

**Agenda**  
**Topeka and Shawnee County Public Library Board of Trustees**  
**April 20, 2006 – 4:00 p.m.**  
**Menninger Room**

**Call to Order**

**Public Comment**

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

**Audit Report – Berberich Trahan & Co., P.A.**

- **Audit Report Acceptance - [Action Item](#)**

**Director of Finance Report – Nancy Watkins**

**Financial Reports**

- **Treasurer’s Report – Tim Peterson**
- **Financial Reports - [Action Item](#)**

**Friends of TSCPL –Marianne Beeson**

**Foundation of TSCPL – Rick Friedstrom**

**Policy Review**

- **Meeting Room Policy - [Action Item](#)**

**Director’s Report – Gina Millsap**

**Director of Operations Report – Rob Banks**

**Old Business**

- **Organizational Priorities Report – Gina Millsap, Management Council**
- **Legislative Report – Rob Banks**

**New Business**

- **Nominating Committee Report – Peg Lakin**
- **Election of Officers - [Action Item](#)**
- **Appointment of Bylaws Committee – Mary Feighny**
- **Topeka and Shawnee County Sports Hall of Fame - [Action Item](#)**

**Trustee Education**

- **Public Library Association report – Lissa Staley**

**Presentations to Retiring Trustees – Mary Feighny**

**Trustee Comments**

**Adjournment**

**Next Regular Meeting: Thursday, May 18, 2006**

**Subject to change w/o notice**

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

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:** Kim Lane (vice-chair), Glenda DuBoise & Kerry Storey

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 4:05 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 February 16, 2006, Board meeting were approved on motion by, Kay Fischer seconded by, Tim Peterson.

**INTRODUCTION – Mary Feighny:**

- Karen Nicolay is a new TSCPL trustee, appointed by county commissioner Vic Miller, replacing Bruce Henriksen

**DIRECTOR OF FINANCIAL REPORTS – Nancy Watkins (included in your packet)**

- Wavier from the Kansas State Library was granted-Topeka and Shawnee County Public Library will be authorized for State Aid this year
- Preliminary Audit report is in
- Audit report will be on April board agenda

**Questions:**

- Code changes for three employees:
  - 1) After completion of the annual workers compensation audit it was noted that the Library needed to change three employees class codes

**On motion by Doris Kinnett, seconded by Kay Fischer, the February Financial reports were accepted.**

**FRIENDS / Marianne Beeson**

- The Friends Board approved the reallocation of 2005 Wish List Funds.
- Funds specified for humidification equipment and programming in the amount of \$5,582.31 were not used
- The \$5,582.31 was reallocated to Youth Service for programming
- Friends currently have 1,491 members
- There are 895 active members-41 of these are Friends of Art members

- Chandler Booktique gift inventory that was done in February shows old stock has decreased significantly
- The board approved the revised Booktique Employment Practice guide and Booktique Volunteer policy
- Working on a memorial for Beth Skoog
- Sherry Best will work with Ralph Skoog and choose from the following to hang in Youth Services area:
  - 1) Bronze sculpture wall hanging by Jim Bass
  - 2) Oil painting by Harold Smith
  - 3) Fiber sculpture by Jean Bass
- The Friends Spring Dinner is April 23 at 5:30 in the Marvin Auditorium
- The Friends of Art trip to Atchison is June 10 – cost is \$40
- Elsie Lesser and John Petterson are new board members
- Jerry Serk is new board treasurer

#### **FOUNDATION / Rick Friedstrom**

- This week The Library Foundation received a deferred gift of \$100,500 from the estate of Lila Weissenberg
- Dr. Joe and Nickie Stein will be donating a stock gift
- This morning The Library Foundation hosted a “Breakfast at the Library” program, attended by donor prospects and foundation trustees
- Continuing to make progress in our partnership with The Brown Foundation in hosting “An Evening with James Earl Jones” on September 23.
- Major gift request to support the new Genealogy Center
- The next Wilder Society Tea is set for Sunday, May 7-The program will be presented by Eric McHenry, a poet and poetry critic for The New York Times.

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

- Met with County Commissioner, Marice Kane
- Marice agreed to publish an article in the Topeka Capital Journal for the advertisement of new library board members
- Attended Chamber event to welcome new City Manager, Norton Bonaparte

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

- Marie Pyko has been asked to speak about *The Big Read* at the National Endowment of Arts in Washington D.C.
- ***Rabbit Goes to Kansas*** will be the next children’s show in the Gallery (opens April 7)

#### **OLD BUSINESS**

Red Carpet Vehicle – Stephanie Hall

- Matthews Specialty Vehicles – total amount \$188,140.00
- Farber Specialty Vehicles – total amount \$162,740.00
- Life of a bookmobile is 15-20 years
- Takes approximately 270 days to receive the vehicle after the order is placed

**On motion by Peg Lakin, seconded by Jewell Edwards, the board authorized the purchase of a vehicle for Red Carpet. The amount is not to exceed \$250,000.**

**ORGANIZATIONAL PRIORITIES-Gina**

- Each week there are two to three versions of this document:
  - 1) Due to the numerous changes; makes it very difficult to produce a cover memo tracking all of those changes
  - 2) At each board meeting the new changes are coded in red
- Next month will present in chronology order
- May 1 deadlines have budget implications

**Organizational Priorities cont'd-Rob**

- Pilot program for greeter will start in April
- Looking at a two hour rotation shift for each employee
- Volunteers will work with staff
- Hope to have a computer terminal available
- Exit interview – to see if we are accomplishing the needs of our customers

**LEGISLATIVE REPORT –Rob Banks & John Opgaard**

John-

- Updated the trustees i.e. his testimony at the Capitol today on HB 2581 (Internet filtering)
  - 1) Presented information to the Senate Committee on Assessment and Taxation on how the Library enforces it's Public Computer Use policy
  - 2) In 2005 – 45% of Internet violations were on filtered machines

Rob-

**Federal:**

- USA Patriot Act passed by Congress and signed by President Bush on March 9, 2006 – revised act included improvements in the privacy of library records – The legislation will be considered again in four years

**State:**

- Senate Bill 418 – Concealed carry of weapons – passed by both houses of the legislature-Governor is opposed to this bill-appears there are sufficient votes to over-ride a veto-Libraries were added to the list of places where concealed guns are not permitted
- House Bill 2581 – Internet filtering added to a tax bill-Senate Committee on Assessment and Taxation had a hearing today and John Opgaard provided testimony opposing this legislation
- Senate Bill 518- Electronic payroll option-Passed Senate; referred to House Commerce and Labor Committee-had hearing on March 2, 2006-no action since hearing
- Senate Bill 461- Changes in Workers Compensation Law- Passed both houses and sent to Governor for signature-has to do with prior injuries-if becomes law may have to look at our current physical capacity testing

**Local:**

- College Hill redevelopment project has passed city council and should be passed by the county commission and school board.

