327.99	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	iFixIt toolkit	\$ 79.90	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	56 qt tote	\$ 232.53	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	54 qt tote	\$ 693.80	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Shelves	\$ 683.56	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Shipping	\$ 69.99	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	adjustable desk	\$ 135.99	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	slatwall hooks	\$ 23.99	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	wood shelf	\$ 99.98	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	baskets	\$ 47.98	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	6 qt clear storage	\$ 86.97	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	12 qt tote	\$ 91.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	mineral paint	\$ 258.00	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Logitech headsets	\$ 99.70	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Logitech MX Keyboard	\$ 109.99	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	Metal plate with adhesive	\$ 17.97	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	91% isoproyl alcohol	\$ 70.05	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Cyan Toner	\$ 109.49	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Magenta Toner	\$ 224.98	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	C310 Yellow Toner	\$ 109.49	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Boys Tan Dress Socks Med	\$ 25.18	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Fuimlar Storage Cases	\$ 47.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sphero Mini Blue	\$ 49.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sphero Mini Green	\$ 99.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sphero Mini Red	\$ 99.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sphero Mini Soccer	\$ 49.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sphero Mini Golf White	\$ 49.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	foil cardstock	\$ 10.48	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Elmers Glue	\$ 77.78	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	golf balls	\$ 34.37	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	plastic art trays	\$ 59.96	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Cardstock	\$ 74.94	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Plastic Cups	\$ 17.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Paper Cups	\$ 11.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	gallon drink dispenser	\$ 27.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	paper plates	\$ 21.92	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	teaspoons	\$ 5.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	paint brushes	\$ 7.69	-96247

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	12/12/24	COREFIRST BANK & TRUST	jeweler loupe	\$ 33.00	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	silicone grip	\$ 15.75	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	bamboo skewers	\$ 9.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	clay	\$ 61.36	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	shark teeth	\$ 24.95	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	quartz stones	\$ 9.79	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	sandwich bags	\$ 6.96	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	sand	\$ 28.68	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	plastic tubing	\$ 7.89	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	food coloring	\$ 5.29	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	paper towels	\$ 29.12	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	clear storage tubs	\$ 22.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	gallon jar	\$ 20.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	white cardstock	\$ 12.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	paper straws	\$ 9.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	clear tape	\$ 9.79	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	facial sponges	\$ 9.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	cardboard tubes	\$ 27.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	sequins	\$ 27.68	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	sandwich bags	\$ 6.96	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	rubber bands	\$ 8.97	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	wax paper	\$ 12.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	pipettes	\$ 3.89	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	5 felt circles"	\$ 18.99	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	SD Cards	\$ 14.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	mini binder clips	\$ 7.69	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Green Filament	\$ 80.48	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Red Filament	\$ 80.48	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Black Filament	\$ 80.48	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Blue Filament	\$ 80.47	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	peppermint	\$ 24.49	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	soil	\$ 10.66	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	1ft 2p 3way ext	\$ 12.98	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	3ft 2p 3way ext	\$ 15.98	-96247
10	41000	420	12/12/24	COREFIRST BANK & TRUST	PVC slatwall	\$ 114.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	8 inch Chopsticks 100 pai	\$ 15.34	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	120 pc Rocks to paint	\$ 15.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Acrylis White Paint Pens	\$ 5.99	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	Sandisk 64 GB SD card	\$ 26.98	-96247

Topeka and Shawnee County Public Library
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For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	12/12/24	COREFIRST BANK & TRUST	clear plastic cups	\$ 20.39	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sharpies 32 pk.	\$ 25.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	stick back mirror	\$ 85.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	curtain rod	\$ 29.59	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	fake clouds	\$ 47.92	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	curtains	\$ 75.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	11x17 transparency sheets	\$ 17.99	-96247
10	41000	342	12/12/24	COREFIRST BANK & TRUST	tostitos	\$ 23.49	-96247
10	41000	342	12/12/24	COREFIRST BANK & TRUST	candy	\$ 25.95	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	hand soap 2 pack	\$ 38.52	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	toilet brush 15 pack	\$ 28.99	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	vivosun 50oz sprayer	\$ 188.00	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	pink stuff 850G	\$ 158.24	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	7 gallon liners 1000	\$ 179.94	-96247
10	41000	410	12/12/24	COREFIRST BANK & TRUST	palmer TP fixture	\$ 620.10	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	nbf privacy chair - grey	\$ 1,682.16	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	LUE BONA foot stool- grey	\$ 59.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Kate Naturals Agar Agar P	\$ 9.99	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Sodium Alginate Food Grad	\$ 9.95	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	24 Blank Jigsaw Puzzles	\$ 16.90	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Dog Man Puzzle	\$ 10.98	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Picture Book Puzzle	\$ 16.75	-96247
10	41000	330	12/12/24	COREFIRST BANK & TRUST	Pokemon Puzzle Set	\$ 12.99	-96247
10	41000	320	12/12/24	COREFIRST BANK & TRUST	v4ink 30/32 toner	\$ 44.79	-96247
10	41000	736	12/12/24	COREFIRST BANK & TRUST	KI Sway - granite/lime	\$ 2,714.32	-96247
				<i>Miscellaneous online orders paid by credit card</i>		\$ 17,792.86	-96247 Total
10	41000	326	12/6/24	GOLTERMAN & SABO INC	L2TC Baffling	\$ 1,430.00	101523
10	41000	326	12/6/24	GOLTERMAN & SABO INC	Sunroom Baffling	\$ 3,744.00	101523
10	41000	326	12/6/24	GOLTERMAN & SABO INC	shipping	\$ 700.00	101523
				<i>2024 approved operating budget - custom baffling</i>		\$ 5,874.00	101523 Total
10	23800	0	12/12/24	KELLEY CONSTRUCTION CO., INC.	READERS LOUNGE CONSTRUCTION	\$ 86,816.34	101548
						\$ 86,816.34	101548 Total
10	41000	736	12/12/24	NEALE PAINTING & SPECIAL COATINGS INC	lower level painting	\$ 12,331.00	101551
				<i>2024 Facilities Master Plan approved budget</i>		\$ 12,331.00	101551 Total
10	41000	720	12/12/24	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2025	\$ 70,546.00	101555
				<i>As required by Kansas Statute</i>		\$ 70,546.00	101555 Total
10	41000	720	12/12/24	SILVER LAKE LIBRARY	50% Annual Bdgt for 2025	\$ 82,890.00	101556
				<i>As required by Kansas Statute</i>		\$ 82,890.00	101556 Total
10	41000	410	12/19/24	TECH LOGIC CORPORATION	Shipping	\$ 25.50	101572

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For the Month Ended December 31, 2024

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	12/19/24	TECH LOGIC CORPORATION	AMH Service Contract	\$ 48,284.96	101572
				<i>2024 approved operating budget - annual maintenance</i>		\$ 48,310.46	101572 Total
						\$ 882,999.32	Grand Total



Board of Trustees Executive Committee Meeting
Monday, January 6, 2025 – 4:00pm
Zoom Meeting

Executive Committee Members Present

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

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube, Chief Financial Officer, Jesse Maddox – Chief Human Resources Officer

Call to order

The meeting of the Board of Trustees Executive Committee was held on January 6, 2025, via Zoom, and was called to order at 4:04 pm by Chair Shawn Leisinger.

Review Minutes and Agenda

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

On a motion by Joan Hicks, seconded by Hannah Uhrig, the minutes from the November 4, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the December 9, 2024, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Peg Dunlap, seconded by Hannah Uhrig, the minutes from the December 9, 2024, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the December 19, 2024, Board of Trustees Meeting and the agenda for the Board of Trustees January 16, 2025, meeting were reviewed.

Chief Financial Officer Kim Strube will have nothing out of the ordinary to report.

Chief Executive Officer Marie Pyko will provide an update on the Outreach Services Study project at the upcoming January board meeting. She shared that in New Business, she will lead a discussion regarding

the 2025-2035 Facilities Master Plan. Print documents were provided at the December board meeting and will also be included in the January board documents.

Chief of Staff Thad Hartman indicated he will give an update on the current Kids Library Remodel project. He mentioned the work that the library facilities staff did during the snow storm this week and thanked them for all their hard work.

Adjournment

On a motion by Peg Dunlap, seconded by Joan Hicks, the meeting was adjourned at 4:34 pm.

Next Meeting

February 10, 2025

4:00 pm

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

Meeting ID: 882 5779 1498

Passcode: 695332

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

News and Updates

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

At the end of December 2024, we had 5,688 children enrolled in the program. We have seen an increase in participation in the 66606-66607 zip codes which are now consistently above 60%. It is worth noting that much of the growth can be directly attributed to the strong collaborations we develop throughout the community including our co-collaborator the United Way of Kaw Valley who actively engage in partnerships and marketing annually.

Digital Equity Summit- February 21, 2025

Save the date. We are continuing our planning of a first community wide digital equity summit. The TSC Get Digital team, of which the library is a member and convener has been exploring a digital simulation that lets participants of the summit to experience in an exercise the real world barriers of accessing services, information and workforce development needs of community members who are part of the digital divide. The goal of the summit will be to build a local community wide plan for supporting our citizens who do not have the digital literacy skills, access and tools to be successful in the community.

Staff Training- Activity Shooter exercise- August 27, 2025

As part of the staff training, we will once again have a whole staff active shooter exercise. We have determined that we would host this staff training bi-annually so that all staff and volunteers have an active training exercise rather than just a discussion or viewing videos on the topic. Greg Gaul, Safety and Security manager has been working with Shawnee County Emergency Management to develop the plan and exercise. As of right now, the exercise will be conducted on **August 27, 2025 from 8:00-1:00 pm**. On that day, we intend on opening the library late- 1:00 pm. We are reviewing all events on that day to limit the impact to our customers. When we conducted this exercise in 2023, we were able to train staff, get feedback from staff and Emergency Management and develop a system improvement plan to address internal security responses to this potential threat.

Compensation Plan Implementation

Human Resources staff delivered letters to all staff in late December detailing the transition to the new pay plan. It is effective with the pay period that starts January 6, 2025. For those staff that will see an increase as a result of the implementation, the first paycheck they will see that increase will be January 24, 2025.

Outreach Service Models Study

We are formally beginning the Outreach Service Model Study in February. The intent is to host bi-weekly team meetings focused on specific areas i.e., review of existing services, data analysis of market, development of new focused survey among some of the focus areas. The goal is to have our research, analysis, site visits and preliminary ideas developed as a team by early August.

Long Range Service Planning- Learn and Play Service

Beginning in late January, I am facilitating a planning project for the Learn and Play Service- the early childhood mobile preschool. As a critical aspect of our literacy and learning strategic goals, the LAP bus has been on the road for almost 8 years. During the establishment of the service, community goals were created that focused on ensuring all children had early literacy experiences to help be ready to enter kindergarten. While that remains a main strategic focus and has been successful with the original goals, it is time to review of service goals and plan for the next 5 years. The entire LAP service team will be involved in this process improvement planning.

Facilities Master Plan (FMP)

During our January board meeting, we will have an initial discussion of the elements for consideration in the new Facilities Master Plan. We are including for your review the preliminary draft within the board documents. The board discussion will focus on the potential deferred maintenance elements of the facilities, upcoming facility projects including the library campus and a preliminary discussion of the FMP as it relates to the Outreach Service Model Study. Please take some time to review the draft and consider what was included and what is missing.

Library Usage

Included in the board packet are the final 2024 library usage statistics. There were several key metrics that showed an increase over the previous year including program attendance, meeting room attendance and unique borrowers and digital checkouts. Areas which we saw a reduction in usage include first time checkouts and active cardholders. The 2025-2026 Marketing Plan, which Diana Friend, Communications and Marketing director shared in late 2024, directly focuses campaigns that address both retention and new library card borrowers. In late December, the Marketing and Circulation teams developed a postcard that was mailed to all customers who had not used their card in the past 6 months. Diana has shared the specifics in her report. In upcoming meetings, we will share the results of the inactive cardholder mailings.

Professional Activities/Community Contacts

Due to the holidays and the weather, many of the community meetings of which I participate were cancelled. Other community contacts listed below.

December 18, 2024	ALA Public and Cultural Program Advisory Committee
December 19, 2024	Participated in the Library Board of Trustees monthly meeting.
January 6, 2024	Met with Steve Potter, Potter Training and Consulting on Zoom
January 6, 2024	Attended the Trustee Executive Committee meeting
January 7, 2024	Attended Zoom call with KC Digital Drive regarding digital equity summit.
January 9, 2024	Met with Kaye McIntyre, Kansas Public Radio

