

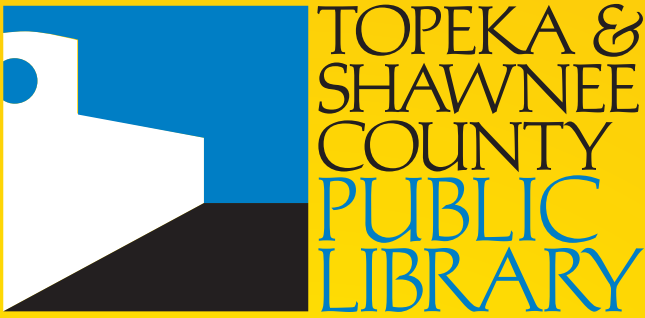


**Topeka & Shawnee County  
Public Library**

**Board of Trustees  
Meeting**

**February 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,  
February 17, 2022– 4:00 pm  
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 January 20, 2022, Meeting Minutes of the Board of Trustees – [Action Item](#) pg. 5**

## **Chief Financial Officer’s Report – Kim Strube [pg. 8](#)**

### **Financial Reports**

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

## **The Library Foundation – Judy Moler, Board Chair**

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

## **Board Chair Report – Jim Edwards**

- Approval of February 7, 2022, Meeting Minutes Board of Trustees Executive Committee - [Action Item](#) **pg. 25**

## **Chief Executive Officer Report – Marie Pyko [pg. 26](#)**

- 2021 Annual Report – Diana Friend

## **Chief of Staff – Thad Hartman [pg. 31](#)**

## **New Business**

- **Library Material Selection Policy - first reading [pg. 42](#)**

## **Adjournment**

## **Public Comment**

Those wishing to sign up for public comment will need to contact Chief of Staff Thad Hartman at least 30 minutes before the meeting at 785-580-4481 and/or [thartman@tscpl.org](mailto:thartman@tscpl.org) to request their name be placed on the public comment listing.

## **Next Meeting**

March 17, 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, Jim Ramos, and Jennifer Miller

Absent- Kristen O'Shea

#### Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, January 20, 2022, by Zoom 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 thanked Marie Pyko & Jacqueline Belden for hosting Anna Smith's reenactment of Marion Russell who traveled on the Santa Fe Trail. 22 people attended the program.

Liz signed up for the reading challenge and downloaded the Lincoln Highway, as recommended.

#### Approval of the BOT Minutes of December 16, 2021

On a motion by Liz Post and seconded by Shawn Leisinger, the December 16, 2021, 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 December 2021.

On a motion by Shawn Leisinger and seconded by Jim Ramos, the Financial Reports were approved.

Motion passed unanimously.

#### The Library Foundation

Judy Moler, Foundation Board Chair shared the Library Foundation's January report.

She shared that Brenda Dietrich has completed her board appointment and thanked her for her service. She shared that Katie Koupal has been appointed to the Library Foundation Board.

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

Christy Molzen, Board President shared that the Friends elected new officers. She shared that the Friends are exploring a new software, Sellbrite which will allow the Friends to post onto several different online sale platforms including Amazon and Ebay.

## **Board Chair Reports**

Chair Jim Edwards reported the executive Committee met via Zoom on Monday January 10, 2022.

On a motion by Kacy Simonsen and seconded by Joan Hicks, the January 10, 2022, minutes of the Board of Trustees Executive Committee were approved.

Motion passed unanimously.

## **Chief Executive Officer Report – Marie Pyko**

Marie introduced two new supervisors Patrick Berry and Angela Hardy Foltz. She shared she had the opportunity to speak with our inaugural Emerging Leaders class on her leadership journey as a librarian.

## **Trustee Education - Expression of Concern presented by Scarlett Fisher-Herreman, Technical Services manager**

Scarlett presented information on the process for how the library responds to customers who have concerns regarding library collections, program content or exhibits as detailed in the Library Material Selection Policy.

## **Chief of Staff – Thad Hartman**

Thad Hartman provided an update to the Tech Zone construction progress and the library's Covid 19 response. He also welcomed the new Facilities Manager Chris Cain.

## **New Business**

### **Bid for Tech Space Furniture**

On a motion by Joan Hicks, seconded by Peg Dunlap it was resolved the Board of Trustees, Topeka, and Shawnee County Public Library, approves the bid from Scott Rice Office Works, Lenexa Kansas as presented.

Motion passed unanimously.

Jim Edwards expressed appreciation for everyone in attendance today.

## **Adjournment**

On a motion by Joan Hicks, seconded by Shawn Leisinger, the Board meeting was adjourned. At 4:54 pm.

## **Next Meeting**

Next Meeting February 17, 2022, 4:00 pm Menninger Room 206 and  
Zoom Meeting <https://tscpl.zoom.us/j/85319306913> Meeting ID: 853 1930

\*Subject to change without notice

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

**Investments and Debt as of January 31, 2022; Bank Account Summary – Page 1**

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 20<sup>th</sup>, were included in the investment opportunity offered to local financial institutions per my letter dated January 28<sup>th</sup>, with bids received no later than 10 AM on February 9<sup>th</sup>. The Library did not receive any bids from local financial institutions that met or exceeded the minimum Kanas Money Investment Pool rates.

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

The “Prev. Year PO Expenditures” column reports payments for items that were ordered or committed during the 2021 budget year and received and/or invoiced January 1, 2022 or after.

**General Fund – Pages 3 through 5**

With 8.2% of the budget year completed, 50% of the budgeted revenue has been received and 13% of the approved budget has been expended/encumbered. This compares to 2021 in which 48% of the budgeted revenue had been received and 9% 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.

The first tax distribution of 2022 was received January 20<sup>th</sup> as scheduled. The total received for the General Fund was \$7,722,715. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2021 was 54%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2021.

**Employee Benefit Fund – Page 6**

With 8.2% of the budget year completed, 50% of the budgeted revenue has been received and 8% of the approved budget has been expended/encumbered. This compares to 2021 in which 48% of the budgeted revenue had been received and 11% of the approved budget had been expended/encumbered.

The January 20<sup>th</sup> tax distribution totaled \$2,051,417. The percentage of the ad valorem budget collected year-to-date is 56%. The percentage of the ad valorem budgeted collected in January 2021 was 54%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2021.



## Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$4,678,301.

## Debt Service Fund-Bond and Interest – Page 7

The January 20<sup>th</sup> tax distribution totaled \$65. The 2021 bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes may continue to trickle in during the year.

## 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.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Facilities supplies open PO	\$10,000.00	Border States Industries, Inc.
Board approved 10/21/2021 funding request to the Friends of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$25,000.00	The Library Foundation
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe’s Companies, Inc.
Approved operating budget	Large vehicle repair open PO	\$13,000.00	MHC Kenworth
Approved operating budget	Annual telephone service	\$16,800.00	AT&T

Approved operating budget	Annual preventive maintenance agreement for bookmobile building	\$8,849.00	McElroy's Inc.
Approved operating budget	Annual directors and officer's liability policy	\$5,123.00	World Insurance Associates LLC
Approved operating budget	Annual workers' compensation insurance	\$48,758.00	World Insurance Associates LLC
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism, and cyber security	\$51,771.00	World Insurance Associates LLC
Approved operating budget	Payroll and human resources software access and services, including year-end reporting forms	\$55,103.75	Paycom Payroll LLC
Approved operating budget	Annual network hardware support agreement	\$37,222.38	Oneneck IT Solutions
Approved operating budget	Annual trash service agreement	\$8,314.32	Inland Waste Solutions LLC
Approved operating budget	Annual maintenance agreement	\$19,277.00	Johnson Controls, Inc.
Approved operating budget	Annual maintenance for Mi Tel VOIP phone system	\$10,209.65	Blueally Technology Solutions, Inc.
Approved operating service	Employee assistance program – annual	\$6,372.00	New Directions Behavioral Health
Approved operating service	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$27,574.67	Bibliocommons, Inc.
Approved facilities master plan – Request for Proposal; Board approved bid award on 1/20/2022	Tech Zone furniture	\$87,298.01	Scott Rice Office Works
Approved facilities master plan	Architect fees for the boiler and chiller replacement projects	\$90,500.00	HTK Architects Inc.
Approved facilities master plan - Request for Proposal; Board approved bid award on 12/16/2021	Boiler Replacement Project	\$263,419.00	McElroy's Inc.

Change Order #1; Board approved bid award on 12/16/2021	Boiler Replacement Project - Install Crest boilers in lieu of Aerco boilers	\$6,585.90	McElroy's Inc.
Approved facilities master plan - Request for Proposal; Board approved bid award on 12/16/2021	Chiller Replacement Project	\$473,946.00	Custom Sheet Metal Service
Library Materials	Adult non-fiction	\$5,500.00	Ingram Library Services
Library Materials	Adult blue-rays & DVDs	\$9,600.00	Midwest Tape LLC

**Other Items:**

- The fieldwork for the 2021 audit is ongoing. The audit will go through several reviews at BT & Co. and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board's Finance and Audit Committee is scheduled to meet on April 12<sup>th</sup> and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient.
- The annual workers' compensation audit is scheduled to begin in March.

- There was one offer received from a local financial institution for the short-term investment bid in February. The minimum investment rates banks must offer to secure public funds is listed below for the week 2/7/2022 to 2/13/2022.

**2/07/22 thru 2/13/22**

<b>TERM</b>	<b>CURRENT</b>	<b>PREVIOUS</b>
1 to 89 Days	<b>0.08%</b>	0.08%
3 Months	<b>0.24%</b>	0.15%
6 Months	<b>0.50%</b>	0.37%
1 Year	<b>0.82%</b>	0.68%
18 Months	<b>1.05%</b>	0.89%
2 Years	<b>1.20%</b>	1.08%

The bid received was for discounted U.S. Treasury Bills maturing in 110 days with an effective interest rate of .1138%, which does not meet or exceed the rates established by Kansas Municipal Investment Pool.

Excess funds will be invested in a 3-month fixed account with the Municipal Investment Pool on Friday, February 18, 2022.

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

1/31/2022

	<u>Balance 1/1/2022</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2022</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 4,966,095.33	\$ 7,744,188.08	\$ 944,805.27	\$ 11,765,478.14
Employee Benefits	1,405,524.62	2,058,851.47	326,873.53	\$ 3,137,502.56
Capital Improvement	4,677,506.88	794.54	-	\$ 4,678,301.42
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	6,925.89	29,416.20	\$ 532,246.26
Permanent Funds	273,836.43	-	-	\$ 273,836.43
<b>Totals</b>	<b><u>\$ 11,950,914.30</u></b>	<b><u>\$ 9,810,825.15</u></b>	<b><u>\$ 1,301,393.16</u></b>	<b><u>\$ 20,460,346.29</u></b>

**Bank Account Summary**

General Fund-CoreFirst Bank-Checking	\$ 656,740.77
Restricted Funds-CoreFirst Bank-Checking	535,918.97
Capital Improvement Fund-VisionBank-Money Market Account	4,678,301.42
Cash on Hand	2,523.28
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	14,363,890.75
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 20,511,431.62</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	728.64
Less Payroll Deduction and Employer Benefit Liabilities	4,226.59
Less Outstanding Checks	46,130.10
	<b><u>\$ 20,460,346.29</u></b>

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

1/31/2022

	1/1/2022 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	1/31/2022 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 4,966,095.33	\$ 7,744,188.08	\$ 228,422.91	\$ 716,382.36	\$ 11,765,478.14	\$ 2,060,907.67	\$ 9,704,570.47
Employee Benefit Fund	1,405,524.62	2,058,851.47	531.00	326,342.53	3,137,502.56	55,427.00	3,082,075.56
Capital Improvement Fund	4,677,506.88	794.54	-	-	4,678,301.42	-	4,678,301.42
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	2.81	-	-	10,650.79	-	10,650.79
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	31.29	0.01	-	-	31.30	-	31.30
Friends	106,947.21	21.57	116.00	25,000.00	81,852.78	8,307.46	73,545.32
Fun Committee	4,227.14	282.98	-	-	4,510.12	-	4,510.12
Gallery Competitions/Exhibits	36,384.15	9.59	-	-	36,393.74	-	36,393.74
Gifts/Memorials (Undesignated)	349,198.19	5,709.93	-	3,944.78	350,963.34	92,955.90	258,007.44
Hathaway Trust - Library Materials	2,986.83	0.77	73.96	-	2,913.64	174.39	2,739.25
Health Neighborhood	-	-	-	-	-	-	-
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	5,745.89	888.22	23.47	99.95	6,510.69	376.85	6,133.84
Lingo	-	-	-	-	-	-	-
NEH Expendable	16,121.17	4.25	-	-	16,125.42	-	16,125.42
Pets Neighborhood	-	-	-	-	-	-	-
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	4,281.40	1.13	-	-	4,282.53	-	4,282.53
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,730.90	1.51	-	-	5,732.41	-	5,732.41
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	36.34	0.01	-	-	36.35	-	36.35
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,187.74	0.58	-	-	2,188.32	-	2,188.32
Youth Services	9,751.65	2.53	140.96	17.08	9,596.14	-	9,596.14
<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>\$ 9,810,825.15</b>	<b>\$ 229,308.30</b>	<b>\$ 1,072,084.86</b>	<b>\$ 20,460,346.29</b>	<b>\$ 2,267,319.71</b>	<b>\$ 18,193,026.58</b>

