

**Agenda**  
**Topeka and Shawnee County Public Library**  
**Board of Trustees**  
**August 10, 2006 – 4:00 p.m.**  
**Menninger Room**

**Call to Order**

**Public Comment**

**Special Order of Business**

- 4:05 p.m. – Public Hearing
- FY 2007 Budgets - **Action Item**
  - 1) General Fund
  - 2) Employee Benefits
  - 3) Bond & Interest Fund
  - 4) State Aid

**Presentation to New Trustee – Mary Feighny**

**Approval of July 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**

- Confidentiality Policy next month

**Director's Report – Gina Millsap**

**Director of Operations Report – Rob Banks**

**Old Business**

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

**New Business**

- Executive Session – Personnel
- Executive Director's Evaluation - **Action Item**

**Trustee Education**

- Next month

**Trustee Comments**

**Adjournment**

**Next Regular Meeting: Thursday, September 28, 2006 (fourth Thursday)**

**Subject to change w/o notice**

**Resolution – FY 2007 Budgets**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
August 10, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, adopts the FY 2007 public budgets as presented / published.**

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

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

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

Date \_\_\_\_\_

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

**BOARD MEMBERS PRESENT:**

Tim Peterson (vice-chair & treasurer), Kerry Storey (secretary), Michele Henry, Peg Lakin, Carol Jory, Karen Nicolay, Doris Kinnett, Terry Kimes & Suzanne Robb

**BOARD MEMBERS ABSENT:** Mary Feighny (chair),

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, July 20, 2006, in the Menninger Room of the Main Building, 1515 SW 10<sup>th</sup> Avenue, at 4:00 p.m., the Chair absent and the Secretary present.

**PUBLIC COMMENT:**

Tim Peterson asked for public comment. George W. Startz, resident of Topeka and Shawnee County, addressed the board members regarding the Library's Public Computer Access Policy. Public comment was closed; and the meeting commenced.

**APPROVAL OF MINUTES:**

The minutes from the June 15, 2006, Board meeting were accepted as presented.

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

**FINANCIAL REPORTS - Nancy Watkins**

**On motion by Peg Lakin, seconded by Michele Henry, the June Financial reports were accepted.**

**FRIENDS Marianne Beeson**

- Friends Book Sale: September 15, 16, & 17
- September 15 is Friends members only night
- Trustee board members are complementary members of the Friends
- Book sale volunteers currently have 1,417 boxes of books for the sale
- Friends PR committee has collected \$4,900 from donors:  
1) individual or company name will appear on book sale posters and book marks
- Friends no longer required to collect or pay state sales tax at book store per Senate Bill No. 404 beginning July 1, 2006
- Friends memberships are currently at 1,538
- Fairlawn Book Store will close on July 31

## **FOUNDATION - Rick Friedstrom**

- Annette Thornburgh is working with the development staff team as an independent consultant
- Annette has worked with Jayhawk Area Agency on Aging and her volunteer commitments include Kansas Children's Service League, Kansas Humanities Council, and Mulvane Women's Board
- James Earl Jones event is September 23; tickets are priced at: \$75, \$60, \$45, & \$35
- Dr. Nancy Garfield is the newest member of Edward and Mary Wilder Society: now have nine new members for 2006
- Former Senator Nancy Landon Kassebaum Baker will be the guest speaker at 2006 Dr. Cotter Hirschberg Lecture on October 15 from 3:00 – 5:00 in the Marvin Auditorium

## **CIRCULATION POLICY DRAFT / discussion – Paul Brennan**

- Policy helps to outline what our responsibilities are
- States what is expected of customers when they use their library card
- Took procedures out of policy
- Goal-responsible stewards of library materials
- Always customer focused
- Borrowers for R rated films under age 17 must have parent or guardian present
- Motion Picture Association of America (MPAA) rating system uses age 17 as guideline-Millsap noted that the Library does not endorse or enforce MPAA ratings. In this case the Library chose this age to restrict videos because it is a familiar practice to customers.