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 1/10/2025

Dolly Parton's Imagination Library

December 2024



Total Enrolled

5,688



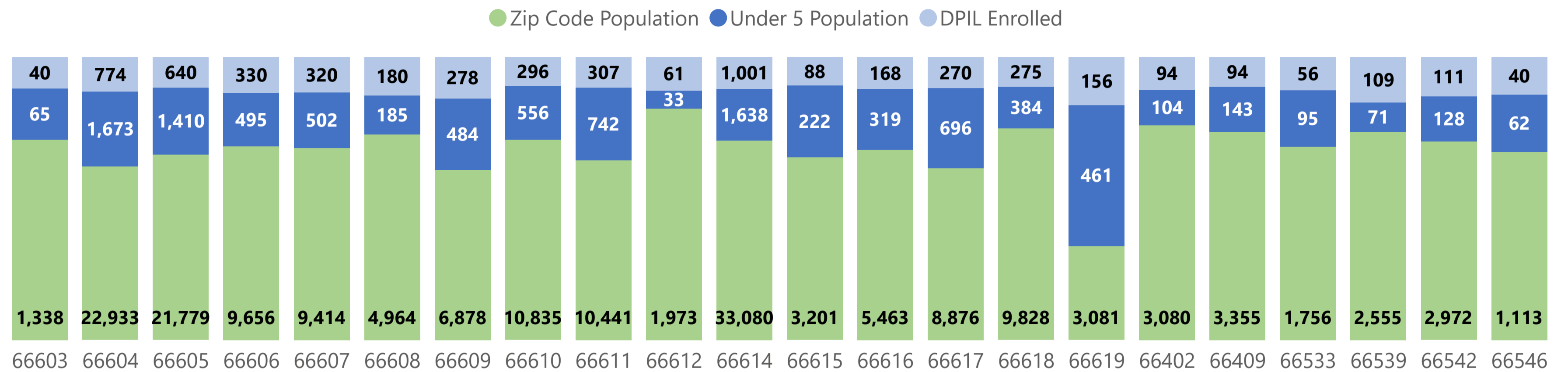
Total Graduated

9,513

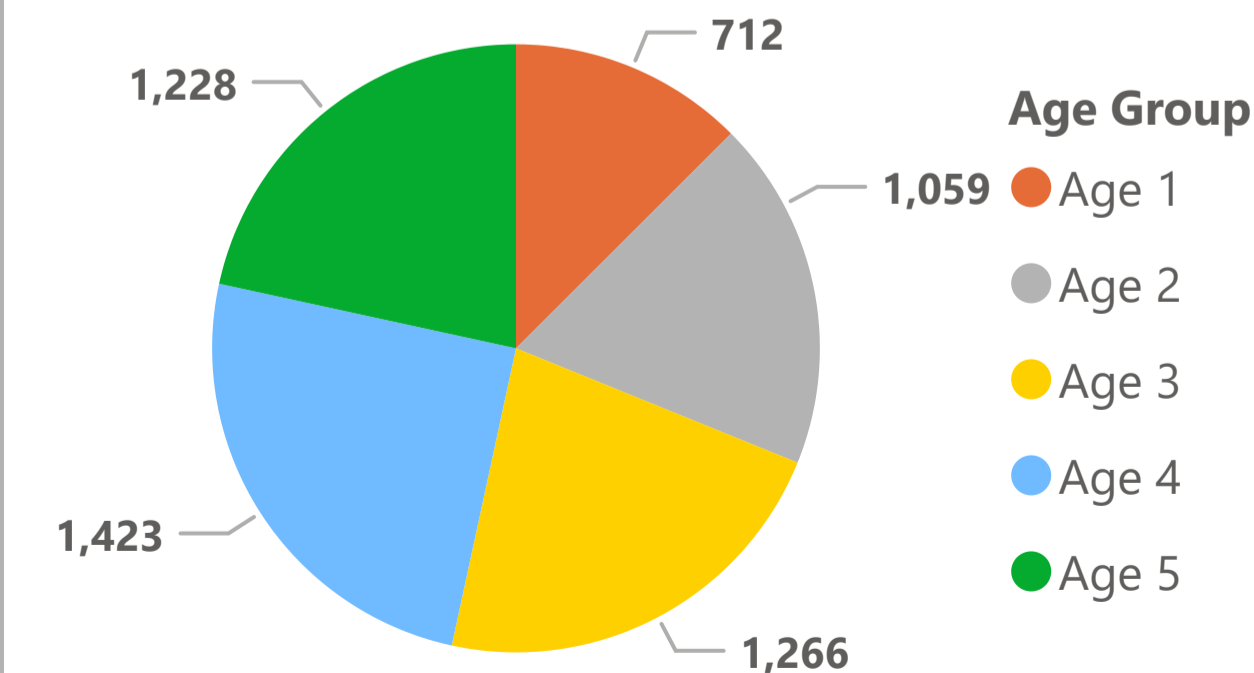
Year, Month

2024 (Year) + December (Month) ▼

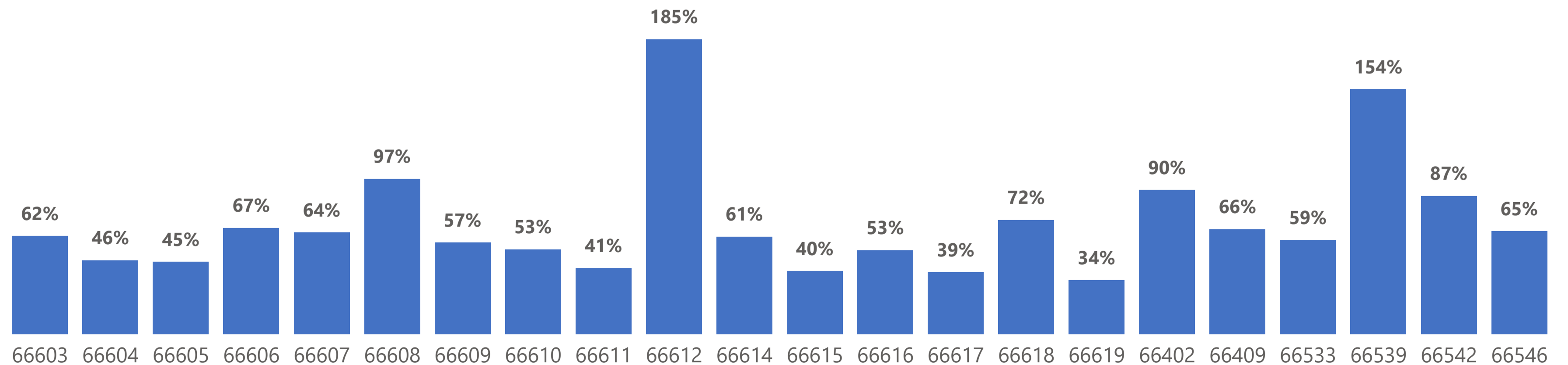
Enrollment by Zip Code



Age of Children



Percent Enrolled by Zip Code



Chief of Staff Report

Thad Hartman
January 9, 2025

Winter Weather

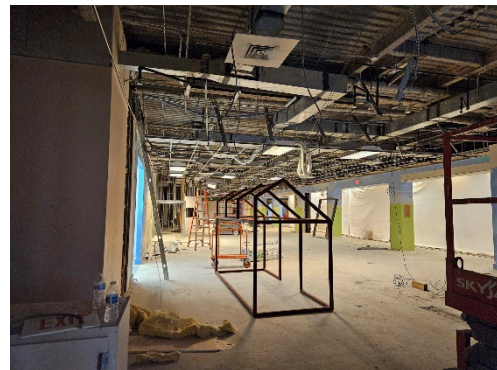
The first weekend in 2025 brought 14 inches of snow, which was the third-largest single-day snowfall on record. As a result, the library closed early on Saturday, January 4, and was closed Sunday, January 5 – Tuesday, January 7. During the closure, several staff worked hard to prepare the library to reopen. Groundskeeper Trevor Worthington, Facilities Associate Mark Kent, and Facilities Director Joe Hobbs were all at the library during the closure to get the sidewalks prepared for reopening. They did a wonderful job of making sure the sidewalks were cleared. In addition to their hard work, the front entrance to the library has a snow melt system that was installed in 2015. On weeks like this, it is well worth the investment. On the picture to the right, you can see how clear the sidewalks and entrance were on Monday, before plows had been able to clear the parking lot.



Of course, the work hasn't ended there, with the rest of the Facilities staff continuing to maintain the property after we reopened and making sure it's as clear as possible. In addition, book drops need to be picked up, many of which are buried in snow or difficult to access based on the condition of the parking lots in which they are located. A big thanks goes out to all of our Facilities staff for making sure the library continues to operate successfully during tough conditions.

Kids Library Construction

Progress in the Kids Library continues to proceed according to schedule. In addition to the construction going on within the area, we have ordered furniture and started to receive some of the technological components. We just received the drawing kiosk for the interactive Draw Alive software. David gives more information in his report below. We're currently busy finalizing the graphics for the space, which have been developed by Communications and Marketing Designer Michael Perkins and HTK Interior Designer Maddie Safford.



Department Highlights

Public Services

Debbie Stanton, Manager

First Quarter Initiatives in Public Services

Along with our regular day-to-day work in Public Services, we are preparing for some larger initiatives that begin in the first quarter of the year. Here are a few projects we're getting started in this new year:

- Hiring – We have one librarian-level position, three full-time specialist and one part-time specialist openings that we're hoping to get filled early in the year.
- Level Up Shawnee County – Our second semester of outreach computer classes will get going as part of the DOCK grant we received from the Kansas Office of Broadband Development.
- Expanded Programming for Adults – Our adult services librarians are actively developing a wide range of programs for adults, covering everything from essential computer skills to exciting new technologies and engaging hands-on learning experiences.
- Training – In preparation for the updated Kids Library and its engaging play spaces, the Youth Services team will be focusing on play training for the next two months. We have updated the Calls to Play training created by the Calgary Public Library for our use and will be having lots of fun working through activities that expand our skills with bringing even more play into our community.

Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

The *Immersed: A Walk Inside Art* exhibit opened to strong interest in December, attracting 1,387 visitors in its first month. This unique experience allows visitors to step inside the library's art collection, exploring the intersection of technology and art. Animated and projected at a larger-than-life scale, the artwork comes alive, creating immersive scenes of fields and streams enhanced by sensory elements.

Level 2 Tech Center

Our new 3D printers have been a hit! In December alone, we recorded over 78 printing sessions. These Bambu printers deliver faster, smoother results, with noticeable improvements in the finished products. If you haven't tried them yet, take the orientation and see what's possible.

Topeka Room

December was a strong month for Local History, with 467 visitors to the Topeka Room. The holiday season brought families together, and many customers enjoyed browsing old yearbooks to reminisce about loved ones. The room also served as a peaceful space for reading, writing, or simply relaxing by the fireplace.

On December 3, we hosted 55 first graders and 26 adults during a school tour of the library. Highlights of their visit included a demonstration of the music box and moveable shelves in the Resource Room. We encouraged them to return for future history projects as they grow older.

On December 16, in partnership with the Shawnee County Historical Society, we kicked off a series on historic preservation. Architects David Sain and Brian Falk shared their experiences working on historic properties, providing valuable insights to attendees.

December 20 featured a program on retro recipes led by Katie, who shared stories from her two-year journey baking from Topeka Room cookbooks. The session attracted 25 participants and sparked lively discussions.

Notable Comments:

- A young visitor exploring the room for the first time exclaimed in awe, "Is this a museum?"
- Two teen boys used FaceTime with their mom to share fun discoveries in the yearbooks, filling the space with laughter.
- We assisted two teens in creating enlarged yearbook photos of their parents.
- One customer described their visit as "soaking up the ambiance."

Public Services

Cadie Maas, Supervisor – Readers & Resources

December is a time for reflection. As I am still somewhat new in my role as the supervisor for the Reader & Resources team at TSCPL, it's been an especially impactful year for me and I think for our team as well.

We have had a lot to celebrate this year!

First, and perhaps the most impactful, was the reopening of our newly redesigned Fiction and Nonfiction Wings. Since the wings have reopened, we have seen customers embrace this space, using it for all kinds of activities. Customers can be found reading alone in one of the many comfortable chairs, lounging by the fireplace, and appreciating the aesthetics of the beautiful space. Other customers can be found sitting with a friend or colleague, working on a project, or just sharing the company of one another. Many customers are using this space as a quiet place to work, bringing in their own laptops or other devices to take advantage of our speedy Wi-Fi to complete assignments or projects for school or work. Many others are taking full advantage of our new genre sections. One can hardly walk through the Fiction wing without noticing customers in the Romance or Suspense sections. This space is a joy to use, and it serves so many different purposes. It is clean, bright, comfortable, and welcoming. Staff enjoy working in this space as much as our customers enjoy using it. This space entices customers to

explore all that we have to offer. While the old space was little more than a warehouse of books, this new space truly is the “Readers Lounge” where our customers look forward to sitting and staying awhile.

Secondly, since I started in my role in March of 2024, I have had the opportunity to bring 3 new team members onboard the Readers & Resources team. These folks have been a huge asset to the library and our customers, and have embraced our organizational culture, mission, and goals. The team as a whole is a joy to work with and I look forward to seeing how they challenge themselves daily to offer creative and engaging programs and strive to provide services that consistently “wow” our customers.

Below are a few numbers to give some insight to the daily work of the Readers & Resource teams.

From March 1 to December 31, Adult Services staff responded to the following customer inquiries:

- 17,624 (Movies & Music)
- 22,303 (New & Novel – Fiction/NonFiction Wings)
- 42,559 (Call Center & Ask-a-Librarian)

As you can see, our team is busy! Every day is a different and you never know what kind of question you will be asked when you answer the phone!

Lastly, I’d like to highlight a popular service among our customers. Our Browsing Just for You service is like a personal shopper for enrolled library customers. To sign up customers fill out a form on our website indicating their reading preferences and then get matched with library staff to help them find their next favorite book. These books and materials can be picked up in our Holds Pickup Room at the library, delivered on the Bookmobile, or delivered directly to our customers via our TSCPL@Work or TSCPL@Home services. In 2024 our Browsing Just for You team filled more than 152 requests from 112 unique users. June was our record month, with 22 requests, but on average we received about 13 Browsing requests per month. Customers of all ages take advantage of our Browsing for You service. We have infants, toddlers, school age, middle grade and young adult youth enrolled in the program. Of the 112 unique users, about 80 of them are adults. Customers request all kinds of materials, including CDs, and movies on DVD or Blu-ray, but every single request made in 2024 included printed books. These numbers are not reflective of our Browsing subscriptions. When customers sign up, they have the option to enroll in subscription services, indicating how often they would like new materials selected for them. Currently we have 59 customers enrolled in our subscription Browsing service. When people find out we offer this service their eyes light up. This is a beloved service that I hope to see grow 2025.

My first nine months as the Reading & Resources supervisor has been exciting and terrifying and wonderful. I have worked at this library for 24 years, but I have learned so much in the last 9 months. I am so excited to continue to grow in this role and I am beyond thankful for the opportunity to lead this amazing team.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Staffing Changes

We have another vacancy in Youth Services. Lisa Bebout, who was with us a little over a year as a part time Early Childhood Specialist, gave notice right after the Christmas holidays. We will miss her laughter as well as her storytelling gifts.

Librarian Updates

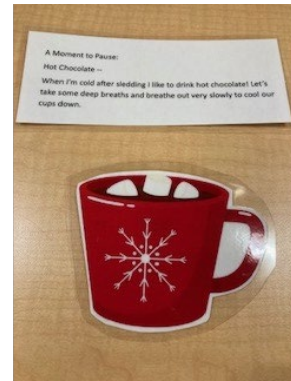
Early Childhood Outreach Librarian

Social-emotional development is an important component of a child's development. It relates to a child's ability to express and understand emotions, build meaningful relationships, and make decisions in a responsible manner. Social-emotional development also includes a young child's mental health. On the Learn & Play Bus, our team is intentional in providing these opportunities. Recently, "A Moment to Pause" was added to our daily routine. It provides that teaching moment for caregivers and children. The included picture is the moment for the month of December and January. It states:

A Moment to Pause:

Hot Chocolate –

When I'm cold after sledding I like to drink hot chocolate! Let's take some deep breaths and breathe out very slowly to cool our cups down.



School Age Kids Librarian

Yeti or not, here comes BIG FUN at the Library! Youth Services staff for school age customers designed an amazing month of compelling programs to drive kids' playful curiosity. Fabulous Aquafaba, Bursting Boba, and Winter Holiday Happenings involved hands-on science experiments using food items, and all were well attended. What is aquafaba you ask? Aquafaba is an emulsion that is the result of whisking air into chickpea juice. Patrons added colors to the emulsion and used it to paint works of art. In another program customers were introduced to Spero Remote Balls. Youth constructed mazes with Picasso tiles and then used iPod Touches to move them through the mazes. 3Doodling pens were unveiled for the first time. Patrons developed 3D Christmas or Winter trees, complete with stars and decorations. Young customers experimented with symmetry in the Snowflake Stick and Mandala programs. The Coding program on Friday evenings is often attended by the same patrons each time. They have completed their SCRATCH projects. During the Abominable program patrons watched a movie, engaged in snowball fun with our Yeti, and ate Yeti inspired snacks. A huge thank you to the Communications and Marketing Team who created and assembled an interactive Yeti for our youth. Your entire Team helps us be successful in our programming for our school aged kids because you make them feel exciting.

See photos below of Spero fun, Doodled Christmas trees and Yeti basketball.



Technical Services

Scarlett Fisher-Herremann, Technical Services Manager

Ordering Begins

We will begin ordering for library collections on Wednesday, January 8 for physical collections and Friday, January 10 for Overdrive/Libby. We'll order for 49 weeks this year which is comparable to past years. Customers are always eager to have new materials arrive and we're ready to meet their reading and viewing needs with carts full of new selections.

New Ticketing System for Discovery Center and Zoo Passes

Due to the sudden closure of Plymouth Rocket, the company we've been using for destination passes and our popular Book Group in a Bag program, we've moved to a new system for both customer experiences. We're now using Springshare's ticketing and book group management products. While we couldn't have predicted it ahead of time, the transition time between the two destination ticketing systems coincided with the giant snowstorm so no one was heading to the Zoo or Discovery Center during the time we were making the switchover. The new ticket system works similarly to the old with the same circulation settings. Customers receive email notifications confirming their reservations to either destination and show those when they arrive at the Zoo or Discovery Center. A big thanks to our community partners and the library staff who put the new product into place with only a few weeks'

notice. While the timeline was tight, we got it done for both the tickets and the switchover for Book Group in a Bag.

Access Services

Kelli Smith, Access Services Manager

Material Handling Process Improvement Update

I wanted to share where we are with pilot projects for Phase 1 & 2 of the Material Handling Process Improvement project.

Phase 1 Pilot Projects

Phase 1 refers to the work the cross-departmental team did with Lean Library Management consultant, John Huber, to develop strategies to reduce stagnation of materials waiting to be restocked in the public areas. Any reduction in wait time makes titles more easily accessible to library customers and staff. If all pilots are successful, we should have some good data to compare next summer to see the impact of the changes. Here is a review of what has been done so far and what's coming soon.



Completed Phase 1 Pilot Projects

1. Updated daily request to include last activity date & inventory date for items on hold.
 - a. Circulation staff can make quick decisions about whether to continue dedicating additional time to searching for a missing title based on the date information listed. This change helps reduce the amount of time staff spend researching Polaris and the stacks for missing holds.
2. Ended backdating returns with AMH system.
 - a. This work procedure was necessary to ensure overdue fees were assigned correctly. Since TSCPL no longer charges overdue fees, we ended this process to ensure the last activity date in Polaris was more accurate.
3. Changed pulling holds from one daily request list to pulling holds from a “live” list throughout the workday.
 - a. This change will reduce customer wait times for their holds.

4. Implemented small batch return carts for shelving assignments.



- a. Gives staff working on shelving a visual of what needs to be shelved during their shift.
 - b. Carts are less overwhelming and easier to maneuver through the library.
5. Updated circulation schedule assignments.
 - a. Reduced the number of circulation staff working the Customer Service desk and lobby to ensure enough staff are dedicated to pulling requests, processing returns, and shelving materials.
 - b. Staff work staggered two-hour shifts assigned to 1 of 3 areas:
 - i. Upstairs
 - ii. Downstairs
 - iii. Stacks
 - c. Multiple staff are assigned to one of those areas and know what tasks they need to complete. For example, downstairs staff work together to ensure that:
 - i. AMH bins are emptied
 - ii. Return carts are moved over to shelving area
 - iii. Feed return tubs through the AMH for check in
 - iv. Process any holds captured by the AMH
 - v. Answer customer phone calls
 - vi. Contact customers about any missing parts or mismatched media returns
 - d. This new structure ensures all circulation tasks are completed in small batches to ensure continuous flow. It also helps absorb a few call ins since staff will know their work quotas for those shifts (coming soon).
6. Created mobile processing cart.



- a. Staff now process holds while they are out pulling them and place them in the holds pickup room.
 - b. Request list layout adjusted to reflect how many holds circ staff should be able to pull, process, and shelve in 1 hour.
 - c. New procedures should reduce number of times an item is handled by staff, the number of items being processed by the AMH, and the wait time for customers to get their hold.
7. Changed where holds label is placed on library materials.
- a. Indicates media items were checked and complete.
 - b. Hoping change will encourage customers to remove and throw away the label to reduce the number staff have to pull off of returns.
8. Changes to curbside service.
- a. TSCPL still provides curbside service. However, holds pickup location will not be an option to choose anymore for customers when they place holds.
 - b. This change streamlines internal work procedures by eliminating having to log into that specific branch to process curbside holds.
 - c. Starting Jan. 14, customers wanting to use curbside service should choose TSCPL pickup location instead.
 - d. When notified their holds are available they should park in curbside parking and call the staff number for delivery.

Phase 1 Projects Coming Soon

9. Work with HR to explore hiring seasonal shelving staff for summer peak season.
10. Update assigned collection sorts on the AMH based on collection return volumes.

Circulation supervisors, Angie Hardy-Foltz and Jacob Ziegler have been working diligently with Circulation staff to implement various changes to work procedures to ensure work is done in small batches. They also have done a nice job collecting feedback from circulation staff with all the changes to ensure everyone understands the new procedures as well as evaluate how the changes are going.

