

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

Call to Order

Public Comment

Approval of June Board Meeting Minutes

Director of Finance Report – Nancy Watkins

Financial Reports

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

Friends of TSCPL –Marianne Beeson

The Library Foundation of TSCPL – Rick Friedstrom

Policy Review

- **Circulation 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 – Gina Millsap**

New Business

- **Kansas Library Association contract renewal - [Action Item](#)**
- **Approval of bid for Red Carpet vehicle - [Action Item](#)**
- **Personnel Committee report – Peg Lakin, chair, met July 7**
- **Finance Committee report – Tim Peterson, chair, met July 10**
- **Budget FY 2007 considerations-approval for publication - [Action Item](#)**
 - 1) **General Fund**
 - 2) **Employee Benefits**
 - 3) **Bond & Interest Fund**
 - 4) **State Aid**
- **Resolution for Budget year 2007 tax increase - [Action Item](#)**

Trustee Education

- **None**

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, August 10, 2006 ([second Thursday in August](#))

Subject to change w/o notice

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
Menninger Board Room
June 15, 2006**

BOARD MEMBERS PRESENT:

Mary Feighny (chair), Kerry Storey (secretary), Michele Henry, Peg Lakin, Carol Jory, Karen Nicolay & Doris Kinnett

BOARD MEMBERS ABSENT: Kim Lane (vice-chair), Tim Peterson (treasurer)

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, June 15, 2006, in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:05 p.m., the Chair being in the Chair and the Secretary present.

PUBLIC COMMENT:

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

APPROVAL OF MINUTES:

The minutes from the May 18, 2006, Board meeting were accepted as presented.

DIRECTOR OF FINANCE REPORT -Nancy Watkins (included in your packet)

- Working on FY2007 Budgets

FINANCIAL REPORTS - Nancy Watkins

On motion by Doris Kinnett, seconded by Kerry Storey, the May Financial reports were accepted.

FRIENDS Dottie Harder

- Friends Book Sale: September 15, 16, & 17

FOUNDATION - Rick Friedstrom

- The Library Foundation newest members of the Edward and Mary Wilder Society are Dick and Nancy Pratt
- Received first sponsorship commitments for James Earl Jones Event
- Kathy Groesbeck is staff team leader for James Earl Jones event
- Kathy has been appointed to the conference committee of Mid-America Planned Giving Council. She will be providing assistance in planning

the Council's Building Blocks Program scheduled for December 1, 2006 in Kansas City.

- Volunteer Tim Elmer, is completing a review of The Library Foundation's website
- Trustees are initiating contacts and engagement activities with prospective donors, including luncheons and library tours with Gina
- Jim McHenry met with a delegation from the Lawrence Public Library that included three trustees from its library foundation

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

- Visit from Marilyn Arnone from Kansas Library Trustee Association (KLTA)-looking for trustee to serve as urban library representative on its board:
 - 1) Meetings are at Salina Public Library from 10:00 – 2:00 lunch provided
 - 2) Future meetings: September 30, 2006, January 6, 2007 & June 2, 2007
 - 3) Annual Meeting at Tri-Conference during April in Topeka
 - 4) Primary focus: CE training for all library trustees and to increase membership in KLTA
 - 5) Two year commitment
 - 6) Looking for representative from Topeka Shawnee County Public Library

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

- Summer Reading is going great with large crowds
- Adult Summer Reading program is doing quite well

Jeff Dawson

- Trolley trips for Summer Reading program very successful
- 11,300 circulation check out on opening day for *Summer Reading*

OLD BUSINESS

Organizational Priorities: (included in your packet)

Gina Millsap-Organizational Priorities Report / additions:

- 1) Fall reading incentive program for youth
 - 2) Clearinghouse for community calendar
 - 3) Create Meeting Room committee – meet bi-weekly-in process (solve problems and improve services)
- United Way survey-In Fall have U.W. committee come to Library to present community information from U.W. survey
 - Goal-this Library to become "The Information Center"

- Management Council has been reviewing organizational priorities and resources
- Management team reviewed budget to ensure its reflected goals identified in organizational priorities
- Thank you to Nancy Watkins, managers and supervisors for their hard work on budget process

LEGISLATIVE REPORT Rob Banks

- Government Affairs Committee is looking at legislative issues for 2007
- Annie Tietze is running for 56th district
- HB 404 - Exempts the sales of tangible personal property by or on behalf of public libraries serving the general public and supported in whole or in part with tax money or not-for-profit organizations whose purpose is to raise funds for or provide services or other benefits to such libraries
- HB 404 impacts our Friends of the Library-meaning after July 1, 2006, the Friends will not have to pay sales tax

NEW BUSINESS

On motion by Peg Lakin, seconded by Carol Jory, the board approves Charles Engel of Engel & Geier, P.A. as the Library's attorney.

On motion by Peg Lakin, seconded by Kerry Storey, the board approves the election of Tim Peterson as Board vice-chair.

Memorial for Jewell Edwards – Trustee discussion

TRUSTEE EDUCATION

Talking Books – Suzanne Bundy

- Talking Books originated in 1931
- Program started as a need for reading services for blind
- Partial vision was added later
- Added physical limitations
- Adults & children with learning disabilities
- 1970's Jim Marvin, Director of Topeka Public Library contacted State Library to see if program could be housed at Topeka and Shawnee County Public Library
- Early 80's needed more space
- Applied for grant to add on east/west wings
- Added elevator
- Automated system was needed
- Library of Congress contracted for software
- Currently serving 2,300 people over 14 counties
- Participating in Children's Summer Reading Program
- Customize bibliographies
- Tape repair service provided by volunteers

- Talking Books housed at Library benefits Talking Books and Library-let's community know we care
- Partner with Red Carpet Services-customer services cross over
- Funding for T.B. comes from:
 - 1) Federal
 - 2) State
 - 3) North East Kansas Library Systems
 - 4) Topeka and Shawnee County Public Library (housing & benefits)
- Currently have five full time employees and two part time
- Acting as host site for macular degeneration Internet conference provided by National Low Vision Services-offered once a month thru December
- Going to a digitized flash system
- T.B. program received \$75,000 in grant money to be divided between six regions
- TSCPL is one of seven that is providing this service
- Recommendation is to continue Talking Books program
- Talking Books contract will be on September board agenda
- Our job at Library is to make sure all people have access to information and materials

TRUSTEE COMMENTS-Mary Feighny

- All trustees have a copy of director's self evaluation
- Fill out trustee comment section of director's evaluation and return to Mary Feighny by July 7
- Mary, Tim & Kerry, Executive committee, will meet i.e. director's evaluation

PRESENTATION TO NEW TRUSTEE

- New trustee received welcoming gift
 - 1) Carol Jory

Kerry Storey
Secretary of the Board

The meeting adjourned at 5:10 p.m.
File: Bd minutes June 2006

Deputy Director of Finance Report July 2006

Investments:

There was a small drop in the interest rates the last two weeks in June but the rates are currently back above 5%.

General Fund:

With 50% of the budget year completed we have received 80% of our general fund budgeted revenue. We have expended and/or encumbered 45% of our general fund budget.

We continue to closely monitor requests for conference attendance since the budgeted amount for the year has already been spent. Other budget lines that are over the 50% expended mark are over because of open purchase orders or because the budget line has heavy early year expenses, i.e. staff training with staff development day expenses, and then evens out before the end of the year.

Employee Benefit Fund:

With 50% of the budget year completed we have received 108% of the budgeted revenue and expended 37% of our budget.

With the completion of the 2005 workers compensation audit we have received a refund of \$8,118.89. At the end of April we received a letter stating that we owed an additional premium payment of \$1,240.13 for 2005. I requested a copy of the audit ticket and after reviewing the information requested that a re-audit be done. The result was the refund check we received.

Bond & Interest Fund:

With 50% of the year completed we have received 86% of the budgeted revenue and expended 11% of the budget.

The bond & interest fund is the only "major" government fund we have that 99.5% of the revenue comes from tax dollars.

Non Budgeted Funds:

The final payment from Arts Midwest for the Big Read grant has been received.

The Early Reading First grant ended June 30 and we have submitted the paper work to USD # 501 for the final payment of \$863.25.

The Kansas Humanities Council grant which funded the "Life As We Have Known It: Meaningful Memoirs" book discussion group has been completed.

The negative balance in the Homework Center Fund is for salaries and employee benefits for June. The Foundation reimburses the library for these expenses.

The negative balance in the Lingo Fund comes from the payment of the first invoice for architectural services for the next phase of the 1020 building project. Funds have been requested from the Foundation to cover this expense.

Kansas Employers Workers Compensation Fund Board:

The annual meeting of the KEWCF Board was held in Wichita, June 12. Currently there are 43 employers in this insurance pool. I was reappointed to the Board for another year and will be serving as secretary/treasurer for the next year.

