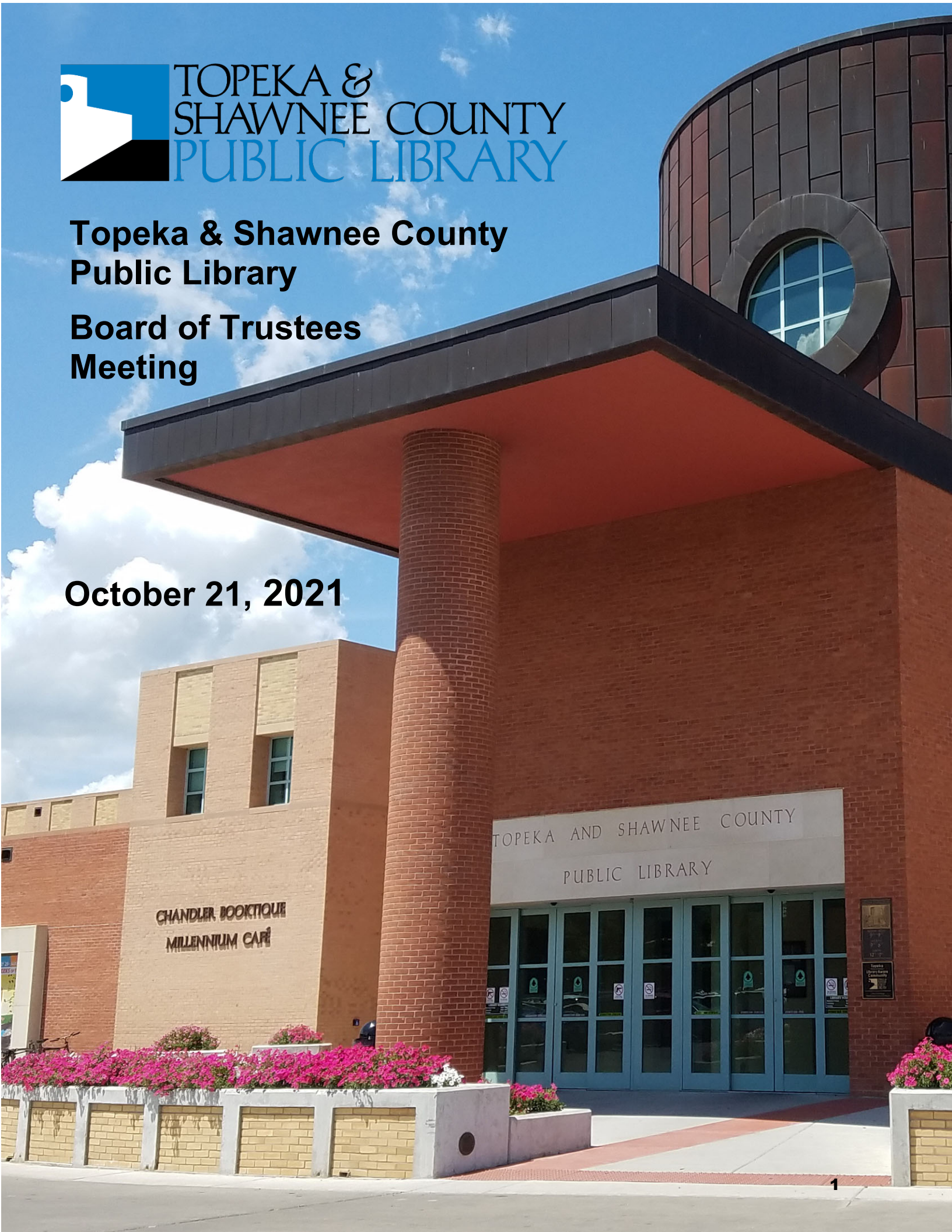


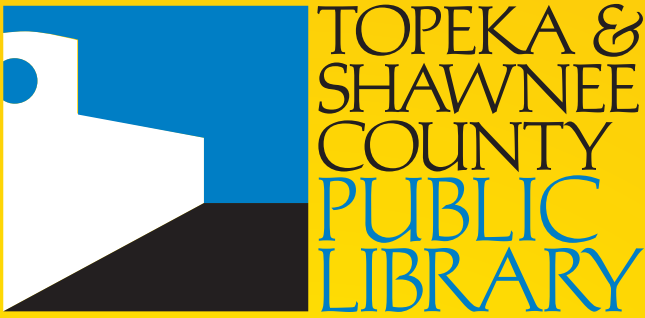


**Topeka & Shawnee County
Public Library**

**Board of Trustees
Meeting**

October 21, 2021





Core Values

- 
Excellence
 We create experiences that anticipate our community's diverse needs and exceed expectations.
- 
Accountability
 We serve the needs of the entire community by using resources responsibly, fairly and transparently.
- 
Literacy
 We help people make their lives better by providing the tools to successfully navigate the world.
- 
Freedom
 We welcome everyone in the community. We support and defend our customers' right to access information without judgment.
- 
Teamwork
 We build stronger communities through mutual trust, collaboration and shared goals.
- 
Curiosity
 We are hungry to learn, create and innovate. We inspire our community to

Mission

Sparking curiosity and connecting our community through literacy and learning

Community Impact Goals





Agenda
Board of Trustees meeting
Thursday, October 21, 2021– 4:00 pm
Marvin Auditorium 101C and/or Zoom Meeting
<https://tscpl.zoom.us/j/85041959132>
Meeting ID: 85041959132
Passcode:201965

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of September 16, 2021 Meeting Minutes of the Board of Trustees - [Action Item](#) pg. 5

Chief Financial Officer's Report – Kim Strube pg. 8

Financial Reports

- Treasurer's Report – Shawn Leisinger
- Financial Reports – [Action Item](#)

The Library Foundation – Judy Moler, Board Chair

Friends of Topeka and Shawnee County Public Library – Christy Molzen, Board President

Board Chair Reports – Jim Edwards

- Approval of October 11, 2021, Meeting Minutes Board of Trustees Executive Committee – [Action Item](#) pg. 17

Interim Chief Executive Officer/ Chief of Staff – Thad Hartman pp. 18,23

- New Board of Trustees Photo Shoot - Discussion

New Business

- Computer Use Policy – [First Reading](#) pg. 34
- Petition Policy – [Action Item](#) pg. 45
- Revision to the Memorandum of Understanding with the United Way of Greater Topeka - [Action Item](#) pg. 47
- Request for FY 2022 Friends of the Library Funding - [Action Item](#) pg. 55
- Tech Zone Bid - [Action Item](#) pg. 56
- Funding Change for Audio Visual Upgrade - [Action Item](#) pg. 60

Adjournment

Public Comment

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

Next Meeting

November 18, 2021

4:00 pm

MA 101BC/Zoom Meeting

<https://tscpl.zoom.us/j/89518368896?pwd=T2VkbEZpM2g3VEZyYVJSQTk1N01ndz09>

Meeting ID: 895 1836 8896

Passcode: 788971

*Subject to change without notice



Board Members Present

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), Shawn Leisinger (treasurer), Jennifer Miller, Beth Dobler, Liz Post, Kristen O'Shea, Peg Dunlap, and Jim Ramos

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, September 16, 2021 via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

None

Approval of Minutes

On a motion by Jim Ramos, seconded by Kacy Simonsen, the August 26, 2021 Meeting Minutes of the Board of Trustees, Revenue Neutral Rate and Public Budget Hearings were approved.

Motion carried.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the September 9, 2021 Special Meeting Minutes of the Board of Trustees.

Motion carried.

Chief Financial Officer's Report

There were no additions to Chief Financial Officer Kim Strube's report.

Financial Reports

Board Treasurer Shawn Leisinger reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for August 2021.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the Treasurer's Financial Report for August 2021 was accepted.

Motion passed unanimously.

CEO Recruitment Update

Joan Hicks shared that final interviews took place on September 8 and 9, 2021. Announcement of the CEO will take place at a later time.

The Library Foundation

Foundation Chair Judy Moler shared The Library Foundation's August report.

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Christy Molzen shared the August Friends report.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on Tuesday, September 7, 2021.

On a motion by Kacy Simonsen, seconded by Peg Dunlap, the September 7, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion carried.

Interim Chief Executive Officer/ Chief of Staff

There were no additions to Interim Chief Executive Officer/Chief of Staff Thad Hartman's reports.

Hartman introduced David King, Digital Services Director and Maria Kutina with HTK Architects. King and Kutina provided a detailed presentation of the future Tech Zone area.

Hartman introduced Zan Popp, Curator and Margo Rangel, Executive Assistant. Popp and Rangel provided an update on the Alice C. Sabatini La Comunidad (The Community) Art Exhibit and Lowrider Car Show kick-off event, paying tribute to lowrider car culture and celebration of Hispanic Heritage month.

<https://tscpl.org/art/la-comunidad> .

New Business

Review - Petition Policy

Petition Policy was provided for board review and will be placed on the October Board of Trustees agenda for approval.

Executive Session

A motion was made by Shawn Leisinger and seconded by Jim Edwards at 4:56 pm for the Board of Trustees of the Topeka Shawnee County Public Library to go into an Executive Session to discuss personnel matters for a period of 15 minutes. Participants will include members of the Board of Trustees, Chuck Engel, and Thad Hartman.

Motion Passed.

A motion was made by Shawn Leisinger and seconded by Joan Hicks at 5:07 PM to end the Executive Session and return to the Board of Trustees meeting.

Motion Passed

CEO Recruitment

On a motion by Joan Hicks, seconded by Kristen O'Shea, in accordance with the contract signed by both parties, Marie Pyko, has been selected as the new CEO for the Topeka and Shawnee County Public Library, effective October 22, 2021.

Motion Passed

On a motion by Joan Hicks, seconded by Liz Post, in accordance with the contract for the Interim CEO position with the Topeka Shawnee County Public Library, the contract is cancelled effectively on October 22, 2021.

Motion Passed

Adjournment

On a motion by Joan Hicks, seconded by Beth Dobler, the meeting was adjourned at 5:11 pm.

Motion passed unanimously.

Public Comment

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

Next Meeting

October 21, 2021

4:00 pm

MA 101BC/Zoom Meeting

<https://tscpl.zoom.us/j/82895633812?pwd=WHREN2FjUINlelBvZXRaNURuSGxiUT09>

Meeting ID: 828 9563 3812

Passcode: 908681

*Subject to change without notice

**Chief Financial Officer's Report
October 2021
Kim Strube**

Revenue/Expense/Balance by Fund Report – Page 2

The Childrens Art Show Fund is temporarily negative due to pending billings and reimbursements by the Library Foundation. The Rotary Grant Fund is also temporarily negative pending the reimbursement from Topeka Housing Authority.

General Fund – Pages 3 through 5

With 74.8% of the budget year completed, 96% of the budgeted revenue has been received and 60% of the approved budget has been expended/encumbered. This compares to 2020 in which 88% of the budgeted revenue had been received and 62% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2021 was received September 17th as scheduled. The total received for the General Fund was \$805,889.48. The percentage of the ad valorem budget collected year-to-date is 97% which compares to 96% at this time in 2020.

The percentage of year-to-date motor vehicle tax collected is 77% in 2021 compared to 73% at this time in 2020.

Employee Benefit Fund – Page 6

With 74.8% of the budget year completed, 97% of the budgeted revenue has been received and 64% of the approved budget has been expended/encumbered. This compares to 2020 in which 97% of the budgeted revenue had been received and 69% of the approved budget had been expended/encumbered.

The fourth tax distribution for 2021 was received as scheduled. The total received for the Employee Benefit Fund was \$176,203.36. The percentage of the ad valorem budget collected year-to-date is 98% which compares to 97% at this time in 2020.

The percentage of year-to-date motor vehicle tax collected is 78% in 2021 compared to 75% at this time in 2020.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,926,002.84.

