

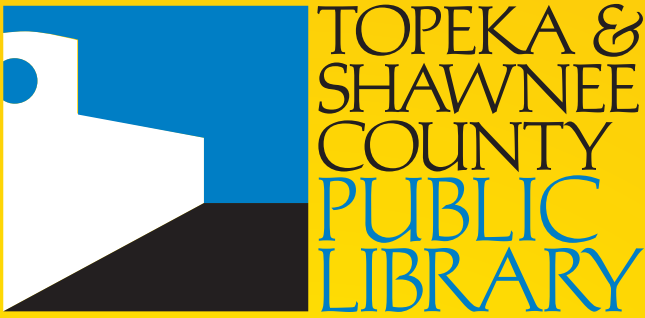


**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**March 17, 2022**





# 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, March 17, 2022– 4:00 pm  
Menninger Room and Zoom Meeting  
<https://tscpl.zoom.us/j/85319306913>  
Meeting ID: 853 1930 6913  
Passcode: 875701

## **Call to Order**

## **Public Comment**

## **Trustee Advocacy Stories**

## **Approval of February 17, 2022, Meeting Minutes of the Board of Trustees – Action Item pg. 5**

## **Chief Financial Officer’s Report – Kim Strube pg. 7**

### **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 Report – Jim Edwards**

- Approval of March 7, 2022, Meeting Minutes Board of Trustees Executive Committee - **Action Item pg. 25**

## **Chief Executive Officer Report – Marie Pyko pg. 27**

- Gallery Exhibit- Zan Popp

## **Chief of Staff – Thad Hartman pg. 37**

## **New Business**

- **Nominating Committee- Action Item pg. 44**
- **Library Material Selection Policy- Action Item pg. 45**
- **Bid for Tech Zone Studio and Team Room Equipment- Action Item  
pg. 82**

## **Adjournment**

## **Public Comment**

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

**Next Meeting**

April 21, 2022

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/85319306913>

Meeting ID: 853 1930 6913

Passcode: 875701

\*Subject to change without notice



**Board Members Present**

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

**Call to Order**

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, February 17, 2022, over Zoom, was called to order at 4:00pm by Chair Jim Edwards.

**Public Comment**

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

**Trustee Advocacy Stories**

Liz Post went to the Topeka Room to retrieve an obituary and Liz Paris helped her with the new equipment.

Peg Dunlap shared that she appreciates all the elements of the BLUE exhibit and enjoyed all the activities and demonstrations and thanked the library staff.

**Approval of the BOT Minutes of January 20, 2022**

On a motion by Liz Post and seconded by Peg Dunlap, the January 20, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

**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 January 2022. He asked Kim to talk about the payments to Silver Lake and Rossville libraries. Kim explained that we are required by statute to pay 50% of their budget.

On a motion by Shawn Leisinger and seconded by Kacy Simonsen, the Financial Reports were approved.

Motion passed unanimously.

**The Library Foundation**

Foundation Board Chair Judy Moler shared that the Foundation is busy finishing up several estates.

### **Friends of Topeka and Shawnee County Public Library**

Board President Christy Molzen shared the first book sale in January earned \$8000 sales and the Friends have been identified as a Patterson Legal Group grant recipient.

### **Board Chair Reports**

Chair Jim Edwards reported the Executive Committee met over Zoom on February 7, 2022. On a motion by Liz Post and seconded by Shawn, the Minutes were approved.

Motion passed unanimously.

### **Chief Executive Officer Report**

Marie Pyko shared that Aubrey Conner will begin as our new Executive Assistant March 7, 2022. She thanked Kacy Simonsen for serving on the interview committee. She shared that due to the current Covid 19 community numbers, Staff Development Day will occur over Zoom on February 21, 2022. All Board members are welcome to join the session.

Diana Friend introduced the 2021 Annual Report.

### **Chief of Staff report**

Thad Hartman gave an update on the Tech Center and discussed the upcoming elements for the project. He also shared that Kristin Kelly, the Staff Development Coordinator resigned in early February, and we have posted the position.

### **New Business**

#### **Library Material Selection Policy - first reading**

Marie discussed the changes to the policy which were primarily to update the language and focus on the policy rather than guidelines. The discussion and the vote on the policy will occur during the March 17, 2022, Board meeting.

### **Adjournment**

On a motion by Peg Dunlap and seconded by Liz Post, the Board meeting was adjourned at 4:34 pm.

**Chief Financial Officer's Report  
March 2022  
Kim Strube**

**Investments and Debt as of February 28, 2022; Bank Account Summary – Page 1**

Funds were deposited to a 90-day fixed rate account at the Kansas Pooled Money Investment Board.

**General Fund – Pages 3 through 5**

With 16.2% of the budget year completed, 50% of the budgeted revenue has been received and 23% of the approved budget has been expended/encumbered. This compares to 2021 in which 48% of the budgeted revenue had been received and 18% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

**Employee Benefit Fund – Page 6**

With 16.2% of the budget year completed, 51% of the budgeted revenue has been received and 14% of the approved budget has been expended/encumbered. This compares to 2021 in which 49% of the budgeted revenue had been received and 18% 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 \$4,679,019.

**Purchase Order Notification**

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, 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.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say "open PO", it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of

these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

<b>Type of Purchase</b>	<b>Description</b>	<b>Amount</b>	<b>Vendor</b>
Approved operating budget	Annual internet service	\$20,400.00	AT&T
Approved operating budget	Annual water and sewer service	\$27,500.00	City of Topeka
Approved operating budget	Annual cataloging and ILL database service	\$94,000.00	OCLC, Inc.
Approved operating budget	Annual electric service	\$339,826.57	Evergy
Approved operating budget	Mobile broadband charges for bookmobiles & smartphones	\$49,200.00	Verizon Wireless
From non-tax funds	2022 staff awards	\$6,200.00	C.A. Short Company
Approved operating budget	iMacs for Tech Zone on 2 <sup>nd</sup> floor	\$11,370.00	CDW Government, Inc.
Approved operating budget	Learn and Play Bus leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease)	\$13,687.80	Starwood PH Properties, LLC
Approved operating budget	Annual Veeam Connect for offsite cloud backups	\$8,100.00	Storage Guardian
Approved operating budget	Annual K-9 inspection services	\$31,200.00	Bud Hounds LLC
Approved operating budget	Annual natural gas service	\$32,500.00	Constellation Newenergy-Gas
Approved operating budget	Annual legal services	\$35,000.00	Engel Law, PA
From non-tax funds	Kansas Discovery sessions – January to May 2022	\$9,000.00	Kansas Children’s Discovery
Approved operating budget	Annual natural gas service	\$17,000.00	Kansas Gas Service
Approved operating budget	Annual AMH service contract	\$46,410.00	Tech Logic Corporation
Approved operating budget	Annual subscription renewal for phones	\$7,160.40	Zellow.com
Approved operating budget	Laptop replacement on bookmobiles	\$8,556.00	Dell Marketing LP



Approved operating budget	MailChimp newsletter service renewal	\$5,480.00	Mailchimp
Library Materials	Hoopla online	\$29,038.01	Midwest Tape LLC
Library Materials	Annual renewal of Novelist Select database	\$9,226.00	Ebsco Information Services
Library Materials	Annual renewal of Flipster database	\$19,861.12	Ebsco Information Services
Library Materials	Adult Nonfiction	\$5,500.00	Ingram Library Services
Library Materials	Annual renewal of Miss Humblebees Academy database	\$8,683.82	Gale/Cengage Learning Inc.

**Other Items:**

- The test work for the audit appears to be nearly complete and the statements and report should be finalized soon. The Board’s Audit Committee is scheduled to meet to review the audit draft and hear the audit presentation at 9 am on Tuesday, April 12<sup>th</sup>. Any Trustee is welcome to attend this meeting. The Committee’s recommendation will be provided for the April Board meeting along with a resolution for approval of the audit.
- The annual workers compensation annual audit will be scheduled in March.
- If different Trustees (from those currently in officer positions) are voted into the positions of Chair, Secretary or Treasurer, please plan on signing the bank signature cards and the document for the electronic check writer in the financial system at the April Board meeting. The effective date of the new positions is May 1, per the bylaws.
- Under new legislation, Kansas unemployment tax rates will be determined using a standard rate schedule with six new solvency rate schedules and six new credit rate schedules providing for solvency and credit rating adjustments to be made according to the experience rating of employers, effective with tax year 2022.

Additionally, the Kansas Unemployment Insurance trust fund is facing a deficit after unprecedented demands for benefits during the COVID pandemic. These changes have resulted in a 910% increase in Kansas unemployment tax costs for the library, which were not budgeted in 2022. The unbudgeted increase is estimated to be \$81,000 and will be covered by savings from the lower than budgeted health insurance premiums.

- The budget cycle will soon begin once again and the timeline for 2023 is included at the end of my report. In the last two prior years, since the valuation information is not available until at least July 1<sup>st</sup>, budget work session #1 was designed to be more educational, discuss issues, provide presentations, etc. on issues that will impact the budget year. It seemed to work well to discuss issues in advance of actual numbers and the technical budget documents.

- Please remember to schedule the forthcoming Board budget work sessions:
  - Tuesday, June 7th, 9 am to 11 am in the Menninger Room 206
  - Wednesday, July 13<sup>th</sup>, 1 pm to 3 pm in the Menninger Room 206

**Topeka & Shawnee County Public Library  
Proposed 2023 Budget Time Line**

April 15, 2022 (Fri)	Budget requests due from departments/units
April 22, 2022 (Fri)	First review of department/unit budget requests by Marie, Thad and Kim
May 10, 2022 (Tue)	Review of budget requests by management team (at regular meeting date/time)
June 7, 2022 (Tue)	Board budget work session #1 (Menninger Room 206 – 9 to 11)
July 13, 2022 (Wed)	Board budget work session #2 – final review of budget documents (Menninger Room 206 – 1 to 3)
July 21, 2022 (Thu)	Board meeting – 2023 budget approved for publication (scheduled Board meeting date)
August 8, 2022 (Mon)	Budget notice published in <i>Topeka Capital Journal</i> (must be published at least 10 calendar days before public hearing)
August 25, 2022 (Thu)	Public hearing and adoption of 2023 budget at scheduled Board meeting date @ 5:30 pm (must be held on between August 20 and September 20)
September 2, 2022 (Fri)	Budget copies submitted to the governing body of the city and county as required by K.S.A. 12-1267(a)
September 30, 2022 (Fri)	Adopted budget certified with County Clerk

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

2/28/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 2/28/2022</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,966,095.33	\$ 7,759,687.58	\$ 2,236,315.37	\$ 10,489,467.54
Employee Benefits	1,405,524.62	2,066,896.34	600,993.31	2,871,427.65
Capital Improvement	4,677,506.88	1,512.30	-	4,679,019.18
Bond & Interest	-	65.17	-	65.17
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	49,170.44	-	-	\$ 49,170.44
Federal, State & Local Grants	24,044.03	-	298.16	\$ 23,745.87
Other Special Revenue	554,736.57	7,048.41	38,358.01	\$ 523,426.97
Permanent Funds	273,836.43	-	-	\$ 273,836.43
<b>Totals</b>	<b><u>\$ 11,950,914.30</u></b>	<b><u>\$ 9,835,209.80</u></b>	<b><u>\$ 2,875,964.85</u></b>	<b><u>\$ 18,910,159.25</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 781,081.01
Restricted Funds-CoreFirst Bank-Checking	524,949.13
Capital Improvement Fund-VisionBank-Money Market Account	4,679,019.18
Cash on Hand	2,572.81
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	6,963,940.05
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	6,000,000.00
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 19,225,618.61</u>
Less Pending Claims (invoices posted, but not paid until next month)	26,321.19
Less Deferred Revenue (SAM account payments)	1,819.64
Less Payroll Deduction and Employer Benefit Liabilities	6,857.33
Less Outstanding Checks	280,461.20
	<b><u>\$ 18,910,159.25</u></b>

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

2/28/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	2/28/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,966,095.33	\$ 7,759,687.58	\$ 425,036.74	\$ 1,811,278.63	\$ 10,489,467.54	\$ 2,353,326.38	\$ 8,136,141.16
Employee Benefit Fund	1,405,524.62	2,066,896.34	531.00	600,462.31	2,871,427.65	43,695.50	2,827,732.15
Capital Improvement Fund	4,677,506.88	1,512.30	-	-	4,679,019.18	-	4,679,019.18
Bond & Interest Fund	-	65.17	-	-	65.17	-	65.17
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	49,170.44	-	-	-	49,170.44	49,170.44	-
<i>Federal &amp; State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Library Services & Technology Ac	24,000.00	-	-	298.16	23,701.84	-	23,701.84
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,647.98	5.33	-	-	10,653.31	-	10,653.31
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.02	-	-	31.31	-	31.31
Friends	106,947.21	39.39	6,461.00	25,085.22	75,440.38	9,094.50	66,345.88
Fun Committee	4,227.14	282.98	-	-	4,510.12	-	4,510.12
Gallery Competitions/Exhibits	36,384.15	18.19	-	-	36,402.34	-	36,402.34
Gifts/Memorials (Undesignated)	349,198.19	5,792.38	-	5,944.78	349,045.79	101,115.40	247,930.39
Hathaway Trust - Library Materials	2,986.83	1.45	73.96	203.23	2,711.09	471.16	2,239.93
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	889.69	23.47	408.31	6,203.80	807.98	5,395.82
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	8.06	-	-	16,129.23	-	16,129.23
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	2.14	-	-	4,283.54	-	4,283.54
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	2.86	-	-	5,733.76	-	5,733.76
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.02	-	-	36.36	-	36.36
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	1.10	-	-	2,188.84	-	2,188.84
Youth Services	9,751.65	4.80	140.96	17.08	9,598.41	-	9,598.41
<i>Permanent Funds</i>							
Mertz Trust	273,836.43	-	-	-	273,836.43	-	273,836.43
<b>TOTALS</b>	<b>\$ 11,950,914.30</b>	<b>\$ 9,835,209.80</b>	<b>\$ 432,267.13</b>	<b>\$ 2,443,697.72</b>	<b>\$ 18,910,159.25</b>	<b>\$ 2,557,681.36</b>	<b>\$ 16,352,477.89</b>

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

2/28/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 2/28/2022</u>
				16.2%
Ad Valorem Property Tax	\$ 13,757,845.00	\$ 7,635,521.57	\$ (6,122,323.43)	55%
Revitalization Rebates	(144,572.00)	(93,180.25)	\$ 51,391.75	64%
Back Tax	-	78,748.11	\$ 78,748.11	N/A
Motor Vehicle Tax	1,540,929.00	48,158.89	\$ (1,492,770.11)	3%
Recreational Vehicle Tax	15,862.00	362.96	\$ (15,499.04)	2%
16/20 M Vehicle Tax	5,946.00	4,900.48	\$ (1,045.52)	82%
In Lieu of Tax	20,114.00	42,796.50	\$ 22,682.50	213%
Watercraft Special Tax**	8,446.00	-	\$ (8,446.00)	0%
Commercial Vehicle Fees	51,476.00	5,406.54	\$ (46,069.46)	11%
E-Rate Reimbursement	19,902.00	-	\$ (19,902.00)	0%
Miscellaneous Revenue	3,000.00	3,407.62	\$ 407.62	114%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	97,463.00	18,618.13	\$ (78,844.87)	19%
Salary Refunds-Friends	32,157.00	5,846.15	\$ (26,310.85)	18%
Salary Refunds-Shawnee Cty	-	4,620.19	\$ 4,620.19	N/A
Vending Machines	2,000.00	152.01	\$ (1,847.99)	8%
Overdue Fees*	10,000.00	3,892.80	\$ (6,107.20)	39%
Debt Collect	-	133.96	\$ 133.96	N/A
ILL Fees	100.00	3.00	\$ (97.00)	3%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	300.00	-	\$ (300.00)	0%
Obituary Fees	-	-	\$ -	N/A
Meeting Room Charges	-	-	\$ -	N/A
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	2,000.00	296.93	\$ (1,703.07)	15%
Transfer In	25,050.00	-	\$ (25,050.00)	0%
Library Treasurer's Balance	2,536,202.00	-	\$ -	N/A
<b>TOTALS</b>	<b><u>\$ 17,984,820.00</u></b>	<b><u>\$ 7,759,687.58</u></b>	<b><u>\$ (7,688,930.42)</u></b>	<b>50%</b>

