

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

**Call to Order**

**Public Comment**

**Approval of February Minutes - [Action Item](#)**

**Financial Reports**

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

**Friends of TSCPL –Marianne Beeson**

**Foundation of TSCPL – Rick Friedstrom**

**Policy Review**

- **None**

**Director’s Report – Gina Millsap**

**Director of Operations Report – Rob Banks**

**Old Business**

- **Red Carpet Vehicle – [Action Item](#)**
- **Organizational Priorities Report – Gina Millsap, Management Council**
- **Legislative Report – Rob Banks**

**New Business**

- **Appointment of Nominating Committee - [Action Item](#)**

**Trustee Education**

- **Trustee Retreat - [Discussion](#)**

**Trustee Comments**

**Adjournment**

**Next Regular Meeting: Thursday, April 20, 2006**

**Subject to change w/o notice**

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING  
Menninger Board Room  
February 16, 2006**

**BOARD MEMBERS PRESENT:**

Mary Feighny (chair), Tim Peterson (treasurer), Peg Lakin, Kay Fischer, Kerry Storey, Bruce Henriksen, Glenda DuBoise & Doris Kinnett

**BOARD MEMBERS ABSENT:** Kim Lane (vice-chair), Jewell Edwards (secretary)

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, February 16, 2006 in the Menninger Room of the Main Building, 1515 SW 10<sup>th</sup> Avenue, at 4:00 p.m., the Chair being in the Chair and the Secretary absent.

**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 January 19, 2006, Board meeting were approved on motion by Tim Peterson, seconded by Kay Fischer.

**DIRECTOR OF FINANCIAL REPORTS – Nancy Watkins:**

- Received a letter from the State Library:
  - 1) Will not authorize state aid for this year
  - 2) We can apply for a waiver
- Treasurer Tim Peterson's comments:
  - 1) Library received a refund from Blue Cross & Blue Shield
  - 2) Refund on employee benefits

**On motion by Bruce Henriksen, seconded by Doris Kinnett, the January Financial reports were accepted.**

**FRIENDS / Marianne Beeson**

- Mailed 1,100 renewal letters for Friends memberships
- 250 renewal memberships have been returned
- Newsletter is scheduled to be mailed the first week in March
- Annual Spring Dinner is April 23 at 5:30 p.m.:
  - 1) Tickets for the dinner are \$15.00
- Friends of Art is sponsoring a trip to Atchison on June 10:
  - 1) Cost for the trip is \$40.00 per person
  - 2) Return from Atchison at approximately 6:15 p.m.
  - 3) RSVP by May 10
- Booktique will be doing an inventory on Monday

## FOUNDATION / Leo Taylor

- Doris and Warren Kinnett have become the two most recent members of the Edward and Mary Wilder Society.
- Increasing number of memorial gifts
- The Library Foundation board held a special training on major gift fundraising provided by Mike Maude, the president of Partners in Philanthropy.
- Library Foundation volunteer Tim Elmer has assisted by making phone calls to thank recent donors
- Progress continues on the planning for the James Earl Jones performance next fall, Saturday, September 23 at TPAC

## POLICY REVIEW

### Public Computer Use Policy

#### Discussion:

- When a patron is in violation of our policy, they are handed a copy of the current policy.
- In the future, computer management software may be used to track internet usage.
- Would wireless connection help alleviate internet violations?

**On motion by Peg Lakin, seconded by Bruce Henriksen, the Board approved the Public Computer Use Policy, as presented.** Changes to the old policy are too extensive to reflect in the minutes. Please see the new policy at

<http://www.tscpl.org/publicnews/templates/incharge.aspx?articleid=1256&zoneid=79>.

- **Customer Conduct Policy: On motion by Bruce Henriksen, seconded by Glenda DuBoise, the Customer Conduct Policy was accepted, as amended.** The section covering recreational vehicles was changed to: *Riding recreational vehicles inside the Library; such as: skateboards, roller skates, etc.*

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

- Have been meeting with elected officials and inquiring about what their vision is for the city and how the Library can partner with the City
- Gave Mayor Buntin and each council person a copy of *Their Eyes Were Watching God* and encouraged them to participate in "The Big Read"
- County Commissioners meeting had to be rescheduled
- Will set up future meetings with Legislators

- Staff Development Day is Monday
- 2006 Kansas Library Trustee Association is April 5

**DIRECTOR OF OPERATIONS REPORT – Rob Banks (included in your packet)**

- Topeka and Shawnee County Public Library was one of five recipients in the nation for the Public Library Association's "Grow Your Own" grant
- Grant provides scholarship money and funding for recipients to attend a PLA event
- TSCPL recipients:
  - 1) Robin Brooks
  - 2) Stephanie Hall
  - 3) Jill Pfuetze
  - 4) Shari Schawo
  - 5) Jeff Tate

Jeff Dawson:

- Summer Reading program is from June through August
- May 31 – kick off
- August 2 – Ending party
- Topeka Transit is going to provide a trolley and driver for three hours, during the event

**NEW BUSINESS**

**Red Carpet Van – Marie Pyko & Stephanie Hall**

- Looking at three different vehicles:
  - 1) ELF by Farber
  - 2) Series 2000 SLF by Matthews
  - 3) Adventure III by Ohio Bus Company
- New vehicle would allow more access for both patrons and staff
- With a new vehicle we could offer a larger variety of books with a more appropriate selection to choose from
- Bookmobile type vehicle could offer access to the internet and/or library catalog
- Ergonomically would be better for the staff; than pushing heavy dollies of materials.
- Funding strategy:
  - 1) Library would pay for half the cost
  - 2) A request would be made for the Library Foundation to fund raise for the other half

**Trustee Appointments 2006**

- Three board members terms will expire this April
- Encourage reappointment if you are interested
- Encourage board members to encourage people in the community to consider applying to be on Board
- Past board experience could help with recruitment
- Opportunity for citizens to become involved in the community

## **OLD BUSINESS**

### **Legislative Report – Rob Banks**

#### **Federal:**

- President Bush essentially included status quo budgeting for national library initiatives. The library community is pleased that cuts were not proposed, but are concerned that some library efforts outside the mainstream library budgets were cut and may have an overall negative effect.
- The USA PATRIOT Act is undergoing a number of intensive negotiations at this moment and changing almost hourly. A tentative agreement was reached between some Republican Congressmen and the White House on some issues that effect libraries. It is rumored that section 215 has been softened so that National Security Letters would not be issued to secure library records. There is still some concern about where this is going, but more congressmen are beginning to advocate to retain the confidentiality of library records.