Purchase Order Notification

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

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Annual subscription for Libre Ads (library marketing service)	\$6,902.00	Koios LLC
Approved operating budget	Copier lease at 1020 Washburn	\$6,044.73	Century Business Technologies
Approved operating budget	Remote control software subscription renewal	\$5,184.00	Goverlan, Inc.
Approved operating budget	Seasonal plantings – landscape services	\$5,890.00	Blessings of Nature LLC
Approved operating budget	Estimated water/sewer for remainder of 2021	\$8,000.00	City of Topeka
Approved operating budget	Annual billing for copy overage	\$7,558.20	Century Business Technologies
Library Materials	Hoopla online	\$25,664.37	Midwest Tape LLC
Library Materials	Blu-rays and DVD's	\$7,150.00	Midwest Tape LLC
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Research database annual renewal	\$11,968.00	Morningstar
Library Materials	Blue-rays and DVD's	\$5,480.00	Midwest Tape LLC

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

9/30/2021

	<u>Balance 1/1/2021</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 9/30/2021</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,901,534.78	\$ 14,888,941.20	\$ 10,328,926.46	\$ 9,461,549.52
Employee Benefits	1,066,108.36	3,512,110.73	2,500,302.13	\$ 2,077,916.96
Capital Improvement	2,921,349.41	4,653.43	-	\$ 2,926,002.84
Bond & Interest	13,283.82	18,102.38	-	\$ 31,386.20
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	407.88	49,170.44	407.88	\$ 49,170.44
Federal, State & Local Grants	19.03	25,775.00	1,250.00	\$ 24,544.03
Other Special Revenue	530,838.73	41,325.11	148,189.32	\$ 423,974.52
Permanent Funds	247,476.65	26,359.78	-	\$ 273,836.43
Totals	<u>\$ 9,681,018.66</u>	<u>\$ 18,566,438.07</u>	<u>\$ 12,979,075.79</u>	<u>\$ 15,268,380.94</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 960,323.51
Restricted Funds-CoreFirst Bank-Checking	424,221.19
Capital Improvement Fund-VisionBank-Money Market Account	2,926,002.84
Cash on Hand	2,217.10
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	10,857,410.30
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 15,444,231.37</u>
Less Pending Claims (invoices posted, but not paid until next month)	27,128.21
Less Deferred Revenue (SAM account payments)	5,831.09
Less Payroll Deduction and Employer Benefit Liabilities	3,878.03
Less Outstanding Checks	139,013.10
	<u>\$ 15,268,380.94</u>

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of September 30, 2021

Capital Improvement Funds-VisionBank

\$ 2,926,002.84 at .20% (money market account)

Municipal Investment Pool

\$ 10,857,410.30 Operating funds in "overnight pool"*;
available for transfer whenever needed

* rates vary by day - average September 1 - 30, 2021 was .002%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	9/9/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,958.11	-97863
10	21502	0	9/9/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,816.38	-97863
15	21521	0	9/9/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 17.00	-97863
10	21503	0	9/9/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,983.45	-97863
15	21504	0	9/9/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,983.44	-97863
10	21503	0	9/9/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,205.86	-97863
15	21504	0	9/9/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,205.86	-97863
10	21514	0	9/9/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97863
10	21518	0	9/9/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.34	-97863
10	41000	313	9/9/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,335.58	-97863
10	41000	313	9/9/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 316.68	-97863
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,244.70	-97863 Total
10	21509	0	9/13/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,742.04	-97858
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,742.04	-97858 Total
10	21505	0	9/10/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,329.80	-97856
15	21516	0	9/10/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,097.69	-97856
10	21513	0	9/10/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,069.32	-97856
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 46,496.81	-97856 Total
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	kneeling pad 4 pack	\$ 36.97	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	aluf 12-16 gallon bags	\$ 119.96	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	pudhoms 5 gallon dispense	\$ 51.96	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	sunnycare #8203	\$ 400.00	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	sunnycare #8202	\$ 600.00	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	advantage kids masks 2000	\$ 587.94	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	3-ply mask 2000/case	\$ 899.94	-97854
10	41000	320	9/16/2021	COREFIRST BANK & TRUST	h390	\$ 175.92	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Breakouteduc subscription	\$ 99.00	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	AED Pads	\$ 66.00	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Wooden Lizard	\$ 57.00	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Model Magic, White, 2 lbs	\$ 19.47	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Embroidery Floss w/needle	\$ 10.99	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Jumbo Sequins	\$ 7.95	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Blick Glue Sticks	\$ 28.50	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Blick Glue - 4 oz	\$ 24.72	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Blick white drawing paper	\$ 7.32	-97854

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Shipping	\$ 10.95	-97854
10	41000	320	9/16/2021	COREFIRST BANK & TRUST	pioneer bluray burner	\$ 210.00	-97854
10	41000	320	9/16/2021	COREFIRST BANK & TRUST	LUMARKE Samsung S20 FE Ca	\$ 148.50	-97854
10	41000	320	9/16/2021	COREFIRST BANK & TRUST	Rigid Hard Plastic ID Acc	\$ 36.75	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	palmer 4-roll carousel	\$ 163.80	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	lysol wipes 4-pack	\$ -	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	closed sign 6-pack	\$ 57.44	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	boonjoy duster	\$ 59.94	-97854
10	41000	313	9/16/2021	COREFIRST BANK & TRUST	Webinar	\$ 99.00	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	3M ESP124-T Esp Filter	\$ 113.48	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	5 Pk Party Decor Paper Me	\$ 28.95	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Bonnlo Fem Dress Form	\$ 133.98	-97854
10	41000	330	9/16/2021	COREFIRST BANK & TRUST	Male Blk Suit Form	\$ 115.74	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	AJW-U510-50	\$ 620.20	-97854
10	41000	410	9/16/2021	COREFIRST BANK & TRUST	shipping	\$ 104.53	-97854
10	41000	420	9/16/2021	COREFIRST BANK & TRUST	PET COVER FOR WINDPRO	\$ 62.00	-97854
10	41000	420	9/16/2021	COREFIRST BANK & TRUST	shipping handling	\$ 15.44	-97854
10	41000	320	9/16/2021	COREFIRST BANK & TRUST	Pepwave Puma 401 5-in-1 D	\$ 402.99	-97854
10	41000	310	9/16/2021	COREFIRST BANK & TRUST	Credit	\$ (61.74)	-97854
				<i>Miscellaneous online orders paid by credit card</i>		\$ 5,515.59	-97854 Total
10	21501	0	9/23/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,451.11	-97845
10	21502	0	9/23/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,615.78	-97845
15	21521	0	9/23/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 14.93	-97845
10	21503	0	9/23/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,737.74	-97845
15	21504	0	9/23/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,737.74	-97845
10	21503	0	9/23/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,148.30	-97845
15	21504	0	9/23/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,148.30	-97845
10	21514	0	9/23/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97845
10	21518	0	9/23/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.34	-97845
10	41000	313	9/23/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,338.02	-97845
10	41000	313	9/23/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 316.68	-97845
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,930.94	-97845 Total
10	21515	0	9/24/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,067.34	-97843
15	21515	0	9/24/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 127,055.28	-97843
15	21515	0	9/24/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 625.78	-97843

**Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2021**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 154,748.40	-97843 Total
10	21505	0	9/24/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,141.93	-97842
15	21516	0	9/24/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,819.98	-97842
				<i>Remittance of pension benefit contributions & optional group life premiums</i>		\$ 44,961.91	-97842 Total
10	21509	0	9/27/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,729.04	-97839
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,729.04	-97839 Total
10	41000	312	9/3/2021	CENTURY BUSINESS TECHNOLOGIES	1020 Washbrn copier lease	\$ 186.94	96875
10	23800	0	9/3/2021	CENTURY BUSINESS TECHNOLOGIES	1020 Wash Copier Color	\$ 400.02	96875
10	41000	312	9/3/2021	CENTURY BUSINESS TECHNOLOGIES	1020 Washbrn copier lease	\$ 186.94	96875
10	41000	312	9/3/2021	CENTURY BUSINESS TECHNOLOGIES	1020 Wash Copier Color	\$ 5,631.73	96875
				<i>2021 approved operating budget - contracted equipment</i>		\$ 6,405.63	96875 Total
10	41000	351	9/3/2021	EVERGY	2021 Electric-LAP storage	\$ 32.31	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 31,802.12	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 24.09	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 22.73	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 22.73	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 22.73	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 22.73	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 22.73	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 186.77	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 120.08	96878
10	41000	351	9/3/2021	EVERGY	2021 Electric Service	\$ 2,129.24	96878
						\$ 34,575.53	96878 Total
10	41000	311	9/3/2021	MCELROY'S INC.	labor	\$ 170.10	96884
10	41000	311	9/3/2021	MCELROY'S INC.	OT Labor	\$ 40.85	96884
10	41000	311	9/3/2021	MCELROY'S INC.	K30 sewer machine	\$ 30.00	96884
10	41000	311	9/3/2021	MCELROY'S INC.	screws bolts misc	\$ 4.00	96884
10	41000	311	9/3/2021	MCELROY'S INC.	Trip Charge	\$ 14.00	96884

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	9/3/2021	MCELROY'S INC.	relief valves	\$ 210.00	96884
10	41000	311	9/3/2021	MCELROY'S INC.	temperature sensor	\$ 315.00	96884
10	41000	311	9/3/2021	MCELROY'S INC.	R22 refrigerant	\$ 7,150.00	96884
10	41000	311	9/3/2021	MCELROY'S INC.	Labor	\$ 900.00	96884
				<i>2021 approved operating budget - repair refrigerant temp sensor</i>		\$ 8,833.95	96884 Total
10	21512	0	9/3/2021	DELTA DENTAL OF KANSAS, INC	EE Sept. Prem.	\$ 2,746.76	96895
15	21512	0	9/3/2021	DELTA DENTAL OF KANSAS, INC	ER Sept. Prem.	\$ 10,312.06	96895
15	21512	0	9/3/2021	DELTA DENTAL OF KANSAS, INC	ER Sept. Prem.	\$ 44.16	96895
						\$ 13,102.98	96895 Total
10	23800	0	9/9/2021	JOHNSON CONTROLS FIRE PROTECTION LP	Upgrade Fire Alarm Panel	\$ 10,834.67	96908
						\$ 10,834.67	96908 Total
10	23800	0	9/16/2021	IMAGEMAKERS INC.	foundation website redesi	\$ 7,050.00	96936
10	23800	0	9/16/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 2,000.00	96936
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 9,050.00	96936 Total
10	23800	0	9/16/2021	KELLEY CONSTRUCTION CO., INC.	West Pkg Lot Improvements	\$ 18,830.77	96939
						\$ 18,830.77	96939 Total
10	41000	301	9/16/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,990.02	96942
10	41000	301	9/16/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 5,046.46	96942
10	41000	301	9/16/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	96942
				<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 18,908.14	96942 Total
10	41000	312	9/16/2021	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	96943
10	41000	312	9/16/2021	PITNEY BOWES INC.	Lease - new 6/30/2021	\$ 2,337.33	96943
				<i>2021 approved operating budget - contracted equipment</i>		\$ 5,704.29	96943 Total
15	41000	260	9/16/2021	WORLD INSURANCE ASSOCIATES LLC	4th qtr workers comp ins	\$ 11,186.00	96950
15	41000	260	9/16/2021	WORLD INSURANCE ASSOCIATES LLC	3rd qtr workers comp ins	\$ -	96950
						\$ 11,186.00	96950 Total
10	41000	310	9/23/2021	SPRINGSHARE LLC	annual renewal	\$ 10,482.00	96966
				<i>2021 approved operating budget - software support/subscription</i>		\$ 10,482.00	96966 Total
10	23800	0	9/30/2021	BRADBURY MILLER ASSOCIATES LLC	CEO Search	\$ 15,000.00	96971
				<i>2020 approved operating budget - contracted professional expense</i>		\$ 15,000.00	96971 Total
10	41000	353	9/30/2021	CITY OF TOPEKA	2021 Water/Sewer	\$ 349.10	96974
10	41000	353	9/30/2021	CITY OF TOPEKA	2021 Water/Sewer	\$ 150.73	96974
10	41000	353	9/30/2021	CITY OF TOPEKA	2021 Water/Sewer	\$ 13.61	96974
10	41000	353	9/30/2021	CITY OF TOPEKA	2021 Water/Sewer	\$ 13.61	96974

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended September 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	353	9/30/2021	CITY OF TOPEKA	2021 Water/Sewer	\$ 5,734.86	96974
10	41000	353	9/30/2021	CITY OF TOPEKA	2021 Water/Sewer	\$ 1,207.30	96974
						\$ 7,469.21	96974 Total
10	41000	736	9/30/2021	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 18,525.00	96977
10	41000	736	9/30/2021	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 24,700.00	96977
10	41000	736	9/30/2021	HTK ARCHITECTS INC.	West Parking Lot	\$ 471.00	96977
						\$ 43,696.00	96977 Total
10	23800	0	9/30/2021	IMAGEMAKERS INC.	foundation website redesign	\$ 5,350.00	96978
				<i>2020 approved operating budget - web development and design; professional contracted service exempt from the purchasing policy</i>		\$ 5,350.00	96978 Total
10	41000	312	9/30/2021	CENTURY BUSINESS TECHNOLOGIES	Tech Srvc Copier Maint	\$ 203.04	96994
10	41000	312	9/30/2021	CENTURY BUSINESS TECHNOLOGIES	Color Copy Overage	\$ 7,558.20	96994
				<i>2021 approved operating budget - contracted equipment</i>		\$ 7,761.24	96994 Total
						\$ 655,559.84	Grand Total



Minutes
Board of Trustees Executive Committee Meeting
October 11, 2021 – 4:00 PM
Zoom Meeting
<https://tscpl.zoom.us/j/91787390111>
Meeting ID:91787390111
Passcode:430261

Executive Trustee Members Present

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), and Shawn Leisinger (treasurer)

Call to Order

The meeting of the Board of Trustees Executive Committee was held on Monday, October 11, 2021 via Zoom Meeting, was called to order at 4:01 pm by Chair Jim Edwards.

Review of Minutes and Agenda

The minutes from September 16, 2021 Board of Trustees Meeting, and the agenda for the Board of Trustees October 21, 2021 were reviewed.

Meeting Locations

Meeting locations for the Board of Trustees will continue to be held in the Marvin Auditorium for the remainder of 2021. Future board meetings will be held in the Marvin Auditorium and/or the Menninger Room, pending library social distance procedures.

Juneteenth

The library will have events designed to celebrate and recognize the cultural history of Juneteenth in lieu of closing in 2022.

Other Items

Margo Rangel stated that she is currently working on Board of Trustees 2022 meeting schedules. Schedules will be provided at the November 18, 2021 Board of Trustees meeting.

Adjournment

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:28 pm.

Next Meeting

November 8, 2021
4:00 pm
Zoom Meeting

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT October 2021

News and Updates

Dolly Parton's Imagination Library (DPIL) UW

At the end of July 2021 there were 5,619 registered for Dolly Parton's Imagination Library. This is a slight decrease over the number of children registered at the same time last year. We're currently awaiting August and September 2021 reports. I anticipate providing these reports at the November 2021 meeting.

