



**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**September 16, 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, September 16, 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 August 26, 2021 Meeting Minutes of the Board of Trustees, Revenue Neutral Rate and Public Budget Hearings – [Action Item](#) pg. 5**

**Approval of September 9, 2021 Special Meeting Minutes of the Board of Trustees – [Action Item](#) pg. 9**

**Chief Financial Officer’s Report – Kim Strube pg. 10**

## **Financial Reports**

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

**CEO Recruitment Update – Joan Hicks**

**The Library Foundation – Judy Mohler, Board Chair**

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

**Board Chair Reports – Jim Edwards**

- Approval of September 7, 2021 Meeting Minutes Board of Trustees Executive Committee – [Action Item](#) pg. 17

**Interim Chief Executive Officer/ Chief of Staff – Thad Hartman pp. 18,20**

- Tech Zone Presentation – David King, Digital Services Director and Maria Kutina, HTK Architects
- La Comunidad – Zan Popp, Curator and Margo Rangel, Executive Assistant

## **New Business**

- Petition Policy – **First Reading/Review pg. 20**

## **Executive Session**

**CEO Recruitment - [Action Item](#)**

## **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](mailto: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



### **Board Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, August 26, 2021 in person and via Zoom, was called to order at 5:00 pm by Chair Jim Edwards.

### **Introduction of New Trustee and Oath of Office**

New trustees Peg Dunlap and Jim Ramos took the oath of office, notarized by executive assistant Margo Rangel.

### **Public Comment**

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

### **Trustee Advocacy Stories**

Chair Liz Post praised Public Service Director Marie Pyko for her assistance with the online program suggestion form.

### **Approval of Minutes**

On a motion by Liz Post, seconded by Joan Hicks, the July 15, 2021 minutes of the Board of Trustees were approved.

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 July 2021.

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the Treasurer's Financial Report for July 2021 was accepted.

Motion passed unanimously.

### **CEO Recruitment Update**

Joan Hicks provided an update on the CEO recruitment process. She reported the CEO recruitment committee met and conducted interviews on August 23 and August 24, 2021. Final interviews are scheduled for September 8 and 9, 2021. Additional information will be provided as time goes on.

### **Board Chair Reports**

Chair Jim Edwards reported the Executive Committee met via Zoom on Tuesday, August 17, 2021.

On a motion by Liz Post, seconded by Shawn Leisinger, the August 17, 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.

Discussion followed.

### **New Business**

#### **Named Recognition Recommendation**

On a motion by Peg Dunlap, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the recommendation of The Library Foundation Board of Trustees and the Interim Chief Executive Officer Thad Hartman that in recognition of financial gifts and long-term support of the Topeka and Shawnee County Public Library, Team Room #1 of the collaboration spaces be named The David G. Monical Team Room in honor of former library trustee David Monical.

Motion passed unanimously.

### **Recess into the Revenue Neutral Rate (RNR) Hearing**

On a motion by Liz Post, seconded by Kristen O'Shea, the board recessed at 5:19 pm.

Motion passed unanimously.

### **Call to Order**

Board Chair Jim Edwards opened the Revenue Neutral Rate (RNR) Hearing and called the meeting to order at 5:19 pm. There was no one signed in for public comment and the public comment session was closed.

Chair Jim Edwards called on Chief Financial Officer Kim Strube to present a review of the FY2022 Revenue Neutral Rate (RNR). There were no questions for Strube.

At 5:24 pm the Revenue Neutral Rate (RNR) Hearing was adjourned, and Chair Jim Edwards reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of Trustees.

### **Reconvene to Board of Trustees Meeting**

On a motion by Liz Post, seconded by Beth Dobler, the board reconvened to the regular Board of Trustees Meeting at 5:25 pm.

Motion passed unanimously.

### **New Business**

#### **Levy a Property Tax Rate Exceeding the Revenue Neutral Rate for FY2022 Operating Budgets**

On a motion by Kacy Simonsen, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the levy of property tax rate exceeding the Revenue Neutral Rate for the FY 2022 operating budgets.

### **Recess to Public Budget Hearing**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the board recessed at 5:29 pm.

### **Call to Order**

Board Chair Jim Edwards opened the Public Budget Hearing and called the meeting to order at 5:30 pm. There was no one signed in for public comment and the public comment session was closed.

Chair Jim Edwards called on Chief Financial Officer Kim Strube to present a review of the FY2022 Budget. There were no questions for Strube.

At 5:35 pm the Public Budget Hearing was adjourned, and Jim Edwards reconvened the regular meeting of the Topeka and Shawnee County Public Library Board of

Trustees.

### **Reconvene to Board of Trustees Meeting**

On a motion by Liz Post, seconded by Joan Hicks, the board reconvened to the regular Board of Trustees Meeting at 5:36 pm.

Motion passed unanimously.

### **New Business**

#### **Adoption of FY2022 Operating Budgets**

On a motion by Liz Post, seconded by Joan Hicks, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY2022 operating budgets as presented/published in the Topeka Capital Journal on August 13, 2021.

Motion passed unanimously.

### **Adjournment**

On a motion by Joan Hicks, seconded by Peg Dunlap, the meeting was adjourned at 5:40 pm.

Motion passed unanimously.

### **Public Comment**

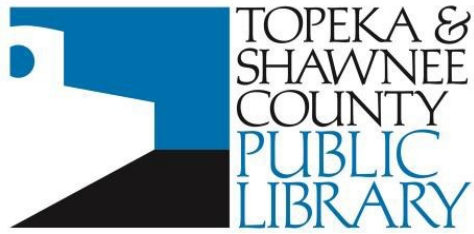
Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or [mrangel@tscpl.org](mailto:mrangel@tscpl.org) to request their name be placed on the public comment listing.

### **Next Meetings:**

October 21, 2021  
4:00 p.m. MA 101BC/Zoom Meeting

**\* Subject to change without notice**





**Minutes**  
**Board of Trustees Special Meeting**  
**Thursday, September 9, 2021**  
**Marvin Auditorium MA 101BC**  
**4:30 PM**

### **Board Members Present**

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

### **Absent**

Jennifer Miller

### **Other Attendees**

Chuck Engel, Jobeth Bradbury, and Jesse Maddox

### **Call to Order**

The meeting was called to order by Chair Jim Edwards, at 12:11 pm. Brief discussion of process for the interviews.

### **Meeting of Executive Session to discuss personnel matters**

At 12:18 pm a motion was made by Shawn Leisinger and seconded by Liz Post to "Have the Board of Trustees of the Topeka Shawnee County Public Library go into Executive Session to discuss personnel matters by discussing candidates for the position of CEO until 4:30 pm. Participants will include members of the Board of Trustees, Chuck Engel, Jesse Maddox, and Jobeth Bradbury." Motion Passed.

On a motion by Shawn Leisinger and seconded by Jim Ramos to extend the Executive Session until 6:30 PM, was made at 4:30 pm. Motion Passed

On a motion by Shawn Leisinger and seconded by Liz Post to end the Executive Session was made at 6:12 pm. Motion Passed.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Liz Post, the meeting was adjourned at 6:13 pm.

**Revenue/Expense/Balance by Fund Report – Page 2**

The Children's Art Show Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

**General Fund – Pages 3 through 5**

With 66.6% of the budget year completed, 91% of the budgeted revenue has been received and 54% of the approved budget has been expended/encumbered. This compares to 2020 in which 84% of the budgeted revenue had been received and 57% of the approved budget had been expended/encumbered.

**Employee Benefit Fund – Page 6**

With 66.6% of the budget year completed, 92% of the budgeted revenue has been received and 59% of the approved budget has been expended/encumbered. This compares to 2020 in which 91% of the budgeted revenue had been received and 62% of the approved budget had been expended/encumbered.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,925,522.

