

**Agenda**  
**Topeka and Shawnee County Public Library Board of Trustees**  
**May 18, 2006 – 4:00 p.m.**  
**Menninger Room**

**Call to Order**

**Public Comment**

**Approval of Special Board Meeting Minutes**

**Approval of April Board Meeting Minutes**

**Director of Finance Report – Nancy Watkins**

**Financial Reports**

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

**Friends of TSCPL –Dottie Harder**

**Foundation of TSCPL – Rick Friedstrom**

**Policy Review**

- **Public Announcement (PA) System 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**

- **Set Budget Hearing Date for August 10 @ 4:05 p.m. - [Action Item](#)**
- **Approval of Insurance Provider - [Action Item](#)**
- **Library Board of Trustees Standing Committees - [Action Item](#)**
- **Election of Board Secretary - [Action Item](#)**
- **Proposal for Architectural Design Consulting Services for Renovation of Building 1020 - [Action Item](#)**
- **Executive Director's Evaluation – [Discussion](#)**

**Trustee Education**

- **Summer Reading –Jeff Dawson**
- **Adult Summer Reading – Marie Pyko**

**Presentations to New Trustees – Mary Feighny**

**Trustee Comments**

**Adjournment**

**Next Regular Meeting: Thursday, June 15, 2006**

**Subject to change w/o notice**

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES SPECIAL BOARD MEETING  
5:00 p.m. in the Menninger Board Room  
May 4, 2006**

**BOARD MEMBERS PRESENT:**

Mary Feighny (chair) Kim Lane (vice-chair), Tim Peterson (treasurer), Kay Fischer, Kerry Storey, Karen Nicolay & Doris Kinnett

**BOARD MEMBERS ABSENT:** Jewell Edwards (secretary), Peg Lakin & Michele Henry

Mary Feighny, Chair, called the meeting to order.

**MOTION:**

Doris Kinnett moved, and Kerry Storey seconded a motion, that the Trustees adjourn to executive session to discuss a personnel issue with the Board's attorney until 5:30 p.m. with no action.

Carol Jory moved, and Tim Peterson seconded the motion, that the Board continue in executive session for 15 minutes, until 5:45 p.m. to discuss personnel issues. Motioned passed.

At 5:46 p.m., the Board of Trustees returned to open meeting.

On motion by Tim Peterson, seconded by Kim Lane, the meeting adjourned.

Kerry Storey  
Acting Secretary of the Board

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The meeting adjourned at 5:47 p.m.

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING  
Menninger Board Room  
April 20, 2006**

**BOARD MEMBERS PRESENT:**

Kim Lane (vice-chair), Tim Peterson (treasurer), Peg Lakin, Glenda DuBoise, Kay Fischer, Kerry Storey, Bruce Henriksen, & Doris Kinnett

**BOARD MEMBERS ABSENT:** Mary Feighny (chair), Jewell Edwards (secretary)

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, April 20, 2006, in the Menninger Room of the Main Building, 1515 SW 10<sup>th</sup> Avenue, at 4:05 p.m., the Vice-Chair being in the Chair and the Secretary absent.

**PUBLIC COMMENT:**

Kim Lane asked for public comment. There being none, public comment was closed; and the meeting commenced.

**APPROVAL OF MINUTES:**

The minutes from the March 16, 2006, Board meeting were approved on motion by Kay Fischer, seconded by Doris Kinnett.

**AUDIT REPORT Karen Keehn:**

Karen Keehn, from Berberich Trachan & Company reviewed the audit report with the board of trustees. The Library received an *Unqualified Opinion* for the year of 2005. This is the highest form of *Opinion* received.

**On motion by Glenda DuBoise, seconded by Kay Fischer, the board accepted the audit report.**

**INTRODUCTION Kim Lane**

- Karen Nicolay, Carol Jory and Michele Henry are the three new Topeka and Shawnee County Public Library trustees, appointed by the three county commissioners, replacing, Bruce Henriksen, Kay Fischer and Glenda DuBoise

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

*Budget Cents* is a staff training class that Nancy Watkins presented: it offers a detailed overview of the budgets

**FINANCIAL REPORTS Tim Peterson**

**On motion by Tim Peterson, seconded by Peg Lakin, the March Financial reports were accepted.**

**FRIENDS Marianne Beeson**

- Annual Spring Dinner is April 23 at 5:30 p.m.
- Working on memorial for Beth Skoog that will include a showing of her work in the Sabatini Gallery.

## **FOUNDATION Rick Friedstrom**

- The library has been named a residual beneficiary in the trust of Edythe R. Crapson
- Foundation's board of trustees approved matching the library's contributions toward the purchase of a new Red Carpet Services van amount not to exceed \$125,000 (dedicating the proceeds from the James Earl Jones fundraising event toward this pledge).
- The Foundation's board accepted an unqualified audit report for the year 2005
- Annual distribution to the library by December 1, 2006- \$87,984.92.
- May 7, 2006 is the next Wilder Society Tea
- May 3, 2006 from 4:00 to 5:30 p.m. is the homework Center Celebration
- Foundation trustees have been working with staff to create their own individual cultivation plans (ICP)

## **MEETING ROOM POLICY**

- Removed the prohibition against religious and political activities
- The section entitled "Restrictions" has been added and it states: "The Library may impose time, place or manner restrictions on the use of meeting rooms and event spaces to 1) ensure that **all** patrons may use the library to the maximum extent possible, and 2) maintain the library environment."

**On motion by Kerry Storey, seconded by Glenda DuBoise the board members accepted the Meeting Room policy as presented/amended.**

Please see the new policy at:

<http://www.tscpl.org/Information/Policies/index.asp>

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

- Eleven staff members attended Public Library Association conference in Boston, Massachusetts
- Hired new Human Resources manager, Stephen Lusk. Stephen is from California. His start date is May 15.

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

- ***Rabbit Goes to Kansas*** is the children's show now open in the Gallery
- Greeter program pilot is going very well – averaging approximately 3,000 customers a day

## **Jeff Dawson**

- Introducing Xbox 360 programs for the young adults
- Next generation of gaming
- On-line gaming for social experience
- Math and strategy involved in gaming
- Requirement-must have a library card

## **OLD BUSINESS**

### **Organizational Priorities:**

- Summary presented

### **Paul Brennan**

- On-line application for library card will be available next week
- DVD Express program has a seven day check out plus mail out orders (provides browsing and reserve copies of hot movie titles)
- Regular DVD's have a 21 day check out

### **John Opgaard**

- Currently working with AT&T to begin implementing wireless access in the library (Freedom Link service)

### **Gina Millsap**

- Thad Hartman and staff are evaluating the physical layout of collections and improving browsability and making collections more appealing and accessible to customers
- Circulation currently measuring 12.2 items per capita-are challenging ourselves to double that figure in the next three years
- Next week the Process Improvement Team (PIT Crew) will make recommendations to Management Council
- PIT Crew has been working on evaluating and re-organizing how we manage library programming