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

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

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

2/28/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					16.2%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 738.44	\$ -	\$ 5,661.56	12%
Salaries-Facilities	706,922.00	82,817.32	-	624,104.68	12%
Salaries-Overtime	10,000.00	451.09	-	9,548.91	5%
Salaries-Security	281,754.00	42,604.80	-	239,149.20	15%
Salaries-Shelvers	65,154.00	4,004.70	-	61,149.30	6%
Salaries-Staff	7,821,156.00	1,092,247.71	-	6,728,908.29	14%
Conferences	157,000.00	10,691.11	21,567.60	124,741.29	21%
Staff Internal Dev/Trng - Web Based	15,000.00	289.00	100.00	14,611.00	3%
Staff Development & Training	15,000.00	368.34	-	14,631.66	2%
Mileage	9,100.00	116.83	6,741.77	2,241.40	75%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	784.03	-	1,715.97	31%
Materials-Periodicals	28,000.00	644.21	-	27,355.79	2%
Materials-Print/Non-Print <1 YR	661,000.00	61,754.92	8,881.82	590,363.26	11%
Materials-Print/Non-Print	1,228,000.00	112,433.92	96,657.10	1,018,908.98	17%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	6,871.66	87,128.34	11,805.00	89%
Contracted-Digital Services	538,078.00	77,160.13	40,930.33	419,987.54	22%
Contracted-Facilities	326,400.00	93,753.25	68,655.84	163,990.91	50%
Contracted-Equipment	51,100.00	435.60	-	50,664.40	1%
Contracted-Professional	304,400.00	12,601.32	88,330.17	203,468.51	33%
Contracted-E-Rate Services	1,791.00	-	-	1,791.00	0%
Digital Services Support	297,300.00	5,900.87	16,539.74	274,859.39	8%
Furniture/Equipment	91,465.00	-	75.00	91,390.00	0%
Insurance	56,000.00	32,455.00	26,655.00	(3,110.00)	106%
Marketing & Communication	47,500.00	1,560.30	3,601.97	42,337.73	11%
Memberships/Dues	30,900.00	1,005.00	164.00	29,731.00	4%
Miscellaneous	5,000.00	661.21	155.98	4,182.81	16%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	26,920.25	2,000.00	53,843.75	35%
Printing	114,300.00	368.66	1,566.24	112,365.10	2%
Programming	57,000.00	1,287.66	1,324.27	54,388.07	5%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	73,275.00	866,037.55	710,687.45	57%
Supplies-Facilities	98,000.00	5,190.29	53,454.23	39,355.48	60%
Supplies-Office/Library	89,600.00	2,859.26	3,969.16	82,771.58	8%
Supplies-Processing	45,000.00	2,386.26	41.03	42,572.71	5%
Telecommunications	99,100.00	8,280.33	78,119.67	12,700.00	87%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	22,905.21	317,521.36	34,117.43	91%
Utilities-Gas	67,626.00	12,589.09	39,139.80	15,897.11	76%
Utilities-Water/Sewage	35,700.00	1,942.19	27,257.81	6,500.00	82%
Vehicle-Gas	31,000.00	3,607.79	-	27,392.21	12%
Vehicle-Repair	50,500.00	7,157.56	27,502.44	15,840.00	69%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	8.32	-	(8.32)	N/A
<b>TOTALS</b>	<b>\$ 17,984,821.00</b>	<b>\$ 1,811,278.63</b>	<b>\$ 1,884,118.22</b>	<b>\$ 12,639,424.15</b>	<b>23%</b>

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

2/28/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2022</b>	<b>\$ 2,536,202.00</b>	<b>\$ 4,031,694.91</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	13,757,845.00	7,635,521.57	55%
Revitalization Rebates	(144,572.00)	(93,180.25)	64%
Back Tax	-	78,748.11	N/A
Motor Vehicle Tax	1,540,929.00	48,158.89	3%
Recreational Vehicle Tax	15,862.00	362.96	2%
16/20M Vehicle Tax	5,946.00	4,900.48	82%
In Lieu of Tax	20,114.00	42,796.50	213%
Watercraft Special Tax	8,446.00	-	0%
Commercial Vehicle Fees	51,476.00	5,406.54	11%
E-Rate Reimbursement	19,902.00	-	0%
Fees and Charges	16,000.00	7,591.38	47%
Reimbursements	129,620.00	29,084.47	22%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	296.93	15%
	<u>\$ 15,448,618.00</u>	<u>\$ 7,759,687.58</u>	50%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	1,222,864.06	14%
Other Staff Support Costs	196,100.00	39,874.65	20%
Library Collections	1,919,500.00	281,156.00	15%
Contracted Services	1,327,574.00	475,866.64	36%
Digital Services Support	297,300.00	22,440.61	8%
Furniture/Equipment/Art	99,465.00	225.00	0%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	939,312.55	57%
Utilities & Telecommunications	576,970.00	507,755.46	88%
Vehicles	81,500.00	38,267.79	47%
Other Operating Expenditures	626,063.00	167,634.09	27%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 3,695,396.85</u>	23%
Prior Year Canceled Purchase Orders		<u>\$ 40,155.52</u>	
<b>Unencumbered Balance 2/28/2022</b>	<b>\$ -</b>	<b>\$ 8,136,141.16</b>	

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

2/28/2022

**EMPLOYEE BENEFITS**

	<b>2022 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/2022</b>	<b>\$ 802,327.00</b>	<b>\$ 1,403,457.62</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 3,663,189.00	\$ 2,034,471.95	56%
Revitalization Rebates	(38,494.00)	(24,811.61)	64%
Back Tax	-	17,852.04	N/A
Motor Vehicle Tax	363,700.00	10,240.45	3%
Recreational Vehicle Tax	3,744.00	77.18	2%
16/20M Vehicle Tax	1,403.00	1,041.90	74%
In Lieu of Tax	8,323.00	11,395.64	137%
Watercraft Special Tax*	1,994.00	-	0%
Commercial Vehicle Fees	12,150.00	1,149.66	9%
Refund-Fringe Benefits-Foundation	48,256.00	8,200.38	17%
Refund-Fringe Benefits-Friends	20,829.00	2,801.05	13%
Refund-Fringe Benefits-Shawnee Cty	-	2,796.24	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	1,562.70	N/A
Interest on Idle Funds	1,000.00	118.76	12%
	<b>\$ 4,086,094.00</b>	<b>\$ 2,066,896.34</b>	<b>51%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	2,297.00	73%
Social Security/Medicare	680,191.00	86,421.37	13%
Ks Public Employees Retirement Sys	864,426.00	106,466.09	12%
Worker's Compensation	54,000.00	48,758.50	90%
Unemployment Tax	8,891.00	11,639.10	131%
Health/Dental Insurance	2,870,631.00	382,203.75	13%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 4,888,421.00</b>	<b>\$ 644,157.81</b>	<b>14%</b>
Prior Year Canceled Purchase Orders		\$ 1,536.00	
<b>Unencumbered Balance 2/28/2022</b>	<b>\$ -</b>	<b>\$ 2,827,732.15</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.

**CAPITAL IMPROVEMENT**

<b>Balance 01/01/2022</b>	<b>\$ 4,677,506.88</b>
<b>Revenue:</b>	
Transfer In	\$ -
Interest received	1,512.30
	<b>\$ 1,512.30</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 2/28/2022</b>	<b>\$ 4,679,019.18</b>

**STATE AID**

<b>Balance 01/01/2022</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State Aid	-	49,170.44
	<b>\$ -</b>	<b>\$ 49,170.44</b>
<b>Expenditures/Encumbrances:</b>		
Contracted - Digital Services		
Digital Services Support		-
Staff Internal Development/Trng		-
Special Projects	52,000.00	49,170.44
	<b>\$ 52,000.00</b>	<b>\$ 49,170.44</b>
<b>Unencumbered Balance 2/28/2022</b>	<b>\$ -</b>	<b>\$ -</b>



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

2/28/2022

	<u>2022 Budget</u>	<u>Year to Date</u>	<u>%</u>
<b>Balance 01/01/2022</b>	\$ -	\$ -	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	25,000.00	54.62	0%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	10.55	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	50.00	-	0%
	<u>\$ 25,050.00</u>	<u>\$ 65.17</u>	0%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	25,050.00	-	0%
Cash Basis Reserve	-	-	0%
	<u>\$ 25,050.00</u>	<u>\$ -</u>	0%
<b>Unencumbered Balance 2/28/2022</b>	<u><u>\$ -</u></u>	<u><u>\$ 65.17</u></u>	

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

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY**

**Investments as of February 28, 2022**

**Capital Improvement Funds-VisionBank**

\$ 4,679,019.18 at .20% (money market account)

**Municipal Investment Pool**

\$ 6,963,940.05 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

5,000,000.00 General fund; 90-day 2/25/2022 at .35%,  
maturity 5/26/2022

1,000,000.00 Employee benefit fund; 90-day 2/25/2022 at  
.35%, maturity 5/26/2022

\$12,963,940.05

\* rates vary by day - average February 1 - 28, 2022 was .005%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 28, 2022**

<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	21501	0	2/10/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,318.71	-97725
10	21502	0	2/10/22	PAYCOM PAYROLL LLC	State W/H	\$ 10,812.98	-97725
15	21521	0	2/10/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,308.74	-97725
10	21503	0	2/10/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,829.44	-97725
15	21504	0	2/10/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,829.44	-97725
10	21503	0	2/10/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,169.80	-97725
15	21504	0	2/10/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,169.80	-97725
10	21514	0	2/10/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97725
10	41000	313	2/10/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,881.88	-97725
10	41000	313	2/10/22	PAYCOM PAYROLL LLC	PPA Invoice#1800571	\$ 565.00	-97725
10	41000	313	2/10/22	PAYCOM PAYROLL LLC	2021 1099 Billing	\$ 88.90	-97725
10	41000	313	2/10/22	PAYCOM PAYROLL LLC	2021 1099 Delivery	\$ 8.50	-97725
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 81,876.88	<b>-97725 Total</b>
10	21501	0	2/24/22	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,337.81	-97722
10	21502	0	2/24/22	PAYCOM PAYROLL LLC	State W/H	\$ 10,260.04	-97722
15	21521	0	2/24/22	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,708.33	-97722
10	21503	0	2/24/22	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,277.62	-97722
15	21504	0	2/24/22	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,277.62	-97722
10	21503	0	2/24/22	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,040.66	-97722
15	21504	0	2/24/22	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,040.66	-97722
10	21514	0	2/24/22	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97722
10	21518	0	2/24/22	PAYCOM PAYROLL LLC	Garnishments	\$ (390.67)	-97722
10	41000	313	2/24/22	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,788.72	-97722
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 78,234.48	<b>-97722 Total</b>
10	21505	0	2/14/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,816.57	-97720
15	21516	0	2/14/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,427.97	-97720
10	21513	0	2/14/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,307.51	-97720
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 45,552.05	<b>-97720 Total</b>
10	21509	0	2/11/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 7,043.58	-97717
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 7,043.58	<b>-97717 Total</b>
10	21505	0	2/25/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,710.41	-97716
15	21516	0	2/25/22	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,270.49	-97716
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 43,980.90	<b>-97716 Total</b>
10	21509	0	2/25/22	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 7,043.58	-97713

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 28, 2022**

<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>
				<i>Remittance of deferred retirement employee contributions</i>		\$ 7,043.58	<b>-97713 Total</b>
10	21515	0	2/28/22	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,852.28	-97710
15	21515	0	2/28/22	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 146,067.26	-97710
15	21515	0	2/28/22	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97710
						\$ 177,656.73	<b>-97710 Total</b>
10	23800	0	2/24/22	COREFIRST BANK & TRUST	black earbuds	\$ 109.95	-97699
10	41000	310	2/24/22	COREFIRST BANK & TRUST	membership renewal	\$ 110.00	-97699
10	41000	342	2/24/22	COREFIRST BANK & TRUST	DISC profiles	\$ 320.00	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	IRIS org Med-2 pack	\$ 60.34	-97699
10	41000	323	2/24/22	COREFIRST BANK & TRUST	membership	\$ 111.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Anker cable 2 pack	\$ 74.95	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Anker Wall Charger	\$ 39.99	-97699
10	23800	0	2/24/22	COREFIRST BANK & TRUST	Beautiful Blue paper pack	\$ 7.49	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Brown Paper Bags (250)	\$ 15.99	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Portion Cups (100)	\$ 8.99	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Birds in a Nest Sorting	\$ 13.99	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Porteus Kiosk	\$ 912.90	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Samsung Galaxy A02s	\$ 474.64	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Verizon MiFi 8800L Batter	\$ 159.90	-97699
10	41000	330	2/24/22	COREFIRST BANK & TRUST	UV Resin Kit	\$ 21.98	-97699
10	41000	330	2/24/22	COREFIRST BANK & TRUST	Round Pendent 25 pcs	\$ 8.29	-97699
10	41000	330	2/24/22	COREFIRST BANK & TRUST	Ultimate Color Play-Doh	\$ 20.99	-97699
10	41000	330	2/24/22	COREFIRST BANK & TRUST	Reusable Giant Latex Ball	\$ 33.78	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Brown Paper Lunch Bags	\$ 12.16	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Laptop Stand for Desk Adj	\$ 9.85	-97699
10	41000	410	2/24/22	COREFIRST BANK & TRUST	2,000 childrens masks	\$ 799.96	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	11.5x15x3 print box	\$ 187.50	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	12.5x16.5x3 print box	\$ 29.59	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Seiko Smt dsktp label pri	\$ 69.85	-97699
10	41000	330	2/24/22	COREFIRST BANK & TRUST	Acrylic Pouring Paint Art	\$ 36.99	-97699
10	41000	330	2/24/22	COREFIRST BANK & TRUST	Foraineam 100 Pieces 4 In	\$ 19.98	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	nektar keyboard	\$ 99.70	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	KN95 face masks	\$ 54.51	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Wall Mounted Thermometer	\$ 69.99	-97699

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 28, 2022**

<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	320	2/24/22	COREFIRST BANK & TRUST	Samsun 1tb ssd	\$ 114.99	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Tilta d tap to 4 pin cabl	\$ 28.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Portkeys LH5p monitor	\$ 399.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	GVM V mount battery	\$ 164.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Tiltaing ff t06 mini focu	\$ 79.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig 15 mm lens supp	\$ 21.85	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig 501pl com basepl	\$ 99.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig cheese plate	\$ 32.09	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig 15mm rod block	\$ 17.24	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig 15 mm rod set	\$ 27.60	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Tilta uni battery plate	\$ 299.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig tilting mon moun	\$ 56.35	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig 1241 cold shoe	\$ 10.54	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig cold shoe ext	\$ 13.80	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Blackmagic cinema cam	\$ 2,495.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Core SWX cable	\$ 39.00	-97699
10	41000	320	2/24/22	COREFIRST BANK & TRUST	Smallrig handheld kit	\$ 239.00	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	Staple Remover	\$ 6.89	-97699
10	41000	342	2/24/22	COREFIRST BANK & TRUST	Sticky-Notes Thought Bubb	\$ 17.45	-97699
10	41000	342	2/24/22	COREFIRST BANK & TRUST	Sticky-Notes Stars	\$ 20.94	-97699
10	41000	342	2/24/22	COREFIRST BANK & TRUST	Delivery	\$ 9.95	-97699
10	41000	410	2/24/22	COREFIRST BANK & TRUST	vinyl gloves medium 1000	\$ 79.98	-97699
10	41000	410	2/24/22	COREFIRST BANK & TRUST	nitrile gloves medium	\$ 206.97	-97699
10	41000	410	2/24/22	COREFIRST BANK & TRUST	lysol wipes 4 pack	\$ 37.41	-97699
10	41000	410	2/24/22	COREFIRST BANK & TRUST	murphy oil soap concentra	\$ 50.37	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	1x25 Nitto double sided t	\$ 158.13	-97699
10	41000	420	2/24/22	COREFIRST BANK & TRUST	mini utility knife	\$ 24.60	-97699
					<i>Miscellaneous online orders paid by credit card</i>	\$ 8,643.40	<b>-97699 Total</b>
49	23800	0	2/18/22	MID-AMERICA ARTS ALLIANCE	Exhibit Fee	\$ 6,345.00	11965
					<i>Gallery Exhibit - paid by Friends of the Library</i>	\$ 6,345.00	<b>11965 Total</b>
10	41000	310	2/3/22	BIBLIOCOMMONS, INC.	annual renewal	\$ 27,574.67	97395
						\$ 27,574.67	<b>97395 Total</b>
10	41000	310	2/3/22	BLUEALLY TECHNOLOGY SOLUTIONS, LLC	Support Renewal	\$ 10,209.65	97397
					<i>2022 approved operating budget - annual subscription and support for VOIP phone system</i>	\$ 10,209.65	<b>97397 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 February 28, 2022**

<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	21512	0	2/3/22	DELTA DENTAL OF KANSAS, INC	February Premiums	\$ 2,744.96	97401
15	21512	0	2/3/22	DELTA DENTAL OF KANSAS, INC	February Premiums	\$ 10,173.04	97401
15	21512	0	2/3/22	DELTA DENTAL OF KANSAS, INC	February Premiums	\$ 44.16	97401
						\$ 12,962.16	<b>97401 Total</b>
10	41000	736	2/3/22	HTK ARCHITECTS INC.	Boiler Replacement	\$ 21,662.50	97415
10	41000	736	2/3/22	HTK ARCHITECTS INC.	Chiller Replacement	\$ 25,850.00	97415
10	23800	0	2/3/22	HTK ARCHITECTS INC.	TECH ZONE DESIGN	\$ 3,859.38	97415
						\$ 51,371.88	<b>97415 Total</b>
10	41000	361	2/3/22	MHC KENWORTH	Est. Services/Purchases	\$ 5,649.87	97421
10	41000	361	2/3/22	MHC KENWORTH	Est. Services/Purchases	\$ 77.70	97421
					2022 approved operating budget - vehicle repairs	\$ 5,727.57	<b>97421 Total</b>
10	23800	0	2/3/22	JOHNSON CONTROLS FIRE PROTECTION LP	Upgrade Fire Alarm Panel	\$ 19,762.00	97430
						\$ 19,762.00	<b>97430 Total</b>
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 22.73	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 22.73	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 22.73	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 22.73	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 22.73	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 22.73	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 24.09	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 42.14	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 144.24	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 196.84	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 1,264.38	97437
10	41000	351	2/11/22	EVERGY	2022 Electricity	\$ 20,916.10	97437
						\$ 22,868.71	<b>97437 Total</b>
10	41000	301	2/11/22	OCLC, INC.	OCLC cataloging & ILL	\$ 6,871.66	97452
					2022 approved operating budget - monthly fee for cataloging and interlibrary loan database	\$ 6,871.66	<b>97452 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 February 28, 2022**