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

1/31/2022

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2022</u>
				8.2%
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	1,505.42	\$ (1,494.58)	50%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	97,463.00	11,170.88	\$ (86,292.12)	11%
Salary Refunds-Friends	32,157.00	3,507.69	\$ (28,649.31)	11%
Salary Refunds-Shawnee Cty	-	2,784.98	\$ 2,784.98	N/A
Vending Machines	2,000.00	95.01	\$ (1,904.99)	5%
Overdue Fees*	10,000.00	2,202.38	\$ (7,797.62)	22%
Debt Collect	-	49.05	\$ 49.05	N/A
ILL Fees	100.00	-	\$ (100.00)	0%
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	155.88	\$ (1,844.12)	8%
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>\$ 7,744,188.08</u></b>	<b><u>\$ (7,704,429.92)</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**

1/31/2022

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					8.2%
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 6,400.00	\$ 369.22	\$ -	\$ 6,030.78	6%
Salaries-Facilities	706,922.00	42,404.74	-	664,517.26	6%
Salaries-Overtime	10,000.00	209.42	-	9,790.58	2%
Salaries-Security	281,754.00	21,135.27	-	260,618.73	8%
Salaries-Shelvers	65,154.00	2,077.20	-	63,076.80	3%
Salaries-Staff	7,821,156.00	543,628.02	-	7,277,527.98	7%
Conferences	157,000.00	-	29,986.46	127,013.54	19%
Staff Internal Dev/Trng - Web Based	15,000.00	-	-	15,000.00	0%
Staff Development & Training	15,000.00	-	368.34	14,631.66	2%
Mileage	9,100.00	-	6,830.00	2,270.00	75%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	2,500.00	-	712.00	1,788.00	28%
Materials-Periodicals	28,000.00	611.71	-	27,388.29	2%
Materials-Print/Non-Print <1 YR	661,000.00	488.10	327.70	660,184.20	0%
Materials-Print/Non-Print	1,228,000.00	25,437.30	81,790.94	1,120,771.76	9%
<b>OPERATIONS:</b>					
Art Purchases	8,000.00	150.00	-	7,850.00	2%
Cataloging and ILL Services	105,805.00	-	-	105,805.00	0%
Contracted-Digital Services	538,078.00	997.29	78,545.20	458,535.51	15%
Contracted-Facilities	326,400.00	22,448.25	39,706.02	264,245.73	19%
Contracted-Equipment	51,100.00	-	-	51,100.00	0%
Contracted-Professional	304,400.00	5,281.32	52,344.57	246,774.11	19%
Contracted-E-Rate Services	1,791.00	-	-	1,791.00	0%
Digital Services Support	297,300.00	3.33	8,890.61	288,406.06	3%
Furniture/Equipment	91,465.00	-	-	91,465.00	0%
Insurance	56,000.00	938.00	58,172.00	(3,110.00)	106%
Marketing & Communication	47,500.00	138.35	55.00	47,306.65	0%
Memberships/Dues	30,900.00	-	1,091.00	29,809.00	4%
Miscellaneous	5,000.00	31.97	510.33	4,457.70	11%
Payments to Other Libraries	118,962.00	-	-	118,962.00	0%
Postage/Shipping	82,764.00	28,520.20	-	54,243.80	34%
Printing	114,300.00	81.31	263.03	113,955.66	0%
Programming	57,000.00	815.65	360.96	55,823.39	2%
Special Events	-	-	-	-	0%
Special Projects	1,650,000.00	15,837.50	905,911.41	728,251.09	56%
Supplies-Facilities	98,000.00	21.71	52,460.59	45,517.70	54%
Supplies-Office/Library	89,600.00	114.30	4,162.63	85,323.07	5%
Supplies-Processing	45,000.00	343.78	1,782.03	42,874.19	5%
Telecommunications	99,100.00	1,390.51	15,409.49	82,300.00	17%
Transfer Out	550,000.00	-	-	550,000.00	0%
Utilities-Electric	374,544.00	-	-	374,544.00	0%
Utilities-Gas	67,626.00	1,028.89	-	66,597.11	2%
Utilities-Water/Sewage	35,700.00	-	-	35,700.00	0%
Vehicle-Gas	31,000.00	1,749.49	-	29,250.51	6%
Vehicle-Repair	50,500.00	118.75	34,541.25	15,840.00	69%
Contingency/Fund Balance	1,650,000.00	-	-	-	0%
Cash Long/Short	-	10.78	-	(10.78)	N/A
<b>TOTALS</b>	<b>\$ 17,984,821.00</b>	<b>\$ 716,382.36</b>	<b>\$ 1,374,221.56</b>	<b>\$ 14,244,217.08</b>	<b>13%</b>



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

1/31/2022

	<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	3,853.85	24%
Reimbursements	129,620.00	17,463.55	13%
Transfer In	25,050.00	-	
Interest on Idle Funds	2,000.00	155.88	8%
	<u>\$ 15,448,618.00</u>	<u>\$ 7,744,188.08</u>	50%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,891,386.00	609,823.87	7%
Other Staff Support Costs	196,100.00	37,184.80	19%
Library Collections	1,919,500.00	109,367.75	6%
Contracted Services	1,327,574.00	199,322.65	15%
Digital Services Support	297,300.00	8,893.94	3%
Furniture/Equipment/Art	99,465.00	150.00	0%
Payments to Other Libraries	118,962.00	-	0%
Special Projects	1,650,000.00	921,748.91	56%
Utilities & Telecommunications	576,970.00	17,828.89	3%
Vehicles	81,500.00	36,409.49	45%
Other Operating Expenditures	626,063.00	149,873.62	24%
Transfer Out	550,000.00	-	
Cash Basis Reserve	1,650,000.00	-	0%
	<u>\$ 17,984,820.00</u>	<u>\$ 2,090,603.92</u>	13%
Prior Year Canceled Purchase Orders		<u>\$ 19,291.40</u>	
<b>Unencumbered Balance 1/31/2022</b>	<b>\$ -</b>	<b><u>\$ 9,704,570.47</u></b>	

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

1/31/2022

**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	3,908.89	8%
Refund-Fringe Benefits-Friends	20,829.00	1,242.80	6%
Refund-Fringe Benefits-Shawnee Cty	-	1,457.45	N/A
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	-	781.35	N/A
Interest on Idle Funds	1,000.00	43.77	4%
	<b>\$ 4,086,094.00</b>	<b>\$ 2,058,851.47</b>	<b>50%</b>
<b>Expenditures/Encumbrances:</b>			
Employee Assistance Program	\$ 7,137.00	\$ 6,372.00	89%
Cafeteria Plan Administration Fees	3,145.00	-	0%
Social Security/Medicare	680,191.00	43,103.85	6%
Ks Public Employees Retirement Sys	864,426.00	53,327.95	6%
Worker's Compensation	54,000.00	48,758.00	90%
Unemployment Tax	8,891.00	7,622.03	86%
Health/Dental Insurance	2,870,631.00	221,757.70	8%
Miscellaneous	-	-	0%
Contingency/Fund Balance	400,000.00	-	0%
	<b>\$ 4,888,421.00</b>	<b>\$ 380,941.53</b>	<b>8%</b>
Prior Year Canceled Purchase Orders		\$ 708.00	
<b>Unencumbered Balance 1/31/2022</b>	<b>\$ -</b>	<b>\$ 3,082,075.56</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	794.54
	<b>\$ 794.54</b>
<b>Expenditures/Encumbrances:</b>	
Contracted - Professional	-
Capital Outlay	-
	-
Prior Year Canceled Purchase Orders	-
<b>Unencumbered Balance 1/31/2022</b>	<b>\$ 4,678,301.42</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 1/31/2022</b>	<b>\$ -</b>	<b>\$ -</b>

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

1/31/2022

	<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 1/31/2022</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 January 31, 2022**

**Capital Improvement Funds-VisionBank**

\$ 4,678,301.42 at .20% (money market account)

**Municipal Investment Pool**

\$14,363,890.75 Operating funds in "overnight pool"\*;  
available for transfer whenever needed

\* rates vary by day - average January 1 - 31, 2022 was .002%

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended January 31, 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	1/20/2022	COREFIRST BANK & TRUST	5 gallon bucket	\$ 7.98	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	5 gallon bucket lid	\$ 2.28	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Elmer's Foam core pack of	\$ 137.90	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Rising 4ply 32x40natural"	\$ 128.52	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	paper wreath ring - 6in	\$ 92.25	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	quilling tools set	\$ 5.99	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	quilling tools set	\$ 5.99	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	FL Studio Producer	\$ 597.00	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Correll 48 gray table"	\$ 5,056.74	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Correll universal truck	\$ 931.96	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	shipping	\$ 550.77	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	small wood weaving loom	\$ 45.99	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	small wood weaving loom	\$ 4.00	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Retractable Clothesline s	\$ 15.79	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	APC BE550G Back-UPS 550	\$ 374.85	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	rubbermaid yellow cart	\$ 636.00	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	amazon mop bucket	\$ 219.96	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	fuye masks 2000	\$ 649.95	-97746
10	41000	410	1/20/2022	COREFIRST BANK & TRUST	amazon mop bucket	\$ 21.71	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Anker 7-Port USB 3.0 Data	\$ 91.98	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Reptile terrarium, medium	\$ 26.51	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	Reptile terrarium, medium	\$ 12.49	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Bunn BX Speed Brew Classi	\$ 99.00	-97746
10	41000	420	1/20/2022	COREFIRST BANK & TRUST	Bunn BX Speed Brew Classi	\$ 10.99	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	GVM kit	\$ 134.95	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Habotai 8mm scarf	\$ 8.35	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	Habotai 8mm scarf	\$ 4.29	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	6 qt. storage cont. 12-pk	\$ 47.99	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Kool-Aid packets 12 pk	\$ 6.90	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	Storage Containers	\$ (97.98)	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Photographer service	\$ 750.00	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Elmer's Disappearing Purp	\$ 6.97	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Crayola Broad Line Marker	\$ 31.00	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Elmers Liquid School Glue	\$ 15.68	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	cotton yarn Jewels Ombre	\$ 5.93	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	cotton yarn Ecrú	\$ 2.25	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	cotton yarn Ecrú	\$ 3.21	-97746

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended January 31, 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	1/20/2022	COREFIRST BANK & TRUST	5 heddle hook"	\$ 13.00	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	5 heddle hook"	\$ 6.00	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	asus dvd drive	\$ 83.97	-97746
10	23800	0	1/20/2022	COREFIRST BANK & TRUST	Barlus Underwater Camera	\$ 185.00	-97746
10	41000	330	1/20/2022	COREFIRST BANK & TRUST	Taxes	\$ 0.94	-97746
10	41000	320	1/20/2022	COREFIRST BANK & TRUST	FL Studio Producer	\$ 3.33	-97746
				<i>Miscellaneous online orders paid by credit card, including 30 tables for the auditorium</i>		\$ 10,938.38	<b>-97746 Total</b>
10	21505	0	1/18/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,740.10	-97741
15	21516	0	1/18/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,314.55	-97741
10	21513	0	1/18/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,307.51	-97741
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 45,362.16	<b>-97741 Total</b>
10	21509	0	1/18/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,614.04	-97738
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,614.04	<b>-97738 Total</b>
10	21509	0	1/28/2022	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,489.04	-97736
				<i>Remittance of deferred retirement employee contributions</i>		\$ 6,489.04	<b>-97736 Total</b>
10	21505	0	1/28/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,894.75	-97735
15	21516	0	1/28/2022	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,543.94	-97735
				<i>Remittance of pension benefit contributions &amp; optional group life premiums</i>		\$ 44,438.69	<b>-97735 Total</b>
10	21515	0	1/28/2022	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,935.58	-97732
15	21515	0	1/28/2022	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 147,216.37	-97732
15	21515	0	1/28/2022	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 737.19	-97732
						\$ 178,889.14	<b>-97732 Total</b>
10	21501	0	1/14/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,750.35	-97731
10	21502	0	1/14/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,422.10	-97731
15	21521	0	1/14/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 4,784.98	-97731
10	21503	0	1/14/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,463.25	-97731
15	21504	0	1/14/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,463.25	-97731
10	21503	0	1/14/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,084.13	-97731
15	21504	0	1/14/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,084.13	-97731
10	21514	0	1/14/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97731
10	21518	0	1/14/2022	PAYCOM PAYROLL LLC	Garnishments	\$ 640.67	-97731
10	41000	313	1/14/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,293.87	-97731
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 82,880.42	<b>-97731 Total</b>
10	21501	0	1/27/2022	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,650.80	-97730
10	21502	0	1/27/2022	PAYCOM PAYROLL LLC	State W/H	\$ 10,414.65	-97730
15	21521	0	1/27/2022	PAYCOM PAYROLL LLC	State Unemployment	\$ 2,837.05	-97730
10	21503	0	1/27/2022	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,467.17	-97730

