

Agenda
Topeka and Shawnee County Public Library Board of Trustees
February 16, 2006 – 4:00 p.m.
Menninger Room

Call to Order

Public Comment

Approval of January Minutes - [Action Item](#)

Financial Reports

- **Director of Finance Report – Nancy Watkins**
- **Treasurer's Report – Tim Peterson – [Action Item](#)**

Friends of TSCPL –Marianne Beeson

Foundation of TSCPL – Leo Taylor

Policy Review

- **Public Computer Use Policy Revised – [Action Item](#)**
- **Customer Conduct Policy Amendment – [Action Item](#)**

Director's Report – Gina Millsap

Director of Operations Report – Rob Banks

New Business

- **Red Carpet Services Van – [Discussion](#)**
- **Trustee Appointments 2006 - [Discussion](#)**

Old Business

- **Legislative Report – Rob Banks**
- **Organizational Priorities – Updated version**

Trustee Education

- **Tour of public & staff web sites**

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, March 16, 2006

Subject to change w/o notice

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
Menninger Board Room
January 19, 2006**

BOARD MEMBERS PRESENT:

Mary Feighny (chair), Jewell Edwards (secretary), Tim Peterson (treasurer), Peg Lakin, Kay Fischer, Kerry Storey, & Bruce Henriksen

BOARD MEMBERS ABSENT: Kim Lane (vice-chair), Glenda DuBoise & Doris Kinnett

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, January 19, 2006 in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 5:17 p.m., the Chair being in the Chair and the Secretary present.

PUBLIC COMMENT:

Mrs. Feighny asked for Public Comment. There being none, Public Comment was closed; and the meeting commenced.

APPROVAL OF MINUTES:

The minutes from the December 15, 2005, Board meeting were approved on motion by Peg Lakin, seconded by Jewell Edwards.

FINANCIAL REPORTS:

- The audit is in process
- Results from the audit will be presented at the April board meeting
- The Treasurer's Report was reviewed by Board members.

On motion by Kay Fischer, seconded by Peg Lakin, the December Treasurer's Report was accepted.

FRIENDS / Marianne Beeson

Booktique

- Christmas sales of both gifts and books were very good. Valentine gifts are now being sold and Spring merchandise will soon be in.
- Booktique has hired two new employees.

Friends of Art

- The Friends of Art Committee met with Gina and Sherry.
- The following Goals for Friends of Art were considered:
 - 1) Expand membership and increase diversity
 - 2) Increase awareness of this resource (marketing)
 - 3) Collection Connection
- The next meeting is scheduled February 22.

Memberships

- We currently have 1,805 members. Renewal letters for 2006 will be sent out in a couple of weeks.
- Our two new Lifetime members are:
Daryl and Sandy Hill
Carolyn Litwin
- Friends Spring Dinner is Sunday, April 23.

FOUNDATION / Rick Freidstrom, chair

- Debbie Spees has been elected to the Library Foundation Board of Trustees.
- Margie Obourn is the 101st member of the Edward and Mary Wilder Society.
- The Library Foundation and The Brown Foundation signed a contract engaging the acclaimed actor, James Earl Jones, to make a personal appearance in Topeka on Saturday, September 23, 2006.
- Gallery Director Sherry Best has shared with us a listing of new acquisitions in 2005 that represent works of art that were either donated or were purchased with the aid of private philanthropy.
- The Library Foundation's end-of-year appeal produced a number of donors who contributed at the level of \$100 or more.
- Library Foundation trustees made presentations this year to library employees during the annual cafeteria plan meetings.
- The Library Foundation received positive attention in an article appearing in the January issue of *American Libraries*.
- The first major gift of 2006 was presented by Tom Schwartz.

POLICY REVIEW

Dress Policy:

On motion by Tim Peterson, seconded by Bruce Henriksen, the Dress policy was approved with an amendment to the last sentence: The Library's Management Council determines the guidelines. Amendment: The Library's Management Council determines the guidelines, which are published in the Employee Handbook.

Customer Conduct Policy:

On motion by Kerry Storey, seconded by Kay Fischer, the Customer Conduct Policy was approved, as presented.

DIRECTOR'S REPORT – Gina Millsap (included in your packet)

- Push cards will be presented to Legislators on Legislative Day-February 16 at the State Capitol building.
- Staff Development Day is on February 20, please RSVP to Cathy Cook by February 5, if you plan to attend or stay for lunch.
- Met with Mayor Bunten and two city council members this week

DIRECTOR OF OPERATIONS REPORT – Rob Banks (included in your packet) Paul Brennan, Circulation Manager, presented the Director of Operations report on behalf of Mr. Banks. Rob is attending the American Library Association Midwinter conference in San Antonio, Texas.

- Red Carpet is partnering with Jayhawk Area Agency on Aging to assist people with Medicare D prescription sign-up
- The PaperCuts Blog has been launched on the Library's web site
- 2005 Check out record is at 2.14 million
- Media circulation is up 18% from 2004

Marie Pyko:

- "The Big Read" brochures will be out Monday, January 23.
- Lucy Hurston/niece of Zora Hurston will be here February 18 co-presenting with Chancellor Robert Hemenway

Stuart Yoho:

- Building 1020 project is on schedule
- Kansas Library Association is back working in its offices

OLD BUSINESS

FY 2006-2007 Organizational Priorities

The Organizational Priorities document is based on information that has been aggregated from interviews with managers and supervisors and focus group sessions all Library staff. The document is divided into five categories:

- 1) Customer Service – Marie Pyko
- 2) Valuing Staff – Donna Tryon
- 3) Leadership – Sherry Best
- 4) Programs, Services, Collections and Infrastructure – Gina Millsap
- 5) Organizational Development – Jeff Dawson

Marie, Donna, Sherry, Gina and Jeff presented an overview of the Organizational Priorities to the Trustees for their individual categories.

On motion by Bruce Henriksen, seconded by Peg Lakin, the Board approved the Organizational Priorities as a work in progress and that the staff is headed in the right direction.

TRUSTEE REQUEST FOR THE ORGANIZATIONAL PRIORITIES

- Add a cover sheet with a summary of changes and list the committee members

BOARD MEETING SCHEDULE

It was the consensus to change the board meeting time to 4:00 p.m. starting with the February 16 board meeting.

**APPLICATION FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES
FY 2006**

On motion by Bruce Henriksen, seconded by Jewell Edwards, the Board approved the Application for State Grant-In-Aid to public libraries FY 2006.

**KANSAS LIBRARY TRUSTEES ASSOCIATION GRANT REQUEST FOR
STATE WIDE TRUSTEE EDUCATION**

On motion by Tim Peterson, seconded by Kay Fischer the Board approved the Kansas Library Trustees Association Grant Request for state wide Trustee education in the amount of \$2,000 per year for three years.