<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	23800	0	2/11/22	SHIRLEY CONSTRUCTION INC	<i>Tech Zone Renovation</i>	\$ 149,107.50	97455
						\$ 149,107.50	<b>97455 Total</b>
10	41000	311	2/11/22	TECH LOGIC CORPORATION	AMH Service Contract	\$ 46,410.00	97458
					<i>2022 approved operating budget - annual maintenance</i>	\$ 46,410.00	<b>97458 Total</b>
10	41000	321	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Prop</i>	\$ 16,888.50	97460
10	41000	321	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Vehicle Ins</i>	\$ 5,305.50	97460
10	41000	321	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Genl Liab</i>	\$ 3,209.00	97460
10	41000	321	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Crime</i>	\$ 486.50	97460
10	41000	321	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>Semi-Annual Cyber</i>	\$ 164.50	97460
10	41000	321	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>Directors &amp; Officers</i>	\$ 5,123.00	97460
15	41000	260	2/11/22	WORLD INSURANCE ASSOCIATES LLC	<i>1st qtr workers comp ins</i>	\$ 12,190.00	97460
						\$ 43,367.00	<b>97460 Total</b>
10	41000	311	2/18/22	MCELROY'S INC.	Preventive Maint-Cafe	\$ 1,245.00	97471
10	41000	311	2/18/22	MCELROY'S INC.	2022 PMA Jan1-Dec 31 2022	\$ 8,849.00	97471
10	41000	311	2/18/22	MCELROY'S INC.	rebuild and repair	\$ 160.76	97471
10	41000	311	2/18/22	MCELROY'S INC.	trip charge	\$ 14.00	97471
10	41000	311	2/18/22	MCELROY'S INC.	labor	\$ 283.50	97471
10	41000	311	2/18/22	MCELROY'S INC.	rebuild and test parts	\$ 619.80	97471
10	41000	311	2/18/22	MCELROY'S INC.	trip charge	\$ 14.00	97471
10	41000	311	2/18/22	MCELROY'S INC.	labor	\$ 283.50	97471
10	41000	311	2/18/22	MCELROY'S INC.	parts	\$ 71.68	97471
10	41000	311	2/18/22	MCELROY'S INC.	trip charge	\$ 14.00	97471
10	41000	311	2/18/22	MCELROY'S INC.	labor	\$ 113.40	97471
10	41000	311	2/18/22	MCELROY'S INC.	parts	\$ 30.80	97471
10	41000	311	2/18/22	MCELROY'S INC.	TRIP CHARGE	\$ 14.00	97471
10	41000	311	2/18/22	MCELROY'S INC.	labor	\$ 113.40	97471
					<i>2022 approved operating budget - annual maintenance agreement at 1020 Washburn and the Café</i>	\$ 11,826.84	<b>97471 Total</b>
10	41000	352	2/25/22	CONSTELLATION NEWENERGY - GAS	<i>2022 Gas Services</i>	\$ 8,442.80	97484
						\$ 8,442.80	<b>97484 Total</b>
10	41000	736	2/25/22	CUSTOM SHEET METAL SERVICE	<i>Chiller Replacement</i>	\$ 5,400.00	97485
						\$ 5,400.00	<b>97485 Total</b>
10	41000	736	2/25/22	HTK ARCHITECTS INC.	<i>Chiller Replacement</i>	\$ 4,525.00	97493
10	23800	0	2/25/22	HTK ARCHITECTS INC.	<i>TECH ZONE DESIGN</i>	\$ 3,859.38	97493
10	23800	0	2/25/22	HTK ARCHITECTS INC.	<i>FURNITURE PROCUREMENT</i>	\$ 6,250.00	97493

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended February 28, 2022**

<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>
						\$ 14,634.38	<b>97493 Total</b>
10	41000	310	2/25/22	ONENECK IT SOLUTIONS LLC	SmartNet Renwasl	\$ 37,222.38	97499
				<i>2022 approved operating budget - annual subscription and support</i>		\$ 37,222.38	<b>97499 Total</b>
						\$ 930,135.80	<b>Grand Total</b>





Agenda  
Board of Trustees Executive Committee Meeting  
March 7, 2022 – 4:00pm  
Zoom Meeting

## Agenda

### **Executive Committee Members Present**

Jim Edwards (Chair), Kacy Simonsen (Vice-Chair), Shawn Leisinger (Treasurer)

### **Executive Committee Member Absent**

Joan Hicks (Secretary)

### **Call to Order**

The meeting of the Board of Trustees Executive Committee was held on Monday March 7, 2022, via Zoom, and was called to order at 4:06pm by Chair Jim Edwards.

### **Review Minutes and Agenda**

The minutes from the February 17, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees March 17, 2022, meeting were reviewed.

### **Other Items**

The Board of Trustees Executive Committee and Topeka and Shawnee County Public Library Executive Staff welcomed Aubrey Conner as Executive Assistant to CEO Marie Pyko.

The Executive Committee unanimously agreed that meetings will continue via Zoom.

The Executive Committee agreed that to remain in line with CDC and Shawnee County Health recommendations, the March 17, 2022 Board of Trustees meeting will occur in a hybrid format with masks required for those attending in-person. Attendees are welcome to join in person in the Menninger Room or to join by Zoom.

Treasurer Shawn Leisinger shared that he will be unable to give the Treasurer's Report at the Board of Trustees meeting on March 17, 2022. Chair Jim Edwards will be sharing the Treasurer's Report in Shawn Leisinger's stead.

CEO Marie Pyko shared about the upcoming art exhibits, Resilience and Dino Days. Marie Pyko (CEO) will share information learned from her meetings regarding community engagement and collaboration with the community and the library at the Board of Trustees Meeting March 17, 2022.

Marie Pyko (CEO) and Treasurer Shawn Leisinger discussed House Bill 2662, the Parental Transparency Bill briefly.

Thad Hartman (COS) expressed excitement for the Tech Zone receiving three bids for technology. The lowest bid meets the requirements and is underbudget. Thad Hartman (COS) shared how Jim Serrano, a beloved library employee, passed recently. Jesse Maddox, Chief Human Resources Officer, arranged for individuals from Employee Assistance Program (EAP) to be available for staff.

Thad Hartman (COS) discussed the plan to implement a masks optional policy for Topeka and Shawnee County Public Library staff members. Along with this would be the addition of an hour of service on weekdays from 8am – 9am where masks are required.

Chair Jim Edwards asked about the Nominating Committee. Jim will reach out to Board members to recruit 3 members to serve on Nominating Committee.

Thad Hartman (COS) and Marie Pyko (CEO) discussed that after adjournment of the March 17, 2022, Board of Trustees meeting, the Board of Trustees members would be invited to tour the Tech Center and encouraged to browse the Resilience art exhibit.

No other items were discussed.

Adjournment

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:49pm.

Next meeting- April 11, 2022, at 4:00pm, Zoom meeting

**CHIEF EXECUTIVE OFFICER'S REPORT**  
**March 2022**

**News and Updates**

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

At the end of February 2022, there were 5772 children registered. There is a pretty even distribution between age ranges. We look to scale up our outreach to doctor's offices and other places young families visit this Spring. The visual report is attached at the end of my report.

**Kudos for Autumn Friedli**

I am so pleased to recognize Autumn Friedli, Public Services Supervisor for the Readers team with her byline in Library Journal's March 2022 publication. She has worked closely with nationally recognized Duncan Smith and Victoria Fredrick on readers' engagement training for our Public Service team and the article was a culmination of the collaborative work. Autumn is becoming recognized nationally for her readers' engagement skills and has been invited to speak at KLA and MPLA (a regional library association). I have included her article which is hot off the presses in my report.

**Open Early Concept**

On Monday March 14<sup>th</sup>, we will be launching an Early Mask Required Hour pilot for visitors who are uncomfortable coming to the library without everyone wearing a mask. We had several customers ask us to consider this type of pilot. Customers who want to browse, use a computer and check out items between 8:00-9:00 am daily will need to wear a mask the entire hour. We will also have a limited staff on the floor so it will be more of a self-service style experience. We are excited to give this a try as additional hours rather than restrict access during regular hours. I will keep you posted about how the pilot goes and what we are hearing from our customers and staff.

**Trustee Education and Policy Review Schedule**

Attached to my report is the preliminary Trustee Education and Policy Review schedule. I will be adding topics to the schedule as we determine areas that the Trustees are interested in learning more. Please let me know if there are particular areas of interest and I will include it in the schedule.

**Community Projects**

**SENT**

I have begun attending a community planning team that is working on development of the Fremont Hill neighborhood. This has been a group that has met for several months on how to improve the neighborhood and made up of representatives from SENT, a grassroots 501c3 organization that works within under-resourced communities in Topeka, the Greater Topeka Partnership, City of Topeka and Shawnee County. They are in the "dream" phase on plans to

reinvigorate the Hi-Crest community. There is interest in increasing the opportunities for the library in the neighborhood.

### **Topeka Genealogical Society collaborations**

We have had a long-standing relationship with the Topeka Genealogical Society (TGS) especially related to shared events and reference and referral for customers. I met with Barb LeClair recently because the TGS Board is discussing a new strategic plan. We are looking for ways to strengthen our relationship especially where we have shared resources and shared customers. There continues to be great opportunities for our organizations to help support genealogists and ensure we are both leveraging our resources effectively.

### **Trustee Education**

As part of my report, Zan Popp, Gallery Exhibit Curator will present our new show Resilience: A Sansei Sense of Legacy which runs from March 11-May 22, 2022. This is a travelling exhibit from ExhibitsUSA. We are the first location for this new exhibit. Additionally, Zan will discuss the difference between staff created exhibits and travelling shows.

### **New Business- Agenda items**

#### **Nominating Committee**

According to the Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library, Article II: Officers, section 2. Nomination Procedures and Time of Election (approved May 21, 2015); "at the regular meeting in March the Board shall elect a Nominating Committee of three trustees. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Additional nominations may be made from the floor at the annual meeting." The names for members of the Nominating Committee are part of the resolution included in the board meeting packet.

#### **Library Material Selection Policy**

Last month the Board had its first reading of this policy. This month staff is recommending approval of the policies as presented

#### **Bid for the Tech Zone Equipment and Team Room technology**

Please see the resolution sheet for background information, bid summary and recommendation, and fiscal note.

### **Professional Activities/Community Contacts**

February 16, 2022	Attended Imagemaker status update meeting on the library website.
February 17, 2022	Attended Bi-weekly construction meeting on the Tech Zone with Shirley Construction and HTK Architects.
February 21, 2022	Attended Staff Development Day

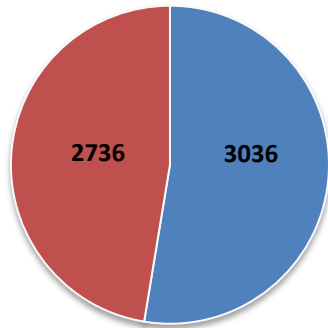
February 22, 2022	Met with Johnathan Sublet- SENT, Inc. to discuss opportunities to increase library presence in the Hi-Crest neighborhood.
February 24, 2022	Hosted the weekly Rotary Club of Topeka meeting.
March 1, 2022	Discuss the Topeka Genealogical Society collection idea with Scarlett Fisher-Herremann and Debbie Stanton.
March 1, 2022	Met with Clark Swanson, OrangeBoy to discuss next phase of customer engagement projects.
March 1, 2022	Led the Rotary Club of Topeka Board meeting over Zoom.
March 2, 2022	Met with Senior Director's focused on service level priorities
March 2, 2022	Attended the Niche Academy training focused on Introduction to Strategic Planning for Public Libraries.
March 3, 2022	Attended Bi-weekly construction meeting on the Tech Zone with Shirley Construction and HTK Architects.
March 3, 2022	Hosted the weekly Rotary Club of Topeka meeting.
March 7, 2022	Aubrey Conner's first day. Coordinated Orientation.
March 7, 2022	Attended Board of Trustees Executive Committee meeting.
March 8, 2022	Attended monthly meeting with Dr. Alan Bearman, Dean of Libraries Washburn University and Sean Bird, Mabee Library.
March 10, 2022	Hosted the weekly Rotary Club of Topeka meeting.
March 11, 2022	Hosted the Leadership Greater Topeka 2022 class and presented Beyond Boundaries- the essential role TSCPL plays for readers, learners and explorers. Several former LGT staff graduates (Thad, Jesse, Scarlett, David, and Debbie) will give a tour of the library and the Gallery exhibit.

Marie Pyko  
 Chief Executive Officer  
 Topeka and Shawnee County Public Library