Professional Activities/Community Contacts

September 8	Discussions and tour with CEO candidates
September 9 – 13	Funeral Leave
September 14	Attended NEKLS Revenue Neutral Rate Hearing and System Assembly Meeting Attended Friends of the Board Meeting
September 15	Attended COVID-19 Meeting Attended food tasting and interview for prospective café vendor Attended YWCA Women of Excellence
September 16	Attended Board of Trustees Meeting
September 21	Attended ICC Meeting Attended COVID-19 Meeting
September 22	Attended food tasting and interview for prospective café vendor
September 24	Attended Mid-Continent Public Library Branch Tour Coordinated technology for TSCPL Trivia Night program online
September 27	Attended meeting with Foundation on estate gifts
September 29	TSCPL & Imagemakers Meeting
October 1	Met with Foundation café selection committee Attended Tech Zone pre-bid walkthrough
October 4	Monthly Meeting with Jim Edwards, BOT Chair
October 6	TSCPL & Imagemakers Meeting
October 7	Attended Digital Equity Meeting
October 8	Attended COVID-19 Meeting
October 10	Participated on a panel at the Kansas Authors Club Convention on the impact of COVID on libraries and booksellers
October 11	Attended TEC Meeting
October 13	Attended Library Design for Modern Human Behavior Webcast
October 14	Attended Tech Zone bid opening

New Business

Computer Use Policy – First Reading/Review

We are continuing with our schedule of operational policies to review. This is the first reading of the Computer Use Policy. The changes to the policy are minor and do not result in any significant change in operations. This policy needs to be reviewed at least once every three years to qualify for State Aid funding. The library's attorney Chuck Engel reviewed the updated policy.

This policy will be voted on at the November 19, 2021 meeting

Petition Policy

Last month the Board reviewed the Petition Policy. This policy was created to set a time, place, and manor in which people can ask for signatures for petitions. This month staff is recommending approval of the Petition Policy.

Revision to the Memorandum of Understanding with the United Way of Greater Topeka

The United Way and TSCPL have had an MOU for the Dolly Parton's Imagination Library project since March 2017. Our working relationship on this project, which includes initial discussions, planning, fund raising, and community engagement dates back to 2015.

Notes

1. You have a red-lined version of the document in your packet that shows the changes to the MOU. Other than the notice of intent to amend the MOU and the dates, the only changes are to sections 1(e) and 2(b)(e)(f) that state that the United Way's financial commitment to the project through August 23, 2023 will be \$40,000 per year.
2. The library's attorney Chuck Engel reviewed the changes and prepared these amendments

Request for FY2022 Friends of the Library Funding

This is the request submitted to the Friends of TSCPL each year. Last year because of COVID, the Friends distribution was \$25,000, which is much lower than in previous years. During the development of the FY2022 budget, library staff were unsure how much the Friends would be able to contribute in 2022 beyond the \$25,000 for Dolly Parton's Imagination Library. The good news is that the Friends have rebounded nicely this year and are better prepared to distribute closer to the amounts from previous years. In addition to funding for Dolly Parton's Imagination Library, library staff have identified initiatives and needs for which funding has not been allocated in the operational budget. This includes staff and volunteer recognition, Strategic Planning Implementation, and Programming. Please see the resolution sheet for details and the fiscal note. Note that this year the request is for \$75,000.

Tech Zone Bid

You will be voting on the recommended bid for the Tech Zone remodel project. This is the major Facilities Master Plan project for 2021. This process began several years ago with the creation of the new Technical Services workroom and move of that department to the lower

level. This freed up space that can be made available for the public and what will become the new Tech Zone. Library staff are recommending the bid from Shirley Construction, including the first and fifth alternates. There is more detailed information on this project, the recommendation, and the bidding process, in the background information included with the resolution.

Funding Change for Audio-Visual Upgrade

When we developed the budget for 2021, we originally planned to use State Aid funds for a portion of the Tech Zone project. However, the project is entirely construction and does not include any furniture and equipment. The furniture and equipment will come out of the 2022 budget. Because State Aid funds cannot be used for construction, we would like to revise how we are funding the Auditorium A/V upgrade, so that State Aid funds are used on this project and not the Tech Zone. This does not change the cost of either project but simply reallocates the use of State Aid funds for the A/V upgrade and uses general funds for the Tech Zone. This allows us to accurately follow the guidelines for the use of State Aid funds without changing the cost of either project. The resolution at the board meeting authorizes this change.

Agenda Items

New Board of Trustees Shoot

We would like to schedule a photo shoot with the entire board and will have a brief discussion to confirm a date and time.

New CEO

As this is my last meeting as interim CEO, I would like to thank everyone on the board for all your support and leadership over these 10 months. I'm honored and thankful to have filled this role. I'm sure being an interim CEO would typically be a stressful situation, but I think the difficulties we've faced related to COVID and the untimely passing of two staff members and a board member, have made this especially challenging. However, the support and assistance I've received from all of you has helped to make everything much more manageable. I genuinely appreciate it. I look forward to continuing to work with you in my role as Chief of Staff and working with Marie as our new CEO.

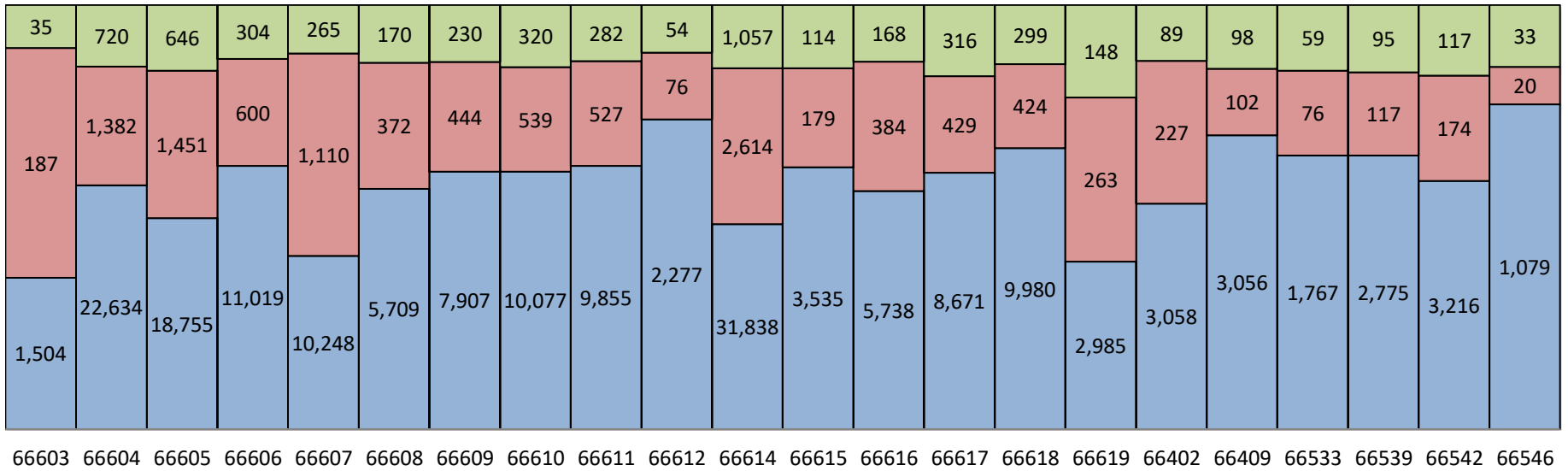
Thad Hartman

Interim Chief Executive Officer

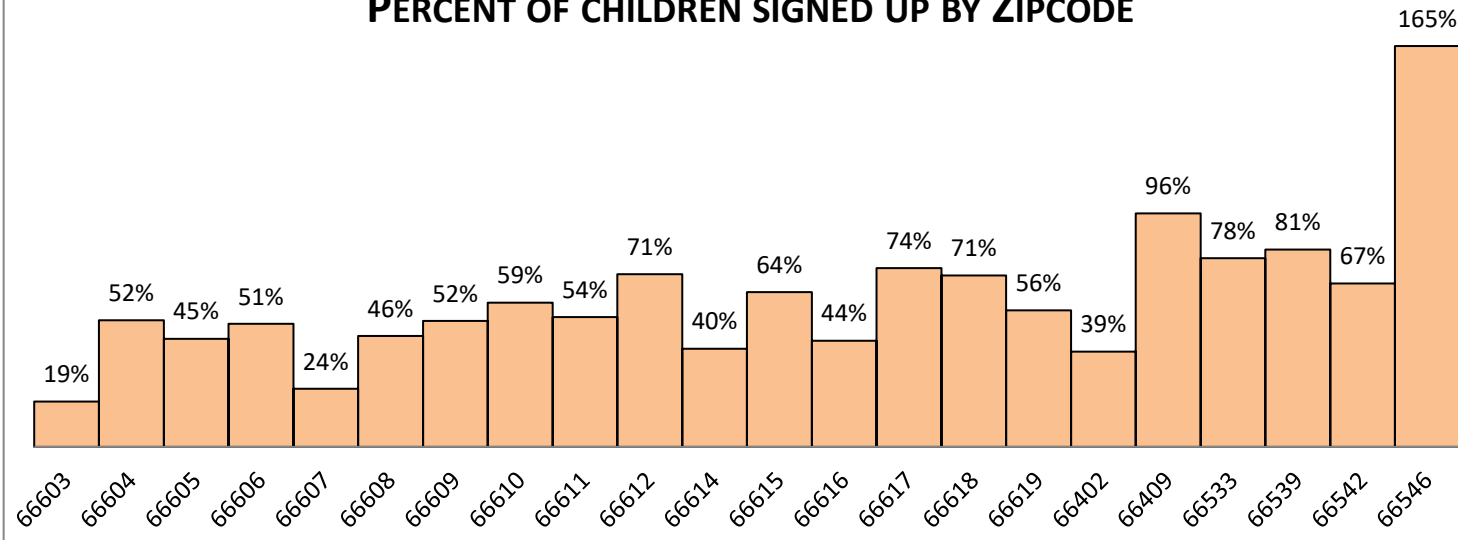
Topeka and Shawnee County Public Library 10/15/2021

JULY DOLLY PARTON IMAGINATION LIBRARY

■ POPULATION
 ■ UNDER 5
 ■ DPIL

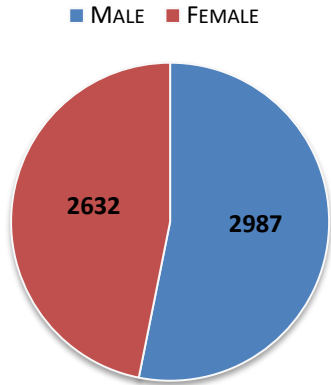


PERCENT OF CHILDREN SIGNED UP BY ZIPCODE

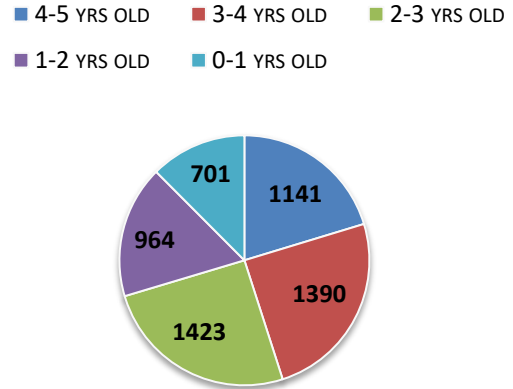


Number of children currently enrolled: **5,619**

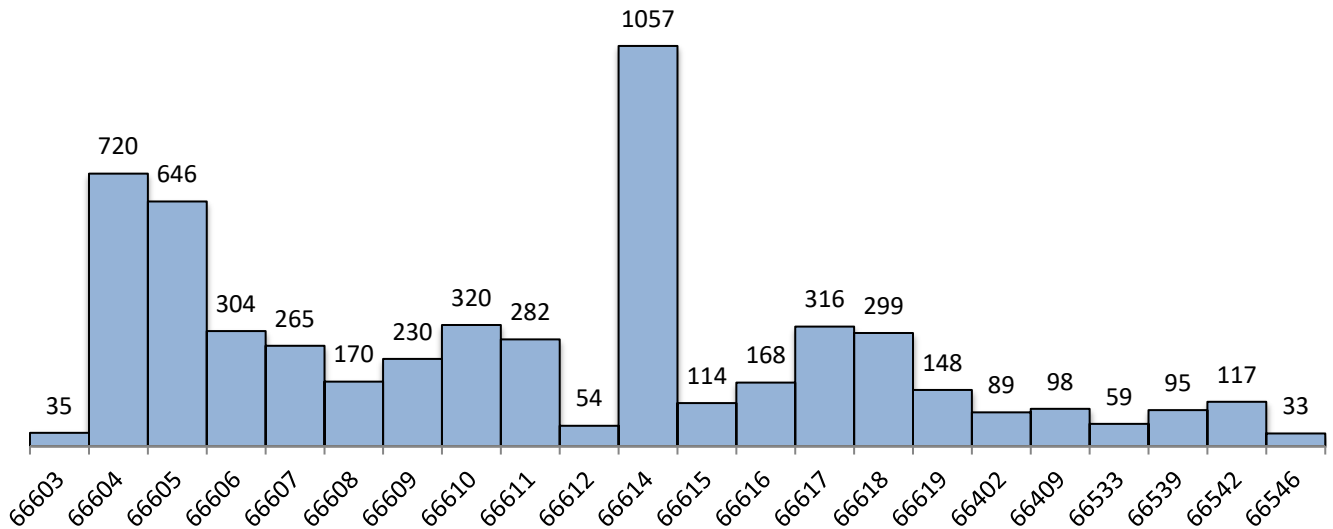
SEX OF PARTICIPANTS



AGE OF CHILDREN



ZIP CODES OF CHILDREN



Chief of Staff Report

Thad Hartman

October 15, 2021

Pandemic Recovery

Our operational levels have held steady for the last several months as we've tried to continue to provide as many services as possible while at the same time keeping a safe environment for customers and staff. With COVID cases decreasing and the community scorecard improving, we are preparing for the next stage in bringing back our services to full capacity. The last service in the building to bring back to its full level is our meeting rooms. This will be a major step in getting foot traffic in the building back to pre-pandemic levels. There are two major triggers we're waiting on before returning meeting rooms to full capacity. The first is for the community scorecard to have at least two weeks in a row in the moderate zone. The second is for staff to be eligible for the vaccine booster shot. The good news is that both of these things appear imminent, and we are optimistic that we'll be able to expand meeting room capacities in the near future. We will remain cautious and pay close attention to SCHD and CDC guidelines, but we will be looking to expand services as soon as we feel we can responsibly do so.