2007 Budget:

The pieces are complete and the Board Personnel and Finance Committees have met to review the proposed 2007 budgets. The proposed 2007 budgets will be presented at this Board meeting for approval to publish. The actual adoption of the budgets will come after the public hearing on Thursday, August 10.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of June 30, 2006

General Fund:

\$ 940,000 at 4.80%, dated 05/05/06, due 07/07/06
\$ 190,000 at 4.82%, dated 05/12/06, due 07/14/06
\$ 915,000 at 4.94%, dated 05/19/06, due 07/14/06
\$ 680,000 at 4.99%, dated 05/26/06, due 07/21/06
\$1,000,000 at 4.97%, dated 06/02/06, due 07/28/06
\$1,000,000 at 4.97%, dated 06/02/06, due 08/04/06
\$1,000,000 at 4.97%, dated 06/02/06, due 08/11/06
\$1,000,000 at 4.97%, dated 06/02/06, due 08/18/06
\$1,000,000 at 4.97%, dated 06/02/06, due 08/25/06
\$ 285,000 at 5.00%, dated 06/09/06, due 09/01/06
\$ 510,000 at 5.00%, dated 06/16/06, due 09/01/06
\$ 315,000 at 4.98%, dated 06/23/06, due 09/08/06
\$ 620,000 at 4.96%, dated 06/30/06, due 09/15/06

Restricted Funds:

\$ 210,000 at 4.96%, dated 06/30/06, due 07/28/06

Special Accruing Fund-Commerce Bank:

\$2,615,000 at 4.96%, dated 06/30/06, due 07/28/06

Bond & Interest Fund-Commerce Bank:

\$1,445,000 at 4.97%, dated 06/02/06, due 08/10/06
\$1,220,000 at 4.97%, dated 06/02/06, due 09/19/06

Municipal Investment Pool:

\$ 0

Topeka & Shawnee County Public Library
Financial Summary

06/30/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 06/30/06</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,956,840.21	\$ 9,679,664.48	\$ 5,242,273.98	\$ 7,394,230.71
Employee Benefits	784,697.77	2,244,184.26	1,131,724.30	1,897,157.73
Special Accruing	2,561,017.44	57,345.90	-	2,618,363.34
Bond & Interest	1,463,289.29	1,556,779.83	353,648.75	2,666,420.37
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	115,646.00	-	115,646.00
Federal & State Grants	144,274.39	92,581.65	165,093.43	71,762.61
Other Special Revenue	204,188.00	213,991.20	188,115.60	230,063.60
Permanent Funds	419,394.23	3,554.78	605.44	422,343.57
Totals	<u>\$ 8,533,701.33</u>	<u>\$ 13,963,748.10</u>	<u>\$ 7,081,461.50</u>	<u>\$ 15,415,987.93</u>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 21,586.30
General Fund-Commerce Bank-Investments	9,455,000.00
Special Accruing Fund-Commerce Bank-Investments	2,615,000.00
Restricted Funds-Commerce Bank-Checking	24,161.35
Restricted Funds-Commerce Bank-Investments	210,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	254,387.27
Bond & Interest Fund-Commerce Bank-Checking	793.29
Bond & Interest Fund-Commerce Bank-Investments	2,665,000.00
Cash on Hand	1,617.27
Petty Cash	100.00
Security Deposits	1,591.00
Endowment Securities	177,983.08
Municipal Investment Pool	-
	<u>\$ 15,427,219.56</u>
Payroll Liabilities	11,231.63
	<u>\$ 15,415,987.93</u>

Revenue/Expense/Balance By Fund Report

	01/01/06 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	06/30/06 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 2,956,840.21	\$ 9,679,664.48	\$ 209,975.28	\$ 5,032,298.70	\$ 7,394,230.71	\$ 480,071.99	\$ 6,914,158.72
Employee Benefit Fund	784,697.77	2,244,184.26	-	1,131,724.30	1,897,157.73	21,562.95	1,875,594.78
Special Accruing Fund	2,561,017.44	57,345.90	-	-	2,618,363.34	-	2,618,363.34
Bond & Interest Fund	1,463,289.29	1,556,779.83	-	353,648.75	2,666,420.37	-	2,666,420.37
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	115,646.00	-	-	115,646.00	-	115,646.00
<i>Federal & State Grants</i>							
Big Read Grant	(3,656.35)	25,000.00	5,362.68	15,980.97	0.00	-	0.00
ILDGP	56,065.34	-	-	45,781.09	10,284.25	8,828.30	1,455.95
Early Reading First	(550.57)	2,177.65	-	2,490.33	(863.25)	-	(863.25)
Gallery Grant	383.50	-	-	348.18	35.32	25.00	10.32
06-LSTA-3-F (Talking Books)	92,032.47	64,346.00	93.01	94,031.30	62,254.16	35.00	62,219.16
KS Humanities Council	-	1,058.00	-	1,005.87	52.13	-	52.13
<i>Other Special Revenue Funds</i>							
Adult Programs	155.90	-	-	118.60	37.30	-	37.30
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	-	2,052.01	(0.00)	-	(0.00)
Cyberchase Grant	244.02	-	-	-	244.02	-	244.02
Friends Wish List	6,644.59	42,681.11	-	18,086.35	31,239.35	7,239.54	23,999.81
Gifts/Memorials (Undesignated)	57,675.54	2,939.85	99.90	12,423.66	48,091.83	2,750.00	45,341.83
Grow Your Own Scholarship Fund	-	8,130.69	-	-	8,130.69	-	8,130.69
Hirschberg Lecture	1,178.22	26.97	-	-	1,205.19	180.20	1,024.99
Homework Center	-	18,821.69	-	22,156.54	(3,334.85)	-	(3,334.85)
Hughes Business Collection	948.36	-	-	-	948.36	-	948.36
Intergovernmental Coop Council	-	2,408.72	-	1,062.88	1,345.84	937.12	408.72
Library Materials	87,167.91	4,911.40	-	1,145.19	90,934.12	423.89	90,510.23
Lingo	13.93	115,559.90	111,250.00	8,809.90	(4,486.07)	50,700.00	(55,186.07)
NEH Expendable	18,112.21	369.80	-	4,386.44	14,095.57	100.00	13,995.57
Red Carpet	9,613.76	209.67	-	437.94	9,385.49	875.00	8,510.49
Rotary Grant	-	2,000.00	-	-	2,000.00	1,874.77	125.23
Special Collections	4,929.92	129.39	-	1,249.95	3,809.36	-	3,809.36
Talking Books	4,666.56	106.81	-	-	4,773.37	-	4,773.37
Topeka Competition	-	12,223.93	-	452.54	11,771.39	94.34	11,677.05
Torluemke Landscaping	1,291.04	4.24	-	748.71	546.57	757.43	(210.86)
Workshops	592.21	-	-	275.00	317.21	-	317.21
Youth Services	8,260.36	180.35	-	250.00	8,190.71	450.00	7,740.71
<i>Permanent Funds</i>							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	3,554.78	-	605.44	252,390.80	-	252,390.80
TOTALS	\$ 8,533,701.33	\$ 13,963,748.10	\$ 326,780.87	\$ 6,754,680.63	\$ 15,415,987.93	\$ 576,905.53	\$ 14,839,082.40

Topeka & Shawnee County Public Library

General Fund - Revenue

06/30/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u> 50.0% of year
Ad Valorem Property Tax	\$ 9,549,860.00	\$ 8,960,612.77	\$ 589,247.23	94%
Back Tax	-	-	\$ -	0%
Motor Vehicle Tax	1,276,638.00	420,317.20	\$ 856,320.80	33%
Motor Vehicle Excise Tax	-	-	\$ -	0%
Recreational Vehicle Tax	13,543.00	4,015.96	\$ 9,527.04	30%
Recreational Vehicle Excise Tax	-	-	\$ -	0%
16/20 M Vehicle Tax	10,032.00	9,105.08	\$ 926.92	91%
In Lieu of Tax	29,335.00	15,828.17	\$ 13,506.83	54%
Sundry Revenue	10,000.00	5,729.17	\$ 4,270.83	57%
Salary Refunds-Foundation	80,000.00	25,959.29	\$ 54,040.71	32%
Salary Refunds-Friends	80,000.00	47,950.44	\$ 32,049.56	60%
Vend Machines	50,000.00	31,838.76	\$ 18,161.24	64%
Lost/Damaged Materials	22,000.00	17,546.53	\$ 4,453.47	80%
Meeting Room Charges	5,000.00	2,670.00	\$ 2,330.00	53%
Sale of Inventoried Equipment	3,000.00	-	\$ 3,000.00	0%
Interest Received-Investments	49,800.00	138,001.11	\$ (88,201.11)	277%
Interest Received-Bank Account	200.00	90.00	\$ 110.00	45%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
TOTALS	<u>\$ 12,165,275.00</u>	<u>\$9,679,664.48</u>	<u>\$2,485,610.52</u>	80%