Number of children currently enrolled: **5,772**

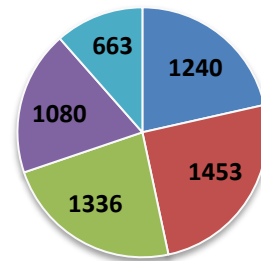
### SEX OF PARTICIPANTS

■ Male ■ Female

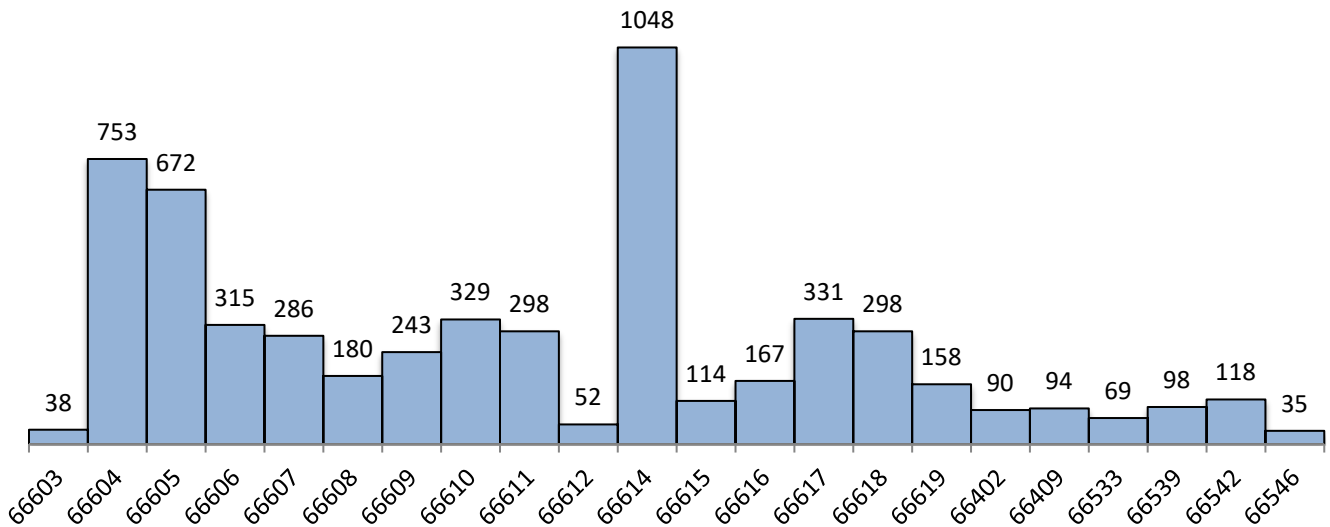


### AGE OF CHILDREN

■ 4-5 yrs old ■ 3-4 yrs old ■ 2-3 yrs old  
■ 1-2 yrs old ■ 0-1 yrs old

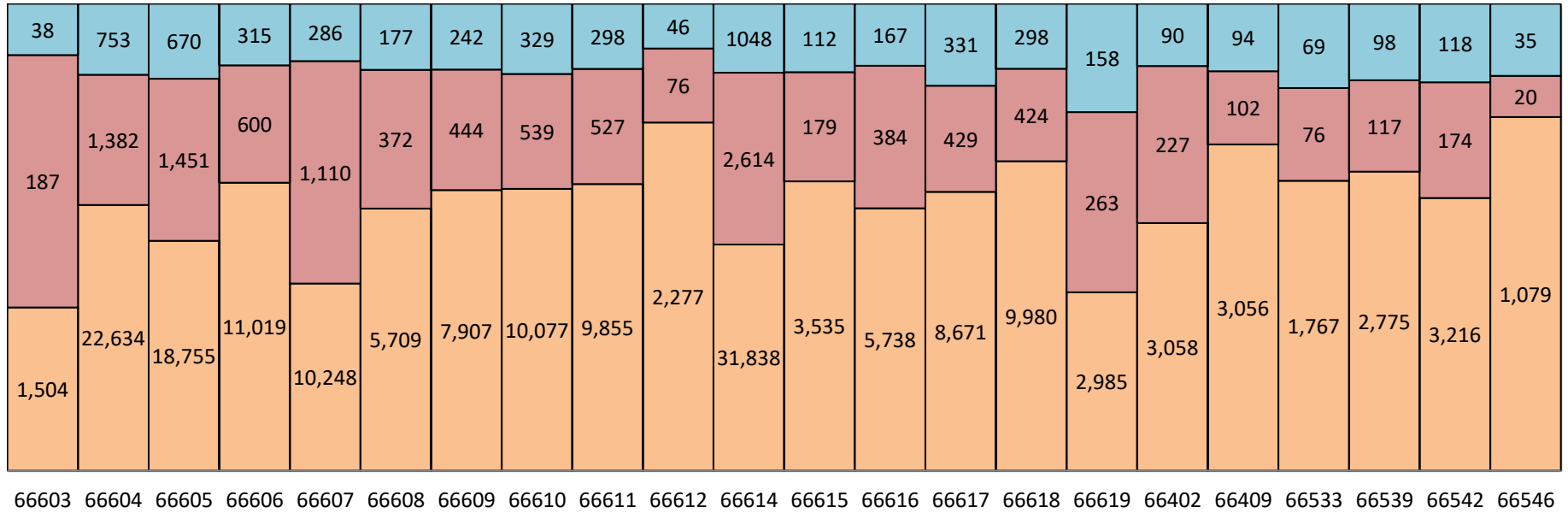


### ZIP CODES OF CHILDREN

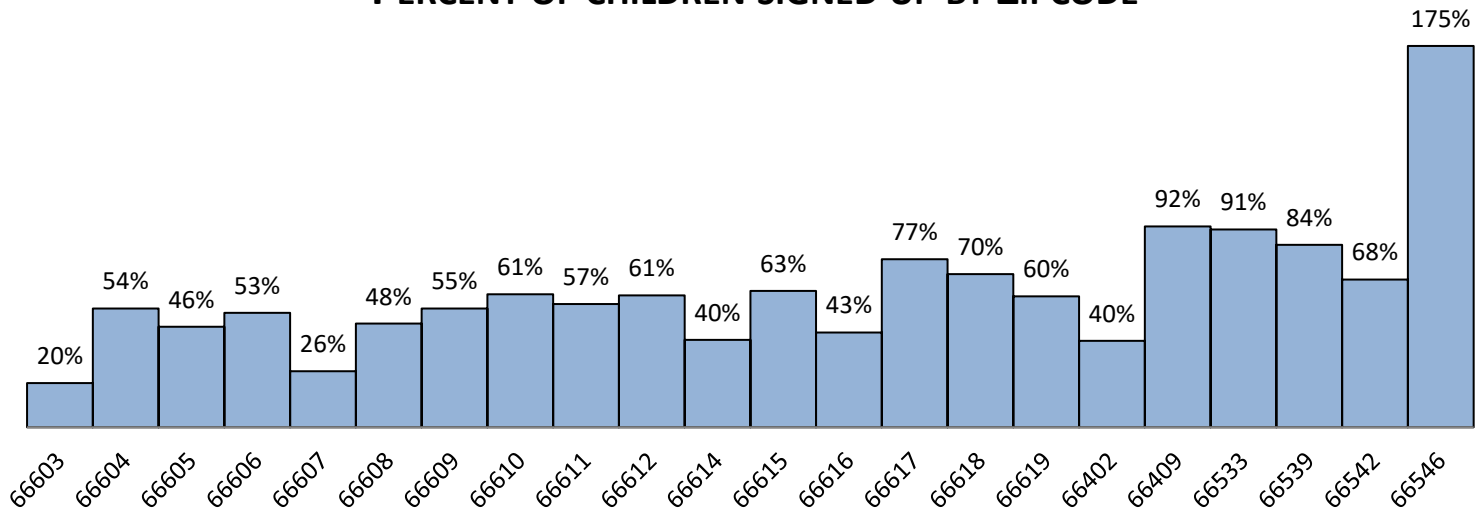


## FEBRUARY 2022 DOLLY PARTON IMAGINATION LIBRARY

■ POPULATION   
 ■ UNDER 5   
 ■ DPIL



## PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



# ENGAGING READERS

By Duncan Smith,  
Victoria Fredrick  
& Autumn Friedli

Readers' Advisory + Reader Engagement =  
Reader Services for Our Times

**Autumn Friedli** felt she could be getting more out of her interactions with readers but couldn't quite put her finger on what was missing. Megan Johnson's older reader (whom she had worked with for 14 years!) had favorite authors who weren't writing fast enough, and the reader wasn't willing to try anything new. Miranda Ericsson wanted to find a way to connect with and get feedback from readers so she could make even better reading suggestions. In addition to their individual challenges, all three of these Topeka & Shawnee County Public Library, OH, staff members were trying to figure out how they could create the "community of engaged readers" that was a major focus of their library's new strategic plan.

Then COVID hit.

The recent past has given our profession an opportunity to expand the "commonplace reading" pillar of public library service that Wayne Weigand identifies as one of the three enduring foundations of public library service in his book *A Part of Us: A People's History of the Public Library in the United States*. Both librarians and our readers have an opportunity to consider how we might evolve aspects of readers' advisory (RA) services into reader engagement (RE) by focusing some of our attention on readers' experiences of the books they read and how reading itself enriches their lives.

## READING RELATIONSHIPS

Reader ecology—the relationship among readers, books, and book selection—has three basic components: discovery, discernment, and delivery. Readers want to discover new titles, they want to figure out whether a title is right for them, and then they want to obtain it. Library collections, staff, and readers interact to maximize the use of library materials. Beyond finding books, the result of this engagement also creates satisfying experiences for readers.

The elements of this system have remained constant, but the interactions and relationships have morphed in significant ways. When New York Public Library launched readers' advisory services a century ago, readers had limited

knowledge about what titles were available. The goal was to support adult learning, in part to address inequities in the accessibility of higher education. The service was conceived and implemented with book-savvy library staff having one-on-one, in-depth, and ongoing meetings with users. Library staff would work with readers to identify their learning goals and present level of knowledge, then develop an individualized reading plan. Readers were encouraged to return to the same staff member, report on their experience, and then rework the plan.

More recently, RA has become a corollary of reference/information services. Reader requests are often treated as another ready reference or research question. While many readers have a favorite staff member whom they trust, the vast majority of these interactions are episodic and transactional. What is frequently missing today is the opportunity for a reader to be connected with the staff member whose reading and knowledge is the best fit for the reader's needs. Also often lost is the opportunity for the reader and the staff member to develop an ongoing and supportive relationship through time.

The pandemic not only gives us a chance to reaffirm our commitment to our core mission in reader services—getting books into people's hands—but also provides an opportunity to grow that mission and add RE to RA by focusing as much on readers and their experience as we do on the book.

## FINDING WITHOUT SEEKING

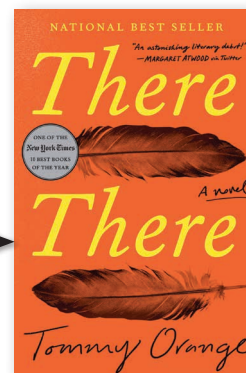
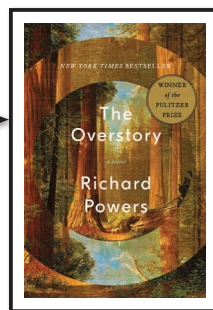
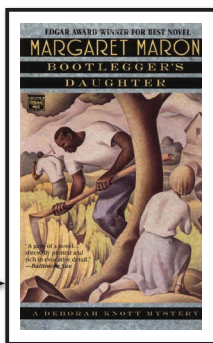
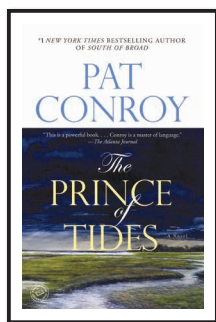
In the reader ecology outlined here, we know that many readers are comfortable turning to their library to obtain the books they are interested in reading. We also know that a subset of those readers enjoy turning to library staff for reading suggestions when the book they want is on hold or their personal book discovery strategies have come up empty.

In her article "Finding Without Seeking," Catherine Sheldrick Ross discusses the impacts that reading has on the lives of 194 avid readers. This article points out that readers frequently obtain new information, beliefs, and insights through pleasure reading even though this was not their reason for selecting a title. As Ross states, "Readers choose books for the anticipated pleasure in reading itself but then, apparently serendipitously, they encounter material that helps them in the context of their lives. In effect these avid readers reported finding without seeking."

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*Duncan Smith, a founder of NoveList, is EBSCO Information Service's Chief Strategist for Public Libraries. Victoria Fredrick is Director of Book Discovery at EBSCO Information Service's NoveList. Autumn Friedli is the Readers Services Supervisor at the Topeka & Shawnee County Public Library.*





**READER LEADER** Autumn Friedli heads the Readers Engagement training and initiatives for Topeka & Shawnee County Public Library. She suggests *There, There* to readers who enjoy Richard Powers, Pat Conroy, Charlane Harris, and more.

training provided to Topeka & Shawnee County Public Library by NoveList involved Topeka staff viewing videos of a reader named Joanne (we are using only her first name to respect her privacy) discussing books she had read and enjoyed. Staff were encouraged to suggest titles to this reader via email, and the reader responded to these recommendations.

Friedli viewed the videos of this reader describing her experience of reading Pat Conroy's *The Prince of Tides*, Charlane Harris's *Dead Ever After*, Margaret Maron's *Bootlegger's Daughter*, and Richard Powers's *The Overstory*. While the titles vary in genre, they have similar appeals in terms of characterization and the evocation of setting and also overlap in several themes, including a focus on strong women characters and the environment.

After viewing these videos, Friedli used elements mentioned by the reader to connect Tommy Orange's *There, There* to the books the reader had enjoyed in the past. Here is the text Friedli sent to Joanne:

"I think you might like Tommy Orange's *There, There*. The story focuses on 12 characters from Native communities living in Oakland, California. Their stories collide one fateful day at the Big Oakland Powwow. I chose this based on some of the things you mentioned in your book talks. You like a story rich in characters—*There, There* follows 12 characters. You also mentioned that you enjoy reading about racial injustice or the racial divide—*There, There* discusses the trials and tribulations of Native people living in an urban setting. You also talked about enjoying books with humor—while this book tackles difficult themes, the author adds humor to this powerful book."

Here is Joanne's response:

"Yes, this looks like a book I'd enjoy. The evaluation of why I would is good. I'm adding it to my list! Am happy to say the library has the ebook!"

The reader's response to Friedli's description indicates that this reader feels *heard*. Because Friedli couldn't ask Joanne follow-up questions, Friedli had to rely on what

The readers described in Ross's article were passionate about how particular books had led them to new insights about themselves and their world. Reading their descriptions of the impact of some of their favorite titles, one gets the sense that these readers were not just sharing thoughts they already had, but were discovering connections and values as they responded to prompts Ross used in her study, like the ones below:

- What factors fostered or hindered your reading in childhood?
- How do you choose or reject a book?
- How has a particular book made a difference for you?
- What books do you reread?
- What does the perfect book look like to you?

In the same way that a book yields benefits that the reader was not seeking, participation in Ross's study may have led the readers to new insights and appreciations for the ways that reading itself enriches their lives. Offering readers the opportunity to appreciate and value not only the books they read but the benefits books bring is the essence of reader engagement. Not all readers may want this approach, but offering it provides them with an option to enter into a deeper relationship with reading, even when they may not have been aware that they were seeking one.

## DEEP LISTENING

An analysis of one of Friedli's interactions with a reader provides a case study of how reader engagement can be integrated into RA. A component of the reader engagement

Joanne said and how she said it. She had to listen to the words and the inflection. Friedli had to be fully present and listen to understand.

All too often, Friedli realized that she listened to respond. She wasn't fully listening to hear, and readers want to feel truly heard. Like Friedli, public service librarians often listen to give advice but might not always listen to engage with the reader when RA is cast as an informational transaction. Reader engagement moves the needle from transactional listening to relational listening—turning the conversation about a book into an experience about reading.

In 1996, Kenneth Shearer published research that validated the importance of providing a reader with an opportunity to discuss their reading experiences. This study conducted in North Carolina public libraries involved patron

could have facilitated an introduction between the reader and her coworker—connecting two like-minded readers. She might have walked Joanne through NoveList to find other books that align with her reading tastes. Finally, at the end of the conversation, Friedli could have handed Joanne a business card and asked her to follow up after she read the book with her thoughts, allowing the conversation to continue beyond this initial interaction.

### TELL ME ABOUT A BOOK VS. TELL ME ABOUT YOUR READING

As the coinventor of the concept of appeal in RA, Joyce Saricks not only gave advisors a way to talk about the elements of a book that contribute to a desired reading experience. She also gave us a question to use with readers

that enabled RA to take a quantum leap forward. Saricks's "Tell me about a book you've read and enjoyed" invitation shifts readers' attention from a title's characters or genre to how they felt when they read the book and what they enjoyed about that experience. Enabling the leap from RA to RE requires us to consider a further expansion of the RA conversation, one that organically moves from book to reading life.

Johnson, as part of her

RA training, was thinking about offering a new service to her community. She wanted to do precisely this—not just ask people what they wanted to read next, but reenvision the conversation itself as a service and exercise in deepening her relationship with her readers. Johnson takes part in Topeka's signature Red Carpet service, which provides individualized service to older adults in congregate facilities. Because staff members visit the same places on a regular basis, they have the opportunity to develop long-standing relationships.

In working with one of her clients, Betsy (we are using only her first name to respect her privacy), Johnson wanted to be sure that she was providing her with as wide a range of potential titles as possible. To do this, Johnson shifted the focus of her questions from books to reading.

Instead of "What kind of books would you like me to bring?" or "What author would you like to read?" Johnson introduced questions modeled on the ones used in Ross's study:

1. What is the first book you remember reading?
2. Was there one person who was a big influence on your reading habits?
3. Do you reread books? If so, which ones?
4. What book genres do you love?
5. Do you ever read a book based solely on its cover?
6. Are there any "book deal breakers" for you?

The question that evoked the most reflective response from Betsy regarded individuals who have influenced her reading habits. She recalled that both of her parents were avid



**DELIVERING THE LIBRARY** Megan Johnson, left, brings books to homebound seniors as part of Topeka & Shawnee's Red Carpet service. Miranda Ericsson, right, choosing personalized books for the library's Browsing Just for You service.

surrogates asking library staff for another book like Harper Lee's *To Kill a Mockingbird*. Participants were asked to rate the quality of the service they received and whether they would go back to the same staff member with a similar request. Staff members who sought to learn something about the reader's experience of Lee's book got high marks for quality of service. Surprisingly, participants also indicated that they would come back to these staff members with a similar request even in cases where the staff member could not suggest another title.

This research points out that readers are seeking connections—to the book, to the author, to the characters, and to other readers. In RE, the focus shifts from just suggesting a book to providing opportunities for connection, reflection, and further discovery. It's not the transaction that's important; it's the relationship. That relationship might be with the librarian who puts the book in the reader's hand, the author, or the characters. Ideally, it's all those things and more. To move this interaction more fully into RE, Friedli noted some steps she could have taken to deepen this reading relationship. Her reading tastes were not similar at all to Joanne's, so instead of suggesting a book she knew little about, Friedli used a title a coworker with tastes similar to Joanne's had recently enjoyed and shared. If this had not been an exercise, Friedli

PHOTOS COURTESY OF TOPEKA & SHAWNEE COUNTY LIBRARY



readers and that her father ran the local movie theater in her hometown. Because of this, books and magazines about Hollywood, movies, and movie stars were always present in her home. This recollection prompted Betsy to ask Johnson for books about the history of Hollywood and some movie star biographies. In 14 years of working with this reader, Betsy had never asked for titles like these.

Saricks’s question asks a reader to recover the experience of reading a book they enjoyed. When the reader shares this experience, it is as though the reader is rereading the book right in front of us. Johnson’s series of questions invites readers to reconnect with their reading lives. This transforms the task of finding another book into a reflection on what reading means to them.

**BUT WHAT DOES IT MEAN**

Over the past three-plus years, Topeka & Shawnee County Public Library set a mission to make Topeka & Shawnee County an engaged community of readers and then worked to align current and new services and initiatives with that statement.

Each of the initiatives (chart at right) require a level of staff understanding and knowledge to build and mold the relationship with Topeka’s community of readers. Several of these services were created during the pandemic at a time when people had time to read but opportunities to share were limited.

Creating these services gave readers a chance to find other readers in their community experiencing similar things. New initiatives created an opportunity for readers to find new authors and titles, increased their ability to understand what they like, expanded strategies for finding more titles, deepened their appreciation for reading, and supported readers in sharing their reading with others.

With the Personalized Browsing Service, customers

used an online form-based questionnaire to tell librarians what they were in the mood to read next. Librarians took that information, selected books that met the reader’s mood, and bundled them with a personalized card that explained why the books were chosen. This service was successful right from the beginning. It quickly morphed into a subscription service where librarians pulled books for customers each month (rather than requiring customers to contact the library each time they wanted more books). The same librarian would gather materials each month for the reader, thus allowing relationships to form.

Through this service, Ericsson built meaningful relationships with readers by writing them these cards and by asking them for feedback. Ericsson frequently received cards referring to her as a “lifeline” and a “saving grace” during the pandemic. She also received homemade, heartfelt thank-you gifts from customers. When Ericsson’s book picks missed the mark with a reader, the reader took great care to let Ericsson know they appreciated the time and attention she took to find them, but for one reason or another the books just did not suit. That information is sometimes more useful than gushing praise when looking for the next books to offer a reader.