Gina Millsap-

- Distributed new of Unattended Child Policy handout for the public

**NEW BUSINESS**

**Appointment of Nominating Committee**

- Mary appointed Peg, Bruce & Doris
- Peg appointed as chair of committee
- Committee needs to meet before the April board meeting
- Need to select in-coming chair, vice chair, secretary & treasurer

**On motion by Tim Peterson, seconded by Kay Fischer, the board approved the Nominating Committee.**

**TRUSTEE EDUCATION:**

**Trustee Retreat**

<b>PLUS</b>	<b>DELTA</b>
• Excellent speaker	• Needed a bigger room
• Knowledge of subject	
• Didn't just speak- encouraged others to speak	
• Length of time was okay	
• Management Council was present	

- We are looking at 1-3 new trustees
- Include the Foundation & Friends boards
- Book the auditorium
- The next Board Retreat is scheduled for September 30, 2006

**TRUSTEE COMMENTS**

None

**On motion by Bruce Henriksen, seconded by Doris Kinnett, the board meeting adjourned.**

Jewell Edwards  
Secretary of the Board

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The meeting adjourned at 5:05 p.m.  
File: Bd minutes Feb .2006

# **Resolution-Audit Report**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
April 20, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, accepted the audit report from Berberich Trahan & Co., P.A. as presented.**

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

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

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

Date \_\_\_\_\_

## **Deputy Director for Finance Report April 2006**

- The audit of the financial statements for year ended December 31, 2005 has been completed. You have received a copy of the preliminary draft to review prior to the Board meeting. Karen Keehn, Berberich Trahan & Company, will be at the Board meeting to go over the report and to answer questions. We will be receiving the report in electronic format, after it has been accepted by the Board, so it can be added to the library website.
- You will note on the report of investments that the interest rates continue to rise.
- The grant in aid money for 2006 from the State Library, \$115,646, has been received. This is reflected in the State Aid Fund on pages 2 and 5 of the financial reports. This money is designated for the purchase of library materials.
- One pages 3 and 4 of the March 31 financial reports you will note that after completing 25% of the year we have received 45% of our budgeted general fund revenue. We have spent and encumbered 26% of our general fund budget.
- The federal grant money for Talking Books, \$55,346, has been received and will be reflected on the April 30 financial reports.
- On March 23 I hosted a meeting for TSCPL retirees covered under our health insurance and our sales representative from Blue Cross and Blue Shield of Kansas. The purpose of the meeting was to go over how Medicare Part D affects them and to answer other questions and concerns the retirees might have about their insurance.
- I presented "Budget Cents", a workshop on the TSCPL budget process, to twenty two staff on March 29.
- Our insurance policies for property, inland marine (electronic data processing, exhibition risks, fine arts, signs, and valuable papers), liability, automobiles, crime/fidelity, and linebacker coverage expire June 10, 2006. I am working with two insurance agents to get price quotes.





TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of March 31, 2006

General Fund:

\$ 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  
\$ 575,000 at 4.49%, dated 03/03/06, due 05/12/06  
\$ 930,000 at 4.51%, dated 03/10/06, due 05/19/06  
\$1,185,000 at 4.51%, dated 03/17/06, due 05/26/06  
\$ 600,000 at 4.55%, dated 03/24/06, due 06/02/06  
\$ 655,000 at 4.63%, dated 03/31/06, due 06/09/06

Restricted Funds:

\$ 220,000 at 4.63%, dated 03/31/06, due 04/28/06

Special Accruing Fund-Commerce Bank:

\$2,585,000 at 4.63%, dated 03/31/06, due 04/28/06

Bond & Interest Fund-Commerce Bank:

\$1,998,000 at 4.51%, dated 03/17/06, due 06/02/06

Municipal Investment Pool:

\$ 0

Topeka & Shawnee County Public Library  
Financial Summary

03/31/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 03/31/06</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 2,956,840.21	\$ 5,515,493.37	\$ 2,837,529.45	\$ 5,634,804.13
Employee Benefits	784,697.77	1,483,383.82	579,539.97	1,688,541.62
Special Accruing	2,561,017.44	26,933.91	-	2,587,951.35
Bond & Interest	1,463,289.29	890,287.70	353,648.75	1,999,928.24
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	115,646.00	-	115,646.00
Federal & State Grants	144,274.39	20,813.07	97,174.35	67,913.11
Other Special Revenue	204,188.00	130,739.16	82,986.07	251,941.09
Permanent Funds	419,394.23	3,843.40	303.64	422,933.99
<b>Totals</b>	<b><u>\$ 8,533,701.33</u></b>	<b><u>\$ 8,187,140.43</u></b>	<b><u>\$ 3,951,182.23</u></b>	<b><u>\$ 12,769,659.53</u></b>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 109,853.60
General Fund-Commerce Bank-Investments	7,475,000.00
Special Accruing Fund-Commerce Bank-Investments	2,585,000.00
Restricted Funds-Commerce Bank-Checking	39,569.27
Restricted Funds-Commerce Bank-Investments	220,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	254,977.69
Bond & Interest Fund-Commerce Bank-Checking	1,301.16
Bond & Interest Fund-Commerce Bank-Investments	1,998,000.00
Cash on Hand	1,617.27
Petty Cash	100.00
Security Deposits	1,591.00
Endowment Securities	177,983.08
Municipal Investment Pool	-
	<u>\$ 12,864,993.07</u>
Payroll Liabilities	95,333.54
	<u>\$ 12,769,659.53</u>