While I know it is not fair to compare the circulation workroom now with summer, I still wanted to share a photo taken prior to the holidays. It has been a while for the workroom to be this empty for an extended period.

We hit a few snags with the holidays and weather. Thankfully circulation staff and staff from other areas have done a great job getting backed up items to the service floor these last couple of days.



Once we have implemented all the changes we discussed, we will be able to start comparing data with last summer to determine impact on workflows and customer service.

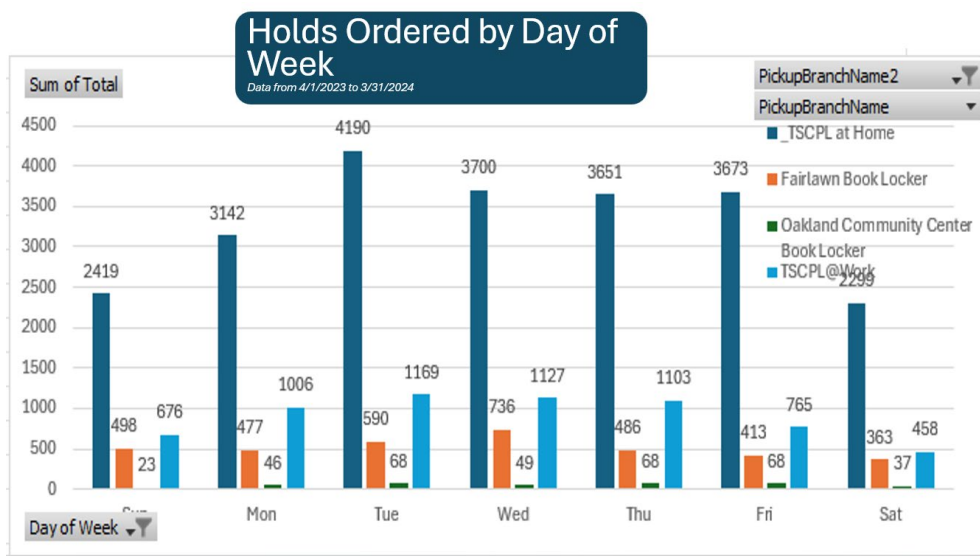
Phase 2 – Material Delivery Services

We took the methods and techniques John Huber shared with us and a new cross-departmental team have been applying them as we explore streamlining material delivery services. The new team started meeting in November and has explored delivery data, tools, workflows, and workspaces for Book Locker, TSCPL@Home, and TSCPL@Work deliveries. Here is a summary of what we discovered so far and what changes coming soon.

Polaris Data Reviewed (same period as data explored from Phase 1 – 4/1/2023 to 3/31/2024)

We explored customer behavior in placing holds for these services as well as monthly check out numbers for each service. The data suggests that customers are using these services consistently. While monthly check out numbers fluctuate a little, data does not show any evidence of peak seasonal influence (i.e. summer).

Also, customers consistently order items for delivery services throughout the week.



Holds Satisfied by Month

Data from 4/1/2023 to 3/31/2024

Hold Satisfied

Sum of Total	Column Labels									
Row Labels	%	_TSCPL at Home	%	Fairlawn Book Locker	%	Oakland Community Cen	%	TSCPL@Work	Grand Total	
Apr	8%	1767	9%	313	10%	34	8%	518	8%	2632
May	10%	2339	10%	344	3%	11	9%	570	10%	3264
Jun	9%	2076	10%	362	8%	25	8%	527	9%	2990
Jul	8%	1959	8%	288	13%	41	8%	496	8%	2784
Aug	9%	2214	9%	316	5%	15	8%	527	9%	3072
Sep	8%	1894	7%	236	13%	41	8%	542	8%	2713
Oct	8%	1897	8%	265	10%	33	10%	635	8%	2830
Nov	8%	2013	7%	240	9%	31	8%	526	8%	2810
Dec	7%	1616	8%	276	12%	38	6%	398	7%	2328
Jan	9%	2018	9%	309	9%	29	10%	677	9%	3033
Feb	8%	1903	7%	258	5%	16	9%	550	8%	2727
Mar	8%	1812	8%	262	3%	12	8%	519	8%	2605
Grand Total		23508		3469		326		6485		33788

A lot of the data we reviewed also reflected the current internal systems we have in place around staffing, delivery schedules, and work procedures.

Holds Filled by Day of Week

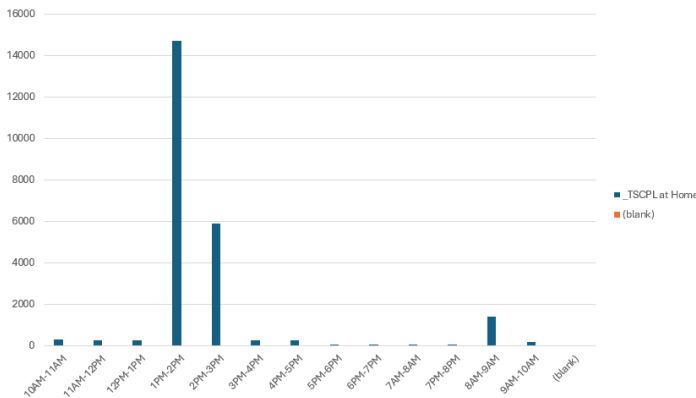
Data from 4/1/2023 to 3/31/2024

Holds Filled by Day of Week

Sum of Total	Column Labels					Grand Total
Pickup Location	_TSCPL at Home	Fairlawn Book Locker	Oakland Community Ce	TSCPL@Work		
Sun	0% 1	4% 153	0%	16% 1059	4% 1213	
Mon	24% 5564	13% 452	20% 64	33% 2115	24% 8195	
Tue	21% 5040	18% 615	18% 60	8% 549	18% 6264	
Wed	25% 5964	19% 644	20% 65	25% 1633	24% 8306	
Thu	25% 5825	16% 558	16% 52	13% 856	22% 7291	
Fri	5% 1087	18% 615	20% 66	3% 163	6% 1931	
Sat	0% 27	12% 432	6% 19	2% 110	2% 588	
Grand Total	23508	3469	326	6485	33788	

At Home Satisfied Holds by Hour

Data from 4/1/2023 to 3/31/2024



96% of At Home CKO processed
 8-9 AM (06%)
 1-2 PM (64%)
 2-3 PM (26%)

12-Month Average Time to Satisfy a Hold

Data from 4/1/2023 to 3/31/2024

	3 Days	4-5 Days	6-10 Days	Total Holds Satisfied
At Home	43%	5%	41%	18,544
At Work	97.7%	2.3%	0	6,436
Fairlawn Book Locker	79%	11%	10%	3,216
Oakland Book Locker	72%	13%	14%	293

TSCPL At Home delivery service currently delivers items to customers once every two weeks. The data reflects how long holds sit on a shelf waiting to be processed and delivered. Time spent waiting for delivery impacts not only the current customer but also other library customers waiting for the same title. If an ordered item isn't a new hot title, it still is not accessible for customers to check out and impacts item turnover rates. Therefore, the team decided to explore the feasibility of increasing At Home deliveries to once a week.

TSCPL At Work data reflects a short wait time for customers. However, the internal process skews the data. Shannon Eddings is working on getting the At Work holds spend on transferred status to help us see a more accurate time scale as to how long those customers are waiting for their items.

At Home Delivery Data

The team reviewed the delivery data from OptimoRoute from April 1, 2023 - March 31, 2024 to determine daily delivery estimates if weekly deliveries were implemented. During that timeframe, staff made 7,140 deliveries and delivered 22,981 items. 41 percent of all checked out items were delivered to customers living in 66614 (31%) and 66618 (10%).

From the number of deliveries, we estimated that drivers would be making around 27-28 deliveries a day with the move to weekly delivery. Also based on delivery times captured, we can estimate that each driver might be out delivering about 2.5 hours each day. After reviewing these estimates, staff think they can successfully take on the processing increase as well as the increased number of deliveries and delivery time.

TSCPL At Home Service

Most of the discussion around the Phase 2 project so far has been focused on TSCPL At Home deliveries as we explore increasing deliveries to every week. The team is adjusting the material handling procedure

that Community Services staff follow once they receive the holds and prepare them for delivery. Various tools staff use for this service are also being reviewed. As the different elements are explored, everyone continues to focus on the impact specific changes would have on customers. Here is a list of changes the team has completed, is piloting, or will be implementing soon.

1. Done - Update column layout of the At Home Delivery Route Excel spreadsheet to reduce time staff spend scrolling between customer name and delivery column. The entire report doesn't fit onto the computer screen. Staff use this document daily to import address data into a route optimizer as they prepare for the next day's delivery.
2. Coming Soon - Turn off hold notifications in Polaris/LX Starter for At Home branch holds and use the route optimizer to send out automated emails to customers when they have a scheduled delivery. This will make communication to customers clearer and newer At Home customers will not be confused with a holds notification. Staff have been piloting this capability before we move forward with the change to ensure customers will receive other notifications such as overdue notices.
3. Weekly Deliveries Planned to Start Beginning of March - Staff are developing new routes for weekly deliveries and assigning current customers to those routes. Also assigning the two daily routes to be geographically close to each other so drivers can double up coverage when the other driver is out of the office. Community Services Supervisor, Pat Berry will be working closely with Community Services staff to work out the necessary details.

Other areas to explore include:

- **Staffing needs with increased deliveries.**
 - There is an open circulation position tied to material deliveries. Work this team is doing will help determine whether that position needs to be reallocated to Community Services staff.
- **Marketing TSCPL At Home delivery service.**
 - Believe strongly that this service has the potential to grow. Had a long discussion on what current trends support delivery services. Convenience seems to be the big factor driving a lot of the consumer behavior.
 - Amazon & online shopping
 - Grub Hub/Door Dash/Uber Eats
 - Grocery delivery or pickup
 - Hybrid/Work from Home
 - Homeschooling
- **Expanding Book Locker Service.**
 - Help determine potential areas to expand to.
 - Look at how expanding book locker service might affect current delivery services.

The team took a break from meeting around the holidays and a sub-team of the group was created to work on the details needed to implement weekly TSCPL At Home deliveries in March.

Community Services

Patrick Berry, Community Services Supervisor

Each day we count the number of customers that visit our bookmobile stops. This gives us a good idea of traffic flow at stops and how we impact our communities.

The Bookmobile service continues to play a vital role in providing library access to communities and individuals unable to visit our downtown facility. By tracking daily visitor counts, we monitor traffic flow at our stops and measure the impact of this essential outreach program.

- **Quarterly Comparison**
In Q4 2024, the Bookmobile welcomed **2,382 visitors**, compared to **2,695 visitors** in Q4 2023. This represents a decrease of **11.6%**.
- **Annual Comparison**
For the full year 2024, the Bookmobile recorded **11,572 visitors**, down from **12,469 visitors** in 2023, reflecting a decrease of **7.1%**.

While overall numbers have declined, the Bookmobile remains a crucial resource for community engagement. Its accessibility ensures continued service to residents who may face barriers to visiting the central library, reinforcing our commitment to inclusivity and outreach.

We are pleased to announce that **Jacee Gleason**, Community Outreach School Age Librarian, has been selected for the Emerging Library Leaders Program. We are excited for the opportunity this provides Jacee.

Community Services Outreach Librarian Report

Community involvement is a core value of our organization, and it plays a vital role in our ongoing efforts to support diverse populations. In December, I had the opportunity to attend the annual El Family Winter Party hosted by USD 501, an event specifically designed for English Learners and their families attending any 501 school, and this year, it was expanded to include over 30 Ukrainian families and over 50 Filipino families, bringing together nearly 300 families in total! The purpose of the event was to provide families with valuable information about local resources available to them at no cost, ensuring that these families are aware of the essential services and support networks in the community. Our participation in this event reflects our ongoing commitment to community involvement and to ensuring that all families, regardless of language or cultural background, have access to the tools and services they need to thrive. By attending events like the El Family Winter Party, we deepen our understanding of the challenges faced by English Learners and immigrant families, and we strengthen our relationships with other organizations that can help bridge these gaps. Community involvement is essential to our strategic plan, and through these connections, we are able to foster a more inclusive, supportive, and engaged community. The Community Service team will continue to prioritize this work, as it directly impacts the well-being and success of those we serve.

Community Services Librarian Report

Even with the Bookmobile Service being down for Maintenance Week and the library being closed for

holidays, the bookmobile managed to checkout 2924 items for the month of December. Our @Home Service was able to checkout 3418 items, which was up approximately 100 items over November.

Digital Services

David King, Digital Services Director

Kids Library Renovation Technology

We are starting to get some of the technology for the new space. We just received the drawing kiosk for the interactive Draw Alive software station we're planning. This software lets customers draw a character that will appear on a large screen. Once shown, the character moves around the screen.

Book Group in a Bag and Library Passes software replacement

The software company for our Book Group in a Bag and our Passes services suddenly went out of business without much notice. This left us needing to quickly find replacement software for both products. And we were successful! Shannon Eddings (in Digital Services) lead the project and did a great job, as did the rest of the team: Scarlett Fisher-Herremann, Hayley Swisher, Sadie Mass, Deborah Ellerbrook, and Debbie Stanton. As of January 6, the library has a new (and more stable) vendor for both services.

Top Web Pages for December 2024

1. Tools & Services: 4438 Pageviews
2. Hours & Locations Page: 1520 Pageviews
3. Best Books of 2024: 1379 Pageviews
4. Work at the Library: 1377 Pageviews
5. Get a Library Card: 1351 Pageviews
6. Artsy Crafty Library: Cricut Challenge: 810 Pageviews
7. Dolly Parton's Imagination Library: 757 Pageviews
8. Meeting Room & Event Spaces: 705 Pageviews
9. Winter Reading Challenge: 678 Pageviews
10. Trivia: 652 Pageviews

Social Media Highlights for December 2024

Facebook

- Tyler's last storytime – reached 6115 people
- Meet a staffer (Emily) – reached 5866 people
- Winter Reading Challenge – reached 3834 people

Instagram

- Experience art – reached 1828 people
- Opening a Fragile box – reached 649 people
- Double rainbow – reached 627 people



A look back at 2024

We accomplished a lot in 2024. C&M has contributed to the promotion, marketing and creative work for so many library initiatives like the strategic plan campaign, rewrapping the Adventuremobile, gallery exhibits and promotions, and new social media messages that encourage our community to think of the library as a destination for leisure and learning! Here is a look of what we did in 2024.



**TOPEKA & SHAWNEE COUNTY
PUBLIC LIBRARY
FACILITIES MASTER PLAN**

JANUARY 2025



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TSCPL Building History

Topeka in the 1870s was little more than a frontier town striving to survive. 1870 brought financial panic and a grasshopper plague worse than any could remember. Approximately 8,000 people lived in the area around the current

downtown area. A hot news item was the reporting of a new iron toll bridge that linked the separate municipality of North Topeka and Topeka proper. For 10 cents there was omnibus service between 10th & Kansas and the Kansas Pacific depot.

Also in the news was the new Lincoln School. The new school was the last word in public education, and newspapers were lavish in their praise. The local government was concerned with the question of whether or not cattle should be allowed to roam at large throughout the city between sunrise and sunset. Also of concern were bogus 50 cent notes that were circulating and creating a stir with businessmen.

Whiskey was under attack by the temperance forces. In 1870-71, Lorenzo Costa's new Opera House opened to house a theatrical company.

Topeka's Black population had celebrated the passage of the 15th amendment and received favorable comments from the press because of their industry and interest in the city's progress. The city street department was accused of "utter shiftlessness" because of the streets and sidewalks. If it rained, there was an over-abundance of mud in downtown Topeka. Topeka had its problems in the 1870s, but overall it was a good place to live and on its way out of its frontier childhood.

The financial climate was such that certain residents could give serious thought to cultural advancement. The stage was set and the timing right for the organization of a library association that would eventually grow into today's Topeka & Shawnee County Public Library.

Until November of 1870, there had been three attempts at starting a library in Topeka. Each had been sponsored by men's organizations. The latest was an effort by some gentlemen members of Topeka Post No. 2, G.A.R. to establish their own library. The Grand Army of the Republic's members felt this library could "be a place where young men can meet and spend their evenings in reading or social amusements to improve the mind and help keep them from saloons and other places of vice." The Ladies of Topeka doubted the gentlemen's intentions and hurriedly organized to form their own Library in November 1870. Only 48 hours after Topekans read about the proposed men's Library Association, they read another brief announcement about another library project proposed by some of the ladies in Topeka: All ladies interested in forming a "Ladies' Library Association" in this city are requested to meet at the residence of Mrs. T.L. King, corner of 8th and Monroe streets.

Ladies Instrumental in Forming the Ladies' Library Association



Mrs. Noah McFarland

Mrs. Ellen Tweeddale

Mrs. Harrison Clarkson

The attempts by the G.A.R. Post No. 2 failed, and the Ladies Library Association was officially organized with Mrs. Noah C. McFarland elected President, Mrs. J.M. Spencer as Vice-president, and Mrs. Henry King, wife of the editor of the Kansas State Record, Treasurer. A committee was appointed to prepare a constitution and bylaws. This historic meeting took place in a second-floor lodge room over the J.W. Davis Dry Goods Store, on the east side of Kansas Avenue, between 7th and 8th streets.