Notice what is measured to validate this as successful service. It is not the number of books that Ericsson’s readers check out. It is not the number of transactions. It is the rich exchange between Ericsson and the readers she is serving. Those cards and emails, those “lifeline” and “saving grace” comments, tell us much more about the impact of this service on the lives of its users than check-outs ever could. They tell us that when it comes to reading, the library and its staff, as represented by Ericsson, are in an engaged, valued, and meaningful relationship with these readers. One that is as important as the books themselves.

**DISCOVERY, DISCERNMENT, ENGAGEMENT**

COVID taught us that for our users, the library is more than a physical space where books are organized for use by many. It is a network of relationships and experiences that lead to more examined and insightful lives. As we continue our struggle with the pandemic and its implications, reader engagement is a way for us to leverage our rich past, a challenging present, and our yet undetermined future to encourage readers to interact more fully with their libraries and thrive as members of an engaged community of readers.

**READER SERVICES AT TOPEKA**

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Red Carpet Delivery

---

**Personalized browsing service\***

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*The Bookmark* podcast

---

**Grab and Go bundles\***

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Community book discussions

---

**Book of the Week segment with local TV\***

---

Author visits

---

**Facebook Book Chat Live\***

---

Reading challenges through the year

---

**I Love This Book segments on social media\***

---

Book displays

---

**Top City Reads Facebook group\***

---

Writing events

---

**Top City Reads Together book discussions\***

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\*started during the pandemic

PHOTO COURTESY OF TOPEKA & SHAWNEE COUNTY LIBRARY



Trustee Education and Information  
Board Meetings  
2022

Trustee Education Topics

Date	Topic
January	Library Material Selection Policy and Expression of Concern Process
March	Resilience Gallery exhibit- what you can do with your library account
May	Strategic Planning Process
July	
October	
December	

Policy review

Date	Final Presentation and Vote
January	
February	
March	Library Material Selection Policy
April	
May	Program Policy and Exhibits and Display Policy
June	
July	Circulation Policy and Guidelines
August	
September	Customer Conduct Policy
October	
November	
December	

## Chief of Staff Report

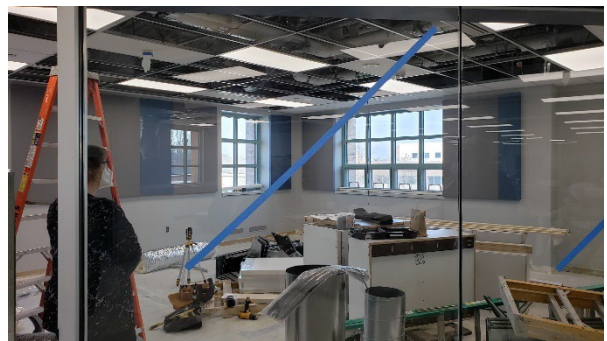
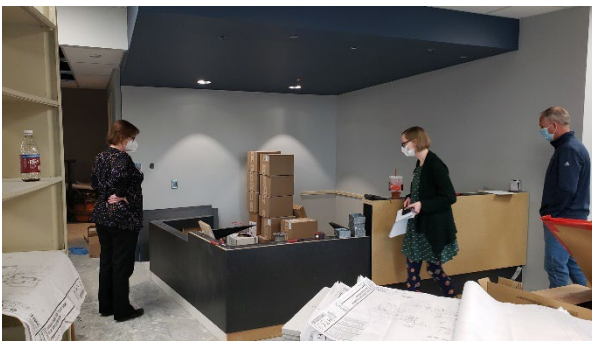
**Thad Hartman**

**March 11, 2022**

### ***Tech Zone***

Construction on the Tech Zone continues to advance on schedule with a few exceptions. We may be waiting on doors and a couple of pieces of the soft seating due to shipping and manufacturing delays. Neither of these things should postpone opening the space to the public. We are still planning on seeing it completed by the end of April with an opening date sometime in May.

Over the past month interior windows, the service desk, and sound baffling panels have been installed. An entryway into the penthouse was also created that will allow for much easier access to this space for our maintenance staff. Over the next month we'll see the tile installed in the restrooms, flooring laid, and the ceiling buttoned up. It is getting to that part of the project in which you can really see what it will look like and start to imagine how the space will function. It's very exciting.



### ***New Media Refresh***

One of the reasons for moving a large number of our public computers to the second floor was to make our New / Media room less chaotic and create a better-defined purpose for the space. We currently have a team of staff working on the details of redefining this space. This will not result in any construction but will require new shelving, furniture, and an updated layout, all of which are part of the Facilities Master Plan budget for 2022.

There is still work to be done and we won't go out for bids until the later part of 2022, but a lot of progress has been made. Once a plan is developed, we will present it at a future board meeting before any RFPs go out. I think we'll see a big improvement in that space, as well as setting the stage for changes to the wings in 2023.

### ***COVID Procedures***

Over the next week we are implementing several procedure changes based on improving community COVID indicators. Most of these changes are staff-related and this should remove most restrictions with a couple of exceptions. Changes that were implemented on Monday, March 14 include:

- Storytimes no longer require that attendees wear masks

- Current mask signs are replaced with different wording pointing to CDC guidelines and required mask times at the library
- Staff no longer need to report out of state travel
- Staff no longer need to fill out the weekly questionnaire

We have several other changes beginning Monday, March 21, including:

- Masks no longer required for staff unless they are:
  - Working the floor from 8AM – 9AM (*see Marie’s report for more details*)
  - Working on the Bookmobile
  - Working at a partner facility that requires a mask
- Plexiglass barriers removed in public areas
- Pod scheduling eliminated
- Staff gatherings allowed
- Staff can eat at their workstations
- Additional public computers reinstalled in Kids Library
- Public computer time limits increased to 3 hours
- Additional seating brought back in public areas

While masks will no longer be required for staff, anyone may choose to wear a mask even if the CDC community level is in the green or yellow. We plan to still provide masks for customers who wish to wear them.

We plan to wait until the community level is at green before removing the mask requirement on Bookmobiles and the Learn and Play Bus. We will continue to monitor the situation and may need to make changes throughout the year as things evolve. Hopefully our experience over the last couple of years will allow us to better anticipate the changes that need to be made and pivot as quickly as possible.

## Department Highlights

### Public Services – Information and Learning

**Debbie Stanton, Public Services Supervisor**

#### ***Civic Engagement***

Community Connections Librarian Lissa Staley presented at a national online workshop on moderating deliberative discussions. They had 165 participants from around the globe and Lissa was introduced with her fellow presenters as the top 9 moderators in the country. We’re very proud of our top moderator and the work she does locally in our library and our community.

#### ***Business and Careers***

Women leaders from across Topeka and Shawnee County will be participating in the library’s first Topeka EmpowHERment Summit in honor of Women’s History Month on Saturday, March 19 from 1-

5:30pm. Hear from women who are leading our community in many different fields and leave feeling inspired and uplifted. Business and Careers Librarian Meredith Snapp will be moderating the panel discussions and our Chief Executive Officer, Marie Pyko, will give the opening address. The event will be hybrid, with both in-person and online attendance. More information and online registration can be found here: <https://events.tscpl.org/event/6123197>



## Public Services

### Autumn Friedli, Supervisor – Readers Services

#### ***NBF Presents: The Power of Choice***

Join us on April 21<sup>st</sup> at 7pm for the National Book Foundation’s author event. National Book Award honored author and Kansas native Lucas Bessire ([Running Out: In Search of Water on the High Plains](#), 2021 Nonfiction Finalist) and Megha Majumdar ([A Burning](#), 2020 Fiction Longlist) examine how access and power operate in their work from an environmental disaster in the U.S. to a fictionalized nationalist uprising in India. Join the authors for readings and conversation moderated by Huascar Medina, Kansas Poet Laureate. Weather permitting, this event will be held in Claire’s Courtyard. Register for the event here: [NBF Author Event](#)

## Program Services

### Jacqueline Belden, Program Manager

#### ***The Month in Programs and Coming Up***

Library programming has been ramping up as spring takes hold! In February, we wrapped up the “BLUE” exhibit in the Alice C. Sabatini Gallery with events like First Friday and glassblowing. We celebrated Black History Month with a showing of the film *Boss: The Black Experience in Business*, the “Black Entrepreneurial Excellence” panel program, and, in partnership with the Topeka Chapter of the Links, Inc., “Unapologetic Boundaries: Historical Trauma of Black Women.” Our partnership with Prairieland Dogs was relaunched this month as well, allowing youth to practice their reading skills on a few sweet and furry friends at the library.

Coming up, look for programs in March through May to focus on the theme of resilience as we celebrate the unveiling of *Resilience: A Sansei Sense of Legacy* in the Gallery, a traveling exhibit making its debut

right here at TSCPL starting March 11! Join us for the Topeka EmpowHERment Summit on March 19 from 1:00 PM to 5:30 PM for panels by local women leaders. Also, mark your calendars for “The Power of Choice” on April 21 at 7:00 PM, an author event featuring Lucas Bessire and Megha Majumdar, presented in partnership with the National Book Foundation.

### ***Update on Public Technology Training from Shari Schawo***

“In February, there were two in-person computer classes. We covered how to access and enjoy eBooks with Libby to support customers as Overdrive switches over entirely to the Libby App. We also hosted Drop-in Computer & Gadget help this month. One-on-one technology help appointments continue to be popular, and we assisted 25 library customers in appointments this month.”

## **Youth Services**

**LeAnn Brungardt, Youth Services Supervisor**

### ***Dino Days***

Question: What makes more noise than a dinosaur? Answer: Two dinosaurs. Topeka Dino Days are here. In support of the four-month-long celebration, the library has activities planned throughout spring break. See details on the library events and the area exhibits here: <https://tscpl.org/dino-days>.

### ***Sound Factory***

Music is often important to teens as both a part of emotional development and as a creative outlet. With that in mind, Kody Stadler started a weekly come-and-go program focused on original music creation through the technical use of DAWs and MIDI keyboards, Sound Factory. The set up allows for individual and collaborative use and is appropriate for the beginner to the confident musician. It soft launched on March 4 as we wanted to test out equipment with small number of customers.

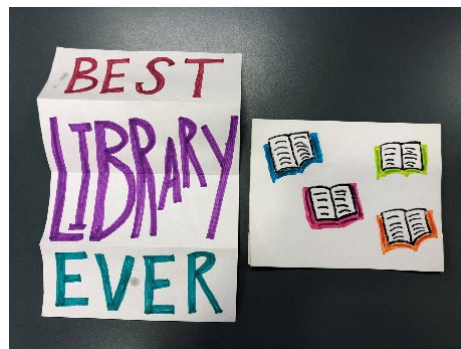
### ***Success Stories***

There are the formal net promotor scores that Robert Soria put together from customer survey for the library, and then there are the unsolicited reviews we get from kids. Two came my way this past month.

A mother and son pair from a neighboring community visited the library for the first time. Staff set them up with cards, showed them around the Kids’ Library, watched them play in the Family Zone, and assisted them with checkout. As they were leaving, the child who was no more than four said, “On a scale of 1 to 10, I give this library 1,000!”

Deborah Reiff reported that on a recent Saturday a family was in the Kids’ Library utilizing the computers and getting books.

Several of the kids asked for help locating materials on their varied subjects of interest. Just before they left, an older boy in the family was hanging out near the reference desk but claimed to not need any help. After a few minutes, he slipped a note of confidence and a drawing he had made to the staff. They accepted both enthusiastically and thanked him





## Community Services

**Patrick Berry, Community Services Supervisor**

### ***Welcome To Our New Team Member!***

After two rounds of interviews with several great candidates, we are excited to welcome Dawn Buttery to our Community Services Team. Dawn has come back to the library after a short stint at another organization. Previously, Dawn had served as an Outreach Storyteller. She will now serve as a Library Senior Associate. She is an exciting addition to this wonderfully creative team. Welcome, Dawn!

### ***Community Events***

The Adventurmobile visited the Topeka Lutheran School Family Reading Night. Our staff members had a great time and loved the interaction with the families. We are excited about being back out into the community and look forward to what Spring will bring for our group.

### ***Bookmobile Schedule***

The Community Services team along with the Program Manager, Jacqueline Belden and Chief of Staff, Thad Hartman, worked very hard to implement a schedule change on the bookmobiles starting on December 27, 2021. We have now been up and running on this schedule for 2 ½ months. In this time, our staff have been collecting data to not only see what attendance at each stop looks like, but also to see what activities our patrons are doing once they are on the bookmobiles. At this time, we are just starting the review of this data and will be working with Robert Soria and Shannon Eddings soon to compile the existing and future data into a form where we can see how best to serve our community members.

## Collections

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

### ***TSCPL @ School Program***

Writing on behalf of the TSCPL @ School team, I would like to provide an update on our program with area schools. We have 30,021 students enrolled in the TSCPL program. This is the distribution by participant district or school:

<b>District</b>	<b>Number of Students Enrolled in TSCPL @ School</b>
USD 345 Seaman	4,441
USD 437 Washburn Rural	6,604
USD 450 Shawnee Heights	4,714
USD 501 Topeka Public Schools	13,771
Hayden High School	491
<b>TOTAL</b>	<b>30,021</b>

Students are using their TSCPL @ School library cards to check out digital and physical library materials and to access online resources including databases. The first semester (September 1 – December 31, 2021) students in all districts checked out a total of 4,253 digital items and 553 physical items. We are tracking usage statistics by school district on a semester basis and also over the summer months.

In late March and early April, our three school liaisons Angie Reed, Natalie Moreland and Abigail Siemers will be leading a series of virtual meetings on Zoom with school librarians and teachers to share about the TSCPL @ School program. Additionally, the Washburn Rural district has invited us to participate in their regularly scheduled school librarian meetings. The success of our school program is directly connected to working directly with school librarians and teachers so that they are knowledgeable about how the program can benefit their work with students. We are excited about the work ahead in continuing to develop this program and to find new ways to connect students and teachers to public library resources.

## **Digital Services**

**David King, Digital Services Director**

### ***Public Website Project***

We are working with Imagemakers on final visual design and arrangement of pages and navigation, and we are working through identifying changes and fixes as needed. Imagemakers is working on final adjustments to the Search engine and have started working on account access functionality. They are also working connecting the Gallery's digital collection to the website.

### ***Network/System Admin Position opening***

We have hired someone! Our hiring team has chosen Jared Last for this position. Jared has been working in the DS department as a Computer Technician, which is great – he is already familiar with the library and many of our systems.

### ***Top Web Pages for February 2022***

1. Services Page: 2737 Pageviews
2. Great Gatsby post: 2667 Pageviews
3. Employment page: 1734 Pageviews
4. About Page: 1661 Pageviews
5. Creativity blog post: 1424 Pageviews
6. Get a library card page: 1201 Pageviews
7. My Account Page: 1117 Pageviews
8. Bookmobile schedule: 1113 Pageviews
9. June bride blog post: 939 Pageviews
10. Databases page: 883 Pageviews

### ***Social Media Highlights for February 2022***

#### **Facebook**

- Post about National Love Your Pet Day – reached 5460 people
- Video of the aquarium – reached 7900 people
- Post about Albert Woodfox event – reached 8792 people

### **Twitter**

- Judging a book by its book spine – 765 impressions
- Bookmobiles not running because of the weather – 449 impressions
- Post about new bookmobile wrap – 429 impressions

### **Instagram**

- Photo of Claire’s Courtyard – 929 impressions
- Libraries make SHHH happen button – 638 impressions
- Photo of Karen (staff member) – 606 impressions



**Resolution – Nominating Committee Appointments**

**BOARD OF TRUSTEES**

**March 17, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Nominating Committee appointments as presented:**

- **Jim Ramos**
- **Liz Post**
- **Beth Dobler**

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



**Resolution – Library Materials Selection Policy**

**BOARD OF TRUSTEES**

**March 17, 2022**

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

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_

# Library Materials Selection Policy

## Introduction

The Topeka and Shawnee County Public Library is organized under the laws of Kansas pursuant to KSA 1992 Supp. 12-1260 *et seq.* The Board of Trustees of the Library is authorized "...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services."

## Responsibility for Selection

The Board of Trustees delegates the responsibility for the selection of library materials to staff selected by the Chief Executive Officer whose education and experience prepare them for this important function

The appointed Library staff are to select materials reflecting the needs and interests of citizens of the library district and others granted privileges by the Board of Trustees, rather than the tastes, views, and interests of the selector. Satisfying the needs and interests of the community of users served is the goal of this selection Policy.

## General Selection Criteria

This Materials Selection Policy serves as the foundation for the creation and maintenance of all of the various collections of materials provided by the Library. Selection of all materials, whether through purchase or otherwise, is to be based on the principles described in this Policy.

Selection of any item does not constitute endorsement of the creator's viewpoint, nor does the Library endorse particular beliefs or views.

The Library does not act "in loco parentis." Parents or guardians are responsible to guide the selection of materials by their children.