Open positions

We currently have several open positions in many different areas of the library that we are trying to fill. Some of these are recent openings, while others have been unfilled for quite some time. We have successfully hired several new people in the past couple of months, including new staff members in Circulation, Security, and Program Services. The area we've had the most difficulty filling positions has been in maintenance. We are currently down three people in our facilities department. Our facilities staff have done a great job of picking up the slack, and we have set cleaning priorities to make sure the public areas of the building remain neat and presentable.

We have three leadership positions currently posted: Circulation Supervisor, Community Services Supervisor, and Facilities Manager. We have just posted the Circulation Supervisor to fill the opening left by Ruth Rodden's retirement earlier in the year and recently had an opening in Community Services when Sandy Hestand left for another position. We also received notice from Facilities Manager John Kugler that he will be leaving just after the end of the year. John and Sandy will be greatly missed, and we wish them both well.

In addition to these positions, we will also have an opening left by Marie Pyko when she becomes CEO. As is the case when any position opens, we will evaluate her current position and see if it needs to be filled and if it needs to be changed in any way. While nothing has been decided, it will most likely result in another job opening on our leadership team. While we will miss all the staff that have left or will be leaving, we are looking forward to the opportunity to bring new people into our leadership team who will help us grow the library and improve our community.

Department Highlights

Public Services – Information and Learning

Debbie Stanton, Public Services Supervisor

Gallery

The Alice C. Sabatini's *La Comunidad* exhibit has been well-received. Visitors have enjoyed the exhibit's vibrancy, community connection and inspiring art pieces. The programs surrounding *La Comunidad* have been just as popular as highlighted below. The exhibit and its programming continue until late November, so there is still plenty of time to visit. Educational resources and videos that enrich the exhibit experience, including artist talks, can be found on our website: <https://tscpl.org/art/educational-resources-la-comunidad>.

Lowrider Car Show

We had an excellent turnout for our first annual Lowrider Car Show, with over 600 visitors from as far away as Kansas City and Emporia. Attendees enjoyed voting for their favorite cars and bikes, listening to great music and learning about this unique art form. Visitors also enjoyed the library for the day. They visited the gallery's exhibit, joined us for library tours, signed up for library cards and checked out materials. Pictured below are First Place winner Aaron Molina and his beautiful truck as well as the Third Place winner showing off its hydraulics and one of the many lowrider bikes brought in for the show. We look forward to hosting this car show again next year!





Dance for a Sunday Afternoon

Much like the popular library series Music for a Sunday Afternoon, the Gallery chose to highlight the performing arts through a Dance for a Sunday Afternoon series. We have hosted a Salsa dancing event, which included learning some steps, and a traditional dance performance by Ballet Folklorico de Topeka. Coming up on November 14 we'll be hosting a Flamenco Dancing performance from a Kansas City performance group. The exhibits and its programs will be closed out on Saturday, November 20 with a performance in the rotunda by local troupe Mariachi Girasol.

Business and Legal Resources

Our Business and Careers Librarian, Meredith Snapp, shared this story about a recent customer and his use of the new Business and Legal Resources Center:

A man from Overland Park came in because he's helping his wife's family while his father-in-law is in the hospital. He came in looking for a financial Durable Power of Attorney form and I gave him the standard answer we give for that whole topic (if you're ever interested in that spiel I'm happy to give it!) and walked him back to the Business and Legal Resources Center. He was amazed! He said, "I worked in the probate system here in the 80s, this is fantastic! You just have things ready to go for people? This has to make it so much easier!" He got the form he needed and was sharing that his in-laws have unexpectedly declined in health, and I asked him if his they had their end-of-life documents in place. He said he wasn't sure and left with forms for Living Will, Basic Will, and Advanced Directive Planning in Kansas packets for each in-law. He was so happy. He had gone to the Courthouse and was told "we don't have that, try online." I'm so glad we were able to be there for a family!

Public Services

Autumn Friedli, Supervisor – Readers Services

Fall Reading Challenge

Have you signed up yet? Just for signing up you get a fun, magnetic bookmark. Read 3 books – just THREE books – and you get a wicked, cool collectible glass. Find out more at <https://tscpl.org/books-movies-music/fall-reading-challenge>

Personalized Browsing Just for YOU

Need help finding up with 3 books to read to get that cool glass? Librarians are ready to hand pick books just for you! You want something short and spooky? We can do that. Want to listen to some great audiobooks? We can do that! Just want a list of great books available on hoopla and overdrive? We can do that. All the info you need is right here: <https://tscpl.org/browsing-just-for-you>



The Bookmark Podcast

The Bookmark podcast is back for season three! Each Monday you can listen to a new podcast featuring Chris Blocker, Miranda Ericsson, and Autumn Friedli. The three hosts talk all things books. This is a great way to find new books to add to your reading list! Each podcast comes in at right about 30 minutes, perfect listening to on your evening stroll, or on your commute to work, or over your lunch hour! Get all the info here: <https://tscpl.org/books-movies-music/bookmark-podcast>

Program Services

Jacqueline Belden, Program Manager

Nice to Meet You!

Hi there! My name is Jacqueline Belden, and I am excited to introduce myself to you as the Topeka & Shawnee County Public Library's new Program Manager. I began work in my new position on August 9 and have been thoroughly enjoying getting to know the amazing team here at TSCPL, learning the ins and outs of my responsibilities, and acquainting myself with the library and its amazing services. As Program Manager, I will be directing the library's programming, providing guidance to our programming staff and structure for program development and implementation. I will also be providing oversight for the Youth Services and Community Services departments and managerial support for those departments' supervisors (LeAnn Brungardt in Youth Services and a new hire to come in Community Services), and I will directly supervise our Public Training Professional, Shari Schawo.

I am a graduate of Wichita State University (2012) and Emporia State University's School of Library and Information Management (2018) and come to Topeka with several years of library leadership experience as a former Youth Services Supervisor with the Kansas City, Kansas Public Library. I also worked on that library's bookmobiles as a Mobile Library Associate and have further professional experience working with youth in both mental health and education settings. In my spare time, I enjoy cooking (and eating!), spending time outside with my dogs, and taking road trips to enjoy hiking and camping in national parks.

I am looking forward working with the library's wonderful staff team to support learning and literacy in the vibrant communities of Topeka and Shawnee County.

TSCPL Program Team

In September, the Program Team approved a team redesign project proposed by Program Manager Jacqueline Belden. The project restructures Program Team to consist of 3 sub-teams: the core team, the stakeholders, and the partners. This simplifies and streamlines the work of this 16-member team, allowing the core (department supervisors, the Public Training Professional, and the Program Manager) to direct and guide the activities of our programming staff on the ground, while leaning on the stakeholders (upper management and administration) for organizational oversight and the partners for specific programming support as needed (IT, volunteers, marketing, etc.). This change was implemented starting September 27, and the Program Team's core team is already actively building framework for the future of the library's program offerings, working on updating programming guidelines to better educate and support programming staff, reviewing proposals from staff for new programs, and coordinating the library's participation in community events.

We're Hiring!

Longtime Community Services Supervisor, Sandy Hestand, departed from the Topeka & Shawnee County Public Library on September 24. She will be dearly missed by staff and the public alike, but we wish her the best in the next leg of her professional journey. Program Manager Jacqueline Belden has stepped in to supervise the Community Services team in the interim. We are excited to welcome applicants for the position of Community Services Supervisor, as well as the position of Library Senior Associate within our department. We can't wait to meet candidates for these positions and will be looking forward to welcoming new team members soon!

Topeka Water Festival

On September 23, Community Services team member Jackie Hurst teamed up with Youth Services team member Marlana Hodgkinson to present programs at the 21st annual Topeka Water Festival. This fun event educates Topeka's 4th grade students on the importance of water conservation and preservation. Students are encouraged to learn and think about the importance of water in our daily lives. The event is put on by the Kansas Association for Conservation & Environmental Education and Kansas Green Schools.

Literacy Night at State Street Elementary School

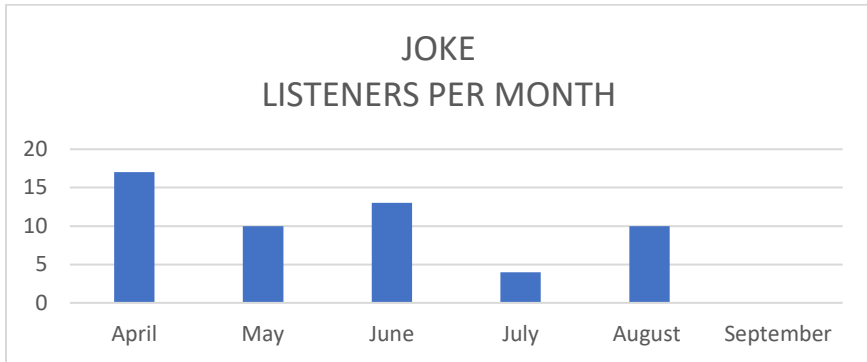
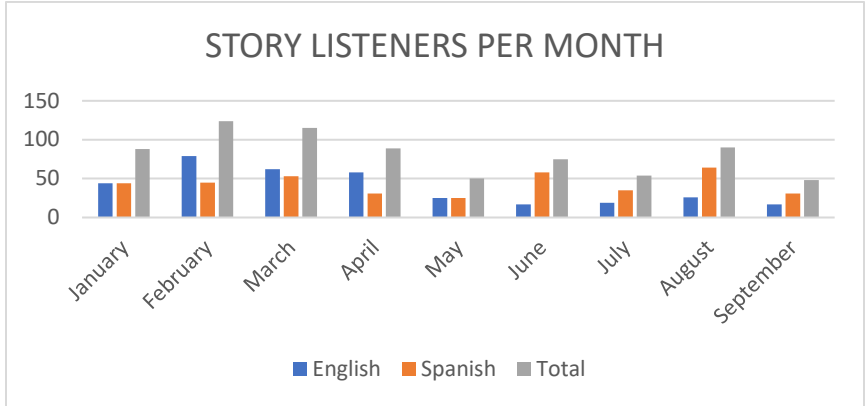
Community Services team members Jackie Hurst and Audrey Sarver took the Adventuremobile to Literacy Night on September 28 at State Street Elementary School. Over 150 State Street students and their family members came by to sign up for library cards and check out books from the Adventuremobile.



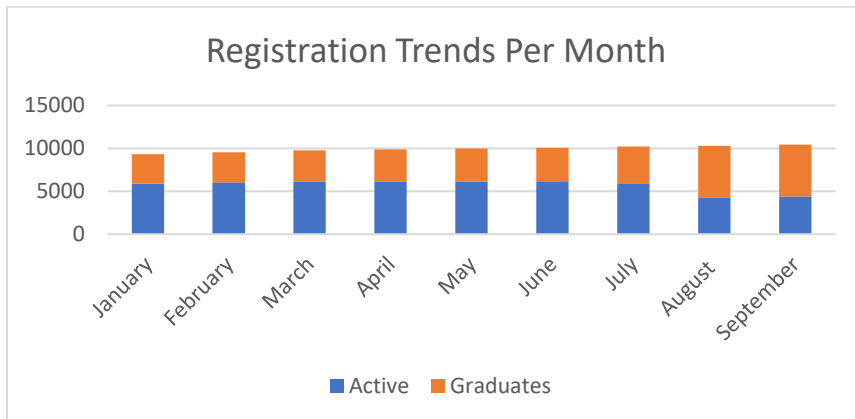
Youth Services

LeAnn Brungardt, Youth Services Supervisor

Call-a-Story and Call-a-Joke



Dolly Parton's Imagination Library



Learn and Play Service

Learn and Play Service started again on October 5 with a limited schedule. On Tuesdays we are at Lakeview Church of the Nazarene, and on Wednesdays we are at Western Hills Church. Both stops are from 9:30-12:30. We selected them due to their previous popularity and to spread service across town from the get-go. We are testing to see if families are willing to come play with us and one another despite Covid's influence. While the bus is making the routes, it is acting as a familiar billboard rather than a play space. The service itself is being held within our partner locations. Doing so allows us to spread out a little more than we could on the vehicle which is important at this time. Additional health and safety measures have been taken as well. Since we were last out and about, many of our child customers have gone on to kindergarten, so in many respects we are truly starting from scratch. That said, we have had customers at each stop so far.

Meadows Family Reading/Math Night

Arion Beals provided library information in addition to a maraca craft at a well-attended, outdoor family reading and math night at Meadows Elementary. Requests for community events and tours are slowly coming in.

Miranda Asebedo

Up and coming, Kansas, young adult author, Miranda Asebedo, provided a virtual writers workshop to a lucky group of inspiring writers in September, and this month is speaking about her journey as a published author. It has been wonderful to have an author workshop and visit even if limited to virtual.

Success Stories

Kyler Carpenter accepted the Liz Stratton Arts Champion Award at the October 7, Arts Connect, Arty Awards. This was for the way he brings children across the community into the musical arts. For years, through library programming, Kids Jam, and many other opportunities he has shared his love of music and instilled that same love in future generations.