**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 elevator service contract	\$18,485.42	TK Elevator Corporation
Approved operating budget	Lib Answers and Lib Cal maintenance and support agreement	\$10,482.00	Springshare LLC
Library Materials	Ancestry Library Online	\$7,761.56	Proquest LLC
Library Materials	Adult non-fiction	\$6,500.00	Baker & Taylor Books
Library Materials	NewsBank database renewal	\$57,566.00	Newsbank
Library Materials	Literature Resource Center renewal	\$8,767.34	Gage/Cengage Learning Inc.
Library Materials	Adult blue-rays & DVDs	\$5,1201.00	Midwest Tape LLC
Library Materials	Hoopla online	\$26,046.66	Midwest Tape LLC
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Periodicals renewal	\$21,593.99	Ebsco Information Services

**Other Items:**

- I completed the final steps in the budget process: (1) delivered (courtesy) copies of the budget to the Mayor and City Council and County Commissioners as required by K.S.A. 12-1267(a) and (2) electronically filed the adopted budget with the County Clerk by the statutorily set due date of October 1st. The adopted budget and narrative documents are permanently on the TSCPL website. I have received no public inquiries regarding the budget nor requests for the materials.
- The library has received \$24,000 in Kansas State Library (ARPA) grant funds. Digital Services will use these funds to purchase Wi-Fi hotspots for patrons to check out from the library and will also offer the hotspots to local organizations (i.e. Topeka Housing Authority) to provide community internet access.

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

8/31/2021

	<u>2021 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2021</b>	<b>\$ 16,697.00</b>	<b>\$ 13,283.82</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	107.49	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	8,926.26	36%
Motor Vehicle Tax	-	5,941.62	N/A
Recreational Vehicle Tax	-	48.87	N/A
16/20M Vehicle Tax	-	682.75	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	461.36	N/A
Interest on Idle Funds	100.00	1.33	1%
	<u>\$ 25,100.00</u>	<u>\$ 16,169.68</u>	64%
<u>Expenditures/Encumbrances:</u>			
Principal	-	-	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	41,797.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 41,797.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 8/31/2021</b>	<b>\$ -</b>	<b>\$ 29,453.50</b>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of August 31, 2021**

**Capital Improvement Funds-VisionBank**

\$ 2,925,521.93 at .20% (money market account)

**Municipal Investment Pool**

\$ 11,173,366.94 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average August 1 - 31, 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 August 31, 2021**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	8/16/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,347.53	-97887
10	21502	0	8/16/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,423.46	-97887
15	21521	0	8/16/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 15.18	-97887
10	21503	0	8/16/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,644.26	-97887
15	21504	0	8/16/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,644.26	-97887
10	21503	0	8/16/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,126.47	-97887
15	21504	0	8/16/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,126.47	-97887
10	21514	0	8/16/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97887
10	21518	0	8/16/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.34	-97887
10	41000	313	8/16/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,319.14	-97887
10	41000	313	8/16/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 316.68	-97887
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,385.79	<b>-97887 Total</b>
10	21505	0	8/17/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,078.35	-97886
15	21516	0	8/17/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,725.97	-97886
10	21513	0	8/17/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,072.00	-97886
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 45,876.32	<b>-97886 Total</b>
10	21509	0	8/18/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,647.04	-97881
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,647.04	<b>-97881 Total</b>
10	21515	0	8/31/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 27,325.66	-97872
15	21515	0	8/31/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 127,825.27	-97872
15	21515	0	8/31/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 625.78	-97872
						\$ 155,776.71	<b>-97872 Total</b>
10	21509	0	8/30/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,647.04	-97870
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,647.04	<b>-97870 Total</b>
10	21501	0	8/26/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,399.99	-97869
10	21502	0	8/26/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,618.77	-97869
15	21521	0	8/26/2021	PAYCOM PAYROLL LLC	State Unemployment	\$ 18.25	-97869
10	21503	0	8/26/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,758.49	-97869
15	21504	0	8/26/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,758.49	-97869
10	21503	0	8/26/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,153.14	-97869
15	21504	0	8/26/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,153.14	-97869
10	21514	0	8/26/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97869
10	21518	0	8/26/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.34	-97869
10	41000	313	8/26/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,307.81	-97869
10	41000	313	8/26/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 314.94	-97869
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 80,905.36	<b>-97869 Total</b>
10	21505	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,193.91	-97865

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended August 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
15	21516	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,896.79	-97865
15	21517	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 1.98	-97865
10	21505	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	KPERS EE Adj. S Kenyon	\$ 11.92	-97865
15	21516	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	KPERS ER Adj. S Kenyon	\$ 17.62	-97865
10	21505	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	KPERS EE Adj. S. Nyberg	\$ (68.35)	-97865
15	21516	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	KPERS ER Adj. S. Nyberg	\$ (101.04)	-97865
15	21517	0	8/30/2021	KS PUBLIC EMPLOYEES RETIREMENT	KPERS ER Adj. S. Nyberg	\$ (11.39)	-97865
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 44,941.44	<b>-97865 Total</b>
10	41000	310	8/5/2021	COMPRISE TECHNOLOGIES, INC.	Comprise annual renewal	\$ 25,685.90	96772
				<i>2021 approved operating budget - annual software maintenance/support</i>		\$ 25,685.90	<b>96772 Total</b>
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 24.09	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 22.73	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 123.89	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 188.30	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 2,142.83	96774
10	41000	351	8/5/2021	EVERGY	2021 Electricity	\$ 32,964.56	96774
						\$ 35,724.59	<b>96774 Total</b>
10	23800	0	8/5/2021	KELLEY CONSTRUCTION CO., INC.	West Pkg Lot Improvements	\$ 23,211.00	96781
						\$ 23,211.00	<b>96781 Total</b>
10	41000	301	8/5/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	96786
10	41000	310	8/5/2021	OCLC, INC.	EZProxy	\$ 670.08	96786
				<i>2021 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>		\$ 7,541.74	<b>96786 Total</b>
10	21512	0	8/19/2021	DELTA DENTAL OF KANSAS, INC	EE Premiums	\$ 2,738.48	96800
15	21512	0	8/19/2021	DELTA DENTAL OF KANSAS, INC	ER Premiums	\$ 10,276.18	96800
15	21512	0	8/19/2021	DELTA DENTAL OF KANSAS, INC	Retiree	\$ 44.16	96800
						\$ 13,058.82	<b>96800 Total</b>

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended August 31, 2021**

<b>Fund</b>	<b>Account</b>	<b>Object</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	regrade & sod	\$ 3,800.00	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	sod islands	\$ 1,800.00	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	Lawn/Landscape PM	\$ 262.50	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	Irrigation PM	\$ 9.00	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	Irrigation and other srvc	\$ 851.20	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	Irrigation and other srvc	\$ 740.00	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	Irrigation and other srvc	\$ 350.00	96818
10	41000	311	8/20/2021	GREENTOUCH LAWN & TREE	Irrigation and other srvc	\$ 350.00	96818
				<i>2021 approved operating budget - lawn and landscape services</i>		\$ 8,162.70	<b>96818 Total</b>
10	41000	311	8/20/2021	MCELROY'S INC.	compressor replacemtn	\$ 29,990.00	96824
10	41000	311	8/20/2021	MCELROY'S INC.	labor	\$ 226.80	96824
10	41000	311	8/20/2021	MCELROY'S INC.	trip charge	\$ 14.00	96824
10	41000	311	8/20/2021	MCELROY'S INC.	K60 sewer machine	\$ 46.00	96824
10	41000	311	8/20/2021	MCELROY'S INC.	screws bolts misc	\$ 4.00	96824
				<i>Replace compressor on chiller - approved by the Board of Trustees on 5/20/2021</i>		\$ 30,280.80	<b>96824 Total</b>
10	41000	311	8/20/2021	TK ELEVATOR CORPORATION	Elevator Service Contract	\$ 18,485.42	96835
				<i>2021 approved operating budget - contracted facilities</i>		\$ 18,485.42	<b>96835 Total</b>
						\$ 583,330.67	<b>Grand Total</b>





Minutes  
Board of Trustees Executive Committee Meeting  
September 7, 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 Tuesday, September 7, 2021 via Zoom Meeting, was called to order at 4:01 pm by Chair Jim Edwards.