While a single standard cannot be applied to each work, the following general criteria are to be used in selecting all Library materials:

- Importance and value to the library collection
- Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer
- Current appeal, popular demand, and timeliness
- Significance of the subject matter
- Local interest
- Availability or scarcity of materials on the subject
- Cost

- Level of difficulty and specialization
- Reviews, summaries, and descriptions of materials
- Format suitability for public library collections
- Accessibility to materials elsewhere in area libraries
- Physical quality and level of durability
- Inclusion in indexes, bibliographies, and standard lists.

### **Selection Criteria for Non-print Materials**

The selection standards above for print materials apply equally to non-print materials. However, an item need not meet all of the selection criteria for non-print materials, some materials must be judged primarily on the following:

- Artistic merit
- Scholarship
- As a valuable record
- As critical to the information needs of the community of users
- Substantial demand from the community of users.

### **Selection Criteria for Art**

In addition to the Selection standards above for print and non-print materials the following additional criteria must also be met in selecting works of art:

- No work will be knowingly acquired whose ownership or legality is questionable
- No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession.
- No work will be acquired without the consent of the Chief Executive Officer.
- Gifts of art to The Library Foundation with restrictions may not be accepted without approval of the Library Board of Trustees.

### **Deaccessioning**

The Board of Trustees delegates the responsibility to deaccession library materials to staff selected by the Chief Executive Officer whose education and experience prepare them for this important function.

#### **Criteria for Deaccessioning**

Any Library material which no longer satisfies the applicable Selection Criteria as described in this Policy may be deaccessioned in accordance with applicable statutes and other pertinent Library policies and procedures.

### **Labeling**

Label may be used to assist users in locating materials, but not to warn, discourage, or restrict access based on content, language, or theme.

### **Library Patrons' Opinions of the Collections**

The Board of Trustees recognize the importance of providing methods so that opinions from users regarding material selection can be voiced and dealt with promptly and courteously as outlined in the Expressions of Concern process found on the Library website and as appended hereto as Exhibit "A."

### **Document History**

Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

Adopted by the Library Board of Directors, September 14, 1983.

Revised October 21, 1985 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 20, 1985.

Revised November 6, 1987 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 18, 1987.

Revised June 16, 1993 by the Materials Selection Committee and with contributions from other staff.

Approved by the Library Board of Trustees, September 15, 1993.

Revised and approved by the Board of Trustees, September 18, 2003.

Revised and approved by the Board of Trustees, January 18, 2007.

Board of Trustees

Topeka and Shawnee County Public Library



# Library Materials Selection Policy

## Introduction

The Topeka and Shawnee County Public Library is organized under the laws of Kansas, ~~and is authorized under~~ pursuant to KSA 1992 Supp. 12-1260 et seq. The Board of Trustees of the Library is authorized. "...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services."

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## Responsibility for Selection

The Board of Trustees delegates the responsibility for the selection of library materials to ~~its~~ staff selected by the Chief Executive Officer whose education and experience prepare them for this important function. ~~A centralized Collection Development staff, a staff of seven individuals reporting to the Technical Services and Collection Development Supervisor Manager, is responsible for the selection and collection maintenance of materials as well as collection maintenance for the Topeka and Shawnee County Public Library. Curatorial professionals, reporting to the Public Services Supervisor, are responsible for the selection, display and maintenance of the library's art collection.~~

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~~Care is taken to build and maintain collections assure the greatest possible selection, representing many viewpoints, both with respect to authors and creators of materials, and to the customers with their divergent interests and information needs. The appointed Library staff The staff must are to select materials reflecting the scope of customer needs and interests. Selection must be is customized to of citizens of the library district and others granted privileges by the Board of Trustees, the community of customer served rather than be as a reflection of the tastes, views, and interests of the selector. This regard for Satisfying the needs and interests of the community of users served is at the goal heart of public library this selection Policy.~~

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~~Knowledge is the foundation of our democracy. The Topeka and Shawnee County Public Library strives to be an information center for the Topeka and Shawnee county community and to preserve and encourage the free expression of ideas essential to informed citizens. Because of the multiplicity and layers of literary and artistic creativity and the diversity of information, the library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial, contrary to the mainstream culture and even distasteful to some library users.~~

## General Selection Criteria

~~The Topeka and Shawnee County Public Library selects, acquires, organizes, and preserves library materials both of current interest and of permanent long term value. This Materials Selection Policy serves as the foundation for the creation and maintenance of all of the various~~

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collections of materials provided by the Library. Selection of all materials, whether through purchase or otherwise, is to be based on the principles described in this Policy. Selection of any item does not constitute endorsement of the ~~author~~ creator's viewpoint, nor does the Library endorse particular beliefs or views.

~~†The Library does not~~ cannot act "in loco parentis." ~~It is the responsibility of the p~~ Parents or guardians are responsible to guide the selection of materials by their children.

~~Content, quality of writing and readability are major considerations when selecting for the library's collections. Each of the following~~

~~This criteria is provided as a general guideline for consideration in purchasing all materials.~~

~~Included~~

~~in the collections are monographs (print), periodicals, videos, DVDs, audiocassettes, compact discs, realia, CD-ROMs, and subscription databases.~~

~~The criteria are It is not intended to exclude consideration of standards appropriate to particular formats of materials specific material formats.~~

While a single standard cannot be applied to each work, the following general criteria are to be used in selecting all Library materials ~~for purchase by the Topeka and Shawnee County Public Library:~~

- Importance and value to the library collection
- Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer
- Current appeal, popular demand, and timeliness
- Significance of the subject matter
- ~~Current appeal and popular demand~~
- Local interest
- Availability or scarcity of materials on the subject
- Cost ~~(under predetermined maximum by type of item)~~
- Level of difficulty and specialization
- Reviews, summaries, and descriptions of materials
- Format suitability for public library collections
- Accessibility to materials elsewhere in ~~this area's~~ regional ~~area~~ libraries
- Physical quality and level of durability
- Inclusion in indexes, bibliographies, and standard lists.

### The Library Collection Objectives

~~The Topeka and Shawnee County Public Library:~~

- ~~Provides collections of relevant materials that relate to the mission and roles of the library.~~
- ~~Develops collections covering a broad range of subjects and formats in order to meet the informational needs and interests of the entire community (city and county).~~
- ~~Develops the collections to include materials related to the learning needs of students~~

of all ages.

- Strengthens, through retrospective and in-depth collection building, those areas that are of significant value to the community (such as Special including local history and genealogy collections.)
- Participates in cooperative resource sharing with other Kansas libraries through Interlibrary Loan, such programs as the Interlibrary Development Grant Program (ILDGP) and Internet.
- Sponsors programs, events, and services related to the collections. Develops collections to enrich library programs, events, and services.
- Welcomes suggestions from the community of library users about additions and improvements to the collections.
- Seeks to create a friendly environment where users may interact with staff members and find ease of access to all the collections.
- Organizes materials so that they can be easily searched for and located.
- Subscribes to the LIBRARY BILL OF RIGHTS, the FREEDOM TO READ (appendix B) and the FREEDOM TO VIEW (appendix C) as defined and adopted by the American Library Association.

**Commented [CTE1]:** I am unaware whether the TSCPL Board of Trustees ever adopted these policies.

### **The Library Roles**

The Library Collections are, to a large degree, determined by the major roles that the Library has adopted and is set by the Library Board of Trustees and the Library Administration.

### **Library Collection Areas of Focus**

#### **Gifts to the Collection**

The Library accepts donations of books and other materials that are in good condition. The Library determines what kinds of materials that it will accept. Donated items may be added to the collection or given to the Friends of the Library.

#### **The Library Collection**

The Library Collections currently consist of all the books, periodicals, videocassettes, DVDs, CDROMs, compact discs, sound recordings, realia, online databases, and many other forms of document information held by the Library in all its units of service. consists of physical and digital materials and includes circulating and non-circulating collections.

The Collections include circulating and non-circulating materials. Decisions about whether an item circulates or not is based upon the intent of the collection and the need for availability and instant immediate access.

Library collections according to the American Library Association definitions, (Guidelines for Collection Development, ALA, 1979) may be designed to meet the following levels:

#### **Minimal Level**

A subject area in which few selections are made beyond basic works. Included in this

level are Popular Materials Collections defined under the role of the Popular Materials Library. The library features current, high demand, high interest materials for all ages in a variety of formats with sufficient duplication to meet demand. Bookmobiles base their collections upon this level, as do the units of service within the Library who seek the popular demand for reading, listening, and viewing materials.

#### **Basic Level**

A highly selective collection that serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field. Branch Libraries would include collections at the basic level.

#### **Study Level**

A collection which supports undergraduate and graduate course work, or sustained independent study...it includes a wide range of basic monographs, complete collections of important writers, selections from the works of secondary writers, a selection of representative journals and the reference tools and fundamental bibliographic apparatus pertaining to the subject. Generally the Collections of the Main Library include elements to both the Study Level and the Research Level.

#### **Research Level**

A Collection that includes major published source materials required for dissertations and independent research...it also includes all important reference works and a wide selection of specialized monographs, as well as, an extensive collection of journals and major indexing and abstracting services in the field.

### **Adult Collections**

#### **Purpose**

The Adult Collections are developed to meet the diverse needs and interests of the community with emphasis on fulfilling supporting the four major roles of the Library Library's mission, values and goals. Adult collections include physical and digital materials. Preference is given to materials that are reviewed or rated in standard selection tools sources. The Library will consider materials that are in advance demand prior to review, especially upon recommendation by library users and when such materials fall into the categories of high interest topics as those heavily promoted through media. The Library will consider purchasing materials ahead of their publication date, especially upon recommendation by library users or for high interest topics promoted through media.

#### **Sources**

Primary selection sources for adult materials include, but are not limited to, Booklist, Kirkus Reviews, Library Journal, New York Times Book Review, Publishers Weekly, and standard bestseller lists including those appearing in the New York Times Book Review and Publishers

Weekly.

**Formats**

Included are books, periodicals, audio, video, and electronic resources (including software, CDROM, and online databases). The formats chosen depend upon affordability and patron preference.

**Priorities for Purchase**

From time to time, social change or community interests will impact upon collection development and certain areas of the collection will receive high priority emphasis.

**Young Adult Collection**

**Purpose**

The Young Adult Collection bridges the gap in reading and interest levels between the Children and Adult Collections. It is intended to fulfill the needs of young persons for popular, recreational and topical reading that may be related to the needs of students.

**Sources**

Selection is made on the basis of positive reviews from standard library reviewing sources, some of which are dedicated solely to the review of materials for Young Adult users. Other sources include publisher catalogs, requests and suggestions from the collection's users. Standard reviewing sources include, but are not limited to Booklist, School Library Journal, and VOYA (Voice of Youth Advocates). Close attention is also paid to Internet resources and sites that report areas of popular interest.

**Formats**

Fiction and Non-Fiction print collections in hardback, softback, and periodical formats are included.

**Priorities for Purchase**

This is a collection oriented to selections of Popular Material. Fiction, in both hardback and softback editions, is generally a priority. However, the interests of Young Adults in certain topics may result in other priorities being chosen.

**Users**

Materials in the Young Adult Collection are of interest to those in the twelve to eighteen age groups (Middle School through High School; grades six through twelve).

**The Reference Collection Purpose**

The Reference Collection contains a wide range of materials in all of the Dewey classifications encompassing all subject areas of the collection. It includes print resources and online databases. Materials are classified "Reference" because of the recurring demand for the information they contain. The collection has been developed to meet the broad informational needs of the community but is not intended to serve as an Academic or Research Collection.

The scarcity of some information and/or the demand for it requires that a reference depository be maintained where certain information is always available to the staff and public. The high

cost of some printed sources makes the purchase of multiple copies not cost effective.

#### **Sources**

Criteria used in developing the collection may include: indexing, ease of use, authority and reputation of author and publisher, as well as cost. Input from staff and public help shape the development of the reference collection. Standard collection tools such as Choice, Booklist, Library Journal, etc. are used. Company representatives, brochures, websites, and catalogs are also consulted when selecting reference materials.

#### **Format**

The Reference Collection includes print resources and online databases.

#### **Priorities for Purchase**

The focus of the reference collection is on providing to provide resources designed to meet the basic research and information needs of Topcka and Shawnee County. The collection has been developed to meet the broad informational needs of the community but is not intended to serve as an academic or research collection. Staff will make decisions of format based on cost, usefulness, reliability, and accessibility. The print collection will not attempt to duplicate information available via online databases or readily available from standard Internet resources.

#### **Users**

The Collection serves the information needs of the general reader.

### **Children's Collections Juvenile and Young Adult Collections**

#### **Purpose**

The Children's Collections Juvenile and young adult collections contain print and digital materials appropriate to the needs and interests of from infancy through sixth grade children from birth to adulthood. Juvenile and young adult collections support the goals of the Library with special emphasis placed on goals focused on child development and educational success. The collections also include materials of interest to adults concerned with these age groups. The collections strive to present a variety of points of view perspectives to enable children and young adults to better understand their world and confidently make choices as individuals, readers and learners. Materials are selected to reflect the wide spectra of reading, comprehension, and maturity levels present in this population, as well as for cultural diversity. Materials are selected to reflect the diverse needs, interests, and learning styles of juvenile and young adult customers. Not every item in these collections is appropriate for every child. However, the Library cannot act "in loco parentis." It is the responsibility of the parent or guardian to guide the selection of materials by their children.

#### **Sources**

Selection of materials is primarily made on the basis of positive reviews from standard library reviewing sources (e.g., School Library Journal, Booklist, Kirkus, etc.) Some materials are selected from vendors' or publishers' catalogs or websites when no reviews are readily available. This is especially true of non print items. When there are no reviews available, the other general selection criteria are used. Patron suggestions are given serious consideration.

### Formats

The Children's Collections include: books, magazines, sound recordings, videos, DVDs, CDROMs, pamphlets, online databases, and realia.

### Priorities for Purchase

Materials are selected to meet the Children's Door to Learning and the Popular Materials Library roles adopted by the Library Board of Trustees. While materials are selected that help fulfill the needs of elementary aged students, the Library does not interpret curriculum support as a role. Thus, textbooks (often found in school media centers) are not purchased.

### Users

The primary users are children of Topeka and Shawnee County. Users also include family members, those working with children, children's caretakers and students of children's literature.

## The Media Collections

### Purpose

The Topeka and Shawnee County Public Library, in order to serve the community's needs and interests for educational, informational, and entertainment materials in non-print formats, selects, makes available and encourages the use of videos, DVDs, CDs, audio cassettes, CDROMs, including physical media and digital collections, and online formats. Materials in all genres/subjects, by many different artists/producers, will be collected as long as provided that the subject material and its treatment is deemed suitable to its particular format. The collection includes media content in a variety of genres and subject areas by many different creators.

### Selection Criteria for Non-print Materials

The selection standards above for print materials apply equally to non-print materials. Materials are evaluated as a whole and not on the basis of particular scenes or segments.

A work will not be excluded from the collection, because it presents an aspect of life honestly or because it exhibits frankness of expression. However, an item need not meet all of the selection criteria for non-print materials, to be acceptable. In some cases, materials must be judged primarily on the following:

A work will not be excluded from the collection, because it presents an aspect of life honestly or because it exhibits frankness of expression. However, an item need not meet all of the selection criteria for non-print materials, to be acceptable. In some cases, materials must be judged primarily on the following:

- Artistic merit
- Scholarship
- As a valuable record
- As critical to the information needs of the community of users
- Substantial demand from the community of users.

Some items are judged primarily in terms of artistic merit or documentation of the times, while others are selected to satisfy the recreational and informational needs of the community. Changes in technology require the library to constantly frequently evaluate the formats available in the media collection. The library may decide to add new formats as they become

more cost-effective, readily available, and popular. Decreased popularity, selection, shelf space and availability of a format may require that format be removed from the library's collection.

#### **Sources**

Selection is based upon reviews in professional review sources such as: Halliwell Film Guide, The Motion Picture Guide, Library Journal, Booklist, Video Review, Video Rating Guide for Libraries, Children's Video Report, Librarian's Video Review, Leonard Maltin's Movie and Video Guide, R. Ebert's Movie Home Companion, McGill's Survey of Cinema, Schwann's Music Guide, Spector and/or Rolling Stone. In addition many online resources are used such as Internet Movie Database, Rotten Tomatoes, and Allmusic.com.

#### **Evaluation**

The collection is continually evaluated in terms of circulation performance, currency, content inclusion, scope, depth of coverage and popularity. All materials are continually analyzed for subject strengths, weaknesses and omissions. Continuous weeding and responsible replacement of damaged/lost material aid in maintaining a collection that reflects changing community needs and Library goals.

### **Special Collections**

#### **Purpose**

Special Collections assumes an important role in the community by being an informational resource on "the book"—its origins, development, and future. Providing some of the best examples of the book as an art form is one of the main purposes of this collection.

#### **Sources**

Sources for selection include:

- Online sources
- Antiquarian booksellers
- Publishers' catalogs
- Book reviews
- Bibliographies in specialized publications
- Trade and professional journals
- Auction catalogs
- Donors
- Collectors

Since this collection is archival and of an historical nature, selections and additions are made to the collection regardless of reviews.

#### **Formats**

This collection contains:

- Books
- Books as Art (Artists Books)
- Broad sides
- Portfolios

#### **Priorities for Purchase**

This collection represents examples of the book as art, miniature books, limited edition books,



antiquarian books, pop-up books, children's books, and other rare and unusual book forms. Scholarly fine arts books in the Moses Collection support and enhance the Sabatini Gallery and its exhibits and collections.