## **LEGISLATIVE REPORT Rob Banks**

### **Kansas Legislature in recess until April 26, 2006:**

- Grant-in-aid for public libraries was recommended for funding at last year's level, by House Appropriations and Senate Ways and Means.
- Tutor.com was deferred by the House until consideration of the omnibus bill. Senate Ways and Means approved.
- Talking Books enhancement of \$75,000 approved by the House, deferred by Senate until consideration at omnibus. House concurred with Senate and will take up during omnibus on April 18, Senate on April 19.
- HB 2581 would require library to apply a filtering device to computers when used by a minor. Also requires libraries to restrict access to certain videos and DVDs. HB 2581 also amends 75-2551 providing that tax levies for system libraries be based on preliminary (collected in July) abstract of property values, rather than final values (collected in November). Has passed the House and now in Senate Assessment and Taxation Committee. Hearings held on March 16. Not scheduled to be worked.
- HB 2221 would provide for sales tax exemption for proceeds from library book sale. Folded into HB 2080 with filter amendment

added. Consequently added to SB 404. Filter amendment removed on House floor on March 24. HB 2080 remained below the line as of March 31.

- S 549 combines the State Library Advisory Council (SLAC) and Kansas Library Network Board (KLNB) to create the State Library of Kansas Board. Passed in Senate. Amended in House Appropriations to require libraries to filter or lose state aid. Passed in House. Conference committee agreed to disagree without vote. Remains in conference committee.

## **NEW BUSINESS**

### **Nominating Committee Report-Peg, Bruce & Doris**

- Nominees for board officers:
  - 1) Mary Feighny – Chair
  - 2) Kim Lane – Vice-chair
  - 3) Jewell Edwards – Secretary
  - 4) Tim Peterson – Treasurer

**On motion by Peg Lakin, seconded by Doris Kinnett, the board members accepted the slate of officers for 2006-2007 as presented.**

### **Appointment of Bylaws committee:**

- Mary Feighny-Chair
- Tim Peterson
- Kerry Storey

**On motion by Peg Lakin, seconded by Bruce Henriksen, the Bylaws committee was accepted.**

### **Topeka and Shawnee County Sports Hall of Fame-Gina**

- Met with Vince Frye and Rogers Brazier to discuss housing Sports Hall of Fame at Library
- Library would provide wall space to place photos for five inductees per year
- 2006 inductees are: Ken Berry, Mike Torrez, Lon Kruger, Melvin Douglas and Billie Moore
- Opportunity to make connections within the community
- Staff recommendation is to accept request

**On motion by Glenda DuBoise, seconded by Peg Lakin the board members gave approval to create the memorandum for the Topeka and Shawnee County Sports Hall of Fame to be housed at the Topeka and Shawnee County Public Library.**

**On motion by Glenda DuBoise, seconded by Kerry Storey, the board members moved to amend the motion to include the requirements of a memorandum of understanding.**

## **TRUSTEE EDUCATION-Lissa Staley, Adult Services Reference Librarian**

- Eleven TSCPL staff members attended the Public Library Association conference in Boston, Massachusetts
- More than 11,000 library staff, exhibitors, authors and guests attended the conference
- Conference offered hundreds of workshops and events
- Attendees coordinated what programs they would attend for maximum programs attendance
- Exhibit Hall had more than 800 booths from 420 companies
- Top book publishers, who discussed and demonstrated the latest products and services for public libraries and their users
- Denver Public Library launched a downloadable movie service and promoted their new customer-focused branch designs
- *The KCLS Roving Reference Model* recommends librarians leave the desk and find patrons in the stacks who have questions
- *Personalized Reading Lists* was presented by the Williamsburg Regional Library in Virginia
- Topeka and Shawnee County Public Library is on the leading edge of libraries that provide a mailing books service to customers
- *Community Building through your Website: Exemplified* everything that TSCPL is trying with our blog Papercuts, for reaching 100% of our patrons, getting them involved, and making the library relevant for them
- Opening speaker, Linda Ellerbee, talked about change-and surviving a changing world
- Closing speaker, Paco Underhill, author of *Why We Buy*, had relevant research as we compare library services to retail shopping
- Featured speaker, Nancy Pearl, was involved in several programs. She also wrote a collection of book reviews for the general reader called *Book Lust*.
- TSCPL library staff facilitated two Talk Tables at this conference- A Talk Table is a cross between a group discussion and a presentation
- Each person who went to PLA participated in a Brown Bag discussion to share what they had learned with other interested staff

## **PRESENTATIONS OF GIFTS TO TRUSTEES-Kim Lane**

Kim and Gina expressed sincere appreciation and thanks to Glenda DuBoise, Kay Fischer and Bruce Henriksen who are retiring from the board because their terms have expired.

## **TRUSTEE COMMENTS**

None

Kerry Storey  
Acting Secretary of the Board

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The meeting adjourned at 5:45 p.m.  
File: Bd minutes Feb.2006

## Deputy Director for Finance Report May 2006

I am using my report this month as a teaching tool for our new Board members and as a refresher for the rest of the Board members

### *Reading the monthly financial reports*

#### **Funds:**

All of the Library's activities are reported in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending.

- Some funds are required by State Law and by bond covenants
- The Board of Trustees or Administration establish other funds to control and manage money for particular purposes or to show that it is properly using certain grants and restricted revenues.

#### **Major Governmental Funds**

- **General Fund** (K.S.A. 12-1267(a) & 12-1267(b) – The general fund is the principal operating fund of the library and accounts for all unrestricted resources not accounted for in other funds. The Library is funded primarily by an ad valorem property tax on all taxable property in Shawnee County, excluding the Townships of Rossville and Silver Lake.
- **Employee Benefits** (K.S.A. 12-16,102) – Kansas Statutes allow the Library Board to create and establish an employee benefit fund for the purpose of paying the employer's share of any employee benefits. The fund covers the employer's cost of social security, medicare insurance health insurance, dental insurance, KPERs, worker's compensation and unemployment.
- **Special Accruing** (K.S.A. 12-1268) – Money allocated from general fund to cover cost of major capital improvements or major equipment purchases.
- **Bond & Interest** (K.S.A. 12-1270) – In 1996 the residents of Shawnee County within the Library's taxing district, approved a bond issue for the "addition to & remodeling of the Library". Kansas Statutes give the Library Board the power to levy a tax for the purpose of paying the principal and interest on the bonds. The



outstanding bonds were refunded September 17, 2002. The gross savings realized from the refunding was \$1,086,816 over the balance of the bond issue; which breaks down to a savings of about \$55,000 per year.

These funds are the first four funds listed on page 1 of the Financial Summary.

### **Non Major Governmental Funds**

- **State Aid**
- **Federal & State Grants**  
currently the library has six grants  
see pg. 2 of financial reports for break down of the grants
- **Other Special Revenue Funds**  
currently the library has twenty five special revenue funds  
see pg. 2 of financial reports for break down of special revenue funds
- **Permanent Funds**  
nonexpendable trust funds – principal may not be spent  
see pg. 2 of financial reports for break down of permanent funds

**The ending balance of all funds should always equal the ending balance of the bank account summary.** (Pg. 1 Financial Summary)

Pages 2 – 6 of the financial reports are the detail behind the Summary Page (pg.1)

The Revenue/Expense/Balance by Fund Report (Pg. 2) gives a quick overview of revenue received and expenditures/encumbrances for each fund. The cash balance on page 2 should always be the same as the ending balances on page 1.