Topeka & Shawnee County Public Library

06/30/06

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> 50.0% of year
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,400.00	\$ -	\$ 2,400.00	50%
Salaries-Maintenance	559,000.00	272,620.47	-	286,379.53	49%
Salaries-Overtime	10,000.00	1,967.65	-	8,032.35	20%
Salaries-Shelvers	175,000.00	66,348.30	-	108,651.70	38%
Salaries-Staff	6,006,000.00	2,865,340.23	-	3,140,659.77	48%
Salaries-Security	220,000.00	115,538.73	-	104,461.27	53%
Conferences	60,000.00	64,350.15	6,216.72	(10,566.87)	118%
Staff Training	20,000.00	10,075.83	385.00	9,539.17	52%
Employee Assistance Program	4,100.00	1,915.32	1,915.32	269.36	93%
Mileage	6,500.00	3,250.46	1,479.01	1,770.53	73%
COLLECTION:					
Materials-Binding/Replacements	7,000.00	982.74	617.70	5,399.56	23%
Materials-Print/Non-Print <1 YR	476,315.00	29,207.34	830.16	446,277.50	6%
Materials-Print/Non-Print	1,223,685.00	542,188.85	205,064.38	476,431.77	61%
Materials-Periodicals	150,000.00	9,903.78	634.01	139,462.21	7%
OPERATIONS:					
Automation support	112,000.00	17,730.79	7,147.20	87,122.01	22%
Contracted-Automation	160,000.00	62,306.14	43,398.35	54,295.51	66%
Contracted-Buildings/Grounds	445,000.00	167,224.06	40,016.05	237,759.89	47%
Contracted-Office Equipment	110,000.00	52,328.15	46,663.73	11,008.12	90%
Contracted-Professional	100,000.00	31,132.60	15,467.59	53,399.81	47%
Database	65,000.00	-	-	65,000.00	0%
Furniture/Equipment <3,000	15,000.00	5,583.00	1,041.65	8,375.35	44%
Furniture/Equipment >3,000	455,000.00	46,595.30	-	408,404.70	10%
Gallery	35,000.00	18,914.85	1,108.68	14,976.47	57%
Insurance	95,000.00	47,645.00	-	47,355.00	50%
Human Resources	20,000.00	11,832.13	5,993.70	2,174.17	89%
Memberships/Dues	25,000.00	4,701.34	364.84	19,933.82	20%
Miscellaneous	15,000.00	5,970.58	975.74	8,053.68	46%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	186,728.41	45,572.66	127,698.93	65%
Printing	65,000.00	22,918.09	7,194.97	34,886.94	46%
Public Relations	45,000.00	15,977.21	2,917.63	26,105.16	42%
Supplies-Building/Maintenance	110,000.00	51,259.07	15,964.92	42,776.01	61%
Supplies-Office/Library	125,000.00	52,031.20	1,887.37	71,081.43	43%
Supplies-Processing	65,000.00	26,785.93	2,769.03	35,445.04	45%
Telephone	86,500.00	35,655.54	4,371.81	46,472.65	46%
Utilities-Electric	225,000.00	108,823.74	-	116,176.26	48%
Utilities-Gas	125,000.00	41,226.26	-	83,773.74	33%
Utilities-Water/Sewage	25,000.00	14,030.66	-	10,969.34	56%
Vehicle-Gas	20,000.00	6,840.63	5,451.12	7,708.25	61%
Vehicle-Repair	50,000.00	11,922.64	4,270.47	33,806.89	32%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	45.53	-	(45.53)	
TOTALS	\$ 12,165,275.00	\$ 5,032,298.70	\$ 469,719.81	\$ 6,663,256.49	45%

Topeka & Shawnee County Public Library
Special Revenue Funds

06/30/06

EMPLOYEE BENEFITS

	2006 Budget	Year To Date	%
Balance 01/01/06	\$ 581,025.00	\$ 784,697.77	
Revenue:			
Ad Valorem Property Tax	\$ 1,709,806.00	\$ 1,604,139.41	94%
Back Tax	-	-	
Motor Vehicle Tax	272,634.00	90,823.47	33%
Recreational Vehicle Tax	2,892.00	863.42	30%
16/20M Vehicle Tax	2,142.00	933.60	44%
In Lieu of Tax	6,265.00	4,144.48	66%
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	6,478.37	86%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	3,054.21	51%
Refund - Workers' Comp	-	8,118.89	0%
Retiree Payments BC/BS	44,500.00	21,713.57	49%
	\$ 2,083,739.00	\$ 2,244,184.26	108%
Expenditures:			
FICA	532,000.00	\$ 253,938.55	48%
KPERS	320,000.00	141,134.07	44%
Worker's Compensation	95,000.00	43,475.41	46%
Unemployment Tax	23,000.00	7,160.23	31%
Health/Dental Insurance	1,540,000.00	686,016.04	45%
Revitalization Rebates	29,764.00	-	0%
	\$ 2,539,764.00	\$ 1,131,724.30	45%
Balance 06/30/06	\$ 125,000.00	\$1,897,157.73	

SPECIAL ACCRUING

Balance 01/01/06	\$ 2,561,017.44
Revenue:	
Interest received	57,345.90
	\$ 57,345.90
Expenditures:	
Capital Outlay	-
	\$ 2,618,363.34
Balance 06/30/06	\$ 2,618,363.34

STATE AID

Balance 01/01/06	\$ -	\$ -
Revenue:		
State	120,000.00	115,646.00
Federal	-	-
	\$ 120,000.00	\$ 115,646.00
Expenditures:		
Library Materials	120,000.00	-
	120,000.00	\$ -
Balance 06/30/06	-	\$115,646.00

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

06/30/06

	<u>2006 Budget</u>	<u>Year to Date</u>	<u>% Rec'd</u>
Balance 01/01/06	\$ 1,408,736.00	\$ 1,463,289.29	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,584,615.00	1,450,265.18	91.5%
Back Tax	-	-	
In Lieu of Tax	4,658.00	2,561.78	55.0%
Motor Vehicle Tax	202,676.00	66,915.05	33.0%
Recreational Vehicle Tax	2,150.00	638.62	29.7%
16/20M Vehicle Tax	1,593.00	1,495.94	93.9%
Interest on Idle Funds	15,000.00	34,903.26	232.7%
Transfer from Improvement Fund	-		
	<u>\$ 1,810,692.00</u>	<u>\$ 1,556,779.83</u>	86.0%
<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%
Balance 06/30/06	\$ -	<u><u>\$ 2,666,420.37</u></u>	

DRAFT
Circulation Policy
Guidelines
7/13/2006

Obtaining a Library Account

Applicants must show identification indicating name and address. Acceptable forms of ID include a driver's license, a rental agreement, a student ID, vehicle registration, or other similar forms. A piece of mail may be used to verify address as long as another form of ID is presented to verify name. If the applicant is able to prove name but cannot prove address, two print items may be borrowed and to verify the address information a card will be sent to the mailing address.

Children, unlike adults, may not have access to common forms of ID. Therefore, they may be allowed to complete an account application without presenting name verification. They must indicate the name of a responsible adult. A card will be mailed to them to verify address. They will be limited to two print items until the card is received.

In the event that a card is needed for purposes other than borrowing, for example to access library computers, customers will be required to provide name and address information sufficient to allow for the creation of an account without borrowing privileges.

Accessing a Library Account

The library issues cards to eligible applicants to identify them as eligible users. Each card holder should present the card assigned only to them at the time of any transaction.

The use of the library card helps insure accuracy in the access of library accounts. Therefore, all customers are expected to use that card in completing transactions. In an emergency it is possible to substitute ID (picture ID is preferable) in lieu of the card. In these situations the customer will be limited to two (2) items at check out until they produce the library card.

Children without ID should be able to answer questions about their address, birth date, etc. to prove identity. Children will be limited to two (2) items until they produce the library card.

Using a Library Account

Customers are expected to return materials in good condition within the established loan periods. The library will impose charges on library accounts for non-returned or for damaged materials. Access privileges, including borrowing privileges will be suspended for unresolved charges on customer accounts. All matters about charges should be referred to the Circulation Department for resolution.

Lost charges will be waived on items returned in good condition within six months of the original date due. Refunds will be given for items that are returned in good condition within six months of the original date due.

Customers may keep damaged items for which full replacement charges have been paid although the library reserves the right to dispose of damaged items within a reasonable time.

Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused. Billing information will be provided for insurance purposes where applicable. Theft does not exempt the borrower from payment for the loss of library materials.

The library may forgive charges against a customer account in unusual circumstances not covered above.

The library assumes no liability for loss or damage to user's equipment or injury from use of library owned materials.

DRAFT
7/13/2006
TSCPL
Circulation Policy

The purpose of this policy is to provide access to library materials and services for all eligible users and to support the library's responsibility as an effective steward of library resources. Access to library materials and services may include borrowing privileges, use of computer and other electronic resources, as well as other activities. Access may be limited by guidelines established by the library administration. By applying for a library account, the customer agrees to abide by all library policies and procedures.