Special Collections has priorities in the subjects chosen and include:

- Books as Art
- Book evaluation
- Conservation
- Bookplates
- Collectors and collecting
- Illustrators and illustrating
- Special bindings
- Bookmaking
- Typography
- Printers and printing
- Rare items

#### **Users**

The Collection serves the information needs of students, researchers, and the public with an interest in this area.

### **The Topeka Room**

#### **Purpose**

The Topeka Room collection contains books, maps, and audiovisual materials written, illustrated, produced, or published by Topekans or about Topeka and other cities and unincorporated areas in Shawnee County. Collections in the Topeka Room are selected for their role in telling the story of Topeka and Shawnee County. As this collection is archival and of an historical nature, selections and additions are made to the collection even when no professional review is available. Priority is given to maintaining a collection that includes a diverse selection of perspectives including the narrative experiences of local communities under-represented in standard sources about the city and county. The collection includes an extensive archive of unpublished materials including photographs, ephemera and realia. Archival items are included in publicly accessible vertical files and in secure off-floor storage accessible to researchers by appointment. Donations to the archives collection are made by Deed of Gift through the Library Foundation. The Topeka Room is also home to an extensive vertical file collection which covers focused on topi Topeka and Shawnee County topics such as schools, businesses, churches, homes, and local events.

#### **Sources**

Sources for selections to the collection may include in the collection include:

- Local newspaper reviews
- Suggestions from colleagues and community members
- Patron requests
- Local publications
- Antiquarian booksellers
- Online sources

- Donors

Since this collection is archival and of an historical nature, selections and additions are made to the collection regardless of reviews.

**Formats**

The collection contains: (question: do we want to be this specific in outlining formats?)

- Materials relating to Topeka and Shawnee County history, businesses, buildings, institutions, arts, and individuals
- Books (including family histories)
- Prints
- Manuscripts
- Sheet music
- Broad­sides and paper ephemerae
- Realia
- Directories
- Clippings and photographs
- Periodicals and neighborhood newspapers
- Postcards
- Maps
- Audiovisual materials

**Priorities for Purchase**

A concerted effort is being made to obtain primary and secondary materials on Topeka and Shawnee County from all periods.

**Users**

The Collection is intended for those needing to research local history topics.

## The Genealogy Collection

**Purpose**

The Genealogy Collection includes materials of a broad and general nature to assist customers in genealogical research. Items are carefully chosen to benefit the maximum number of beginning and advanced genealogy researchers. However, special attention is paid to materials that would benefit researchers in Topeka and Shawnee County. In general, family histories are not purchased, but are welcome donations may be accepted as donations.

**Sources**

Sources for selection include:

- Catalogs Online Resources
- Patrons requests
- Suggestions from colleagues
- Reviews in journals
- Gifts

**Formats**

The Genealogy Collection contains circulating and reference print materials including:

- Handbooks of procedure

- Indexes
- Bibliographies
- County histories
- Atlases
- Civil War materials
- Periodicals
- Online databases

Appropriate titles, such as how-to books, are purchased in duplicate for the circulating collection.

## **The Kansas Collection**

### **Purpose**

Formerly the Kansas Center for the Book Collection, the materials that comprise this reference collection include monographs, collected stories, poetry and drama written or illustrated by Kansans or about Kansas.

### **Sources**

Selections may be made regardless of available review sources since this is an archival collection. Specialized sources in addition to the general selection tools used by librarians in other areas of the Library are used to select material for the Kansas Collection.

These sources include:

- Reviews in local, state, and regional news sources
- Newsletter
- University presses
- Small Kansas presses
- Bookstores that specialize in regional material
- Kansas State Historical Society
- Library collections throughout Kansas
- Kansas writers' groups
- Special notification by Kansas authors themselves, either verbal or written
- Suggestions from colleagues
- Online sources
- Auction catalogs
- Donors

### **Formats**

- Books
- Maps
- Broadside
- Ephemera
- Realia

### **Priorities for Purchase**

It is the intention of the Kansas Collection to focus on Kansas authors, illustrators, and significant historical works relating to Kansas.

## **Users**

This archival collection is used in educational displays, programming, and research.

**Red Carpet Services** While the greater part of the Red Carpet Services Collection is devoted to Large Print materials, the Assistive Listening Devices, Low Vision Aid Collection and Therapeutic Activity Collections are made up of realia.

### **Assistive Listening Devices**

#### **Purpose**

The purpose of the assistive listening device collection is to enable hard of hearing individuals to try out and receive consumer information before making a purchase. The library does not sell this equipment but does provide resources where it may be purchased.

#### **Sources**

Sources for the collection include:

- Recommendations by audiologists
- Recommendations by users of assistive listening devices
- Patron requests

#### **Formats**

The Assistive Listening Device collection includes devices that are:

- Alerting devices, such as door knock sensors, smoke alarm alert systems, amplified alarm clocks, etc.
- Assistive listening devices, such as a TV listening system, a Pocketalker for personal amplification, tour guide system, etc.
- Telecommunication devices, such as amplified phones, portable phone amplifiers, TTYs, etc.

### **The Low Vision Aid Collection**

#### **Purpose**

The purpose of the low vision aid collection is to enable visually impaired individuals to test and receive consumer information before making a purchase. The library does not sell this equipment but does provide resources where it may be purchased.

#### **Sources**

Sources for the collection include:

- Recommendations by medical personnel: optometrists, ophthalmologists and opticians
- Recommendations by users of low vision aids
- Patron requests

#### **Formats**

The collection includes magnifiers:

- Available in a variety of strengths
- Lit and unlit
- Hand held and hands free
- Closed circuit devices
- Designed for specific purposes, such as watching TV or using the computer

### **Therapeutic Activity Collection**

### **Purpose**

The purpose of the therapeutic activity collection is to provide activities enjoyable and/or challenging for the older adult. The collection includes materials for activities, programming and games for use by older adults, caregivers and activity directors.

### **Sources**

- Recommendations from those working with older adults: activity directors, social workers, therapists, caregivers, etc.
- Older adults' suggestions
- Recommendations received at conferences, workshops, seminars and programs about older adults
- Professional journals and activity catalogs devoted to older adults

### **Formats**

Included in this collection:

- Physical games and activity materials with a variety of physical adaptations
- Multi-sensory, multi-media materials for therapeutic use.
- Materials intended for intellectual stimulation
- Materials that encourage use of memory and reminiscence

## **Adaptive and Large Print Collection**

### **Purpose**

The Adaptive and Large Print Collection includes materials intended to enrich the lives of customers with low vision or hearing and other adaptive needs. This collection includes large print materials, adaptive devices and therapeutic activity collections. The adaptive collection includes items that enable visually impaired or low hearing individuals to try out equipment and receive consumer information before making a purchase. This collection also includes therapeutic activity collection materials for activities, programming and games for use by older adults, caregivers and activity directors.

The library provides resources to help customers make more informed choices when purchasing items. The library does not provide specific equipment recommendations or endorsements and does not sell equipment.

### **Sources**

Sources for the collection include:

- Recommendations by medical professionals
- Recommendations by users of the collection
- Recommendations from professional literature and conferences

### **Formats**

The collection includes:

- Materials with a larger font size to make reading easier for those with low vision. The large print collection includes many of the same authors and materials found in the adult collection.
- Assistive listening devices
- Magnifiers
- Multi-sensory, multi-media materials for therapeutic use
- Materials intended for intellectual stimulation

## The Alice C. Sabatini Gallery and TSCPL Art Collection

### Purpose

The function of the Alice C. Sabatini Gallery is to enrich the lives of library customers by presenting exhibitions of art in a formal setting, and to serve as a cultural center for Topeka and Shawnee County. The Alice C. Sabatini Gallery is a destination for engaging experiences with art, history and culture. The Gallery staff will collect; preserve, through proper archival management; maintain records; exhibit collections of art from the permanent collections; as well as provide selected, temporary exhibitions of art from other collections and artists representing quality in the arts and crafts. The Gallery's permanent art collection supports library exhibits. Gallery collection staff follow American Alliance of Museums (AAM) Code of Ethics to ensure that all decisions and practices support the mission of the Library. All works selected for addition will correlate with the current scope of the Library's art collections.

### Historical Perspective (Do we need to include historical information?)

In the early days of the Library, and in the absence of a fine arts gallery in the city of Topeka, patrons presented works of art to the Library. Often, bequests from personal estates came to the Library with the express purpose of making quality works of art available for public display in the city's finest cultural institution. Over the years, gifts to the Library, combined with the Library's own acquisitions of art works, have developed the collection's scope, content, quality, and value.

### Scope (Do we want to maintain this level of detail in scope?)

- Paintings include portraits, landscapes, and contemporary works
- Graphics include drawings, constructions, mixed media and prints in a variety of techniques
- Art glass collections include glass objects of the Victorian/Art Nouveau Periods of the United States and Europe, contemporary glass, and antique and contemporary glass paperweights.
- Ceramics include a collection of Art Nouveau pieces through contemporary works by artists with regional and national representations
- Metalwork includes sculpture and miniature bronze weights and related miscellaneous items.
- Sculptures include plaster period works, marble, metal, dolls, and wood pieces

representing various historical periods and ethnic groups.

- Textiles include Early American, Eastern and Oriental pieces, mostly representative of 19th century decorative arts
- Chinese decorative arts include pewters, snuff bottles, ceramics, and furniture.
- Tribal art includes representative pieces that originated in Africa, Native America, and South Sea Islands.
- Antique and modern designer furniture
- Hand-produced artists' books and book-as-art objects

#### Priorities for Purchase

- Acquire items to develop and expand the quality and value of existing collections
- Acquire art produced by Kansas artists who have attracted strong recognition and attention
- Select works of art by artists living in Kansas, or in the Midwest; and by artists, who may not be residents of Kansas, but who represent Kansas themes in their works.

#### Acquisition of Works Selection Criteria for Art

In addition to the Selection standards above for print and non-print materials the following additional criteria must also be met in selecting works of art;

- All purchased works shall relate to the overall active collection purpose and/or history of the Library's cultural role in the arts, and follow the collection guidelines and collection plan. All purchased and donated works shall follow the Gallery's collection guidelines and collection plan.
- No work will be knowingly acquired whose ownership or legality is questionable.
- No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession.
- No work will be acquired for the collection without the consent of the Library Director Chief Executive Officer.
- Gifts of art to The Library Foundation offered to the Library with restrictions may not be accepted without approval of the Library Board of Trustees.
- Works will be acquired from a variety of sources; including library art exhibitions and shows, area galleries, personal collections, museum exhibitions, individual artists, sales and auctions, as well as catalogs of works for sale.
- New works may be acquired via exchange of existing works in the collection. The exchange is to be treated as an acquisition of the new work and a de-accession of the old work, each subject to the required approval of the Chief Executive Officer and Board of Trustees.

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Commented [CTE2]: This requirement addresses acquisition process, not selection.

#### Loan of Art Pieces

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Works or exhibits may be loaned to and from the collection. All loans require a written loan agreement and must be approved by the Chief Executive Officer. All loans must comport with applicable state law and existing Library policies.

#### **Deaccessioning of Art Pieces**

Any item selected for removal from the permanent collection must be presented first to the **Director** Chief Executive Officer of the Library for consideration and follow the **collection** Gallery's guidelines and collection plan.

**Commented [CTE3]:** The TSCPL statute does not permit loaning of library materials.

Any item with a value of \$1,000 or more must be presented to the Library Board of Trustees before it may be offered for sale or transferred to another museum or individual for trade.

The following conditions indicate an item may be deaccessioned:

- When objects are no longer relevant to the collection or do not meet the purpose or priorities of the collection as stated above.
- When objects or works are deteriorating, or are in danger of deterioration, and are beyond the Library's capability of restoration or repair.

All de-accessioned works must be disposed pursuant to applicable state law and existing Library policies.

#### **Deaccessioning in all other Library Collections**

Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Each separate collection within the Topeka and Shawnee County Public Library has predetermined formulas for weeding (removal of library items from the collections). Factors considered in the examination of materials for removal include:

- Accuracy: if this is now misleading or inaccurate
- Physical condition: if it is in poor condition and not repairable
- Dated: if it is superseded by a new edition or by newer and better information on the subject
- Significance: if it is of no discernible merit
- Usage and relevancy: if it lacks usage and is irrelevant in this collection
- Circulation: if it has not circulated or been used for a long time
- Withdrawn items may be given to the Friends of the Library for resale

#### **Deaccessioning**

The Board of Trustees delegates the responsibility to deaccession library materials to staff [selected by the Chief Executive Officer](#) whose education and experience prepare them for this important function.

#### **Criteria for Deaccessioning**



Any Library material which no longer satisfies the applicable Selection Criteria as described in this Policy may be deaccessioned in accordance with applicable statutes and other pertinent Library policies and procedures.

### Labeling

~~The Library labels collections to facilitate access by making it easier for users in customers to locate materials, but The Library does not label materials to warn, discourage, or restrict access based on a value judgment of the content, language, or themes of an item.~~

### Library Patrons' ~~Suggestions~~Opinions about the Collections

~~The Topeka and Shawnee County Public Library Board of Trustees recognize the importance of providing methods whereby users opinions from the public users regarding material selection can be voiced. The Library Administration and Staff seriously consider Library patron suggestions. Appendix D is the Form for Statement of Concern about Library Resources. Completion of either of these forms does not guarantee either accession to the collection or removal from the collection, but does insure that attention of Library administration and staff to user opinion, interests and concerns.~~

### Expressions of Concern

~~The Topeka and Shawnee County Public Library recognizes that some materials or content are controversial or offensive. The Library's role is to provide materials which will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves materials they do not approve of, they may not restrict the freedom of access to others. The Library welcomes any expression of concern.~~

~~Customer concerns will be and dealt with promptly and courteously as outlined in the Expressions of Concern process found on the Library website and as appended hereto as Exhibit "A."~~

~~of Concern Process.~~

### Expressions of Concern Process

- ~~1. Topeka and Shawnee County Public Library staff will listen to the customer's concerns. Library staff will give the customer a copy of the Materials Selection Policy and explain the Library's selection process. If the customer wishes, s/he may also discuss concerns with the library's director Chief Executive Officer.~~
- ~~2. After discussion with library staff, an individual or group still concerned about library material may submit an official statement using the "Statement of Concern about Library Resources" form.~~
- ~~3. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor technical services and collection development manager in consultation with the library director library~~

administration. This committee will meet and the collection development supervisor technical services and collection development manager will prepare a written report of the committee's determination for both the Library Board of Trustees and to the individual or group who submitted the concern.

4. An individual or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee named to hear the concern.

### Statement of Concern about Library Resources

This form may be used to express concern regarding the library collection, programs, displays/exhibits, computers for public use, or meeting rooms.

Concerns will be dealt with promptly and courteously.

#### Expressions of Concern

1. Library staff will first discuss the resource with the concerned individual or group and supply a copy of the appropriate policy.
2. After discussion, if the individual or group wishes, they may discuss their concerns with the Library Director.
3. An individual or group still concerned about library resources may submit an official statement using this "Statement of Concern about Library Resources" form.

#### Formal Process

1. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor technical services manager in consultation with the library director library administration.
2. The collection development supervisor technical services and collection development manager will prepare a written report of the committee's determination which will be submitted to the Library director and the individual or group who submitted the concern.
3. An individual or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee.

Complete this form and return it to:

Topeka and Shawnee County Public Library,  
Attn: Executive Director, Chief Executive Officer  
1515 SW 10th St., Topeka, Kansas 66604

(Form follows on next page. Use the other side of the form or attach additional pages as necessary.)

Today's Date \_\_\_\_\_

Name of Individual or Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Email \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

#### 1. Resource of concern

Book or Magazine  Video/DVD  Audio recording/CD  Electronic information

Title, author, artist \_\_\_\_\_

Library program  Display/exhibit  Meeting room  Other \_\_\_\_\_

Title, date, time, location \_\_\_\_\_

**2. Have you:**

Read the Book or Magazine  Viewed the Video/DVD

Listened to the Audio recording/CD  Viewed the Electronic information

Attended the Library program  Viewed the Display/exhibit

Attended the Meeting  Other \_\_\_\_\_

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

20

**3. How did you find out about the resource(s)?**

**4. What are your concerns about the resource(s)?**

**5. What action do you seek as a result of your concern?**

**Document History**

Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

Adopted by the Library Board of Directors, September 14, 1983.

Revised October 21, 1985 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 20, 1985.

Revised November 6, 1987 by the Materials Selection Committee.

Approved by the Library Board of Directors, November 18, 1987.

Revised June 16, 1993 by the Materials Selection Committee and with contributions from other staff.

Approved by the Library Board of Trustees, September 15, 1993.

Revised and approved by the Board of Trustees, September 18, 2003.

Revised and approved by the Board of Trustees, January 18, 2007.