**State:** Today was Library Legislative Day, sponsored by the Kansas Library Association. Issues addressed were:

Support for the Governor's budget request for Grant-in-aid for libraries

- \$75,000 to increase the Talking Books Budget statewide – The first increase in 17 years.
- Tutor.com- on online live tutoring program-the request is for funding for a statewide contract to benefit all Kansans through their libraries. This would be an enhancement to the TSCPL Homework Center.
- Support for after school programs in libraries
- Add libraries to the language of the Concealed Fire Arms bill so that libraries are included in the list of locations where firearms are automatically prohibited. This issue can still be addressed at the local level by library boards if the bill does not pass.

HB2581 – Filtering. This was an amendment from the floor of the House to a tax bill that included language similar to previous bills about filtering the internet and required libraries to enforce Motion Picture of Association ratings/age restrictions on circulating DVDs and videos. The bill passed the House with only four "no" votes.

#### **Local:**

- Redevelopment of College Hill
- County & 501 have 30 days to pass or reject

#### **Organizational Priorities**

- Management Council have assigned preliminary timeframes and reorganized organizational priorities in chronological order

## **TRUSTEE COMMENTS**

None

**TRUSTEE EDUCATION**

After the board meeting adjourned, Library staff Michael Perkins, Thad Hartman and Meghan Fryett conducted a tour of the public and staff web sites for the Trustees.

Kerry Storey  
Acting Secretary of the Board

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The meeting adjourned at 6:30 p.m.

File: Bd minutes Feb .2006

## Deputy Director for Finance Report March 2006

- I attended the Kansas Employers Workers Compensation Fund Board meeting in Wichita on February 13. The third party administrator for this fund is Alternative Risk Services in Overland Park, Kansas. Alternative Risk Services main goal is for employers to encourage a positive and safe culture while understanding that accidents may still occur. The Operations Group at TSCPL is in the process of going through the "Claims Procedures and Safety Management Manual" to develop an effective safety culture for the library. Included in the work to be done in the next few months will be the review of the current safety policy and the review of the current safety program.
- The annual workers compensation audit was completed on February 23. We have received word that our three in-house security personnel will go from class code 8810 (clerical) to class code 9101 (all other employees). The rate for these three employees went from \$0.47/\$1,000 gross salary to \$5.76/\$1,000 gross salary. 9101 is the same class code as our maintenance employees.
- Janna Jepson and I attended the Management Advisory Computer Systems users group meeting in Mayetta. This meeting gives the users of the system a chance to meet with representatives of the company to discuss current problems, to get a look at what changes are currently being worked on, and to discuss what changes we would like to see in the future.
- We have received a refund of \$1,688 from Blue Cross & Blue Shield of Kansas for the fee paid to implement electronic enrollment.
- A letter was sent to Christie Brandau, Kansas State Library, requesting a waiver from the eligibility requirements for 2006 grant-in-aid funds based upon an unforeseen circumstance. We received a letter March 9 with the determination that the legislative intent for maintenance of effort has been met and the TSCPL will be eligible for State Aid.
- On page 1 under the Bank Account Summary you will note a balance of \$353,648.75 in the Municipal Investment Pool. The State of Kansas Municipal Investment Pool is where the library places the money needed for a principal and/or interest payment on our bond prior to the payment to the State of Kansas.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of February 28, 2006

General Fund:

\$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  
\$ 580,000 at 4.36%, dated 02/03/06, due 04/07/06  
\$ 560,000 at 4.49%, dated 02/10/06, due 04/14/06  
\$ 490,000 at 4.50%, dated 02/17/06, due 04/21/06  
\$ 900,000 at 4.47%, dated 02/24/06, due 04/28/06  
\$1,000,000 at 4.47%, dated 02/24/06, due 05/05/06

Restricted Funds:

\$ 260,000 at 4.47%, dated 02/24/06, due 03/31/06

Special Accruing Fund-Commerce Bank:

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

Bond & Interest Fund-Commerce Bank:

\$1,923,951.96 at 4.27%, dated 01/20/06, due 03/17/06

Municipal Investment Pool:

\$ 353,648.75



Topeka & Shawnee County Public Library  
Financial Summary

02/28/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 02/28/06</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 2,956,840.21	\$ 5,066,110.89	\$ 1,584,709.46	\$ 6,438,241.64
Employee Benefits	784,697.77	1,404,210.43	366,550.30	1,822,357.90
Special Accruing	2,561,017.44	-	-	2,561,017.44
Bond & Interest	1,463,289.29	815,872.05	-	2,279,161.34
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	-	-	-
Federal & State Grants	144,274.39	20,550.57	55,386.59	109,438.37
Other Special Revenue	204,188.00	122,259.54	63,143.30	263,304.24
Permanent Funds	419,394.23	2,509.01	204.59	421,698.65
<b>Totals</b>	<b><u>\$ 8,533,701.33</u></b>	<b><u>\$ 7,431,512.49</u></b>	<b><u>\$ 2,069,994.24</u></b>	<b><u>\$ 13,895,219.58</u></b>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 22,495.71
General Fund-Commerce Bank-Investments	8,345,000.00
Special Accruing Fund-Commerce Bank-Investments	2,560,000.00
Restricted Funds-Commerce Bank-Checking	8,888.37
Restricted Funds-Commerce Bank-Investments	260,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	253,742.35
Bond & Interest Fund-Commerce Bank-Checking	933.55
Bond & Interest Fund-Commerce Bank-Investments	1,923,951.96
Cash on Hand	1,617.27
Petty Cash	100.00
Security Deposits	1,591.00
Endowment Securities	177,983.08
Municipal Investment Pool	353,648.75
	<u>\$ 13,909,952.04</u>
Payroll Liabilities	14,732.46
	<b><u>\$ 13,895,219.58</u></b>