Jenn Grammer shared an encounter she had with an eighteen-year-old customer who stopped in to see her. The young man was a regular fixture in Youth Services in his youth. He reminisced that he spent a lot of time here afterschool getting homework help and that when he occasional got rowdy staff would re-direct him. He appreciated the staff sticking with him. He also reported that he had recently graduated from Topeka High and also Washburn Tech's HVAC and carpentry program. He is now working at Smucker's as a mechanic. It is wonderful to have kids that have grown up around us come back as adults and share their memories and successes with us.

Collections

Scarlett Fisher-Herremann, Technical Services and Collection Development Manager

I would like to update you on two changes with adult nonfiction collections. After careful consideration, we have decided to discontinue the Weddings Neighborhood and Divorce Neighborhoods as distinct, stand-alone collections. With both collections, we have annually purchased less than 10 new books in total for both collections. Growth has been very small for both collections since so many of the resources have moved online. Especially with Weddings, the content has moved almost entirely online as people now manage wedding planning through websites and apps. With Divorce, publication volume on the topic hasn't ever increased since we created in September 2014 and it has also seen a shift to online resources.

While we are making changes to the formal "neighborhood" collection status for these two subject areas, access will remain the same or even be improved by the changes we are making. With Weddings, we have moved books we are retaining back to their original call numbers. For example a book about wedding cakes is moving to the cakes call number within the Cooking Neighborhood. Books on wedding flowers will go to flower arranging, books on wedding photography will go to photography, etc. We will retain the wedding etiquette books located at 395.22 in the Dewey system and move the books to the 395 area in the west wing of the library.

With Divorce, the books are already at the correct call number, so they'll remain on the shelves in the same place. The collection will cease to be a pocket neighborhood but access for customers will not change.

These are good steps to position adult nonfiction collections for anticipated changes with collection organization in the east and west wings of the library. Subject access will still be there in the collection through our bibliographic records in the library catalog. With Weddings, the books will be easier for customers to locate as they will no longer be on a side wall at the end of the West Wing. That consistently created confusion for customers. We will have these changes completed by the end of October.

Digital Services

David King, Digital Services Director

WiFi Hotspot grant project

We are making progress with our WiFi hotspots. We have them in and are in the process of configuring and cataloging them. We are working with Verizon (the vendor) to be able to manage them remotely. Our plan is to go live with these in November.

Website Project updates

Did you know the library has three website projects going on right now? Here's where we are with each project:

1. **Library website redesign:** Going well, just slower than anticipated. Imagemakers is working on getting the search functionality working to our standards and is continuing to build pages. There have also been some personnel changes with Imagemakers, and people out sick on both sides that have slowed down the project.
2. **Foundation website redesign:** Work is progressing on this website. Imagemakers is in the process of building pages. Once that has been handed over to the Foundation, the next steps include testing each page to make sure everything works as expected and creating a Marketing campaign for the release of the new site.
3. **Kindergarten Readiness website:** We have started building this website (with our website contractor). The current plan is to go live with this site in January.

Top Web Pages for September 2021:

1. Services page: 2314 Pageviews
2. About page: 1474 Pageviews
3. Great Gatsby blog post: 1314 Pageviews
4. Junes bride blog post: 1234 Pageviews
5. Creativity blog post: 1223 Pageviews
6. La Comunidad page: 1166 Pageviews
7. Ancient and modern basketry blog post: 1162 Pageviews
8. My account: 1124 Pageviews
9. Databases page: 1104 Pageviews
10. Get a library card page: 988 Pageviews

Social Media Highlights for September 2021:

Facebook:

- What are you planning to cook over Labor Day? – reached 28,639 people!
- Topeka's first bookmobile service post – reached 7794 people
- What are you reading? – reached 4518 people

Twitter:

- Happy National IT Professionals Day post – 636 impressions
- Topeka Mayoral & City Council forum post – 503 impressions
- Lowrider car show post – 436 impressions

Instagram:

- Butterfly art – 620 impressions
- Lowrider car – 554 impressions
- Bookmobile info – 549 impressions

October Board Report

October 13, 2021

Communications & Marketing Team

Diana Friend, director | Bonnie Cuevas, event coordinator | Ginger Park, communications editor
Karen Watson, graphic design | Michael Perkins, web administrator & multimedia producer

Community Projects campaign

The library has completed the five original marketing campaigns, Modern Family, Late to the Game, La Biblioteca, The Essentials and Now Offering, and an executive summary will be provided by OrangeBoy. Modern Family after the feedback survey reports are completed. We are revisiting The Essentials project campaign and plan to send 3 postcards to support the poster campaign.

Now Offering marketing campaign

Last fall the library contracted with the Bajillion Advertising agency to produce a video that promoted the library and help introduce a new CEO. COVID intervened and we shifted our project that would help reintroduce the library in a fresh and innovative way. The agency presented its concept to the TSCPL this spring and we began working on the Now Offering brand that mirrors a retail message that catches your attention because you aren't expecting a library to use it. It is a brand message that encourages our customers to return to the library.

We tested the brand out by using it with the OrangeBoy Community project library card acquisition campaign by sending out 3 postcards from August to the beginning of September that resulted in 1500 signups from the outer regions of Shawnee County. We have also started using it in some print advertising and in social media.

Most of the summer was focused on the production of 4 videos and with the helping of many people, we are expected delivery by the end of this month. Many thanks to Jim Ramos, who generously volunteered his time to serve as our "talent agent" to secure people to star in the videos. We also want to thank Dr. Julie Swift, former Trustee, for letting us use her kitchen to film the "Now Offering, Chef Training, Inquire within" video. Again, thank you to Jim, who was the talent, starring as the chef-in-training guy who is flambé cooking with fire on Julie's gas grill! When the videos are ready, we will use them on social media and commercial broadcast channels.

Popular Social Media posts for September-October

When people talk about what they love about the library they often say the staff. Since our last board meeting the top social media posts on Facebook support that opinion.

Topeka & Shawnee County Public Library
★ Favorites · September 22 · 🌐

Congratulations to Sherri Camp, Genealogy Librarian, on being one of the YWCA Northeast Kansas's 2021 Women of Excellence! 🎉👏👏
#YWOE2021



Performance for Your Post

2,324 People Reached

165 Reactions, Comments & Shares 📊


115 Like	113 On Post	2 On Shares
33 Love	31 On Post	2 On Shares
1 Wow	1 On Post	0 On Shares
12 Comments	12 On Post	0 On Shares
4 Shares	4 On Post	0 On Shares

33 Post Clicks

5 Photo Views	0 Link Clicks 📄	28 Other Clicks 📄
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Topeka & Shawnee County Public Library
★ Favorites · September 24 · 🌐

Community leaders Peg Dunlap & Jim Ramos are now part of the library board! 🎉👏 Peruse this article to learn a little more about them and their reading. 📖👍



TSCPL.ORG
Meet new library trustees Peg Dunlap & Jim Ramos - Topeka & Shawnee County Public Library

Performance for Your Post

4,219 People Reached

71 Reactions, Comments & Shares 📊

61 Like	48 On Post	13 On Shares
6 Love	4 On Post	2 On Shares
3 Comments	3 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

72 Post Clicks

0 Photo Views	50 Link Clicks 📄	22 Other Clicks 📄
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NEGATIVE FEEDBACK

2 Hide Post 14 Hide All Posts

Topeka & Shawnee County Public Library
★ Favorites · September 23 · 🌐

The Arty Awards have recognized our very own **Kyler Carpenter** as this year's Liz Stratton Arts Champion! Make sure to congratulate him next time you see him! We're so proud of you, Kyler! 🎉👏



Performance for Your Post

2,450 People Reached

206 Reactions, Comments & Shares 📊

111 Like	69 On Post	42 On Shares
69 Love	33 On Post	36 On Shares
21 Comments	12 On Post	9 On Shares
5 Shares	5 On Post	0 On Shares

68 Post Clicks

9 Photo Views	0 Link Clicks 📄	59 Other Clicks 📄
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NEGATIVE FEEDBACK

4 Hide Post 0 Hide All Posts

0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

Computer and Internet Use Policy

1. Background

- a. The Topeka and Shawnee County Public Library provides public access to computers and the Internet.
- b. The Topeka and Shawnee County Public Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
- c. The Internet is an information resource that enables Library customers to access a diverse variety of information on public access computers beyond that contained in the library's own collection.
- d. This Policy serves to ensure that no minor has access to "visual depictions"¹ that are "child pornography"², "harmful to minors"³ or "obscene"⁴, and that no person has access to "visual depictions" that are "child pornography" or "obscene".

2. Library Responsibilities

- a. The Library uses Internet filtering software on all of its public access computers to ensure compliance with paragraph 1(d).
- b. The Library provides access to recommended, age-appropriate sites through its website.

3. Customer Responsibilities

- a. Customers may:
 - i. Download files from a website directly to any supported portable storage media.
 - ii. A customer, who is not a minor, may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.
- b. Customers shall:
 - i. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
 - ii. Respect the privacy of others.
- c. Customers shall not:
 - i. Access illegal Internet websites as defined by applicable state or federal law.
 - ii. Access web pages or websites that that contain visual depictions of obscenity, child pornography, or is harmful to minors.
 - iii. It will be considered a violation of this Policy if a customer clearly demonstrates the intent to violate the Policy even if no violation occurs.

¹ K.S.A. § 75-2589(f)(9).

² K.S.A. § 75-2589(f)(2).

³ K.S.A. § 75-2589(f)(3).

⁴ K.S.A. § 75-2589(f)(5).

- iv. Gain or try to gain unauthorized access to restricted resources or entities.
- v. "Hack into or interfere" with other users, system operations, integrity or security of the Library computer network or any computer system.
- vi. Attempt to gain access to another person's files or passwords.
- vii. Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.
- viii. Harass others with messages, prints, images or software programs.
- ix. Load or run any software other than that which resides on the Library's Public Access computers.
- x. Tamper with, mishandle, damage or attempt to damage computer hardware.
- xi. Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4. Printing

- a. The Library makes available at a nominal charge printing from public access computers.

5. 3D Printing

- a. The Library offers customers the use of 3D printers to inspire interest in design and to promote digital literacy and entrepreneurship in our community.
- b. The Library may charge a nominal fee to print and may set limitations on print time for the purpose of providing fair and equal access to the 3D printers.
- c. Customers can design and create 3D printed-items of any type other than those that:
 - i. Are prohibited by local, state, or federal law;
 - ii. Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others (For example, guns, knives, or other possible lethal weapons);
 - iii. Are obscene or otherwise inappropriate for the Library environment; and or
 - iv. Violate another person's property rights, (For example, the printer cannot be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection).
- d. Library staff are available to troubleshoot prints as time allows.
- e. The Library will not be liable for functional failure of materials made through the use of its 3D printers, or injuries or property damage caused by them.
- f.

6. Limitation of Liability

- a. The Library assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.
- b. The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

7. Enforcement and consequences for violating policy

- a. The Library electronically monitors all of its computers for violations of this Policy through Internet filtering software, the observations of Library staff and other customers, and other means.
- b. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this Policy, including but not limited to confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.

- c. The Library considers violations of this Policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this Policy.

8. Use of the Library’s computers constitutes agreement with this Policy.

9. Procedures for the submission of complaints

- a. Customers desiring to submit complaints about the standards, rules and regulations and the enforcement thereof, or observed customer behavior have been adopted and are available pursuant to the Customer Conduct Policy on the Library website.

10. Policy review.

- a. This Policy shall be reviewed at least once every three years by the Library Board of Trustees.

Approved: January 19, 2012

Revised: February 27, 2014

Reviewed and Affirmed: April 20, 2017 Reviewed and Affirmed: November 15, 2018

Revised: October 21, 2021

Pending Approval: November 21, 2021

Board of Trustees

Topeka and Shawnee County Public Library

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

Computer and Internet Use Policy

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1. Background

- a. ~~The Topeka and Shawnee County Public Library provides public access to computers and public the Internet access for customers to use.~~
- a-b. The Topeka and Shawnee County Public Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
- b-c. The Internet is an information resource that enables Library customers to access a diverse variety of information on public access computers beyond that contained in the library's own collection.
- e. ~~Some Internet content may offend or may be illegal under the laws of the State of Kansas.~~
- d. This Policy ~~also~~ serves to ~~restrict access to materials that are child pornographyⁱ, harmful to minorsⁱⁱ or obsceneⁱⁱⁱ contain visual depictions of obscenity child pornography, or is harmful to minorsⁱ ensure that no minor has access to "visual depictions"¹ that are "child pornography"², "harmful to minors"³ or "obscene"⁴, and that no person has access to "visual depictions"⁵ that are "child pornography"⁶ or "obscene"⁷.~~

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2. Library Responsibilities

- a. The Library uses Internet filtering software on all of its ~~Internet-public~~ access computers to ~~block content that is child pornography, harmful to minors or obscene restrict access to materials that contain visual depictions of obscenity, child pornography, or is harmful to minors ensure compliance with paragraph 1(d).~~
- b. The Library provides access to recommended, age-appropriate sites through its website.

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3. Customer Responsibilities

- a. ~~As stated in the Unattended Child Policy, "The Library does not act in loco parentis (in place of parents) and Library staff does not have the authority to take responsibility for your child."~~
- b-a. Customers may:
 - i. Download files from a website directly to any supported portable storage media.

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¹ K.S.A. § 75-2589(f)(9).

² K.S.A. § 75-2589(f)(2).

³ K.S.A. § 75-2589(f)(3).

⁴ K.S.A. § 75-2589(f)(5).

⁵ K.S.A. § 75-2589(f)(9).

⁶ K.S.A. § 75-2589(f)(2).

⁷ K.S.A. § 75-2589(f)(5).

~~ii.~~ A customer, who is not a minor, aged 18 or older may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.

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~~e-b.~~ Customers shall:

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- i. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
- ii. Respect the privacy of others.