Eligible Borrowers

1. All residents and persons paying taxes on real property in the library's taxing district are eligible for full access to materials and services.
2. The library maintains a reciprocal borrowing agreement with member libraries of the Northeast Kansas Library System (NEKLS). Residents of the area included within NEKLS are eligible for access to library materials and service.
3. Students and staff at any accredited educational institution within the library's taxing district are entitled to full access to materials and service as long as they maintain student or staff status.
4. State legislators and their immediate families are entitled to full access to library materials and services.
5. Other persons may be granted access in situations deemed appropriate by library administration.
6. Non-residents, otherwise not eligible for access, may be permitted to purchase an account for a fee to be determined by the library administration.
7. The library will establish guidelines for verifying proof of eligibility for access. Eligible persons under the age of 18 will be required to provide the name of a responsible adult at the time of making application for a library account.

Borrowing of Materials

1. In order to ensure the most equitable use of library resources, the library administration will establish checkout periods, limits on the number of items that may be borrowed, and responsibilities of customers in the use of their library accounts. Customers under 17 years of age will not be allowed to request or borrow R-rated films without the presence of a parent or guardian to provide permission.
2. Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges. The library reserves the right to employ a collection agency.
3. Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers

1. Customers are expected to responsibly manage their library account. Customers are responsible for all items checked out on their account. The library administration will establish rules that require customers to pay replacement costs on lost or damaged materials checked out on their account. Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.
2. Customers will be held responsible for all items checked out on their library card up to the time they report the card as lost.



**CIRCULATION POLICY
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
Revised and approved by the Topeka and Shawnee County Public
Library Board of Trustees, October 16, 2003**

1 BORROWERS' CARDS AND BORROWING PRIVILEGES

1.1 A borrower's card will be issued to an eligible applicant.

**1.2 Applicants must show identification indicating current name and address.
If applicant is able to prove name but cannot prove address, two print items may be borrowed and card will be mailed. Certain other sources of identification may be used in the case of minor applicants.**

1.3 Minor applicants, under 18 years of age, must have the signature of or indicate the name(s) of a parent(s), guardian(s), or other responsible adult(s) over 18. The person(s) listed may have access to account information. Adults not listed on the account will not have access to account information without the expressed written approval of the minor or other responsible adult(s) listed on the account.

1.31 Written approval may indicate single or multiple access to the account.

1.32 Deletion of names of responsible adults must be in writing by either the account holder or one of the listed responsible adults.

1.4 ELIGIBLE BORROWERS

1.41 Lifetime cards are issued for the life of the cardholder. Borrowers are recommended for this honor. These recommendations are made by the Topeka & Shawnee County Public Library Board of Trustees, The Friends of the Topeka Shawnee County Public Library, or The Topeka & Shawnee County Public Library Foundation.

- 1.42 Topeka & Shawnee County residents are entitled, without charge, to a library card. An annual address verification will be required.**
- 1.421 Non-residents and their immediate family members who pay taxes on real property within Topeka & Shawnee County are entitled, without charge, to a library card. A current tax receipt is required for verification, annually.**
- 1.43 Topeka & Shawnee County Public Library has a reciprocal borrowing agreement with all other members of the Northeast Kansas Library System (NEKLS). NEKLS is a legally constituted regional system of cooperative libraries designed to provide library service to rural Kansans through access to member libraries and to improve local library service within the system boundaries. A map of NEKLS counties is available at the Circulation Desk. Residents of the 14 NEKLS counties can obtain cards here based solely on proof of residence in one of the NEKLS counties.**
- 1.44 Temporary residents of Topeka & Shawnee County, who are otherwise considered non-residents, are eligible for a library card, without charge. These patrons will have an address check every three months and include:**
- 1.441 Students at Washburn University and any other educational institution located in Topeka & Shawnee County, except Rossville and Silver Lake Townships.**
- 1.442 Long-term patients or temporary personnel of Topeka & Shawnee County hospitals or temporarily assigned personnel of Topeka & Shawnee County businesses.**
- 1.443 State Legislators and their immediate family members.**
- 1.45 Non-residents, who are not included in the above categories, may receive a family account upon payment of an annual fee of \$85. Non-resident borrowers may check out any circulating materials.**

1.451 Individual cards will be issued to members of the family. All cards attached to the same account.

1.46 Visitors in Topeka & Shawnee County may receive a temporary card, valid for 30 days, which allows them to check out up to two (2) print-only circulating items. When the two items are returned, two more may be borrowed.

1.47 The Administration, Managers, or Supervisors of the Topeka & Shawnee County Public Library may approve services on a temporary basis in cases not covered by the above policy statements.

1.471 The Circulation Supervisor or Manager will be notified of any such exceptions made.

1.5 BORROWING PRIVILEGES

1.51 The Topeka & Shawnee County Public Library issues library cards to eligible applicants to identify them as eligible borrowers of the library's circulating materials. Each card holder should present the card assigned only to them at the time of any transaction with the library staff.

1.511 Patrons will report lost or stolen cards to the Circulation Unit of the library as soon as possible. Patrons will be held responsible for items checked out prior to reporting their card lost. Items checked out after that time will not be the patron's responsibility.

1.512 ID other than the library card (picture ID is preferable) may be used in an emergency and patrons will be limited to two (2) items until they produce the library card.

1.5121 Children without forms of ID should be able to answer questions about their address, birth date, etc. to prove their identity. Children will be limited to two (2) items until they produce the library card.

1.52 The borrower's signature, on the library card issued to them, indicates that they agree to abide by all Library policies and procedures."

- 1.53 Borrower's privileges may be denied to any individual with unpaid charges of \$100 or more. Privileges may be denied to any patron with items 12 months or longer overdue or with any unpaid charges more than 12 months old." Monetary charges can be assessed for things other than lost charges, e.g. damaged items.
- 1.54 All borrowing privileges may be denied to Interlibrary Loan borrowers for non-payment of charges or non-return of Interlibrary Loan materials. Privileges will resume when the account is resolved.
- 1.55 Patrons under 18 years of age, unless accompanied by a parent or legal guardian, may not access or borrow library periodicals that they could not legally purchase from Kansas retail establishments. The library operates under the Statutes of the State of Kansas including 21-4301, 21-4301a, and 21-4301c protecting minors from potentially harmful obscenity. Access to the item being requested is considered to be made by the parent or legal guardian. Borrowers will be requested to verify their age with proper identification when their age is not readily apparent.

2.0 CIRCULATING LOAN PERIODS

- 2.1 All circulating materials will have an established loan period.
 - 2.11 Loan periods will be established by the Topeka & Shawnee County Public Library's Administration with recommendations from staff committees.
- 2.2 Limits on the number of specific types of items that may be checked out on a borrower's card may be established.
 - 2.21 Limits on items will be established by the Topeka & Shawnee County Public Library's Administration with recommendations from staff committees.

3.0 RESERVING MATERIALS

- 3.1 Some circulating materials may be reserved by a borrower if the requested item is not available at the time of the request.
 - 3.11 When a reserve item returns to the library, the borrower may be called or the item is mailed to their home, based upon borrower preference.

- 3.12 Limits on the number of active reserves per borrower may be established by the Topeka & Shawnee County Public Library Administration with recommendations from staff committees.

4.0 LOST OR DAMAGED MATERIALS

- 4.1 The borrower is responsible for material damaged while checked out on their account. If full replacement cost is charged, the borrower may keep the damaged item.
- 4.2 The purchase or replacement cost of a lost item is charged to the borrower. This charge will be refunded if the lost item is returned in good condition within one year of original date due. No refund will be made after past due date.
 - 4.21 Full replacement costs will be charged for items 9+ returned more than one year past the original date due, regardless of condition.
- 4.3 Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused. The borrower will be asked to provide appropriate reports. Billing information will be provided for insurance purposes where applicable. Theft does not exempt the borrower from payment for the loss of library materials.
- 4.4 The Administration, Managers, or Supervisors of the Topeka & Shawnee County Public Library may forgive charges against a borrower's account in extreme cases not covered by the above.
 - 4.41 The Circulation Unit Manager or Supervisor will be notified of any such exceptions made.
- 4.5 The Library assumes no liability for loss or damage to user's equipment or injury from use of library owned audio-visual materials.

5.0 NON-RETURN OF LIBRARY MATERIALS

- 5.1 As stated in K.S.A 21-3702, theft of library materials is a criminal offense.
- 5.2 The Library Board of trustees has authorized the Circulation Unit Manager to pursue collection of

materials and/or payment for such materials that are not returned.

6.0 CONFIDENTIALITY OF BORROWER INFORMATION

6.1 Personal borrower information is confidential. This information is accessible for normal library related activities. Any use of this information for other than normal library related purposes requires approval by the Topeka & Shawnee County Public Library Board of Trustees and when appropriate, with legal advisement. This information should not be accessed unless there is a compelling library related reason to do so.

6.2 Library related borrower information, such as items checked-out, overdue information, or any other listings of current library activities is confidential. Topeka & Shawnee County Public Library may not comply with non-library related requests for release of this information unless formally ordered by a court of law or by the written authorization of the responsible borrower in person.

6.21 Library staff should only access confidential information for library related activities.

6.211 Breach of borrower confidentiality is subject to disciplinary action as described in the Topeka & Shawnee County Public Library Employee Handbook.