Revenue/Expense/Balance By Fund Report

	01/01/06 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	02/28/06 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 2,956,840.21	\$ 5,066,110.89	\$ 181,240.38	\$ 1,403,469.08	\$ 6,438,241.64	\$ 752,291.18	\$ 5,685,950.46
Employee Benefit Fund	784,697.77	1,404,210.43	-	366,550.30	1,822,357.90	50,313.48	1,772,044.42
Special Accruing Fund	2,561,017.44	-	-	-	2,561,017.44	-	2,561,017.44
Bond & Interest Fund	1,463,289.29	815,872.05	-	-	2,279,161.34	-	2,279,161.34
<b>Non Major Governmental Funds</b>							
State Aid Fund	-	-	-	-	-	-	-
Federal & State Grants							
Big Read Grant	(3,656.35)	20,000.00	5,236.00	12,105.00	(997.35)	2,056.27	(3,053.62)
ILDGP	56,065.34	-	-	9,251.57	46,813.77	18,148.70	28,665.07
Early Reading First	(550.57)	550.57	-	275.52	(275.52)	2,173.92	(2,449.44)
Gallery Grant	383.50	-	-	-	383.50	-	383.50
06-LSTA-3-F (Talking Books)	92,032.47	-	93.01	28,425.49	63,513.97	98.93	63,415.04
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	13.22	-	140.00	1,905.55	203.55	1,702.00
Cyberchase Grant	244.02	-	-	-	244.02	-	244.02
Friends Wish List	6,644.59	42,178.23	-	540.77	48,282.05	6,691.21	41,590.84
Gifts/Memorials (Undesignated)	57,675.54	519.98	99.90	67.11	58,028.51	8,183.50	49,845.01
Grow Your Own Scholarship Fund	-	8,000.00	-	-	8,000.00	-	8,000.00
Hirschberg Lecture	1,178.22	7.60	-	-	1,185.82	-	1,185.82
Homework Center	-	2,950.23	-	6,838.54	(3,888.31)	-	(3,888.31)
Hughes Business Collection	948.36	-	-	-	948.36	-	948.36
Intergovernmental Coop Council	-	2,108.72	-	189.80	1,918.92	1,810.20	108.72
Library Materials	87,167.91	2,050.32	-	77.18	89,141.05	30.37	89,110.68
Lingo	13.93	51,840.00	51,840.00	-	13.93	60,778.00	(60,764.07)
NEH Expendable	18,112.21	117.41	-	-	18,229.62	-	18,229.62
Red Carpet	9,613.76	62.45	-	-	9,676.21	-	9,676.21
Special Collections	4,929.92	31.87	-	250.00	4,711.79	94.50	4,617.29
Talking Books	4,666.56	30.22	-	-	4,696.78	-	4,696.78
Topeka Competition	-	9,029.41	-	-	9,029.41	-	9,029.41
Torluemke Landscaping	1,291.04	-	-	-	1,291.04	1,431.04	(140.00)
Workshops	592.21	-	-	-	592.21	300.00	292.21
Youth Services	8,260.36	52.88	-	-	8,313.24	300.00	8,013.24
Permanent Funds							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	2,509.01	-	204.59	251,745.88	-	251,745.88
<b>TOTALS</b>	<b>\$ 8,533,701.33</b>	<b>\$ 7,431,512.49</b>	<b>\$ 238,509.29</b>	<b>\$ 1,831,484.95</b>	<b>\$ 13,895,219.58</b>	<b>\$ 904,904.85</b>	<b>\$ 12,990,314.73</b>

Topeka & Shawnee County Public Library

General Fund - Revenue

02/28/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u> 16.7% 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	1,331.52	\$ 8,668.48	13%
Salary Refunds-Foundation	80,000.00	-	\$ 80,000.00	0%
Salary Refunds-Friends	80,000.00	14,049.67	\$ 65,950.33	18%
Vend Machines	50,000.00	10,776.40	\$ 39,223.60	22%
Lost/Damaged Materials	22,000.00	5,209.31	\$ 16,790.69	24%
Meeting Room Charges	5,000.00	630.00	\$ 4,370.00	13%
Sale of Inventoried Equipment	3,000.00	-	\$ 3,000.00	0%
Interest Received-Investments	49,800.00	28,731.47	\$ 21,068.53	58%
Interest Received-Bank Account	200.00	-	\$ 200.00	0%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
<b>TOTALS</b>	<b><u>\$ 12,165,275.00</u></b>	<b><u>\$5,066,110.89</u></b>	<b><u>\$7,099,164.11</u></b>	<b>42%</b>

Topeka & Shawnee County Public Library

02/28/06

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Open PO's</u>	<u>Unemcumbered Balance</u>	<u>% Expended</u> 16.7% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 800.00	\$ -	\$ 4,000.00	17%
Salaries-Maintenance	559,000.00	82,121.44	-	476,878.56	15%
Salaries-Overtime	10,000.00	158.85	-	9,841.15	2%
Salaries-Shelvers	175,000.00	20,065.67	-	154,934.33	11%
Salaries-Staff	6,006,000.00	893,230.74	-	5,112,769.26	15%
Salaries-Security	220,000.00	34,873.79	-	185,126.21	16%
Conferences	60,000.00	11,431.08	2,782.63	45,786.29	24%
Staff Training	20,000.00	7,779.34	583.86	11,636.80	42%
Employee Assistance Program	4,100.00	638.44	3,192.20	269.36	93%
Mileage	6,500.00	617.25	2,750.63	3,132.12	52%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	7,000.00	336.15	149.85	6,514.00	7%
Materials-Print/Non-Print <1 YR	476,000.00	6,381.22	2,750.00	466,868.78	2%
Materials-Print/Non-Print	1,224,000.00	104,261.13	166,962.56	952,776.31	22%
Materials-Periodicals	150,000.00	1,417.82	-	148,582.18	1%
<b>OPERATIONS:</b>					
Automation support	112,000.00	8,181.59	2,812.74	101,005.67	10%
Contracted-Automation	160,000.00	6,682.80	31,264.34	122,052.86	24%
Contracted-Buildings/Grounds	445,000.00	10,172.90	130,739.04	304,088.06	32%
Contracted-Office Equipment	110,000.00	5,397.00	29,365.73	75,237.27	32%
Contracted-Professional	100,000.00	19,053.50	18,024.50	62,922.00	37%
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	-	39,556.45	415,443.55	9%
Gallery	35,000.00	11,940.51	1,792.95	21,266.54	39%
Insurance	95,000.00	-	-	95,000.00	0%
Human Resources	20,000.00	1,661.70	11,159.30	7,179.00	64%
Memberships/Dues	25,000.00	1,121.78	566.40	23,311.82	7%
Miscellaneous	15,000.00	2,815.50	2,112.00	10,072.50	33%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	56,434.16	176,398.26	127,167.58	65%
Printing	65,000.00	1,735.63	8,740.28	54,524.09	16%
Public Relations	45,000.00	6,447.00	384.60	38,168.40	15%
Supplies-Building/Maintenance	110,000.00	24,871.18	24,458.07	60,670.75	45%
Supplies-Office/Library	125,000.00	16,799.00	1,933.42	106,267.58	15%
Supplies-Processing	65,000.00	6,556.24	4,572.71	53,871.05	17%
Telephone	86,500.00	6,690.56	21,478.90	58,330.54	33%
Utilities-Electric	225,000.00	35,392.97	-	189,607.03	16%
Utilities-Gas	125,000.00	11,683.21	-	113,316.79	9%
Utilities-Water/Sewage	25,000.00	1,029.44	-	23,970.56	4%
Vehicle-Gas	20,000.00	1,439.58	10,872.34	7,688.08	62%
Vehicle-Repair	50,000.00	3,234.68	5,527.36	41,237.96	18%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	15.23	-	(15.23)	
<b>TOTALS</b>	<b>\$ 12,165,275.00</b>	<b>\$ 1,403,469.08</b>	<b>\$ 700,931.12</b>	<b>\$ 10,060,874.80</b>	17%