Trustee education for February will be a tour of the public and staff web site.

TRUSTEE COMMENTS

None

Jewell Edwards
Secretary of the Board

The meeting adjourned at 7:00 p.m.

File: Bd minutes Jan.2006

Deputy Director for Finance Report February 2006

- We received our first tax distribution for 2006 on January 19. This distribution accounts for 52% of the budgeted Ad Valorem Property Tax in the General and Employee Benefit Funds and 51% of the budgeted Ad Valorem Property Tax in the Bond & Interest Fund.
- Based on the actual cost of services used by our group, the Library received a refund check for \$495,815.39 from Blue Cross and Blue Shield of Kansas on January 20. The figures listed below reflect the experience of our group for the contract period ending December 31, 2005.

1. Payments to BCBS	\$1,723,585.07
2. Total claims expense	962,130.84
3. Retention	186,081.01
4. Contribution to group reserve	575,373.22
5. Refund	495,815.39
6. Status of group reserve	361,952.86

The refund is shown in the revenue section of the Employee Benefit Fund.

- The field work for the FY2005 audit was completed on February 1.
- The interest rate for investments is continuing to climb in 2007. The rate for the week of February 6 is 4.49%.
- The transfer of funds to the Municipal Investment Pool to cover the March 1 interest payment on the Topeka & Shawnee County Public Library District General Obligation Refund Bond Series 2002 was made February 8, 2006.
- I am in the process of gathering the information needed by our arbitrage compliance specialists to complete the rebate calculations for the Series 2002 bond issue.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of January 31, 2006

General Fund:

\$ 280,000 at 4.25%, dated 12/23/05, due 02/03/06
\$ 655,000 at 4.22%, dated 12/30/05, due 02/10/06
\$ 300,000 at 4.22%, dated 12/30/05, due 02/03/06
\$ 290,000 at 4.16%, dated 01/06/06, due 02/17/06
\$ 405,000 at 4.22%, dated 01/13/06, due 02/24/06
\$ 660,000 at 4.27%, dated 01/20/06, due 02/24/06
\$ 595,000 at 4.27%, dated 01/20/06, due 02/17/06
\$1,000,000 at 4.27%, dated 01/20/06, due 02/24/06
\$1,000,000 at 4.27%, dated 01/20/06, due 03/03/06
\$1,000,000 at 4.27%, dated 01/20/06, due 03/10/06
\$1,000,000 at 4.27%, dated 01/20/06, due 03/17/06
\$1,000,000 at 4.27%, dated 01/20/06, due 03/31/06
\$ 815,000 at 4.26%, dated 01/27/06, due 03/24/06

Restricted Funds:

\$ 250,000 at 4.26%, dated 01/27/06, due 02/24/06

Special Accruing Fund-Commerce Bank:

\$2,560,000 at 4.22%, dated 12/30/05, due 03/31/06

Bond & Interest Fund-Commerce Bank:

\$2,278,000 at 4.27%, dated 01/20/06, due 03/17/06

Municipal Investment Pool:

\$0

Topeka & Shawnee County Public Library
Financial Summary

1/31/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 01/31/06</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,956,840.21	\$ 5,032,309.74	\$ 610,099.10	\$ 7,379,050.85
Employee Benefits	784,697.77	1,399,429.42	184,002.34	2,000,124.85
Special Accruing	2,561,017.44	-	-	2,561,017.44
Bond & Interest	1,463,289.29	815,920.09	-	2,279,209.38
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	-	-	-
Federal & State Grants	144,274.39	20,000.00	19,914.09	144,360.30
Other Special Revenue	204,188.00	56,947.94	6,909.86	254,226.08
Permanent Funds	419,394.23	(1,742.16)	102.67	417,549.40
Totals	<u>\$ 8,533,701.33</u>	<u>\$ 7,322,865.03</u>	<u>\$ 821,028.06</u>	<u>\$ 15,035,538.30</u>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 520,777.26
General Fund-Commerce Bank-Investments	9,000,000.00
Special Accruing Fund-Commerce Bank-Investments	2,560,000.00
Restricted Funds-Commerce Bank-Checking	9,860.14
Restricted Funds-Commerce Bank-Investments	250,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	249,593.10
Bond & Interest Fund-Commerce Bank-Checking	582.30
Bond & Interest Fund-Commerce Bank-Investments	2,278,000.00
Cash on Hand	1,617.27
Petty Cash	100.00
Security Deposits	1,591.00
Endowment Securities	177,983.08
Municipal Investment Pool	-
	<u>\$ 15,050,104.15</u>
Payroll Liabilities	14,565.85
	<u><u>\$ 15,035,538.30</u></u>

Revenue/Expense/Balance By Fund Report

	01/01/06 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	01/31/06 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 2,956,840.21	\$ 5,032,309.74	\$ 22,355.01	\$ 587,744.09	\$ 7,379,050.85	\$ 599,955.62	\$ 6,779,095.23
Employee Benefit Fund	784,697.77	1,399,429.42	-	184,002.34	2,000,124.85	57,501.12	1,942,623.73
Special Accruing Fund	2,561,017.44	-	-	-	2,561,017.44	-	2,561,017.44
Bond & Interest Fund	1,463,289.29	815,920.09	-	-	2,279,209.38	-	2,279,209.38
Non Major Governmental Funds							
State Aid Fund	-	-	-	-	-	-	-
Federal & State Grants							
Big Read Grant	(3,656.35)	20,000.00	1,640.00	3,667.58	11,036.07	13,625.01	(2,588.94)
ILDGP	56,065.34	-	-	25.77	56,039.57	14,933.53	41,106.04
Early Reading First	(550.57)	-	-	262.50	(813.07)	13.02	(826.09)
Gallery Grant	383.50	-	-	-	383.50	-	383.50
06-LSTA-3-F (Talking Books)	92,032.47	-	93.01	14,225.23	77,714.23	27.55	77,686.68
Other Special Revenue Funds							
Adult Programs	155.90	-	-	-	155.90	-	155.90
Art Collection	48.79	3,100.00	-	3,100.00	48.79	-	48.79
Book Cook Program	369.61	-	-	-	369.61	-	369.61
Bookmobile	12.74	-	-	-	12.74	-	12.74
Computer training	230.00	167.00	-	-	397.00	-	397.00
Crawford	-	-	-	-	-	-	-
Children's Art Show	2,032.33	6.60	-	-	2,038.93	-	2,038.93
Cyberchase Grant	244.02	-	-	-	244.02	-	244.02
Friends Wish List	6,644.59	42,021.37	-	21.47	48,644.49	6,883.80	41,760.69
Gifts/Memorials (Undesignated)	57,675.54	186.47	99.90	56.11	57,706.00	33.00	57,673.00
Hirschberg Lecture	1,178.22	3.76	-	-	1,181.98	-	1,181.98
Homework Center	-	(495.66)	-	3,442.58	(3,938.24)	-	(3,938.24)
Hughes Business Collection	948.36	-	-	-	948.36	107.49	840.87
Intergovernmental Coop Council	-	1,050.00	-	189.80	860.20	1,810.20	(950.00)
Library Materials	87,167.91	1,761.11	-	-	88,929.02	107.55	88,821.47
Lingo	13.93	-	-	-	13.93	112,618.00	(112,604.07)
NEH Expendable	18,112.21	58.59	-	-	18,170.80	-	18,170.80
Red Carpet	9,613.76	31.08	-	-	9,644.84	-	9,644.84
Special Collections	4,929.92	15.86	-	-	4,945.78	-	4,945.78
Talking Books	4,666.56	15.02	-	-	4,681.58	-	4,681.58
Topeka Competition	-	9,000.00	-	-	9,000.00	-	9,000.00
Torluemke Landscaping	1,291.04	-	-	-	1,291.04	1,291.04	-
Workshops	592.21	-	-	-	592.21	300.00	292.21
Youth Services	8,260.36	26.74	-	-	8,287.10	300.00	7,987.10
Permanent Funds							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	(1,742.16)	-	102.67	247,596.63	-	247,596.63
TOTALS	\$ 8,533,701.33	\$ 7,322,865.03	\$ 24,187.92	\$ 796,840.14	\$ 15,035,538.30	\$ 809,506.93	\$ 14,226,031.37