Revenue/Expense/Balance By Fund Report

	01/01/06 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	03/31/06 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 2,956,840.21	\$ 5,515,493.37	\$ 192,081.48	\$ 2,645,447.97	\$ 5,634,804.13	\$ 586,909.95	\$ 5,047,894.18
Employee Benefit Fund	784,697.77	1,483,383.82	-	579,539.97	1,688,541.62	43,125.84	1,645,415.78
Special Accruing Fund	2,561,017.44	26,933.91	-	-	2,587,951.35	-	2,587,951.35
Bond & Interest Fund	1,463,289.29	890,287.70	-	353,648.75	1,999,928.24	-	1,999,928.24
<b>Non Major Governmental Funds</b>							
State Aid Fund	-	115,646.00	-	-	115,646.00	-	115,646.00
Federal & State Grants							
Big Read Grant	(3,656.35)	20,000.00	5,362.68	15,012.62	(4,031.65)	-	(4,031.65)
ILDGP	56,065.34	-	-	25,157.56	30,907.78	30,018.31	889.47
Early Reading First	(550.57)	813.07	-	1,627.08	(1,364.58)	-	(1,364.58)
Gallery Grant	383.50	-	-	-	383.50	373.18	10.32
06-LSTA-3-F (Talking Books)	92,032.47	-	93.01	49,921.40	42,018.06	-	42,018.06
KS Humanities Council	-	-	-	-	-	312.03	(312.03)
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	19.68	-	1,430.95	621.06	526.67	94.39
Cyberchase Grant	244.02	-	-	-	244.02	-	244.02
Friends Wish List	6,644.59	42,383.96	-	4,245.23	44,783.32	13,035.82	31,747.50
Gifts/Memorials (Undesignated)	57,675.54	1,747.75	99.90	8,155.08	51,168.31	722.23	50,446.08
Grow Your Own Scholarship Fund	-	8,034.32	-	-	8,034.32	-	8,034.32
Hirschberg Lecture	1,178.22	12.62	-	-	1,190.84	-	1,190.84
Homework Center	-	6,164.22	-	12,096.58	(5,932.36)	-	(5,932.36)
Hughes Business Collection	948.36	-	-	-	948.36	-	948.36
Intergovernmental Coop Council	-	2,108.72	-	427.05	1,681.67	1,572.95	108.72
Library Materials	87,167.91	3,383.17	-	87.09	90,463.99	20.46	90,443.53
Lingo	13.93	54,058.00	51,840.00	850.00	1,381.93	63,920.00	(62,538.07)
NEH Expendable	18,112.21	194.53	-	-	18,306.74	1,700.00	16,606.74
Red Carpet	9,613.76	103.57	-	210.19	9,507.14	969.34	8,537.80
Special Collections	4,929.92	52.04	-	244.50	4,737.46	-	4,737.46
Talking Books	4,666.56	50.17	-	-	4,716.73	-	4,716.73
Topeka Competition	-	9,067.97	-	-	9,067.97	-	9,067.97
Torluemke Landscaping	1,291.04	4.24	-	119.50	1,175.78	1,291.04	(115.26)
Workshops	592.21	-	-	80.00	512.21	-	512.21
Youth Services	8,260.36	87.20	-	-	8,347.56	700.00	7,647.56
Permanent Funds							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	3,843.40	-	303.64	252,981.22	-	252,981.22
<b>TOTALS</b>	<b>\$ 8,533,701.33</b>	<b>\$ 8,187,140.43</b>	<b>\$ 249,477.07</b>	<b>\$ 3,701,705.16</b>	<b>\$ 12,769,659.53</b>	<b>\$ 745,197.82</b>	<b>\$ 12,024,461.71</b>

Topeka & Shawnee County Public Library

General Fund - Revenue

03/31/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u> 25% of year
Ad Valorem Property Tax	\$ 9,549,860.00	\$ 5,268,169.16	\$ 4,281,690.84	55%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,276,638.00	113,964.01	\$ 1,162,673.99	9%
Motor Vehicle Excise Tax	-	-	\$ -	0%
Recreational Vehicle Tax	13,543.00	663.51	\$ 12,879.49	5%
Recreational Vehicle Excise Tax	-	-	\$ -	0%
16/20 M Vehicle Tax	10,032.00	6,367.65	\$ 3,664.35	63%
In Lieu of Tax	29,335.00	14,119.99	\$ 15,215.01	48%
Sundry Revenue	10,000.00	3,197.71	\$ 6,802.29	32%
Salary Refunds-Foundation	80,000.00	-	\$ 80,000.00	0%
Salary Refunds-Friends	80,000.00	21,693.90	\$ 58,306.10	27%
Vend Machines	50,000.00	17,406.22	\$ 32,593.78	35%
Lost/Damaged Materials	22,000.00	9,051.79	\$ 12,948.21	41%
Meeting Room Charges	5,000.00	1,360.00	\$ 3,640.00	27%
Sale of Inventoried Equipment	3,000.00	-	\$ 3,000.00	0%
Interest Received-Investments	49,800.00	59,444.19	\$ (9,644.19)	119%
Interest Received-Bank Account	200.00	55.24	\$ 144.76	28%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
<b>TOTALS</b>	<b><u>\$ 12,165,275.00</u></b>	<b><u>\$5,515,493.37</u></b>	<b><u>\$6,649,781.63</u></b>	<b>45%</b>

Topeka & Shawnee County Public Library

03/31/06

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> 25% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,200.00	\$ -	\$ 3,600.00	25%
Salaries-Maintenance	559,000.00	146,481.44	-	412,518.56	26%
Salaries-Overtime	10,000.00	1,228.10	-	8,771.90	12%
Salaries-Shelvers	175,000.00	36,759.48	-	138,240.52	21%
Salaries-Staff	6,006,000.00	1,546,864.75	-	4,459,135.25	26%
Salaries-Security	220,000.00	61,796.30	-	158,203.70	28%
Conferences	60,000.00	33,252.90	18,542.46	8,204.64	86%
Staff Training	20,000.00	8,113.11	585.00	11,301.89	43%
Employee Assistance Program	4,100.00	957.66	2,872.98	269.36	93%
Mileage	6,500.00	1,176.09	2,272.79	3,051.12	53%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	7,000.00	581.64	180.30	6,238.06	11%
Materials-Print/Non-Print <1 YR	476,000.00	18,890.64	3,945.89	453,163.47	5%
Materials-Print/Non-Print	1,224,000.00	253,592.08	159,445.78	810,962.14	34%
Materials-Periodicals	150,000.00	8,844.57	69.88	141,085.55	6%
<b>OPERATIONS:</b>					
Automation support	112,000.00	8,861.79	3,872.50	99,265.71	11%
Contracted-Automation	160,000.00	38,416.14	2,606.00	118,977.86	26%
Contracted-Buildings/Grounds	445,000.00	100,100.73	49,030.42	295,868.85	34%
Contracted-Office Equipment	110,000.00	28,337.43	49,900.30	31,762.27	71%
Contracted-Professional	100,000.00	21,512.16	15,847.19	62,640.65	37%
Database	65,000.00	-	-	65,000.00	0%
Furniture/Equipment <3,000	15,000.00	2,625.00	-	12,375.00	18%
Furniture/Equipment >3,000	455,000.00	35,619.70	3,936.75	415,443.55	9%
Gallery	35,000.00	13,817.26	1,139.05	20,043.69	43%
Insurance	95,000.00	-	-	95,000.00	0%
Human Resources	20,000.00	4,676.88	10,080.29	5,242.83	74%
Memberships/Dues	25,000.00	1,482.42	509.76	23,007.82	8%
Miscellaneous	15,000.00	4,248.17	952.43	9,799.40	35%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	83,250.27	149,097.01	127,652.72	65%
Printing	65,000.00	3,088.52	10,469.72	51,441.76	21%
Public Relations	45,000.00	6,873.12	4,736.69	33,390.19	26%
Supplies-Building/Maintenance	110,000.00	33,349.39	20,724.75	55,925.86	49%
Supplies-Office/Library	125,000.00	25,978.94	1,583.98	97,437.08	22%
Supplies-Processing	65,000.00	12,479.95	5,017.37	47,502.68	27%
Telephone	86,500.00	11,251.85	21,478.90	53,769.25	38%
Utilities-Electric	225,000.00	50,270.27	-	174,729.73	22%
Utilities-Gas	125,000.00	27,046.93	-	97,953.07	22%
Utilities-Water/Sewage	25,000.00	4,716.63	-	20,283.37	19%
Vehicle-Gas	20,000.00	2,629.38	9,682.54	7,688.08	62%
Vehicle-Repair	50,000.00	5,058.56	6,246.50	38,694.94	23%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	17.72	-	(17.72)	
<b>TOTALS</b>	<b>\$ 12,165,275.00</b>	<b>\$ 2,645,447.97</b>	<b>\$ 554,827.23</b>	<b>\$ 8,964,999.80</b>	<b>26%</b>