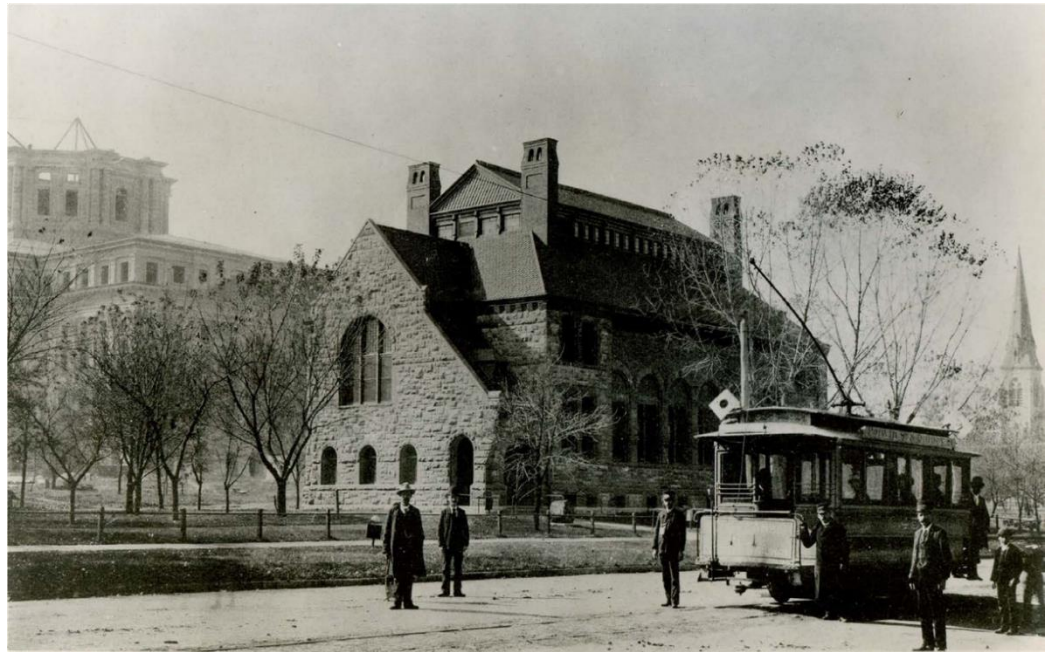
Following four months spent in recruiting members who were assessed \$3.00 a year, and pouring over catalogs in view of selecting an initial stock of 150 volumes, "suitable for a ladies' library," the fifty members of the

association were notified that their very own library would be opened on Saturday afternoon, March 11, 1871, for three hours, and on Saturday afternoons thereafter, from 3 to 6 p.m.

The Library moved into its first new building when Edward Wilder, Secretary-Treasurer of the Santa Fe Railroad and President of the Library Board, convinced the Union Pacific Railroad and the Santa Fe to jointly fund a building for the Library on the State House grounds. The grand dedication of this building was held on a "balmy" night in April 1883. Two years after the new library building opened on Capitol Square, an attempt was made to burn it down. Fortunately, a passerby smelled the oil smoke and rushed to the side of the building where a small blaze, near an open basement window, was in progress. The fire was extinguished and left no visible signs of damage. The Topeka Public Library remained on the State House grounds until it moved to its present quarters at Tenth and Washburn in 1953.

In 1918, a branch library system was established in cooperation with the Topeka school system. By 1932 there were branches at Curtis and Holliday junior high schools and Washington, Lafayette, Randolph and Gage Park elementary schools. But due to a lack of funds, and the inability of the board of education to help with expenses, the branch libraries were forced to close in 1942. Topeka once again was limited to the central building on the state house grounds.

Acting for a legislative commission, Governor Ben Paulen served notice on the library to vacate the state house grounds site in 1925. Plans for a new site and building, with voter approval, got underway. But the vote failed, and the library remained on the state house grounds. The Library observed 46 years at the state house grounds site in 1929.



1883 Library building on Statehouse grounds

Heirs of the estate of David W. Mulvane presented his home at 11th and Mulvane to the library for future expansion. It was determined to make this home into the children's library. After much hard work and fundraising, the Mulvane Girls' and Boys' Library was formally opened on September 16, 1939.

A Bond issue for \$650,000 was brought before the voters in April 1947, for the construction of a new building; an overwhelming majority approved the issue. Planning for a site and new construction began. After many suggestions it was decided that the new library building would be placed on the grounds of the Westlawn Park, located at 10th and Washburn. There were some who were unhappy about this location. They felt it was just too

far away from downtown, and people would not want to go "way out there" to visit the library!



Interior of the Library, 1976

The new library building opened on December 14, 1953. The rally call went out to save the old building on Capitol Square; a committee was formed, and a petition drive started. Over 30,000 signatures were received in the effort, but time would not save the building. After several years, the state legislature passed a bill to raze the old structure. In 1961 it was torn down and the site cleared and leveled.

In 1956, several pin oak trees between 40 and 50 feet tall were

transplanted from Gage Park to the front and west sides of the new library building. They replaced existing trees that died during the construction process.

Then, the East Topeka branch library opened at 6th and Teff December 17, 1962. "... library board considers this the first real working branch library in the city and will view it as a pilot...for possible additional branch libraries..."

In 1964, the "Tenth Year Report" of the library indicated that, since moving to the new location at 10th and Washburn, the population using the library had increased from 42 percent to 53 percent. In 1954, users averaged reading eight and a half books each. In 1963 the average was nearly 10 books each.

In 1968, planning for expansion of the library building was undertaken. "...members of the Shawnee County legislative delegation were invited to a dinner in the library basement, to view the congestion, the thousands of currently useful books exiled to the now crowded storage stacks..." Senator Pomeroy introduced legislation in the 1969-70 session to allow, with the consent of the electorate, a pay-as-you-go building expansion program.

Friends of the Topeka Public Library group was established in 1970. Formed to help with the bond issue for the bill passed by the legislature to levy a one-mill tax for five years to support the cost of expanding and remodeling the library building. The referendum passed on August 4, 1970.

In 1972, ground was broken for the Technical Services/Extension building, the first phase of the library's five-year building program. By 1974 the final phase of the TPL building program was underway. A two-story addition was built on the south and extensive remodeling was done in the rest of the library. The work included a 200-seat auditorium, a Gallery of Fine Arts, and a Topeka Room to be furnished by the Friends of TPL. The remodeling and expansion program was completed by January 1976.

In 1989, the Library and Stormont-Vail Regional Medical Center joined forces to purchase the Medical Arts building at 10th and Horne. The library was looking for parking lot expansion. Friends of the Library opened a used bookstore in the library's portion of the Medical Arts building in 1993. The Library would later purchase Stormont-Vail's half of the Medical Arts building for the expansion project.



South facade of expanded Library, 1976

In 1990, Bob and Hazel Lingo gave a gift of \$50,000 to the library for expansion of its children's section, resulting in The Lingo story room.

A November 1992, ballot asked whether a county-wide library district should be formed to expand the library's tax base to include county residents. New computer showed non-Topekans use library more than those who pay for it.

The voters of the city and county approved a new Topeka and Shawnee County Library District. The library's name changed to the Topeka and Shawnee County Public Library.

A 23-million-dollar bond issue was passed in 1996 to expand and renovate the Library, and internationally renowned architect Michael Graves was hired to design a landmark facility. In 1998, ground is broken for the 100,000 square foot addition. The Library remained open during the expansion project. On January 12, 2002, the Library opened its new doors to the public, giving us the library building patrons enjoy today.

Over the next 14 years, the people and culture that the library building opened to serve underwent major changes. The internet exploded in popularity to the point of being a necessity. Mobile smart phones, tablets, and e-readers became commonplace, creating increased demand for access to wireless networks. A seemingly endless



stream of information and entertainment became available on-demand, anytime and anywhere. Together, these personal devices and the internet fueled a growing demand for digital content and digital downloads rather than printed, paper materials. The way people accessed information and their needs from the Library changed dramatically. In July 2016, the Library released a new Facilities Master Plan to address the changing needs of the community and at the same time maintain optimal conditions and operation of the building, its site, systems, furnishings, technology, and other physical infrastructure.

In 2017 new Team Rooms were created next to the North Reading Room that allowed customers to work collaboratively in a semi-private environment.

In 2019 the Circulation Plaza was renovated, opening up the space, replacing flooring, and moving the Large Print collection and copy center closer to the front of the building. At the same time the Learning Center was created just off the Circulation Plaza, highlighting learning opportunities right as customers enter the library.



2019 also saw the creation of Claire's Courtyard. Claire's Courtyard includes a year-round sunroom, courtyard, and an outdoor amphitheater, located just off of the café entrance.

In 2020, the Alice C. Sabatini was remodeled to increase visibility, introduce an art creation space, and showcase the increasing permanent art collection.

In 2021 the Millennium Café was renovated, with new flooring, seating, and décor.



The Level 2 Tech Center opened in 2022 in the space that had previously housed the Technical Services department. This area includes a fully equipped digital art studio, two recording studios, 30 computers and 5 small meeting rooms. The Technical Services staff space was relocated to the lower level.

In 2023 the Movies and Music Room renovation was completed, which contained new furniture, new shelving, and an extension of a café dining area. In addition, the New Books area was relocated to the Team Room area and serves as hub and jumping off

point for readers looking for the newest books the Library has to offer.

The Readers Lounge was completed in 2024, transforming the space from serving primarily as a storage area for physical collections to the center of the Library's readers engagement efforts, with casual seating, merchandised collections, and a book discussion area.

While these projects were the most apparent to library customers, many other improvements were made during this time. The following projects were completed at the main library: new zero entry front entrance and ice melt system (2017), new roof (2019), new fire alarm system (2021), new chillers (2022), new boilers (2022), and dock concrete replacement (2024). The Community Services / Foundation building at 1020 Washburn had a new fire alarm panel installed in 2022 and the roof was replaced in 2023.



The Library also expanded the size of the campus with the acquisition of the Marian Clinic building at 1001 SW Garfield in 2016 and Midwest Hearing Aids building at 1719 SW 10th Ave in 2019. The former Marian Clinic building was demolished in 2017 and the former Midwest Hearing Aids building was demolished in 2020. This land was converted into a staff parking lot and green space.

TSCPL Strategic Plan

In 2023, the Topeka and Shawnee County Public Library engaged in a collective process to craft a new strategic plan. The library's previous formal strategic plan was developed in 2009. Since that time many aspects of community life have shifted most notably after the COVID-19 pandemic.

Working with The Ivy Group Ltd, the plan grew out of a comprehensive community profile, deliberate engagements with residents, and direct involvement from internal and external stakeholders.



This research identified areas of service inequity and confirmed notable growth in the community's oldest and youngest age groups.

It crystallized community-wide aspirations for more opportunities to gather, celebrate and learn.

The community engagement process helped clarify how the library can best align its resources with the community's wants and needs. Residents and stakeholders reported a high level of satisfaction with the library in the online survey and defined a public library's most important role as being a source for books and other media. Across all engagements, people asked for more dedicated library spaces throughout the community, improved access to health care information, diversified entertainment options, more ways to learn and play, and the chance to connect with their neighbors.

The Ivy Group reported their research findings at a planning summit attended by the library's leadership team, trustees and invited community leaders. Staff representing all aspects of the library operations joined for a brainstorming session. Using the research findings, they identified five major themes.

- Connection
- Space
- Learning
- Joy
- People

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.



<https://tscpl.org/about/admin/leadership/strategic-plan-2024-2029>

Facilities Master Plan Purpose and Goals

The Topeka & Shawnee County Public Library, established in 1870, serves our community from its distinctive 2002 Michael Graves-designed building. Recognizing the evolving ways people access information and utilize libraries, this Facilities Master Plan guides our commitment to ensuring the building effectively serves the community for the next decade.

Our focus remains on creating welcoming spaces that support current user needs, including collaborative work areas, interactive learning experiences, and engaging community gathering places. We prioritize preserving the building's architectural integrity while strategically updating it to meet evolving functional requirements. Additionally, we will explore the possibility of establishing satellite libraries or mobile service points to bring library services closer to residents, particularly those in underserved areas.

This plan aligns with the following five guidelines approved by the Library's Board of Trustees to define its purpose:

1. Maintain optimal conditions and operation of the building, its site, systems, furnishings, technology, and other physical infrastructure.
2. Preserve and increase public space to support learning, literacy, and civic engagement.
3. Preserve the library building's architectural integrity and character.
4. Improve people's ability to use the services, programs, collections, and learning experiences provided by a twenty-first century library.
5. Exercise good stewardship of public and private resources in maintaining and improving the building, its site, systems, furnishings, technology, and other physical infrastructure.

These guiding principles have been instrumental in shaping our library's success and continue to inform this updated Facilities Master Plan.

The plan's development involved:

- Assessing the current physical condition of the building.
- Developing a timeline for essential repairs and replacements to prevent major issues and ensure long-term building health.
- Analyzing current and anticipated space needs to optimize space utilization for patrons.
- Developing a phased approach to building alterations that address space needs and support new library programs.

While this plan provides a roadmap, it's important to acknowledge that unforeseen circumstances, such as emergencies, evolving community needs, and economic shifts, may necessitate adjustments. The library will regularly evaluate its most pressing needs and costs to ensure our services and facilities continue to meet the evolving needs of our community.

Exterior Facility Assessment

Topeka & Shawnee County Public Library – (1515 TSCPL)
1515 SW 10th Ave.

- Major Renovation and Addition: 2002

TSCPL Archive & Bookmobile Annex – (1020 Annex)
1020 SW Washburn Ave.

- Original date of construction: 1973
- Building Addition: 2006

Site Conditions

ROADS:

- 1020 Annex Paint Markings – Limited existing pavement remains in good shape.
- 1515 TSCPL Paint Markings - Stall markings in the Main lot are in good condition. Markings at the front of the building denoting NO PARKING need to be redone.



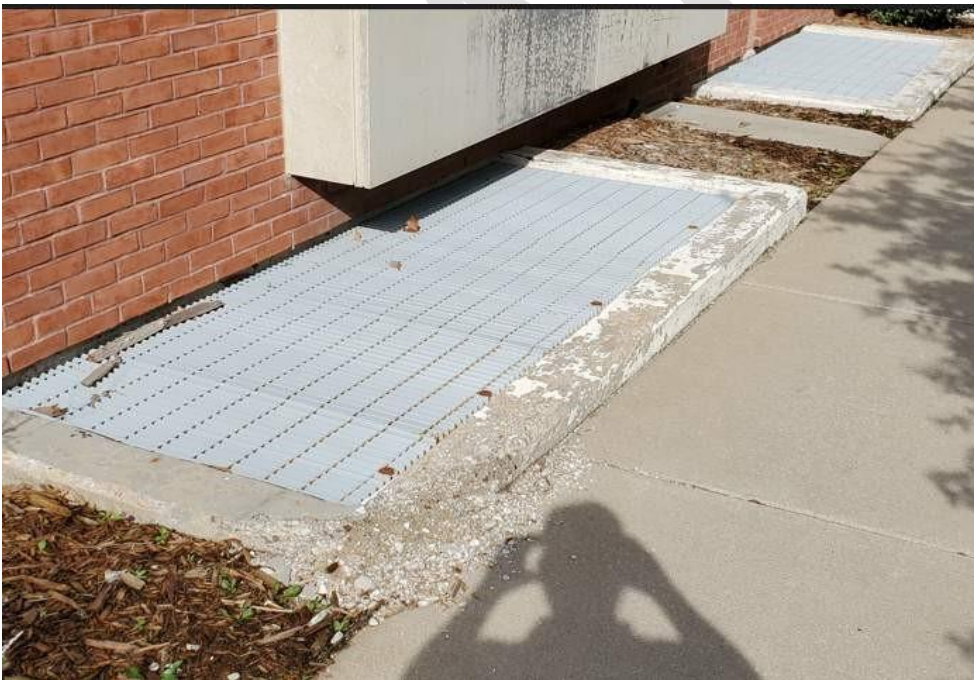
“No Parking” Markings – Front Entrance

SIDEWALKS:

- 1515 TSCPL Condition – Perimeter sidewalk has two locations where panel edges or corners are broken. One location is at the SE corner of the building. The second is on the north side of the building where snow removal has damaged window well wall and sidewalk. Long term these will need to be cut-out and replaced.



Southeast corner



North Elevation window well/sidewalk

- 1020 Annex Condition – Sidewalks are in good condition. Sealant joints between the building façade and sidewalk and between sidewalk and curb need to be cleaned and resealed. In one location existing sidewalk/ retaining wall is being used to “grind” by local skateboarders. This can be addressed with post-installed edge guards to prevent this activity.



Grind marks on the concrete wall's upper edge.



Sealant joint failure between wall and sidewalk.

PARKING:

- 1515 TSCPL – Overall condition is good with some cracking occurring between parking islands, particularly along the southern edge of the lot where traffic is less frequent. The cracks are relatively clean with no widening paving failure. Recommend for these cracks to be blown out and sealed. There is some rutting occurring at the ADA stalls parking blocks at the front of the building due to vehicle oil softening the asphalt mix leading to the breakdown of the asphalt and rutting. Recommend that areas showing this sort of deterioration be cleaned and slurry sealed and restriped. Concrete drive aisles are showing breakup along joint lines and joint intersections. Recommend that areas affected be cut out a minimum of 12" beyond the edge of failure and replaced or selectively replace the entire panel if more economical.