Board of Trustees

Topeka and Shawnee County Public Library

**Appendix A—Library Bill of Rights**

**Library Bill of Rights**

~~The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.~~

~~I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.~~

~~II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.~~

~~III. Libraries should challenge censorship in the fulfillment of their responsibility to provide~~

information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

**Library Bill of Rights** courtesy of the American Library Association.

Appendix B — Freedom to Read

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

*1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.*

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.*

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or*

private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.* To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off

literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.* The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.* It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.* The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of

all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association

Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

**The Freedom to Read Statement** is courtesy of the American Library Association.

Appendix C — Freedom to View

## **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a

diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

Freedom to View Statement is courtesy of the American Library Association



## Appendix A

### Expressions of Concern Process

1. Topeka and Shawnee County Public Library staff will listen to the customer's concerns. Library staff will give the customer a copy of the Materials Selection Policy and explain the Library's selection process. If the customer wishes, s/he may also discuss concerns with the library's director Chief Executive Officer.
2. After discussion with library staff, an individual or group still concerned about library material may submit an official statement using the "Statement of Concern about Library Resources" form.
3. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor technical services and collection development manager in consultation with the library director library administration. This committee will meet and the collection development supervisor technical services and collection development manager will prepare a written report of the committee's determination for both the Library Board of Trustees and to the individual or group who submitted the concern.
4. An individual or group may submit a written request to the Library's Board of Trustees if not satisfied with the decision of the committee named to hear the concern.

## Statement of Concern about Library Resources

This form may be used to express concern regarding the library collection, programs, displays/exhibits, computers for public use, or meeting rooms.

Concerns will be dealt with promptly and courteously.

Complete this form and return it to:  
Topeka and Shawnee County Public Library,  
Attn: Chief Executive Officer  
1515 SW 10th St., Topeka, Kansas 66604

Today's Date \_\_\_\_\_

Name of Individual or Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### 1. Resource of concern

Book or Magazine     Video/DVD     Audio recording/CD     Electronic information

Title, author, artist \_\_\_\_\_

Library program     Display/exhibit     Meeting room     Other \_\_\_\_\_

Title, date, time, location \_\_\_\_\_

### 2. Have you:

Read the Book or Magazine

Viewed the Video/DVD

Listened to the Audio recording/CD

Viewed the Electronic information

Attended the Library program

Viewed the Display/exhibit

Attended the Meeting

Other \_\_\_\_\_

**3. How did you find out about the resource(s)?**

**4. What are your concerns about the resource(s)?**

**5. What action do you seek as a result of your concern?**

## Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
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[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression



## **Resolution – Bid for Tech Zone Studio and Team Room Equipment**

### **BOARD OF TRUSTEES**

**March 17, 2022**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Kansas City Audio-Visual, Kansas City, Missouri, in the amount of \$77,187 for Tech Zone Studio and Team Room equipment. \$49,293.13 shall be paid from the State Aid Fund and \$27,893.87 shall be paid from the General Fund, Special Projects line item.**

#### **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. This new space will allow staff to focus more 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.

This bid package includes technology and equipment for the new Tech Zone. This includes the tables, monitors, speakers, and microphones for the small meeting rooms and the equipment needed for both recording studios.

This bid package does not include the majority of the furniture that will go in this space. The rest of the furniture was included in a separate bid process earlier in 2022. Some computers have already been purchased and are currently in use in the library and will be moved to the Tech Zone once it is complete.



## **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 a technology plan. Equipment was identified, specifications were developed, and a Request for Proposal was created.

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) was originally issued January 13, 2022. 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. Bids were due on February 3, 2022. During this process we received feedback from vendors that some the specifications were difficult to adhere to for many bidders. The library decided to restructure the RFP in order to allow more bidders to participate. The updated RFP was posted on February 14, 2022 with bid receiving due on March 7, 2022.

Bids were received at a public meeting over Zoom at 2:00 PM, March 7, 2022. Three bids were received before the bid deadline; all were submitted electronically.

## **Staff Recommendation:**

The low bid was from Kansas City Audio Visual, Kansas City, MO. The equipment quoted was reviewed and it was determined that it met all the necessary criteria. The library has also worked with Kansas City Audio Visual on the Learning Center project and had a positive experience.

TSCPL staff recommends the bid of \$77,187 submitted by Kansas City Audio Visual, Kansas City, MO, be approved for Tech Zone Equipment.

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_

Bid Totals

Cytek Media Systems	Kansas City Audio-Visual	SKC Communications
Topeka, KS	Kansas City, MO	Shawnee, KS
\$93,201	\$77,187	\$79,142.77

	2022												2022 YTD	2021 YTD	Annual % Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
<b>CIRCULATION*</b>																	
<b>Main Library</b>																	
TSCPL Curbside	4,432	3,654															8,086
Circulation Desk & Renewals	32,550	31,004															63,554
Interlibrary Loan	1,202	1,116															2,318
Self-Check	41,180	38,566															79,746
<b>Bookmobile</b>	5,097	4,732															9,829
TSCPL@Home	3,836	2,420															6,256
<b>Red Carpet</b>	5,656	4,769															10,425
<b>Digital Downloads</b>	52,207	47,653															99,860
<b>Library @ Work / Smartlocker</b>	1,766	1,747															3,513
<b>TOTAL CIRCULATION</b>	<b>147,926</b>	<b>135,661</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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>283,587</b>
* Includes first-time checkouts and renewals																	
<b>CIRCULATION DETAILS</b>																	
Print Material	60,257	56,195															116,452
Audio/Visual Material	29,306	27,127															56,433
Adult Materials	53,323	49,426															102,749
Children's Materials	27,312	25,810															53,122
Young Adult Materials	2,571	2,373															4,944
Red Carpet Materials	6,357	5,713															12,070
<b>Net Promoter Score (NPS)</b>																	
Monthly NPS	89.8	94.1															94.1
Monthly # of Responses	49	51															100
Current NPS	84.7	85.0															85.0
<b>NEW Patrons</b>																	
Topeka / Shawnee County																	
Adults	438	407															845
Children (ages 17 and under)	100	64															164
Red Carpet Outreach	9	3															12
NEKL	81	63															144
Non-Resident	0	0															0
<b>Total New Registrations</b>	<b>628</b>	<b>537</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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,165</b>
<b>PATRONS DELETED</b>	<b>205</b>	<b>129</b>															<b>334</b>
<b>BORROWERS</b>																	
Topeka / Shawnee County																	
Adults	57,830	58,213															58,213
Children (age 0 - 17)	14,739	14,699															14,699
TSCPL @ School	25,587	25,585															25,585
Red Carpet Outreach	1,173	1,183															1,183
NEKL	8,467	8,538															8,538
Non-Resident	89	89															89
Delinquent	101	101															101
<b>TOTAL BORROWERS</b>	<b>107,986</b>	<b>108,408</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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>108,408</b>
<b>Holds Satisfied</b>	<b>16,395</b>	<b>14,270</b>															<b>30,665</b>
<b>TOTAL CHECK-IN</b>	<b>56,230</b>	<b>50,711</b>															<b>106,941</b>
<b>COLLECTION</b>																	
Materials Added	3,481	2,749															6,230
Materials Discarded	2,690	3,558															6,248
<b>TOTAL COLLECTION</b>	<b>371,309</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,500</b>	<b>370,518</b>

	2022												2022 Total	2021 YTD	Change 20 TO 21%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>WEBSITE</b>																
tscpl.org Unique Visitors	34,412	35,651												70,063	58,742	19.3%
tscpl.org Total Visits	55,438	54,386												109,824	100,832	8.9%
catalog.tscpl Unique Visitors	16,875	18,017												34,892	26,440	32.0%
catalog.tscpl Total Visits	39,879	37,983												77,862	76,658	1.6%
<b>NOTARY SERVICE</b>	<b>151</b>	<b>147</b>												<b>298</b>	<b>64</b>	<b>365.6%</b>
<b>REFERENCE QUESTIONS</b>																
<b>Public Services</b>	<b>9,205</b>	<b>8,295</b>												<b>17,500</b>	<b>5,116</b>	<b>242.1%</b>
Media	3,599	3,157												6,756	0	N/A
Call Center	4,288	3,856												8,144	4,264	91.0%
Stacks/Team RM	352	475												827	0	N/A
Topeka Room	168	242												410	0	N/A
Gallery	353	251												604	0	N/A
LibAnswers	445	314												759	852	-10.9%
Plaza**														0	0	N/A
Youth Services	1,399	1,523												2,922	0	N/A
<b>TOTAL REFERENCE QUESTIONS</b>	<b>10,604</b>	<b>9,818</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>0</b>	<b>0</b>	<b>20,422</b>	<b>5,116</b>	<b>299.2%</b>
<b>GATE COUNT</b>	<b>23,639</b>	<b>22,541</b>												<b>46,180</b>	<b>17,695</b>	<b>161.0%</b>
<b>MEETING ROOMS</b>																
Meeting Room Bookings	317	349												666	257	159.1%
Team Room Bookings	772	342												1,114	0	N/A
Total Meeting Room Hours Booked	1,737	2,162												3,899	2,067	88.6%
<b>TOTAL ATTENDANCE</b>	<b>2,582</b>	<b>2,788</b>												<b>5,370</b>	<b>264</b>	<b>1934.1%</b>
<b>LEARN &amp; PLAY BUS VISITS</b>	<b>50</b>	<b>47</b>												<b>97</b>	<b>0</b>	<b>N/A</b>
<b>PROGRAM ATTENDANCE</b>																
Adult - General	1,241	631												1,872	1,061	76.4%
Kids - Early Learners	286	237												523	2,914	-82.1%
Kids - Elementary	431	563												994	312	218.6%
Teens	360	377												737	232	217.7%
Unknown	0	0												0	1,400	-100.0%
Outreach	2	0												2	0	N/A
<b>TOTAL ATTENDANCE</b>	<b>2,320</b>	<b>1,808</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>0</b>	<b>0</b>	<b>4,128</b>	<b>5,919</b>	<b>-30.3%</b>
<b>GALLERY ATTENDANCE</b>	<b>1,308</b>	<b>1,316</b>												<b>2,624</b>	<b>0</b>	<b>N/A</b>
<b>COMPUTER USE</b>																
MiFi Hotspot Data Usage (TB)	0.36896	1.04												1.40896	N/A	N/A
Public Computer Sessions	5,782	5,596												11,378	6,724	69.2%
Avg Public Computer Session Length (Minutes)	0:47:34	0:45:22												0:46:29	0:35:54	29.5%
Total Computer Hours	4,585	4,231												8,816	4,023	119.1%
Wireless Sessions	20,362	18,191												38,553	12,551	207.2%
Avg Wireless Session Length (Minutes)	0:14:00	0:15:00												0:15:15	0:11:51	28.8%
Total Wireless Hours	4,960	4,844												9,804	2,478	295.6%
<b>TOTAL HOURS</b>	<b>9,545</b>	<b>9,075</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>0</b>	<b>0</b>	<b>18,620</b>	<b>6,501</b>	<b>186.4%</b>
<b>DOLLY PARTON ENROLLMENT</b>	<b>5,835</b>													<b>5,835</b>	<b>5,837</b>	<b>0.0%</b>

	2022												2021 YTD	Change 20 TO 21%		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
<b>CIRCULATION DETAILS</b>																
<b>Print Material</b>																
Adult Fiction	12,927	11,981												24,908	18,012	38.3%
Adult Nonfiction	14,923	13,946												28,869	25,470	13.3%
Juvenile Fiction	17,708	16,830												34,538	25,410	35.9%
Juvenile Nonfiction	4,911	4,573												9,484	7,014	35.2%
Magazines	875	791												1,666	998	66.9%
RC Print Materials	6,251	5,641												11,892	10,538	12.8%
RC Realia	106	72												178	154	15.6%
YA Print Materials	2,556	2,361												4,917	4,746	3.6%
<b>PRINT CIRCULATION</b>	<b>60,257</b>	<b>56,195</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>0</b>	<b>0</b>	<b>116,452</b>	<b>92,342</b>	<b>26.1%</b>
<b>Audio / Visual Material</b>																
MiFi Hotspots	18	35												53	N/A	N/A
Adult Audiobooks	1,811	1,774												3,585	3,184	12.6%
Adult Music	2,181	1,991												4,172	3,201	30.3%
Adult Videos / DVDs	20,606	18,943												39,549	28,541	38.6%
Juvenile Audiobooks	262	243												505	361	39.9%
Juvenile Music	204	151												355	270	31.5%
Juvenile Videos / DVDs	4,227	4,013												8,240	6,580	25.2%
YA A/V	15	12												27	71	-62.0%
<b>A/V CIRCULATION</b>	<b>29,306</b>	<b>27,127</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>0</b>	<b>0</b>	<b>56,433</b>	<b>42,208</b>	<b>33.7%</b>
<b>Adult Material</b>																
Adult Fiction	12,927	11,981	0	0	0	0	0	0	0	0	0	0	0	24,908	18,012	38.3%
Magazines	875	791	0	0	0	0	0	0	0	0	0	0	0	1,666	998	66.9%
Adult Audiobooks	1,811	1,774	0	0	0	0	0	0	0	0	0	0	0	3,585	3,184	12.6%
Adult Music	2,181	1,991	0	0	0	0	0	0	0	0	0	0	0	4,172	3,201	30.3%
Adult Videos / DVDs	20,606	18,943	0	0	0	0	0	0	0	0	0	0	0	39,549	28,541	38.6%
<b>ADULT CIRCULATION</b>	<b>53,323</b>	<b>49,426</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>0</b>	<b>0</b>	<b>102,749</b>	<b>79,406</b>	<b>29.4%</b>
<b>Juvenile Material</b>																
Juvenile Fiction	17,708	16,830	0	0	0	0	0	0	0	0	0	0	0	34,538	25,410	35.9%
Juvenile Nonfiction	4,911	4,573	0	0	0	0	0	0	0	0	0	0	0	9,484	7,014	35.2%
Juvenile Audiobooks	262	243	0	0	0	0	0	0	0	0	0	0	0	505	361	39.9%
Juvenile Music	204	151	0	0	0	0	0	0	0	0	0	0	0	355	270	31.5%
Juvenile Videos / DVDs	4,227	4,013	0	0	0	0	0	0	0	0	0	0	0	8,240	6,580	25.2%
<b>JUVENILE CIRCULATION</b>	<b>27,312</b>	<b>25,810</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>0</b>	<b>0</b>	<b>53,122</b>	<b>39,635</b>	<b>34.0%</b>
<b>Red Carpet Material</b>																
RC Print Materials	6,251	5,641	0	0	0	0	0	0	0	0	0	0	0	11,892	10,538	12.8%
RC Realia	106	72	0	0	0	0	0	0	0	0	0	0	0	178	154	15.6%
<b>RED CARPET CIRCULATION</b>	<b>6,357</b>	<b>5,713</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>0</b>	<b>0</b>	<b>12,070</b>	<b>10,692</b>	<b>12.9%</b>
<b>Young Adult Material</b>																
YA Print Materials	2,556	2,361	0	0	0	0	0	0	0	0	0	0	0	4,917	4,746	3.6%
YA A/V	15	12	0	0	0	0	0	0	0	0	0	0	0	27	71	-62.0%
<b>YOUNG ADULT CIRCULATION</b>	<b>2,571</b>	<b>2,373</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>0</b>	<b>0</b>	<b>4,944</b>	<b>4,817</b>	<b>2.6%</b>
Overdrive	35,891	32,773												68,664	68,431	0.3%
Hoopla	15,010	13,681												28,691	27,986	2.5%
Flipster	1,306	1,199												2,505	2,763	-9.3%
<b>DIGITAL DOWNLOADS</b>	<b>52,207</b>	<b>47,653</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>0</b>	<b>0</b>	<b>99,860</b>	<b>99,180</b>	<b>0.7%</b>
Adult ebook Fiction	18,220	16,697												34,917	n/a	n/a
Adult ebook Nonfiction	4,011	3,394												7,405	n/a	n/a
Adult digital audiobooks	17,983	16,411												34,394	n/a	n/a
Juvenile ebook Fiction	1,888	1,546												3,434	n/a	n/a
Juvenile ebook Nonfiction	237	264												501	n/a	n/a
Juvenile digital audiobooks	1,972	1,752												3,724	n/a	n/a
Young Adult ebook Fiction	1,300	1,142												2,442	n/a	n/a
Young Adult ebook Nonfiction	23	29												52	n/a	n/a
Young Adult digital audiobooks	1,189	1,075												2,264	n/a	n/a
<b>DIGITAL CIRCULATION DETAILS</b>	<b>46,823</b>	<b>42,310</b>												<b>89,133</b>	<b>n/a</b>	<b>n/a</b>



	2022												2022
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Value Calculator</b>													
<b>Circulation</b>													
Books (\$17)	\$1,009,494	\$941,868	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,951,362
Magazines (\$5)	\$4,375	\$3,955	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,330
Audiobooks (\$10)	\$20,730	\$20,170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,900
DVD, Games, Music (\$4)	\$108,932	\$100,440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,372
<b>Notary Service (\$10)</b>	\$1,510	\$1,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,980
<b>Reference Questions (\$7)</b>	\$74,228	\$68,726	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$142,954
<b>Programming (\$10)</b>	\$23,200	\$18,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,280
<b>Meeting Room Use</b>	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
<b>Gallery Attendance (\$10)</b>	\$13,080	\$13,160	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,240
<b>Computer Use (\$12 /hr)</b>	\$114,540	\$108,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,440
<b>TOTAL VALUE</b>	<b>\$1,370,089</b>	<b>\$1,276,769</b>	<b>\$1</b>	<b>\$2</b>	<b>\$3</b>	<b>\$3</b>	<b>\$4</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>	<b>\$6</b>	<b>\$7</b>	<b>\$2,646,899</b>