Topeka & Shawnee County Public Library  
Special Revenue Funds

03/31/06

**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	\$ 943,113.80	55%
Back Tax	-	-	
Motor Vehicle Tax	272,634.00	25,401.28	9%
Recreational Vehicle Tax	2,892.00	406.30	14%
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	3,015.28	40%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	1,662.33	28%
Refund - Workers' Comp	-	-	0%
Retiree Payments BC/BS	44,500.00	10,130.76	23%
	<b>\$ 2,083,739.00</b>	<b>\$ 1,483,383.82</b>	<b>71%</b>
<b>Expenditures:</b>			
FICA	532,000.00	\$ 137,413.10	26%
KPERS	320,000.00	76,580.11	24%
Worker's Compensation	95,000.00	21,562.92	23%
Unemployment Tax	23,000.00	1,449.11	6%
Health/Dental Insurance	1,540,000.00	342,534.73	22%
Revitalization Rebates	29,764.00	-	0%
	<b>\$ 2,539,764.00</b>	<b>\$ 579,539.97</b>	<b>23%</b>
<b>Balance 03/31/06</b>	<b>\$ 125,000.00</b>	<b>\$1,688,541.62</b>	

**SPECIAL ACCRUING**

<b>Balance 01/01/06</b>	<b>\$ 2,561,017.44</b>
<b>Revenue:</b>	
Interest received	26,933.91
	<b>\$ 26,933.91</b>
<b>Expenditures:</b>	
Capital Outlay	-
	<b>\$ 2,587,951.35</b>
<b>Balance 03/31/06</b>	<b>\$ 2,587,951.35</b>

**STATE AID**

<b>Balance 01/01/06</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State	120,000.00	115,646.00
Federal	-	-
	<b>\$ 120,000.00</b>	<b>\$ 115,646.00</b>
<b>Expenditures:</b>		
Library Materials	120,000.00	-
	120,000.00	\$ -
<b>Balance 03/31/06</b>	<b>-</b>	<b>\$115,646.00</b>

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

03/31/06

	<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	852,647.34	53.8%
Back Tax	-	-	
In Lieu of Tax	4,658.00	2,285.31	49.1%
Motor Vehicle Tax	202,676.00	18,273.08	9.0%
Recreational Vehicle Tax	2,150.00	106.32	4.9%
16/20M Vehicle Tax	1,593.00	1,046.20	65.7%
Interest on Idle Funds	15,000.00	15,929.45	106.2%
Transfer from Improvement Fund	-		
	<u>\$ 1,810,692.00</u>	<u>\$ 890,287.70</u>	49.2%
<u>Expenditures:</u>			
Principal	1,090,000.00	-	0.0%
Interest	707,298.00	353,648.75	50.0%
Revitalization Rebates	22,130.00	-	0.0%
Cash Basis Reserve	1,400,000.00	-	0.0%
	<u>\$ 3,219,428.00</u>	<u>\$ 353,648.75</u>	11.0%
<b>Balance 03/31/06</b>	<b>\$ -</b>	<b><u><u>\$ 1,999,928.24</u></u></b>	

# **Resolution-Meeting Room Policy Amendment**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
April 20, 2006**

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

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

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

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

Date \_\_\_\_\_



# DIRECTOR'S REPORT

## April, 2006

- **POLICY**

**Meeting Room:** A group of staff members led by Rob Banks reviewed the policy and procedures for meeting rooms. Policy and guidelines are separate and clearly delineated and some guidelines have been added to address questions Bonnie frequently fields from customers.

The most substantive change in content is that religious and political activities are no longer prohibited. After reviewing numerous public library meeting room policies as well as our own practice, it is the staff recommendation that we not attempt to restrict what is essentially freedom of expression under the First Amendment. Also, Article VI of the Library Bill of Rights, which is cited in the Materials Selection Policy states:  
*Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

Library attorney Chuck Engel has reviewed this policy.

- **DISCUSSION/ACTION ITEMS**

**Audit Report:** Karen Keehn of Berberich Trahan and Company, P.A. will be here to present the audit report for FY05. Please see Nancy Watkins' report for information on the audit.

**Nominating Committee:** Committee members Peg Lakin, Chair, Bruce Henriksen and Doris Kinnett will present the nominees for board officer positions: chairperson, vice-chairperson, secretary and treasurer.

**Bylaws Committee:** It is a number of years since the Board's bylaws have been reviewed. Board chair Mary Feighny will appoint a review committee at this meeting.

**Topeka and Shawnee County Sports Hall of Fame:** On March 29, I met with Vince Frye and Rogers Brazier to discuss the possibility of the Library becoming the home of the newly created Topeka and Shawnee County Sports Hall of Fame. The commitment from the Library is essentially wall space to place photographs of 5 inductees annually.

Staff is recommending that you approve this request. This is a partnering opportunity with the same community leaders that coordinate the Topeka Business Hall of Fame. We see some exciting possibilities for attracting new Library users, programming and promoting the Library in the community.

2006 inductees are Ken Berry, Mike Torrez, Lon Kruger, Melvin Douglas and Billie Moore.

**Trustee Appointments 2006:** Since the last meeting, County Commissioner Marice Kane has appointed Carol Jory to the Board. Carol will be succeeding Kay Fischer. County Commissioner Ted Ensley has appointed Michele Henry to succeed Glenda DuBoise.

- **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

**Organizational Priorities for 2006-07:** This document is now in chronological order to indicate how we will sequence and prioritize our to do list over the next 18 months. **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:** Foundation donor meetings; Intergovernmental Cooperation Council (ICC) meeting with Mary Feighny; Public Library Association conference; Kansas Library Association conference; ABWA Career Chapter Scholarship Luncheon; Chamber luncheon w/Congressman Jim Ryan.

**Other activities:** Spoke at Library Foundation breakfast; participated in HR manager interviews; met with chairs of Library Board of Trustees, Friends and Foundation for their second quarterly meeting; met with Vince Frye and Rogers Brazier to discuss the Topeka and Shawnee County Sports Hall of Fame; met with representatives of Tech Logic to discuss RFID; met with Lucy, long time python volunteer and bookmobile staff to discuss her 10<sup>th</sup> anniversary party, met with new trustee Carol Jory to begin orientation.

- **TRUSTEE EDUCATION**

Lissa Staley of Adult Services will present highlights from the Public Library Association conference in Boston. Eleven TSCPL staff members attended the conference. Lissa organized a brown bag seminar for all Library staff to share information and ideas from the conference.