### **Review of Minutes and Agenda**

The minutes from August 26, 2021 Board of Trustees Meeting, and the agenda for the Board of Trustees September 16, 2021 were reviewed.

### **Other Items**

Trustee Hicks stated there are three CEO finalists. Final interviews are scheduled for September 8<sup>th</sup> and September 9<sup>th</sup>, 2021.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:30 pm.

### **Next Meeting**

October 11, 2021  
4:00 pm  
Zoom Meeting

# INTERIM CHIEF EXECUTIVE OFFICER'S REPORT

## September 2021

### News and Updates

#### *Dolly Parton's Imagination Library (DPIL) UW*

Unfortunately, we haven't received the updated reports from United Way (UW). I anticipate providing you with July & August 2021 numbers and reports at the October meeting.

### Professional Activities/Community Contacts

August 19	Attended COVID-19 Meeting
August 25	Attended ULC Directors/CEO call
August 26	Attended check presentation for the Foundation from Kaw Valley Bank
August 26	Attended Board of Trustees meeting
August 27	Attended funeral for Glenn Swogger
August 31	Attended COVID-19 Meeting
September 1	Vacation
September 2	Attended COVID-19 Meeting
September 3	Met with Becky Woodyard regarding landscaping of front planters
September 3	Phone call with Jobeth Bradbury regarding CEO search
September 3	Attended meeting with the Foundation's café vendor selection committee
September 6	Closed in lieu of the Labor Day holiday
September 7	Attended La Comunidad Tour
	Attended Trustees Executive Meeting
September 8	Discussions and tour with CEO candidates

### New Business

#### **Petition Policy – First Reading/Review**

We are continuing with our schedule of operational policies to review. This is the first reading of the new Petition Policy. This policy was created to set a time, place, and manor in which people can ask for signatures for petitions. This is not a common request, but it does happen occasionally. We feel this policy give us the ability to meet the needs of citizens who wish to create a petition but keeps this activity from interfering with the use and operation of the library. This type of policy is fairly typical in libraries and we reviewed several similar policies in developing this draft.

This policy will be voted on at the October meeting.

## Agenda Items

### Tech Zone and Gallery Show

There will be two presentations by library staff at this month's board meeting. Digital Services Director David King and HTK Principal Architect Maria Kutina will present information about the new Tech Zone, this year's major Facilities Master Plan project. There is more information about this project in the COS report.

Gallery Curator Zan Popp and Executive Assistant Margo Rangel will give an update on our current gallery exhibit, La Comunidad. This is an exciting new show that has a tremendous amount of community involvement and related programming. There is more information on the exhibit in Debbie Stanton's report in the COS report. You can also read about the exhibit at <https://www.cjonline.com/story/entertainment/arts/2021/09/03/la-comunidad-exhibit-celebrates-topekas-hispanic-latino-community-artists-public-library/5671558001/>.

**Thad Hartman**

**Interim Chief Executive Officer**

**Topeka and Shawnee County Public Library 09/08/2021**

## Chief of Staff Report

Thad Hartman

September 9, 2021

### *Tech Zone*

At our September Board of Trustees meeting Maria Kutina, Principal Architect at HTK, will present an overview of the plans for the new Tech Zone. This area will be located on the second floor in the space where the old Technical Services workroom had previously been located. This space will provide customers with the space, resources, and assistance they need for their coworking needs, in-depth research, and other more focused technology work.

In addition to expanding our 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. In addition, we will have resources available that we don't current have (e.g., recording studios) or have in short supply (e.g., Team Rooms).

Highlights of the Tech Zone include 30 public computers, two recording studios, five small Team Rooms, and 12 Macs with high-end design software. Digital Services Director David King will also present an overview of the thought process behind the design and purpose of the space and how it fits in the community.



We will provide additional details on the new space, answer questions, and obtain feedback. After the meeting we will finalize the RFP which will then be posted for bids. We plan to have the bidding process complete with a recommendation in time for the October board meeting.



### ***COVID Test Site***

At our previous meeting I discussed the issues we had experienced in the parking lot created by COVID test site traffic. I am happy to report that the changes we made to the traffic flow, procedural changes made by WellHealth, and the addition of a test site at Walmart on California Ave, have made the test site run much more smoothly without interfering with the use of the parking lot by library customers.

### ***Planters***

You may have noticed the new shrubs and flowers in the planters in front of the library. We have tried many things in these planters over the past couple of years and have been looking to make a change to make this space more vibrant and inviting. We are now working with Blessings of Nature Landscape who is overseeing the design and planting. The plants will change every three months so that we have a fresh look that is seasonally appropriate. A big thanks goes out to Margo Rangel, who oversaw the process of obtaining a vendor for this service. Our facilities staff will water and care for the plants with some direction and training from Blessings of Nature, based on the current plants. I think it will greatly improve the look of the front of the library.

## **Department Highlights**

### **Public Services – Information and Learning**

**Debbie Stanton, Public Services Supervisor**

#### ***Rainforest Adventure***

The numbers are in for the summer exhibit, *Rainforest Adventure*, and we surpassed the attendance for any other exhibit in our library's history at over 15,000 visits. The exhibit would not have been possible without the help of the Library Foundation and all the staff that helped promote the experience throughout the community. We had many happy repeat visitors, some families coming as often as once a week to see the exhibit and take home one of our Adventure Bags. We can't wait to have another maze adventure in our space!

### **La Comunidad**

We opened our new community-created exhibit, *La Comunidad*, on Friday, September 3. The show highlights the talents of local Latina and Latino artists, from visual to performing arts, and the breadth and vibrancy of art in the community. The programs associated with *La Comunidad* should not be missed and include a low rider car show, multiple dance performances, artist talks and workshops. We've already received great media coverage on the exhibit and look forward to seeing many new and returning visitors.

### **Reed Studio**

We had the opportunity to teach our very first class in the newly created Reed Studio with great success. Using a hybrid model of teaching class in-person and simultaneously online we are offering a series of Art Workshops covering various artistic styles. Next week we will also begin providing Open Studio time on Tuesday evenings from 5-8pm for the public to come in and create for as long or as short as their evening permits.