Topeka & Shawnee County Public Library

General Fund - Revenue

1/31/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u> 8.3% of year
Ad Valorem Property Tax	\$ 9,549,860.00	\$ 4,953,485.04	\$ 4,596,374.96	52%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,276,638.00	32,282.73	\$ 1,244,355.27	3%
Motor Vehicle Excise Tax	-	-	\$ -	0%
Recreational Vehicle Tax	13,543.00	176.91	\$ 13,366.09	1%
Recreational Vehicle Excise Tax	-	-	\$ -	0%
16/20 M Vehicle Tax	10,032.00	5,317.85	\$ 4,714.15	53%
In Lieu of Tax	29,335.00	14,119.99	\$ 15,215.01	48%
Sundry Revenue	10,000.00	1,191.82	\$ 8,808.18	12%
Salary Refunds-Foundation	80,000.00	-	\$ 80,000.00	0%
Salary Refunds-Friends	80,000.00	7,189.98	\$ 72,810.02	9%
Vend Machines	50,000.00	6,158.63	\$ 43,841.37	12%
Lost/Damaged Materials	22,000.00	3,561.75	\$ 18,438.25	16%
Meeting Room Charges	5,000.00	530.00	\$ 4,470.00	11%
Sale of Inventoried Equipment	3,000.00	-	\$ 3,000.00	0%
Interest Received-Investments	49,800.00	13,450.15	\$ 36,349.85	27%
Interest Received-Bank Account	200.00	-	\$ 200.00	0%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
TOTALS	<u>\$ 12,165,275.00</u>	<u>\$5,037,464.85</u>	<u>\$7,127,810.15</u>	41%

Topeka & Shawnee County Public Library

1/31/06

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Open PO's</u>	<u>Unencumbered Balance</u>	<u>% Expended</u> 8.3% of year
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 400.00	\$ -	\$ 4,400.00	8%
Salaries-Maintenance	559,000.00	40,230.56	-	518,769.44	7%
Salaries-Overtime	10,000.00	42.23	-	9,957.77	0%
Salaries-Shelvers	175,000.00	9,425.02	-	165,574.98	5%
Salaries-Staff	6,006,000.00	444,691.21	-	5,561,308.79	7%
Salaries-Security	220,000.00	17,035.17	-	202,964.83	8%
Conferences	60,000.00	2,881.56	6,326.11	50,792.33	15%
Staff Training	20,000.00	3,502.10	84.52	16,413.38	18%
Employee Assistance Program	4,100.00	638.44	3,192.20	269.36	93%
Mileage	6,500.00	81.89	3,132.80	3,285.31	49%
COLLECTION:					
Materials-Binding/Replacements	7,000.00	16.75	49.30	6,933.95	1%
Materials-Print/Non-Print <1 YR	476,000.00	1,785.00	50.00	474,165.00	0%
Materials-Print/Non-Print	1,224,000.00	6,625.44	136,511.21	1,080,863.35	12%
Materials-Periodicals	150,000.00	24.95	-	149,975.05	0%
OPERATIONS:					
Automation support	112,000.00	378.00	9,115.98	102,506.02	8%
Contracted-Automation	160,000.00	30.00	-	159,970.00	0%
Contracted-Buildings/Grounds	445,000.00	3,855.45	52,745.65	388,398.90	13%
Contracted-Office Equipment	110,000.00	1,729.77	31,516.23	76,754.00	30%
Contracted-Professional	100,000.00	288.00	24,093.00	75,619.00	24%
Database	65,000.00	-	-	65,000.00	0%
Furniture/Equipment <3,000	15,000.00	-	-	15,000.00	0%
Furniture/Equipment >3,000	455,000.00	-	3,936.75	451,063.25	1%
Gallery	35,000.00	3,789.48	1,017.39	30,193.13	14%
Insurance	95,000.00	-	-	95,000.00	0%
Human Resources	20,000.00	143.00	7,124.00	12,733.00	36%
Memberships/Dues	25,000.00	606.64	642.04	23,751.32	5%
Miscellaneous	15,000.00	487.61	2,004.50	12,507.89	17%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	(3,861.77)	1,398.26	362,463.51	-1%
Printing	65,000.00	-	5,370.00	59,630.00	8%
Public Relations	45,000.00	4,353.18	1,584.55	39,062.27	13%
Supplies-Building/Maintenance	110,000.00	9,185.30	36,850.72	63,963.98	42%
Supplies-Office/Library	125,000.00	4,961.50	7,794.24	112,244.26	10%
Supplies-Processing	65,000.00	3,654.11	2,809.52	58,536.37	10%
Telephone	86,500.00	2,242.56	23,626.79	60,630.65	30%
Utilities-Electric	225,000.00	17,462.21	-	207,537.79	8%
Utilities-Gas	125,000.00	10,361.02	-	114,638.98	8%
Utilities-Water/Sewage	25,000.00	102.49	-	24,897.51	0%
Vehicle-Gas	20,000.00	311.92	12,000.00	7,688.08	62%
Vehicle-Repair	50,000.00	180.97	6,542.80	43,276.23	13%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	102.33	-	(102.33)	
TOTALS	\$ 12,165,275.00	\$ 587,744.09	\$ 379,518.56	\$ 11,198,012.35	8%