Cracks in the South end of Main Lot



Rutting at Accessible stalls – Main Lot



Damaged Concrete Drive Aisle – East side of the main lot

- 1020 Annex – Overall condition of the concrete lot on the west side of the building is good with one joint intersection starting to show signs of failure. Concrete Bus Drive on the west side is in equally good condition with some cracking in the concrete at the Sand/Oil Separator manhole on the rear of the building. The recommendation is to seal the linear crack at the separator to limit water/salt intrusion.



Crack at Sand/Oil Separator – East Side

RAMPS, STAIRS, AND HANDRAILS:

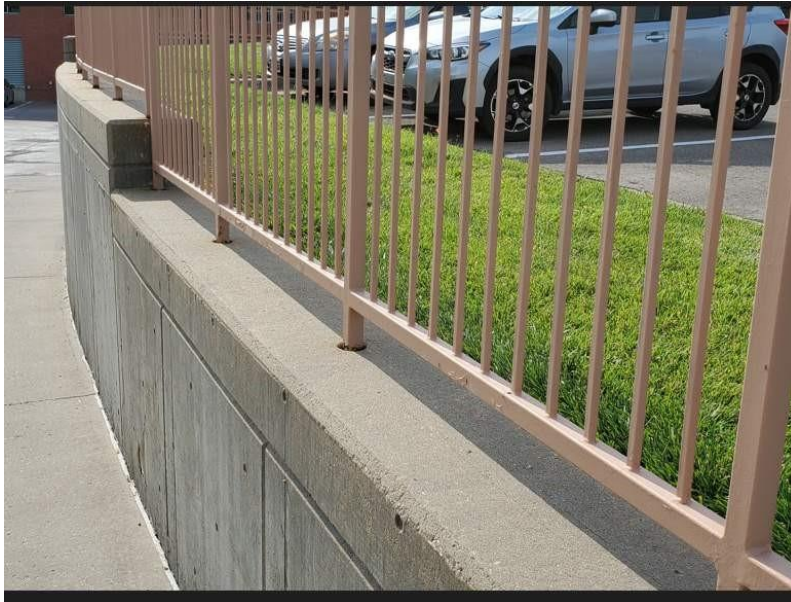
- 1515 TSCPL – Exterior railings throughout have evidence of chipped and worn paint and need repainting to prolong service life. Sections of railing along the loading dock retaining wall need repair or replacement due to standing water around the base of the verticals. In many cases, this is due to the core holes for the railings not being completely filled to shed water. Where exposed to weather holes should be grouted with Epoxy grout or sealed with sealant.



Flaking paint on rails and verticals



Rusted through vertical – Loading Dock wall.



Multiple low fill Core holes hold water – Dock Retaining Wall

- 1020 Annex – Handrails and Ramp Rails appear to be solid when pulled on. They are also in need of rust removal and repainting. While no depressions were found around the bases of vertical elements, evidence of developing rust is noticeable.



Entry Ramp Railing



Chipped paint and rust development.

LANDSCAPING/SITE FEATURES:

- 1515 TSCPL Grades/Erosion – Erosion was found along the north elevation. The first is where frequent discharge of the Roof drain has cut the embankment down to 10th Ave. The area should be repaired and a drainage channel to the street or rip-rap added to control water speed and reduce erosion. The second area of concern is further west at the end of the brick screen wall at the northwest corner of the building. Due to the slope at this corner rip-rap is recommended to reduce water speed as it drains

around the corner. The final issue noted is the depressed area between the main building and the Amphitheater. With the construction of the Amphitheater, the discharge of the 10" roof drain is forced to pool in the immediate area or make its way down the narrow alley between the two. The original inlet meant to collect this run-off and the rest of the grass slope has been isolated and an undersized area drain installed is being overwhelmed by silt. This area should be reviewed with a Civil Engineer to determine if the area could be regraded, and a concrete drainage channel or inlet could be installed to better control the water. The remaining area could be covered in a weed barrier and landscaping rock.



The north sidewalk along 10th Ave. where frequent discharge from the Overflow drain is cutting out the embankment.



Northwest corner of building at screen wall.



Amphitheater-Main Building alleyway



Amplitheatre-Main Building alleyway.



Amphitheater-Main Building alleyway

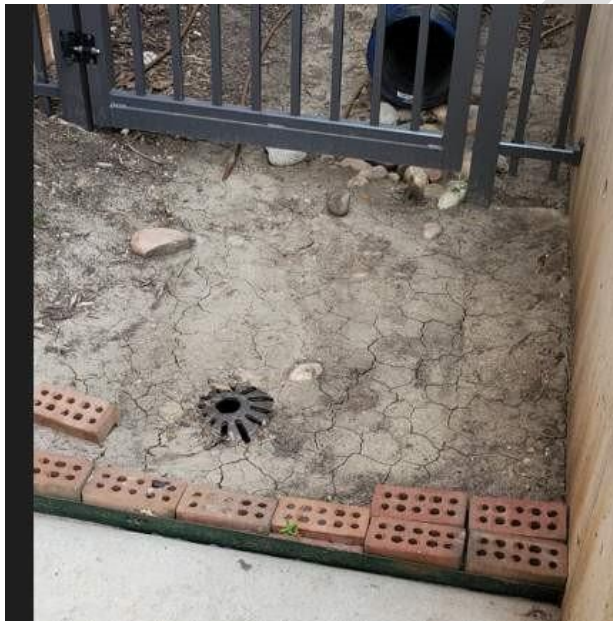
- 1020 Annex Grades/Erosion – Due to the flatness of the area, paving, and good coverage of sod around the building, erosion appears to be limited.
- 1515 TSCPL Storm Water System – Several area inlets located around the building are showing signs that they may be at least partially blocked allowing water to back up onto sidewalks and hold debris. Recommend that a review of all locations be done to verify that sediment and debris have not been washed into the structures and limiting drainage. Round, flat inlets in planting areas should be cleared and the flat grate should be replaced with a domed grate to reduce the chance of future debris covering the inlet.



SE Corner Inlet containing dirt and mulch.



East flower bed inlet overgrown, covered with rock.



Amphitheater Dome Inlet is partially buried.

- 1020 Annex Storm Water System – Building has an internal sump that collects water from an external perimeter drain. Initial review with facilities personnel indicates that there have been backups in the system and is being supplemented with a portable pump. Recommend a more detailed review of pumps, inlet, and outlet piping to verify the system is functioning properly and reliably.

BUILDING WINDOW WELLS:

- 1515 TSCPL – Window Wells – In general the window wells are one story high and covered with secured open grating over the top. It was noted that some have vegetation growing in them varying from simple grasses to what appears to be a sapling. It is recommended that a program is

undertaken to monitor these areas and remove vegetation to limit root and leaf litter build up preventing water to drain down through the underlying gravel.

- 1020 Annex Window Wells – Wells in this building are also approximately one story deep and concrete wall lined with a grate secured on top. No vegetation was noted, but in one well a pipe penetrates the walls on either side. At this location, the condition of the wall penetrations should be reviewed to verify that they are sealed against water intrusion. On the interior of the building, there appears to have been some water damage to the ceiling tile. This may be from water intrusion, or the pipe not being insulated and causing condensation.



Building Envelope

1515 TSCPL – The building facade is primarily clad in brick with cut limestone panel elements surrounding the large windows on the main level and limestone lintels over the small windows. The upper portion of the front atrium is wrapped in metal panels.

MASONRY VENEER:

- Veneer Condition – The brick masonry appears to be in good condition with no cracking noted during a ground-level walk-around.
- Flashings or weeps – Flashings were found to be present where expected in this type of construction.
- Tuckpointing – In general tuckpoint does not appear to be required, but the upper portion where the dark staining/growth is present should be reviewed after cleaning to determine if the mortar has been damaged in the dark areas.
- Cleaning – Both the limestone and the brick needs cleaning to remove lichen or environmental staining on all sides of the building. This is particularly prominent on the north and east elevations from the

parapet down and below windows and protrusion off the face of the building like the flagpole and limestone window surrounds.



Various examples of masonry staining.

WINDOWS & DOORS:

- Windows
 - Windows are anodized insulated aluminum. Overall, the window frame seems to be in good condition. The west side of the building retains its original windows and needs replacement.
- Doors
 - Entry doors are the same anodized insulated aluminum used for the windows and appear to be in good shape. Nonpublic entry doors and service doors are Hollow Metal (HM) Doors and Frames. A number of these doors are showing rusting on the bottom of the frames, particularly in the loading dock area. Where needed these frames should be repaired or replaced and in all cases, the doors and frames should be repainted to extend service life. There is one location where the door has been covered with foam insulation due to complaints of cold in the room beyond. Recommend that this door be verified to be insulated and replaced if not. All doors should be reviewed to verify that weather seals and sealant are intact and in good condition.
- Service Doors and Dock Doors
 - Gates and HM Doors and Frames for the Trash enclosure and Transformer yard are showing signs of rust. Doors should be cleaned and treated with a rust-inhibiting primer and paint to extend their service life.
 - Loading Dock Doors are showing some general wear and minor damage on their exterior faces. Perimeter seals are showing weather cracking and will need to be replaced to maintain air and water seals.
- Amphitheater Courtyard Gate
 - Gate is a 5' high picket gate with an exit device adjacent to a larger vehicle gate. Both gates are currently secured with a cable and padlock. It is recommended that this condition be reviewed for Life/Safety implications since there does not appear to be another marked accessible way to leave the area other than back into the building.



Frame rust.



Possible uninsulated door.



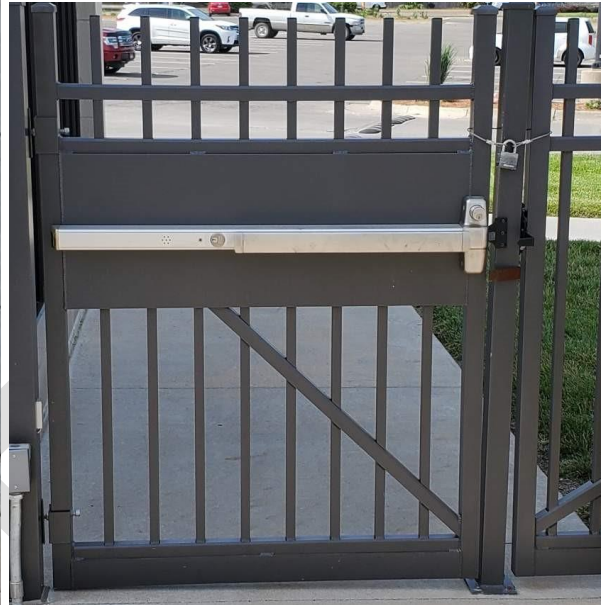
Rust and Sealant Failure – Amphitheater



Trash Enclosure Gates



Transformer Yard



Exit gate is chained shut.

ROOF:

- Type: Single Ply Membrane
- Installed: 2019
- Flashings
- Roof edge

1020 Annex – The original 1973 building façade is primarily clad in cut limestone veneer with areas of painted concrete panels under bands of aluminum windows on the upper levels. The overhanging soffits are part of the exposed concrete deck that has been painted. The 2006 bus addition is clad in the same type of limestone veneer with the panels above the vehicle doors and overhanging soffit being a cement board panel with an EIFS coating applied.

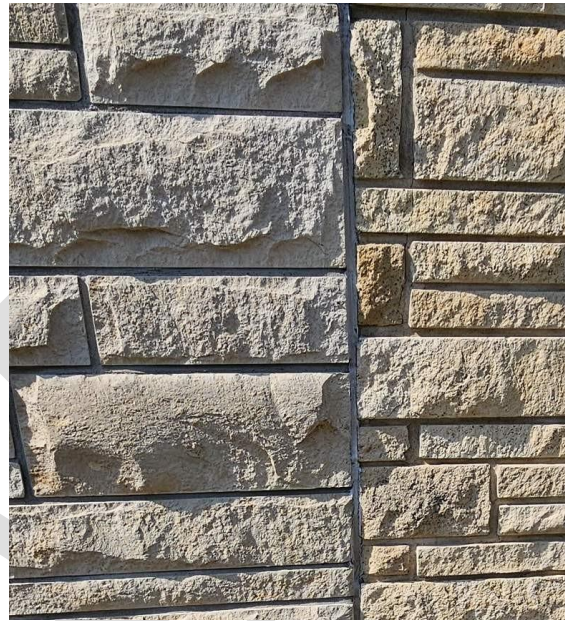
MASONRY VENEER:

- Veneer Condition – Veneer appears to be in good condition with little to no environmental staining or moss growing on the stone.
- Flashings or weeps – The irregular coursing of the stone does not show whether a base of wall flashing was installed, though there do appear to be periodic openings in the heads joints above the paving suggesting that the wall has weeps for drainage.
- Cleaning – This does not appear to be needed at this time.

- Control Joints – Masonry control joints around the building are starting to show some cracking and will require maintenance shortly, perhaps as part of a larger sealant replacement project around windows and doors.



General view 1973 façade.



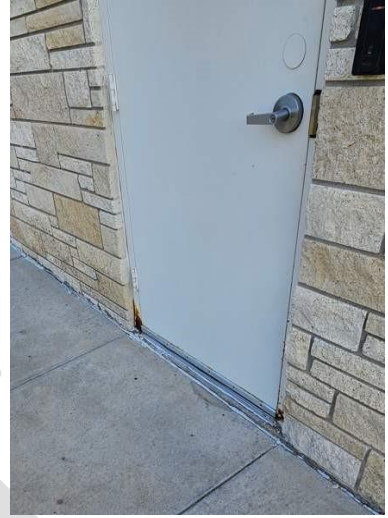
Control joint showing the beginning of deterioration.

WINDOWS & DOORS:

- Windows
 - Windows are dark anodized aluminum with an operable bottom sash. They appear to be original to the building and single-pane units. Overall the windows frame seems to be in good condition. Future replacement with insulated units would be recommended.
- Doors
 - Doors are Dark Anodized Aluminum at the main entrance with Hollow Metal (HM) Doors and frames used on Service or side entries. Bus doors on the east side of the building are slatted coiling doors. Doors with HM frames are showing rust at the bottom of the frames and will require replacement. The coiling doors are also showing surface rust through the paint on the bottom steel angles of the coiling doors.



Rust starting on bottom angles of coiling doors.



Bottom of Frame rust.

ROOF:

- Type: Single Ply Membrane
- Installed: 2023

GUTTERS AND DOWNSPOUTS:

- 1515 TSCPL – The building uses both paired internal roof drains and single internal with scupper overflows. The primary drain connects to the storm sewer while the overflow drain daylights above grade at a Lamb's tongue on the face of the building. In locations where a single primary drain is used, it also daylights at the face of the building. It was noted that there are several instances where a section of pipe has been attached to the Lamb's tongue. Overflow discharge should normally occur for brief periods when rain intensity is higher than the primary can handle or if the drain is plugged. The initial recommendation is to verify that the removable overflow dam is installed on the correct drain.

Mechanical, Electrical & Plumbing Assessment

Mechanical Systems

OVERALL SUMMARY:

The main Library building is heated and cooled by (8) different types of HVAC systems. The Satellite building is heated and cooled by (3) different types of HVAC systems.

The main Library HVAC system consists of (2) boilers supplying hot water to radiant fin tube heaters, fan coil units with chilled water and hot water coils, hot water unit heater, variable air volume boxes with hot water reheat coils, variable air volume air handler unit (VAV AHU) with chilled water coil, single zone air handler unit (SZ AHU) with chilled water, hot water preheat and reheat coils, multi-zone air handler unit (MZ AHU) with chilled water and hot water heating coil, coil module with chilled water and hot water heating coil. The chilled water-cooling coils are served by (4) air-cooled water chillers. The VAV AHUs, MZ AHU, and most SZ AHUs have capability to provide outside air for both ventilation and economizer cooling (economizer cooling uses cold outside air, during cold ambient conditions, to provide cooling to the space when cooling is required due to internal loads that are generated when large numbers of people occupy the space).

The Satellite Building consists of (2) non-condensing boilers supplying hot water to hot water fan coils and a variable air volume air handler unit (VAV AHU) with a Dx cooling coil. The garage space is conditioned by (2) Dx boiler coil units. The VAV AHU has the capability to provide outside air for both ventilation and economizer cooling.

Existing HVAC System Analysis

BOILER/FAN COIL UNIT SYSTEM:

SUMMARY:

The main Library building's main heat source consists of (2) Lochinvar hot water boilers. These current boilers were installed recently and are in good condition. Hot water is pumped through a closed loop system that circulates hot water that is heated by the boilers through coils in each of the blower coils and fin tube radiation. The boilers typically have a useful life of 20-30 years depending on various factors including routine maintenance, proper system water treatment, proper maintenance of system piping, and proper system water temperature control. The hot water system has a chemical feeder, and the system piping appeared to be in fair condition. The existing boilers are of the "condensing, water tube" design. These boilers are approximately 95% efficient. Condensing boilers allow circulating water temperatures to be reset to much cooler water temperatures during moderate times when heating is required.

The fan coil units appear to be in good working condition. These units were installed in 1999 and are past their useful life of 15-20 years. We recommend these units be scheduled for replacement as they could start to experience major component failures due to age and general use.

In the Satellite building, there are (2) RBI non-condensing boilers supplying hot water to the various hot water fan coils and VAV boxes with reheat. These boilers were installed in 2005 and are in fair condition. Hot water is pumped through a closed loop system that circulates hot water that is heated by the boilers through coils in each of the blower coils and fin tube radiation. The boilers typically have a useful life of 20-30 years depending

on various factors including routine maintenance, proper system water treatment, proper maintenance of system piping, and proper system water temperature control. The hot water system has a chemical feeder, and the system piping appeared to be in fair condition.