~~d-c.~~ Customers shall not:

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~~i.~~ Access illegal Internet websites as defined by applicable state or federal law.

~~ii.~~ Access web pages or websites that that contain visual depictions of obscenity, child pornography, or is harmful to minors.

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~~ii.~~ Regardless of age, access to web pages or websites that contain visual depictions that are child pornography or obscene, provided however, that customers age 18 and older may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.

~~iii.~~ If younger than age 18, access web pages or web sites that contain visual depictions that are pornography, harmful to minors, or obscene.

~~iv-iii.~~ It will be considered a violation of this Policy if a customer clearly demonstrates the intent to violate the Policy even if no violation occurs.

~~v-iv.~~ Gain or try to gain unauthorized access to restricted resources or entities.

~~vi-v.~~ "Hack into or interfere" with other users, system operations, integrity or security of the Library computer network or any computer system.

~~vii-vi.~~ Attempt to gain access to another person's files or passwords.

~~viii-vii.~~ Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.

~~ix-viii.~~ Harass others with messages, prints, images or software programs.

~~x-ix.~~ Load or run any software other than that which resides on the Library's Public Access computers.

~~xi-x.~~ Tamper with, mishandle, damage or attempt to damage computer hardware.

~~xii-xi.~~ Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4. Printing

- a. The Library makes available at a nominal charge printing from public access computers.

5. 3D Printing

- a. The Library offers customers the use of 3D printers to inspire interest in design and to promote digital literacy and entrepreneurship in our community.
- b. The Library may charge a nominal fee to print and may set limitations on print time for the purpose of providing fair and equal access to the 3D printers.

- c. Customers can design and create 3D printed-items of any type other than those that:
 - i. Are prohibited by local, state, or federal law;
 - ii. Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others (For example, guns, knives, or other possible lethal weapons);
 - iii. Are obscene or otherwise inappropriate for the Library environment; and or
 - iv. Violate another person's property rights, (For example, the printer cannot be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection).
- d. Library staff are available to troubleshoot prints as time allows.
- e. The Library will not be liable for functional failure of materials made through the use of its 3D printers, or injuries or property damage caused by them.

6. Limitation of Liability

- a. The Library assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.
- b. The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

7. Enforcement and consequences for violating policy

- a. The Library electronically monitors all of its computers for violations of this Policy through Internet filtering software, the observations of Library staff and other customers, and other means.
- b. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this Policy, including but not limited to confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
- c. The Library considers violations of this Policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this Policy.

8. Use of the Library's computers constitutes agreement with this Policy.

9. Procedures for the submission of complaints

- a. Customers desiring to submit complaints about the standards, rules and regulations and the enforcement thereof, or observed customer behavior have been adopted and are available pursuant to the Customer Conduct Policy on the Library website.

10. Policy review.

- a. This Policy shall be reviewed at least once every three years by the Library Board of Trustees.

Approved: January 19, 2012

Revised: February 27, 2014

Reviewed and Affirmed: April 20, 2017 Reviewed and Affirmed: November 15, 2018

Board of Trustees

Topeka and Shawnee County Public Library

~~*Means a visual depiction of a minor shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender or any other person~~

~~**Has the same meaning as that term is defined in K.S.A. 21-6402~~

~~***Has the same meaning as that term is defined in K.S.A. 21-6401~~

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

Computer and Internet Use Policy

1) Background

- a) The Topeka and Shawnee County Public Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
- b) The Internet is an information resource that enables Library customers to access a diverse variety of information on public access computers beyond that contained in the library's own collection.
- c) Some Internet content may offend or may be illegal under the laws of the State of Kansas.
- d) This Policy also serves to restrict access to materials that are child pornographyⁱ, harmful to minorsⁱⁱ or obsceneⁱⁱⁱ.

2) Library Responsibilities

- a) The Library uses Internet filtering software on all of its Internet access computers to block content that is child pornography, harmful to minors or obscene.
- b) The Library provides access to recommended, age-appropriate sites through its website.

3) Customer Responsibilities

- a) As stated in the Unattended Child Policy, "The Library does not act in loco parentis (in place of parents) and Library staff does not have the authority to take responsibility for your child."
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- c) Customer shall:
 - i) Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
 - ii) Respect the privacy of others.
- d) Customer shall not:
 - i) Access illegal Internet websites as defined by applicable state or federal law.
 - ii) Regardless of age, access to web pages or websites that contain visual depictions that are child pornography or obscene, provided however, that customers age 18 and older may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.
 - iii) If younger than age 18, access web pages or web sites that contain visual depictions that are pornography, harmful to minors, or obscene.
 - iv) It will be considered a violation of this Policy if a customer clearly demonstrates the intent to violate the Policy even if no violation occurs.
 - v) Gain or try to gain unauthorized access to restricted resources or entities.
 - vi) "Hack into or interfere" with other users, system operations, integrity or security of the Library computer network or any computer system.
 - vii) Attempt to gain access to another person's files or passwords
 - viii) Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.
 - ix) Harass others with messages, prints, images or software programs.

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

- x) Load or run any software other than that which resides on the Library's Public Access computers.
- xi) Tamper with, mishandle, damage or attempt to damage computer hardware.
- xii) Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4) Printing

- a) The Library makes available at a nominal charge printing from public access computers.

5) 3D Printing

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- b) The Library may charge a nominal fee to print and may set limitations on print time for the purpose of providing fair and equal access to the 3D printers.
- c) Customers can design and create 3D printed-items of any type other than those that:
 - i) Are prohibited by local, state, or federal law;
 - ii) Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others (For example, guns, knives, or other possible lethal weapons);
 - iii) Are obscene or otherwise inappropriate for the Library environment; and or
 - iv) Violate another person's property rights, (For example, the printer cannot be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection).
- d) Library staff are available to troubleshoot prints as time allows.
- e) The Library will not be liable for functional failure of materials made through the use of its 3D printers, or injuries or property damage caused by them.

6) Limitation of Liability

- a) The Library assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.
- b) The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

7) Enforcement and consequences for violating policy

- a) The Library electronically monitors all of its computers for violations of this Policy through Internet filtering software, the observations of Library staff and other customers, and other means.
- b) Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this Policy, including but not limited to confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
- c) The Library considers violations of this Policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this Policy.

8) Use of the Library's computers constitutes agreement with this Policy.

9) Procedures for the submission of complaints

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

- a) Customers desiring to submit complaints about the standards, rules and regulations and the enforcement thereof, or observed customer behavior have been adopted and are available pursuant to the Customer Conduct Policy on the Library website.

10) Policy review.

- a) This Policy shall be reviewed at least once every three years by the Library Board of Trustees.

Approved: January 19, 2012

Revised: February 27, 2014

Reviewed and Affirmed: April 20, 2017

Board of Trustees

Topeka and Shawnee County Public Library

ⁱ Means a visual depiction of a minor shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender or any other person

ⁱⁱ Has the same meaning as that term is defined in K.S.A. 21-6402

ⁱⁱⁱ Has the same meaning as that term is defined in K.S.A. 21-6401



Resolution – Computer Use Policy

**BOARD OF TRUSTEES
November 18, 2021**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Petition Policy

BOARD OF TRUSTEES

October 21, 2021

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Petition Policy

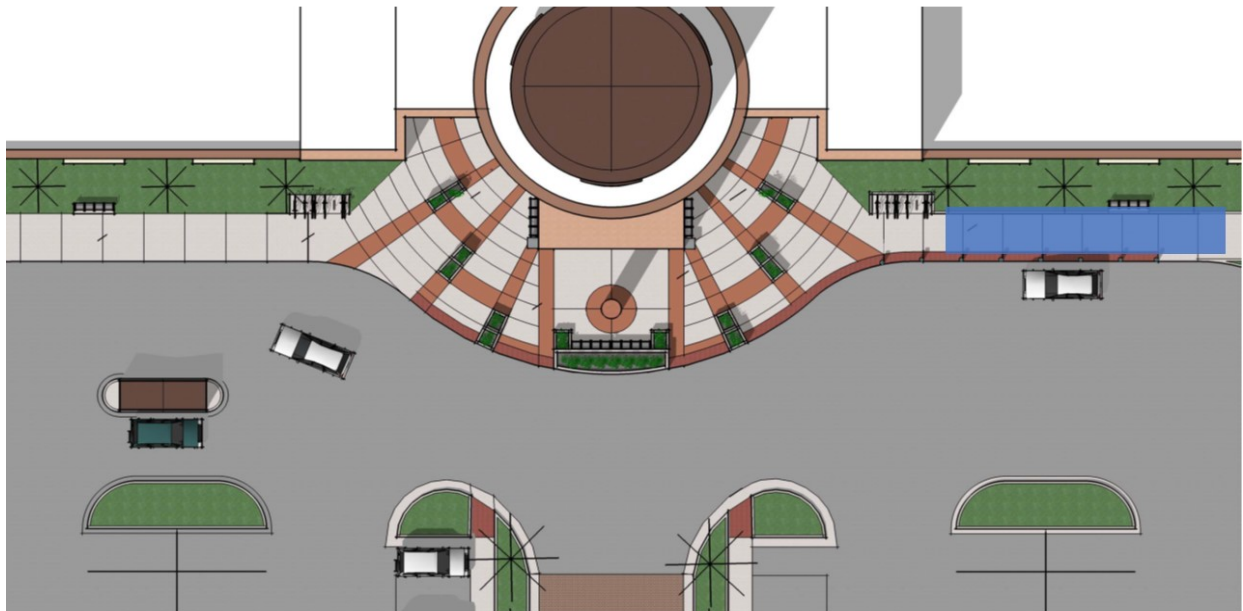
Purpose

The Topeka and Shawnee County Public Library has designated an exterior space for the lawful gathering of signatures on petitions. This designated space is not considered a meeting room and is not subject to the Library's meeting room policies. Use of the space by petitioners is on a first come, first-served basis without regard to content. The petition space is not reservable. Individuals may not gather signatures inside the building or in other areas on library property that are not located in the space designated for petitions. There is no alternate location for signature collection due to inclement weather conditions. Petitioners cannot impede access to the main entrances of the library. They may not pursue customers or staff into parking areas or inside the library.

Petitioners who fail to comply with this policy will be asked to leave the premises.

Designated space:

Petitioners must use the area east of the Library's main entrances and west of Washburn Avenue. The designated space is highlighted in blue on the included map.



Approved:

Board of Trustees

Topeka and Shawnee County Public Library

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



**Resolution – Memorandum of Understanding/United Way of
Greater Topeka**

**BOARD OF TRUSTEES
October 21, 2021**

**Be it resolved that the Board of Trustees, Topeka and Shawnee
County Public Library, approves the Memorandum of Understanding
between the Topeka and Shawnee County Public Library and United
Way of Greater Topeka as presented.**

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

MEMORANDUM OF UNDERSTANDING
(Originally Adopted March 17, 2017)
(As Amended December 2018)
(As Amended and Restated July , 2021)

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation and body politic, (hereinafter referred to as the “Library”), and the United Way of Greater Topeka, Inc., a Kansas not-for-profit corporation (hereinafter referred to as the “United Way”).

WHEREAS, the United Way is an affiliate of the Dolly Parton Imagination Library Project sponsored by the Dollywood Foundation to provide books to children from birth through age five; and

WHEREAS, the United Way has requested the Library to collaborate with it to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, the Library agrees to collaborate with the United Way to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute [to the Library](#) the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and

WHEREAS, the United Way and the Library seek to amend [and restate](#) their December 2018 agreement regarding their respective duties and responsibilities,

NOW, THEREFORE, in consideration of mutual promises between the United Way and the Library, the parties agree as follows:

1. **Library Support.** For a term beginning on ~~December , 2018,~~ ~~August 23, 2021~~ [July , 2021](#), and ending on ~~March 15, 2021~~ ~~August 23, 2023~~ [July , 2025](#), the Library shall provide the following:
 - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
 - b) Regularly promote the Project and the United Way participation in it in all of its publications, including *Library News* which is mailed to every household address in Shawnee County, Kansas, and on its website;

- c) Retrieve undeliverable books from the United States Postal Service for re-distribution to children as mutually-agreed between the Library and the United Way;
 - d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;
 - e) Reimburse the United Way in the amount equal to one-half of its cost of purchasing books and postage expense paid to the Dollywood Foundation ~~in a cumulative amount not greater than \$40,000 annually. The Library Foundation agrees to reimburse the United Way for its costs of purchasing books and paying postage expenses in the amount in excess of \$40,000.00 annually.~~ The reimbursements required by this Subsection 1.e shall be made within 30 calendar days following receipt of an invoice from the United Way together with proof of payment of its said expenses to the Dollywood Foundation; and
 - f) Provide the United Way a non-exclusive, non-assignable license to use the Library logo in promoting the Project and the Library's participation in it.
2. United Way Support. For a term beginning on ~~August 23, 2021 July 1, 2021~~, and ending on ~~August 23, 2023 July 1, 2025~~, the United Way Library shall :
- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
 - b) Contribute \$40,000.00 annually to pay the postage expense and cost to purchase books to the Dollywood Foundation ~~following reimbursement from the Library Foundation all as provided in subsection 1.e above;~~
 - c) Include the Project on the United Way's annual campaign pledge forms;
 - d) Continue fundraising and solicitation efforts within Shawnee County together with the Library and The Library Foundation to attract additional community funding partners for the Project with a goal of raising One Million Dollars;
 - e) Provide the Library with a non-exclusive, non-assignable license to use the United Way logo in promoting the Project and the United Way participation in it; ~~and~~
 - f) Promote the Project and the Library participation in all publications, social media and on the United Way website related to the Project; and
 - g) Sponsor and present events and opportunities for children to register to participate in the Project with the Library.