Topeka & Shawnee County Public Library
Special Revenue Funds

1/31/06

EMPLOYEE BENEFITS

	2006 Budget	Year To Date	%
Balance 01/01/06	\$ 581,025.00	\$ 784,697.77	
Revenue:			
Ad Valorem Property Tax	\$ 1,709,806.00	\$ 886,778.69	52%
Back Tax	-	-	
Motor Vehicle Tax	272,634.00	7,958.12	3%
Recreational Vehicle Tax	2,892.00	43.61	2%
16/20M Vehicle Tax	2,142.00	-	0%
In Lieu of Tax	6,265.00	3,838.68	61%
Refund-BC/BS	-	495,815.39	0%
Refund-Fringe Benefits-Foundation	32,000.00	-	0%
Refund-Fringe Benefits-Friends	7,500.00	984.65	13%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	495.66	8%
Refund - Workers' Comp	-	-	0%
Retiree Payments BC/BS	44,500.00	3,514.62	8%
	\$ 2,083,739.00	\$ 1,399,429.42	67%
Expenditures:			
FICA	532,000.00	\$ 38,958.16	7%
KPERS	320,000.00	22,191.64	7%
Worker's Compensation	95,000.00	7,187.64	8%
Unemployment Tax	23,000.00	1,449.11	6%
Health/Dental Insurance	1,540,000.00	114,215.79	7%
Revitalization Rebates	29,764.00	-	0%
	\$ 2,539,764.00	\$ 184,002.34	7%
Balance 01/31/06	\$ 125,000.00	\$2,000,124.85	

SPECIAL ACCRUING

Balance 01/01/06	\$ 2,561,017.44
Revenue:	
Interest received	-
	\$ -
Expenditures:	
Capital Outlay	-
	\$ -
Balance 01/31/06	\$ 2,561,017.44

STATE AID

Balance 01/01/06	\$ -	\$ -
Revenue:		
State	120,000.00	-
Federal	-	-
	\$ 120,000.00	\$ -
Expenditures:		
Library Materials	120,000.00	-
	120,000.00	\$ -
Balance 01/31/06	-	\$0.00

Topeka & Shawnee County Public Library
Debt Service Fund - Bond & Interest

1/31/06

	<u>2006 Budget</u>	<u>Year to Date</u>	<u>% Rec'd</u>
Balance 01/01/06	\$ 1,408,736.00	\$ 1,463,289.29	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,584,615.00	801,716.04	50.6%
Back Tax	-	-	
In Lieu of Tax	4,658.00	2,285.31	49.1%
Motor Vehicle Tax	202,676.00	5,303.96	2.6%
Recreational Vehicle Tax	2,150.00	29.06	1.4%
16/20M Vehicle Tax	1,593.00	873.71	54.8%
Interest on Idle Funds	15,000.00	5,712.01	38.1%
Transfer from Improvement Fund	-		
	<u>\$ 1,810,692.00</u>	<u>\$ 815,920.09</u>	45.1%
<u>Expenditures:</u>			
Principal	1,090,000.00	-	0.0%
Interest	707,298.00	-	0.0%
Revitalization Rebates	22,130.00	-	0.0%
Cash Basis Reserve	1,400,000.00	-	0.0%
	<u>\$ 3,219,428.00</u>	<u>\$ -</u>	0.0%
Balance 01/31/06	\$ -	<u><u>\$ 2,279,209.38</u></u>	

Topeka and Shawnee County Public Library Public Computer Access Policy

Board Approved 12/21/2000 – Amended 6/20/2002 – Proposed Revision 2/2006

1. Background

- a. The Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
- b. The Internet is an information resource that enables public library customers to access a diverse variety of information beyond that contained in the library's own collection.
- c. Some content may offend or may be illegal under the laws of the State of Kansas

2. Library Responsibilities

- a. The Topeka and Shawnee County Public Library uses Internet filtering software and/or other means to block content on some of its Internet access computers.
- b. The Topeka and Shawnee County Public Library provides access to recommended, age-appropriate sites through its web site.

3. Customer Responsibilities

- a. As stated in the Unattended Child Policy, "The Library does not act in loco parentis (in place of parents) and Library staff does not have the authority to take responsibility for your child."
- b. Customer may:
 - i. Download files from a Web site directly to any supported portable storage media.
- c. Customer shall:
 - i. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
 - ii. Respect the privacy of others.
- d. Customer shall not:
 - i. Access illegal Internet sites as defined by law.
 - ii. Access web pages or sites that contain materials that are defined in Kansas statutes as "harmful to minors" (KSA 21-4301c) or "obscene" (KSA 21-4301.) It will be considered a violation of policy if a user clearly demonstrates intent to violate policy even if no violation occurs.
 - iii. Gain or try to gain unauthorized access to restricted resources or entities.
 - iv. Hack into or interfering with other users, system operations, integrity or security of the library computer network or any computer system
 - v. Attempt to gain access to another person's files or passwords

- vi. Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.
- vii. Harass others with messages, prints, images or software programs.
- viii. Load or run any software other than that which resides on the Public Access computers.
- ix. Tamper with, mishandle, damage or attempt to damage computer hardware.
- x. Remove the privacy screen attached to the monitor. Privacy screens may be removed by staff upon request from some computers.
- xi. Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4. Printing

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

5. Limitation of Liability

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

6. Enforcement and consequences for violating policy

- a. The Library electronically monitors public computers for violations of this policy.
- b. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
- c. The Library considers violations of this policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this policy.

7. Use of the Library's computers constitutes agreement with this policy.

Topeka and Shawnee County Public Library

Public Computer Access Policy

Board Approved 12/21/2000 – Amended 6/20/2002

- ❖ The Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources. By offering Internet access to the public, it is the Library's goal to provide an electronic connection to ideas, information and commentary from around the world to all patrons regardless of technology access, infrastructure or socioeconomic status.
- ❖ The Internet is an information resource that enables public library patrons to access a diverse variety of information beyond that contained in the library's own collection. The Internet is a worldwide computer network, which provides access to a massive body of information that is known to change on a minute-by-minute basis. Not all Internet sources provide accurate, complete or current information.
- ❖ Use of the Library's computers is on a first-come, first-served basis. Users will not have a time limit assigned but agree, as a condition of use, that if anyone else is waiting the user will make the computer available within 30 minutes of being informed by the Library staff that another person is waiting. Use of the Library's computer constitutes agreement with this policy.
- ❖ Users may not access illegal Internet sites as defined by law. Users may not access web pages or sites that contain materials that are defined in Kansas statutes as "harmful to minors" (KSA 21-4301c) or "obscene" (KSA 21-4301.) Users may not gain or try to gain unauthorized access to restricted resources or entities. Users must respect the legal protection provided by copyright license to software, books, articles and other electronic files.
- ❖ Users must respect the privacy of others: Users shall not intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users. Users may not develop or use programs that harass others. The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.
- ❖ Users may not load or run any software other than that which resides on the Internet Access computers. Users may download files from a Web site directly to a 3½" floppy disk. Although virus-checking software is installed on the computers, this may not completely protect you from the chance of downloading a computer virus. The Topeka and Shawnee County Public Library is not responsible for damage to a user's disk or computer, or for any loss of data, damage, or liability that may occur from use of the Library's computers.
- ❖ Activities that interfere with or disrupt the network users, services or equipment are prohibited. Users may be held criminally and financially liable for any damage done by the user. Users may not remove the privacy screen attached to the monitor. Misuse of the hardware, software, or Internet access will result in loss of computer access. Misuse includes but is not limited to:
 - Violating this policy