The existing boilers are of the “non-condensing, water tube” design. These boilers are approximately 80% efficient. We do not recommend the replacement of these boilers at this time; however, when they are closer to the end of their expected useful life, we would recommend “condensing” type boilers be utilized. The condensing boiler will operate at heating efficiencies that are between 90 and 95%. Condensing boilers also allow circulating water temperatures to be reset to much cooler water temperatures during moderate times when heating is required. These changes result in a reduction in the usage of natural gas for heating.

AIR-COOLED CHILLER:

SUMMARY:

The main Library is cooled via (4) packaged air-cooled water chillers located on the roof. The chillers have been recently replaced and should last for 20 years with proper maintenance and care. The chilled water system consists of a primary/secondary pumping. Chilled water is pumped through a closed loop system that circulates chilled water that is cooled by the chiller through coils in each of the blower coils and AHUs. DDC controls related to the pumping and chiller operations need to be reviewed and possibly adjusted.

AIR-COOLED CONDENSING UNIT:

SUMMARY:

The Satellite building is cooled via (3) air-cooled condensing units. The condensing units are paired with the VAV AHU and both blower coils. All (3) units include R-22 refrigerant, which is currently being phased out. The useful life of this type of equipment is typically 15-25 years, therefore these units should be replaced soon as internal parts such as compressors and fans begin to fail. Since these units are at their expected useful life, continued expenditures for repair will increase. Replacement of this equipment should be anticipated.

VARIABLE AIR VOLUME AIR HANDLING UNITS WITH REHEAT BOXES:

SUMMARY:

The existing variable air volume air handling units with chilled water are all in good working order. These units were placed in operation in 1999 for the Library building. The existing VAV AHU with Dx coil, Satellite building, is in good working order. The Satellite building unit was installed in 2005. The estimated useful life of this type of air-handling unit equipment is 25-30 years. Therefore, we recommend that the Library VAV AHUs installed should be planned for a rehabilitation. Fans, motors, belts, coils, dampers/actuators, control valves, variable frequency drives, and drain pans are items that could be replaced to extend the usefulness of the existing air handling unit.

The existing VAV boxes are a mix of cooling only and hot water reheat, all in good working order. These units were installed in 1999. The estimated useful life of this type of air handling unit equipment is 15-20 years. Therefore, we recommend that the VAV boxes should be planned for rehabilitation or replacement.

Damper/actuators, DDC controls, and control valves are items that could be replaced to extend the usefulness of the existing VAV boxes. Some of the boxes may prove to be challenging to rehab due to part availability for the older style of box and would result in full replacement.

MULTIZONE AIR HANDLING UNITS:

SUMMARY:

The existing multi-zone air handling units with chilled and hot water coils are all in good working order. These units were placed in operation in 1999. The estimated useful life of this type of air handling unit equipment is 20-25 years. Therefore, we recommend that the MZ AHUs installed should be planned for rehabilitation. Fans, motors, belts, coils, dampers/actuators, control valves, variable frequency drives, and drain pans are items that could be replaced to extend the usefulness of the existing air handling unit.

SINGLE ZONE AIR HANDLING UNITS:

SUMMARY:

The existing single-zone air handling units with chilled and hot water (heating and reheat) coils are all in good working order. These units were placed in operation in 1999. The estimated useful life of this type of air-handling unit equipment is 25-30 years. Therefore, we recommend that the SZ AHUs installed should be planned for rehabilitation. Fans, motors, belts, coils, dampers/actuators, control valves, variable frequency drives, and drain pans are items that could be replaced to extend the usefulness of the existing air handling unit.

EXHAUST SYSTEMS:

SUMMARY:

The restrooms and janitors' rooms located throughout the building were served by individual exhaust fans. Some of the exhaust fans are controlled via interlock with associated AHUs, while others are controlled via building automation system programming.

HUMIDIFICATION SYSTEM:

SUMMARY:

The main Library building has electric canister style humidifiers serving collections of single zone air handling units. The distribution of dry steam is mounted in the air handler. The humidifiers are connected to and controlled by the DDC system. Space humidity is controlled to 40-45% at 72F. The option of installing a DI water system and a clean steam humidifier would add to the longevity of the humidifiers and the need for less steam.

HVAC Controls

OVERALL BUILDING SUMMARY:

The buildings are currently controlled via Johnson Controls Inc. (JCI) Metasys direct digital control (DDC) system that provides system monitoring, remote system monitoring, scheduling of occupied and unoccupied setback temperatures, and adjusting space temperatures. The current system is outdated; therefore, we recommend updating the system across the buildings. This will improve the accuracy of readings and control, as well as prevent significant downtimes due to old devices failing and no replacement parts being readily available.

Staff have noted that during winter certain areas of the building are warmer than intended. A commissioning review of the existing controls programming and operation should allow for items like this to be resolved, as we have the ability to economize during the winter months.

Plumbing System

OVERALL SUMMARY:

The domestic plumbing systems located throughout the building are in good condition. The Main Library is served by a 4" service that enters the building in the mechanical room at the SE corner of the building. The meter is located outside of the building in a meter pit. The Satellite building is served by a 2" service with the water meter located outside of the building in a meter pit.

The domestic hot and cold water piping in the building consists of insulated copper piping. The waste/vent piping located in exposed areas is a mix of cast iron and PVC.

There exists a variety of electric domestic water heaters located throughout the Library building to provide domestic hot water to plumbing fixtures. These water heaters have been replaced through the years as needed with new ones and are in good condition. The Satellite building has (1) an electric water heater that is over 15 years old and should be considered for replacement.

The plumbing fixtures throughout the Library building are in good condition.

The Satellite building drinking fountain has had issues and is hard to provide service on. The drinking fountain should be replaced. The 2nd floor sink has had issues draining and should have a contractor look into the existing waste piping. In the boiler room, the floor drain does not drain well and the backwater valve and waste piping should be investigated by a contractor with a scope camera.

Electrical System

POWER DISTRIBUTION:

The buildings receive commercial electrical power from "EVERGY". The main Library electrical service provides 3000A 480Y/277 VAC, 3-phase, 4-wire power, while the Satellite building is provided with a 600A 120/208 VAC, 3-phase, 4-wire power.

The main electrical distribution panels in the Library were installed in the 1999 renovation. The equipment appears to be in good condition and good working order. The original distribution switchgear is in fair condition but should be considered for replacement.

The main electrical distribution panel in the Satellite was installed in the 2005 renovation. The equipment is in good condition and good working order.

The electrical branch circuit panelboards located throughout the buildings are, in many cases, original and in good condition. Maintenance personnel have indicated that an infrared inspection was performed and passed. Grounding inspection has also been performed and passed.

LIGHTING:

Interior:

Overall, the interior lighting throughout the buildings utilizes a mix of linear fluorescent and LED retrofit lamps. The fixtures located in the lay-in grid ceilings consist of recessed troffers while the fixtures located in other various areas with hard ceilings consist of surface mounted fixtures. These lamps and or fixtures should be replaced when required.

The interior lighting is controlled with a mix of occupancy switches and manual wall switches. With any future renovation projects, it is recommended to install motion control for the lighting.

Exterior:

The exterior building mounting lighting consists of LED wall packs, retrofit LED bulbs, and LED can light. All building mounted lighting is controlled via photocells to turn on when the sun goes down. Several of the building mounted lights were on during the daylight and the photocells should be checked for functionality.

Parking lot Lighting utilizes pole mounted LED lights that are in good condition.

Fire Alarm and Fire Protection Systems

FIRE ALARM SYSTEM:

The main Library building and Satellite building are served by a Simplex fire alarm system was installed in the last few years. This existing fire alarm system is an addressable system. With proper maintenance, the fire alarm system will suitable for years to come.

SPRINKLER SYSTEM:

The main Library building is protected by a fire sprinkler system. Maintenance staff informed us that the internal piping had recently been inspected and is in good condition. The backflow preventor is also in good working order. The current server space is protected by a dry system that is double interlocked with proof of smoke before the water flows. An upgrade to a Halon system would help reduce the risk to the equipment in the event of a fire.

The Satellite building does not include a fire suppression system.



**TOPEKA & SHAWNEE COUNTY
PUBLIC LIBRARY**

HTK Project No: 2001.01-001

PHASE: Facility Assessment

Estimate of Probable Construction Costs

7/10/2023

PROGRAM ROOM TYPE	Quantity	Unit	Unit Cost (\$)	Item Cost	Total Cost	Replacement Year
Site						\$170,760
Erosion Control - Along 10th Ave. (Main Library)	1	LS	\$10,000.00	\$10,000		1 to 3 years
Crack Sealer Asphalt Parking (Main Library)	1,500	LF	\$2.00	\$3,000		1 to 3 years
Seal Coat ADA Parking (Main Library)	1	LS	\$2,500.00	\$2,500		1 to 3 years
Regrade Amphitheater Drainage (Main Library)	1	LS	\$40,000.00	\$40,000		1 to 3 years
Repaint Exterior Handrails (Main Library & Annex)	1	LS	\$20,000.00	\$20,000		1 to 3 years
Reseal Sidewalk Expansion Joints (Annex)	500	LF	\$3.00	\$1,500		1 to 3 years
Replace miscellaneous concrete sidewalk (Main Library)	1	LS	\$10,000.00	\$10,000		3 to 5 years
Concrete Drive replacement (Main Library)	648	SY	\$120.00	\$77,760		3 to 5 years
Crack Seal Concrete paving at Sand/Oil Separator (Annex)	200	LF	\$3.00	\$600		3 to 5 years
Replace Exterior Handrail (Main Library)	50	LF	\$108.00	\$5,400		5 to 10 years
MEP						\$2,050,050
Drinking Fountain (Annex building)				\$4,300		1 to 3 years
Water Heater (Annex building)				\$2,900		1 to 3 years
Building static sensor control point				\$1,400		1 to 3 years
Replace (2) blower coil units in Annex garage				\$16,000		1 to 3 years
Building Automation System replacement (Main Library)				\$460,000		3 to 5 years
Building Automation System replacement (Annex)				\$28,400		3 to 5 years
Deionized water system and clean steam humidifier				\$112,000		3 to 5 years
AHU rehab (coils, fans/motors, drain pans, actuators, TAB, ...)				\$545,000		3 to 5 years
Add alarm sensor for sump and ejector pumps to DDC				\$2,800		3 to 5 years
Whole building water no-salt conditioner system				\$750		3 to 5 years
Add Halon system for IT rooms				\$13,500		3 to 5 years
Replace AHU Dx coil and CU, Annex building				\$78,000		3 to 5 years
Replace Chillers and pumps				\$495,000		20-25 years
Replace Boilers and pumps				\$290,000		20-30 years
Electrical/Security						\$1,396,700
Interior Lighting Replacement (LED)				\$770,000		3 to 5 years
Original Switchgear Replacement (Library)				\$45,000		3 to 5 years
Replace Fire Alarm System (Library)	220,000	SF	\$2.50	\$550,000		20-30 years
Replace Fire Alarm System (Annex)	12,680	SF	\$2.50	\$31,700		20-30 years
Building Envelope						\$188,584
Clean Masonry - Main Library	39,757	SF	\$1.46	\$58,045		1 to 3 years
Replace Joint Sealant - Main Library	39,757	SF	\$0.27	\$10,734		1 to 3 years
Replace seals on loading dock overhead doors (Main Library)	5	EA	\$1,200.00	\$6,000		1 to 3 years
Replace Joint Sealant (Annex)	7,296	SF	\$0.25	\$1,824		1 to 3 years
Replace West Elevation Windows	262	SF	\$95.00	\$24,890		1 to 3 years
Replace each HM Door with Insulated Door (Main Library)	1	LS	\$5,000.00	\$5,000		3 to 5 years
Replace existing windows with Insulated Units (Annex)	822	SF	\$95.00	\$78,090		3 to 5 years
Repaint existing exterior doors and frames (Main Library)	20	EA	\$200.00	\$4,000		3 to 5 years
Interior						\$4,900
Replace Annex Cabinets at sink 2nd floor	14	LF	\$350	\$4,900		5 to 10 years
Items TOTALED based on years indicated for replacement:				TOTAL from above:	Increase for Future:	
1 to 3 years				\$203,094	15%	\$233,558
3 to 5 years				\$2,230,900	30%	\$2,900,170
5 to 10 years				\$10,300	50%	\$15,450
beyond 10 years				\$1,366,700	60%	\$2,186,720

Note: Anticipate 3 - 6% Increase in Escalation per year. Add 5 - 8% Design Services for Architectural and Engineering Services on project development.

Building Remodel and Updates

Since the implementation of the 2016 Facilities Master Plan, the majority of the public spaces have been remodeled. However, there are spaces that are still in need of renovation and others that may need modifications to continue to serve customers in the best way possible.

Staff Restrooms

In 2021 the public restrooms were remodeled. This included new poured flooring, tile, and finishes that improved the look and ease of cleaning. It also added more hands-free options. Updating flooring and finishes in the staff restrooms will help improve cleanliness and overall appearance of these restrooms.



Recommended Construction Budget:
\$200,000 - \$250,000

Recommended Budget Year:
2025

The Edge

The remodel of the Kids Library, which is scheduled to be completed in 2025, will move the Young Adult activity space back into main portion of the library next to the Young Adult collections. This will free up The Edge, which had previously served as the teen activity space, and prior to that as the Media Center.

This provides us with an opportunity and location to create a new service or expand an existing service. Plan development for this space will begin in 2025. Several concepts have already been discussed, including an expanded recording studio and maker space, but nothing has been decided.

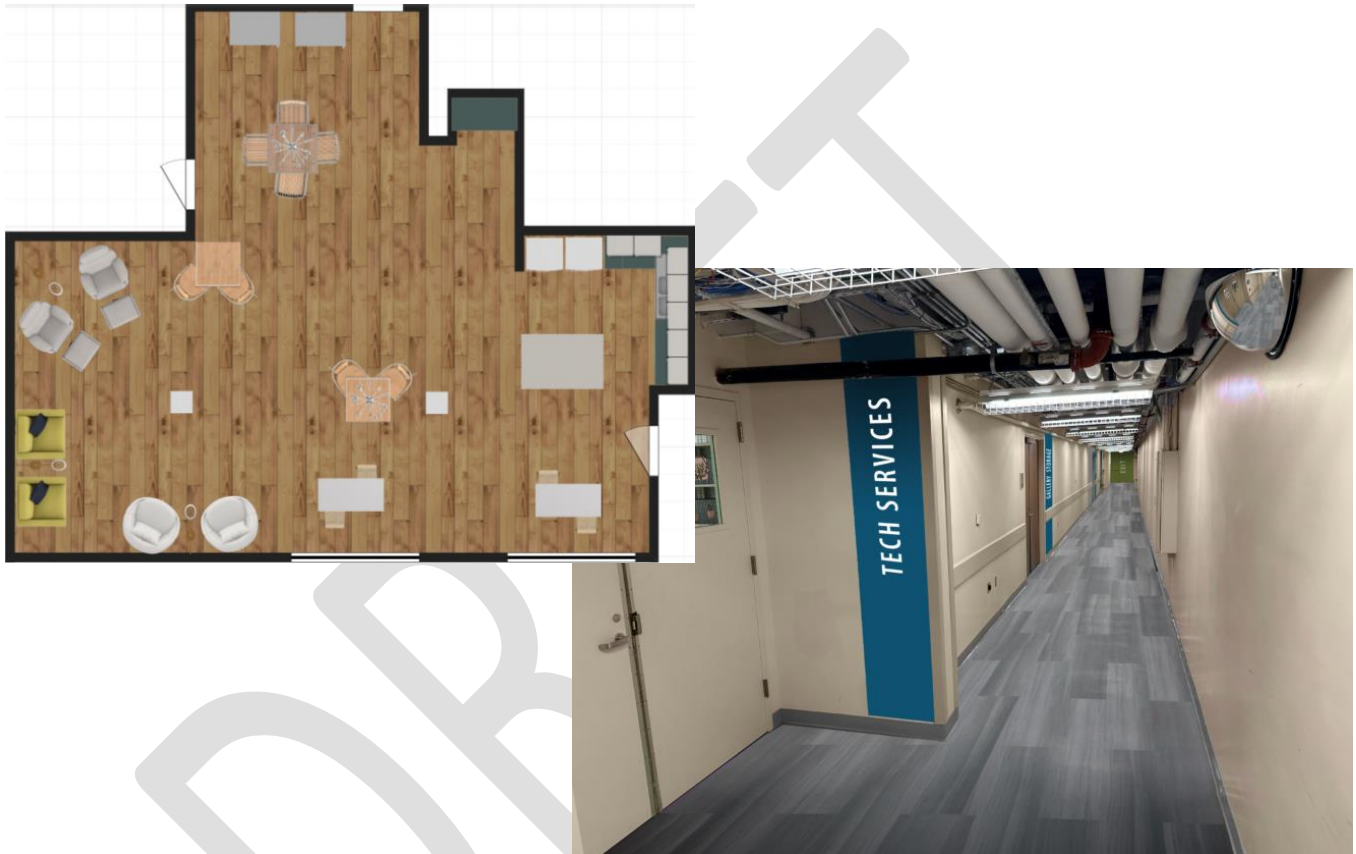


Recommended Construction Budget:
\$500,000 - \$750,000

Recommended Budget Year:
2026

Staff Spaces

The previous Facilities Master Plan renovations focused on public spaces, other than the Technical Services workroom, which was moved to create the Level 2 Tech Center. The way that staff work and the resources and spaces they need has changed over the last 25 years. In addition, these spaces are in need of updating worn flooring and other finishes and furnishings. Work has begun in selected areas in 2024 and staff restrooms are scheduled to be remodeled in 2025. The library plans to renovate and update staff spaces over the next several years, tackling a different area each year.