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended January 31, 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>
15	21504	0	1/27/2022	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,470.57	-97730
10	21503	0	1/27/2022	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,085.10	-97730
15	21504	0	1/27/2022	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,085.90	-97730
10	21514	0	1/27/2022	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 893.69	-97730
10	21518	0	1/27/2022	PAYCOM PAYROLL LLC	Garnishments	\$ 390.67	-97730
10	23800	0	1/27/2022	PAYCOM PAYROLL LLC	W-2s	\$ 1,614.10	-97730
10	23800	0	1/27/2022	PAYCOM PAYROLL LLC	ACA 1095s	\$ 1,182.65	-97730
10	41000	313	1/27/2022	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,293.31	-97730
				<i>Remittance of payroll taxes, garnishments and Paycom fees</i>		\$ 83,385.66	<b>-97730 Total</b>
10	41000	325	1/7/2022	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-97729
				<i>2022 approved operating budget - postage</i>		\$ 30,000.00	<b>-97729 Total</b>
49	41000	919	1/6/2022	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	11959
				<i>Friends funding request approved by Board on 10/21/2021 included \$25,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>		\$ 25,000.00	<b>11959 Total</b>
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 22.73	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 22.73	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 22.73	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 22.73	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 22.73	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 22.73	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 24.09	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 133.10	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 182.60	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 1,113.39	97329
10	23800	0	1/6/2022	EVERGY	Electricity	\$ 20,760.23	97329
						\$ 22,494.33	<b>97329 Total</b>
10	23800	0	1/13/2022	SHIRLEY CONSTRUCTION INC	Tech Zone Renovation	\$ 100,566.00	97350
						\$ 100,566.00	<b>97350 Total</b>
10	41000	311	1/21/2022	JOHNSON CONTROLS, INC.	2022 Service Agreement	\$ 19,277.00	97366
				<i>2022 approved operating budget - annual maintenance agreement at 1515 SW 10th Ave.</i>		\$ 19,277.00	<b>97366 Total</b>
10	41000	736	1/28/2022	HTK ARCHITECTS INC.	Boiler Replacement	\$ 15,837.50	97376

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended January 31, 2022**

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
						\$ 15,837.50	<b>97376 Total</b>
						\$ 672,172.36	<b>Grand Total</b>





Agenda  
Board of Trustees Executive Committee Meeting  
February 7, 2022– 4:00 PM  
Zoom Meeting  
<https://tscpl.zoom.us/j/84540244825>  
Meeting ID: 845 4024 4825  
Passcode: 291185

## Agenda

### **Executive Trustee Members Present**

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

### **Call to Order**

The meeting of the Board of Trustees Executive Committee was held on Monday February 7, 2022, via Zoom was called to order at 4:04 pm by Chair Jim Edwards.

### **Review Minutes and Agenda**

The minutes from the January 20, 2022, Board of Trustees Meeting and the agenda for the Board of Trustees February 17, 2022, meeting, were reviewed.

### **Other items**

Chair Jim Edwards asked Marie Pyko (CEO) and Thad Hartman (COS) if there were any updates related to the current library response to Covid 19. Marie discussed that through February 2022, all staff meetings including Staff Development Day will occur virtually to reduce the number of medium or large meetings. The Covid 19 numbers are improving but not enough to begin in person staff meetings. This is in alignment with the current Shawnee County Health Department recommendations.

The Executive Committee determined that the Board of Trustees February meeting will remain virtual to be in alignment with the staff recommendation. The plan will be to meet in person and virtually for the March Board meeting.

Chair Jim Edwards asked Marie to speak to the plan on developing a regular schedule for Trustee Education during the Board of Trustees Meeting. Marie indicated that she will be developing a regular bi-monthly schedule of topics that staff leaders will present. The Education topics will include updates on policies, upcoming key events and strategic planning discussions.

No other items were discussed.

### **Adjournment**

On a motion by Shawn Leisinger, seconded by Kacy Simonsen, the meeting was adjourned at 4:32 pm.

Next meeting- March 7, 2022, at 4:00 pm, Zoom meeting

## CHIEF EXECUTIVE OFFICER'S REPORT February 2022

### News and Updates

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

At the end of January 2022, there were 5835 children registered. While this is a reduction from November, we had 145 new children join in January. There were simply a larger number of children who graduated out of the program on their fifth birthday. On January 19<sup>th</sup>, Sherry Hess joined the United Way team over Zoom to celebrate Dolly Parton's 76<sup>th</sup> birthday and showcased the program and how families can participate. Sherry Hess as the lead librarian for this service initiative is working with several community organizations to set up promotional kiosks at their sites to invite more families to join. The roll out of these new display kiosks are planned for the Spring 2022.

#### **Covid 19 Response**

While we are seeing improvements in the community Covid 19 positive numbers, they are still considered high. We continue to encourage virtual meetings for staff, and we are still not expanding our compliment of public programs beyond where we were in late 2021. We have incorporated a Plan A (in person) and a Plan B (hybrid or virtual) approach for our programs being developed in March.

#### **PLA Conference**

Everything is set for a wonderful bi-annual public library conference in Portland, Oregon. We have several staff from different areas of the library planning to attend and several trustees. The PLA program schedule is continuing to populate as the conference is getting closer. After a two-year hiatus from any in person national conferences, librarians from all over the country are eager to connect, build their network and learn together. For a few of the staff this will be their first professional national conference.

#### **Recruiting and Hiring**

Although the library has a long-standing tradition of being an exceptional employer, we have not been immune from the country wide employee shift that has been coined The Great Resignation. We have had several critical positions where staff have moved onto to other opportunities so have been actively evaluating positions and recruiting. The Human Resources department and managers have been busy posting open positions after a thorough review of each current open position. We are finding that we have fewer applicants applying but so far to date have had great success with our recruiting strategies.

#### **Staff Development Day**

The 2022 Stephanie Hall Sneaky Learning Staff Development Day will unfortunately be held entirely via Zoom. The theme is **It Starts With Us** and will be an opportunity to celebrate our successes and begin to focus on the future of the library. We will also have a presentation on

Diversity, Equity and Inclusion in libraries in the morning and in the afternoon our speaker is Dr. Steve Albrecht who will present “Library Civility: Service, Safety and De-Escalation Tools”. Board members are welcome to join via Zoom on February 21, 2022, 8:30-4:00.

While it is unfortunate that we won't meet in person, we are hopeful that we can once again enjoy our in person all staff learning next year on President's Day.

### **Annual Report 2021**

As part of my report, Diana Friend will present the 2021 Annual Report. The draft report is included in your packet. The report highlights many of the library success stories for the year and the resilience, innovation and fun is beautifully represented. If you are interested in having a print copy of your own, please let me know.

### **Agenda Items**

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

The policy has been updated and reorganized for clarity. After consultation with Chuck Engel, the administrative aspects of the document have been removed but will be presented at the March board meeting as a separate procedures document. The Expression of Concern process has been moved to be an appendix to the policy and will also be a separate link on the library webpage. The Bill of Rights, The Freedom to Read and The Freedom to View Statements have also been moved to be appendix items.

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

- |            |   |
|------------|---|
| January 13 | Fremont Hill Phase 2 Community Group Steering Team to discuss plans for development of community center, housing, and more regular library presence in the Hi-Crest neighborhood. |
| January 13 | Attended Urban Library Council CEO call.  |
| January 14 | Met with Barbara La Clair to discuss Topeka Genealogical Society plans.   |
| January 18 | Attended Intergovernmental Cooperation Council  |
| January 18 | Attended United Way Stakeholder meeting.  |
| January 19 | Attended PLA Advocacy and Strategic Partnerships Committee meeting.   |
| January 20 | Attended Biweekly Tech Zone progress meeting.   |
| January 24 | Attended KLA Governmental Advocacy Committee meeting.   |
| January 31 | Attended Rotary Executive Committee meeting.  |

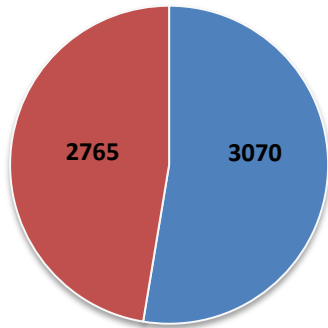
January 31 Attended introductory Audit Committee meeting with BT & Co.  
February 1 Met Katie Koupal- new trustee for the Library Foundation.  
February 7 Met with Mammoth Created on next phase of Now Offering  
marketing campaign.  
February 7 Attended Board of Trustees Executive Committee meeting.  
February 8 Met with Robin Newell regarding potential relationship with Kansas  
Leadership Center/TSCPL and the Kansas Library Association.