- Hacking into the library computer system or any other computer system.
 - Mishandling, damaging or attempting to damage computer equipment or software
 - Interfering with system operations, integrity or security
 - Attempting to gain or gaining access to another person's files or passwords
 - Harassing others with messages, prints or images
 - Tampering with computer hardware or computer software settings
 - Telnetting to outside locations
- ❖ The Library can electronically monitor public computers and reserves the right to do so when a violation of this policy is suspected or to randomly monitor computers for violations of this policy. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
- ❖ While the Topeka and Shawnee County Public Library is committed to providing uncensored access to the world of knowledge represented on the Internet, we recognize that some content may offend or may be illegal under the laws of the State of Kansas. Consequently, the Topeka and Shawnee County Public Library reserves the right to use Internet filtering software and/or other means to block content on some of its Internet access computers. Filtering software is not 100% effective in blocking every offensive site and can block desired non-offensive sites. The Topeka and Shawnee County Public Library cannot guarantee that offensive material will not get past an Internet filter or that there will not be other sites to which a person might object. The Topeka and Shawnee County Public Library will continue to seek out the best philosophical and technological solution to this new and challenging dilemma. Interference with, deliberately attempting to circumvent, or tampering with the filtering software loaded on the Internet access computers is prohibited.
- ❖ Parents, legal guardians or caregivers of minor children are responsible for the children's use of the Internet through the Topeka and Shawnee County Public Library's connection. It is the responsibility of the parent or legal guardian to determine what material accessed is appropriate for the children in their care. The Topeka and Shawnee County Public Library does provide a list of recommended sites through its web site.
- ❖ The Topeka and Shawnee County Public Library reserves the right to limit the number of people using a single computer terminal to two users.
- ❖ The Topeka and Shawnee County Public Library staff will assist the library user. Staff cannot offer extensive explanations about the Internet or personal computer use or provide thorough training. Staff will try to answer specific questions about the Internet and offer suggestions for effective searching. Staff can also provide information about Internet training opportunities including classes and Internet books and manuals.

Resolution-Revised Public Computer Use Policy

**BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
February 16, 2006**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



**Topeka and Shawnee County Public Library Customer Conduct Policy
Board Approved 1-19-2006 – Proposed Amendment**

The Customer Conduct Policy encourages behavior that supports the Library's mission. Those unable to comply with acceptable behavior may be required to leave. This policy is in force on all library premises including bookmobile locations. The Library staff is responsible for enforcing this policy.

Examples of unacceptable behavior or activity include, but are not limited to:

- Annoying, harassing, or threatening another person
- Physical, sexual, or verbal abuse of another person
- Carrying weapons unless authorized by law
- Intoxication
- Stealing, rearranging, defacing, or destroying Library property
- Interfering with free passage of others
- Disorderly, loud, or disruptive behavior
- Playing audio equipment loudly
- Soliciting, selling, sleeping, loitering, or campaigning
- Interfering with others' use of the Library through poor personal hygiene
- Leaving vulnerable adults unsupervised
- ~~Old**Bringing recreational vehicles into the Library; such as: skateboards, scooters, mopeds, roller skates, etc.**~~
- **New: Bringing recreational vehicles into the Library; such as: mopeds, bikes, scooters, etc.**
- **New: Riding recreational vehicles inside the Library; such as: skateboards, roller skates, etc.**
- Bringing animals into the library with the exception of service animals
- Leaving bicycles anywhere other than the bike rack
- Being in an unauthorized area of the Library, or remaining in an area after closing
- Staying in the building when requested to leave during emergency situations or drills
- Eating or drinking except in designated areas; capped or bottled drinks are allowed except in areas where prohibited
- Using tobacco products in the building or Library vehicles
- Engaging in any activities while on Library premises that are not related to the proper use of the Library

- Loud and/or disruptive cell phone usage; all pagers and cell phones must be set on vibrate or off
- Violation of any local, State or Federal law, code, rule or regulation
- Not following the internet usage policy
- Not wearing proper attire

The Library staff may enforce this policy by:

- Checking bags
- Requesting identification
- Searching or removing unattended items



Topeka and Shawnee County Public Library Customer Conduct Policy
Board Approved 1-19-2006

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- Requesting identification
- Searching or removing unattended items

Resolution-Customer Conduct Policy Amendment

**BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
February 16, 2006**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

DIRECTOR'S REPORT

February, 2006

- **BUDGET**

Financial Reports for January: As of January 31, we were **8.3%** of the way through the year and **8%** expended and encumbered. Please see the financial reports for January in your packet.

- **POLICY**

Customer Conduct: Note that we're taking quick a look at the Customer Conduct policy again. It's just one item -- it needs a little tweaking with the statement regarding skateboards and we wanted to take care of it so that policy and practice are consistent.

Public Computer Use: There are few significant changes in this policy. The biggest change is the format and that some procedures have been deleted, e.g. time limits on usage. Also, there are a few other items that are already covered under the Customer Code of Conduct and do not need to be reflected in both policies.

The Library's use of filtering software and electronic monitoring is stated clearly as current practice. Also, we retain the language regarding "harmful to minors" and will continue to use this as the threshold for enforcement. Lastly, we have made a couple of minor changes to reflect changes in technology, e.g. the phrase, "portable storage unit" rather than just 3 ½ "floppy disks" to respond to the use of flash memory and other devices. My thanks to staff members John Opgaard, Thad Hartman, Amanda Heideman , Brea Black and Elaine O'Gara for their work in revising this policy.

Our attorney Chuck Engel has reviewed this policy.

- **DISCUSSION/ACTION ITEMS**

Red Carpet Services Van: As you know from the tour of Red Carpet services at the October board meeting, the delivery van is rapidly nearing the end of its useful life. Marie Pyko and Stephanie Hall are in the process of developing specifications for a new full service vehicle. We will preview recommendations for the vehicle itself and for funding. I am estimating at this time a cost of \$200,000.