3. Relationship of the Parties. The Library and United Way understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit organization, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the United Way in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation and Resolution. To ensure a good working relationship between the Library and the United Way regarding the terms and execution of this Agreement, the Library's chief executive officer and the United Way's chief executive officer shall meet at least annually to discuss any issues of interest regarding the subjects of this Agreement. In the event that the respective chief executive officers are unable to resolve a conflict regarding this Agreement, the chairs of the respective parties shall meet and reach a resolution, or the provisions of paragraph 5 may be invoked.

5. Termination. Either party may terminate this Agreement by giving the other party twelve months' prior written notice *via* hand-delivery to the other's chief executive officer at its principal place of business. Upon notice of termination, the respective licenses granted pursuant to paragraphs 1(f) and 2(e) cease immediately. All other duties and obligations of the parties shall cease at the end of the twelve-month period.

6. Agreement. Neither the United Way nor the Library may assign their interest in this Agreement.

7. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the United Way.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the state of Kansas.

9. Cessation of Project. Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this ~~23rd~~^{16th} day of ~~December, 2018~~^{August July} 2021.

Topeka & Shawnee County
Public Library

United Way of Greater Topeka

Formatted: Font: +Headings (Cambria), Bold

Gina Millsap ~~Thad Hartman~~

Jessica Lehnherr

| [Interim](#) Chief Executive Officer

Chief Executive Officer

MEMORANDUM OF UNDERSTANDING
(originally Adopted March 17, 2017)
(As Amended December 2018)
(As Amended and Restated August 23, 2021)

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation and body politic, (hereinafter referred to as the “Library”), and the United Way of Greater Topeka, Inc., a Kansas not-for-profit corporation (hereinafter referred to as the “United Way”).

WHEREAS, the United Way is an affiliate of the Dolly Parton Imagination Library Project sponsored by the Dollywood Foundation to provide books to children from birth through age five; and

WHEREAS, the United Way has requested the Library to collaborate with it to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, the Library agrees to collaborate with the United Way to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute to the Library the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and

WHEREAS, the United Way and the Library seek to amend and restate their December 2018 agreement regarding their respective duties and responsibilities,

NOW, THEREFORE, in consideration of mutual promises between the United Way and the Library, the parties agree as follows:

1. **Library Support**. For a term beginning on August 23, 2021, and ending on August 23, 2023, the Library shall provide the following:
 - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
 - b) Regularly promote the Project and the United Way participation in it in all of its publications, including *Library News* which is mailed to every household address in Shawnee County, Kansas, social media and the enewsletter which is sent to all registered library card holders and on its website;

- c) Retrieve undeliverable books from the United States Postal Service for re-distribution to children as mutually-agreed between the Library and the United Way;
 - d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;
 - e) Reimburse the United Way in the amount equal to one-half of its cost of purchasing books and postage expense paid to the Dollywood Foundation. The reimbursement required by this Subsection 1.e shall be made within 30 calendar days following receipt of an invoice from the United Way together with proof of payment of its said expenses to the Dollywood Foundation; and
 - f) Provide the United Way a non-exclusive, non-assignable license to use the Library logo in promoting the Project and the Library's participation in it.
2. United Way Support. For a term beginning on August 23, 2021, and ending on August 23, 2023, the United Way Library shall :
- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
 - b) Contribute \$40,000.00 annually to pay the postage expense and cost to purchase books to the Dollywood Foundation ;
 - c) Include the Project on the United Way's annual campaign pledge forms;
 - d) Continue fundraising and solicitation efforts within Shawnee County together with the Library and The Library Foundation to attract additional community funding partners for the Project with a goal of raising One Million Dollars;
 - e) Provide the Library with a non-exclusive, non-assignable license to use the United Way logo in promoting the Project and the United Way participation in it;
 - f) Promote the Project and the Library participation in all publications, social media and on the United Way website related to the Project; and
 - g) Sponsor and present events and opportunities for children to register to participate in the Project with the Library.

3. Relationship of the Parties. The Library and United Way understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit organization, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein

contained shall be construed or held to make the Library a partner, joint venturer or associate of the United Way in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation and Resolution. To ensure a good working relationship between the Library and the United Way regarding the terms and execution of this Agreement, the Library's chief executive officer and the United Way's chief executive officer shall meet at least annually to discuss any issues of interest regarding the subjects of this Agreement. In the event that the respective chief executive officers are unable to resolve a conflict regarding this Agreement, the chairs of the respective parties shall meet and reach a resolution, or the provisions of paragraph 5 may be invoked.

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7. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the United Way.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the state of Kansas.

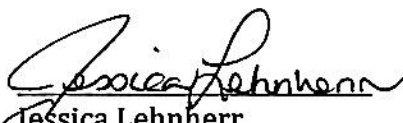
9. Cessation of Project. Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this 23rd day of August 2021.

**Topeka & Shawnee County
Public Library**

Thad Hartman
Interim Chief Executive Officer

United Way of Greater Topeka



Jessica Lehnerr
Chief Executive Officer



Resolution – Request for FY 2022 Friends of the Library Funding

**BOARD OF TRUSTEES
October 21, 2021**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2022.

Background:

This is the request submitted to the Friends of TSCPL each year. During the development of the FY 2022 budget, staff identified initiatives or needs for which funding has not been allocated in the operational budget, including staff and volunteer recognition and other projects including Dolly Parton’s Imagination Library and Strategic Planning Implementation.

Dolly Parton’s Imagination Library	\$25,000
Programming Initiatives	\$20,000
Volunteer/Employee Recognition	\$20,000
Strategic Planning Implementation	\$10,000
Total Contribution Request	\$75,000

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Resolution – Bid for Tech Zone

BOARD OF TRUSTEES

October 21, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Shirley Construction, Topeka, Kansas, in the amount of \$716,466 for the creation of the new Tech Zone, including the first and fifth alternates. \$624,261.10 of the expenditure shall be paid from the General Fund. \$92,204.90 shall be paid from the Undesignated Fund.

Policy and Background Information:

One of the goals of the Facilities Master Plan was to create more space for the public. While some small areas on the main floor could be reorganized to add public space, the location that was identified that would have the biggest impact was the old Technical Services workroom. Construction began in December 2019 on the remodel of the old Talking Books space into the new Technical Services workroom. In the spring of 2020, Technical Services staff moved into their new offices on the lower level.

Planning had been underway for quite some time on the new second floor public space, and the creation of a Tech Zone was identified as the best way to utilize the space. Detailed planning with HTK Architects began in early 2021.

The new service area will provide customers with the space, resources, and assistance they require for coworking, in-depth research, and other more focused technology work. In addition to expanding the library's technology offerings, this will relocate a large amount of public computer work from the New Books and DVD area. The traffic and number of differing activities in this space can make it difficult for customers who need a quieter space to concentrate on their computer work. It also makes it difficult for staff to be able to assist with all the activities in this space. Moving computers will improve this situation and will also allow staff to focus on helping with computer needs and provide customers with a more appropriate space for their computer work. The Tech Zone will also provide additional space for teams and new options for recording video and audio.

Highlights of the Tech Zone include 30 public computers, two recording studios, five small Team Rooms, and 12 Macs with high-end design software. The creation of the Tech Zone will clear the way for a rearrangement of the New Books/Media room to better define the purpose of that space and separate customer activities that can interfere with one another.



Bid Process

In preparation for the bid process Library staff worked with HTK Architects to create a plan for the space, including furniture layout and technology plan. Furniture and equipment are not included in this bid process. HTK worked with engineers and developed an approved schedule, provided specifications for the work, and created a Request for Proposal. A major concern in the space was sound dampening, to ensure that work in the studios and team rooms doesn't interfere with the other work going on in the space. HTK worked with a sound specialist to ensure that areas were sufficiently sound proofed and arranged optimally.

In accordance with the Board of Trustees Purchasing Policy dated January 19, 2017, this project was expected to exceed \$20,000 and bids were sought through a fixed-bid, Request for Proposal (RFP) issued September 20, 2021.

The RFP and related documents were posted on the Library's website and email notification was sent to several companies regionally who have worked on similar projects. The project was also published on Topeka BluePrints' online plan room. Once posted there, all contractors who choose to receive updates on projects bidding were notified. A site walkthrough was held on October 1 and bids were due on October 13.

Bids were received at a public meeting over Zoom at 2:00 PM, October 13, 2021. Five bids were received before the bid deadline; all were submitted electronically.

Staff Recommendation:

The low bid was from Shirley Construction, Topeka, KS. This bid met all the necessary criteria. While we have not recently worked with Shirley Construction, the vendor has provided high-quality work for HTK Architects and comes highly recommended.

Prices have been especially volatile over the past year and the bids came in higher than what we anticipated last year. However, after updating estimates throughout the year, the bids ended up coming in a little less than we anticipated at the time of the RFP. Several alternates were included to make sure costs could be kept down if bids came in high. After discussing the alternates, it was decided to recommend going forward with the first and fifth alternates. These alternates allow for the remodel of the restrooms and the creation of a wall separating the design computers from the rest of the space. While this adds initial cost to the project, TSCPL staff and HTK feel this will save money over time. If these two projects are added at a future date, it would be more costly and more invasive than if it is done at this time. Remodeling the restrooms will bring them in line with the other restrooms that were remodeled last year. They will be much easier to clean and provide a touch-free environment for customers. The wall will provide more privacy for customers using the design computers and will allow staff to have small classes in that space without disturbing customers using the public computers.

TSCPL staff recommends the bid of \$716,466 submitted by Shirley Construction, Topeka KS, be approved for the creation of the Tech Zone, including the first and fifth alternates.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

TSCPL - Tech Services Renovation				HTK Architects	
Bid Tabulation					2001.01-006
Wednesday, October 13, 2021					
CONTRACTOR	Icon Structures	Loyd	Mohan	Senne	Shirley
Plumbing	Cooper's	Custom Sheet Metal	Cooper's	Cooper's	Cooper's
Mechanical (HVAC)	Cooper's	Custom Sheet Metal	Cooper's	Cooper's	Cooper's
Electrical	Current Electric	Current Electric	McElroy or Current	Current Electric	McElroy or Current
Proposed Superintendent	TBD	Brad Crevier	Duane Morford	Rob Pfeiffer	Arron Elwell
Bid Bond	yes	yes	yes	yes	yes
Addendum No. 1 and 2	one and two	one and two	one	one and two	one and two
BASE BID	\$689,500.00	\$683,500.00	\$629,300.00	\$652,900.00	\$624,000.00
Alt 1- Restrooms	\$74,500.00	\$69,300.00	\$75,200.00	\$77,500.00	\$73,075.00
Alt 2- Elevator & Security Gate	\$16,500.00	\$14,300.00	\$15,500.00	\$14,800.00	\$9,323.00
Alt 3- Studio Door Access Controls	\$6,500.00	\$6,200.00	\$6,100.00	\$6,000.00	\$6,204.00
Alt 4- Accessories	\$27,750.00	\$32,100.00	\$31,050.00	\$24,100.00	\$25,756.00
Alt 5- Studio Wall	\$23,500.00	\$15,300.00	\$17,900.00	\$21,000.00	\$19,391.00
Alt 6- Acoustics	(\$1,000.00)	(\$2,100.00)	(\$3,000.00)	(\$3,400.00)	(\$2,774.00)
Alt 7- Fin Tube	(\$11,700.00)	(\$6,300.00)	(\$12,800.00)	(\$11,700.00)	(\$11,700.00)
W/LTs 1-7 :	\$825,550.00	\$812,300.00	\$759,250.00	\$781,200.00	\$743,275.00



Resolution – Funding Change for Audio-Visual Upgrade

**BOARD OF TRUSTEES
October 21, 2021**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the funding change for the purchase and installation of a new audio-visual system in the first floor auditorium. The revised funding for this expenditure will be \$49,170.44 from State Aid and \$54,326.56 from the General Fund, Special Projects budget line.

Policy and Background Information:

The Board of Trustees approved the bid of \$103,497.00 by CyTek Media Systems of Topeka, KS at the June 17, 2021 Board meeting. The purchase was to be paid from the General Fund, Special Projects budget line, as stated in the original resolution. This resolution will change the funding to \$49,170.44 State Aid and \$54,326.56 from the General Fund.

State Aid funds may not be used for construction but may be used for one-time equipment purchases. The budgeted funds must also be expended in 2021. The remaining facilities master plan projects planned for 2021 involve construction and cannot be funded with State Aid funds.