### **Circulation Policy link:**

<http://www.tscpl.org/publicnews/templates/incharge.aspx?articleid=1279&zoneid=79>

**On motion by Michele Henry, seconded by Doris Kinnett, the board approved the revised Circulation Policy as presented.**

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

- Old Circulation Policy included Confidentiality section
- Recommending that Confidentiality section be a separate policy that addresses the Patriot Act as well as state law
- Greeter desk in lobby did a one week pilot in April-did not collect enough solid data
- Greeter desk is currently doing an extensive pilot until end of year
- Analysis at end of six months
- Goal is to see how we can best help our customers

Diana

- Media seems to think we have an increase in numbers because of heat: number are actually lower than June
- Numbers were increased because of program called Mr. Stinky Feet on July 19
- Checked out 220,00 in June-10% ahead of 2005
- Channel 13 interviewed customers that came to Library to get out of heat on July 18
- All three television stations encouraged people to use Library to get out of heat

## **OLD BUSINESS**

### **Organizational Priorities**

Thad

East / West Wing Committee

- Working on decreasing sterile look in library
- Improving browsing
- Placing like items together
- Creating neighborhoods-similar to a book store:
  - 1) Travel neighborhood (traveling books, shirts, photos, etc.)
  - 2) Market material – books face out
  - 3) Framed maps on walls
  - 4) Will start October

Paul

Layout Committee

- Mission-try to change circulation patterns
- More user friendly
- Identify spaces & integrate Media collections with other collections
- Goal -Media collections with currently circulation materials
- Change magazine displays – currently has no eye appeal
- Requesting shelving - within the budget
- Goal-Circulation will double in next five years

Sherry

Leadership Committee

- Looking at *Best Practices*
- Currently using *Leadership Challenge* by Kouzes and Posner
- Out of focus groups: what helps you do your best and what holds you back
- Outcome of focus groups-want consistency
- Develop curriculum that will be ongoing utilizing a consultant
- How can we use what we have learned and help community?

Special Collection Digitization Project

- Gallery budget request: want to invest in Gallery data base that fits Gallery as well as Topeka Room Collections
- New data base will speed up customer requests on archives and enable Web exhibits
- New data base will allow art collection to be searched by customers, the way the library's book holdings can be searched
- Program, licensing & training cost \$40,000
- Virtual Gallery is part of Digital Branch

Donna

Chair of three committees:

- 1) New Employee Orientation
- 2) Staff Development Day
- 3) Learning Styles Committee
  - New Employee Orientation Committee: Asked new employees questions about where they gathered their information
  - Staff Development Day budget: requested an increase for speaker and hotel expense
  - Learning Styles Committee:
    - 1) Tested managers and supervisors on their learning style
    - 2) Test results showed that we are not all wired the same
    - 3) Will test and involve all staff in future
    - 4) Goal: to learn to appreciate the learning differences

Diana

Marketing Plan-FY2007

- Marketing will be a separate line item in budget
- Train staff to be professional marketing people
- Currently have seven publications-plan to consolidate into one monthly publication as a booklet or magazine
- Twelve times a year with up to date TSCPL Library stories
- Title will be *Connect Now*
- Will train users to use Digital Branch
- Organizational Priorities Strategies: Speaker's Bureau-identify staff that can go out and tell Library story in community
- Connecting with the public: business card and asking if customers got everything you wanted and needed at the Library
- Signage Improvement Plan: Line item in maintenance budget-goal is to make signage more visible and user friendly

## **NEW BUSINESS**

Kansas Library Association contract renewal

**On motion by Terry Kimes, seconded by Kerry Storey the board approves a three year contract with the Kansas Library Association.**

Approval of Red Carpet vehicle

**On motion by Peg Lakin, seconded by Karen Nicolay, the board approves bid for the Red Carpet Vehicle in the amount of \$180,825.00.**

Personnel Committee Report – Peg Lakin

Finance Committee Report – Tim Peterson

- Finance Committee recommends acceptance of FY 2007 budgets to the full board.