Marie Pyko  
Chief Executive Officer  
Topeka and Shawnee County Public Library

Number of children currently enrolled: **5,835**

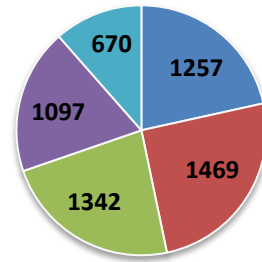
### SEX OF PARTICIPANTS

■ Male ■ Female

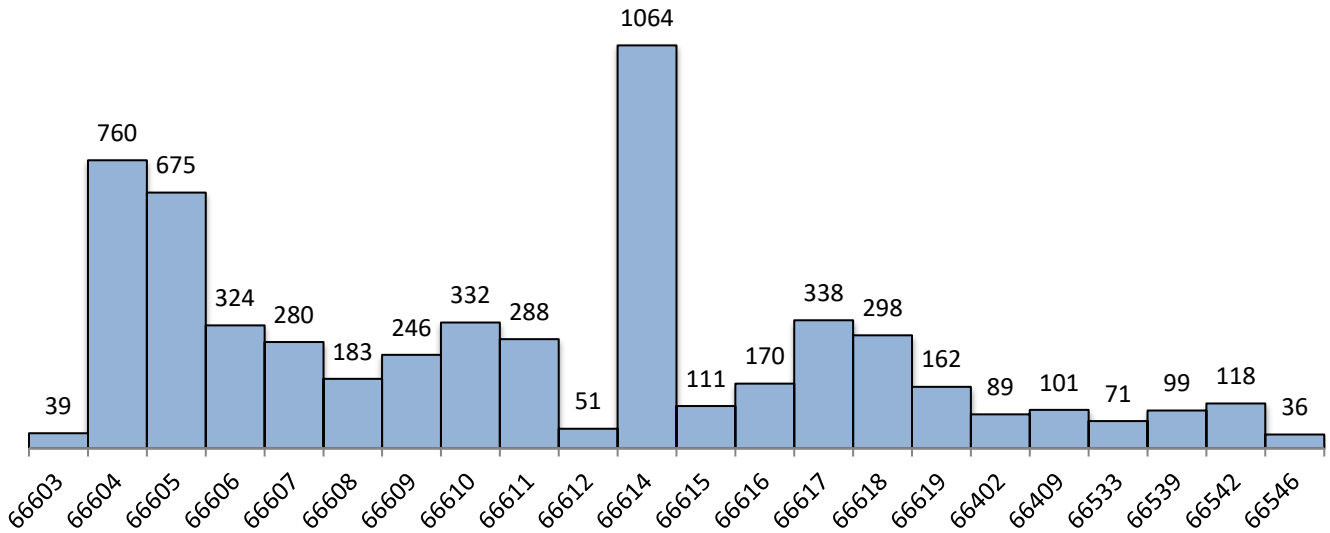


### AGE OF CHILDREN

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

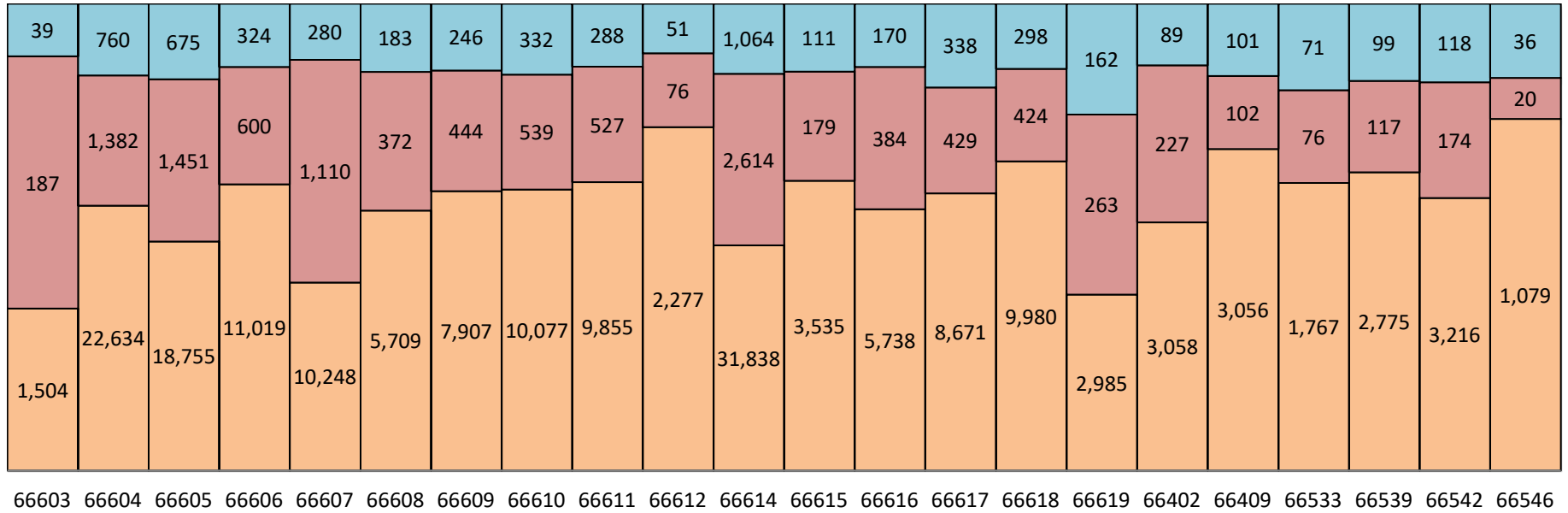


### ZIP CODES OF CHILDREN

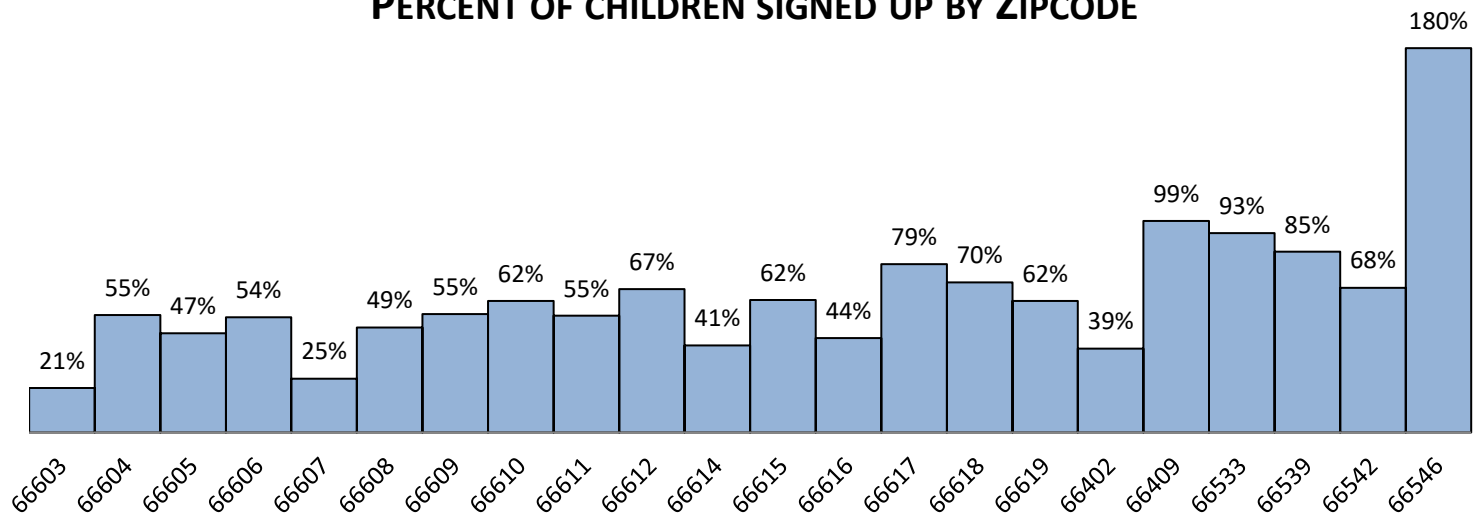


## JANUARY 2022 DOLLY PARTON IMAGINATION LIBRARY

■ POPULATION   
 ■ UNDER 5   
 ■ DPIL



## PERCENT OF CHILDREN SIGNED UP BY ZIPCODE



*Data Source: 2017 ACS 5-Year Population Estimate*

## Chief of Staff Report

**Thad Hartman**

**February 11, 2022**

### ***Tech Zone***

Construction on the new Tech Zone is currently on schedule and we are still planning on seeing it completed by the end of April. Over the next couple of weeks crews will be painting, installing window frames, and tiling in the restrooms, among other things.

Furniture has been ordered for the new space and we are currently taking bids for computer equipment. We feel confident the furniture will all be here before May, but it is possible we might not get all the computer equipment by then. Because of this, it's possible we may open without all the features available. However, we will have all the standard public computers when the room opens. We will know more once a vendor is selected.

There has been a great deal of work going on behind the scenes to prepare for opening day of the new space. We have staff teams focused on equipment, procedures, staffing, training, user-profiles, and marketing. A big thanks goes out to all the staff who have been hard at work on these teams. They are Areli Bermudez-Villarreal, Pat Berry, Scott Brackey, LeAnn Brungardt, Sherri Camp, Bonnie Cuevas, Shannon Eddings, Joey Embers, Stephen Ferrell, Autumn Friedli, Diana Friend, Greg Gaul, Kate Hughes, David King, Liz Paris, Ginger Park, Michael Perkins, Matt Pettit, Meg Porteous, Marie Pyko, Angie Reed, Kim Sain, Shari Schawo, Kelli Smith, Kody Stadler, Lissa Staley, Debbie Stanton, and Karen Watson.

Creating the physical space is the most visible aspect of the new service, but without the planning, preparation, and implementation by staff, the service would not be successful.



### ***Stephanie Hall Sneaky Learning Staff Day***

The library will close on February 21 for our annual Staff Development Day, which has been renamed in honor and remembrance of our previous Learning Experiences Manager Stephanie Hall. As always, the day will be filled with learning, sharing, and fun.

This year's theme is "It Starts with Us." We will hear from two national experts. In the morning we will view Dr. Karla Rhay presentation "Diversity, Equity, and Inclusion (DEI) in the Library: Expectations and Awareness." In the afternoon we will be joined live via Zoom by Safety and Security expert Dr. Steve

Albrecht who will present, “Library Civility: Service, Safety, and De-Escalation Tools.” After each presentation we will break into small groups for some guided discussion and reflection.

In addition, we will hear from our CEO Marie Pyko, who will update staff on some things to expect in the upcoming strategic planning process along with a brief discussion. We will also celebrate staff who have reached milestone anniversaries and reveal the winner of the Crawford Scholarship. It should be a fun day.

We will once again be on Zoom for this year’s Staff Day. If any board member is interested in attending, please let Thad or Marie know and we will send you the link and a detailed agenda. The day starts at 8:30 am and ends at 4:00 pm, but you are welcome to pop in and out as your schedule dictates.

## Department Highlights

### Public Services – Information and Learning Debbie Stanton, Public Services Supervisor

#### ***Local History & Genealogy***

The Local History Team, including Public Services Specialists Liz Paris and Hayley Swisher, have been working on inventorying and rehousing fragile elements in our Local History Vertical Files. The files cover topics specific to Topeka and Shawnee County including people, schools, businesses, churches, and neighborhoods. They include a variety of materials from photos and newspaper clippings to pamphlets and business cards. We are working on making the collection’s inventory more streamlined and accessible to the public.

Our [Local History Digital Collection](#) has expanded and now includes three digitized collections: *The Sherwood Smith Collection* of blueprints, *The Shawnee County Historical Society Bulletins* with over 1500 articles published between 1947 and 2009, and *A Moment In Time: Our Local Response to a Global Crisis* that includes the images and writings sent in by the community highlighting their experiences during the spring and summer of 2020.

#### ***Gallery***

There are only a few more weeks to visit our exhibit, *BLUE*, which explores the depths of the color blue. Our final program will be Blue Glassblowing with April Lemon on Thursday, February 17 from 7-8pm. Make and Take art activities continue each week in the



*Artist Louis Copt describes his adventures with the new blue pigment, YInMn Blue. A recording of his presentation can be found on our Facebook page*



Reed Studio, with projects covering various artistic techniques from collage to weaving.

## Public Services

### Autumn Friedli, Supervisor – Readers Services

#### **Winter Reading Challenge**

We had another super successful Winter Reading Challenge. During the month of January we challenge readers to read three books and track their reading in Beanstack. Boy did they deliver! We had 810 readers complete the challenge to earn a fun “Stay Curious” mug. Did you complete the challenge? Stop by our Customer Service desk to pick up your prize or email [afriedli@tscpl.org](mailto:afriedli@tscpl.org) to arrange to make other arrangements. The next reading challenge will take place this summer. Stay tuned for more details!

#### **National Book Foundation Presents**

Join us on April 21<sup>st</sup> at 7pm as we host NBF Presents: The Power of Choice.

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 US to a fictionalized nationalist uprising in India. Join the authors for readings and conversation moderated by Kansas poet laureate Huascar Medina. Be on the lookout for more information about this exciting opportunity.

#### **Top City Reads**

Our first Top City Reads Together common read for the year was *The Lincoln Highway* by Amor Towles. Readers voted for the book in an online poll, and it proved to be a big hit. During the month of January, the book was borrowed a total of 801 times, including print, downloadable audio, and ebook check-outs. Readers engaged with posts in our Top City Reads Together Facebook group on topics related to the book throughout the month, and 12 people joined our virtual book discussion. Members of our online community of readers will enjoy discussing genres and recommending their favorite books to other readers in February-May, then we'll join together for more common reads this summer. All are welcome.

Title	total circ for book	total circ for ebook	total circ for eaudio	total for digital	combined title total	unique participants	featured season
State of Wonder	4	183	86	269	273	234	June 2021
River of Doubt	4	139	54	193	197	178	August 2021
The Lincoln Highway	31	468	302	770	801	665	January 2022

## **Program Services**

**Jacqueline Belden, Program Manager**

### ***Summer Reading Planning Underway***

Planning for the 2022 summer reading program, summer gallery exhibit, and summer programming is well underway! We are preparing for seafaring summer activities to the theme of “Oceans of Possibilities.” Summer reading and programming will run June 1 to July 31, and the summer gallery exhibit will open June 3 and conclude August 14. Programs will cover everything from the creatures of the oceans, to ocean myths and fantasy, to ocean conservation, to everyone’s favorite summer event, Shark Week! We are excited to present some new, creative summer programs and encourage library users of all ages to have fun with reading this summer. Stay tuned for planning updates and details to come!

### ***Stories from the Santa Fe Trail at the Library***

On January 11<sup>th</sup>, historical reenactor Anna Smith presented her performance of Marion Sloan Russell, who traveled the Santa Fe Trail many times from her childhood throughout adulthood, in celebration of the Trails’ 200<sup>th</sup> anniversary. 17 attendees enjoyed her performance and follow-up question and answer session in Marvin Auditorium. Special thanks to library Board of Trustees member Liz Post for suggesting this engagement!



## **Youth Services**

**LeAnn Brungardt, Youth Services Supervisor**

### ***Kindergarten Ready***

The Topeka and Shawnee County Public Library was central to the development of a new website designed to support Shawnee County families seeking information on kindergarten readiness and enrollment, [www.KindergartenReady.org](http://www.KindergartenReady.org).

Its creation was spurred by input from a workgroup representing more than 30 area public and private schools and organizations focused on early childhood. TSCPL staff from across several departments met with subcommittees on brand development, content development, and marketing to make meet the

vision and pull it all together. We also enlisted contracted web developer, Brian Bookwalter for the build itself.

Funding for Kindergarten Ready was awarded through a preschool development grant from the Kansas Children's Cabinet and Trust Fund. Child Care Aware is the grant holder. In addition to website development, project funding also covered professional development for area childcare programs around supporting families during this critical period of transition and marketing materials for the initiative.

A key element of the website is a simple "Find my School" locator that links to information specific to kindergarten entry required by the school district that a child will attend. The site also includes information about community events supporting school readiness and kindergarten transitions; a *Ready, Set, Kindergarten* booklet complete with skills checklists; activities for families to do at home; direct access to Ages and Stages screening tools, and information about accessing additional help and support.

As a truly community, collaborative project, we are excited about the unveil and the prospects. TSCPL will maintain the site.

### ***Happy Birthday Learn and Play Service***

The Learn and Play Bus is turning five this month. While we have had it for that stretch of time, the pandemic has most certainly set us back. Since October 5, 2021, it has been in action at two stops each week, Lakeview Church of the Nazarene and Western Hills Church. The facilitated play, family support, and stories have been inside of our partner locations so that we can spread out. While visitor numbers are down compared to when we were fully operating, we have seen as many 16 people within a few hours' stretch in January.

### ***Prairieland Read Dogs are back***

Prairieland Visiting Animals Association handlers will bring Reading Education Assistance Dogs to the library on Sundays from 2:00-3:00 from now through March 13. Their long-standing generosity to TSCPL and emerging readers date back to 2007, 15 years. In fact, one of our pawed friends, Waverly, was the model for the dog sculpture that is part of the reading bench in the Story Zone. By the way, he is retiring this year. All of our four-legged friends and their handlers provide a non-judgmental, cozy, listening ear as kids gain practice and confidence in reading.

## **Community Services**

### **Patrick Berry, Community Services Supervisor**

### ***Say hello to our new look Bookmobile!***

After what seemed like forever, we now have our Sherlock bookmobile back from our vendor, looking good, and out on the town! The staff are super excited to show it off. The interior layout has also been redesigned by our staff to make it easier for the customers to browse and see what we are carrying

onboard. We are excited for this fresh start to the new year and with an exciting look for one of our vehicles.



### ***Fantastic Response***

At the beginning of this month, I had a patron reach out to me and compliment the bookmobile service. She stated that her and a friend had gone to our bookmobile to pick up some holds and browse. When suddenly, her friend “squealed.” She had found a book she was waiting on. She was #30 on the holds list, but here it was on the bookmobile in our Express collection. It is always exciting seeing our patrons respond positively to our service, it is another thing to hear them squeal with joy!

### **Collections**

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

I’d like to share about two new digital products we have available to customers. We have added digital access to both the Kansas City and Wichita Business Journals. We’ve received several requests from individuals in our local business community to add these publications and I’m pleased to report we’ve been able to do that. Customers may access the online journals on library computers and remotely on any internet connected device. To access the Journals, visit the “Research It” section of the library’s website, then click on “All Databases”. The link to the Journal is in the “Business & Investments” section of the database list. The link to the Kansas City Business Journal includes the option to click over to the Wichita Business Journal. The online Business Journal website is updated daily and our subscription includes access to all the back issues of the Journal available through the website. We are adding only the digital edition of the Journal to our collection as that has a larger reach compared to the weekly print publication.