That is the high end, but I prefer to err on the high side to ensure that we are able to incorporate the space and features we feel are needed. For funding strategy, I am recommending that we pay for half the cost out of our capital fund and request that the Foundation fund raise for remaining costs.

Trustee Appointments 2006: Three trustees' terms will end with the April meeting. Trustees may request to be reappointed or to not make that request. This year the trustee positions are all county representatives and will be appointed by the county commissioners. I am recommending that along with endorsing trustees who wish to be re-appointed, that the board assess gaps in community representation on the board. If asked, we can share that information with the commissioners as they consider their appointments.

- **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

Organizational Priorities for 2006-07: There is a new draft of this document in your packet. **The major changes are in the "timeframes" and "who is responsible" columns. Changes from last month are noted in red.** If you don't have a color printer, we will have color copies for you at the meeting, or can mail them out ahead of time. Please let Cathy know, if you'd like a copy mailed to you. Contact her at ccook@mail.tscpl.org or 580-4484.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

Attended: Rotary Club meetings; Foundation donor meetings; Chamber annual meeting; Intergovernmental Cooperation Council (ICC) meeting with Mary Feighny; KLA Governmental Affairs Committee meeting; American Library Association Midwinter conference; DTI annual meeting.

Other activities: Meetings with elected officials –council persons Sylvia Ortiz, John Nave, Bill Haynes, Clark Duffy and Mayor Bill Bunten; Met with Doug Kinsinger, executive director of the Topeka Chamber of Commerce; appeared on Jim Cates' radio show with Diana.

- **TRUSTEE EDUCATION**

Tour of Library Websites – Staff members Michael Perkins, Thad Hartman and Meghan Fryett will be your tour guides in TSCPL cyberspace. You'll be learning more about both the staff and public websites.

Staff Development Day is Monday, February 20. All trustees are invited to attend all or any part of the day, including lunch. **Please RSVP to Cathy Cook at ccook@mail.tscpl.org or 580-4484, especially if you'd like to have lunch with staff that day.**

- **ADVOCACY OPPORTUNITIES**

Please mark your calendars and plan on attending programs and events associated with the Big Read program.

**Gina Millsap, Executive Director
Topeka and Shawnee County Public Library**

Deputy Director of Operations-Rob Banks
February 16, 2006

My first experience as an ALA Councilor was a wonderful experience, but somewhat overwhelming as new large experiences can be. I was interested by the process that is used to govern one of the larger associations in the United States. I was told that the ALA Annual Conference is the third largest conference in the United States. The next conference is scheduled to be held in New Orleans. Much discussion centered on whether New Orleans would be ready to hold such a large group and provide the necessary infrastructure for the conference. We were reassured that this would not be a problem. One special aspect planned for that conference is the opportunity for attendees to spend time volunteering to help the libraries in New Orleans in their recovery process.

There are three major council meetings, a number of other meetings based upon subgroups of the council and several forums. The forums are essentially work group opportunities for us to learn more about a resolution that will be presented and to discuss concerns from our perspective.

As the Kansas Chapter Councilor, I represent the State of Kansas to the national organization. Other members of council represent divisions of the organization or special interest round tables. The bulk of the councilors are "at-large." They are voted on by the general membership and do not represent any unique group, but the membership as a whole.

Given my charge to represent Kansas, I am developing methods to communicate with my constituents to try to accurately represent their thoughts. This has proven to be an interesting part of the job and one that relates to my work at the Topeka and Shawnee County Public Library. Working from a representative viewpoint is giving me insight into working with our elected officials in an advocacy capacity. This has been a concern of mine for some time and I am enjoying the opportunity to gain a better understanding of the process so that I may be more effective.

In conjunction with that effort, I attended a pre-conference by the Advocacy Institute. The purpose of this pre-conference was to provide us with the tools to work as advocates for the library on multiple levels. We discussed working with national elected officials to local elected officials and then serving as an advocate for your library with local citizens and businesses. We were provided with basic tools and concepts to use in our home settings.

Departmental Highlights:

Circulation

1. We set an all-time record for the month of January with a total checkout of **204,849**. This is the second busiest month ever for any month and an 18% increase over checkout in Jan 05.
2. We set an all-time checkout record for the Media Center at **43,464**, a 19% increase of the previous record set in Aug. 05.
3. During the month of Jan 06 we checked out, for the month, an average of **604.5** items per hour. This is the first time we've averaged 600 or more items per hour in a month.
4. In Jan 06 we averaged a checkout of **6,768** per day for the 29 open days in the month. This represents a new record average per day for any month.

Youth Services

The Senior Advisory Board (the teen board of volunteers that helps shape services for David J's Place) held a special team building meeting/retreat Saturday January 28, 2006. YA Librarians Jean Gardner and Gayle Lolley invited Leroy Russell, sponsor of the 4-H Leadership program, to conduct a Leadership Workshop for the Senior Advisory Board. Mr. Russell and six teen members from the 4-H Leadership team presented an instructive and fun workshop on Parliamentary Procedure, trust, and team building. The key to success for this workshop was teens teaching teens. Serving young adults is difficult at best, however, the Senior Advisory Board is vital to helping our Young Adult staff identify trends that will bring teens to the Library.

Progress is being made on the 2006 Summer Reading Program, which is – **Readings from Topeka: Put Yourself in the Picture!** This year's Summer Reading Chairperson is Kyler Carpenter who has us currently running several weeks ahead of schedule and on budget.

The Young Adult Summer Reading Program is entitled – **Driven to Read**. Jean Gardner and Gayle Lolley are working hard with community partners, Heartland Park for example, on an outstanding line-up of summer programming for Young Adults.

BOOKMOBILE

Bookmobile staff has managed to work around the 1020 construction very well. They are looking forward to returning to business as usual at the end of February.

Bookmobile staff conducted 33 Kansas Connections programs at 15 schools reaching 818 students in January.