Topeka & Shawnee County Public Library  
Special Revenue Funds

02/28/06

**EMPLOYEE BENEFITS**

	<b>2006 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/06</b>	<b>\$ 581,025.00</b>	<b>\$ 784,697.77</b>	
<b>Revenue:</b>			
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	1,965.24	26%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	988.01	16%
Refund - Workers' Comp	-	-	0%
Retiree Payments BC/BS	44,500.00	6,822.69	15%
	<b>\$ 2,083,739.00</b>	<b>\$ 1,404,210.43</b>	<b>67%</b>
<b>Expenditures:</b>			
FICA	532,000.00	\$ 78,511.95	15%
KPERS	320,000.00	44,129.99	14%
Worker's Compensation	95,000.00	14,375.28	15%
Unemployment Tax	23,000.00	1,449.11	6%
Health/Dental Insurance	1,540,000.00	228,083.97	15%
Revitalization Rebates	29,764.00	-	0%
	<b>\$ 2,539,764.00</b>	<b>\$ 366,550.30</b>	<b>14%</b>
<b>Balance 02/28/06</b>	<b>\$ 125,000.00</b>	<b>\$1,822,357.90</b>	

**SPECIAL ACCRUING**

<b>Balance 01/01/06</b>	<b>\$ 2,561,017.44</b>
<b>Revenue:</b>	
Interest received	-
	<b>\$ -</b>
<b>Expenditures:</b>	
Capital Outlay	-
	<b>\$ -</b>
<b>Balance 02/28/06</b>	<b>\$ 2,561,017.44</b>

**STATE AID**

<b>Balance 01/01/06</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State	120,000.00	-
Federal	-	-
	<b>\$ 120,000.00</b>	<b>\$ -</b>
<b>Expenditures:</b>		
Library Materials	120,000.00	-
	<b>120,000.00</b>	<b>\$ -</b>
<b>Balance 02/28/06</b>	<b>-</b>	<b>\$0.00</b>

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

02/28/06

	<u>2006 Budget</u>	<u>Year to Date</u>	<u>% Rec'd</u>
<b>Balance 01/01/06</b>	<b>\$ 1,408,736.00</b>	<b>\$ 1,463,289.29</b>	
<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	5,663.97	37.8%
Transfer from Improvement Fund	-		
	<u>\$ 1,810,692.00</u>	<u>\$ 815,872.05</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%
<b>Balance 02/28/06</b>	<b>\$ -</b>	<b><u><u>\$ 2,279,161.34</u></u></b>	

# DIRECTOR'S REPORT

## March, 2006

- **POLICY**

**None:** Staff is currently working on the meeting room policy. There are a number of issues we're still discussing and there is a huge amount of procedure in this document. We'll have it ready for the April meeting.

- **DISCUSSION/ACTION ITEMS**

**Red Carpet Services Vehicle:** Last month Marie Pyko and Stephanie Hall presented a preview of specifications for a new full service vehicle. As promised we are bringing a request to approve the purchase of a new vehicle. While I am estimating that the cost will be no more than \$200,000, I am recommending a not-to-exceed amount of \$250,000. That way if bids exceed our original estimates, we can still proceed with the project in a timely manner.

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. I am also recommending that the Library Board make a formal request to the Foundation board to begin that process immediately.

**Nominating Committee Appointments:** Each year the board chair appoints a committee to nominate board officers. As I indicated to Mary, the bylaws currently do not cover the nominating process. That needs to be addressed as part of the bylaws review process.

Article II of the bylaws says: *Officers shall be elected at the Annual Meeting (April) and begin serving in May. Officers shall hold office until the next Annual Meeting and begin serving in May. Officers shall hold their office until the next annual meeting and until their successors are elected and take office. Officers may succeed themselves in the same office one time.*

Board officers are: chairperson, vice-chairperson, secretary and treasurer.

Trustees currently serving in those positions: Mary Feighny, Chair; Kim Lane, Vice-Chair; Jewell Edwards, Secretary; Tim Peterson, Treasurer.

**Trustee Appointments 2006:** I met with all three county commissioners last week. Our meetings were cordial and informative. Commissioner Vic Miller has appointed Karen Nicolay to succeed Bruce. Commissioners Marice Kain and Ted Ensley are aware that the positions currently held by Glenda DuBoise and Kay Fischer are due for re-appointment or new appointments.

- **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

**Organizational Priorities for 2006-07:** There is a new draft of this document in your packet. **The major changes again are in the “timeframes” and “who is responsible” columns. Changes from last month are noted in color.** 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](mailto:ccook@mail.tscpl.org) or 580-4484.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

**Attended:** Rotary Club meetings; Foundation donor meetings; Intergovernmental Cooperation Council (ICC) meeting with Mary Feighny; KLA Legislative Day; Kansas Library Systems directors meeting; Big Read programs; Staff Development Day at the library; Foundation training with consultant Mike Maude

**Other activities:** Meetings with elected officials – council persons Jeff Preisner and Richard Harmon; county commissioners Marice Kain, Ted Ensley and Vic Miller; met with KSNT Channel 27 general manager Ken Selvaggi

- **TRUSTEE EDUCATION**

**Trustee Retreat:** I would like feedback on the February 25<sup>th</sup> trustee retreat with presenter Pat Wagner. I would also like to talk about a schedule and content for the next trustee education session. With 1 - 3 new trustees joining the board beginning in May, orientation and education are essential.

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



Deputy Director of Operations-Rob Banks  
March 16, 2006

Day to day operations has occupied the bulk of my time during the past month. I have been working with Managers and Supervisors on the organizational priorities.

I have the prime responsibility for developing the Greeter program. A draft of the plan was presented to Management Council on February 23, 2006. The plan has also been given to other staff for their input. That input is now being included and the plan will be sent to all staff for additional comments. It has become clear that an extensive training program will need to be developed for the staff that fill this role. Many of them do not encounter the range of questions in their daily jobs, that we anticipate being answered by the greeter. This is a positive for the plan, in that all staff will understand the building and the public better when we have completed the training. Another aspect that we are exploring is how to incorporate our volunteers into the process so that they can continue to serve a vital role in these efforts.

Marie Pyko, Public Services Manager, has been asked to speak to the Board of the National Endowment for the Arts, as the representative for all recipients of "The Big Read" grant. Marie will be attending PLA, the Public Library Association conference, at the time and will be flown to Washington, DC for the appearance. The Big Read events were very successful for us and Marie will be able to provide the Board an excellent report on our activities.

### **Departmental Highlights:**

#### Sabatini Gallery

The Sabatini Gallery closes the Lew Wilson "Two Rivers – Two Lands" exhibit on Friday, March 17. The gallery will close for three weeks for the installation of the 5<sup>th</sup> Annual Children's Art Exhibit, "Rabbit Goes to Kansas", featuring illustrator Murv Jacob. This opens April 7 with artist's and storyteller's talks all weekend.