Next in our new product offerings, Hoopla has introduced a new unlimited access model called BingePass. It's not a replacement for single item checkout but rather an added feature. For a single checkout fee paid by the library, customers have unlimited access to specific collections within hoopla. These collections include magazines (a new offering to the platform), The Great Courses Video Library, and something hoopla calls the "Curiosity Stream" which includes documentaries and nonfiction TV series. We soft-launched the BingePass collection in January and have had over 110 checkouts for it. I think it provides a uniquely curated digital content package that will definitely appeal to customers. A note that while hoopla is adding magazines, we have no plans to move away from our primary digital magazine provider, Flipster.

We are experiencing a strong beginning to the year with digital checkouts with Overdrive and hoopla and good usage of the databases. We look forward to continuing to build diverse collections of digital content to meet the needs and interests of customers.

## **Circulation**

**Angie Hardy-Foltz, Circulation Supervisor**

**Kelli Smith, Circulation Supervisor**

### ***Welcoming New Staff***

The Circulation department welcomed their second Circulation Supervisor at the beginning of the new year, Angie Hardy-Foltz. Angie worked at TSCPL from 2007 to 2017 as a Public Services Specialist. After completing her MLS from Emporia State University, she was hired as the Librarian for the Topeka Correctional Facility where she managed three inmate-run libraries. Angie has two grown children, and she lives in Topeka with her husband and five cats.



### ***Resuming TSCPL@Work Delivery***

We are pleased to announce that Bartlett and West resumed TSCPL@Work service in late January. The courier delivers and picks up library materials Tuesdays and Thursdays at that location. The Covid-19 pandemic has disrupted delivery service to a few of the Library's TSCPL@Work locations, so it is nice to increase the number of participating sites.

## **Digital Services**

**David King, Digital Services Director**

### ***Audio/Visual Upgrade Project***

The A/V upgrade project in Marvin auditorium is in full swing and is slated to be complete by Monday February 14. This is upgrading all the audio equipment and projectors. I've heard that the projectors are

much brighter! Also, we are installing software that allows meeting room users to wirelessly connect devices to the projectors and will have built-in video conferencing capabilities. We're looking forward to using the new equipment!

***Network/System Admin Position opening:***

We have started going through applications for this position and are starting the interview process this week. This is an important position in Digital Services and for the library since our admins maintain and troubleshoot all of our system-wide technology infrastructure.

***Event Management Software evaluation***

We are starting the process of evaluating Event Management software products. We currently use Communico for our event management needs. This type of specialized software varies widely, and each product has some strengths and weaknesses (including Communico). The library regularly evaluates our software tools, so we know what other vendors offer (whether or not we decide to switch platforms).

**Top Web Pages for January 2022:**

1. Services Page: 3051 Pageviews
2. Great Gatsby post: 2230 Pageviews
3. About Page: 1655 Pageviews
4. Get a library card page: 1491 Pageviews
5. Databases page: 1483 Pageviews
6. Employment page: 1270 Pageviews
7. My Account Page: 1264 Pageviews
8. Hoopla page: 1217 Pageviews
9. June bride blog post: 1198 Pageviews
10. Bookmobile schedule: 1157 Pageviews

**Social Media Highlights for January 2022:**

**Facebook:**

- Post about our wifi hotspots – reached 7433 people
- Photo of hearts drawn in the snow in our parking lot – reached 9616 people
- Post asking “what would you do if you had \$1 million?” – reached 5173 people

**Twitter:**

- What do you love about our library? – 454 impressions
- Bookmobiles not running because of the weather – 416 impressions
- Post about movie snacks – 333 impressions

**Instagram:**

- Photo of Luella (staff member) – 948 impressions
- Photo of hearts in the snow – 801 impressions
- Photo of Meg (staff member) – 735 impressions

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## February Board Report

February 10, 2022

### Communications & Marketing Team

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

### What's New

#### Speakers Bureau & Community Events



Events coordinator Bonnie Cuevas is a new member of the Program Team and will coordinate Speakers Bureau & Community Events invitations for the library. She has updated the Speakers Bureau web page and is ready to offer virtual library presentations on the latest news from the library and Tech Trends with David King beginning March 1. Specific program topics may be also be requested and Bonnie will coordinate the requests with the appropriate library department staff.

#### Staff Development Day



is a virtual event this year and Karen and Michael are working on “dazzling” our staff with great graphics and videos. Our new website will be a keynote topic with Bobby Sloan, Ima-makers, Inc., Experience director. He will give us a tour of the new web design and integration that will truly make tscpl.org a tool that everyone will enjoy using.

#### Top Page Views @ tscpl.org

January 12 – February 10, 2022

1. Great Gatsby blog post - 2143 pageviews
2. Covid-19 information page - 1945 pageviews
3. Services page - 1900 pageviews
4. Creativity blog post - 1573 pageviews
5. Let's Fall into Reading post - 1452 pageviews
6. My account - 1443 pageviews
7. June weddings blog post - 1259 pageviews
8. About the Library page - 1249 pageviews
9. Get a Library Card page - 1174 pageviews

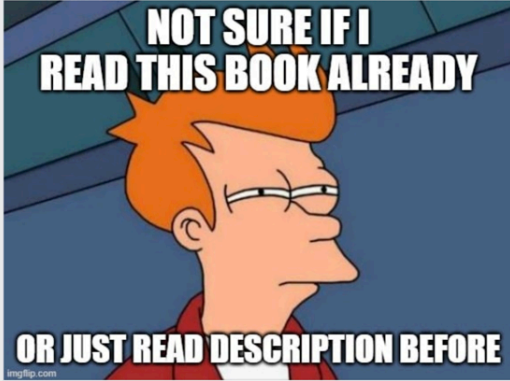


10. Ebooks - 1116 pageviews

Facebook – January Top Posts

**Topeka & Shawnee County Public Library**  
Published by Angie Reed [?] · January 28 · 🌐

Me looking at all the new YA books 😊



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

**5,102** People Reached      **282** Engagements      **Boost Post**

**Topeka & Shawnee County Public Library**  
Published by Miranda Ericsson Kendall [?] · January 27 · 🌐

Today is International Holocaust Remembrance Day. What is the best book that you have read about the Holocaust, written for any age group? Do you have suggestions for books about Jewish lives or culture? From now until 8, librarians will be hanging out to recommend books, answer your library questions, and help you find your next read. #WeRemember #InternationalHolocaustRemembranceDay #readingcommunity

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

**3,177** People Reached      **296** Engagements      **Boost Post**

**Topeka & Shawnee County Public Library**  
Published by Natalie Moreland · January 22 at 6:39 PM · 🌐

**Challenge: Describe the book you are currently reading in 3 words. No more, no less.**

**4,806** People Reached      **749** Engagements      **Boost Post**

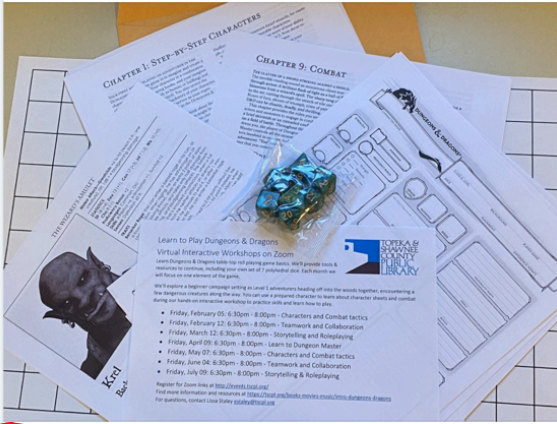
👍 17      140 Comments

**Topeka & Shawnee County Public Library**  
Published by Ginger Park · January 21 at 1:37 PM · 🌐

Your library can help you learn practically ANYTHING. 🤖🤖

Ask for a **FREE Learn to Play Dungeons and Dragons Kit**, including a set of 7 polyhedral gaming dice, at Curbside Pickup at the library. Supplies limited.

Register for any monthly Zoom sessions to learn about character sheets and combat! Learn more at <https://tsctl.org/books-movies-music/intro-dungeons-dragons...> **See More**



**Learn to Play Dungeons & Dragons**  
Virtual Interactive Workshops on Zoom  
Learn to play Dungeons & Dragons through collaborative stories. We'll provide tools & will focus on one element of the game.  
We'll feature a beginner campaign setting at local Labyrinthians heading off into the woods together, encountering a few magical creatures along the way. You will work a campaign scenario to learn about character sheets and combat skills and how to use them. We'll provide you with a practice sheet and learn how to play.

- Friday, February 05: 6:30pm - 8:00pm - Characters and Combat Basics
- Friday, February 12: 6:30pm - 8:00pm - Teamwork and Collaboration
- Friday, March 12: 6:30pm - 8:00pm - Storytelling and Roleplaying
- Friday, April 09: 6:30pm - 8:00pm - Learn to Dungeon Master
- Friday, May 07: 6:30pm - 8:00pm - Characters and Combat Basics
- Friday, June 04: 6:30pm - 8:00pm - Teamwork and Collaboration
- Friday, July 09: 6:30pm - 8:00pm - Storytelling & Roleplaying

Register for Zoom links at <https://tsctl.org> and find more information and reports at <https://tsctl.org/charactersheets/movies/intro-dungeons-dragons>. For questions, contact user [stacy@tsctl.org](mailto:stacy@tsctl.org)

**4,734** People Reached      **291** Engagements      **Boost Post**

👍👎👏👍 49      4 Comments 21 Shares

# 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
- Broadsides
- 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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#### 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).

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**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:

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.

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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](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[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

	2022												2021 YTD	Annual % Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			YTD
<b>CIRCULATION*</b>															
<b>Main Library</b>															
TSCPL Curbside	4,432												4,432	33,939	-86.9%
Circulation Desk & Renewals	32,550												32,550	24,806	31.2%
Interlibrary Loan	1,202												1,202	1,129	6.5%
Self-Check	41,180												41,180	190	21573.7%
<b>Bookmobile</b>	5,097												5,097	0	#DIV/0!
TSCPL@Home	3,836												3,836	5,282	-27.4%
<b>Red Carpet</b>	5,656												5,656	6,286	-10.0%
<b>Digital Downloads</b>	52,207												52,207	51,121	2.1%
<b>Library @ Work / Smartlocker</b>	1,766												1,766	2,218	-20.4%
<b>TOTAL CIRCULATION</b>	<b>147,926</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>147,926</b>	<b>124,971</b>	<b>18.4%</b>
* Includes first-time checkouts and renewals															
<b>CIRCULATION DETAILS</b>															
<b>Print Material</b>	60,257												60,257	46,169	30.5%
<b>Audio/Visual Material</b>	29,306												29,306	20,792	40.9%
<b>Adult Materials</b>	53,323												53,323	39,054	36.5%
<b>Children's Materials</b>	27,312												27,312	20,123	35.7%
<b>Young Adult Materials</b>	2,571												2,571	2,394	7.4%
<b>Red Carpet Materials</b>	6,357												6,357	5,390	17.9%
<b>Net Promoter Score (NPS)</b>															
Monthly NPS	89.8												89.8	90.0	-0.2%
Monthly # of Responses	49												49	10	390.0%
Current NPS	84.7												84.7	85.4	-0.8%
<b>NEW Patrons</b>															
<b>Topeka / Shawnee County</b>															
Adults	438												438	315	39.0%
Children (ages 17 and under)	100												100	26	284.6%
<b>Red Carpet Outreach</b>	9												9	5	80.0%
<b>NEKL</b>	81												81	52	55.8%
<b>Non-Resident</b>	0												0	0	#DIV/0!
<b>Total New Registrations</b>	<b>628</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>628</b>	<b>398</b>	<b>57.8%</b>
<b>PATRONS DELETED</b>	<b>205</b>												<b>205</b>	<b>72</b>	<b>184.7%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	57,830												57,830	57,661	0.3%
Children (age 0 - 17)	14,739												14,739	14,776	-0.3%
TSCPL @ School	25,587												25,587	25,587	0.0%
<b>Red Carpet Outreach</b>	1,173												1,173	1,204	-2.6%
<b>NEKL</b>	8,467												8,467	8,242	2.7%
<b>Non-Resident</b>	89												89	89	0.0%
<b>Delinquent</b>	101												101	97	4.1%
<b>TOTAL BORROWERS</b>	<b>107,986</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>107,986</b>	<b>107,656</b>	<b>0.3%</b>
<b>Holds Satisfied</b>	<b>16,395</b>												<b>16,395</b>	<b>24,521</b>	<b>-33.1%</b>
<b>TOTAL CHECK-IN</b>	<b>56,230</b>												<b>56,230</b>	<b>30,678</b>	<b>83.3%</b>
<b>COLLECTION</b>															
Materials Added	3,481												3,481	3,093	12.5%
Materials Discarded	2,690												2,690	5,871	-54.2%
<b>TOTAL COLLECTION</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>371,309</b>	<b>370,518</b>	<b>0.2%</b>