6.22 Confidential borrower information will only be given to the individual borrower on the account.

6.221 The responsible adult(s) listed on the account of a minor may have access to borrower information on that account.

Resolution-Circulation Policy Amendment

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

DIRECTOR'S REPORT

July, 2006

POLICY

Circulation: As we have with other policies, we have attempted to distinguish between policy and practice. The substantive change in the policy is the confidentiality section and the addition of the section of the responsibilities of customers. Re. confidentiality -- we are recommending that we reference it in this policy and then write a separate policy that addresses the Patriot Act as well as state law. Re. customer responsibilities – we want to ensure that new library customers understand both the benefits and responsibilities of using their cards. In the guidelines, we have made some changes to facilitate the timely return of materials. Circulation manager Paul Brennan will review this policy at the meeting.

DISCUSSION/ACTION ITEMS

Kansas Library Association (KLA) contract renewal – This is a continuation of the contract with the KLA. For new trustees, TSCPL agreed to provide office space to KLA when its office was relocated from Wichita. There are a number of benefits to this library as well as the Kansas library community with this arrangement, including the close proximity of KLA's executive director to the legislature during its session. The executive director monitors legislation affecting libraries and advocates on behalf of libraries throughout the session.

Approval of bid for Red Carpet vehicle – We are recommending the approval of this bid. Note that the total cost of the vehicle will be more than the amount in the bid. Projected costs for external graphics are \$11,000. Recall that you previously approved a not-to-exceed amount of \$250,000 for this project. I am anticipating that the costs will be less than \$210,000.

Budget FY 2007 considerations-approval for publication/Resolution for Budget year 2007 tax increase – Each year per state statute, the Library Board of Trustees must approve publication of the budget and set the mil rate for tax collection.

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 or 580-4484.

Here are the highlights:

Added/Modified these objectives:

- Merged - *Develop formalized Speaker's Bureau focused on services, programs and collections with Develop marketing plan that "brands" the Library*
- Added under Programs, Services, Collections & Infrastructure:
 - 1) *Digitize Art Collection – Assess and prioritize collection for digitization/Assess and prioritize collection for digitization/Identify software programs/Purchase software/Begin data entry*

Staff coordinating committees working on objectives will give brief reports at the meeting.

These strategies are included in the FY07 budget request:

- CD Bins for media center (Furniture & Equipment budget)
- Periodicals/New Book Shelving (Furniture & Equipment budget)
- DVD dispenser (Furniture & Equipment budget)
- Fixtures/display equipment and furniture for visual merchandising (Furniture & Equipment budget)
- Computer management / print management (Automation Support budget)
- Community planning group with facilitator (community planning team) (Training budget)
- Leadership academy curriculum development/facilitation (Training budget)
- Staff, hardware & software for digital branch (Personnel & automation support budgets)

PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS

Attended: Rotary, Kansas Library Association Governmental Affairs Committee, United Way community survey meeting, Kansas Health Foundation Leadership group, Friends board, Foundation board

Other activities: Met with Foundation donors and requested for funding for Red Carpet vehicle

TRUSTEE NEWS

Terry Kimes: Terry has been appointed by Mayor Bunten and approved by the City Council to complete Jewell Edward's term as trustee. He attended the Finance Committee meeting this week and July will be his first official board meeting. Terry is vice-president at Mize Houser and Company, a CPA and consulting firm with offices in Topeka, Overland Park, Lawrence and Tuscon. He specializes in information technology management and consulting.

His contact information is :
Phone - 785-233-0536
Email – terry@mizehouser.com

Welcome, Terry!

Suzanne Robb: We have also received word from the Mayor's office that Suzanne Robb has been appointed to fill Kim Lane's term. She has been approved by Council, but as of today (7/14/07), we haven't received notification from the Mayor's office.

MARK YOUR CALENDARS!

Please note that the August board meeting is on August 10 at 4 p.m. This meeting is on the second Thursday of the month to ensure that we are in compliance with the state statute requirements for budget approval.

**Gina Millsap, Executive Director
Topeka and Shawnee County Public Library
7/14/2006**

Deputy Director of Operations
Robert Banks
July 20, 2006

I will be on vacation at the time of the Board meeting.

As the American Library Association (ALA) Councilor from Kansas, I attend the ALA Conference. This year the conference was scheduled for New Orleans. In light of the devastation from Katrina, there was great concern that we would not be able to meet in New Orleans. Fortunately, the city was able to host the conference. New Orleans has always been known for the hospitality, but this year, the people of New Orleans exceeded their own standards in welcoming us to their city. We heard from literally everyone that we spoke with how grateful they were that we were there and had decided to keep the conference in New Orleans. ALA is the third largest conference in the United States and we were the first big conference since Katrina. The message we sent was that that New Orleans could handle a large conference successfully.

It was a good conference and we had a number of notable speakers, such as; Madeline Albright, Cooper Anderson, Laura Bush and Cokie Roberts. A significant message from the conference was the role that libraries played in post-Katrina New Orleans. The libraries were vital in their role of collecting information and providing access to that information, not only for the local people, but for the many citizens and relatives scattered across the country. This was often done through great hardship by the librarians themselves. One aspect of libraries that was not initially considered, but a role that became more important than many others was the connection with normalcy provided by things like story-time. Those left in the area cherished the moments when they could gather at a library event and pretend for a few moments that their lives were not in a shambles and that things were normal. This role was expressed many times in talking with the residents and a major message they sent back to us was to work with the local emergency management offices to stress the great value that libraries play in times of emergency. It was emphasized that we need to play a significant role in emergency planning in our home neighborhoods.

The locals were truly sorry to see us leave as many of them were out of work when we left until the next large conference came to town sometime in the fall.

The longer trial of the Greeter program, as the IT staff call it, the beta-test, started Monday, July 10, 2006. Most of the staff are involved, which is a significant commitment of resources for this project. We will be monitoring this trial closely to determine what works and what doesn't best serve the public. We should know much more by the August Board meeting.

The School of Library and Information Management (SLIM) at Emporia State University asked us to partner with them on a Laura Bush 21st

Century Librarian Program grant. We received word this week that SLIM was successful and will receive money to support the education of students from ethnic minorities. We will be working with SLIM to identify potential minority students in the Topeka area, encourage them to pursue a library education and seek jobs in libraries. This grant is for a three year period. This has the potential to be beneficial to our service area as well as the library community as a whole.

Departmental Highlights

Circulation Department Highlights

The library set an all-time monthly checkout record at **219,913**. That figure broke the old record, set in March 2006, by more than 10,000 items. For the year, total checkout is more than **10%** ahead of last year's figure.

For the first time ever, daily checkout averaged more than **7,000** items for a month.

Facilities Highlights

Jason Frye worked in Facilities Unit through most of June. Jason participated in the Vocational Intervention Program, administered through Heartland Works and USD 501. This program allowed Jason to get his first work experience. During his time at the Library, Jason worked with our maintenance technicians, assisting with repairs, worked on grounds and did a lot of painting.

Installed additional return air grille in Y.S. to increase air flow.

Retrofit light fixtures in Special Collection to reduce glare on screen.

Painted floors in lower level mechanical equipment rooms.

Painted floor in 1020 Bldg. mechanical room.

Painted all exterior railings and metal work on west side of Main.

Patched and painted staff service corridor.

Patched and painted columns in New Books area.

Patched and painted east collection area.

Chiller #1 condenser coils cleaned. Unit checked.

Vendor performed repair on Chiller #2. Waiting for additional part for further repair.

P.M. performed on all AHUs, pumps, chillers and water softeners.

Several minor vehicle maintenance and repair tasks completed.

Repaired emergency brake assembly on Adventuremobile.

Had body and driver's side door frame welded and an additional support bracket fabricated and installed.

Replaced gas tank support strap on Adventuremobile.

Performed on going preventative maintenance and adjustments on Tech Logic automatic material handling equipment.

Repaired toilet in south woman's rest room.

Rear A/C unit in Bluebird bookmobile replaced under warranty.

Replaced power steering hose on Lingo bookmobile.

Checked and tightened drain lines under soda dispenser bar in café. Cleaned the pipe chase area.

Checked remote water coolers. Found several defective overload switches. Replaced switches, serviced and cleaned units.

Installed safety receptacle cover plates in Y.S.

Repaired chilled water valve on AHU #5.

Performed several toilet/ urinal repairs.

Worked with fire alarm service vendor in resolving persistent problem.

Built and installed shelving in Special Collections and Gallery.

Re-engineered condensate drain configuration on several AHUs and installed improved system.

Gallery

The Alice C. Sabatini Gallery hosted the exhibit "Figures in Fiber", an art exhibit of 60 handmade dolls by 34 artists from Topeka, and from around the country. It has met with two full articles in the Topeka Capitol Journal and the Topeka Metro News, and has been covered by three television stations in the area. The guest curator was Beverly Dodge Radefeld, and the exhibit was sponsored by a gift from the Swogger Foundation. Attendance has averaged about 150 visitors a day.