Murv grew up in Topeka, and now lives in Tahlequah, Oklahoma. His wife, Debbie Duvall, writes children's stories based on Cherokee legends. Their goal is to update the stories for contemporary children. Their current books are "The Grandmother Stories", which tell the story of the trickster figure "Rabbit". The series won last year's Oklahoma Center of the Book award for a book series – an award that was created to honor this project.

Murv and Debbie have written and produced a book specifically for this exhibit, "Rabbit Goes to Kansas", and it is available on our website as a cyber-book. The exhibit will feature the original illustrations from this book, and from several other book projects. Murv has illustrated more than 70 book projects. The staff of the Sabatini Gallery, Special

Collections, Adult Services, and Youth Services have many events planned for adults and kids to support the exhibit.

**Rabbit Goes to Kansas: Related Events**

5th Annual Art Exhibit for Children  
Please see individual event dates.

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**Writing and Illustrating Cherokee Legends**

Friday, April 7, 2006  
4 – 6 PM  
Marvin Auditorium 101C

Illustrator Murv Jacob and children's author Deborah Duvall will talk about their experiences creating children's books. Their "Grandmother Series" of books for children is the result of collaborating together. Their work is featured in the Alice C. Sabatini Gallery's 5<sup>th</sup> Annual Art Exhibit for Children: *Rabbit Goes to Kansas*. A book signing will follow in the Sabatini Gallery.

*For more information call the Gallery at (785) 580-4515.*

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***Rabbit Goes to Kansas***

**Opening Reception**

Friday, April 7, 2006  
7 – 8:30 PM  
Sabatini Gallery

Please join us for art, fare and conversation! *For more information call the Gallery at (785) 580-4515.*

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**Rabbit Goes to Kansas: The Storyteller**

**Session 1**

Saturday, April 8, 2006  
10 – 11:30 AM  
Lingo Room

**Session 2 (repeat)**

Sunday, April 9, 2006  
1 – 3 PM  
Sabatini Gallery

Join us for children's author Deborah Duvall's reading of one of her famous Cherokee children's stories about mischievous Rabbit and his forest friends. A book signing with Murv and Deborah to follow.

*For more information call the Gallery at (785) 580-4515.*

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**Rabbit Goes to Kansas:**

**Murv Jacob and Deborah Duvall**

Saturday, April 8, 2006

2 – 4 PM

Lingo Room

Learn about how these two artists created the Grandmother series and breathed new life into the traditional Cherokee "Rabbit" character. A book signing will follow.

*For more information call the Gallery at (785) 580-4515.*

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**Story Circle**

**(Ages 2 and up)**

**Selected Book 1**

Wednesday, April 12, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

**Selected Book 2**

Wednesday, April 19, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

**Selected Book 3**

Wednesday, April 26, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

**Selected Book 4**

Wednesday, May 3, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

**Selected Book 5**

Wednesday, May 10, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

**Selected Book 6**

Wednesday, May 17, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

**Selected Book 7**

Wednesday, May 24, 2006

4 – 5 PM

Sabatini Gallery Jewel Box

*For more information contact the Youth Services Department at (785) 580-4565.*

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**Family Fun Night  
Includes Beading and Crafts**

Thursday, April 20, 2006

6:30 – 8:30 PM

Marvin Auditorium

*For more information contact the Youth Services Department at (785) 580-4565.*

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**History of the Indian Tribes of North America  
Rare Book Presentation**

Thursday, April 20, 2006

7 – 8 PM

Sabatini Gallery

Come see the 150-year-old remarkable and exceptionally rare three-volume set of **A Gathering of Nations: Images from McKenney and Hall's History of the Indian Tribes of North America**. These volumes are on display for the first time at the Topeka & Shawnee County Public Library for one evening only. They contain biographies and vibrant hand colored portraits of vanishing peoples as commissioned by Thomas McKenney, Department of Indian Affairs (1824-1830). This is an amazing opportunity.

*For more information call the Gallery at (785) 580-4515.*

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**Crafts for Children and Families  
(Ages 6 – 12)**

Saturday, April 22, 2006

2 – 4

Lingo Room

*For more information contact the Youth Services Department at (785) 580-4565.*

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**Beginning Native American Genealogy**

**Session 1**

Thursday, April 27, 2006

6 – 7:30 PM

Marvin Auditorium 101A

**Session 2 (repeat)**

Tuesday, May 2, 2006

2 – 3:30 PM

Marvin Auditorium 101A

Get started in Native American genealogy and learn how to use the print and online resources our library offers. We'll discuss resources such as tribal rolls, reservation censuses, and the National Archives. Receive a pedigree chart and other helpful forms for record keeping

as you research your family tree. Registration is required.

*For more information, please call (785) 580-4540.*

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**500 Nations: The Documentary Film  
(Parts 1 – 3)**

Sunday, April 23, 2006

12:30 – 3:30 PM

Marvin Auditorium 101 A and B

**500 Nations: The Documentary Film  
(Parts 4 – 6)**

Sunday, April 30, 2006

12:30 – 3:30 PM

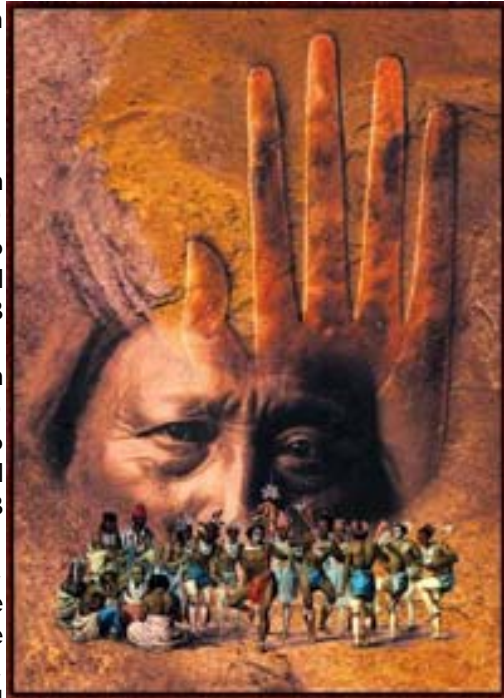
Marvin Auditorium 101 A and B

**500 Nations: The Documentary Film  
(Parts 7 – 8)**

Sunday, May 21, 2006

12:30 – 3:30 PM

Marvin Auditorium 101 A and B



Long before Columbus' voyage, millions of people inhabited the expanse from Central America to the Arctic. Using first-hand accounts, location filming and virtual recreations, this historical and spellbinding documentary brings the human history of our North American Indian heritage to the forefront. **Due to the length of this film, 500 Nations will be shown in three separate installments with intermissions.** Narrated by Kevin Costner, 1995. 332 minutes, Unrated. May not be suitable for very young children.