Recommended Construction Budget:
\$500,000 (spread over multiple years)

Recommended Budget Year:
2025-2029

Flooring and Paint

There are select areas throughout the library that have not been updated as part of the previous Facilities Master Plan. In many of these areas the paint colors have not been updated to match the new color scheme used throughout the rest of the library. In addition, some of these areas have older flooring that is getting close to needed to be replaced. The following is a list and timeline for the areas that are not scheduled to be updated in other projects.

Second Floor Hallways and Stairwells



Recommended Construction Budget:
\$20,000 - \$30,000

Recommended Budget Year:
2026

Meeting Rooms



Recommended Construction Budget:
\$35,000 - \$45,000

Recommended Budget Year:
2026

Topeka Room

The Topeka Room, with its historical significance, is in good overall condition and does not require a complete redesign. However, minor updates are necessary, including repainting and replacing some carpeting. We'll also explore ways to enhance the entrance to the Topeka Room, making it more prominent and inviting to visitors.



Recommended Construction Budget:
\$200,000 - \$400,000

Recommended Budget Year:
2029

Auditorium

The auditorium is the library's premier meeting space that draws thousands of people every year, for everything from small group meetings to author events that draw well over 200 people. The audiovisual equipment was upgraded in 2022 and is in good shape. However, some of the finishes, specifically the fabric on the walls and the moveable walls, are beginning to look worn and dingy and are due for replacement.



Recommended Construction Budget:
\$50,000 - \$100,000

Recommended Budget Year:
2027

Administration Remodel

Changes in spaces and staffing over the years have created the need for more private office space. The current administrative offices could be made smaller to accommodate more offices in the administrative area. This would allow Foundation staff to move into the main building and relocate staff on the lower level into the administrative area. If this were to occur, painting and flooring could be updated at the same time.



Recommended Construction Budget:
\$500,000 - \$750,000

Recommended Budget Year:
2030+

Rotunda

The rotunda is arguably the library's most iconic location, and a large part of that is the maple paneling. Unfortunately, the paneling has begun to warp in several locations. The library has made repairs as needed, but at some point, a plan needs to be developed to create a permanent fix, including the possibility of replacing the paneling with something else. This does not appear to be an urgent issue, but warrants watching and developing a long-term solution.



Recommended Construction Budget:
\$1,000,000 - \$2,000,000

Recommended Budget Year:
2030+

Outreach Service Concepts

Book Lockers

The library has successfully implemented book lockers at Oakland Community Center and Fairlawn Plaza Mall, which have been well-received by the public. A goal has been to expand the number of lockers we have in the county but finding partners in strategic locations that will allow us to place a locker indoors has been challenging.

Multiple vendors now sell book lockers that function outdoors in climates like Shawnee County. This would give the library a greater amount of flexibility with regards to where lockers can be located and make it much easier for organizations to agree to install a locker. Over the next 2 years we would like to add two new book lockers. Each locker would cost approximately \$25,000 and would be paid for by The Library Foundation.



Delivery Vehicles

The library has had a fleet of vehicles that have been utilized for various services, with the most visible being the Bookmobiles, Learn and Play Bus, and Red Carpet vehicle. However, the library also has three mini-vans and a Chevrolet Volt that are used for a variety of delivery services, such as TSCPL @ Home and Work, as well as outreach programming, and shuttling evening shifts to Bookmobiles. Even with these vehicles, many staff members have to regularly use their own vehicles for library services, most notably Outreach Storytellers, but several others use their own vehicles when all of the library vehicles are in use. These vehicles will need to be replaced at some point, but with the increased amount of services occurring outside of the building, additional vehicles would help alleviate the amount of time staff are required to use their own vehicles.

Budget Matrix

2025			
Restrooms	1020 Building	General Fund	\$75,000
Replace annex cabinets on 2nd floor	1020 Building	General Fund	\$5,000
Parking Lot Lights	Landscaping / Building Envelope	General Fund	\$20,000
Clean masonry	Landscaping / Building Envelope	General Fund	\$15,000
Concrete drive replacement	Landscaping / Building Envelope	General Fund	\$125,000
Parking Lot Asphalt	Landscaping / Building Envelope	General Fund	\$175,000
Kids Library	Main Building	General Fund	\$25,000
Elevator Upgrade	Main Building	General Fund	\$200,000
Restrooms	Main Building	General Fund	\$175,000
Staff spaces (circulation)	Main Building	General Fund	\$50,000
Access Services Manager's office	Main Building	General Fund	\$25,000
Arc Fees (front drive)	Main Building	General Fund	\$25,000
New Route Vehicle	Outreach Services	General Fund	\$55,000
New Delivery Vehicle	Outreach Services	General Fund	\$30,000
Friends Subtotal			\$0
Foundation Subtotal			\$0
General Fund Subtotal			\$1,000,000
Total			\$1,000,000

2026			
Water heater	1020 Building	General Fund	\$2,900
Replace joint sealant	1020 Building	General Fund	\$1,824
Lower Level Flooring	1020 Building	General Fund	\$25,000
Regrade Amphitheatre Drainage	Landscaping / Building Envelope	General Fund	\$40,000
Erosion Control - Along 10th Ave	Landscaping / Building Envelope	General Fund	\$10,000
Replace joint sealant	Landscaping / Building Envelope	General Fund	\$10,734
Replace seals on loading dock overhead doors	Landscaping / Building Envelope	General Fund	\$6,000
Staff spaces	Main Building	General Fund	\$100,000
The Edge	Main Building	General Fund	\$625,000
Elevator upgrade	Main Building	General Fund	\$200,000
Team Room Soundproofing	Main Building	General Fund	\$10,000
Second Floor Hallways and Stairwells	Main Building	General Fund	\$25,000
Meeting Rooms Carpeting and Paint	Main Building	General Fund	\$40,000
Arc Fees	Main Building	General Fund	\$90,000
Securit / PA System upgrades	Main Building	General Fund	\$50,000
Book Lockers	Outreach Services	Foundation	\$50,000
New Delivery Vehicle	Outreach Services	Friends	\$35,000
<i>Potential Outreach Initiatives</i>	<i>Outreach Services</i>	<i>General Fund</i>	<i>TBD</i>

Friends Subtotal		\$35,000
Foundation Subtotal		\$50,000
General Fund Subtotal		\$1,236,458
Total		\$1,321,458

2027

Replace blower coil units in garage	1020 Building	General Fund	\$16,000
Building Automation System replace	1020 Building	General Fund	\$28,400
Crack Seal Concrete at Sand/Oil Separator	1020 Building	General Fund	\$600
Repaint exterior handrails	Landscaping / Building Envelope	General Fund	\$20,000
Claire's courtyard improvements	Landscaping / Building Envelope	General Fund	\$50,000
Reseal sidewalk expansion joints	Landscaping / Building Envelope	General Fund	\$1,500
Replace west elevation windows	Landscaping / Building Envelope	General Fund	\$24,890
Building static sensor control panel	Main Building	General Fund	\$1,400
Building Automation System replacement	Main Building	General Fund	\$460,000
Staff spaces	Main Building	General Fund	\$100,000
Auditorium walls and panels	Main Building	General Fund	\$75,000
Arc Fees	Main Building	General Fund	\$20,000
New Delivery Vehicle	Outreach Services	General Fund	\$40,000
<i>Potential Outreach Initiatives</i>	<i>Outreach Services</i>	<i>General Fund</i>	<i>TBD</i>
Friends Subtotal			\$0
Foundation Subtotal			\$0
General Fund Subtotal			\$837,790
Total			\$837,790

2028

Replace windows with insulated units	1020 Building	General Fund	\$78,090
Replace AHU Dx coil and CU	1020 Building	General Fund	\$78,000
Replace each HM door with insulated door	Landscaping / Building Envelope	General Fund	\$5,000
Staff spaces	Main Building	General Fund	\$100,000
Deionized water system and clean steam humidifier	Main Building	General Fund	\$112,000
Upgrade Generator	Main Building	General Fund	\$200,000
Interior Lighting Replacement LED	Main Building	General Fund	\$150,000
Original Switchgear Replacement	Main Building	General Fund	\$45,000
New Delivery Vehicle	Outreach Services	Friends	\$40,000
<i>Potential Outreach Initiatives</i>	<i>Outreach Services</i>	<i>General Fund</i>	<i>TBD</i>
Friends Subtotal			\$40,000
Foundation Subtotal			\$0
General Fund Subtotal			\$768,090
Total			\$808,090

2029			
Replace misc concrete sidewalks	Landscaping / Building Envelope	General Fund	\$10,000
Replace exterior handrail	Landscaping / Building Envelope	General Fund	\$5,400
Repaint existing exterior doors and frames	Landscaping / Building Envelope	General Fund	\$4,000
AHU rehab	Main Building	General Fund	\$545,000
Add alarm sensor for sump and ejector pumps	Main Building	General Fund	\$2,800
Add halon system to IT rooms	Main Building	General Fund	\$13,500
Whole building water no-salt conditioner system	Main Building	General Fund	\$750
Staff spaces	Main Building	General Fund	\$100,000
Topeka Room	Main Building	General Fund	\$300,000
Arc Fees	Main Building	General Fund	\$45,000
New Delivery Vehicle	Outreach Services	General Fund	\$40,000
<i>Potential Outreach Initiatives</i>	<i>Outreach Services</i>	<i>General Fund</i>	<i>TBD</i>
Friends Subtotal			\$0
Foundation Subtotal			\$0
General Fund Subtotal			\$1,066,450
Total			\$1,066,450

2030 and Beyond			
<i>Explore changes to 1020</i>	<i>1020 Building</i>	<i>General Fund</i>	<i>TBD</i>
Replace Exterior Handrail	Landscaping / Building Envelope	General Fund	\$5,400
<i>Explore Garfield Greenspace</i>	<i>Landscaping / Building Envelope</i>	<i>General Fund</i>	<i>TBD</i>
Adminstration Remodel	Main Building	General Fund	\$750,000
Rotunda Paneling	Main Building	General Fund	\$1,500,000
<i>Explore North Reading Room update</i>	<i>Main Building</i>	<i>General Fund</i>	<i>TBD</i>
<i>Explore outdoor Kids area</i>	<i>Main Building</i>	<i>General Fund</i>	<i>TBD</i>
<i>Explore outreach service vehicles</i>	<i>Outreach Services</i>	<i>General Fund</i>	<i>TBD</i>
Friends Subtotal			\$0
Foundation Subtotal			\$0
General Fund Subtotal			\$2,255,400
Total			\$2,255,400

Conclusion

The Topeka & Shawnee County Public Library has a rich history dating back to 1870. The current facility, designed by Michael Graves, opened its doors in 2002. Since then, the way people access information and utilize libraries has undergone a significant transformation. This Facilities Master Plan outlines the library's commitment to adapting to these changes and ensuring the building continues to serve the community effectively for the next decade.

The plan prioritizes creating welcoming and inviting spaces that cater to current user needs. This includes continuing to focus on collaborative work areas, interactive learning, and engaging community gathering places. It acknowledges the importance of maintaining the building's architectural integrity while strategically updating it to meet evolving functional requirements. Additionally, the plan will investigate the possibility of establishing satellite libraries or mobile service points in the community. These initiatives aim to bring library services closer to residents, particularly those in underserved areas, and provide flexible, accessible options that meet the diverse needs of the community.

While this plan provides a roadmap for the future, it's important to recognize that unforeseen circumstances, such as emergencies, changes in customer needs, community shifts, societal changes, and economic fluctuations, may necessitate adjustments to the plan. The library remains committed to adapting to these changes and ensuring that its services and facilities continue to meet the evolving needs of the community.

DRAFT



Key Metrics

Net Promoter Score

86.4

End of LY: **86.4**

Difference: **0.0** --

% Change: **0.0%** --

Active Cardholders

57,042

End of LY: **61,419**

Difference: **-4,377** ▼

% Change: **-7.1%** ▼

Unique Borrowers YTD

40,153

Previous YTD: **37,446**

Difference: **2,707** ▲

% Change: **7.2%** ▲

Door Count YTD

455,449

Previous YTD: **452,723**

Difference YoY: **2,726** ▲

% Change YoY: **0.6%** ▲

First Time Checkouts YTD

670,363

Previous YTD: **713,242**

Difference YoY: **-42,879** ▼

% Change YoY: **-6.0%** ▼

Digital Checkouts YTD

699,785

Previous YTD: **649,921**

Difference YoY: **49,864** ▲

% Change YoY: **7.7%** ▲

Computers and WiFi

Computer Sessions YTD

88,829

Previous YTD: **96,722**

Difference YoY: **-7,893** ▼

% Change YoY: **-8.2%** ▼

Avg Session Time YTD

01:03:47

Previous YTD: **00:56:56**

Difference YoY: **00:06:51** ▲

% Change YoY: **12.0%** ▲

WiFi Sessions YTD

380,647

Previous YTD: **372,837**

Difference YoY: **7,810** ▲

% Change YoY: **2.1%** ▲

Avg Session Time YTD

00:13:18

Previous YTD: **00:13:31**

Difference YoY: **-00:00:13** ▼

% Change YoY: **-1.6%** ▼

Other Metrics

Program Attendance YTD

77,581

Previous YTD: **76,662**

Difference YoY: **919** ▲

% Change YoY: **1.2%** ▲

Mtg Room Attendance YTD

64,801

Previous YTD: **64,309**

Difference YoY: **492** ▲

% Change YoY: **0.8%** ▲

Reference Questions YTD

268,199

Previous YTD: **250,458**

Difference YoY: **17,741** ▲

% Change YoY: **7.1%** ▲

2024													2024	2023 % Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD	YTD
Net Promoter Score (NPS)															
Monthly NPS	84.1	82.2	84.4	91.4	82.4	86	89.9	83.3	88.8	88	87.3	80	86.5	86.7	-0.2%
Monthly # of Responses	64	45	45	35	17	107	158	126	98	93	55	20	863	881	-2.0%
Current NPS	86.4	86.4	86.3	86.4	86.4	86.3	86.5	86.4	86.4	86.5	86.5	86.4	86.4	86.4	0.0%
GATE COUNT	35,534	37,478	39,161	39,034	36,797	43,364	42,746	39,322	36,466	39,260	34,335	31,952	455,449	452,723	0.6%
CIRCULATION*															
Main Library															
TSCPL Curbside	1,219	907	476	398	353	421	214	229	235	228	264	273	5,217	17,760	-70.6%
Circulation Desk & Renewals	33,412	33,238	37,620	36,197	33,820	38,398	43,579	42,411	36,870	37,484	33,608	34,663	441,300	473,517	-6.8%
Interlibrary Loan	1,240	1,106	1,281	1,282	1,244	1,155	1,283	1,291	1,269	913	1,157	1,094	14,315	13,924	2.8%
Self-Check	41,085	39,420	41,412	38,166	43,608	52,326	52,014	45,613	41,317	40,346	39,381	34,309	508,997	513,416	-0.9%
Bookmobile															
TSCPL@Home	7,455	7,269	7,596	7,865	4,378	7,262	6,823	4,701	4,450	4,348	3,798	2,924	68,869	79,785	-13.7%
Red Carpet	3,198	3,163	3,309	3,207	3,544	3,401	3,680	3,622	3,377	3,795	3,326	3,418	41,040	39,821	3.1%
Digital Downloads	4,484	4,168	4,732	4,775	4,469	4,838	5,028	5,274	4,796	5,325	4,438	4,315	56,642	57,342	-1.2%
Library @ Work / Smartlocker	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	56,454	57,588	54,244	56,070	699,785	649,921	7.7%
Library @ Work / Smartlocker	1,508	1,347	1,446	1,371	1,404	1,286	1,409	1,291	1,495	1,414	1,231	1,387	16,589	17,516	-5.3%
TOTAL CIRCULATION	154,631	146,684	158,126	151,795	152,761	168,314	174,666	164,173	150,263	151,441	141,447	138,453	1,852,754	1,863,002	-0.6%
* Includes first-time checkouts and renewals															
FIRST-TIME CHECKOUTS	55,269	53,657	56,135	53,577	56,107	67,414	66,791	59,031	53,662	54,068	50,517	44,135	670,363	713,242	-6.0%
CIRCULATION DETAILS															
Print Material	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	60,931	55,899	51,689	751,874	793,282	-5.2%
Audio/Visual Material	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	26,693	25,535	24,805	321,939	347,723	-7.4%
Adult Materials	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	49,608	47,236	45,342	585,599	640,167	-8.5%
Children's Materials	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	29,124	26,604	23,835	380,745	391,438	-2.7%
Young Adult Materials	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	2,356	2,001	1,850	33,488	34,872	-4.0%
Red Carpet Materials	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	6,499	5,566	5,441	73,458	74,153	-0.9%
NEW Patrons															
Topeka / Shawnee County															
Adults	848	866	856	731	871	971	828	899	774	671	535	576	9,426	7,763	21.4%
Children (ages 17 and under)	145	150	160	127	246	420	212	183	104	135	120	60	2,062	2,061	0.0%
Red Carpet Outreach	8	18	6	6	9	7	8	10	5	8	5	4	94	139	-32.4%
NEKL	42	38	61	43	40	75	61	45	44	27	22	32	530	512	3.5%
Non-Resident	1	0	2	3	1	0	0	3	1	4	0	2	17	12	41.7%
Total New Registrations	1,044	1,072	1,085	910	1,167	1,473	1,109	1,140	928	845	682	674	12,129	10,487	15.7%
PATRONS DELETED	478	348	718	755	427	282	369	451	372	298	202	148	4,848	5,540	-12.5%
Cardholders															
Topeka / Shawnee County															
Adults	66,121	66,929	67,294	67,664	68,478	69,334	69,957	70,866	71,486	71,993	72,548	73,163	73,163	65,285	12.1%
Children (age 0 - 17)	15,485	15,518	15,466	15,451	15,581	15,845	15,915	15,985	15,894	15,889	15,902	15,851	15,851	15,486	2.4%
TSCPL @ School	32,898	32,898	32,894	32,958	32,952	32,952	32,949	32,948	33,415	34,528	34,519	34,518	34,518	28,808	19.8%
Red Carpet Outreach	1,382	1,403	1,408	1,414	1,421	1,424	1,425	1,359	1,361	1,334	1,353	1,353	1,353	1,355	-0.1%
NEKL	9,568	9,640	9,775	10,106	10,139	10,265	10,455	10,530	10,666	10,679	10,710	10,712	10,712	9,501	12.7%
Non-Resident	98	82	38	48	48	50	53	57	59	61	63	65	65	105	-38.1%
Delinquent	119	127	128	92	101	108	113	105	85	83	80	78	78	119	-34.5%
TOTAL CARDHOLDERS	125,671	126,597	127,003	127,733	128,720	129,978	130,867	131,850	132,966	134,567	135,175	135,740	135,740	120,659	12.5%