The Printed Image: the First Biennial Midwestern Graphics Juried Exhibition is proceeding well. It will open on August 11, with an artists and awards reception on Saturday, August 12, from 2 – 4. After the reception, the juror, Karen Kunc (pronounced Koons) will speak in the Marvin Auditorium. This national competition drew 349

entries by 121 artists from 34 states. The juror accepted 109 entries by 79 artists. We are very pleased with the response for this first year.

Originally, *The Printed Image* was to be exhibited in both the Sabatini Gallery and the Mulvane Art Museum. Unfortunately, the construction is not yet completed on the Mulvane renovations, so our first year will be in the Sabatini Gallery only. The staff of the Mulvane Art Museum are still participating in the exhibit planning and production, and the Mulvane Art Museum has shared the costs of the exhibit and has named two purchase awards from the exhibit. The plan continues that in future years, this competition will be shared with the two museums in a community partnership.

YOUTH SERVICES

Summer Reading is proving a rousing success for TSCPL! Our 'Blockbuster' programming on Wednesday mornings are averaging 250 customers or more for both the 9:30 am and 11:00 am shows; breaking these programs into two separate shows has proven to meet our customer's needs.

We are planning for our fall programming in Youth Services and the ideas are rolling in; everything from a Captain Underpants book discussion group (targeted at elementary age boys) to a Genealogy workshop for kids.

Youth Services is also investigating the possibility of keeping the positive energy flowing from the Summer Reading Program into a Fall Reading Program; keep those kids reading!

BOOK MOBILE

Summer heat does not keep our customers away at any of our Bookmobile stops. We are busy as ever!

The Adventure Mobile is doing outstanding business; featuring different 'critters' each week entertains children as they walk away with armloads of books.

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Programs, Services, Collections and Infrastructure	Improve public access to art collection and Special Collections via Internet	Digitize Art Collection	Assess and prioritize collection for digitization	01/01/06	In process	Staff time	Gallery Staff
Programs, Services, Collections and Infrastructure	Improve public access to art collection and Special Collections via Internet	Digitize Special Collections Archives	Assess and prioritize collection for digitization	01/01/06	In process	Staff time	Special Collections, Staff & It staff
Organizational Development	Become a high performance organization	Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board	Chairpersons of the three boards meet	02/01/06	In process	Ongoing	Gina Millsap , All Library Boards
Customer Service	Improve facility accessibility and ease of use	Reduce the number of locational questions at public desks	Create a Rotational Information Assistant program plan	03/01/06	Plans completed		Rob Banks
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Form a committee to plan Staff Development Day	03/01/06	Committee completed	Training budget	Donna Tryon , Maggie Allen, Kyler Carpenter, Shannon Eddings, Jeff Imparato, Sandy Lane, Shari Schawo, Tracy Seitz, Jim Serrano, LeAnn Sevy, David Shivers, Stuart Yoho, GR Marchant
Organizational Development	Become a high performance organization	Foster collaboration	Provide work time for interdepartmental discussion, interaction, exchanging ideas	03/01/06	On-going		Gina Millsap , Administration, Management Council, James Hebert & Staff
Organizational Development	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		Gina Millsap , Administration, Management Council

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Customer Service	Remove barriers to excellent customer service	Reduce number of violations of customer conduct policy	Identify and examine trouble areas in library for violations and determine optimal solutions. i.e. cozy books, computer layout	04/01/06	In process		Greg Gaul , Jeff Dawson & Katie Escher
Customer Service	Remove barriers to excellent customer service	Reduce number of violations of customer conduct policy	Examine feasibility of behavior modification training for repeat offenders	04/01/06	In process		Greg Gaul & Jeff Dawson
Programs, Services, Collections and Infrastructure	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
Customer Service	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	FY 06 Ongoing expense	
Customer Service	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Promote self-sufficiency through just in time training program for public on issues such as patron initiated ILL, usage of self check machines (utilize teen volunteers)	05/01/06	In process		Paul Brennan
Customer Service	Determine who our customers are or might be	Evaluate community demographics, esp. special populations	Mine database to establish who our customers currently are	05/01/06	In process		Gina Millsap , Donna Tryon, Nancy Watkins, Shannon Eddings, Thad Hartman & Paul Brennan
Customer Service	Determine who our customers are or might be	Evaluate community demographics, esp. special populations	Utilize database compiled from the United Way community analysis project and determine demographics and locations of population	05/01/06	In process		Gina Millsap , Donna Tryon, Nancy Watkins, Shannon Eddings, Paul Brennan, Thad Hartman, Jeff Imparato & Greg Gaul
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Prepare estimated cost for Compensation Study	05/01/06	Completed		Nancy Watkins & HR

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Programs, Services, Collections and Infrastructure	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Evaluate and make recommendation on Talking Books service. KLAS software ?	05/01/06	Completed		Suzanne Bundy, IT Manager / plus
Programs, Services, Collections and Infrastructure	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
Programs, Services, Collections and Infrastructure	Evaluate & respond to current needs of library users	Analyze & improve the administrative process for providing public programs	Review & begin implementation of PIT Crew recommendations. Program Coordinator & software	05/26/06	In process	FY 07	Management Council
Customer Service	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Examine portability of materials for customers, such as carts, drive up service or delivery service for public to vehicles (utilize teen volunteers)	06/01/06	In process		Paul Brennan
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Foster a sense of esprit de corps among all staff	Create a staff picture board to be updated monthly (cover all units)	06/01/06	In process		Chris Kratochvil, Arion Beals, Luanne Webb, Maurice Wright Jan Robinson & front line staff
Valuing Staff	Communication	Create open environment that encourages input & feedback	Institute a (M.C. Units or Dept.) Blog with two way feedback & comment capabilities "News 2 Use"	06/01/06	Completed		IT Manager
Programs, Services, Collections and Infrastructure	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 . Moving shelves, fixtures, etc.	06/01/06	In process	T.S budget 07 - Link: http://www.techservices.pbwiki.com Note: password is tscpl	Thad Hartman, Suzanne Bundy, Marie Pyko & Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Mari Dawson, Renee Patzer, Valerie Reif Tanya Walsh & Tiffany Wiggins
Programs, Services, Collections and Infrastructure	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	FY08 ???	Stuart Yoho, Jeff Dawson, Marie Pyko, Stephanie Hall & Ann Newell

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Foster a sense of esprit de corps among all staff	Form a committee to establish parameters for a monthly fun day and National Library's Workers day activities (staff association?) Get to know Board members.	07/01/06	In process		Marie Pyko , Susan Marchant, Karen Allen, Elaine O'Gara, Bonnie Cuevas, Susan Appleby, Janet Johnsen, Kyler Carpenter, Keenan Eves, Dianne Elrichs and staff
Valuing Staff	Communication	Create open environment that encourages input & feedback	Ensure employee computer access	08/01/06	In process	FY 06	IT Manager
Leadership	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	Completed		Gina Millsap , Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho & Sherry Best
Customer Service	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Establish long term coherent guidelines for security issues	09/01/06	In process		Rob Banks & Greg Gaul
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bids for Compensation Study	09/01/06			Nancy Watkins & HR
Customer Service	Develop consistent level of customer service throughout Library	Reduce collection misdirection	Examine feasibility of Information Management System (IMS) / Horizon for different service- current structure is confusing for staff and public (HIP)	10/01/06			Thad Hartman , Matt Pettit & Shannon Eddings
Customer Service	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	12/01/06	In process		Diana Friend , Paul Brennan, Katie Escher & Stephanie Hall
Leadership	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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Organizational Development	Become a high performance organization	Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board	Define the role of philanthropy among the three boards and Library staff , Check with all boards. Chairs of three boards to meet quarterly. Hold annual social /training event planned by officers.	10/01/06	In process		Gina Millsap, Administration, All Library Boards, Foundation Staff
Organizational Development	Become a high performance organization	Inspire innovation/creativity	Encourage open discussions, reallocate resources, dissolve bureaucratic processes	11/01/06	On-going		Gina Millsap, Administration, Management Council, James Hebert & Staff
Customer Service	Remove barriers to excellent customer service	Reduce number of violations of customer conduct policy	Develop a series of re-direction activities for working with young people	12/01/06	In process	FY 06	Greg Gaul & Jeff Dawson
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Evaluation of employees learning style for training needs	12/01/06	In process		Donna Tryon, Becky Hinton, Stephen Lusk & Michelle Eklund
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bid Acceptance Compensation Study	12/01/06			Nancy Watkins & HR
Programs, Services, Collections and Infrastructure	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 Develop formalized Speaker's Bureau focused on services, programs and collections	12/01/06			Diana Friend & Management Council, Suzie Marchant, Dennis Dehn, Scarlett Fisher-Herreman, ASD & Programmer Coordinator
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Increase number of library users	Expand outreach programs to community from all areas of the library	01/01/07		FY 07	Jeff Dawson, Stephanie Hall & Ann Newell