- **NEW HUMAN RESOURCES MANAGER**

Steven Lusk has accepted the position of HR manager, replacing Russ Blosser. Stephen and his wife have lived in California for the past 20 years, but are originally from this area. He has a broad range of experience in HR, including positions in the public and private sectors.

Stephen was selected from a group of four exceptional candidates, with a process involving input from many Library staff members. We feel he will be a great addition to the HR department, the management team and the Library organization. He begins work May 15<sup>th</sup> and you'll have the opportunity to meet him at the May 18<sup>th</sup> board meeting.

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

Deputy Director of Operations Report  
April 20, 2006

Stainless Steel shelves were installed in all of the restrooms in response to a patron suggestion. It took some time to complete this project because custom fabrication of stainless steel shelves was more cost-effective than ordering stock shelves. It is not typical for custom to be less expensive than mass-produced, but we are very pleased with the results.

An Organizational Priority is the development of a Rotunda Information Assistant program. A trial of this program is scheduled for the week of April 17 – 21, 2006. Over 40 staff have offered to work a shift as the greeter in the Rotunda to determine how many people we help with this new service, what types of questions we need to prepare for and what other information needs to be available to best meet the needs of our customers. Luella Minner-Adult Services, Mari Dawson- Red Carpet and Kari Zimmerman – Volunteer Coordinator reviewed initial documents and provided valuable input. Data will be analyzed to better determine an actual schedule and needs for this position. Kari Zimmerman is helping to determine how the Information Desk Volunteers are included in the process. I will have an anecdotal update at the Board Meeting.

In the Circulation and IT reports you will notice that in March we broke all previous records. Reports to me from all areas of the library indicate that March was a record month in every respect.

The Children's Show in the Gallery, "Rabbit goes to Kansas" promises to be another great success. Sherry Best, Gallery Supervisor, wants to emphasize that this annual exhibit requires a library-wide effort. The Gallery staff is very appreciative of the support they receive from everyone in the library.

The new XBOX 360 program in Youth Services is just one example of the outstanding programming efforts made by our staff. Gaming is extremely popular with young adults. This particular effort is attracting youth who never felt a connection to the library. There are several recent books in our collection about research on gaming and the benefits to the participants. Gaming has been found to enhance social interaction and increase decision making skills. It also encourages multi-tasking, which is becoming an ever-increasingly needed skill for employees.

#### Highlights from Departments:

#### **Circulation Report – Paul Brennan, Circulation Manager**

In March 2006 we set an all-time checkout record for any month at **209,512**. This broke the old record of 207,001 set in June 2004. The 2006 checkout-to-date of 591,503 is 12.6% ahead of last year's pace. Keep in mind that in 2005 we set an annual record so 2006 is setting up to be a banner year for us. Also, the fact that we broke the all-

time checkout record in March is significant. Typically, we'll see our highest checkouts occur during the summer months in June or July. That means that we are setting the table for more all-time highs later this year.

On April 5<sup>th</sup> we began two new services in the Media Center. First, due to popular demand, we began allowing patrons to place reserves on DVDs. This has been something our customers have been asking for and since we felt that our collection sizes could support the demand we knew reserves would create, we decided the time was right to initiate the service. Second, since we also wanted to maintain strong browsing collections we began another new service, DVD Express.

The DVD Express collections, found in the Media Center, Youth Services, and on all bookmobiles are new, popular DVDs that may not be reserved and have a shorter checkout period of seven days, rather than our traditional 21 days. We hope that these two services will work together to allow customers to get the titles they most want in as convenient and timely a way as possible. Judging by the first week, both services will be very well used.

### **Sabatini Gallery – Sherry Best, Gallery Supervisor**

The 5<sup>th</sup> Annual Children's Show opens Friday, April 7! The artist, Murv Jacob, and author, Deborah Duvall, will be at the library opening weekend for 4 book readings, artist's talks, and booksignings, and the gallery will host an opening reception Friday night from 7 – 9 pm. (This is "First Friday", when many galleries in Topeka hold extended hours and opening receptions. The library participates in these when possible, and is open on Friday nights anyway with library hours, so we are often participating by default.) The exhibit features original art by Jacob from several stories, including two new stories – one of which was written especially for this exhibit. "Rabbit Goes to Kansas" is a cyber book available on our website. It will be published by University of New Mexico Press. The story tells the "mythical" story of Rabbit's discovery of Jayhawk Basketball.

Murv grew up in Topeka, and he has worked on more than 70 book projects. He now lives in Tahlequah, Oklahoma. Deborah Duvall writes children's stories based on Cherokee legend. Their purpose is to make these stories more accessible to contemporary children. Their book series "The Grandmother Stories" won the 2005 Oklahoma Center for the Book award – a new award, created specifically for a book series. The awards committee created this award because they were so impressed with the series.

There are library events every week with this exhibit – crafts activities, two Native American genealogy workshops, sequential screenings of the documentary "500 Nations", "Story Circles" in the Jewel Box every Wednesday at 4, storytelling and writing workshops, a rare book presentation, and more! The events are listed on the library's website or available in handouts from the gallery and Youth Services. The Children's Art Exhibits are a wonderful connection between all of the departments in the library – Youth Services, Young

Adults, Adult Services, IT, and staff from the whole library participate in the planning and events for this exhibit.

### **Information Technology – John Opgaard, IT Manager**

- Public computer training continues at a record pace. So far this year, public training has increased by 12.7% over the same time last year. Since we started offering computer training on a regular basis we have had 27,596 students take our classes. We continue to see new students taking advantage of our training. The “Take it in a row” concept has proven exceptionally popular and we continue to develop other classes to attract even more students.
- Web page visits also have hit a new remarkable high. In March of this year we had 22,165 unique visitors to our website. This is up 4,578 from February. March’s visit count marked a 68.5% increase in our year to date from the same time last year.
- The server that runs the Library’s web catalog suffered a catastrophic failure at approximately 8:45 p.m. on Thursday, April 6. The server that runs the catalog also runs the Remote Patron Authentication service for all of the Library’s on-line database subscriptions. I.T. staff immediately responded to restore this server and had the server back on-line by 2:00 a.m. on Friday, April 7 and all services running again by 5:30 a.m. This is just an example of the dedication of the I.T. staff to ensure that all of our systems run 24/7.

### **Maintenance – Stuart Yoho, Facilities Manager**

- 1020 project substantial completion. Still fine tuning temperature control and addressing minor issues. Project went very smoothly.
- Already working on plans for 2006 projects at 1020- elevator, dock reconfiguration and miscellaneous concrete work.
- Installing automated lighting control at 1020 to reduce energy usage.
- Roof leak in Special Collections area. Worked with manufacturer and vendor to complete repairs.
- Met with Restoration and Waterproofing in regard to exterior sealing issues. They will perform re-caulking and repair at various areas in April.
- Performed thorough cleaning, inspection and adjustments on most air handling units at Main.
- Changed programming for several mechanical systems through the Johnson Control system for better performance and energy management.
- Installed stainless steel shelves in sixteen rest rooms.