Pages 3 and 4 give the detail of the General Fund revenue and expenditures.

- With 33% of the budget year completed we have received 46% of our general fund budgeted revenue. We have spent and/or encumbered 32% of our general fund budget.

Page 5 gives the detail for the Employee Benefits Fund, Special Accruing Fund, and State Aid Fund.

Page 6 gives the detail for the Debt Service Fund

### ***2007 Budget Time-line***

- Budget requests from departments/units are due to finance office by May 30
- Personnel and finance committee meetings prior to July Board meeting (final revenue information not available until July 1)
- July Board meeting - approve budgets for publication
- August Board meeting (**August 10**) public hearing on budgets and approval of proposed budgets
- Budget information turned in to County Clerk by August 25

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of April 30, 2006

General Fund:

\$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  
\$ 560,000 at 4.85%, dated 04/07/06, due 06/16/06  
\$ 300,000 at 4.78%, dated 04/14/06, due 06/23/06  
\$ 450,000 at 4.74%, dated 04/28/06, due 06/23/06  
\$ 420,000 at 4.79%, dated 04/21/06, due 06/30/06

Restricted Funds:

\$ 220,000 at 4.74%, dated 04/28/06, due 05/26/06

Special Accruing Fund-Commerce Bank:

\$2,595,000 at 4.74%, dated 04/28/06, due 06/30/06

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

04/30/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 04/30/06</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 2,956,840.21	\$ 5,580,552.95	\$ 3,583,835.68	\$ 4,953,557.48
Employee Benefits	784,697.77	1,496,409.32	766,200.68	1,514,906.41
Special Accruing	2,561,017.44	36,115.24	-	2,597,132.68
Bond & Interest	1,463,289.29	890,261.89	353,648.75	1,999,902.43
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	115,646.00	-	115,646.00
Federal & State Grants	144,274.39	77,217.07	121,454.57	100,036.89
Other Special Revenue	204,188.00	137,552.47	100,065.05	241,675.42
Permanent Funds	419,394.23	6,573.92	403.20	425,564.95
<b>Totals</b>	<b><u>\$ 8,533,701.33</u></b>	<b><u>\$ 8,340,328.86</u></b>	<b><u>\$ 4,925,607.93</u></b>	<b><u>\$ 11,948,422.26</u></b>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 96,940.66
General Fund-Commerce Bank-Investments	6,675,000.00
Special Accruing Fund-Commerce Bank-Investments	2,595,000.00
Restricted Funds-Commerce Bank-Checking	27,221.10
Restricted Funds-Commerce Bank-Investments	220,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	257,608.65
Bond & Interest Fund-Commerce Bank-Checking	1,275.35
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>\$ 12,052,337.11</u>
Payroll Liabilities	103,914.85
	<b><u>\$ 11,948,422.26</u></b>

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	\$ 5,580,552.95	\$ 199,085.66	\$ 3,384,750.02	\$ 4,953,557.48	\$ 578,003.75	\$ 4,375,553.73
Employee Benefit Fund	784,697.77	1,496,409.32	-	766,200.68	1,514,906.41	35,938.21	1,478,968.20
Special Accruing Fund	2,561,017.44	36,115.24	-	-	2,597,132.68	-	2,597,132.68
Bond & Interest Fund	1,463,289.29	890,261.89	-	353,648.75	1,999,902.43	-	1,999,902.43
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	-	115,646.00	-	-	115,646.00	-	115,646.00
<i>Federal &amp; State Grants</i>							
Big Read Grant	(3,656.35)	20,000.00	5,362.68	15,920.97	(4,940.00)	60.00	(5,000.00)
ILDGP	56,065.34	-	-	33,676.06	22,389.28	12,085.67	10,303.61
Early Reading First	(550.57)	813.07	-	1,627.08	(1,364.58)	-	(1,364.58)
Gallery Grant	383.50	-	-	348.18	35.32	25.00	10.32
06-LSTA-3-F (Talking Books)	92,032.47	55,346.00	93.01	64,114.56	83,170.90	166.59	83,004.31
KS Humanities Council	-	1,058.00	-	312.03	745.97	-	745.97
<i>Other Special Revenue Funds</i>							
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	-	-	9.99	2.75	-	2.75
Computer training	230.00	167.00	-	-	397.00	-	397.00
Crawford	-	-	-	-	-	-	-
Children's Art Show	2,032.33	19.68	-	2,026.46	25.55	94.39	(68.84)
Cyberchase Grant	244.02	-	-	-	244.02	-	244.02
Friends Wish List	6,644.59	42,526.02	-	7,584.19	41,586.42	12,684.24	28,902.18
Gifts/Memorials (Undesignated)	57,675.54	1,866.21	99.90	8,485.78	50,956.07	671.26	50,284.81
Grow Your Own Scholarship Fund	-	8,062.76	-	-	8,062.76	-	8,062.76
Hirschberg Lecture	1,178.22	16.84	-	-	1,195.06	-	1,195.06
Homework Center	-	11,594.72	-	15,594.58	(3,999.86)	-	(3,999.86)
Hughes Business Collection	948.36	-	-	-	948.36	-	948.36
Intergovernmental Coop Council	-	2,258.72	-	825.63	1,433.09	1,174.37	258.72
Library Materials	87,167.91	4,114.55	-	87.09	91,195.37	531.46	90,663.91
Lingo	13.93	54,058.00	51,840.00	3,992.00	(1,760.07)	59,410.00	(61,170.07)
NEH Expendable	18,112.21	251.34	-	3,798.20	14,565.35	565.03	14,000.32
Red Carpet	9,613.76	135.53	-	210.19	9,539.10	989.34	8,549.76
Special Collections	4,929.92	96.20	-	1,083.20	3,942.92	-	3,942.92
Talking Books	4,666.56	66.89	-	-	4,733.45	-	4,733.45
Topeka Competition	-	9,099.93	-	425.98	8,673.95	-	8,673.95
Torluemke Landscaping	1,291.04	4.24	-	571.86	723.42	934.28	(210.86)
Workshops	592.21	-	-	80.00	512.21	-	512.21
Youth Services	8,260.36	113.84	-	250.00	8,124.20	450.00	7,674.20
<i>Permanent Funds</i>							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	6,573.92	-	403.20	255,612.18	-	255,612.18
<b>TOTALS</b>	<b>\$ 8,533,701.33</b>	<b>\$ 8,340,328.86</b>	<b>\$ 256,481.25</b>	<b>\$ 4,669,126.68</b>	<b>\$ 11,948,422.26</b>	<b>\$ 703,783.59</b>	<b>\$ 11,244,638.67</b>