	2022												2022 YTD	2021 YTD	Annual % Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>WEBSITE</b>																
tscpl.org Unique Visitors	34,412													34,412	30,372	13.3%
tscpl.org Total Visits	55,438													55,438	53,714	3.2%
catalog.tscpl Unique Visitors	16,875													16,875	13,770	22.5%
catalog.tscpl Total Visits	39,879													39,879	40,737	-2.1%
<b>NOTARY SERVICE</b>	151													151	0	#DIV/0!
<b>REFERENCE QUESTIONS</b>																
Public Services	9,205													9,205	4,738	94.3%
Media	3,599													3,599	0	#DIV/0!
Call Center	4,288													4,288	4,264	0.6%
Stacks/Team RM	352													352	0	#DIV/0!
Topeka Room	168													168	0	#DIV/0!
Gallery	353													353	0	#DIV/0!
LibAnswers	445													445	474	-6.1%
Plaza**														0	0	#DIV/0!
Youth Services	1,399													1,399	0	#DIV/0!
<b>TOTAL REFERENCE QUESTIONS</b>	10,604	0	0	0	0	0	0	0	0	0	0	0	0	10,604	4,738	123.8%
<b>GATE COUNT</b>	23,639													23,639	7,411	219.0%
<b>MEETING ROOMS</b>																
Meeting Room Bookings	317													317	116	173.3%
Team Room Bookings	772													772	0	#DIV/0!
Total Meeting Room Hours Booked	1,737													1,737	982	76.9%
<b>TOTAL ATTENDANCE</b>	2,584													2,584	124	1983.9%
<b>LEARN &amp; PLAY BUS VISITS</b>	50													50	0	#DIV/0!
<b>PROGRAM ATTENDANCE</b>																
Adult - General	1,241													1,241	283	338.5%
Kids - Early Learners	286													286	14	1942.9%
Kids - Elementary	431													431	0	#DIV/0!
Teens	360													360	3	11900.0%
Unknown	0													0	1,400	-100.0%
Outreach	0													0	0	#DIV/0!
<b>TOTAL ATTENDANCE</b>	2,318	0	0	0	0	0	0	0	0	0	0	0	0	2,318	1,700	36.4%
<b>GALLERY ATTENDANCE</b>	1,308													1,308	0	#DIV/0!
<b>COMPUTER USE</b>																
MIFI Hotspot Data Usage (GB)	368.96													369	N/A	N/A
Public Computer Sessions	5,782													5,782	3,244	78.2%
Avg Public Computer Session Length (Minutes)	0:47:34													0:47:35	0:36:12	31.4%
Total Computer Hours	4,585													4,585	1,957	134.3%
Wireless Sessions	20,362													20,362	5,971	241.0%
Avg Wireless Session Length (Minutes)	0:14:00													0:14:37	0:12:36	16.0%
Total Wireless Hours	4,960													4,960	1,254	295.5%
<b>TOTAL HOURS</b>	9,545	0	0	0	0	0	0	0	0	0	0	0	0	9,545	3,211	197.2%
<b>DOLLY PARTON ENROLLMENT</b>	not reported													not reported	not reported	#VALUE!

	2022												2022	2021	Annual %	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	Change	20 TO 21%
<b>CIRCULATION DETAILS</b>																
<b>Print Material</b>																
Adult Fiction	12,927												12,927	8,918	45.0%	
Adult Nonfiction	14,923												14,923	12,553	18.9%	
Juvenile Fiction	17,708												17,708	12,940	36.8%	
Juvenile Nonfiction	4,911												4,911	3,501	40.3%	
Magazines	875												875	508	72.2%	
RC Print Materials	6,251												6,251	5,307	17.8%	
RC Realia	106												106	83	27.7%	
YA Print Materials	2,556												2,556	2,359	8.4%	
<b>PRINT CIRCULATION</b>	<b>60,257</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>60,257</b>	<b>46,169</b>	<b>30.5%</b>	
<b>Audio / Visual Material</b>																
MiFi Hotspots	18												18	N/A	N/A	
Adult Audiobooks	1,811												1,811	1,559	16.2%	
Adult Music	2,181												2,181	1,578	38.2%	
Adult Videos / DVDs	20,606												20,606	13,938	47.8%	
Juvenile Audiobooks	262												262	185	41.6%	
Juvenile Music	204												204	141	44.7%	
Juvenile Videos / DVDs	4,227												4,227	3,356	26.0%	
YA AV	15												15	35	-57.1%	
<b>AV CIRCULATION</b>	<b>29,306</b>												<b>29,306</b>	<b>20,792</b>	<b>40.9%</b>	
<b>Adult Material</b>																
Adult Fiction	12,927												12,927	8,918	45.0%	
Magazines	875												875	508	72.2%	
Adult Audiobooks	1,811												1,811	1,559	16.2%	
Adult Music	2,181												2,181	1,578	38.2%	
Adult Videos / DVDs	20,606												20,606	13,938	47.8%	
<b>ADULT CIRCULATION</b>	<b>53,323</b>												<b>53,323</b>	<b>39,054</b>	<b>36.5%</b>	
<b>Juvenile Material</b>																
Juvenile Fiction	17,708												17,708	12,940	36.8%	
Juvenile Nonfiction	4,911												4,911	3,501	40.3%	
Juvenile Audiobooks	262												262	185	41.6%	
Juvenile Music	204												204	141	44.7%	
Juvenile Videos / DVDs	4,227												4,227	3,356	26.0%	
<b>JUVENILE CIRCULATION</b>	<b>27,312</b>												<b>27,312</b>	<b>20,123</b>	<b>35.7%</b>	
<b>Red Carpet Material</b>																
RC Print Materials	6,251												6,251	5,307	17.8%	
RC Realia	106												106	83	27.7%	
<b>RED CARPET CIRCULATION</b>	<b>6,357</b>												<b>6,357</b>	<b>5,390</b>	<b>17.9%</b>	
<b>Young Adult Material</b>																
YA Print Materials	2,556												2,556	2,359	8.4%	
YA AV	15												15	35	-57.1%	
<b>YOUNG ADULT CIRCULATION</b>	<b>2,571</b>												<b>2,571</b>	<b>2,394</b>	<b>7.4%</b>	
<b>Digital Downloads</b>																
Overdrive	35,891												35,891	35,977	-0.2%	
Hoopla	15,010												15,010	14,034	7.0%	
Flipster	1,306												1,306	1,110	17.7%	
<b>DIGITAL DOWNLOADS</b>	<b>52,207</b>												<b>52,207</b>	<b>51,121</b>	<b>2.1%</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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,009,494
Magazines (\$5)	\$4,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,375
DVD, Games, Music (\$4)	\$108,932	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,932
Notary Service (\$10)	\$1,510	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,510
Reference Questions (\$7)	\$74,228	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,228
Programming (\$10)	\$23,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,180
Meeting Room Use	\$0	\$0	\$1	\$2	\$3	\$3	\$4	\$4	\$5	\$6	\$6	\$7	\$41
Gallery Attendance (\$10)	\$13,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,080
Computer Use (\$12 /hr)	\$114,540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$114,540
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$56,575
<b>TOTAL VALUE</b>	<b>\$1,313,676</b>	<b>\$3,600</b>	<b>\$5,001</b>	<b>\$5,002</b>	<b>\$5,003</b>	<b>\$5,003</b>	<b>\$5,004</b>	<b>\$5,004</b>	<b>\$5,005</b>	<b>\$5,006</b>	<b>\$5,006</b>	<b>\$5,007</b>	<b>\$1,367,317</b>



# 2021 Annual Report





Marie Pyko, Chief Executive Officer

# Hello!

2021 was a year that the library continued to re-focus our view of what matters most to our community and how we serve it. We thought the 2020 COVID-19 pandemic would retreat, and the library would somehow be “normal” again, with vaccinations for everyone. Library staff did emerge better protected. Expanded services invited customers to use their library how and when they needed it. Customers used the library in person, online and through our outreach services. We loved seeing people in the library building sharing time with us, bringing their family and friends to work through the Rainforest Adventure maze or enjoying a nice cup of coffee again at the Millennium Café. Community members told us they appreciated the opportunity to go somewhere that was “safe” because of the precautions we have practiced during the pandemic.

For me, this is a season of gratitude and anticipation. After more than 30 years at the Topeka and Shawnee County Public Library, I had the privilege of stepping into the role of CEO last October. When I started as a storyteller in December 1991, I quickly learned what a powerful and impactful role libraries play in communities – especially ours. Our library helps make all things possible for those who walk through our halls. It’s an honor to serve you and our community and I’m excited about what’s ahead for our great library! On behalf of all of the library staff, the Library Foundation and the Friends of the Library, thank you for your support in 2021. I hope you enjoy our year in review and I am eager to take the next step in our journey.

Warm wishes,  
**Marie**

## Board of Trustees

- Jim Edwards**, Chair
- Kacy Simonsen**, Vice Chair
- Joan Hicks**, Secretary
- Shawn Leisinger**, Treasurer
- Kristen Brunkow O’Shea**
- Beth Dobler**
- Peg Dunlap**
- Jennifer Miller**
- Liz Post**
- Jim Ramos**

## Library Officers

- Marie Pyko**, Chief Executive Officer
- Thad Hartman**, Chief of Staff  
(Interim CEO Dec 2020 - Oct 2021)
- Kim Strube**, Chief Financial Officer
- Jesse Maddox**, Chief Human Resources Officer

**So, what else should you know about Marie?**  
 Learn why she became a librarian and most importantly, what books are in her book bag. **All this and more on PAGE 16** ▶



**Board of Trustees**

FROM LEFT: Beth Dobler, Joan Hicks, Kacy Simonsen, Kristen Brunkow O’Shea, Liz Post, Shawn Leisinger, Peg Dunlap, Jim Ramos, Jim Edwards, Jennifer Miller



**Library Officers**

FROM LEFT: Kim Strube, Jesse Maddox, Marie Pyko, Thad Hartman

# COVID

## continues to impact library & community



2021 was year two of the COVID pandemic. The library staff and services continued to make changes and improvements to help community members use the library. The following briefs highlight this work.

### Vaccinations, Masks & Social Distancing

The Shawnee County Health Department included library staff in round 2B of people eligible for vaccination, which allowed staff to be vaccinated starting in March. In May an anonymous staff survey showed that more than 90 percent of staff who responded to the survey (81% of staff responded) were vaccinated. This helped reduce the risk of COVID infection for library staff and visitors.

In addition to vaccination, the library required or strongly encouraged library visitors to wear masks in the building and on bookmobiles for most of 2021. Staff in the building were required to wear masks most of the year. We also recommended staff and visitors practice social distancing.

### Library Services Impacted by COVID-19

January 4, 2021, the library building reopened with limits after being closed for much of December 2020. Initially we focused on what customers needed most – computers, fax, copying and scanning. A team of library staff worked at length to develop phased procedures for library operations. As COVID levels decreased during the year, more and more library services became available.

### COVID Testing

The library parking lot was a host site for free COVID testing offered through the Kansas Department of Health and Environment.

### No Contact Services

The pandemic also brought opportunities for the library to reinvent new services to provide what our customers needed.

- Online virtual appointments with librarians for tech help, genealogy research and job help
- TSCPL@Home delivering books, movies and music to doorsteps gained users
- Curbside service continued even after the holds room opened in June.

Keeping readers engaged with:

- outstanding book reviews on The Bookmark Podcast
- staff selecting new reads for customers through the Browsing Just for You service
- 3 Reading Challenges where people read more than 5,000 books
- Book Clubs meeting online and on social media for engaging book conversations.

People loved take and make projects that let them take the library experience home. We offered art and craft kits, Discovery Steam Ahead Kits with STEM learning projects, and Summer Adventure Bags with craft projects and animal facts.

“This was the  
**best day** of my life!”

— SAID TWO LITTLE GIRLS

“This is a **wonderful library**,  
what a great summer program!”

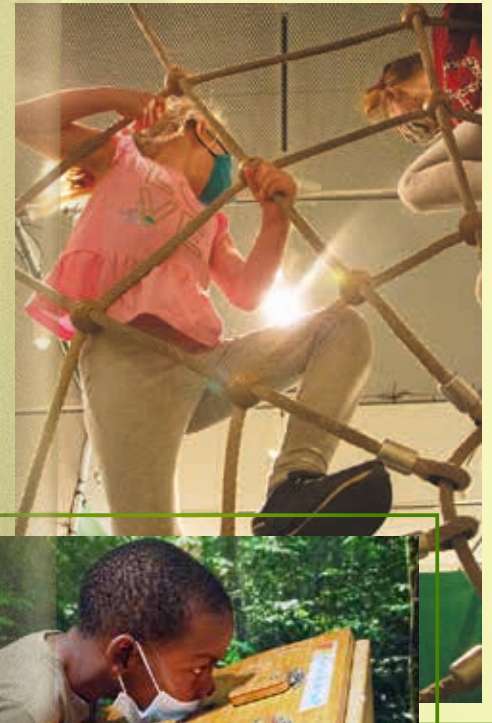
— SAID A MOTHER

“That was  
**FUN**, Mommy!  
I want to go **AGAIN!**”

More than  
**15,000**  
visitors had a  
**Rainforest  
Adventure**

The summer of 2021 was a mix of virtual and in-person events but the Alice C. Sabatini Gallery’s “Rainforest Adventure” topped its all-time record visitors for an art exhibit with more than 15,000 visits from people in Shawnee County and surrounding communities. The maze was also a popular destination for people to bring friends and family visiting from out of state.