Active Cardholders (Savannah)															
Non-Student Cardholders	53,799	54,785	55,187	55,107	56,533	57,623	58,186	58,471	59,811	60,277	60,414	53,549	53,549	53,392	0.3%
Student Cardholders	8,177	8,106	8,094	8,130	8,069	8,071	8,114	7,415	8,216	4,709	4,429	3,493	3,493	8,027	-56.5%
TOTAL ACTIVE CARDHOLDERS	61,976	62,891	63,281	63,237	64,602	65,694	66,300	65,886	68,027	64,986	64,843	57,042	57,042	61,419	-7.1%
Unique Borrowers															
Physical	7,920	7,926	8,320	5,336	7,316	7,460	8,479	6,595	5,661	6,896	6,650	5,948	25,460	25,019	1.8%
Digital	10,652	10,454	11,114	9,605	11,038	10,930	10,993	11,344	11,043	11,073	11,518	11,230	21,838	19,127	14.2%
Both	1,547	1,412	1,560	849	1,506	1,433	1,646	1,367	1,178	1,336	1,446	1,242	7,145	6,700	6.6%
TOTAL UNIQUE BORROWERS	17,025	16,968	17,874	14,092	16,848	16,957	17,826	16,572	15,526	16,633	16,722	15,936	40,153	37,446	7.2%
Holds Satisfied															
	14,925	12,801	13,068	13,041	13,909	13,202	14,915	14,112	13,868	13,790	12,643	11,585	161,859	168,609	-4.0%
TOTAL CHECK-IN	53,663	52,439	55,969	55,488	55,714	60,899	68,254	61,640	55,543	55,135	55,686	48,235	678,665	714,545	-5.0%
COLLECTION															
Materials Added	3,066	2,593	2,990	2,769	3,653	2,734	3,077	2,615	2,836	3,577	2,190	2,244	34,344	35,232	-2.5%
Materials Discarded	12,114	9,688	2,705	1,471	4,227	3,051	2,483	3,540	2,062	2,739	3,009	2,583	49,672	40,220	23.5%
TOTAL COLLECTION	340,577	333,482	333,767	335,065	334,491	334,174	334,768	333,843	334,617	335,455	334,636	334,297	339,285	349,625	-3.0%
WEBSITE															
tsopl.org Unique Visitors	36,092	28,310	26,184	27,231	29,454	30,158	29,156	26,439	26,652	26,708	22,297	21,286	329,967	419,703	-21.4%
tsopl.org Total Visits	57,834	47,144	44,362	46,599	47,938	50,863	49,418	43,808	41,476	44,838	36,985	35,455	546,720	663,923	-17.7%
catalog.tsopl Unique Visitors	25,006	24,220	29,376	29,838	31,636	36,317	33,349	34,076	27,038	19,746	18,394	21,541	330,537	227,147	45.5%
catalog.tsopl Total Visits	65,414	56,268	64,313	61,529	68,537	58,441	68,421	71,193	60,337	53,503	48,948	50,190	727,094	538,868	34.9%
COMPUTER USE															
Public Computer Sessions	6,220	6,873	7,390	7,563	7,475	8,296	8,544	8,251	7,297	7,644	6,622	6,654	88,829	96,722	-8.2%
Avg Public Computer Session Length (Minutes)	1:04:40	1:02:03	1:02:50	1:01:57	1:03:18	1:03:47	1:09:04	1:06:59	1:02:57	1:02:49	1:02:24	1:00:57	1:03:47	0:56:56	12.0%
Total Computer Hours	6,705	7,109	7,740	7,809	7,888	8,820	9,837	9,211	7,656	8,005	6,888	6,760	94,428	91,765	2.9%
Wireless Sessions	29,289	26,647	25,896	34,916	35,846	40,498	35,536	31,509	35,312	33,546	30,914	20,738	380,647	372,837	2.1%
Avg Wireless Session Length (Minutes)	0:13:00	0:16:00	0:15:00	0:13:00	0:13:00	0:12:00	0:12:00	0:12:00	0:13:00	0:12:00	0:12:00	0:12:00	0:13:18	0:13:31	-1.6%
Total Wireless Hours	6,585	7,183	6,558	7,998	7,804	8,580	7,675	6,489	7,666	6,720	6,698	4,437	84,393	84,023	0.4%
TOTAL HOURS	13,290	14,292	14,298	15,807	15,692	17,400	17,512	15,700	15,322	14,725	13,586	11,197	178,821	175,788	1.7%
NOTARY SERVICE	167	242	222	274	207	98	186	153	108	173	81	111	2,022	1,691	19.6%
REFERENCE QUESTIONS															
Public Services	15,654	18,104	18,632	18,420	16,665	16,899	16,656	16,650	15,275	16,076	14,887	12,003	195,921	193,221	1.4%
Media	1,886	1,686	1,741	1,810	2,023	1,920	2,024	1,840	1,557	1,550	1,629	1,530	21,196	21,713	-2.4%
Call Center	4,069	4,069	3,831	4,123	3,931	4,218	3,939	4,136	3,757	4,052	3,373	3,134	46,632	48,778	-4.4%
Stacks/Team RM (New and Novel)	1,708	1,863	3,059	2,333	2,370	2,193	2,246	2,032	2,069	1,950	2,260	1,791	25,874	21,931	18.0%
Topeka Room	694	657	703	615	557	592	625	514	383	399	371	343	6,453	7,589	-15.0%
Gallery	283	99	197	325	169	417	461	176	353	319	263	156	3,218	2,899	11.0%
L2TC	6,435	9,152	8,662	8,792	7,244	7,062	6,931	7,510	6,739	7,350	6,666	4,756	87,299	85,378	2.2%
LibAnswers	579	578	439	422	371	497	430	442	417	456	325	293	5,249	4,933	6.4%
Plaza**	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Youth Services	5,557	5,639	6,257	6,127	6,883	8,944	7,155	7,059	5,003	4,512	5,349	3,793	72,278	57,237	26.3%
TOTAL REFERENCE QUESTIONS	21,211	23,743	24,889	24,547	23,548	25,843	23,811	23,709	20,278	20,588	20,236	15,796	268,199	250,458	7.1%
MEETING ROOMS															
Meeting Room Bookings	448	539	528	562	471	453	438	432	473	543	432	382	5,701	5,378	6.0%
Team Room Bookings	747	914	970	954	831	882	881	893	912	947	831	777	10,539	9,298	13.3%
L2TC Bookings	599	715	741	737	689	727	632	682	663	698	666	663	8,212	8,079	1.6%
Total Meeting Room Hours Booked	4,129	5,174	5,665	5,127	4,451	4,681	4,485	4,555	4,800	5,339	4,553	4,094	57,053	53,814	6.0%
TOTAL MEETING ROOM ATTENDANCE	4,659	5,549	6,190	5,660	6,171	5,298	4,599	6,006	6,051	5,916	4,085	4,617	64,801	64,309	0.8%
LEARN & PLAY BUS VISITS	46	92	104	98	116	79	46	62	115	92	73		923	1,373	-32.8%

PROGRAM ATTENDANCE																
Adult - General	1,729	2,030	1,485	1,974	965	2,516	1,313	1,179	1,532	2,111	1,378	1,485	19,697	17,877	10.2%	
Kids - Early Learners	424	544	369	708	599	1,604	647	659	408	629	487	133	7,211	5,690	26.7%	
Kids - Elementary	227	393	418	240	112	3,242	490	134	408	258	172	141	6,235	5,703	9.3%	
Teens	156	115	213	202	103	207	119	165	192	189	150	171	1,982	1,448	36.9%	
Unknown	383	333	52	7	522	4,223	5,944	1,207	1,487	333	349	971	15,811	17,899	-11.7%	
Outreach	3,138	3,139	2,471	3,587	2,040	298	1,546		1,896	3,344	2,391	2,795	26,645	28,045	-5.0%	
TOTAL PROGRAM ATTENDANCE	6,057	6,554	5,008	6,718	4,341	12,090	10,059	3,344	5,923	6,864	4,927	5,696	77,581	76,662	1.2%	
GALLERY ATTENDANCE	1,829	1,386	1,979	1,915	930	11,441	8,302	3,624	1,757	2,093	1,747	1,435	38,438	30,650	25.4%	
DOLLY PARTON ENROLLMENT	5,992	5,947	5,918	5,987	5,850	5,771	5,771	5,796	5,731	5,780	5,776	5,688	5,688	5,969	-4.7%	

CIRCULATION DETAILS															
Print Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	12,409	11,701	11,593	148,874	152,472	-2.4%
Adult Nonfiction	12,779	12,507	13,093	12,876	12,717	13,662	14,258	13,930	13,193	13,865	13,065	12,009	157,954	173,269	-8.8%
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	20,052	18,195	16,524	258,244	268,938	-4.0%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	4,964	4,645	3,603	70,331	75,167	-6.4%
Magazines	696	665	788	801	670	959	1,016	1,057	806	796	732	676	9,662	10,294	-6.1%
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	6,385	5,468	5,371	72,093	74,768	-3.6%
RC Realia	99	109	116	137	113	117	126	159	107	114	98	70	1,365	1,084	25.9%
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	2,346	1,995	1,843	33,351	36,958	-9.8%
PRINT CIRCULATION	59,296	58,395	63,951	61,013	60,903	74,797	76,497	68,266	60,237	60,931	55,899	51,689	751,874	792,950	-5.2%
Audio / Visual Material															
MiFi Hotspots	66	47	47	45	57	44	48	45	34	37	27	26	523	608	-14.0%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	1,352	1,118	1,084	15,917	18,783	-15.3%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	2,029	2,137	2,245	24,661	25,473	-3.2%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	19,157	18,483	17,735	228,531	237,581	-3.8%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	226	144	191	2,694	3,392	-20.6%
Juvenile Music	121	154	127	104	112	204	185	159	130	151	100	98	1,645	2,492	-34.0%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	3,731	3,520	3,419	47,831	54,260	-11.8%
YA A/V	11	5	17	14	12	13	20	15	7	10	6	7	137	219	-37.4%
AV CIRCULATION	27,096	25,429	27,002	24,946	25,589	27,656	30,297	29,629	27,262	26,693	25,535	24,805	321,416	342,200	-6.1%
Adult Material															
Adult Fiction	12,587	11,753	11,985	11,626	11,716	12,747	14,442	13,698	12,617	12,409	11,701	11,593	148,874	152,472	-2.4%
Magazines	696	665	788	801	670	959	1,016	1,057	806	796	732	676	9,662	10,294	-6.1%
Adult Audiobooks	1,380	1,249	1,421	1,359	1,313	1,404	1,542	1,404	1,291	1,352	1,118	1,084	15,917	18,783	-15.3%
Adult Music	2,097	2,080	2,169	1,973	1,911	1,979	1,989	2,103	1,949	2,029	2,137	2,245	24,661	25,473	-3.2%
Adult Videos / DVDs	19,304	17,947	18,846	17,856	18,303	19,014	20,921	21,157	19,808	19,157	18,483	17,735	228,531	237,581	-3.8%
ADULT CIRCULATION	48,843	46,201	48,302	46,491	46,630	49,765	54,168	53,349	49,664	49,608	47,236	45,342	585,599	617,872	-5.2%
Juvenile Material															
Juvenile Fiction	19,018	19,353	22,162	20,650	21,525	28,928	28,533	23,645	19,659	20,052	18,195	16,524	258,244	268,938	-4.0%
Juvenile Nonfiction	5,575	5,992	6,889	6,171	5,195	8,190	7,773	6,165	5,169	4,964	4,645	3,603	70,331	75,167	-6.4%
Juvenile Audiobooks	252	220	235	230	229	277	266	222	202	226	144	191	2,694	3,392	-20.6%
Juvenile Music	121	154	127	104	112	204	185	159	130	151	100	98	1,645	2,492	-34.0%
Juvenile Videos / DVDs	3,865	3,727	4,140	3,365	3,652	4,721	5,326	4,524	3,841	3,731	3,520	3,419	47,831	54,260	-11.8%
JUVENILE CIRCULATION	28,831	29,446	33,553	30,520	30,713	42,320	42,083	34,715	29,001	29,124	26,604	23,835	380,745	404,249	-5.8%
Red Carpet Material															
RC Print Materials	6,069	5,636	5,996	6,010	6,080	5,959	6,602	6,454	6,063	6,385	5,468	5,371	72,093	74,768	-3.6%
RC Realia	99	109	116	137	113	117	126	159	107	114	98	70	1,365	1,084	25.9%
RED CARPET CIRCULATION	6,168	5,745	6,112	6,147	6,193	6,076	6,728	6,613	6,170	6,499	5,566	5,441	73,458	75,852	-3.2%
Young Adult Material															
YA Print Materials	2,473	2,380	2,922	2,742	2,887	4,235	3,747	3,158	2,623	2,346	1,995	1,843	33,351	36,958	-9.8%
YA A/V	11	5	17	14	12	13	20	15	7	10	6	7	137	219	-37.4%
YOUNG ADULT CIRCULATION	2,484	2,385	2,939	2,756	2,899	4,248	3,767	3,173	2,630	2,356	2,001	1,850	33,488	37,177	-9.9%
Overdrive															
Overdrive	43,322	38,894	42,142	40,433	42,133	41,745	44,001	42,862	41,414	42,098	40,424	42,154	501,622	448,038	12.0%
Hoopla	16,900	16,237	17,210	17,334	17,024	16,801	15,849	16,101	13,408	13,540	13,179	13,375	186,958	191,133	-2.2%
Flipster	808	935	902	767	784	681	786	778	737	777	641	541	9,137	10,750	-15.0%
Kanopy									895	1,173	750	762	3,580		
DIGITAL DOWNLOADS	61,030	56,066	60,254	58,534	59,941	59,227	60,636	59,741	56,454	57,588	54,244	56,070	697,717	649,921	7.4%
Adult ebook Fiction	20,083	17,582	18,705	17,952	18,614	18,612	19,387	19,095	17,643	17,721	17,290	17,899	220,583	211,538	4.3%
Adult ebook Nonfiction	4,156	3,565	3,950	3,773	3,716	3,603	3,860	3,569	3,396	3,363	3,383	3,549	43,883	43,302	1.3%
Adult digital audiobooks	24,364	23,040	24,943	24,592	25,416	25,423	26,021	25,802	24,453	24,892	23,501	24,415	296,862	261,483	13.5%
Juvenile ebook Fiction	2,114	1,819	1,965	1,757	1,994	1,720	1,764	1,595	1,552	1,683	1,735	1,718	21,416	19,204	11.5%
Juvenile ebook Nonfiction	269	287	310	265	303	237	208	215	245	249	297	275	3,160	2,836	11.4%
Juvenile digital audiobooks	2,438	2,313	2,341	2,363	2,281	2,222	2,272	2,197	2,093	2,218	2,119	2,246	27,103	26,010	4.2%
Young Adult ebook Fiction	1,676	1,476	1,786	1,544	1,506	1,526	1,573	1,465	1,360	1,423	1,380	1,510	18,225	16,054	13.5%
Young Adult ebook Nonfiction	41	35	41	38	34	30	27	33	35	13	18	19	364	370	-1.6%

Young Adult digital audiobooks	1,866	1,707	1,916	1,933	1,814	1,944	1,965	1,967	1,792	1,930	1,802	1,881	22,517	19,632	14.7%
DIGITAL CIRCULATION DETAILS	57,007	51,824	55,957	54,217	55,678	55,317	57,077	55,938	52,569	53,492	51,525	53,512	654,113	600,429	8.9%