Topeka & Shawnee County Public Library

General Fund - Revenue

04/30/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u> 33.3% 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	3,852.87	\$ 6,147.13	39%
Salary Refunds-Foundation	80,000.00	25,959.29	\$ 54,040.71	32%
Salary Refunds-Friends	80,000.00	33,032.83	\$ 46,967.17	41%
Vend Machines	50,000.00	22,328.61	\$ 27,671.39	45%
Lost/Damaged Materials	22,000.00	11,517.99	\$ 10,482.01	52%
Meeting Room Charges	5,000.00	1,600.00	\$ 3,400.00	32%
Sale of Inventoried Equipment	3,000.00	-	\$ 3,000.00	0%
Interest Received-Investments	49,800.00	78,898.64	\$ (29,098.64)	158%
Interest Received-Bank Account	200.00	78.40	\$ 121.60	39%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
<b>TOTALS</b>	<b><u>\$ 12,165,275.00</u></b>	<b><u>\$5,580,552.95</u></b>	<b><u>\$6,584,722.05</u></b>	<b>46%</b>

Topeka & Shawnee County Public Library

04/30/06

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Open PO's</u>	<u>Unencumbered Balance</u>	<u>% Expended</u>
					33.3% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 1,600.00	\$ -	\$ 3,200.00	33%
Salaries-Maintenance	559,000.00	188,386.84	-	370,613.16	34%
Salaries-Overtime	10,000.00	1,532.54	-	8,467.46	15%
Salaries-Shelvers	175,000.00	46,819.92	-	128,180.08	27%
Salaries-Staff	6,006,000.00	1,984,018.14	-	4,021,981.86	33%
Salaries-Security	220,000.00	78,943.07	-	141,056.93	36%
Conferences	60,000.00	42,258.60	20,343.61	(2,602.21)	104%
Staff Training	20,000.00	8,825.72	460.00	10,714.28	46%
Employee Assistance Program	4,100.00	1,596.10	2,234.54	269.36	93%
Mileage	6,500.00	2,249.41	1,649.65	2,600.94	60%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	7,000.00	754.44	186.05	6,059.51	13%
Materials-Print/Non-Print <1 YR	476,315.00	23,231.53	-	453,083.47	5%
Materials-Print/Non-Print	1,223,685.00	348,413.64	159,725.77	715,545.59	42%
Materials-Periodicals	150,000.00	9,684.63	-	140,315.37	6%
<b>OPERATIONS:</b>					
Automation support	112,000.00	11,203.64	9,498.78	91,297.58	18%
Contracted-Automation	160,000.00	41,008.14	43,398.35	75,593.51	53%
Contracted-Buildings/Grounds	445,000.00	116,333.27	45,971.67	282,695.06	36%
Contracted-Office Equipment	110,000.00	29,440.00	48,797.73	31,762.27	71%
Contracted-Professional	100,000.00	22,126.37	15,563.19	62,310.44	38%
Database	65,000.00	-	-	65,000.00	0%
Furniture/Equipment <3,000	15,000.00	2,625.00	2,958.00	9,417.00	37%
Furniture/Equipment >3,000	455,000.00	39,615.50	6,979.80	408,404.70	10%
Gallery	35,000.00	14,650.07	964.72	19,385.21	45%
Insurance	95,000.00	-	-	95,000.00	0%
Human Resources	20,000.00	8,449.06	6,723.68	4,827.26	76%
Memberships/Dues	25,000.00	1,949.06	453.12	22,597.82	10%
Miscellaneous	15,000.00	4,230.24	1,480.27	9,289.49	38%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	110,112.37	121,960.33	127,927.30	64%
Printing	65,000.00	3,979.28	10,216.03	50,804.69	22%
Public Relations	45,000.00	7,488.53	4,843.38	32,668.09	27%
Supplies-Building/Maintenance	110,000.00	39,817.90	17,140.90	53,041.20	52%
Supplies-Office/Library	125,000.00	35,782.13	2,323.82	86,894.05	30%
Supplies-Processing	65,000.00	19,630.46	5,954.30	39,415.24	39%
Telephone	86,500.00	20,725.11	12,136.45	53,638.44	38%
Utilities-Electric	225,000.00	67,718.71	-	157,281.29	30%
Utilities-Gas	125,000.00	32,944.23	-	92,055.77	26%
Utilities-Water/Sewage	25,000.00	4,821.95	-	20,178.05	19%
Vehicle-Gas	20,000.00	4,143.43	8,168.49	7,688.08	62%
Vehicle-Repair	50,000.00	7,608.57	3,642.73	38,748.70	23%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	32.42	-	(32.42)	
<b>TOTALS</b>	<b>\$ 12,165,275.00</b>	<b>\$ 3,384,750.02</b>	<b>\$ 553,775.36</b>	<b>\$ 8,226,749.62</b>	32%

Topeka & Shawnee County Public Library  
Special Revenue Funds

04/30/06

**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	8,099.45	25%
Refund-Fringe Benefits-Friends	7,500.00	4,405.15	59%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	2,164.19	36%
Refund - Workers' Comp	-	-	0%
Retiree Payments BC/BS	44,500.00	13,165.08	30%
	<b>\$ 2,083,739.00</b>	<b>\$ 1,496,409.32</b>	<b>72%</b>
<b>Expenditures:</b>			
FICA	532,000.00	\$ 176,026.50	33%
KPERS	320,000.00	98,265.27	31%
Worker's Compensation	95,000.00	28,975.55	31%
Unemployment Tax	23,000.00	7,160.23	31%
Health/Dental Insurance	1,540,000.00	455,773.13	30%
Revitalization Rebates	29,764.00	-	0%
	<b>\$ 2,539,764.00</b>	<b>\$ 766,200.68</b>	<b>30%</b>
<b>Balance 04/30/06</b>	<b>\$ 125,000.00</b>	<b>\$1,514,906.41</b>	

**SPECIAL ACCRUING**

<b>Balance 01/01/06</b>	<b>\$ 2,561,017.44</b>
<b>Revenue:</b>	
Interest received	36,115.24
	<b>\$ 36,115.24</b>
<b>Expenditures:</b>	
Capital Outlay	-
	<b>\$ 2,597,132.68</b>
<b>Balance 04/30/06</b>	<b>\$ 2,597,132.68</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	-
	<b>120,000.00</b>	<b>\$ -</b>
<b>Balance 04/30/06</b>	<b>-</b>	<b>\$115,646.00</b>



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

04/30/06

	<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	15,903.64	106.0%
Transfer from Improvement Fund	-		
	<u>\$ 1,810,692.00</u>	<u>\$ 890,261.89</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 04/30/06</b>	<b>\$ -</b>	<b><u><u>\$ 1,999,902.43</u></u></b>	

# Public Address System Use Policy

\*\*\*DRAFT\*\*\*

The Library's public address system is intended to be used to facilitate the welfare and safety of staff and customers. In order to ensure that disruptive or arbitrary use of the system is kept to a minimum, the Library will implement reasonable guidelines on the use of that system.