### **Civic Engagement**

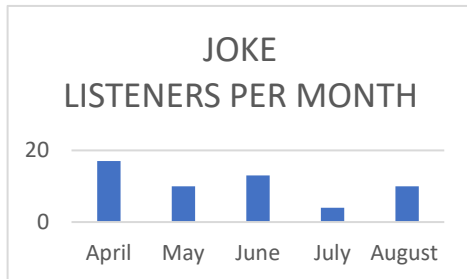
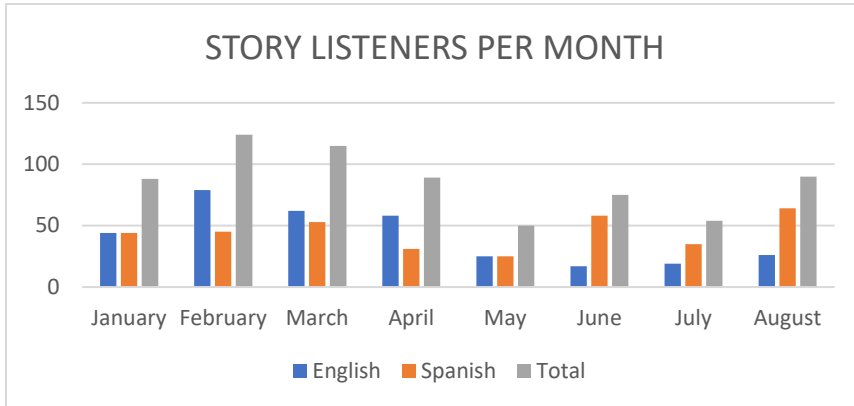
After two years, four community concern gathering sessions and multiple meetings with a community advisory panel, we have completed a local deliberative conversation issue guide to be used in community discussions across the county. The issue guide is called "Reframing Topeka" and focuses on how we can continue to make progress in our community to keep it a place we would all like to live, work and play. More information and a copy of the issue guide can be found here: <https://tscpl.org/conversations>



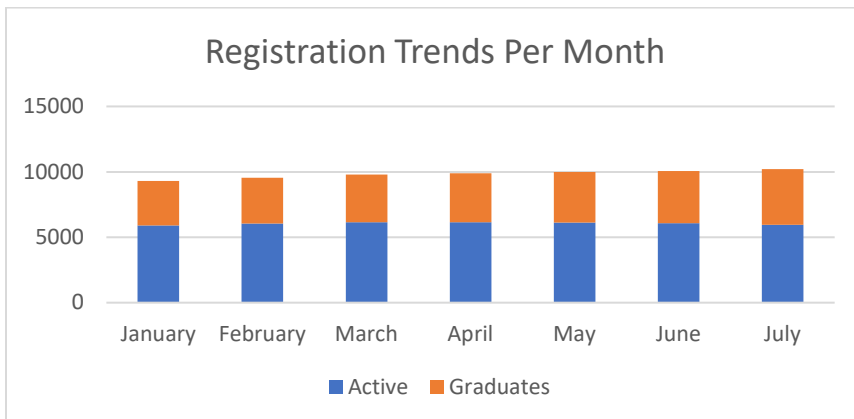
## Youth Services

LeAnn Brungardt, Youth Services Supervisor

### *Call-a-Story and Call-a-Joke*



### *Dolly Parton's Imagination Library*



### ***1,000 Books Hits 1 Year Milestone***

Current literature indicates that early stimulation of children is important to their overall health and wellbeing as a person. To that end, reading to children fosters bonding, builds language skills, encourages problem solving and excites them about reading and learning. The 1,000 Books Before Kindergarten reading incentive initiative is designed to support adults toward that goal. Customers can take part through the Beanstack app or through a printable paper tracker. Either way, rewards are available at every 100 books read. Those rewards, things like chalk, bubbles, and balls, promote further engagement activities for young children. September marks one year since implementation. From September 2020 to August 2021, we have 290 children enroll and 170 rewards have been collected. Oh, and those Dolly Parton Imagination Library Books count; in fact, any books count.

### ***Book Nook at Westridge Mall***

The Book Nook at the mall is available once again as one of the many ways for which we have picture book reading available to the community. The books at that location are Dolly Parton Imagination Library books that were not deliverable. They are labeled to promote that initiative. Information for signing up is also included.

### ***Discovery @ the Library***

The Kansas Children's Discovery Center present STEAM based experience each Wednesday from 4:30-5:30. This begins on September 8 and is also primarily for school age kids.

### ***Reading with Prairieland Dogs***

Therapy dogs make good reading buddies for new readers. They love cozying up for a listen especially if the book features a beagle or collie or even, if it must be that way, a cat. Reading support teams are back starting Sunday September 12 from 2:00-3:00

### ***Curious Kids***

Curious Kids after school programming starts on September 13. It will be available on Monday, Tuesday, Thursday, and Friday from 3:30-5:00. Each week is themed. Activities are geared to school age kids. As a sample, that first week includes making and racing balloon cars, airbrushing (paper) cars, playing with hydraulics, and learning about lowriders. These are the first in-person play opportunities we have had for this age group in a long time.

### ***Success Stories***

A Personalized Browsing Just for You subscriber shared this with Rhonda Cathey:

"Thanks for faithfully picking out books for Ravenna (and Evangeline)! I think we can scale back on how many books we do each month. Ravenna's started a phase where she really likes to read the same books over and over again, so we're not getting through as many new books. Can we do 10 picture books and 5 board books each month? By the way, Ravenna's favorite new game is playing storytime. She'll walk around the house, saying, 'It's stooooorytime!' Then 'Everybody sit down!' Then she sings and dances and reads a book. I think she likes storytimes."



Natalie Moreland has been doing personalized browsing for a Washburn professor teaching elementary education students. That relationship has allowed the introduction of what's current in children's literature and had resulted in comments from the professor that include:

- "What an amazing gift you have given me and my students! Thank you so much."
- "You will love this story--yesterday one of the girls said, 'I kind of feel bad I've never heard of this lady (subject of book), but now I know, and so will my students.' It made my teacher-heart happy."
- "We used a very nice 9/11 book you had picked out for me. I continue to appreciate you finding so many amazing books!"
- "Honestly, the quality of this literature is just amazing to me."

## **Collections**

### **Scarlett Fisher-Herreman, Technical Services and Collection Development Manager**

#### ***Ordering Update***

I'd like to provide an update on where things stand with our physical item ordering at the library. Two months ago, we made the move to Ingram for most of our print book ordering. The transition has gone smoothly, and we are receiving shipments in a timely manner. Our items come from two warehouses which appears to speed processes along in getting new materials to our library. That said, our Ingram rep shared that the entire book distribution industry is experiencing continued, significant challenges in moving books from printing houses in China and other locations to destinations here in the United States. This Publishers Weekly article provides an excellent summary of what's going on and what the outlook is for the coming months: [The Book Biz Tries to Avoid Supply Chain Disruptions](#). (approx. 3 minute read)

While the factors that contribute to this current situation are out of our control, we are doing what we can to be proactive with our orders. Our action steps include:

- Ordering new titles at least 3 months ahead of release date
- Checking Ingram's ordering system on a daily basis for warehouse stock information
- Continuing to receive a smaller amount of books from Baker & Taylor. They are strong in their inventory of juvenile materials and we've continued our plan orders with them for those materials. For this fiscal year, we've also continued our large print and bestseller plans though we are also ordering some of those materials from Ingram
- Ordering from Amazon, especially in situations where we need a book very quickly

Additionally, I'd like to share about the ordering tracker email that our Acquisitions Specialist Sara Shupe has developed. Each day she sends Technical Services staff an email detailing what orders we expect to receive. This email is very helpful to the team and we've been able to use it to continue to develop our LEAN workflow processes. This is an example of her daily email:

**Thursday, September 2, 2021**

**Happy World Coconut Day!**

**Summary**

- **Today, 9/2**
  - o 6 B&T boxes
  - o 3 Ingram boxes
- **Friday, 9/3**
  - o 3 B&T boxes
  - o 16 Ingram boxes
  - o 103 MWT items
- **Tuesday, 9/7**
  - o 2 B&T boxes

<b>B&amp;T</b>	<b>Date Shipped</b>	<b>Shipment "Name"</b>	<b># of Books</b>	<b>Box #</b>	<b>Tracking #</b>	<b>Delivery Date</b>
Adult Fiction (L0281752)	8/31	109	5	1 of 1	8877	9/2
Adult Nonfiction (L0438102)	8/31	638	8	1 of 1	3681	9/2
Automatically Yours – Juvenile (L4224922)	8/30	198	2	1 of 1	0713	9/2