*For more information call the Gallery at (785) 580-4515.*

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**Scratchboard Drawing Workshop  
(Ages 8 and up)**

**Session 1**

Saturday, April 29, 2006

2 – 4 PM

Sabatini Gallery

**Session 2 (repeat)**

Saturday, May 6, 2006

2 – 4 PM

Sabatini Gallery

Learn to make drawings that look like Merv Jacobson's! Scratchboard is removing a layer of dried ink to reveal the white paper underneath. A very dramatic way to draw!

*For more information call the Gallery at (785) 580-4515.*

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**Diane Glancy, Visiting Poet and Author  
Author's Talk and Booksigning**

Saturday, May 13, 2006

2 – 4 PM

Marvin Auditorium 101 B and C

"Writing is a conversation," observes Diane Glancy, whose poetry, scripts, essays and fiction have earned her numerous literary prizes including an American Book Award, the Minnesota Book Award in Poetry, the Native American Prose Award and a Sundance Screenwriting Fellowship. Come hear Diane Glancy, retired Macalester College Professor of Native American Literature, speak and answer questions. Booksigning to follow in the Sabatini Gallery.

*For more information call the Gallery at (785) 580-4515.*

An excellent article about Diane Glancy:

[http://voices.cla.umn.edu/vg/Bios/entries/glancy\\_diane.html](http://voices.cla.umn.edu/vg/Bios/entries/glancy_diane.html)

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**Crafts for Children**

Saturday, May 20, 2006

2 – 4 PM

Lingo Room

*For more information contact the Youth Services Department at (785) 580-4565.*

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**Storytelling Workshop with Jerri Garretson**

Wednesday, May 3, 2006

7 - 8 PM, Menninger Room 206

Jerri Garretson uses one of the storytelling games she invented as a librarian to get participants thinking of new story ideas and structure. Jerri will also talk about: How does an author work? Where do ideas come from? How does a story become a published book? Bring your ideas and be prepared to do a little writing. Space is limited and registration is required. Please call (785) 580-4540 for information and registration.

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**Writing and Publishing Children's Books with Jerri Garretson**

Wednesday, May 10, 2006

7 - 8 PM, Marvin Auditorium 101A&B

Join Jerri Garretson as she talks about the business of publishing in children's literature. She'll answer questions such as: how does a children's book get published; what is the difference between commercial publishing, self-publishing, and vanity presses; how does an author or illustrator submit a book for publication; how much do they get paid and how long does it take; and how do the books get designed, printed, reviewed, distributed, and marketed? Bring your

own questions and ask an experienced author and publisher about the business of publishing. Registration is required. Please call (785) 580-4540 for information and registration.

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For additional information, or if you'd like to be included on our mailing list to receive notices of upcoming exhibits, please call the Gallery at (785) 580-4517 or visit our website at [www.tscpl.org](http://www.tscpl.org).

## **Training**

The Library's biggest training event of the year occurred February 20 with 183 employees attending. The Staff Development theme was Bridging a New Culture. It featured presentations by Stephen Abram, a leading international librarian with extensive experience in trend forecasting. The day also featured breakout sessions, allowing employees to attend a workshop of their interest.

## **YOUTH SERVICES**

Statistics for February, 2006:

**In-Library programs** – 56 - reaching 422 adults and 664 children

**Reference interactions** – 292 telephone, 2174 reference desk interactions

**Book orders** – 22

**Born to Read Bags** – 41 handed out

**Outreach Storytellers** – read to 3136 children

Young Adult librarians Jean Gardner and Gayle Lolley along with Meghan Fryett and Michael Perkins have begun work on the YA blog entitled *Graffiti*. We are on track to go live with the YA blog May 1<sup>st</sup>, but hope to have it operational ahead of schedule.

YA is working on Department Priorities for the next 18 months, these mirror the Organizational Priorities, outlining a work plan and goals for the coming year.

A strong line-up of Spring Children's programming will take us up to our Summer Reading extravaganza – *Readings from Topeka: Put Yourself in the Picture*. Youth Services will be making school visits beginning in April to promote our summer program.

## **BOOKMOBILE**

Bookmobile began working on Department Priorities at their last department meeting. Like YA, this process will focus on developing a work plan that is visible to all Bookmobile staff ensuring we all are on the same page, working toward the same goals.

Ann Newell has created 6 committees within Bookmobile to help facilitate Department Priorities and anticipated construction:

- Summer AdventureMobile – Arrangement, Categories
- Combos – Arrangement, Categories
- Glitches – Telxon, Vehicles, Misc.
- Dock Rearrangement – What Goes Where
- Summer Animals – Schedule
- Schedule During Construction



# **Resolution-Red Carpet Vehicle**

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

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, authorizes the purchase of a vehicle for Red Carpet.**

**The amount is not to exceed \$250,000. Half of the total amount will be paid for by the Library. A formal request will be made to The Library Foundation to raise the remaining half.**

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

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

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

Date \_\_\_\_\_



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 plan	03/01/06			Rob Banks
Customer Service	Improve facility accessibility and ease of use	Reduce the number of locational questions at public desks	Evaluate existing signage and implement an improvement plan for signage	05/01/06			Stuart Yoho
Customer Service	Improve facility accessibility and ease of use	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 & ILL	03/01/06			Paul Brennan
Customer Service	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Examine portability of materials for customers, such as carts, drive up service or delivery service for public to vehicles	03/01/06			Paul Brennan
Customer Service	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Explore feasibility of copy card procurement at various service points rather than just circulation	04/01/06			Marie Pyko
Customer Service	Improve facility accessibility and ease of use	Increase serendipitous experiences for users		09/01/06			Thad Hartman & Susan Marchant, Ruth Rodden & Suzanne Bundy
Customer Service	Develop consistent level of customer service throughout Library	Reduce collection misdirection	Examine feasibility of Information Management System (IMS) / Horizon for different service- current structure is confusing for staff and public (HIP)	10/01/06			Thad Hartman & Shannon Eddings
Customer Service	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
Customer Service	Determine who our customers are or might be	Evaluate community demographics, esp. special populations	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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Customer Service	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
Customer Service	Remove barriers to excellent customer service	Reduce number of violations of customer conduct policy	Develop a series of re-direction activities for working with young people	12/01/06			Greg Gaul & Jeff Dawson
Customer Service	Remove barriers to excellent customer service	Reduce number of violations of customer conduct policy	Examine feasibility of behavior modification training for repeat offenders	04/01/06			Greg Gaul & Jeff Dawson
Customer Service	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Establish long term coherent guidelines for security issues	05/01/06			Rob Banks & Greg Gaul
Customer Service	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Empower all staff to make best practices decisions for customer service				
Customer Service	Remove barriers to excellent customer service	Provide access to Library services to special populations	Spanish speakers, hearing / visually impaired	03/01/07			Marie Pyko & Stephanie Hall
Customer Service	Enhance & expand personal relationship with customers	Provide access to Library services to special populations	Personalize customer interaction by incorporating all staff to use first name on telephone and face to face interactions	On-going			M.C.
Customer Service	Enhance & expand personal relationship with customers	Provide access to Library services	Explore feasibility of providing tools i.e. business cards for all service staff for follow-up staff contact, training re: personal service	10/01/06			Diana Friend , Paul Brennan & Stephanie Hall
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, HR Manager & Donna Tryon
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Develop a library orientation program which includes customer service expectations, library values, ergonomics, conflict management system, etc.	02/01/07			Donna Tryon-plus
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Evaluation of employees learning style	12/01/06			Becky Hinton, Donna Tryon, HR Manager, plus