## Guidelines

These guidelines are intended to assist staff in determining when to use the PA system.

The PA system may be used for:

1. Building emergencies – e.g. fire alarms, tornado warnings, building evacuations, system tests, etc.
2. Library closing announcements
3. Locating staff and patrons in some type of emergency situation.  
Examples would include the following:
  - A. Medical emergency
  - B. Attempting to locate a separated parent/child that we've been unable to find by searching
  - C. To locate a vehicle owner involved in an incident/accident in the parking lot
4. Any situation deemed appropriate by Management/Security

The PA system may not generally be used for:

1. Requests by a customer, either in person or by phone, to page in order to locate someone in the library unless that situation rises to the level of an emergency.
2. Announcements of a program or event
3. Announcements that someone has left their vehicle lights on
4. To contact a staff member or a customer in a non-emergency situation

# **Resolution-Public Announcement (PA) System Policy**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
May 18, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Announcement (PA) System Policy as presented/amended.**

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

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

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

Date \_\_\_\_\_

# DIRECTOR'S REPORT

## May, 2006

### 1. POLICY

#### **Public Address System Policy:**

Staff is recommending that the policy read as follows:

**"The Library's public address system is intended to be used to facilitate the welfare and safety of staff and customers. In order to ensure that disruptive or arbitrary use of the system is kept to a minimum, the Library will implement reasonable guidelines on the use of that system."**

### 2. DISCUSSION/ACTION ITEMS

**Approval of Insurance Provider:** This is a tentative agenda item, pending cost comparison information Nancy is awaiting. She may be recommending a change in provider. If not, we will ask that this item be withdrawn.

**Library Board of Trustees Standing Committees:** Chair Mary Feighny will be submitting her appointment to standing committees at this meeting.

Proposed committee assignments are:

1. Building & Grounds: Doris Kinnett - chair, Peg Lakin, Karen Nicolay, Carol Jory
2. Finance: Tim Peterson – chair, Michele Henry, Kerry Storey, Doris Kinnett
3. Government Relations: Kim Lane – chair, Kerry Storey, Peg Lakin, Michele Henry
4. Personnel: Peg Lakin – chair, Tim Peterson, Karen Nicolay, Kim Lane

**Election of Board Secretary:** With Jewell Edward's resignation from the Board, a new secretary is needed. Kerry Storey has agreed to serve in that position.

**Proposal for Architectural Design Consulting Services for Renovation of Building 1020:** In your packet is an overview of and justification for this request. These design services are needed to complete the final phase of the improvements to the 1020 building.

**Executive Director's Evaluation:** Mary and I met to discuss the director evaluation process. It's hard to believe that in August I'll have been here a year – the time has really flown! It's time to get feedback from you on how I'm performing as executive director and how I can improve for year two. I will submit a self evaluation for your review in June.

## **5. STRATEGIC PLANNING/PROCESS IMPROVEMENT**

**Organizational Priorities for 2006-07:** As always, the significant 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.

### **Here are the highlights:**

1. The **PIT (Programming Improvement Team)** Crew made its recommendations to the management council after 6 months of research, interviews, brainstorming, data gathering and discussion. The team members did an incredible job, accomplishing two things: first, fulfilling their charter to help improve how we administer library programs and second, demonstrating the effectiveness of process improvement. We get the best results when we ask staff doing the work to improve it.
2. Online library card application goes live on [www.tscpl.org](http://www.tscpl.org) on May 15<sup>th</sup>.
3. Based on the results of our one week pilot, a longer greeter desk pilot program will begin in July and continue through the rest of the year.
4. The East-West Wing and physical layout committees have met and have preliminary plans for re-organizing some services and collections.

On Wednesday April 26, the management council facilitated three sessions open to all TSCPL staff members. The purpose of those sessions was to give an overview of where we are with the organizational priorities, how we got there (especially for new employees), where we go from here and inviting everyone to serve on committees or work on initiatives they are interested in. Half of the hour long sessions was devoted to small group brainstorming on the five activity areas (customer service, valuing staff, enhancement of services, programs, collections & infrastructure, leadership and organizational development.)

Staff members came up with great ideas, which the management council is reviewing this week. We will incorporate them into the work plan for organizational priorities or address them as appropriate.

## **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

**Attended:** PLA brown bag lunch discussion; Intergovernmental Cooperation Council (ICC); Friends Web-based Selling Committee meeting; Rotary.

**Presented remarks at:** Friends Spring Fling Dinner, Volunteer Recognition Breakfast, Homework Center Celebration, Wilder Society Tea.

**Other activities:** Met with Chamber of Commerce representatives to discuss proposed leadership program; Keynote speaker for NEKLS (North East KS Library System) spring conference.

- **TRUSTEE EDUCATION**

Marie Pyko and Jeff Dawson will be sharing information about our adult and youth summer reading programs.

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

**Deputy Director of Operations  
Robert Banks  
May 18, 2006**

I was a member of the Kansas Delegation for the American Library Association Legislative Day in Washington, DC. Details of the issues we addressed are included in my Legislative Report. We met with staff members from both Senators and all four Representatives. Senator Brownback, Representatives Jim Ryan and Dennis Moore also met with us. This was my first experience with advocacy at the national level.

The Rotunda Greeter Trial was a success. We determined that while the actual number of questions answered was fewer than anticipated, the other benefits provided a significant reason to continue the project. One of the major improvements noticed was better behavior in the Rotunda. We were able to make direct contact with the teens entering the building and as a result began to develop a relationship with them. Many of the teens made a point of saying, "Good by" when they left. We will begin a Greeter Program in the Rotunda on July 1 and evaluate the program at six months to determine the effectiveness.

### **YOUTH SERVICES**

Our Summer Reading Program Kickoff is Wednesday May 31, 2006. I invite you all to join us and witness what is historically the busiest day of the year for the Library. Children and their caregivers will descend upon the Library to sign up for this year's program entitled: **Readings from Topeka: Put Yourself in the Picture.**

Our seven partners – Museum of the Kansas National Guard, Brown v. Board of Education, Zoo, Old Prairie Town, Kansas State Historical Society, Great Overland Station, and Heartland Park – will co-host a booth with Youth Services staff. Each booth will have unique games, competitions, and crafts for children of all ages to enjoy.

Youth Services and Bookmobile staff have visited many local elementary school assemblies to promote the Summer Reading Program.

Please take a moment to view what we have planned at the Summer Reading Web page: <http://www.tscpl.org/events/summer2006.htm>

### **BOOKMOBILE**

Bookmobile's Kansas Connections programming reached 839 children in April, a busy month for programming.

Bookmobile staff plays an important role throughout the summer. They have been partnering with Youth Services staff in presenting the Summer Reading skit for elementary schools across Shawnee County. They host the very popular Wednesday evening Puppet Shows.

This summer we have scheduled the Adventure Mobile to visit three of our partner sites – Old Prairie Town, the Zoo, and Brown v. Board of Education National Historic Site. Bookmobile staff will be canvassing day cares near Adventure Mobile stops this summer giving them information and a personal visit to encourage Adventure Mobile usage in traditionally poor turnout areas.