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Programs, Services, Collections and Infrastructure	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
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Increase staff input into collection development	12/31/06	In process		Thad Hartman & Ann Newell
Programs, Services, Collections and Infrastructure	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. Computer management / print management	12/31/06	In process		Rob Banks , IT Manager, Stuart Yoho, management team -plus
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Compensation Study begins	01/01/07			Nancy Watkins & HR
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Improve turn-over & decrease wait time for materials-data collection analysis	01/01/07	In process		Paul Brennan & Thad Hartman
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Clearinghouse for community calendar. Software	01/01/07			Shannon Eddings, Scarlett Fisher-Herremann, Betty Jean Neal & Karen Allen

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Organizational Development	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. Community planning group with facilitator	01/01/07			Administration, Management Council , Library Staff, All Library Boards
Programs, Services, Collections and Infrastructure	Improve public access to art collection and Special Collections via Internet	Digitize Art & Special Collections	Purchase software	01/30/07		FY 07	Gallery staff & IT staff
Programs, Services, Collections and Infrastructure	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Evaluate physical organization of media, youth and teen services, new books and other collections. Displays, fixtures, structural & media shelving	02/01/07	In process	FY 07	Marie Pyko , Rob Banks, Thad Hartman, Jeff Dawson, Paul Brennan, Stuart Yoho,, Greg Gaul, Kelli Smith, Elizabeth Staley, Carol Mongold, Marta Miles, Jennifer Dalton, Angela Strathman & Susan Schafer

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Programs, Services, Collections and Infrastructure	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	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. Investigate listening capabilities. Follow-up: Evaluate staff workspaces. Look at DVD dispenser	02/01/07	In process		Marie Pyko, Thad Hartman, Suzanne Bundy, Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Mari Dawson, Renee Patzer, Valerie Reif Tanya Walsh & Tiffany Wiggins , Rob Banks, Jeff Dawson, Paul Bronnen, Stuart
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing.	Evaluate customer satisfaction - on going basis	02/01/07	On-going		Administration & Management Council
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Buy what matters most to all customers	02/01/07	In process		Thad Hartman, Suzie Marchant & ASD supervisor
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Apply the concept of "The Long Tail" to collections	02/01/07	In process		Thad Hartman
Customer Service	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Explore feasibility of copy card procurement at various service points rather than just circulation	03/01/07	In process	FY 07	Marie Pyko & IT Manager
Customer Service	Remove barriers to excellent customer service	Provide access to Library services to special populations	Spanish speakers, hearing / visually impaired	03/01/07			Marie Pyko, Stephanie Hall, Suzanne Bundy, Judy Rohr, Jayme Lyons & Heather Kearns

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Establish parameters for a mentoring program within units	03/01/07		ASD & YS	Stephen Lusk , Service areas, Donna Tryon, Dave Shivers, Tracy Seitz, Dave Coleman, Gayle Lolley, Susie Christie, Janna Jepson & Cathy Cook
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Develop a library 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 (Staff Web page)	03/01/07	In process		Donna Tryon , Becky Hinton, Anne Pepper, Stephen Lusk, Tracy Seitz, Stuart Yoho, Chris Kratochvil, Brian Adams, Maggie Allen & Gayle Lolley
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Increase number of library users	Expand the Library's web presence by establishing a virtual branch. Staff, hardware & software	03/01/07		FY 07	Heather Kearns , Bree Black, Stephanie Hall, IT Staff & PR
Programs, Services, Collections and Infrastructure	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
Programs, Services, Collections and Infrastructure	Improve public access to art collection and Special Collections via Internet	Digitize Art & Special Collections	Begin data entry	03/01/07		Staff time , interns?	Gallery staff, possibly HR & TS

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Programs, Services, Collections and Infrastructure	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Conduct a survey of our users	08/01/07		FY 07	Gina Millsap, Nancy Watkins, Donna Tryon, Paul Brennan, Greg Gaul, Thad Hartman, & Shannon Eddings
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Implement a cross training program for staff to become familiar with elements of Library jobs	12/01/07			Management Council
Customer Service	Improve facility accessibility and ease of use	Reduce the number of locational questions at public desks	Evaluate existing signage and implement an improvement plan for signage	12/31/07	In process		Stuart Yoho & Diana Friend, James Hebert & Sherry Best
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Implementation of Compensation Study	01/01/08		FY 08	HR & Nancy Watkins
Programs, Services, Collections and Infrastructure	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	12/01/06 - 12/1/07		FY 07	Stuart Yoho & Rob Banks
Valuing Staff	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
Customer Service	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Empower all staff to make best practices decisions for customer service		In process		
Customer Service	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		On-going		Managers & supervisors
Programs, Services, Collections and Infrastructure	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	On-going		Diana Friend -plus

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Resolve problems and create smoother running event management	Create Meeting Room committee-meet bi-weekly		In process		Stuart Yoho, Chris Kratochvil, Doug Petrie, Bonnie Cuevas, Greg Gaul, Diana Friend & Gus Koffler
Organizational Development	Become a high performance organization	Implement innovative services, collections, programs & facilities	Seek out & implement best practices in the worlds of libraries, information, content & leadership		On-going		Management Council & staff
Organizational Development	Become a high performance organization	Promote organizational learning	Be proactive in identifying needs		On-going		Gina Millsap , Administration, Management Council, Library Staff
Organizational Development	Become a high performance organization	Be systems thinkers	Define & organize around work		On-going		Gina Millsap , Administration, Management Council & supervisors
Organizational Development	Become a high performance organization	Effective decision making	Employ Ranganathan's 5 laws of library science 1. Books are for use 2. Every reader his/her book 3. Every book its reader 4. Save the time of the reader 5. The library is a growing organism		On-going		Administration, Management Council , Library Staff, All Library Boards
Organizational Development	Become a high performance organization	Measure the effectiveness of organizational processes	Employ 'after-action review' to assess viability of new services/products		On-going		Administration, Management Council, Renee Patzer & Library Staff
Leadership	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
Valuing Staff	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				Suzie Marchant, Janet Pionkowski, & Janet Johnsen
Leadership	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	Create the curriculum / hire facilitator		In process		Gina Millsap, Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho, Sherry Best & Stephanie Hall
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Increase number of library users	Fall reading incentive program for youth			Some in FY 06 & FY 07	
Programs, Services, Collections and Infrastructure	Improve public access to art collection and Special Collections via Internet	Digitize Art & Special Collections	Identify software programs		Completed	Staff time	Gallery, Special Collections & IT staff

AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation, (hereinafter the "Library"), and the Kansas Library Association, Inc., a Kansas nonprofit corporation, (hereinafter referred to as the "Association").

WHEREAS, the Association is in need of office space and services in Topeka, Kansas; and

WHEREAS, the Library is desirous of providing office space and services in support of the Association;

NOW, THEREFORE, in consideration of mutual promises between the Association and Library, the parties agree as follows:

1. Library Support. For a term beginning on the date that this Agreement is executed and ending 36 months thereafter, the Library shall provide Association
 - a) office space in 1020 South West Washburn Avenue, Topeka, Kansas (Bookmobile Building) consisting of a suitably furnished office suite at no cost to the Association;
 - b) maintenance and janitorial services for the office space allocated to the Association at no cost to the Association;
 - c) access to and use of the Library's computing systems;
 - d) other support services on a cost reimbursement basis including, but not limited to access to the Library's telephone, fax, mail, and e-mail systems; printing and copying services and supplies;
 - e) employees with appropriate identification cards, parking, access to Library's staff room, and other library facilities; and
 - f) electricity, air conditioning, heating, water, security and appropriate exterior signage for the Association at no cost to the Association.
2. Association Support. The Association shall employ a chief, paid executive officer who would office in the space provided by the Library, whose responsibilities would include representing the Association before the legislature, governor, and other state officials regarding issues of importance and concern to Kansas libraries.
3. Relationship of the Parties. The Library and Association understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit corporation organized and existing under the laws of the state of Kansas, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the Association in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation. To ensure a good working relationship between the Library and the Association regarding the terms of this Agreement, the Library's executive director and the Association's president and executive director shall meet at least annually to discuss any issues of interest regarding the subject of this Agreement.
5. Access. The Library, reserves the right to enter the space being provided to the Association at all reasonable times during the term of this Agreement. The Library shall permit the Association access to the provided premises at all reasonable times prior to and following the Library's usual operating hours.
6. Termination. Either of the parties may terminate this Agreement by giving the other party thirty (30) days' written notice via first class mail or hand-delivery to the other's chief executive officer at its principal place of business as filed with the Kansas Secretary of State. Upon termination, the Association shall surrender possession of the premises together with any all machinery, equipment, furniture, and fixtures owned by the Library therein, together with all keys, employee identification cards, passcards, etc.
7. Payment. The Association shall pay any and all charges incurred pursuant to the terms of this Agreement to the Library within thirty (30) days following receipt of any invoice.
8. Assignment. Neither the Library nor the Association may assign their rights under this Agreement.
9. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the Association.
10. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this _____ day of _____, 2006.

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

By: Gina Millsap
Its Executive Director

KANSAS LIBRARY ASSOCIATION, INC.