- Sealed cracks in mechanical penthouse floor.
- Performed repairs/ improvements to condensate drain systems in Talking Books and Gallery storage.
- Vendor performed repairs to movable walls in auditorium.
- Installed new shelving unit in Youth Services for DVD Express
- Vendor replaced bearings in motor for hot water circ pump #2.
- Installed new sump pump in Talking Books elevator pit
- Vendor performed semiannual grease trap cleaning

**Youth Services and Bookmobile – Jeff Dawson, Youth Services and Bookmobile Manager**

**YOUTH SERVICES**

Statistics for March, 2006:

**In-Library programs** – 67 - reaching 497 adults and 1084 children

**Reference interactions** – 439 telephone, 2749 reference desk interactions

**Homework Center interactions** - 122

**Book orders** – 18

**Born to Read Bags** – 56 handed out

**Outreach Storytellers** – read to 3079 children

Katie Escher and Lance Lysaught have introduced 'gaming' to the Library through their pilot program – **XBOX 360 Game On!** Here is an excerpt from their initial proposal of the program:

**IMPACT OF THE XBOX 360 PROGRAM**

- The idea of using sports games makes it easy to tie the program into required reading (coaching books, strategy guides, etc). Using sports games also makes tournament implementation a simple (comparatively) task.
- Future game sessions may involve extreme sports (Tony Hawk Pro Skater) which could attract more girls to the program. Katie has also suggested a girl's night possibility for the future playing a game such as Buffy!!! Adult tournaments are also possible.
- It is posited that this program would be very popular as video games are the number one source of entertainment for many YA patrons. The XBOX360 program will help make the TSCPL a more

“cool and hip” place for young adults to hang out and give them a constructive reason to respect the library and the librarians who provide these services. This program shows that we care about young adults and the entertainment they prefer. The XBOX360 game program will show our willingness to provide fun, cutting edge entertainment that will bring in a new crowd of teens looking for a social gaming experience. The XBOX program may also help to draw some of our Runescape players into a new gaming experience.

Well defined RULES provide expectations for playing the game:

**Game On: NBA Hoops 2K6**

**Rules for XBOX 360 play: Anyone in violation of any XBOX 360 rule will be removed from game play.**

\*\*\*XBOX 360 gaming is for 13-18 years old ONLY.

\*\*\*XBOX 360 gamers MUST provide a library card in good standing to participate.

\*\*\*You break it, you bought it.

\*\*\*Inappropriate language is strictly prohibited.

\*\*\*Throwing, hitting, banging or misuse of any kind regarding the controllers is unacceptable.

\*\*\*Name calling and trash talking are NOT allowed.

\*\*\*Players are not to touch the XBOX 360 console for any reason.

\*\*\*Players will compete in timed slots. Winners will be recorded and cycled through.

\*\*\*Winning records will be recorded and used to determine the seedings for the NBA Hoops 2K6 Tournament in May.

With very little publicity, we are relying on word of mouth; this pilot program has already been deemed a success.

**BOOKMOBILE**

Bookmobile’s Kansas Connections programming reached 472 children in March.

The Summer AdventureMobile Schedule is ready to go:

**2006 Summer AdventureMobile Schedule**

Monday	9 a.m. - 10:15 a.m. 10:45 a.m. -	Security Benefit Academy Topeka Zoo	1 Security Benefit Place 635 SW Gage
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	12:15 p.m. 1:15 p.m. - 3:15 p.m.	Christ the King	5973 SW 25th St.
Tuesday	8:45 a.m. - 10:15 a.m. 10:45 a.m. - 11:45 a.m. 12:45 p.m. - 3:30 p.m.	Boys' and Girls' Club  Rice Community Center Shawnee North Community Center	510 SE 27th St.  432 SE Norwood 300 NE 43rd St.
Wednesday	9:30 a.m. - 11:30 a.m. 12:30 p.m. - 3:15 p.m.	Most Pure Heart of Mary First Christian Child Care Center	1750 SW Stone Ave. 1880 SW Gage Boulevard
Thursday	8:45 a.m. - 11:45 a.m. 12:45 p.m. - 2:45 p.m.	Susanna Wesley  Auburn Community Center	7433 SW 29th St. 121 W 11th St., Auburn
Friday	8:45 a.m. - 11:30 a.m. 12:30 p.m. - 1:30 p.m. 2 p.m. - 3:15 p.m.	Lake Shawnee  Brown vs. Board Museum  Old Prairie Town	29th and Croco, swim beach parking lot 1515 SE Monroe 124 NW Fillmore

**May 30 - Aug. 4, 2006**

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Organizational Development</b>	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	02/01/06	In process	Ongoing	All Library Boards
<b>Customer Service</b>	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	Plans completed		Rob Banks
<b>Valuing Staff</b>	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	Committee completed		Donna Tryon, Maggie Allen, Kyler Carpenter, Shannon Eddings, Jeff Imparato, Sandy Lane, Shari Schawo, Tracy Seitz, Jim Serrano, LeAnn Sevy, David Shivers, Mike Sweeney, Stuart Yoho
<b>Organizational Development</b>	Become a high performance organization	Foster collaboration	Provide work time for interdepartmental discussion, interaction, exchanging ideas	03/01/06	On-going		Administration, Management Council & Staff
<b>Organizational Development</b>	Become a high performance organization	Evolve a competitive organizational culture	Identify organization's role and competition in the community/global	03/01/06	On-going		Administration, Management Council
<b>Customer Service</b>	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	In process		Greg Gaul & Jeff Dawson
<b>Customer Service</b>	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	In process		Greg Gaul & Jeff Dawson

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<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	04/01/06	In process		Paul Brennan, Michael Perkins & Shannon Eddings
<b>Customer Service</b>	Improve facility accessibility and ease of use	Reduce the number of locational questions at public desks	Implement Pilot program	05/01/06	In process		
<b>Customer Service</b>	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	In process		Stuart Yoho & Diana Friend
<b>Customer Service</b>	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	05/01/06	In process		Paul Brennan
<b>Customer Service</b>	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	05/01/06	In process		Marie Pyko
<b>Customer Service</b>	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	In process		Gina Millsap, Donna Tryon, Nancy Watkins, Shannon Eddings, Thad Hartman & Pao Brennan
<b>Customer Service</b>	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	In process		Gina Millsap, Donna Tryon, Nancy Watkins, Shannon Eddings & Greg Gaul
<b>Customer Service</b>	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	In process		Rob Banks & Greg Gaul
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Prepare estimated cost for Compensation Study	05/01/06	In process		HR & Nancy Watkins