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, GR Marchant
<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 & Katie Escher
<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	Completed		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 for greeter desk	05/01/06	Completed		
<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 ILL, usage of self check machines (utilize teen volunteers)	05/01/06	In process		Paul Brennan
<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 & Paul 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, Paul Brennan, Thad Hartman, Jeff Imparato & 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
<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, IT Manager / plus

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	Analyze & improve the administrative process for providing public programs	Form process improvement team & make recommendation	05/01/06	Completed		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	In process		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 (utilize teen volunteers)	06/01/06	In process		Paul Brennan
<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)	06/01/06	In process		Chris Kratochvil, Arion Beals, Luanne Webb, Maurice Wright Jan Robinson & front line
<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		IT Manager
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing	"East / West Wing Committee " Decrease the sterile look & feel of adult fiction & nonfiction stacks. Using under-utilized spaces install shelving and displays to promote older collections. Increase serendipitous experiences for users	06/01/06	In process - Link: <a href="http://www.techservices.pbwiki.com">http://www.techservices.pbwiki.com</a> Note: password is tscpl		Thad Hartman, Suzanne Bundy, Marie Pyko & Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Mari Dawson, Renee Patzer, Tanya Walsh & Tiffany Wiggins
<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 (fleet) replacement program	06/01/06	In process		Jeff Dawson, Marie Pyko, Stephanie Hall, Stuart Yoho & Ann Newell

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	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, Karen Allen, Sandy Lane, Elaine O'Gara, Bonnie Cuevas, Susan Appleby, Janet Johnsen, Kyler Carpenter, Jeff Imperato, Dianne Elrichs and staff
<b>Valuing Staff</b>	Communication	Create open environment that encourages input & feedback	Ensure employee computer access	08/01/06	In process		IT Manager
<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			Gina Millsap, Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho & Sherry Best
<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

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	08/01/06			Gina Millsap, Nancy Watkins, Donna Tryon, Paul Brennan, Greg Gaul, Thad Hartman, & Shannon Eddings
<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	09/01/06	In process		Marie Pyko & IT Manager
<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	09/01/06	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	Bids for Compensation Study	09/01/06			HR & Nancy Watkins
<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.	09/01/06	In process		Rob Banks, Thad Hartman, Jeff Dawson, Paul Brennan, Marie Pyko, Stuart Yoho & Greg Gaul
<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, Matt Pettit & 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, Katie Escher & Stephanie Hall

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	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, Dave Shivers, Tracy Seitz, Dave Coleman, Gayle Lolley, Susie Christie,
<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>	10/01/06	In process		Gina Millsap & Management Council
<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			

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	Create environment that showcases Library collections & that encourages browsing.	Implement visual merchandising of all collections including signs, displays, etc.-PILOT	12/01/06	In process		Marie Pyko, Thad Hartman, Sherry Best, Cathy Cook & Maintenance
<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	12/31/06	In process		Stuart Yoho & Diana Friend
<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	12/31/06	In process		IT Manager, Rob Banks, Stuart Yoho, management team -plus
<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			
<b>Organizational Development</b>	Become a high performance organization	Strategic visioning & planning	Develop mission, vision, values, and plan. Community planning team. 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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<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.	Evaluate 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
<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, Jayme Lyons & Heather



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	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. 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	03/01/07			Donna Tryon, Becky Hinton, Anne Pepper, HR manager, Tracy Seitz, Stuart Yoho, Chris Kratochvil, Brian Adams, Maggie Allen & Gayle Lolley
<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			Heather Kearns
<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
<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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<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>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: Library Journal, etc.	Ongoing			Diana Friend - plus
<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
<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>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	Investigate Employee wellness program				Janet Pionkowski, Janet Johnsen & Susan Marchant

**Legislative Report  
May 18, 2006  
Robert Banks**

Issues covered at ALA Legislative Day in Washington, DC.

- Fund the Library Services and Technology Act (LSTA) at the President's request of \$220.855 million
- Fund the Improving Literacy Through School Libraries at \$100 million. The President's FY 2007 budget freezes funding for the Improving Literacy Through School Libraries program at the FY 2005 level of \$19.486 million.
- Vote to restore the \$2.5 million needed for the Environmental Protection Agency (EPA) libraries to continue to operate at the same level in FY 2007 as they do now. EPA libraries help to promote research and development in science, a key national priority. Much of the information housed at the EPA libraries is available *nowhere else* – closing the EPA libraries would result in the country's loss of essential environmental research.
- Pass S 241 and HR 2533 to exempt Universal Service Fund (USF) programs from Anti-Deficiency Act requirements. This will keep E-rate funds from being tied up in accounting issues. Two-one year exemptions have been passed. This would make the exemption permanent.
- Support "civil rights" legislation for the Internet, known as "Net Neutrality." Support S 2360 and other proposals seeking to maintain equal access to the Internet for all content providers. Do not let broadband companies control Internet content and practice favoritism for some content providers over others.
- Preserve fair use and educational use of TV news and public affairs programming by voting against "broadcast flag" (copy protection mechanism for digital televisions & personal computers to prevent Internet distribution of broadcast content).
- Support "Orphan Works" legislation to facilitate the use of copyrighted works whose owners are difficult or even impossible to find.
- Co-sponsor HR 1201, the Digital Millennium Copyright Act (DMCA) to allow bypassing a technological lock that controls access to and use of a copyrighted work – if the circumvention does not result in infringement of the work.
- Support the Government Printing Office (GPO) request for funding FY 2007. This will support the digitization of government records, making them more readily available to all libraries and the public.

Issues in the Kansas Legislature:

- Grant-in-aid for public libraries was recommended for funding at last year's level, by House Appropriations and Senate Ways and Means.
- Tutor.com was deferred by the House until consideration of the omnibus bill. Senate Ways and Means approved.

- Talking Books enhancement of \$75,000 approved by the House, deferred by Senate until consideration at omnibus. House concurred with Senate and will take up during omnibus.
- HB 2581 would require library to apply a filtering device to computers when used by a minor. Also requires libraries to restrict access to certain videos and DVDs. HB 2581 also amends 75-2551 providing that tax levies for system libraries be based on preliminary (collected in July) abstract of property values, rather than final values (collected in November). Has passed the House and now in Senate Assessment and Taxation Committee. Hearings held on March 16. Not scheduled to be worked.
- HB 2221 would provide for sales tax exemption for proceeds from library book sale. Folded into HB 2080 with filter amendment added. Consequently added to SB 404. Filter amendment removed on House floor on March 24. HB 2080 remained below the line as of May 8.
- S 549 combines the State Library Advisory Council (SLAC) and Kansas Library Network Board (KLNB) to create the State Library of Kansas Board. Passed in Senate. Amended in House Appropriations to require libraries to filter or lose state aid. Passed in House. Conference committee agreed to disagree without vote. Remains in conference committee. May 8, 2006 the contents of this bill have been removed and it will become the Kansas school finance bill.