By: _____
Its President

Resolution-Kansas Library Association Contract Renewal

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

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves a three year contract with the Kansas Library Association.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka & Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604-1374

RED CARPET VEHICLE

Bid Tabulation Form July 12, 2006, 10:00 a.m. CST

Vendor	Base Bid	# Days
Farber Specialty Vehicles	\$180,825	210 calendar days
Matthews	No bid received	

Resolution-Red Carpet Vehicle

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

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves bid for the Red Carpet Vehicle in the amount of \$180,825.00.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution-Budget FY 2007 Considerations-Approval for Publication

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

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY 2007 budget considerations for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

SPECIAL DISTRICT RESOLUTION

A resolution expressing the property taxation policy of the Board of the Topeka & Shawnee County Public Library District with respect to financing the 2007 annual budget for the Topeka & Shawnee County Public Library District, Shawnee County, Kansas.

Whereas, K.S.A. 79-2925b provides that a resolution be adopted if property taxes levied to finance the 2007 Topeka & Shawnee County Public Library District budget exceed the amount levied to finance the 2006 Topeka & Shawnee County Public Library District budget, except with regard to revenue produced and attributable to the taxation of 1) new improvements to real property; 2) increased personal property valuation, other than increased valuation of oil and gas leaseholds and mobile homes; and 3) property which has changed in use during the past year, or with regard to revenue produced for the purpose of repaying the principal of and interest upon bonded indebtedness, temporary notes, or no-fund warrants; and

Whereas, budgeting, taxing and service level decisions for all district services are the responsibility of the district board; and

Whereas, the Topeka & Shawnee County Public Library District provides essential services to district residents; and

Whereas, the cost of provision of these services continues to increase.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Topeka & Shawnee County Public Library District that it is our desire to notify the public of the *possibility* of increased property taxes to finance the 2007 Topeka & Shawnee County Public Library District budget as defined above.

Adopted this 20th day of July, 2006 by the Topeka & Shawnee County Public Library District Board, Shawnee County, Kansas.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
DISTRICT BOARD

Chair

Secretary

Treasurer

Resolution-Budget Year 2007 Tax Increase

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

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Resolution for Budget year 2007 tax increase.

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%
CIRCULATION															
Main Library															
Circulation Desk	115,650	100,592	120,282	101,748	101,268	125,730							665,270	619,460	7.4%
Interlibrary Loan	1,279	1,173	1,278	1,125	1,461	1,472							7,788	6,461	20.5%
Media Center	43,464	37,183	43,294	38,318	40,757	43,527							246,543	193,545	27.4%
Self-Check	24,946	20,771	25,604	21,439	24,201	30,628							147,589	159,632	-7.5%
Red Carpet Outreach	11,949	9,833	11,413	10,349	10,694	11,308							65,546	51,902	26.3%
Blind & Physically Handicapped	7,561	7,590	7,641	6,802	7,025	7,248							43,867	37,158	18.1%
TOTAL CIRCULATION	204,849	177,142	209,512	179,781	185,406	219,913							1,176,603	1,068,158	10.2%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	745	677	715	590	609	719							4,055	4,033	0.5%
Children (age 4 - 17)	301	266	372	236	379	492							2,046	2,230	-8.3%
Red Carpet Outreach	28	21	22	25	20	15							131	150	-12.7%
NEKL	106	96	162	100	100	161							725	775	-6.5%
Non-Resident	0	0	0	0	4	1							5	4	25.0%
Total New Registrations	1,180	1,060	1,271	951	1,112	1,388							6,962	7,192	-3.2%
PATRONS DELETED	1,796	982	1,106	1,135	1,119	922							7,060	7,215	-2.1%
BORROWERS															
Topeka / Shawnee County															
Adults	53,058	53,793	53,842	53,995	53,994	53,927							53,927	54,281	-0.7%
Children (age 4 - 17)	26,480	26,556	26,568	26,543	26,383	26,383							26,383	26,722	-1.3%
Red Carpet Outreach	1,681	1,702	1,705	1,713	1,703	1,693							1,693	1,659	2.0%
NEKL	8,432	8,542	8,529	8,532	8,496	8,491							8,491	8,726	-2.7%
Non-Resident	46	47	47	47	44	47							47	42	11.9%
TOTAL BORROWERS	89,697	90,640	90,691	90,830	90,620	90,541							90,541	91,430	-1.0%
RESERVES FILLED	14,990	13,489	15,646	15,339	17,556	18,775							95,795	61,618	55.5%
CHECK-IN															
AMH System															
AMH System	118,722	102,744	125,562	115,219	120,568	135,086							717,901	669,809	7.2%
Manual	67,638	61,480	66,418	62,199	59,523	60,143							377,401	335,748	12.4%
TOTAL CHECK-IN	186,360	164,224	191,980	177,418	180,091	195,229							1,095,302	1,005,557	8.9%
COLLECTION															
Materials Added															
Materials Added	12,990	9,302	13,292	8,578	9,304	12,186							65,652	62,434	5.2%
Materials Discarded	14,846	7,376	6,079	12,903	21,473	9,286							71,963	50,999	41.1%
TOTAL COLLECTION	565,470	567,396	574,609	570,284	558,115	561,015							558,115	546,532	2.1%
WEBSITE															
One-time only visitors															
One-time only visitors	9,571	11,783	14,902	15,354	16,581	14,337							82,528	43,652	89.1%
Return visitors	4,885	5,804	7,263	7,750	8,083	7,957							41,742	20,865	100.1%
UNIQUE VISITORS	14,456	17,587	22,165	23,104	24,664	22,294							124,270	64,517	92.6%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2006

2006														2006	2005	Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	YTD	05 TO	06%
REFERENCE QUESTIONS																
Adult Services	9,539	8,221	9,745	8,439	8,580	9,489							54,013	53,963	0.1%	
Red Carpet	1,057	1,100	1,136	1,048	993	1,187							6,521	5,112	27.6%	
Topeka Room	579	431	627	560	772	988							3,957	5,466	-27.6%	
Media Center	1,886	1,528	1,908	1,387	1,520	1,775							10,004	6,651	50.4%	
Youth Services	2,964	2,620	3,191	2,408	3,497	4,007							18,687	18,857	-0.9%	
TOTAL REFERENCE QUESTION	16,025	13,900	16,607	13,842	15,362	17,446							93,182	90,049	3.5%	
GATE COUNT																
	82,974	79,268	92,997	82,462	84,530	96,622							518,853	489,978	5.9%	
MEETING ROOMS																
Bookings	546	507	555	473	398	489							2,968	3,085	-3.8%	
Percent of Capacity **	79.0%	77.3%	60.0%	55.0%	44.8%	49.1%							60.9%	57.0%	6.9%	
ATTENDANCE	7,315	9,432	9,907	9,696	8,801	11,159							56,310	52,453	7.4%	
PUBLIC COMPUTER TRAINING																
Avg. Attendees per Class	10.3	10.7	10.0	9.6	10.5	11.1							10.4	10.1	2.9%	
Classes	50	50	51	48	38	47							284	275	3.3%	
ATTENDANCE	515	534	511	459	399	524							2,942	2,768	6.3%	
TOURS																
Youth Services	*	*	*	*	*	*							0	1,027	-100.0%	
General Tours	25	15	45	75	46	30							236	320	-26.3%	
Total	25	15	45	75	46	30							236	1,347	-82.5%	
PROGRAMMING																
Adult Services	426	844	478	686	207	94							2,735	2,545	7.5%	
Bookmobile	818	468	472	839	294	615							3,506	4,326	-19.0%	
Media Center	86	440	57	51	66	231							931	518	79.7%	
Red Carpet	0	25	52	49	98	0							224	287	-22.0%	
Special Collections	106	143	289	395	89	284							1,306	955	36.8%	
Youth Services	4,180	3,144	3,228	5,635	8,660	4,642							29,489	29,804	-1.1%	
ATTENDANCE	5,616	5,064	4,576	7,655	9,414	5,866							38,191	38,435	-0.6%	
GALLERY SHOWS																
	Lew Wilson 2/3/06 - 3/17/06		Murv Jacob - 5/26/06	4/7/06												
ATTENDANCE	2,662		3,655										6,317	12,968	-51.3%	

* = 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
June-06

<u>Total Checkout</u>	June-06	219,913	YTD 2006	1,176,603
	June-05	205,220	YTD 2005	1,068,158
	June-01	150,013	YTD 2001	774,948

<u>Total Items handled (Check out + Check in)</u>	June-06	415,142	YTD 2006	2,271,905
	June-05	386,729	YTD 2005	2,073,715

<u>Total Borrowers</u>	June-06	90,541
	June-05	89,552
	June-01	85,123

<u>Items in Collection</u>	June-06	561,015
	June-05	550,227

<u>Program Attendance</u>	June-06	5,866	YTD 2006	38,191
	June-05	6,861	YTD 2005	38,435

<u>Gate Count</u>	June-06	96,622	YTD 2006	518,853
	June-05	99,845	YTD 2005	489,978

<u>Meeting Rooms</u>		<u>Bookings</u>	<u>Customers</u>
	June-06	489	11,159
	June-05	603	11,625
	YTD 2006	2,968	56,310
	YTD 2005	3,085	52,453