The Rainforest Adventure by Minotaur Mazes provided a physical and mental challenge as you descended through the four layers of the rainforest. The gigantic 2,000 square foot maze covered the entire gallery with its striking graphics, physical activities and challenging questions that were both entertaining and educational.



The kids didn’t leave empty-handed and nearly 18,000 “Adventure Bags” were given out that included supplies for a fun craft, word puzzles and rainforest information. Adventure Bags were also given out at food distribution sites around Topeka.

-----  
This 20th annual art exhibit for children was made possible in part by The Library Foundation through contributions from the Sabatini Family Foundation and The National Endowment for the Humanities.

“ I loved it. It was probably my **favorite** exhibit so far! ”



“ I'm **surprised** - that was actually **cool!** ”

— SAID A BOY WHO HAD BEEN APPREHENSIVE ABOUT THE MAZE

# Supporting early literacy & kindergarten Readiness



When I was asking her (Ellie) favorites she spontaneously shared that her favorite place is the library.

— NICKE MASONER, ELLIE'S MOM

We are always working to have every child in Topeka and Shawnee County ready for kindergarten and create more fans like Ellie. Dolly Parton's Imagination Library, 1000 Books Before Kindergarten, StoryWalks®, Call-a-Story, Call-a-Joke, storytimes, Sherry Hess' parenting blog and Good Ideas for Learning Through Play videos help parents and caregivers with early literacy and early childhood development tools and activities.

Dolly Parton's Imagination Library is a free book gifting program that mails high-quality, age-appropriate books to children from birth until their 5th birthday, to their homes monthly. At the end of 2021, the Imagination

Library had a total enrollment of 5,682 or 49 percent of the children under 5 years old living in Shawnee County. The program costs about \$30 per child per year. The Library Foundation and the Friends of the Library raise funds to support the TSCPL-United Way of Greater Topeka program.

## Learning Through Play

We created a new video series for adults working with young kids. These are short clips, demonstrating fun ways to play and bond with kids. The librarians also emphasize the importance of interacting with babies, toddlers and preschoolers, whether it's time in the garden or time for a bath. There is time for learning through play every day!

## 1000 Books Before Kindergarten

In September 2020 we started the 1000 Books Before Kindergarten ([tscpl.org/1000books](http://tscpl.org/1000books)) program that encourages parents to read to their kids frequently. Research shows that reading to your child is the most reliable predictor of school success. Using the library app, parents track the books they read to their child. Kids receive a special reward for each 100 books read. During 2021, 339 kids enrolled and recorded 39,717 books.



Annabelle and Kai reading at home. They have read hundreds of books toward 1000 Books Before Kindergarten.

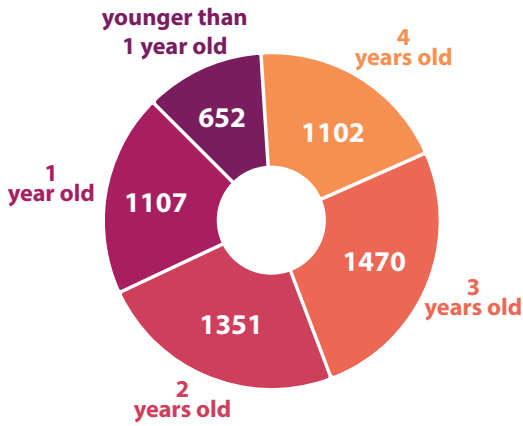


Luke goes on a StoryWalk®.



Nylah just picked up her free book, *Grumpy Bird*, during Kansas Reads to Preschoolers.

# Age of children enrolled



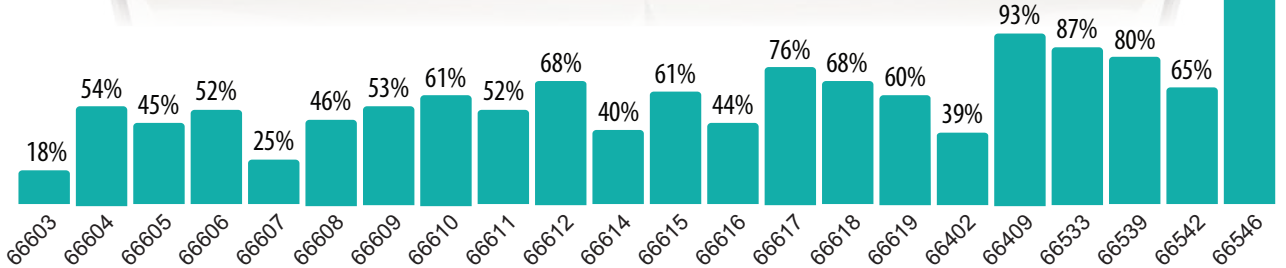
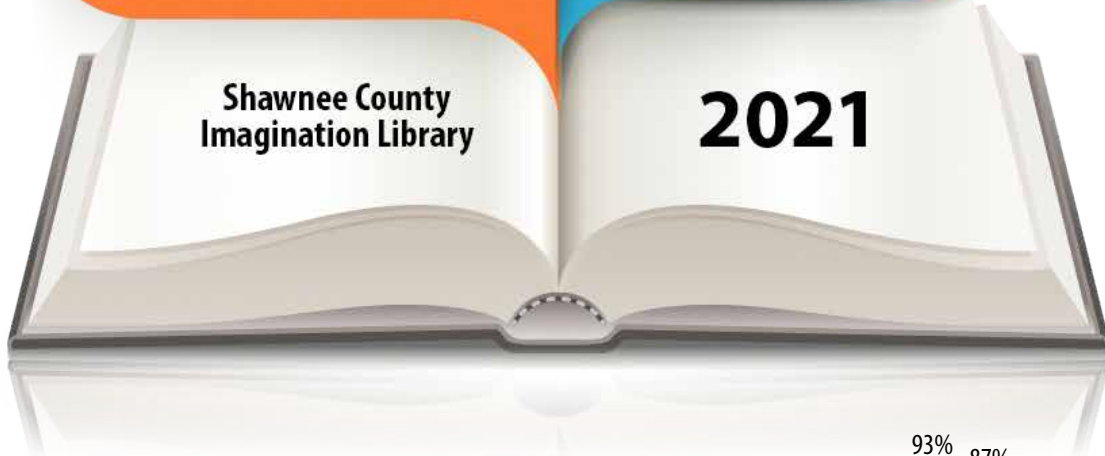
**April 2017** Program enrollment began

Actual number of children enrolled by December 2021 **5,682**

Total dollars raised **\$1,096,063**  
Topeka & Shawnee County Public Library, United Way of Greater Topeka and Kansas Health Foundation

**72,920** Total books delivered in Year 5

Year 4 Costs **\$149,126**  
(paid by donations)



\*Reflects frequent change of population in this zip code.

# Percent of children signed up by zip code



# The library's role in Diversity, Equity and Inclusion

URBAN LIBRARIES COUNCIL

## Race and Social Equity Statement

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.

Adopted by Topeka and Shawnee County Public Library Board in October 2017

## Deliberative Conversations

The library hosted several conversations in 2021 to give community members an opportunity to practice listening with empathy and respect, considering other perspectives, and weighing the trade-offs of possible actions. These are National Issues Forums developed in collaboration with the Kettering Foundation. The following topics were addressed: rebuilding the economy, alcohol and drug use, mental illness, youth and opportunity, and reframing Topeka and workshopped the racial equity in the community with Topeka contributing to a national issue guide that will be used all over the country.

### BOOKS DISCUSSED IN RACIAL JUSTICE BOOK CLUB





## 21-Day Challenge

In March the library and the YWCA Northeast Kansas' 21-Day Challenge for Racial Equity and Social Justice encouraged people to read an article, listen to a podcast or reflect on a personal experience to help discover how racial and social injustice impact our community. The library coordinated, participated, and facilitated discussions that were specific to our community. Lissa Staley led two sessions a week extending the YWCA's reach.

## Racial Justice Book Club

The library and the YWCA of Northeast Kansas host the Racial Justice Book Club with 150 members. The book club meets virtually each month and features books written by Indigenous people and people of color.





Dr. Fredrick W. Gooding Jr.

# Meeting Authors Face to Face

Virtual events dominated our author visits

## Nine authors visited the library in 2021

*“My goal is attend as many author events as possible whether I intend to read the books or not. They are so fun to listen to. So passionate.”* –NICKI

### MIRRIAM-GOLDBERG WORKSHOP

*“Your efforts bringing this like-minded group together and supporting creative writing are appreciated. I truly enjoyed the presentation, writing prompts, and conversation.”* –CARMAINE

### PETROGLYPHS

*“I really enjoyed listening to the authors’ perspectives about their research and their book project. I cherish my copy. I missed their previous talks elsewhere earlier when the book was released so it was great to have another opportunity to “meet” them.”* –KIM

Poet Caryn Mirriam-Goldberg conducted a writing workshop for writers of all genres

Ben Montgomery launched his history book

Dr. Fredrick W. Gooding Jr. discussed his nonfiction book

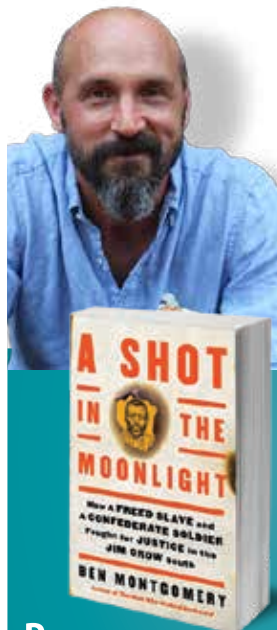
Rex Buchanan, Burke Griggs and Joshua Svaty discussed their nonfiction book

Kansas Poet Laureate Huascar Medina talked about how he uses poetry to help us find our voices, share our words and discover what truly connects us.



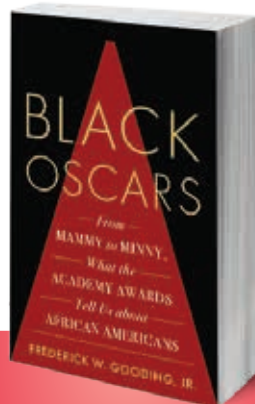
**Caryn Mirriam-Goldberg**

JANUARY



**Ben Montgomery**

JANUARY



**Dr. Fredrick W. Gooding Jr.**

FEBRUARY



**Rex Buchanan  
Burke Griggs  
Joshua Svaty**

FEBRUARY



**Huascar Medina**

APRIL

# Let's Geek Out

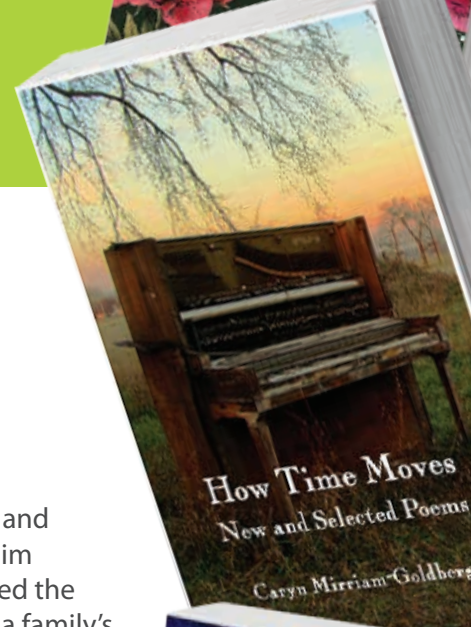


Readers librarian,  
Miranda Ericsson

Author visits are one of my favorite ways to engage with our community of readers. Meeting authors face-to-face is exciting and powerful. Hearing authors speak about their work deepens our appreciation and understanding of what we have read.

Readers often commented how much they laugh at our events, or share that they were moved to tears. Author visits are also an opportunity to meet other fans of the books to “geek out” together in a shared, memorable experience at the library. In 2021, we hosted a diverse line-up of fiction and nonfiction authors, and proved that virtual events can have the emotional impact and energy of an in-person event. Hybrid events at the end of the year brought readers together in our building while still offering the convenience of virtual attendance.

“I really enjoyed Sarah Penner and Andrew’s conversation. You are a fantastic host and library advocate. Great program!”  
—SUSAN



## PARR DISCUSSION

“It was well organized, and very informative. It was nice to see an author I’d read talk about their book.” —FRAN

## SPROWELL & DULTMEIER

“It was very real and honest. Books have an impact.” —BETTY

Sarah Penner talked about her best-selling debut novel

Young adult author Miranda Asebedo held a teen writing workshop and talked about her books

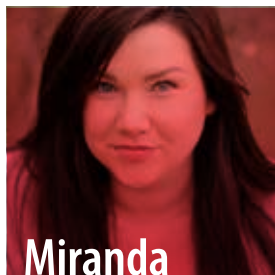
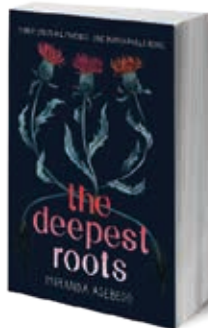
KelLee Parr talked about his books and adoptive genealogy research with genealogy librarian Sherri Camp

Author Nancy Sprowell Geise and her co-author Jim Dultmeier shared the powerful story a family’s loss of their daughter to a drunk driver in the nonfiction book



Sarah Penner

MAY



Miranda Asebedo

SEPTEMBER & OCTOBER



KelLee Parr

NOVEMBER



Nancy Sprowell Geise & Jim Dultmeier

DECEMBER

# SnapShots '21

## Friends of the Library – 50 years of support

2021 was the Friends of the Library's 50th anniversary! The organization started when a group of library supporters created a campaign to encourage Topeka residents to support a library expansion. In August 1970 the library expansion was the only funding measure on the ballot that passed. Pleased with their work, the group decided to become a membership organization and the Friends of the Library was incorporated in March 1971.