# **Resolution-Set Budget Hearing**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
May 18, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Budget Hearing date of August 10 at 4:05 p.m.**

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

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

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

Date \_\_\_\_\_

# **Resolution-Approval of Insurance Provider**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
May 18, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County  
Public Library, approves the Insurance provider.**

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

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

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

Date \_\_\_\_\_

# Resolution-Library Board of Trustees Standing Committees

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
May 18, 2006**

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

## **Building & Grounds:**

- **Doris Kinnett-chair**
- **Peg Lakin**
- **Karen Nicolay**
- **Carol Jory**

## **Finance:**

- **Tim Peterson – chair**
- **Michele Henry**
- **Kerry Storey**
- **Doris Kinnett**

## **Government Relations:**

- **Kim Lane- chair**
- **Kerry Storey**
- **Peg Lakin**
- **Michele Henry**

## **Personnel:**

- **Peg Lakin – chair**
- **Tim Peterson**
- **Karen Nicolay**
- **Kim Lane**

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

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

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

Date \_\_\_\_\_



# Resolution-Election of Board Secretary

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
May 18, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the election of Kerry Storey as board secretary.**

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

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

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

Date \_\_\_\_\_

**EXECUTIVE SUMMARY:**  
**1020 Building Improvements / Architectural Design Services**  
**Proposal**

**Library Board Meeting May 18, 2006**

**Subject:**

Proposal for consulting services for building improvements for 1020 building.  
Proposal submitted by E.Architects.

**Cost:**

Total estimated design and consultation services including architectural and mechanical, structural and civil engineering: **\$55,200**

**Budget Source:**

Consultation & design - Lingo Fund  
Garage expansion and concrete replacement - Lingo Fund  
Elevator replacement- 2006 Operating Budget

**Date:**

May 18, 2006

**Background Information:**

The 1020 Building was completed in 1974. Since that time, the garage floor area has dropped as much as four inches in some areas. This has created drainage and safety issues. Only one bookmobile will fit in the garage area. The Lingo bookmobile has been parked outside since purchased. The concrete apron outside the garage has deteriorated to the point that it needs to be replaced. The small parking area on the west side of the building has deteriorated and has sunk in areas. This has created drainage issues.

The elevator in the building is reaching the end of its useful life. It is very small and does not meet the requirements of the Americans With Disabilities Act. The hydraulic jack shaft is not sleeved and is in contact with earth. A failure if the jack would result in environmental contamination.

Recognizing these and other issues with the aging 1020 building, the Library commissioned E.Architects to create a master plan for the necessary improvements for this building. The plan was created in 2004. This request represents the initiation of several recommendations from the master plan. The proposal for architectural services addresses the design and project oversight of the projects

The elevator replacement work is included in the 2007 operating budget  
The garage expansion and concrete replacement will be funded from the Lingo Fund.

A part of the project involves a small section of a green space located east of the 1020 Building. This property belongs to Stormont-Vail Regional Health Center. The Hospital has agreed to allow the Library to use this section of its property in consideration for two minor concrete projects also located on its property.

Securing the authorization from the Hospital did take more time than anticipated. This delay necessitated that our design consultants prepare their fee estimate very quickly. For this reason, their proposal is estimated. The actual cost of design service will probably be less than the \$55,200, but we and they felt it was prudent for the estimated cost to reflect a maximum amount.

We are presenting this estimate to the Board of Trustees in the interest of keeping the timeline on track. The design and bid processes will take several months. We hope to finish concrete work before cold weather arrives.

**Impact of this issue:**

Expenditure of \$55,200 from Lingo Fund

<u>Beginning Balance:</u>	<u>Project cost:</u>	<u>Ending Balance:</u>
\$1,010,826.72	\$55,200.	\$955,626.72

**Staff Recommendation:**

Recommend accept proposal submitted by E.Architects in the amount of \$55,200.

This proposal addresses only the professional consulting services for the improvements. When the design phase is complete, the Library will recruit bids from qualified contractors for the work. The Library Board of Trustees will vote on acceptance of bids at that time.

Submitted by Stuart Yoho, Facilities Manager

# **Resolution-Proposal for Architectural Design Consulting Services for Renovation of Building 1020**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
May 18, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the proposal for architectural design consulting services from E.Architects for renovation of building 1020 in the amount of \$55,200 from the Lingo Fund, as presented.**