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Valuing Staff</b>	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	In process		Chris Kratochvil & front line staff
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Reading Kouzes and Posner's <i>Leadership Challenge</i>	05/01/06	In process		Gina Millsap & Management Council
<b>Programs, Services, Collections and Infrastructure</b>	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	Ready for proofing		Suzanne Bundy / 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 and implement a technology plan for the maintenance of the technology infrastructure of the Library while enabling expanded services; including wireless for public use and develop plan for RFID	05/01/06	In process		John Opgaard, Rob Banks - plus
<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	In process		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 recommendations	05/26/06			Management Council
<b>Customer Service</b>	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	06/01/06	In process		Paul Brennan
<b>Valuing Staff</b>	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	Completed		John Opgaard
<b>Programs, Services, Collections and Infrastructure</b>	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.	06/01/06	In process		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	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. <b>Increase serendipitous experiences for users</b>	06/01/06	In process		Thad Hartman, Suzanne Bundy, Marie Pyko & 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 a service vehicle replacement program	06/01/06	In process		Jeff Dawson, Marie Pyko, Stephanie Hall, Stuart Yoho & Ann Newell
<b>Valuing Staff</b>	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 Library's Workers day activities (staff association?)	07/01/06	In process		Marie Pyko, Susan Marchant and staff
<b>Valuing Staff</b>	Communication	Create open environment that encourages input & feedback	Ensure employee computer access	08/01/06	In process		John Opgaard
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Form a team to identify a curriculum	08/01/06			<b>Gina Millsap, Rob Banks, Greg Gaul &amp; Diana Friend</b>
<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	In process		Diana Friend, Susie Marchant, Ann Newell & ASD
<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	Provide collections that meet and anticipate customer expectations	Improve turn-over & decrease wait time for materials-data collection analysis	08/01/06	In process		Paul Brennan & Thad Hartman
<b>Valuing Staff</b>	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

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.	Implement visual merchandising of all collections including signs, displays, etc.-PILOT	09/01/06	In process		Marie Pyko,Thad Hartman, Sherry Best & Maintenance
<b>Customer Service</b>	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
<b>Customer Service</b>	Enhance & expand personal relationship with customers	Provide access to Library services	Explore feasibility of providing tools i.e. business cards -note cards for all service staff for follow-up staff contact, training re: personal service	10/01/06			Diana Friend , Paul Brennan & Stephanie Hall
<b>Valuing Staff</b>	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
<b>Organizational Development</b>	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 , Check with all boards. Chairs of three boards to meet quarterly. Hold annual social /training event planned by officers.	10/01/06	In process		Administration, All Library Boards, Foundation Staff
<b>Customer Service</b>	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	In process		Greg Gaul & Jeff Dawson
<b>Valuing Staff</b>	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 for training needs	12/01/06	Pending HR manager		Becky Hinton, Donna Tryon, HR Manager & Michelle Eklund
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bid Acceptance Compensation Study	12/01/06			
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Compensation Study begins	01/01/07			

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Organizational Development</b>	Become a high performance organization	Strategic visioning & planning	Develop mission, vision, values, and plan. <b>Community planning team.</b> 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>Programs, Services, Collections and Infrastructure</b>	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	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	02/01/07	In process		
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing.	<b>Evaluate</b> customer satisfaction - on going basis	02/01/07			Administration & Management Council
<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			Ann Newell & Thad Hartman
<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			Thad Hartman, Suzie Marchant & ASD
<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			Thad Hartman

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Customer Service</b>	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, Suzanne Bundy & Heather Kearns
<b>Valuing Staff</b>	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 employee orientation program which includes customer service expectations, library values, ergonomics, conflict management system, etc. <b>Develop sensitivity and diversity training modules for providing excellent customer service to our diverse population. Intellectual freedom training. IT develop a training class of where to find Library communications (Staff Web page)</b>	03/01/07			Donna Tryon, <b>Becky Hinton, Anne Pepper, HR manager, Tracy Seitz, Stuart Yoho, Chris Kratochvil, &amp; Brian Adams</b>
<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			<b>Heather Kearns</b>
<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>Valuing Staff</b>	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 elements of Library jobs	12/01/07			Management Council
<b>Valuing Staff</b>	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
<b>Organizational Development</b>	Become a high performance organization	Inspire innovation/creativity	Encourage open discussions, reallocate resources, dissolve bureaucratic processes	11/1/06-on-going			Administration, Management Council, & Staff



Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<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			Rob Banks & Stuart Yoho
<b>Valuing Staff</b>	Communication	Create open environment that encourages input & feedback	IT develop a training class of where to find Library communications (Staff Web page) Part of orientation.	ASAP			IT
<b>Customer Service</b>	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	In process			
<b>Customer Service</b>	Enhance & expand personal relationship with customers	Provide more personalized access to Library services	Personalize customer interaction by requiring all staff to use first name on telephone and face to face interactions	Ongoing			Managers & supervisors
<b>Organizational Development</b>	Become a high performance organization	Promote organizational learning	Be proactive in identifying needs	Ongoing			Administration, Management Council, Library Staff
<b>Organizational Development</b>	Become a high performance organization	Be systems thinkers	Define & organize around work	Ongoing			Administration, Management Council & supervisors
<b>Organizational Development</b>	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	Ongoing			Administration, Management Council, Library Staff, All Library Boards
<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	Ongoing			Administration, Management Council, Library Staff
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Team Training	TBD			

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. Increase staff presence in Shawnee County & Library communities: 1) Service clubs 2) Elevator speech 3) Identify activities that people are involved in	12/01/06			Diana Friend & Management Council
<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>Library Journal</b> , etc.	Ongoing			Diana Friend - plus
<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	08/01/06			Gina Millsap, Nancy Watkins, Donna Tryon, Paul Brennan, Greg Gaul, Thad Hartman, & Shannon Eddings
<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	Ongoing			Management Council & staff

# **Resolution-Election of Officers**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
April 20, 2006**

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

**Chair- Mary Feighny  
Vice-chair- Kim Lane  
Secretary- Jewell Edwards  
Treasurer-Tim Peterson**

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

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

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

Date \_\_\_\_\_

# **Resolution-Topeka & Shawnee County Sports Hall of Fame**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
April 20, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves that the Topeka & Shawnee County Sports Hall of Fame be housed at the library.**