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Customer Service	Improve facility accessibility and ease of use						
		Reduce the number of locational questions at public desks	Create a Rotational Information Assistant program	03/01/06			Rob Banks
			Evaluate existing signage and implement an improvement plan for signage	05/01/06			Stuart Yoho
		Increase users sense of satisfaction, competence & confidence	Promote self-sufficiency through just in time training program for public on issues such as patron initiated holds, usage of self check machines	03/01/06			Paul Brennan
			Examine portability of materials for customers, such as carts, drive up service or delivery service for public to vehicles	03/01/06			Paul Brennan
			Explore feasibility of copy card procurement at various service points rather than just circulation	04/01/06			Marie Pyko
		Increase serendipitous experiences for users	Using under-utilized spaces install shelving and displays to promote older collections	09/01/06			Thad Hartman & Susan Marchant
			Examine floor space in Circulation Lobby for collection space displays to highlight various formats for serendipitous selections rather than information desk	09/01/06			Thad Hartman & Susan Marchant
		Develop consistent level of customer service throughout Library					
		Reduce misdirection given by staff	Examine feasibility of Information Management System (IMS) / Horizon for different service- current structure is confusing for staff and public	10/01/06			Thad Hartman & Shannon Eddings

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
	Determine who our customers are or might be						
		Evaluate community demographics, esp. special populations	Mine database to establish who our customers currently are	05/01/06			Gina Millsap, Donna Tryon, Nancy Watkins & Shannon Eddings
			Utilize database compiled from the United Way community analysis project and determine demographics and locations of population	05/01/06			Gina Millsap, Donna Tryon, Nancy Watkins & Shannon Eddings
	Remove barriers to excellent customer service						
		Reduce number of violations of customer conduct policy	Identify and examine trouble areas in library for violations and determine optimal solutions. i.e. cozy books, computer layout	04/01/06			Greg Gaul & Jeff Dawson
			Develop a series of re-direction activities for working with young people	12/01/06			Greg Gaul & Jeff Dawson
			Examine feasibility of behavior modification training for repeat offenders	04/01/06			Greg Gaul & Jeff Dawson
		Increase staff competence and confidence in providing customer service	Establish long term coherent guidelines for security issues	05/01/06			Rob Banks & Greg Gaul
			Empower all staff to make best practices decisions for customer service				
		Provide access to Library services to special populations	Spanish speakers, hearing / visually impaired	03/01/07			Marie Pyko & Stephanie Hall
	Enhance & expand personal relationship with customers						

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
			Personalize customer interaction by incorporating all staff to use first name on telephone and face to face interactions	On-going			M.C.
			Explore feasibility of providing tools i.e. business cards for all service staff for follow-up staff contact	10/01/06			Diana Friend & Paul Brennan
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel						
		Assist staff in increasing their knowledge, skills & value to the Library					
			Establish parameters for a mentoring program within units	10/01/06		ASD & YS	Service areas
			Develop a library orientation program which includes customer service expectations	02/01/07			Donna Tryon-plus
			Evaluate the current training program - re-examining core competencies including how to demonstrate technology skills and accommodate department specific requests	12/01/06			Becky Hinton, Donna Tryon-plus
			Develop sensitivity and diversity training modules for providing excellent customer service to our diverse population	03/01/07			Stuart Yoho, Chris Kratochvil & Heather
			Implement a cross training program for staff to become familiar with all elements of Library jobs	12/01/07			Management Council
			Form a committee to plan Staff Development Day	05/01/06			Donna Tryon-plus
		Competitive compensation & benefits packages	Bids for Compensation Study	09/01/06			HR & Nancy Watkins
			Compensation Study	05/01/06			HR & Nancy Watkins
			Implementation of Compensation Study	01/01/08			HR & Nancy Watkins

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
		Foster a sense of esprit de corps among all staff	Form a committee to establish parameters for a monthly fun day and National Libraries Worker's week activities	07/01/06			Marie Pyko , Susan Marchant and staff
			Create a staff picture board to be updated monthly (cover all units)	05/01/06			Chris Kratochvil &
	Communication						
		Create open environment that encourages input & feedback	Ensure employee computer access-2006	08/01/06			John Opgaard
			Institute a (M.C. Units or Dept.) Blog with two way feedback & comment capabilities "News You Can Use"	06/01/06			John Opgaard
			IT develop a training class of where to find Library communications (Staff Web page) Make part of orientation.	ASAP			Management Council
Leadership							
	Create a culture that inspires staff, trustees and board to do extraordinary things						
		Implement a leadership academy that focus on the using the Kouzes and Posner's leadership model	Read the Kouzes and Posner's <i>Leadership Challenge</i>	05/01/06			Gina Millsap & Management Council
			Form a team to identify a curriculum	TBD			
			Team Training	TBD			
Programs, Services, Collections and Infrastructure							
	Ensure currency and relevance of collections, services and programs						

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
		Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Evaluate and make recommendation on Talking Books service	05/01/06			
			Evaluate physical organization of media, youth and teen services, new books and other collections	06/01/06			Operations
	Enhance customers' library experience						
		Increase awareness of and "buzz" about what Library has to offer	Develop marketing plan that "brands" the Library				
			Increase staff presence in Shawnee County & Library communities				
			Encourage staff to contribute to library publications				
			Develop formalized Speaker's Bureau focused on services, programs and collections.	08/01/06			Amanda Heideman, Susie Marchant & ASD
		Increase number of library users	Create an online Library card application form to make process easier	03/01/06			Paul Brennan & Michael Perkins
			Expand outreach programs to community from all areas of the library	08/01/06			Jeff Dawson, Stephanie Hall & Ann Newell
			Expand the Library's web presence by establishing a virtual branch	03/01/07			TBD
		Create environment that showcases Library collections & that encourages browsing.	Investigate why & how customers determine what they want	02/01/07			
			Organize media for all ages to respond to increasing customer demand	12/01/06			Paul Brennan, Thad Hartman & Jeff Dawson

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
			Implement visual merchandising of all collections including signs, displays, etc.-PILOT	05/01/06			Marie Pyko,Thad Hartman, Sherry Best & Maintenance
			Decrease the sterile look & feel of adult fiction & nonfiction stacks	06/01/06			
			Organize audio books to be accessible & appealing	12/01/06			
		Provide collections that meet and anticipate customer expectations	Provide adaptive equipment & software throughout the Library	03/01/07			Marie Pyko, Stephanie Hall , Rod Tibbits & Lloyd Herrera
			Improve turn-over & decrease wait time for materials-data collection analysis	08/01/06			Paul Brennan & Thad Hartman
			Increase staff input into collection development	02/01/07			
			Buy what matters most to all customers	02/01/07			
			Apply the concept of "The Long Tail" to collections	02/01/07			
		Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Develop a service vehicle replacement program	05/01/06			Jeff Dawson, Marie Pyko, Stephaie Hall & Stuart Yoho
			Develop and implement a technology plan for the maintenance of the technology infrastructure of the Library while enabling expanded services	12/01/06			John Opgaard - plus
			Develop facilities master plan	12/1/06 - 12/1/07			
	Evaluate & respond to current needs of library users						
		Establish baseline for how we are currently meeting needs	Conduct a survey of our users				