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 YTD 05 TO 06%
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	2005	2006		
<b>CIRCULATION</b>																
<b>Main Library</b>																
Circulation Desk	115,650	100,592	120,282	101,748									438,272	405,263	8.1%	
Interlibrary Loan	1,279	1,173	1,278	1,125									4,855	4,549	6.7%	
Media Center	43,464	37,183	43,294	38,318									162,259	129,909	24.9%	
Self-Check	24,946	20,771	25,604	21,439									92,760	99,646	-6.9%	
<b>Red Carpet Outreach</b>	<b>11,949</b>	<b>9,833</b>	<b>11,413</b>	<b>10,349</b>									<b>43,544</b>	<b>33,841</b>	<b>28.7%</b>	
<b>Blind &amp; Physically Handicapped</b>	<b>7,561</b>	<b>7,590</b>	<b>7,641</b>	<b>6,802</b>									<b>29,594</b>	<b>25,449</b>	<b>16.3%</b>	
<b>TOTAL CIRCULATION</b>	<b>204,849</b>	<b>177,142</b>	<b>209,512</b>	<b>179,781</b>									<b>771,284</b>	<b>698,657</b>	<b>10.4%</b>	
<b>NEW Patron Registrations</b>																
<b>Topeka / Shawnee County</b>																
Adults	745	677	715	590									2,727	2,665	2.3%	
Children (age 4 - 17)	301	266	372	236									1,175	1,184	-0.8%	
<b>Red Carpet Outreach</b>	<b>28</b>	<b>21</b>	<b>22</b>	<b>25</b>									<b>96</b>	<b>93</b>	<b>3.2%</b>	
<b>NEKL</b>	<b>106</b>	<b>96</b>	<b>162</b>	<b>100</b>									<b>464</b>	<b>540</b>	<b>-14.1%</b>	
<b>Non-Resident</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>									<b>0</b>	<b>2</b>	<b>-100.0%</b>	
<b>Total New Registrations</b>	<b>1,180</b>	<b>1,060</b>	<b>1,271</b>	<b>951</b>									<b>4,462</b>	<b>4,484</b>	<b>-0.5%</b>	
<b>PATRONS DELETED</b>	<b>1,796</b>	<b>982</b>	<b>1,106</b>	<b>1,135</b>									<b>5,019</b>	<b>4,477</b>	<b>12.1%</b>	
<b>BORROWERS</b>																
<b>Topeka / Shawnee County</b>																
Adults	53,058	53,793	53,842	53,995									53,995	54,281	-0.5%	
Children (age 4 - 17)	26,480	26,556	26,568	26,543									26,543	26,722	-0.7%	
<b>Red Carpet Outreach</b>	<b>1,681</b>	<b>1,702</b>	<b>1,705</b>	<b>1,713</b>									<b>1,713</b>	<b>1,659</b>	<b>3.3%</b>	
<b>NEKL</b>	<b>8,432</b>	<b>8,542</b>	<b>8,529</b>	<b>8,532</b>									<b>8,532</b>	<b>8,726</b>	<b>-2.2%</b>	
<b>Non-Resident</b>	<b>46</b>	<b>47</b>	<b>47</b>	<b>47</b>									<b>47</b>	<b>42</b>	<b>11.9%</b>	
<b>TOTAL BORROWERS</b>	<b>89,697</b>	<b>90,640</b>	<b>90,691</b>	<b>90,830</b>									<b>90,830</b>	<b>91,430</b>	<b>-0.7%</b>	
<b>RESERVES FILLED</b>	<b>14,990</b>	<b>13,489</b>	<b>15,646</b>	<b>15,339</b>									<b>59,464</b>	<b>49,527</b>	<b>20.1%</b>	
<b>CHECK-IN</b>																
<b>AMH System</b>																
AMH System	118,722	102,744	125,562	115,219									462,247	433,311	6.7%	
<b>Manual</b>	<b>67,638</b>	<b>61,480</b>	<b>66,418</b>	<b>62,199</b>									<b>257,735</b>	<b>227,154</b>	<b>13.5%</b>	
<b>TOTAL CHECK-IN</b>	<b>186,360</b>	<b>164,224</b>	<b>191,980</b>	<b>177,418</b>									<b>719,982</b>	<b>660,465</b>	<b>9.0%</b>	
<b>COLLECTION</b>																
<b>Materials Added</b>																
Materials Added	12,990	9,302	13,292	8,578									44,162	42,992	2.7%	
<b>Materials Discarded</b>	<b>14,846</b>	<b>7,376</b>	<b>6,079</b>	<b>12,903</b>									<b>41,204</b>	<b>38,463</b>	<b>7.1%</b>	
<b>TOTAL COLLECTION</b>	<b>565,470</b>	<b>567,396</b>	<b>574,609</b>	<b>570,284</b>									<b>570,284</b>	<b>543,321</b>	<b>5.0%</b>	
<b>WEBSITE</b>																
<b>One-time only visitors</b>																
One-time only visitors	9,571	11,783	14,902	15,354									51,610	29,135	77.1%	
<b>Return visitors</b>	<b>4,885</b>	<b>5,804</b>	<b>7,263</b>	<b>7,750</b>									<b>25,702</b>	<b>13,845</b>	<b>85.6%</b>	
<b>UNIQUE VISITORS</b>	<b>14,456</b>	<b>17,587</b>	<b>22,165</b>	<b>23,104</b>									<b>77,312</b>	<b>42,980</b>	<b>79.9%</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	8,439									35,944	36,317	-1.0%	
Red Carpet	1,057	1,100	1,136	1,048									4,341	3,571	21.6%	
Topeka Room	579	431	627	560									2,197	3,813	-42.4%	
Media Center	1,886	1,528	1,908	1,387									6,709	4,185	60.3%	
Youth Services	2,964	2,620	3,191	1,640									10,415	11,429	-8.9%	
<b>TOTAL REFERENCE QUESTION</b>	<b>16,025</b>	<b>13,900</b>	<b>16,607</b>	<b>13,074</b>									<b>59,606</b>	<b>59,315</b>	<b>0.5%</b>	
<b>GATE COUNT</b>																
	<b>82,974</b>	<b>79,268</b>	<b>92,997</b>	<b>82,462</b>									<b>337,701</b>	<b>316,023</b>	<b>6.9%</b>	
<b>MEETING ROOMS</b>																
Bookings	546	507	555	473									2,081	1,997	4.2%	
Percent of Capacity **	79.0%	77.3%	60.0%	55.0%									67.8%	52.7%	28.6%	
<b>ATTENDANCE</b>	<b>7,315</b>	<b>9,432</b>	<b>9,907</b>	<b>9,696</b>									<b>36,350</b>	<b>33,359</b>	<b>9.0%</b>	
<b>PUBLIC COMPUTER TRAINING</b>																
Avg. Attendees per Class	10.3	10.7	10.0	9.6									10.1	10.0	1.9%	
Classes	50	50	51	48									199	195	2.1%	
<b>ATTENDANCE</b>	<b>515</b>	<b>534</b>	<b>511</b>	<b>459</b>									<b>2,019</b>	<b>1,942</b>	<b>4.0%</b>	
<b>TOURS</b>																
Youth Services	*	*	*	*									0	684	-100.0%	
General Tours	25	15	45	75									160	230	-30.4%	
<b>Total</b>	<b>25</b>	<b>15</b>	<b>45</b>	<b>75</b>									<b>160</b>	<b>914</b>	<b>-82.5%</b>	
<b>PROGRAMMING</b>																
Adult Services	426	844	478	686									2,434	1,620	50.2%	
Bookmobile	818	468	472	839									2,597	3,096	-16.1%	
Media Center	86	440	57	51									634	281	125.6%	
Red Carpet	0	25	52	49									126	177	-28.8%	
Special Collections	106	143	289	395									933	644	44.9%	
Youth Services	4,180	3,144	3,228	1,326									11,878	17,389	-31.7%	
<b>ATTENDANCE</b>	<b>5,616</b>	<b>5,064</b>	<b>4,576</b>	<b>3,346</b>									<b>18,602</b>	<b>23,207</b>	<b>-19.8%</b>	
<b>GALLERY SHOWS</b>																
	Lew Wilson 2/3/06 - 3/17/06		Murv Jacob - 5/26/06	4/7/06												
<b>ATTENDANCE</b>	<b>2,662</b>		<b>2,143 (4/7 - 4/30)</b>										<b>4,805</b>	<b>4,648</b>	<b>3.4%</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  
 April-06

<u>Total Checkout</u>	April-06	<b>179,781</b>	YTD 2006	<b>771,284</b>
	April-05	173,509	YTD 2005	698,657
	April-01	134,709	YTD 2001	496,808

<u>Total Items handled (Check out + Check in)</u>	April-06	<b>357,199</b>	YTD 2006	<b>1,491,266</b>
	April-05	343,436	YTD 2005	1,359,122

<u>Total Borrowers</u>	April-06	<b>90,830</b>
	April-05	91,430
	April-01	82,045

<u>Items in Collection</u>	April-06	<b>570,284</b>
	April-05	543,321

<u>Program Attendance</u>	April-06	<b>3,346</b>	YTD 2006	<b>18,537</b>
	April-05	6,245	YTD 2005	23,207

<u>Gate Count</u>	April-06	<b>82,462</b>	YTD 2006	<b>337,701</b>
	April-05	79,829	YTD 2005	316,023

<u>Meeting Rooms</u>		<u>Bookings</u>	<u>Patrons</u>
	April-06	<b>473</b>	<b>9,696</b>
	April-05	525	8,996
	YTD 2006	<b>2,081</b>	<b>36,350</b>
	YTD 2005	1,997	33,359