When the library was under construction (to complete the 1970s expansion) Friends members volunteered to help patrons navigate the building. The Friends also held a

book sale fundraiser to purchase furniture for the new Topeka Room. This fundraiser was intended to be a one-time event, but people began asking when the next book sale was going to be held.

Here we are 50 years later still having book sales to the delight of our community. Since 1971 the Friends have distributed more than \$1.9 million to benefit the library. The books sales expanded to include a retail store, Chandler Booktique, and online sales through Amazon.com and Thriftbooks.



## Millennium Café Makeover

The Millennium Café got a facelift and opened in the spring with a contemporary look that includes new flooring, comfortable seating, high table seating overlooking Claire's Courtyard and a grab-n-go cooler. In late November the Café opened with 2Chefs Catering providing an excellent dining experience.



## Chandler Booktique Fixed-up

The Friends of the Library Chandler Booktique got a little fixer-upper before it reopened in February with a new floor plan, flooring and a huge display window that invites shoppers.



## Refreshed Restrooms

All the public restrooms were upgraded. In addition to new flooring, new fixtures and bright colors, the new restrooms have touchless faucets, soap dispensers and hand dryers.

## Neighborhood Revitalization

The library extended its participation in the City of Topeka's Neighborhood Revitalization Plan/Program through 2024. We have been a member since 1995.

## Library Staff recognized for their work in the community



**2021 Jayhawk Area Council's Top 20 Under 40**  
**Erin Aldridge**  
 The Library Foundation  
 Executive Director

**2021 YWCA Woman of Excellence**  
**Sherri Camp**  
 Genealogy Librarian

**ArtsConnect Liz Stratton Art Champion Award**  
**Kyler Carpenter**  
 Kids Library Musical Storyteller

**Elected secretary of library and information studies honor society Beta Phi Mu, Beta Epsilon Chapter**  
**Autumn Friedli**  
 Public Services Supervisor

**Served on City of Topeka's Planning Commission and Local Landmarks Commission**  
**Donna Rae Pearson**  
 Local History Librarian

**Certified Leadership Coach**  
**Lissa Staley**  
 Librarian

**Leadership Topeka Class of 2021**  
**Kim Strube**  
 Chief Financial Officer

## Success Story

Natalie Moreland shared:

“ I recently got connected with one of our regular customers, Jaiden, and it's been so fulfilling to choose books that match her interests. Jaiden is one of our regular customers who normally comes in at least once a week and loves to browse, going home with a stack of 40 or so picture books, and she reads every single one. Having gotten to know her and her grandparents over several years, I know what she enjoys and its fun to pick out books for her. I know Jaiden will be so excited when she can come back in and choose her own books, but for now curbside pickup and personalized browsing are meeting her needs.”



# Building our community of readers

## Top City Reads Together

Our Facebook group Top City Reads Together reached 500 members. The group shares new book recommendations and author visit details, discusses what they are reading in comments and during live online book discussions, and interacts with librarians. During the summer the group selected two books *State of Wonder* by Ann Patchett and *River of Doubt* by Candice Millard to all read and discuss. Checkouts for these books were very high with a total of 273 checkouts for *State of Wonder* and 197 checkouts for *River of Doubt* during the summer.

## Book Rich Environment

The library collaborates with Topeka Housing Authority and the United Way of Greater Topeka on the Book Rich Environment initiative. The goal is to provide quality age-appropriate books to kids and families in Deer Creek, Pine Ridge and Echo Ridge. The initiative also held a Read and Ride event to encourage reading and bike safety at the end of the summer.

Additionally, as part of the collaboration the library received a \$4000 grant from the Rotary Club of Topeka Foundation to support this initiative. The monies were used to develop and purchase literacy and learning kits for the neighborhoods and provide additional books so everyone who attended our joint programs were able to have good books to keep. This was the fourth year with this collaboration.

# La Comunidad

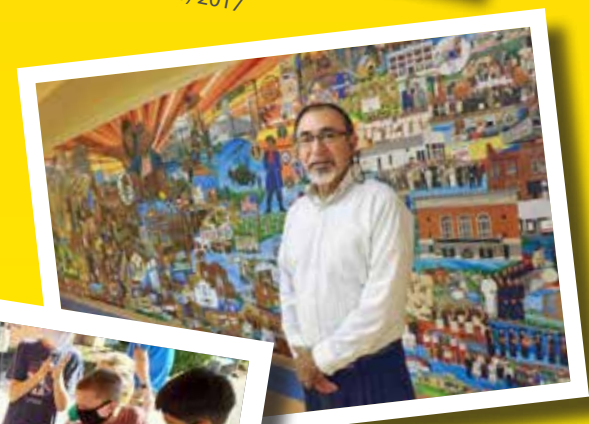
## Art Exhibit Highlighted Local Latino Artists

Local Latino artists shared their heritage and artwork to bring the fall La Comunidad exhibit to life in the Alice C. Sabatini Gallery. The exhibit focused on community and shared experience with displays of murals, paintings, sculpture, dance, music and costumes. By mixing cultural traditions with contemporary stories, this group of Topeka artists showcased the depth of talent and vision in our community.

La Comunidad activities and events drew big audiences including a low rider car show (first car show at the library!), a salsa dance performance and lessons, artist talks, live flamenco music and dancing, art workshops, and live mariachi music.



Mario Garcia Jugando con Colores  
(Playing with Colors) 2017



Andy Valdivia, Our History



Library trustee Jim and wife Shelley Ramos



# 2021 HIGHLIGHTS

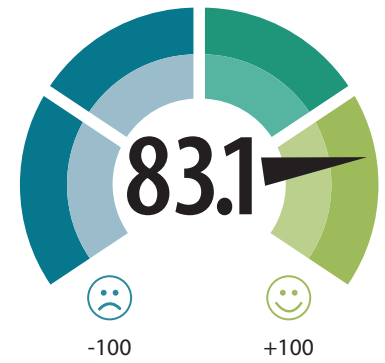
## Financials

### Sources of Financial Support

Taxes	\$ 18,810,109
Fees & Reimbursements	\$ 273,687
Contributions	\$ 187,902
Grants & State Aid	\$ 76,929
Investment Income	\$ 44,977
Interfund Transfers	\$ 1,782,022
<b>Total</b>	<b>\$21,175,626</b>

### Library Expenditures

Salaries & Benefits	\$ 11,704,135
Other Operating Expenses	\$ 2,275,492
Debt Service	\$ -
Library Materials	\$ 1,728,539
Equipment & Capital Improvements	\$ 991,741
Programming & Events	\$ 100,302
Interfund Transfers	\$ 1,782,022
<b>Total</b>	<b>\$18,582,231</b>



## Net Promoter Score (NPS)

NPS can be generalized as measuring customer loyalty. The high and positive NPS indicates people were satisfied with their recent experience at the library and are willing to tell others.

**18K**  
FOLLOWERS  
ON FACEBOOK



7,198 PEOPLE  
FOLLOW US  
ON TWITTER

**203,668**

VISITS TO THE LIBRARY

**3,928**  
TOTAL MEETINGS



DUE TO COVID-19 RESTRICTIONS,  
THE LIBRARY LIMITED PERSONS IN A  
MEETING SPACE

YOU CHECKED OUT

**1.7**  
MILLION ITEMS



**40%**  
OF ALL  
HOUSEHOLDS  
IN SHAWNEE  
COUNTY HAVE AN  
ACTIVE LIBRARY  
CARDHOLDER

IN-PERSON / ONLINE

**1,771**  
APPOINTMENTS



WE RESPONDED TO



**68,990**

QUESTIONS VIA WALK-IN,  
PHONE, EMAILS AND CHAT

CURBSIDE SERVICE

**188,946**  
CHECKOUTS



TSCPL@HOME

**48,873** CHECKOUTS

DIGITAL DOWNLOADS  
**584,359**



OUR COMBINED PHYSICAL  
AND DIGITAL COLLECTIONS  
GIVE CUSTOMERS

THAN  
**1.4**  
MILLION ITEMS  
TO CHOOSE FROM

**1,190,829**

ITEMS IN OUR DIGITAL COLLECTION  
INCLUDE BOOKS, AUDIOBOOKS,  
MOVIES, MUSIC AND MAGAZINES

**296,939**  
PHYSICAL ITEMS IN  
OUR COLLECTION





## Marie Pyko New Library CEO

# Telling stories leads to dream career

**“We will innovate, we will inspire and we will connect our community so everyone continues to live their best life.”**

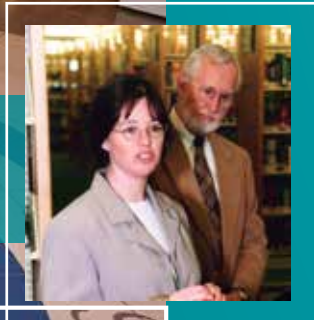
-Marie Pyko

On Oct 22, 2021, Marie Pyko became Topeka and Shawnee County Public Library’s Chief Executive Officer. She replaced former CEO Gina J. Millsap, who retired Dec 1, 2020. Thad Hartman, Chief of Staff, served as Interim CEO before Pyko’s selection.

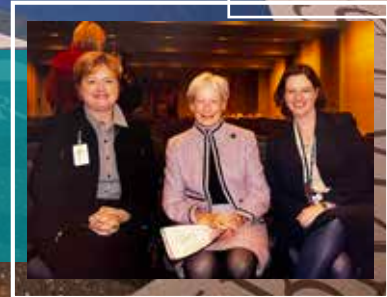
Let’s get to know our new CEO. For anyone who loves the library, getting to know someone always involves a discussion of books. Pyko answered some book and library questions including a few slightly silly ones. First, she shares a little about her new role.



In 2001 Red Carpet Supervisor Pyko, worked with David Leamon, former library executive director, at a donor recognition event.



In 2006, the Jeanne & Cotter Hirschberg Lecture featured former U.S. Senator Nancy Landon Kassebaum (center) who spoke about The Challenge of Change. Former library CEO Gina Millsap and Public Services Manager Pyko co-hosted the event.



CEO Marie Pyko is the 16th executive and 10th woman in 151 years to lead our library.

"I am so honored to be chosen to lead our amazing library," said Pyko. "I didn't know when I decided it would be fun to tell stories at the library close to 30 years ago, I would be joining an amazing library family. Every day is exciting and often different. We really do make a difference in people's lives. I look forward to working with our staff on our next plans for Topeka."

## What is the most recent book you loved?

**Win** by Harlan Coben – I love anything Coben writes and love that so many of his books have been made into series. I am reading **The Dilemma** by B.A. Paris right now and am loving it too.



The Big Read *Their Eyes were Watching God*, Marie with KU Chancellor Robert Hemingway and Anne Hurston

## What's one of your favorite moments/projects in the 30 years you've been at the library?

There really are too many. I loved all of our community reads with the National Endowment for the Arts (NEA) but **Their Eyes Were Watching God** was truly memorable. We were one of 10 communities to pilot the Big Read program. I was invited to present testimony before Congress in Washington D.C. on the importance of literary reading with the NEA

Chairman Dana Gioia. That was life changing. It was so wonderful to brag about how amazing Topeka, Kansas, is and talk about our program.

Another favorite memory is serving as project manager for the redesign of the Kids Library. It now has fun and engaging imagination spaces including our salt-water aquarium filled with colorful coral, clown fish (Nemo) and tang fish (Dory) and the bottom half of a tyrannosaurus rex to help hold up the building. It is still my favorite space to spend time in because of the laughter and play you see every day.

## Is there a book or genre you love that people might be surprised to find in your tote bag?

Not sure if it would be surprising, but I really enjoy dystopian and speculative fiction. I like seeing how people would cope when all we know is different. My first read of speculative fiction was **Fatherland** by Robert Harris. The premise is what would happen if Hitler won World War II. I just couldn't put it down.

Most people wouldn't be surprised to know I am still a big Jane Austen fan. I re-read **Pride and Prejudice** and **Persuasion** every few years. I love strong women characters faced with the challenges of society.

## If you were a book character, who would you be?

Another of my favorite authors is Patricia Cornwell and I have longed to be as adventurous as chief medical examiner Kay Scarpetta.

## What is the library's biggest strength right now?

Our biggest strength now is what has always been our strength – our staff and their energy and commitment to excellence and innovative service. We really are a team that works together to get things done. Library leaders are not afraid to try something new like we did during the pandemic with Curbside Pickup, TSCPL@Home and Browsing Just For You. We can regroup when we need to and develop a program, service or initiative quickly. Staff are very community and service oriented. We listen to the emerging trends in our community and determine how the library can best respond.



(left) LUCY Anne Hurston – please add her first name. (right) 2013-Former Library Foundation director Kathy Groesbeck and then Public Services director Pyko, celebrated the opening of the Kids Library, a renovation project that re-invented the youth space into a interactive family destination in 2007

*Stay  
curious*



TOPEKA &  
SHAWNEE  
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