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
			Maintain relevant services				
			Develop new services as appropriate				
			Evaluate wireless technology for use by the public	12/01/06			
		Analyze & improve the administrative process for providing public programs	Form process improvement team & make recommendation	04/01/06			Donna Tryon & PIT Crew
Organizational Development							
	Become a high performance organization						
		Strategic visioning & planning	Develop mission, vision, values, and plan. High performance = identifying patterns of practice, i.e. - utilize information from the four categories of Customer Service, Valuing Staff, Leadership, and Programs, Services, Collections, and Facilities - that account for superior outcomes	01/01/07			Administration, Management Council, Library Staff, All Library Boards
		Implement innovative services, collections, programs & facilities	Seek out & implement best practices in the worlds of libraries, information, context & leadership				
		Promote organizational learning	Connect solutions to problems within the organizational experience	On-going			Administration, Management Council
			Translate customer experience into Library product, i.e., note our customer's reaction and resulting influences on them in context with the Library experience	On-going			Administration, Management Council, Library Staff
		Foster collaboration	Provide work time for interdepartmental discussion, interaction, exchanging ideas	8/1/06 on-going			Administration, Management Council, Library Staff

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
		Manage and resolve conflict	Develop conflict management tool for employees to use	07/01/06			Administration, HR
		Inspire innovation/creativity	Encourage open discussions, reallocate resources, dissolve bureaucratic processes	11/1/06-on-going			Administration, Management Council, Library Staff
		Be systems thinkers	Define & organize around work	On-going			Administration, Management Council
		Effective decision making	Employ Ranganathan's 5 laws of library science 1. Books are for use 2. Every reader his/her book 3. Every book its reader 4. Save the time of the reader 5. The library is a growing organism	On-going			Administration, Management Council, Library Staff, All Library Boards
		Evolve a competitive organizational culture	Identify organization's role and competition in the community/global	8/1/06 - on-going			Administration, Management Council
		Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board	Chairpersons of the three boards meet	07/01/06			All Library Boards
			Define the role of philanthropy among the three boards and Library staff	10/01/06			Administration, All Library Boards, Foundation Staff
		Measure the effectiveness of organizational processes	Employ 'after-action review' to assess viability of new services/products	On-going			Administration, Management Council, Library Staff

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2006

	2006												2006	2005	Change	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	05	TO 06%
CIRCULATION																
Main Library																
Circulation Desk	115,650												115,650	99,126	16.7%	
Interlibrary Loan	1,279												1,279	1,101	16.2%	
Media Center	43,464												43,464	34,200	27.1%	
Self-Check	24,946												24,946	25,603	-2.6%	
Red Carpet Outreach	11,949												11,949	7,710	55.0%	
Blind & Physically Handicapped	7,561												7,561	5,716	32.3%	
TOTAL CIRCULATION	204,849												204,849	173,456	18.1%	
NEW Patron Registrations																
Topeka / Shawnee County																
Adults	745												745	527	41.4%	
Children (age 4 - 17)	301												301	242	24.4%	
Red Carpet Outreach	28												28	11	154.5%	
NEKL	106												106	82	29.3%	
Non-Resident	0												0	1	-100.0%	
Total New Registrations	1,180												1,180	863	36.7%	
PATRONS DELETED	1,796												1,796	817	119.8%	
BORROWERS																
Topeka / Shawnee County																
Adults	53,058												53,058	53,796	-1.4%	
Children (age 4 - 17)	26,480												26,480	26,732	-0.9%	
Red Carpet Outreach	1,681												1,681	1,669	0.7%	
NEKL	8,432												8,432	8,517	-1.0%	
Non-Resident	46												46	42	9.5%	
TOTAL BORROWERS	89,697												89,697	90,756	-1.2%	
RESERVES FILLED	14,990												14,990	12,407	20.8%	
CHECK-IN																
AMH System																
AMH System	118,722												118,722	106,128	11.9%	
Manual	67,638												67,638	54,088	25.1%	
TOTAL CHECK-IN	186,360												186,360	160,216	16.3%	
COLLECTION																
Materials Added																
Materials Added	12,990												12,990	11,714	10.9%	
Materials Discarded	14,846												14,846	10,972	35.3%	
TOTAL COLLECTION	565,470												565,470	539,534	4.8%	
WEBSITE																
One-time only visitors																
One-time only visitors	9,571												9,571	7,522	27.2%	
Return visitors	4,885												4,885	3,527	38.5%	
UNIQUE VISITORS	14,456												14,456	11,049	30.8%	

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2006

2006														2006	2005	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	05 TO	06%
REFERENCE QUESTIONS																
Adult Services	9,539												9,539	8,680	9.9%	
Red Carpet	1,057												1,057	966	9.4%	
Topeka Room	579												579	894	-35.2%	
Media Center	1,886												1,886	1,050	79.6%	
Youth Services	2,964												2,964	2,539	16.7%	
TOTAL REFERENCE QUESTION	16,025												16,025	14,129	13.4%	
GATE COUNT														82,974	75,577	9.8%
MEETING ROOMS																
Bookings	546												546	463	17.9%	
Percent of Capacity	39.5%												39.5%	29.1%	35.8%	
ATTENDANCE	7,315												7,315	7,024	4.1%	
PUBLIC COMPUTER TRAINING																
Avg. Attendees per Class	10.3												10.3	7.4	39.0%	
Classes	50												50	44	13.6%	
ATTENDANCE	515												515	326	58.0%	
TOURS																
Youth Services	*												0	143	-100.0%	
General Tours	25												25	40	-37.5%	
Total	25												25	183	-86.3%	
PROGRAMMING																
Adult Services	418												418	338	23.7%	
Bookmobile	818												818	973	-15.9%	
Media Center	86												86	16	437.5%	
Red Carpet	0												0	43	-100.0%	
Special Collections	106												106	106	0.0%	
Youth Services	4,180												4,180	3,378	23.7%	
ATTENDANCE	5,608												5,608	4,854	15.5%	
GALLERY SHOWS																
ATTENDANCE	*												0	0	#DIV/0!	

* = Data not available

Topeka and Shawnee County Public Library
Monthly Activity Report
January-06

<u>Total Checkout</u>	January-06	204,849	YTD 2006	204,849
	January-05	173,456	YTD 2005	173,456
	January-01	101,607	YTD 2001	101,607

<u>Total Items handled (Check out + Check in)</u>	January-06	391,209	YTD 2006	391,209
	January-05	333,672	YTD 2005	333,672

<u>Total Borrowers</u>	January-06	89,697
	January-05	90,756
	January-01	83,400

<u>Items in Collection</u>	January-06	565,470
	January-05	539,354

<u>Program Attendance</u>	January-06	5,551	YTD 2006	5,551
	January-05	4,854	YTD 2005	4,854

<u>Gate Count</u>	January-06	82,974	YTD 2006	82,974
	January-05	75,577	YTD 2005	75,577

<u>Meeting Rooms</u>		<u>Bookings</u>	<u>Patrons</u>
	January-06	546	7,315
	January-05	463	7,024
	YTD 2006	546	7,315
	YTD 2005	463	7,024