Automatically Yours – Large Print (L4319122)	9/2	227	4	1 of 1	1491	9/7
Automatically Yours – Regular Print (L0237142)	8/31	327	2	1 of 1	3852	9/2
	9/1	321	9	1 of 1	7939	9/3
	9/1	940	2	1 of 1	5279	9/3
Continuations (C0161543)	8/31	623	2	1 of 1	0577	9/3
	9/2	412	7	1 of 1	8377	9/7
Juvenile (L0283242)	8/31	337	8	1 of 1	3878	9/2
Paperback (L5770312)	8/30	774	1	1 of 1	0633	9/2
<b>Ingram</b>	<b>Date Shipped</b>	<b>Shipment “Name”</b>	<b># of Books</b>	<b>Box #</b>	<b>Tracking #</b>	<b>Delivery Date</b>
Adult Fiction (2051116)	8/31	D520JF	4	1 of 1	2086	9/2
	9/1	D53887	59	1 of 2	7029	9/3
				2 of 2	7001	9/3
Adult Nonfiction (20Y3071)	8/31	D520H9	5	1 of 1	6475	9/2
	9/1	D5385K	72	1 of 4	6664	9/3
				2 of 4	6486	9/3

				3 of 4	6593	9/3
				4 of 4	5790	9/3
	9/1	N7495H	20	1 of 1	3331	9/3
Board (20Y3077)	9/1	D5385M	24	1 of 1	6575	9/3
Juvenile (20Y3076)	8/31	D520JB	7	1 of 1	6439	9/2
	9/1	D5385L	260	1 of 7	9563	9/3
				2 of 7	9572	9/3
				3 of 7	9581	9/3
				4 of 7	9590	9/3
				5 of 7	9607	9/3
				6 of 7	9058	9/3
				7 of 7	9067	9/3
Paperback (2049923)	9/1	D53886	12	1 of 1	7289	9/3
<b>MWT</b>	<b>Date Shipped</b>	<b>Shipment "Name"</b>	<b># of Items</b>	<b>Box #</b>	<b>Tracking #</b>	<b>Delivery Date</b>
Processed	9/1	N/A	103	N/A	N/A	9/3

I am very proud of my team for their work in selecting, ordering, cataloging, and processing new materials. I believe our strong internal work processes are helping us navigate through the continued uncertain waters of global publishing challenges. We are committed to supplying our readers with the materials they want and need in a timely manner.

## **Digital Services**

**David King, Digital Services Director**

### ***Staff Laptop update***

We are in the process of receiving equipment for the staff laptop project, and so far, we have received the docking stations and monitors. The laptops have not yet arrived because of shipping and component delays happening globally. I am certain we will receive the laptops soon but thought I should mention this - my guess is this type of slowdown will continue into next year.

### ***WiFi Hotspot grant project***

We have received the grant check! Digital Services is setting up the hotspots, and David is setting up planning meetings to work through the details of rolling these out to customers.

### ***Top Web Pages for August 2021:***

1. Services page: 2584 views
2. Coronavirus information page: 1723 views
3. About page: 1686 views
4. June bride blog post: 1423 views
5. My account: 1327 views
6. Employment page: 1309 views
7. Databases page: 1291 views
8. Get a library card page: 1005 views
9. Interlibrary Loan page: 896 views
10. Bookmobile schedule: 864 views

### ***Social Media Highlights for August 2021:***

#### **Facebook:**

- What are you reading? – reached 3989 people
- You now live where the main character lived in the last book you read – reached 5621 people
- Comment with a movie you've seen more than 5 times – reached 3773 people. This post also received 130 comments (some great movies in this list!).

#### **Twitter:**

- Congratulations to Erin Aldridge post – 655 impressions
- Farmer's Market at the library post – 501 impressions
- National Lazy Day post – 469 impressions

#### **Instagram:**

- Photo of cute masks – 1343 impressions
- Topeka High Crueline video – 1309 impressions
- Register to vote photo – 1200 impressions

# September Board Report

September 9, 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 marketing campaign

The library has three active community projects now, “the Essentials,” La Biblioteca and the library acquisitions campaign. The other project campaigns have been complete and are in the feedback survey phase that is currently being sent to people who participated by getting a library card or reactivating a card, signing up for TSCPL@Home deliveries, and making a technology appointment with a library tech specialist.

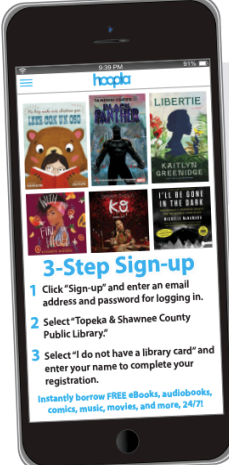
La Biblioteca is preparing for its final project which is a poster campaign with area businesses in their target area. The Library Acquisition campaign will send out its third direct mail postcard on September 9<sup>th</sup>, 2021.

The Essentials community project team includes Scarlett Fisher-Herreman, Debbie Stanton, Miranda Ericson, Donna Rae Pearson, and Robert Soria. The focus of the campaign was to engage individuals living in 3 zip codes in Topeka with the hoopla digital library. They identified goals that include increasing the number of library cardholders, engage with people living in the area and inviting them to participate in other library programs, services, and collections beyond hoopla. This campaign area has 14,894 people living there. The hoopla corporation has a program called hoopla engage, which allows for individuals to sign up for the digital collection without a library card for a limited time. The individual does this by scanning a QR code that enables Hoopla to gather information from those who subscribe and provides the library with contact information so we can share the benefits of having a library card. Working with the Essentials team, they provided posters that the team has posted in businesses in the zip code areas and has increased the library’s contact with the business community in the area. The posters are available in both English and Spanish.

## Try hoopla now!

**No library card needed!**

For a limited time, **Topeka & Shawnee County Public Library** will be offering hoopla to your neighborhood, even if you do not have a current library card! Just visit [hoopladigital.com](http://hoopladigital.com), or download the **hoopla Digital app** to your mobile device, and complete your registration in 3 easy steps!




- Over 950,000 FREE titles
- Check out now with no waiting
- Easy to use for all ages
- Thousands of titles in Spanish


### 3-Step Sign-up

- 1 Click "Sign-up" and enter an email address and password for logging in.
- 2 Select "Topeka & Shawnee County Public Library."
- 3 Select "I do not have a library card" and enter your name to complete your registration.


Instantly borrow FREE eBooks, audiobooks, comics, music, movies, and more, 24/7!



hoopladigital.com



¿Quieres ver, escuchar o descargar libros electrónicos digitales, audiolibros, cómics, música, películas y televisión de manera GRATIS sin reservas ni esperas?



## hoopla


### Inscripción En 3 Pasos

- 1 Haga clic en "Registrarme" e introduzca un correo electrónico y una contraseña para iniciar sesión.
- 2 Seleccione "Biblioteca Pública de Topeka y el Condado de Shawnee".
- 3 Seleccione "No tengo tarjeta de la biblioteca" e introduzca su nombre para completar su registro.

**Durante un tiempo limitado, usted puede probar hoopla sin tener una tarjeta de la biblioteca.**

hoopladigital.com

¿Preguntas? Pregúntele a un bibliotecario.  
(785) 580-4400



## 4<sup>th</sup> Quarter Planning

We are preparing for the last quarter of 2021, which has the communications team busy completing projects and planning for 2022.


This includes:

- editing and creating content in preparation for the new website migration
- Advertising the La Comunidad exhibit, Motherload Book Bike festival, Silents in the Cathedral
- Launching the Now Offering videos on social media and broadcasting
- Internal and external signage
- The Prairieland Read Dogs return for their Sunday reading time with kids on September 12 and Michael is creating promotional videos showcasing the dogs
- Friends 50<sup>th</sup> Anniversary Celebration

# Popular Social Media posts for August-September

**Topeka & Shawnee County Public Library**  
Ad · 🌐

What are you planning to cook for Labor Day weekend? 🍷 If you want new ideas, check out the latest Foodie Finds.