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

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

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

Date \_\_\_\_\_

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
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	120,282										336,524	303,024	11.1%
Interlibrary Loan	1,279	1,173	1,278										3,730	3,488	6.9%
Media Center	43,464	37,183	43,294										123,941	98,665	25.6%
Self-Check	24,946	20,771	25,604										71,321	75,008	-4.9%
<b>Red Carpet Outreach</b>	11,949	9,833	11,413										33,195	25,172	31.9%
<b>Blind &amp; Physically Handicapped</b>	7,561	7,590	7,641										22,792	19,791	15.2%
<b>TOTAL CIRCULATION</b>	<b>204,849</b>	<b>177,142</b>	<b>209,512</b>										<b>591,503</b>	<b>525,148</b>	<b>12.6%</b>
<b>NEW Patron Registrations</b>															
<b>Topeka / Shawnee County</b>															
Adults	745	677	715										2,137	2,014	6.1%
Children (age 4 - 17)	301	266	372										939	952	-1.4%
<b>Red Carpet Outreach</b>	28	21	22										71	69	2.9%
<b>NEKL</b>	106	96	162										364	435	-16.3%
<b>Non-Resident</b>	0	0	0										0	2	-100.0%
<b>Total New Registrations</b>	<b>1,180</b>	<b>1,060</b>	<b>1,271</b>										<b>3,511</b>	<b>3,472</b>	<b>1.1%</b>
<b>PATRONS DELETED</b>	<b>1,796</b>	<b>982</b>	<b>1,106</b>										<b>3,884</b>	<b>2,850</b>	<b>36.3%</b>
<b>BORROWERS</b>															
<b>Topeka / Shawnee County</b>															
Adults	53,058	53,793	53,842										53,793	54,325	-1.0%
Children (age 4 - 17)	26,480	26,556	26,568										26,556	26,790	-0.9%
<b>Red Carpet Outreach</b>	1,681	1,702	1,705										1,702	1,684	1.1%
<b>NEKL</b>	8,432	8,542	8,529										8,542	8,632	-1.0%
<b>Non-Resident</b>	46	47	47										47	42	11.9%
<b>TOTAL BORROWERS</b>	<b>89,697</b>	<b>90,640</b>	<b>90,691</b>										<b>90,640</b>	<b>91,473</b>	<b>-0.9%</b>
<b>RESERVES FILLED</b>	<b>14,990</b>	<b>13,489</b>	<b>15,646</b>										<b>44,125</b>	<b>37,390</b>	<b>18.0%</b>
<b>CHECK-IN</b>															
<b>AMH System</b>															
AMH System	118,722	102,744	125,562										347,028	320,114	8.4%
<b>Manual</b>	67,638	61,480	66,418										195,536	170,424	14.7%
<b>TOTAL CHECK-IN</b>	<b>186,360</b>	<b>164,224</b>	<b>191,980</b>										<b>542,564</b>	<b>490,538</b>	<b>10.6%</b>
<b>COLLECTION</b>															
<b>Materials Added</b>	12,990	9,302	13,292										35,584	33,750	5.4%
<b>Materials Discarded</b>	14,846	7,376	6,079										28,301	29,383	-3.7%
<b>TOTAL COLLECTION</b>	<b>565,470</b>	<b>567,396</b>	<b>574,609</b>										<b>565,470</b>	<b>543,159</b>	<b>4.1%</b>
<b>WEBSITE</b>															
<b>One-time only visitors</b>	9,571	11,783	14,902										36,256	21,800	66.3%
<b>Return visitors</b>	4,885	5,804	7,263										17,952	10,374	73.0%
<b>UNIQUE VISITORS</b>	<b>14,456</b>	<b>17,587</b>	<b>22,165</b>										<b>54,208</b>	<b>32,174</b>	<b>68.5%</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	9,745										27,505	27,629	-0.4%	
Red Carpet	1,057	1,100	1,136										3,293	2,727	20.8%	
Topeka Room	579	431	627										1,637	2,951	-44.5%	
Media Center	1,886	1,528	1,908										5,322	2,979	78.7%	
Youth Services	2,964	2,620	3,191										8,775	8,727	0.6%	
<b>TOTAL REFERENCE QUESTION</b>	<b>16,025</b>	<b>13,900</b>	<b>16,607</b>										<b>46,532</b>	<b>45,013</b>	<b>3.4%</b>	
<b>GATE COUNT</b>																
	<b>82,974</b>	<b>79,268</b>	<b>92,997</b>										<b>255,239</b>	<b>236,194</b>	<b>8.1%</b>	
<b>MEETING ROOMS</b>																
Bookings	546	507	555										1,608	1,472	9.2%	
Percent of Capacity **	79.0%	77.3%	60.0%										72.1%	51.6%	39.7%	
<b>ATTENDANCE</b>	<b>7,315</b>	<b>9,432</b>	<b>9,907</b>										<b>26,654</b>	<b>24,363</b>	<b>9.4%</b>	
<b>PUBLIC COMPUTER TRAINING</b>																
Avg. Attendees per Class	10.3	10.7	10.0										10.3	9.6	7.5%	
Classes	50	50	51										151	144	4.9%	
<b>ATTENDANCE</b>	<b>515</b>	<b>534</b>	<b>511</b>										<b>1,560</b>	<b>1,384</b>	<b>12.7%</b>	
<b>TOURS</b>																
Youth Services	*	*	*										0	604	-100.0%	
General Tours	25	15	45										85	190	-55.3%	
<b>Total</b>	<b>25</b>	<b>15</b>	<b>45</b>										<b>85</b>	<b>794</b>	<b>-89.3%</b>	
<b>PROGRAMMING</b>																
Adult Services	426	844	478										1,748	1,052	66.2%	
Bookmobile	818	468	472										1,758	2,379	-26.1%	
Media Center	86	440	57										583	235	148.1%	
Red Carpet	0	25	52										77	113	-31.9%	
Special Collections	106	143	289										538	573	-6.1%	
Youth Services	4,180	3,144	3,228										10,552	12,610	-16.3%	
<b>ATTENDANCE</b>	<b>5,616</b>	<b>5,064</b>	<b>4,576</b>										<b>15,256</b>	<b>16,962</b>	<b>-10.1%</b>	
<b>GALLERY SHOWS</b>																
Lew Wilson 2/3/06 - 3/17/06																
<b>ATTENDANCE</b>	<b>2,662</b>												<b>2,662</b>	<b>1,023</b>	<b>160.2%</b>	

\* = Data not available

\*\* = Formula has been adjusted to more accurately reflect current number of meeting rooms available for public use

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

<u>Total Checkout</u>	March-06	<b>209,512</b>	YTD 2006	<b>591,503</b>
	March-05	189,965	YTD 2005	525,148
	March-01	133,454	YTD 2001	362,099

<u>Total Items handled (Check out + Check in)</u>	March-06	<b>401,492</b>	YTD 2006	<b>1,134,067</b>
	March-05	368,708	YTD 2005	1,015,686

<u>Total Borrowers</u>	March-06	<b>90,691</b>
	March-05	91,473
	February-01	82,133

<u>Items in Collection</u>	March-06	<b>574,609</b>
	March-05	543,159

<u>Program Attendance</u>	March-06	<b>4,576</b>	YTD 2006	<b>15,191</b>
	March-05	5,991	YTD 2005	16,962

<u>Gate Count</u>	March-06	<b>92,997</b>	YTD 2006	<b>255,239</b>
	March-05	82,980	YTD 2005	236,194

<u>Meeting Rooms</u>		Bookings	Patrons
	March-06	<b>555</b>	<b>9,907</b>
	March-05	542	8,417
	YTD 2006	<b>1,608</b>	<b>26,654</b>
	YTD 2005	1,472	24,363