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Develop sensitivity and diversity training modules for providing excellent customer service to our diverse population	03/01/07			Stuart Yoho, Chris Kratochvil & Heather
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Implement a cross training program for staff to become familiar with all elements of Library jobs	12/01/07			Management Council
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Form a committee to plan Staff Development Day	03/01/06			Donna Tryon-plus
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bids for Compensation Study	09/01/06			HR & Nancy Watkins
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Prepare estimated cost for Compensation Study	05/01/06			HR & Nancy Watkins
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bid Acceptance	12/01/06			
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Compensation Study begins	01/01/07			
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Implementation of Compensation Study	01/01/08			HR & Nancy Watkins
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	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 day activities (staff association?)	07/01/06			Marie Pyko , Susan Marchant and staff
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Foster a sense of esprit de corps among all staff	Create a staff picture board to be updated monthly (cover all units)	05/01/06			Chris Kratochvil & front line staff

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Valuing Staff	Communication	Create open environment that encourages input & feedback	Ensure employee computer access-2006	08/01/06			John Opgaard
Valuing Staff	Communication	Create open environment that encourages input & feedback	Institute a (M.C. Units or Dept.) Blog with two way feedback & comment capabilities "News 2 Use"	06/01/06			John Opgaard
Valuing Staff	Communication	Create open environment that encourages input & feedback	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
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	Form a team to identify a curriculum	TBD			
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	Team Training	TBD			
Programs, Services, Collections and Infrastructure	Ensure currency and relevance of collections, services and programs	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			Suzanne Bundy / plus
Programs, Services, Collections and Infrastructure	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Evaluate physical organization of media, youth and teen services, new books and other collections. Organize audio books to be accessible & appealing. Integrate physical space. Examine floor space in Circulation Lobby for collection space displays to highlight various formats for serendipitous selections rather than information desk. Organize media for all ages to respond to increasing customer demand	06/01/06			Rob Banks, Thad Hartman, Jeff Dawson, Paul Brennan, Marie Pyko & Greg Gaul

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase awareness of and "buzz" about what Library has to offer	Develop marketing plan that "brands" the Library				
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase awareness of and "buzz" about what Library has to offer	Increase staff presence in Shawnee County & Library communities				
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase awareness of and "buzz" about what Library has to offer	Encourage staff to contribute to library publications				
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase awareness of and "buzz" about what Library has to offer	Develop formalized Speaker's Bureau focused on services, programs and collections.	08/01/06			Diana Friend, Susie Marchant, Ann Newell & ASD
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase number of library users	Create an online Library card application form to make process easier	03/01/06			Paul Brennan, Michael Perkins & Shannon Eddings
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase number of library users	Expand outreach programs to community from all areas of the library	08/01/06			Jeff Dawson, Stephanie Hall & Ann Newell
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase number of library users	Expand the Library's web presence by establishing a virtual branch	03/01/07			TBD
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing.	Investigate why & how customers determine what they want	02/01/07			
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing.	Implement visual merchandising of all collections including signs, displays, etc.-PILOT	05/01/06			Marie Pyko, Thad Hartman, Sherry Best & Maintenance

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing	Decrease the sterile look & feel of adult fiction & nonfiction stacks. Using under-utilized spaces install shelving and displays to promote older collections	06/01/06			Thad Hartman, Suzanne Bundy, Marie Pyko & Ann Newell
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	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
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Improve turn-over & decrease wait time for materials-data collection analysis	08/01/06			Paul Brennan & Thad Hartman
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Increase staff input into collection development	02/01/07			
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Buy what matters most to all customers	02/01/07			
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Apply the concept of "The Long Tail" to collections	02/01/07			
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	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, Stephanie Hall, Stuart Yoho & Ann Newell
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Develop and implement a technology plan for the maintenance of the technology infrastructure of the Library while enabling expanded	05/01/06			John Opgaard, Rob Banks - plus
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Develop facilities master plan	12/1/06 - 12/1/07			



Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Conduct a survey of our users				
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Maintain relevant services				
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Develop new services as appropriate				
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Evaluate wireless technology for use by the public	05/01/06			
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Develop plan for RFID implementation	05/01/06			
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Analyze & improve the administrative process for providing public programs	Form process improvement team & make recommendation	05/01/06			Donna Tryon & PIT Crew
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Analyze & improve the administrative process for providing public programs	Review & begin implementation of PIT Crew	05/26/06			Management Council
<b>Organizational Development</b>	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
<b>Organizational Development</b>	Become a high performance organization	Implement innovative services, collections, programs & facilities	Seek out & implement best practices in the worlds of libraries, information, content & leadership				

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Organizational Development	Become a high performance organization	Promote organizational learning	Connect solutions to problems within the organizational experience	On-going			Administration, Management Council
Organizational Development	Become a high performance organization	Promote organizational learning	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
Organizational Development	Become a high performance organization	Foster collaboration	Provide work time for interdepartmental discussion, interaction, exchanging ideas	8/1/06 on-going			Administration, Management Council, Library Staff
Organizational Development	Become a high performance organization	Inspire innovation/creativity	Encourage open discussions, reallocate resources, dissolve bureaucratic processes	11/1/06-on-going			Administration, Management Council, Library Staff
Organizational Development	Become a high performance organization	Be systems thinkers	Define & organize around work	On-going			Administration, Management Council
Organizational Development	Become a high performance organization	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
Organizational Development	Become a high performance organization	Evolve a competitive organizational culture	Identify organization's role and competition in the community/global	8/1/06 - on-going			Administration, Management Council
Organizational Development	Become a high performance organization	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	Feb. 2006			All Library Boards
Organizational Development	Become a high performance organization	Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board	Define the role of philanthropy among the three boards and Library staff , <b>Check with all boards. Chairs of three boards to meet quarterly. Hold annual social /training event planned by officers.</b>	10/01/06			Administration, All Library Boards, Foundation Staff