TSCPL.ORG  
Tasty ways to use up summer produce | Topeka & Shawnee County Public Library

**Get More Likes, Comments and Shares**  
When you boost this post, you'll show it to more people.

**28,603** People Reached      **202** Engagements      [Boost Post](#)

👍 Andrea Smith, Hope Joy and 9 others      1 Share

👍 Like      💬 Comment      ➦ Share      🔄

**Performance for Your Post**

**28,603** People Reached

**50** Reactions, Comments & Shares 📊

<b>35</b> Like	<b>11</b> On Post	<b>24</b> On Shares
<b>7</b> Love	<b>0</b> On Post	<b>7</b> On Shares
<b>8</b> Comments	<b>0</b> On Post	<b>8</b> On Shares
<b>1</b> Shares	<b>1</b> On Post	<b>0</b> On Shares

**152** Post Clicks

<b>0</b> Photo Views	<b>98</b> Link Clicks 📊	<b>54</b> Other Clicks 📊
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**NEGATIVE FEEDBACK**

**14** Hide Post      **130** Hide All Posts

**0** Report as Spam      **0** Unlike Page

Reported stats may be delayed from what appears on posts

**Topeka & Shawnee County Public Library**  
6d · 🌐



**3,768** People Reached      **501** Engagements      [Boost Unavailable](#)

👍 Nac Nacm, Jeffrey Downing and 6 others      117 Comments

👍 Like      💬 Comment      ➦ Share      🔄

**Performance for Your Post**

**3,768** People Reached

**140** Likes, Comments & Shares 📊

<b>10</b> Likes	<b>10</b> On Post	<b>0</b> On Shares
<b>130</b> Comments	<b>127</b> On Post	<b>3</b> On Shares
<b>0</b> Shares	<b>0</b> On Post	<b>0</b> On Shares

**361** Post Clicks

<b>0</b> Photo Views	<b>0</b> Link Clicks 📊	<b>361</b> Other Clicks 📊
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**NEGATIVE FEEDBACK**

**4** Hide Post      **2** Hide All Posts

**0** Report as Spam      **0** Unlike Page

Reported stats may be delayed from what appears on posts



# Petition Policy

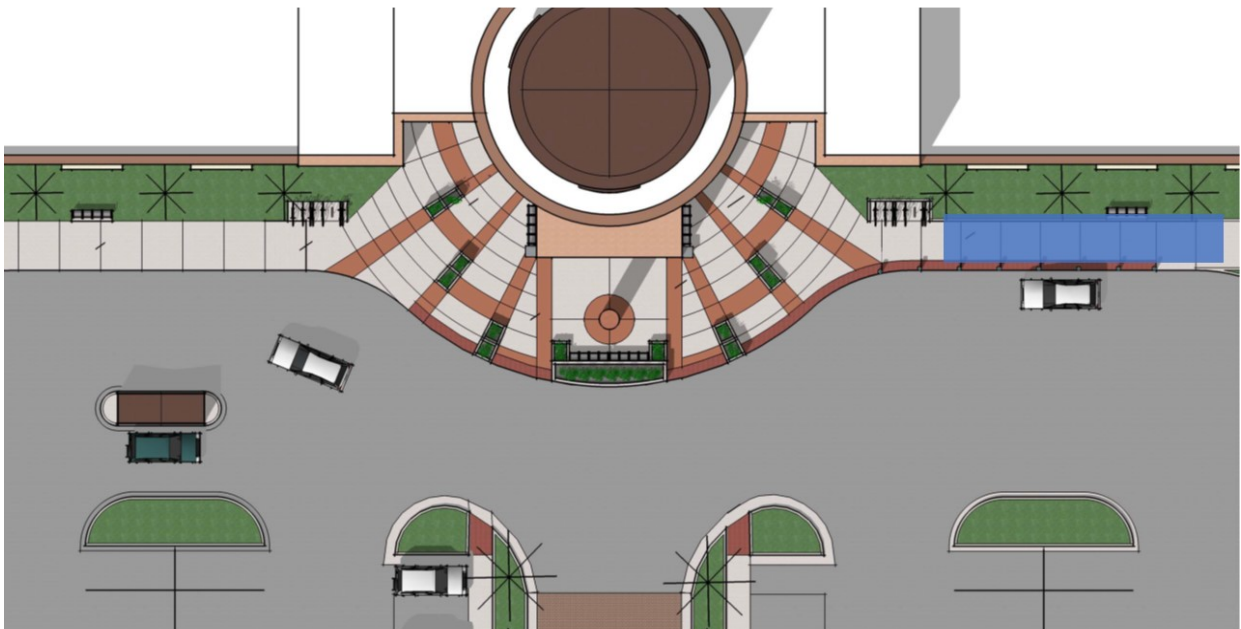
## Purpose

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.



Topeka and Shawnee County Public Library  
Board of Trustees

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).