Staff Recommendation:

TSCPL staff recommends approving the change in funding for the recently approved audio-visual system bid. This purchase will be funded with State Aid and General Fund monies.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

	2021												2020	Change
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	20 TO 21%
CIRCULATION*														
Main Library														
TSCPL Curbside	33,939	30,745	31,880	26,394	20,799	12,837	7,949	5,868	5,463			175,874	107,958	62.9%
Circulation Desk & Renewals	24,806	20,413	29,245	27,430	21,530	28,091	37,158	40,010	35,449			264,132	411,006	-35.7%
Interlibrary Loan	1,129	1,039	1,044	1,105	956	1,200	1,163	1,261	1,138			10,035	5,493	82.7%
Self-Check	190	10,217	23,450	22,065	30,051	47,106	51,893	46,027	40,298			271,297	230,066	17.9%
Bookmobile				8	2	4,277	6,564	6,853	6,246			23,950	87,714	-72.7%
TSCPL@Home	5,282	4,569	4,444	4,815	4,040	4,450	3,658	3,977	3,493			38,728	3,194	1112.5%
Red Carpet	6,286	5,039	5,520	5,556	5,021	6,204	5,976	6,163	5,680			51,445	50,432	2.0%
Digital Downloads	51,121	46,406	51,098	47,990	49,883	47,221	48,856	49,995	47,445			440,015	422,287	4.2%
Library @ Work / Smartlocker	2,218	2,158	2,100	2,000	1,831	1,420	1,365	1,776	1,589			16,457	15,135	8.7%
TOTAL CIRCULATION	124,971	120,586	148,781	137,363	134,113	152,806	164,582	161,930	146,801			1,291,933	1,333,285	-3.1%
* Includes first-time checkouts and auto-renewals														
CIRCULATION DETAILS														
Print Material	46,169	46,173	62,778	55,841	52,940	68,563	76,545	72,057	63,680			544,746	571,264	-4.6%
Audio/Visual Material	20,792	21,416	28,302	26,521	25,146	29,879	32,655	32,831	29,533			247,075	305,601	-19.2%
Adult Materials	39,054	40,352	53,926	49,855	46,064	53,140	57,833	58,506	52,947			451,677	507,963	-11.1%
Children's Materials	20,123	19,512	27,108	23,067	23,585	34,867	40,163	35,980	31,055			255,460	283,342	-9.8%
Young Adult Materials	2,394	2,423	3,345	3,042	2,374	3,616	4,171	3,353	2,705			27,423	28,815	-4.8%
Red Carpet Materials	5,390	5,302	6,701	6,398	6,063	6,819	7,033	7,049	6,506			57,261	56,880	0.7%
NEW PATRONS														
Topeka / Shawnee County														
Adults	315	304	297	276	423	471	509	496	429			3,520	3,755	-6.3%
Children (ages 17 and under)	26	16	44	56	109	213	162	137	81			844	590	43.1%
Red Carpet Outreach	5	6	2	14	1	22	10	18	11			89	46	93.5%
NEKL	52	34	54	60	62	71	72	56	59			520	564	-7.8%
Non-Resident	0	0	2	0	0	0	0	0	6			8	22	-63.6%
Total New Registrations	398	360	399	406	595	777	753	707	586			4,981	4,977	0.1%
PATRONS DELETED														
	72	28	71	83	79	75	118	4,011	107			4,644	8,556	-45.7%
BORROWERS														
Topeka / Shawnee County														
Adults	54,016	54,350	54,518	54,891	55,243	55,426	55,727	56,320	56,658			56,658	53,762	5.4%
Children (age 0 - 17)	14,922	14,845	14,723	14,699	14,720	14,820	14,847	14,888	14,829			14,829	15,002	-1.2%
TSCPL @ School	20,751	20,751	20,751	20,751	20,751	20,751	20,750	24,178	24,809			24,809	20,665	*
Red Carpet Outreach	1,124	1,135	1,130	1,144	1,142	1,154	1,161	1,190	1,205			1,205	1,121	7.5%
NEKL	7,395	7,428	7,456	7,472	7,614	7,815	8,080	8,099	8,117			8,117	7,367	10.2%
Non-Resident	80	80	82	80	80	80	80	80	87			87	80	8.8%
Delinquent	83	85	82	85	85	87	98	94	96			96	87	10.3%
TOTAL BORROWERS	98,371	98,674	98,742	99,122	99,635	100,133	100,743	104,849	105,801			105,801	98,084	7.9%
Holds Satisfied	24,521	20,351	20,071	17,280	16,019	17,507	16,935	17,047	15,497			165,228	134,034	23.3%
CHECK-IN														
TOTAL CHECK-IN	30,678	32,088	44,088	44,959	49,867	59,946	68,480	67,018	59,777			456,901	419,172	9.0%
2021														
2021														
2020														
Change														
YTD														
20 TO 21%														
COLLECTION														
Materials Added	3,093	2,683	3,493	2,792	3,708	3,133	2,814	3,865	3,984			29,565	28,324	4.4%
Materials Discarded	5,871	7,180	7,193	1,971	1,856	4,349	4,435	4,111	4,224			41,190	42,611	-3.3%
TOTAL COLLECTION	380,051	375,554	371,854	372,675	374,527	373,311	371,690	371,444	371,204			371,204	388,906	-4.6%
WEBSITE														
tscpl.org Unique Visitors	30,372	28,370	31,560	27,762	31,216	31,305	28,325	29,173	31,789			269,872	286,750	-5.9%
tscpl.org Total Visits	53,714	47,118	51,313	46,038	51,436	51,194	47,263	49,321	49,620			447,017	484,875	-7.8%
catalog.tscpl Unique Visitors	13,770	12,670	14,136	13,168	24,534	15,136	15,585	18,714	17,549			145,262	129,873	11.8%
catalog.tscpl Total Visits	40,737	35,921	39,051	35,834	46,649	38,290	38,579	41,693	38,626			355,380	335,399	6.0%
NOTARY SERVICE	0	64	93	127	110	134	144	105	139			916	956	-4.2%

REFERENCE QUESTIONS														
Public Services	*	*	*	*	*	*	*	*	*	*	*	9,900	-100.0%	
Topeka Room	*	*	*	*	*	*	*	*	*	*	*	701	-100.0%	
Plaza**	*	*	*	*	*	*	*	*	*	*	*	1,272		
Youth Services	*	*	*	*	*	*	*	*	*	*	*	2,397	-100.0%	
Gallery	*	*	*	*	*	*	*	*	*	*	*	0	#DIV/0!	
TOTAL REFERENCE QUESTIONS	*	*	*	*	*	*	*	*	*	*	*	14,270	-100.0%	
GATE COUNT	7,411	10,284	15,262	14,436	16,512	22,593	24,712	11,076	14,401			136,687	161,702	-15.5%
MEETING ROOMS														
Meeting Room Bookings	116	141	194	218	177	192	318	293	328			1,977	2,026	-2.4%
Team Room Bookings	0	0	2	84	75	37	7	15	7			227	3,129	-92.7%
Total Meeting Room Hours Booked	982	1,085	1,411	1,426	830	1,145	1,337	1,010	904			10,130	10,480	-3.3%
TOTAL ATTENDANCE	124	140	248	543	835	1,557	1,591	1,811	1,606			8,455	23,662	-64.3%
LEARN & PLAY BUS VISITS	0	0	0	0	0	0	0	0	0			0	475	-100.0%
PROGRAM ATTENDANCE														
Adult - General	283	778	717	5,763	786	929	2,457	1,418	1,310			14,441	4,645	210.9%
Kids - Early Learners	14	2,900	2,374	2,676	1,133	335	601	2,614	503			13,150	*	#VALUE!
Kids - Elementary	0	312	463	1,109	325	653	625	808	1,038			5,333	*	#VALUE!
Teens	3	229	290	578	314	563	518	7	486			2,988	95	3045.3%
Unknown	1,400	0	0	0	0	0	0	0	0			1,400	*	
Outreach	0	0	0	0	0	56	31	9	3			99	13,271	-99.3%
TOTAL ATTENDANCE	1,700	4,219	3,844	10,126	2,558	2,536	4,232	4,856	3,340			37,411	18,011	107.7%
GALLERY ATTENDANCE	0	0	618	497	1,450	5,779	5,749	2,291	1,594			17,978	586	2967.9%
COMPUTER USE														
Public Computer Sessions	3,244	3,480	4,843	4,591	5,466	6,811	7,655	7,672	6,787			50,549	41,530	21.7%
Avg Public Computer Session Length (Minutes)	0:36:12	0:35:37	0:37:30	0:42:33	0:45:05	0:45:16	0:45:08	0:45:12	0:46:29			0:43:09	0:52:38	-18.0%
Total Computer Hours	1,957	2,066	3,027	3,256	4,107	5,140	5,759	5,781	5,259			36,352	36,428	-0.2%
Wireless Sessions	5,971	6,580	7,357	12,019	14,454	17,916	21,292	21,558	21,558			107,147	53,206	101.4%
Avg Wireless Session Length (Minutes)	0:12:00	0:11:00	0:18:00	0:10:00	0:11:00	0:12:00		0:12:00	0:12:00			0:12:23	0:28:32	-56.6%
Total Wireless Hours	1,254	1,224	2,213	2,080	2,826	3,593		4,597	4,341			22,128	25,300	-12.5%
TOTAL HOURS	3,211	3,290	5,240	5,336	6,933	8,733	5,759	10,378	9,600			58,480	57,403	1.9%
DOLLY PARTON ENROLLMENT	6,024	6,143	5,741	5,867	5,966	5,948	5,619					5,619	5,631	-0.2%
2021														
CIRCULATION DETAILS														
Print Material														
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613	14,737	13,239			109,305	113,997	-4.1%
Adult Nonfiction	12,553	12,917	16,425	14,582	12,487	14,174	15,609	15,486	14,111			128,344	136,939	-6.3%
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858	20,514			169,806	175,428	-3.2%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279	5,577			44,292	50,856	-12.9%
Magazines	508	490	1,120	912	916	1,081	1,260	1,319	1,070			8,676	9,490	-8.6%
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920	6,424			56,392	55,484	1.6%
RC Realia	83	71	108	101	85	90	120	129	82			869	1,396	-37.8%
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561	4,129	3,329	2,663			27,062	28,300	-4.4%
PRINT CIRCULATION	46,169	46,173	62,778	55,841	52,940	68,563	76,545	72,057	63,680			544,746	571,890	-4.7%
Audio / Visual Material														
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311	2,109			18,653	20,491	-9.0%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913	2,326			20,511	20,169	1.7%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294	21,740	20,092			166,188	207,592	-19.9%
Juvenile Audiobooks	185	176	265	261	231	287	381	350	247			2,383	3,072	-22.4%
Juvenile Music	141	129	213	151	193	212	307	251	213			1,810	2,000	-9.5%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407	3,145	4,679	5,574	5,242	4,504			37,169	51,139	-27.3%
YA AV	35	36	22	48	57	55	42	24	42			361	515	-29.9%
A/V CIRCULATION	20,792	21,416	28,302	26,521	25,146	29,879	32,655	32,831	29,533			247,075	304,978	-19.0%
Adult Material														
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613	14,737	13,239			109,305	113,997	-4.1%
Magazines	508	490	1,120	912	916	1,081	1,260	1,319	1,070			8,676	9,490	-8.6%
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311	2,109			18,653	20,491	-9.0%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913	2,326			20,511	20,169	1.7%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294	21,740	20,092			166,188	207,592	-19.9%
ADULT CIRCULATION	39,054	40,352	53,926	49,855	46,064	53,140	57,833	58,506	52,947			451,677	508,678	-11.2%

Juvenile Material																							
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858	20,514										169,806	175,428	-3.2%		
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279	5,577										44,292	50,856	-12.9%		
Juvenile Audiobooks	185	176	265	261	231	287	381	350	247										2,383	3,072	-22.4%		
Juvenile Music	141	129	213	151	193	212	307	251	213										1,810	2,000	-9.5%		
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407	3,145	4,679	5,574	5,242	4,504										37,169	51,139	-27.3%		
JUVENILE CIRCULATION	20,123	19,512	27,108	23,067	23,585	34,867	40,163	35,980	31,055									255,460	282,495	-9.6%			
Red Carpet Material																							
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920	6,424										56,392	55,484	1.6%		
RC Realia	83	71	108	101	85	90	120	129	82										869	1,396	-37.8%		
RED CARPET CIRCULATION	5,390	5,302	6,701	6,398	6,063	6,819	7,033	7,049	6,506									57,261	56,880	0.7%			
Young Adult Material																							
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561	4,129	3,329	2,663										27,062	28,300	-4.4%		
YA A/V	35	36	22	48	57	55	42	24	42										361	515	-29.9%		
YOUNG ADULT CIRCULATION	2,394	2,423	3,345	3,042	2,374	3,616	4,171	3,353	2,705									27,423	28,815	-4.8%			
Overdrive	35,977	32,454	35,030	32,456	34,471	33,441	34,538	35,035	33,153										306,555	303,590	1.0%		
Hoopla	14,034	13,952	14,376	14,159	13,756	12,546	12,999	13,571	13,043										122,436	112,493	8.8%		
Flipster	1,110	*	1,692	1,375	1,656	1,234	1,319	1,389	1,249										11,024	6,204	77.7%		
DIGITAL DOWNLOADS	51,121	46,406	51,098	47,990	49,883	47,221	48,856	49,995	47,445									440,015	433,395	1.5%			

	2021												2021
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$776,237	\$776,611	\$1,048,186	\$933,793	\$884,408	\$1,147,194	\$1,279,845	\$1,202,546	\$1,064,370				\$9,113,190
Magazines (\$5)	\$2,540	\$2,450	\$5,600	\$4,560	\$4,580	\$5,405	\$6,300	\$6,595	\$5,350				\$43,380
DVD, Games, Music (\$4)	\$76,192	\$78,460	\$103,712	\$96,552	\$91,092	\$109,000	\$119,760	\$120,680	\$108,708				\$904,156
Notary Service (\$10)	\$0	\$640	\$930	\$1,270	\$1,100	\$1,340	\$1,440	\$1,050	\$1,390				\$9,160
Reference Questions (\$7)	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!				#VALUE!
Programming (\$10)	\$17,000	\$42,190	\$38,440	\$101,260	\$25,580	\$25,360	\$42,320	\$48,560	\$33,400				\$374,110
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5				\$22
Gallery Attendance (\$10)	\$0	\$0	\$6,180	\$4,970	\$14,500	\$57,790	\$57,490	\$22,910	\$15,940				\$179,780
Computer Use (\$12/hr)	\$38,535	\$39,477	\$62,879	\$64,029	\$83,196	\$104,796	\$69,108	\$124,536	\$115,200				\$701,756
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				\$41,575
TOTAL VALUE	\$945,779	\$961,438	\$1,256,228	\$1,134,006	\$1,107,609	\$1,456,818	\$1,566,097	\$1,509,931	\$1,339,523				\$11,277,429