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Organizational Development</b>	Become a high performance organization	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%
<b>CIRCULATION</b>																
<b>Main Library</b>																
Circulation Desk	115,650	100,592											216,242	192,208	12.5%	
Interlibrary Loan	1,279	1,173											2,452	2,234	9.8%	
Media Center	43,464	37,183											80,647	64,486	25.1%	
Self-Check	24,946	20,771											45,717	48,567	-5.9%	
<b>Red Carpet Outreach</b>	11,949	9,833											21,782	15,629	39.4%	
<b>Blind &amp; Physically Handicapped</b>	7,561	7,590											15,151	12,059	25.6%	
<b>TOTAL CIRCULATION</b>	<b>204,849</b>	<b>177,142</b>											<b>381,991</b>	<b>335,183</b>	<b>14.0%</b>	
<b>NEW Patron Registrations</b>																
<b>Topeka / Shawnee County</b>																
Adults	745	677											1,422	1,276	11.4%	
Children (age 4 - 17)	301	266											567	598	-5.2%	
<b>Red Carpet Outreach</b>	28	21											49	40	22.5%	
<b>NEKL</b>	106	96											202	209	-3.3%	
<b>Non-Resident</b>	0	0											0	1	-100.0%	
<b>Total New Registrations</b>	<b>1,180</b>	<b>1,060</b>											<b>2,240</b>	<b>2,124</b>	<b>5.5%</b>	
<b>PATRONS DELETED</b>	<b>1,796</b>	<b>982</b>											<b>2,778</b>	<b>1,790</b>	<b>55.2%</b>	
<b>BORROWERS</b>																
<b>Topeka / Shawnee County</b>																
Adults	53,058	53,793											53,793	54,052	-0.5%	
Children (age 4 - 17)	26,480	26,556											26,556	26,754	-0.7%	
<b>Red Carpet Outreach</b>	1,681	1,702											1,702	1,682	1.2%	
<b>NEKL</b>	8,432	8,542											8,542	8,597	-0.6%	
<b>Non-Resident</b>	46	47											47	42	11.9%	
<b>TOTAL BORROWERS</b>	<b>89,697</b>	<b>90,640</b>											<b>90,640</b>	<b>91,127</b>	<b>-0.5%</b>	
<b>RESERVES FILLED</b>	<b>14,990</b>	<b>13,489</b>											<b>28,479</b>	<b>23,850</b>	<b>19.4%</b>	
<b>CHECK-IN</b>																
<b>AMH System</b>																
AMH System	118,722	102,744											221,466	202,165	9.5%	
<b>Manual</b>	67,638	61,480											129,118	109,630	17.8%	
<b>TOTAL CHECK-IN</b>	<b>186,360</b>	<b>164,224</b>											<b>350,584</b>	<b>311,795</b>	<b>12.4%</b>	
<b>COLLECTION</b>																
<b>Materials Added</b>																
Materials Added	12,990	9,302											22,292	19,499	14.3%	
<b>Materials Discarded</b>	14,846	7,376											22,222	19,893	11.7%	
<b>TOTAL COLLECTION</b>	<b>565,470</b>	<b>567,396</b>											<b>565,470</b>	<b>538,398</b>	<b>5.0%</b>	
<b>WEBSITE</b>																
<b>One-time only visitors</b>																
One-time only visitors	9,571	11,783											21,354	14,503	47.2%	
<b>Return visitors</b>	4,885	5,804											10,689	6,854	56.0%	
<b>UNIQUE VISITORS</b>	<b>14,456</b>	<b>17,587</b>											<b>32,043</b>	<b>21,357</b>	<b>50.0%</b>	

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%
<b>REFERENCE QUESTIONS</b>																
Adult Services	9,539	8,221											17,760	17,944	-1.0%	
Red Carpet	1,057	1,100											2,157	1,802	19.7%	
Topeka Room	579	431											1,010	1,886	-46.4%	
Media Center	1,886	1,528											3,414	1,906	79.1%	
Youth Services	2,964	2,620											5,584	5,329	4.8%	
<b>TOTAL REFERENCE QUESTION</b>	<b>16,025</b>	<b>13,900</b>											<b>29,925</b>	<b>28,867</b>	<b>3.7%</b>	
<b>GATE COUNT</b>																
	<b>82,974</b>	<b>79,268</b>											<b>162,242</b>	<b>153,214</b>	<b>5.9%</b>	
<b>MEETING ROOMS</b>																
Bookings	546	507											1,053	930	13.2%	
Percent of Capacity	39.5%	38.6%											39.1%	24.0%	62.8%	
<b>ATTENDANCE</b>	<b>7,315</b>	<b>9,432</b>											<b>16,747</b>	<b>15,946</b>	<b>5.0%</b>	
<b>PUBLIC COMPUTER TRAINING</b>																
Avg. Attendees per Class	10.3	10.7											10.5	8.8	18.8%	
Classes	50	50											100	90	11.1%	
<b>ATTENDANCE</b>	<b>515</b>	<b>534</b>											<b>1,049</b>	<b>795</b>	<b>31.9%</b>	
<b>TOURS</b>																
Youth Services	*	*											0	272	-100.0%	
General Tours	25	15											40	120	-66.7%	
<b>Total</b>	<b>25</b>	<b>15</b>											<b>40</b>	<b>392</b>	<b>-89.8%</b>	
<b>PROGRAMMING</b>																
Adult Services	426	844											1,270	804	58.0%	
Bookmobile	818	468											1,286	1,902	-32.4%	
Media Center	86	440											526	154	241.6%	
Red Carpet	0	25											25	113	-77.9%	
Special Collections	106	143											249	245	1.6%	
Youth Services	4,180	3,144											7,324	7,753	-5.5%	
<b>ATTENDANCE</b>	<b>5,616</b>	<b>5,064</b>											<b>10,680</b>	<b>10,971</b>	<b>-2.7%</b>	
<b>GALLERY SHOWS</b>																
Lew Wilson 2/3/06 - 3/17/06																
<b>ATTENDANCE</b>	<b>1,700 (2/3 - 2/28)</b>												<b>1,700</b>		<b>#DIV/0!</b>	

\* = Data not available

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

<u>Total Checkout</u>	February-06	<b>177,142</b>	YTD 2006	<b>381,991</b>
	February-05	161,727	YTD 2005	335,183
	February-01	127,038	YTD 2001	228,645

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

<u>Total Borrowers</u>	February-06	<b>90,640</b>
	February-05	91,127
	February-01	81,381

<u>Items in Collection</u>	February-06	<b>567,396</b>
	February-05	538,398

<u>Program Attendance</u>	February-06	<b>5,064</b>	YTD 2006	<b>10,615</b>
	February-05	6,117	YTD 2005	10,971

<u>Gate Count</u>	February-06	<b>79,268</b>	YTD 2006	<b>162,242</b>
	February-05	77,637	YTD 2005	153,214

<u>Meeting Rooms</u>		<u>Bookings</u>	<u>Patrons</u>
	February-06	<b>507</b>	<b>9,432</b>
	February-05	467	8,922
	YTD 2006	<b>1,053</b>	<b>16,747</b>
	YTD 2005	930	15,946