	2021												2020 YTD	Change 20 TO 21%					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total				
<b>CIRCULATION*</b>																			
<b>Main Library</b>																			
TSCPL Curbside	33,939	30,745	31,880	26,394	20,799	12,837	7,949	5,868									170,411	81,757	108.4%
Circulation Desk & Renewals	24,806	20,413	29,245	27,430	21,530	28,091	37,158	40,010									228,683	377,510	-39.4%
Interlibrary Loan	1,129	1,039	1,044	1,105	956	1,200	1,163	1,261									8,897	4,477	98.7%
Self-Check	190	10,217	23,450	22,065	30,051	47,106	51,893	46,027									230,999	201,287	14.8%
<b>Bookmobile</b>																			
TSCPL@Home	5,282	4,569	4,444	4,815	4,040	4,450	3,658	3,977									17,704	83,693	-78.8%
<b>Red Carpet</b>	6,286	5,039	5,520	5,556	5,021	6,204	5,976	6,163									35,235	1,080	3162.5%
<b>Digital Downloads</b>	51,121	46,406	51,098	47,990	49,883	47,221	48,856	49,995									45,765	46,131	-0.8%
Library @ Work / Smartlocker	2,218	2,158	2,100	2,000	1,831	1,420	1,365	1,776									14,868	13,402	10.9%
<b>TOTAL CIRCULATION</b>	<b>124,971</b>	<b>120,586</b>	<b>148,781</b>	<b>137,363</b>	<b>134,113</b>	<b>152,806</b>	<b>164,582</b>	<b>161,930</b>									<b>1,145,132</b>	<b>1,186,014</b>	<b>-3.4%</b>
* Includes first-time checkouts and auto-renewals																			
<b>CIRCULATION DETAILS</b>																			
<b>Print Material</b>	46,169	46,173	62,778	55,841	52,940	68,563	76,545	72,057									481,066	509,307	-5.5%
<b>Audio/Visual Material</b>	20,792	21,416	28,302	26,521	25,146	29,879	32,655	32,831									217,542	272,527	-20.2%
<b>Adult Materials</b>	39,054	40,352	53,926	49,855	46,064	53,140	57,833	58,506									398,730	452,133	-11.8%
<b>Children's Materials</b>	20,123	19,512	27,108	23,067	23,585	34,867	40,163	35,980									224,405	253,952	-11.6%
<b>Young Adult Materials</b>	2,394	2,423	3,345	3,042	2,374	3,616	4,171	3,353									24,718	25,637	-3.6%
<b>Red Carpet Materials</b>	5,390	5,302	6,701	6,398	6,063	6,819	7,033	7,049									50,755	50,196	1.1%
<b>NEW Patrons</b>																			
<b>Topeka / Shawnee County</b>																			
Adults	315	304	297	276	423	471	509	496									3,091	3,345	-7.6%
Children (ages 17 and under)	26	16	44	56	109	213	162	137									763	510	49.6%
<b>Red Carpet Outreach</b>	5	6	2	14	1	22	10	18									78	46	69.6%
<b>NEKL</b>	52	34	54	60	62	71	72	56									461	514	-10.3%
<b>Non-Resident</b>	0	0	2	0	0	0	0	0									2	21	-90.5%
<b>Total New Registrations</b>	<b>398</b>	<b>360</b>	<b>399</b>	<b>406</b>	<b>595</b>	<b>777</b>	<b>753</b>	<b>707</b>									<b>4,395</b>	<b>4,436</b>	<b>-0.9%</b>
<b>PATRONS DELETED</b>	<b>72</b>	<b>28</b>	<b>71</b>	<b>83</b>	<b>79</b>	<b>75</b>	<b>118</b>	<b>4,011</b>									<b>4,537</b>	<b>8,556</b>	<b>-47.0%</b>
<b>BORROWERS</b>																			
<b>Topeka / Shawnee County</b>																			
Adults	54,016	54,350	54,518	54,891	55,243	55,426	55,727	56,320									56,320	53,762	4.8%
Children (age 0 - 17)	14,922	14,845	14,723	14,699	14,720	14,820	14,847	14,888									14,888	15,002	-0.8%
TSCPL @ School	20,751	20,751	20,751	20,751	20,751	20,751	20,750	24,178									24,178	20,665	*
<b>Red Carpet Outreach</b>	1,124	1,135	1,130	1,144	1,142	1,154	1,161	1,190									1,190	1,121	6.2%
<b>NEKL</b>	7,395	7,428	7,456	7,472	7,614	7,815	8,080	8,099									8,099	7,367	9.9%
<b>Non-Resident</b>	80	80	82	80	80	80	80	80									80	80	0.0%
<b>Delinquent</b>	83	85	82	85	85	87	98	94									94	87	8.0%
<b>TOTAL BORROWERS</b>	<b>98,371</b>	<b>98,674</b>	<b>98,742</b>	<b>99,122</b>	<b>99,635</b>	<b>100,133</b>	<b>100,743</b>	<b>104,849</b>									<b>104,849</b>	<b>98,084</b>	<b>6.9%</b>
<b>Holds Satisfied</b>	<b>24,521</b>	<b>20,351</b>	<b>20,071</b>	<b>17,280</b>	<b>16,019</b>	<b>17,507</b>	<b>16,935</b>	<b>17,047</b>									<b>149,731</b>	<b>115,994</b>	<b>29.1%</b>
<b>CHECK-IN</b>																			
<b>TOTAL CHECK-IN</b>	<b>30,678</b>	<b>32,088</b>	<b>44,088</b>	<b>44,959</b>	<b>49,867</b>	<b>59,946</b>	<b>68,480</b>	<b>67,018</b>									<b>397,124</b>	<b>370,883</b>	<b>7.1%</b>
	2021												2021		2020		Change		
													YTD		20 TO 21%				
<b>COLLECTION</b>																			
Materials Added	3,093	2,683	3,493	2,792	3,708	3,133	2,814	3,865									25,581	24,528	4.3%
Materials Discarded	5,871	7,180	7,193	1,971	1,856	4,349	4,435	4,111									36,966	42,251	-12.5%
<b>TOTAL COLLECTION</b>	<b>380,051</b>	<b>375,554</b>	<b>371,854</b>	<b>372,675</b>	<b>374,527</b>	<b>373,311</b>	<b>371,690</b>	<b>371,444</b>									<b>371,444</b>	<b>385,470</b>	<b>-3.6%</b>
<b>WEBSITE</b>																			
tscpl.org Unique Visitors	30,372	28,370	31,560	27,762	31,216	31,305	28,325	29,173									238,083	259,783	-8.4%
tscpl.org Total Visits	53,714	47,118	51,313	46,038	51,436	51,194	47,263	49,321									397,397	436,937	-9.0%
catalog.tscpl Unique Visitors	13,770	12,670	14,136	13,168	24,534	15,136	15,585	18,714									127,713	114,628	11.4%
catalog.tscpl Total Visits	40,737	35,921	39,051	35,834	46,649	38,290	38,579	41,693									316,754	294,723	7.5%
<b>NOTARY SERVICE</b>	<b>0</b>	<b>64</b>	<b>93</b>	<b>127</b>	<b>110</b>	<b>134</b>	<b>144</b>	<b>105</b>									<b>777</b>	<b>566</b>	<b>37.3%</b>

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!	
<b>TOTAL REFERENCE QUESTIONS</b>	*	*	*	*	*	*	*	*	*	*	*	<b>14,270</b>	<b>-100.0%</b>	
<b>GATE COUNT</b>	<b>7,411</b>	<b>10,284</b>	<b>15,262</b>	<b>14,436</b>	<b>16,512</b>	<b>22,593</b>	<b>24,712</b>	<b>11,076</b>				<b>122,286</b>	<b>138,762</b>	<b>-11.9%</b>
<b>MEETING ROOMS</b>														
Meeting Room Bookings	116	141	194	218	177	192	318	293				1,649	1,639	0.6%
Team Room Bookings	0	0	2	84	75	37	7	15				220	3,119	-92.9%
Total Meeting Room Hours Booked	982	1,085	1,411	1,426	830	1,145	1,337	1,010				9,226	8,901	3.7%
<b>TOTAL ATTENDANCE</b>	<b>124</b>	<b>140</b>	<b>248</b>	<b>543</b>	<b>835</b>	<b>1,557</b>	<b>1,591</b>	<b>1,811</b>				<b>6,849</b>	<b>20,711</b>	<b>-66.9%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>475</b>	<b>-100.0%</b>
<b>PROGRAM ATTENDANCE</b>														
Adult - General	283	778	717	5,763	786	929	2,457	1,418				13,131	4,086	221.4%
Kids - Early Learners	14	2,900	2,374	2,676	1,133	335	601	2,614				12,647	*	#VALUE!
Kids - Elementary	0	312	463	1,109	325	653	625	808				4,295	*	#VALUE!
Teens	3	229	290	578	314	563	518	7				2,502	95	2533.7%
Unknown	1,400	0	0	0	0	0	0	0				1,400	*	
Outreach	0	0	0	0	0	56	31	9				96	13,271	-99.3%
<b>TOTAL ATTENDANCE</b>	<b>1,700</b>	<b>4,219</b>	<b>3,844</b>	<b>10,126</b>	<b>2,558</b>	<b>2,536</b>	<b>4,232</b>	<b>4,856</b>				<b>34,071</b>	<b>17,452</b>	<b>95.2%</b>
<b>GALLERY ATTENDANCE</b>	<b>0</b>	<b>0</b>	<b>618</b>	<b>497</b>	<b>1,450</b>	<b>5,779</b>	<b>5,749</b>	<b>2,291</b>				<b>16,384</b>	<b>254</b>	<b>6350.4%</b>
<b>COMPUTER USE</b>														
Public Computer Sessions	3,244	3,480	4,843	4,591	5,466	6,811	7,655	7,672				43,762	36,532	19.8%
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				0:42:38	0:52:43	-19.1%
Total Computer Hours	1,957	2,066	3,027	3,256	4,107	5,140	5,759	5,781				31,093	32,102	-3.1%
Wireless Sessions	5,971	6,580	7,357	12,019	14,454	17,916		21,292				85,589	53,206	60.9%
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				0:12:28	0:28:32	-56.3%
Total Wireless Hours	1,254	1,224	2,213	2,080	2,826	3,593		4,597				17,787	25,300	-29.7%
<b>TOTAL HOURS</b>	<b>3,211</b>	<b>3,290</b>	<b>5,240</b>	<b>5,336</b>	<b>6,933</b>	<b>8,733</b>	<b>5,759</b>	<b>10,378</b>				<b>48,880</b>	<b>57,403</b>	<b>-14.8%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>6,024</b>	<b>6,143</b>	<b>5,741</b>	<b>5,867</b>	<b>5,966</b>	<b>5,948</b>						<b>5,948</b>	<b>5,824</b>	<b>2.1%</b>
<b>CIRCULATION DETAILS</b>														
<b>Print Material</b>														
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613	14,737				96,066	101,170	-5.0%
Adult Nonfiction	12,553	12,917	16,425	14,582	12,487	14,174	15,609	15,486				114,233	122,394	-6.7%
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858				149,292	156,461	-4.6%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279				38,715	45,967	-15.8%
Magazines	508	490	1,120	912	916	1,081	1,260	1,319				7,606	8,353	-8.9%
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920				49,968	48,908	2.2%
RC Realia	83	71	108	101	85	90	120	129				787	1,288	-38.9%
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561	4,129	3,329				24,399	25,179	-3.1%
<b>PRINT CIRCULATION</b>	<b>46,169</b>	<b>46,173</b>	<b>62,778</b>	<b>55,841</b>	<b>52,940</b>	<b>68,563</b>	<b>76,545</b>	<b>72,057</b>				<b>481,066</b>	<b>509,720</b>	<b>-5.6%</b>
<b>Audio / Visual Material</b>														
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311				16,544	18,236	-9.3%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913				18,185	17,864	1.8%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294	21,740				146,096	184,616	-20.9%
Juvenile Audiobooks	185	176	265	261	231	287	381	350				2,136	2,753	-22.4%
Juvenile Music	141	129	213	151	193	212	307	251				1,597	1,816	-12.1%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407	3,145	4,679	5,574	5,242				32,665	46,347	-29.5%
YA A/V	35	36	22	48	57	55	42	24				319	458	-30.3%
<b>A/V CIRCULATION</b>	<b>20,792</b>	<b>21,416</b>	<b>28,302</b>	<b>26,521</b>	<b>25,146</b>	<b>29,879</b>	<b>32,655</b>	<b>32,831</b>				<b>217,542</b>	<b>272,090</b>	<b>-20.0%</b>
<b>Adult Material</b>														
Adult Fiction	8,918	9,094	12,617	11,707	11,141	13,239	14,613	14,737				96,066	101,170	-5.0%
Magazines	508	490	1,120	912	916	1,081	1,260	1,319				7,606	8,353	-8.9%
Adult Audiobooks	1,559	1,625	2,109	2,122	2,142	2,342	2,334	2,311				16,544	18,236	-9.3%
Adult Music	1,578	1,623	2,371	2,298	2,204	2,475	2,723	2,913				18,185	17,864	1.8%
Adult Videos / DVDs	13,938	14,603	19,284	18,234	17,174	19,829	21,294	21,740				146,096	184,616	-20.9%
<b>ADULT CIRCULATION</b>	<b>39,054</b>	<b>40,352</b>	<b>53,926</b>	<b>49,855</b>	<b>46,064</b>	<b>53,140</b>	<b>57,833</b>	<b>58,506</b>				<b>398,730</b>	<b>452,633</b>	<b>-11.9%</b>

<b>Juvenile Material</b>														
Juvenile Fiction	12,940	12,470	17,830	14,947	16,310	23,918	27,019	23,858				149,292	156,461	-4.6%
Juvenile Nonfiction	3,501	3,513	4,762	4,301	3,706	5,771	6,882	6,279				38,715	45,967	-15.8%
Juvenile Audiobooks	185	176	265	261	231	287	381	350				2,136	2,753	-22.4%
Juvenile Music	141	129	213	151	193	212	307	251				1,597	1,816	-12.1%
Juvenile Videos / DVDs	3,356	3,224	4,038	3,407	3,145	4,679	5,574	5,242				32,665	46,347	-29.5%
<b>JUVENILE CIRCULATION</b>	<b>20,123</b>	<b>19,512</b>	<b>27,108</b>	<b>23,067</b>	<b>23,585</b>	<b>34,867</b>	<b>40,163</b>	<b>35,980</b>				<b>224,405</b>	<b>253,344</b>	<b>-11.4%</b>
<b>Red Carpet Material</b>														
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729	6,913	6,920				49,968	48,908	2.2%
RC Realia	83	71	108	101	85	90	120	129				787	1,288	-38.9%
<b>RED CARPET CIRCULATION</b>	<b>5,390</b>	<b>5,302</b>	<b>6,701</b>	<b>6,398</b>	<b>6,063</b>	<b>6,819</b>	<b>7,033</b>	<b>7,049</b>				<b>50,755</b>	<b>50,196</b>	<b>1.1%</b>
<b>Young Adult Material</b>														
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561	4,129	3,329				24,399	25,179	-3.1%
YA A/V	35	36	22	48	57	55	42	24				319	458	-30.3%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,394</b>	<b>2,423</b>	<b>3,345</b>	<b>3,042</b>	<b>2,374</b>	<b>3,616</b>	<b>4,171</b>	<b>3,353</b>				<b>24,718</b>	<b>25,637</b>	<b>-3.6%</b>
Overdrive	35,977	32,454	35,030	32,456	34,471	33,441	34,538	35,035				273,402	235,099	16.3%
Hoopla	14,034	13,952	14,376	14,159	13,756	12,546	12,999	13,571				109,393	88,299	23.9%
Flipster	1,110	*	1,692	1,375	1,656	1,234	1,319	1,389				9,775	4,741	106.2%
<b>DIGITAL DOWNLOADS</b>	<b>51,121</b>	<b>46,406</b>	<b>51,098</b>	<b>47,990</b>	<b>49,883</b>	<b>47,221</b>	<b>48,856</b>	<b>49,995</b>				<b>392,570</b>	<b>339,247</b>	<b>15.7%</b>
	<b>2021</b>												<b>2021</b>	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
<b>Value Calculator</b>														
<b>Circulation</b>														
Books (\$17)	\$776,237	\$776,611	\$1,048,186	\$933,793	\$884,408	\$1,147,194	\$1,279,845	\$1,202,546					\$8,048,820	
Magazines (\$5)	\$2,540	\$2,450	\$5,600	\$4,560	\$4,580	\$5,405	\$6,300	\$6,595					\$38,030	
DVD, Games, Music (\$4)	\$76,192	\$78,460	\$103,712	\$96,552	\$91,092	\$109,000	\$119,760	\$120,680					\$795,448	
Notary Service (\$10)	\$0	\$640	\$930	\$1,270	\$1,100	\$1,340	\$1,440	\$1,050					\$7,770	
Reference Questions (\$7)	#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					\$340,710	
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4					\$17	
Gallery Attendance (\$10)	\$0	\$0	\$6,180	\$4,970	\$14,500	\$57,790	\$57,490	\$22,910					\$163,840	
Computer Use (\$12/hr)	\$38,535	\$39,477	\$62,879	\$64,029	\$83,196	\$104,796	\$69,108	\$124,536					\$586,556	
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000					\$36,575	
<b>TOTAL VALUE</b>	<b>\$945,779</b>	<b>\$961,438</b>	<b>\$1,256,228</b>	<b>\$1,134,006</b>	<b>\$1,107,609</b>	<b>\$1,456,818</b>	<b>\$1,566,097</b>	<b>\$1,509,931</b>					<b>\$9,937,906</b>	