Nancy Watkins reviewed the budget process and the budget proposal for FY 2007 with board members:

- Managers and supervisors submitted their budget requests
- Felt that requests needed to be decreased, so managers and supervisors worked together as a team and cut items out of budget

**On motion by Kerry Storey, seconded by Peg Lakin, the board approved the FY 2007 budgets for publication for the public hearing to be held on August 10, 2006, at 4:05 p.m.**

**Amendment by Terry Kimes to reduce the current 4% mid-point merit to 2½%. Amendment failed for lack of second. Motion carried 7-1.**

Resolution-Budget Year 2007 Tax Increase

**On motion by Carol Jory, seconded by Peg Lakin, the board adopted the Resolution for Budget Year 2007 Tax Increase.**

September 21, 2006, board meeting will be changed to September 28 @ 4:00.

February 15, 2007, board meeting will be changed to February 22 @ 4:00.

Kerry Storey  
Secretary of the Board

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The meeting adjourned at 6:30 p.m.  
File: Bd. minutes July 2006





## **Deputy Director of Finance Report August 2006**

### **INVESTMENTS:**

The interest rate on CD's remains around 5.25%. I will be transferring \$1,443,648.75 from the Bond & Interest Fund to the State of Kansas Municipal Investment Pool on August 10, 2006 to cover the principal and interest payment due September 1, 2006.

### **General Fund:**

With 58.3% of the budget year completed we have received 80% of our general fund budgeted revenue. We have expended and/or encumbered 51% of our general fund budget.

### **Employee Benefit Fund:**

With 58.3% of the budget year completed we have received 108% of the budgeted revenue and expended 52% of our budget.

### **Capital Improvement (special accruing) Fund:**

The expenditure from this fund is for the first payment on the Red Carpet bookmobile. The payment schedule is 30% at time of order, 30% when shell received by Farber, and 40% upon delivery, inspection, and acceptance of the vehicle.

### **Bond & Interest Fund:**

With 58.3% of the budget year completed we have received 86% of the budgeted revenue and expended 11% of the budget.

### **Non Budgeted Funds:**

We are still waiting for the final payment of \$863.25 from USD # 501 for the Early Reading First grant.

The 06-LSTA-3-F, Talking Books, grant ends September 30, 2006. The Board will take action on the 2007 grant at its September meeting.

The first distributions from the "Grow Your Own" scholarship fund grant were made in August to four employees currently enrolled in graduate level programs at ALA accredited institutions. The grant money went towards summer and fall 2006 tuition expenses.

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

In the Lingo Fund the \$37,809 current encumbrance is for architect expenses for the final phase of the 1020 building project. Funds to cover this expense are distributed from the Library Foundation as invoices are received.

In the Red Carpet Fund the \$91,287 current encumbrance is the amount anticipated from the Library Foundation towards the new Red Carpet Bookmobile. There are funds available in the Capital Improvement Fund to cover this cost if needed.

I will be working with managers to close out several funds with small balances by the end of this year.

**Nancy Watkins**  
**Deputy Director of Finance**  
**August 1, 2006**

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of July 31, 2006

General Fund:

\$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  
\$ 665,000 at 5.05%, dated 07/07/06, due 09/08/06  
\$1,000,000 at 5.24%, dated 07/14/06, due 09/22/06  
\$ 305,000 at 5.26%, dated 07/21/06, due 09/29/06  
\$ 780,000 at 5.24%, dated 07/28/06, due 10/06/06

Restricted Funds:

\$ 210,000 at 4.96%, dated 07/28/06, due 08/25/06

Special Accruing Fund-Commerce Bank:

\$2,570,000 at 5.25%, dated 07/28/06, due 09/01/06

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

07/31/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 07/31/06</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
General Operating	\$ 2,956,840.21	\$ 9,745,307.75	\$ 6,069,306.88	\$ 6,632,841.08
Employee Benefits	784,697.77	2,254,960.97	1,319,277.33	1,720,381.41
Special Accruing	2,561,017.44	67,295.77	54,247.50	2,574,065.71
Bond & Interest	1,463,289.29	1,556,769.88	353,648.75	2,666,410.42
<b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b>				
State Aid	-	115,646.00	338.10	115,307.90
Federal & State Grants	144,274.39	92,581.65	184,488.33	52,367.71
Other Special Revenue	204,188.00	236,141.42	213,925.59	226,403.83
Permanent Funds	419,394.23	4,032.69	709.32	422,717.60
<b>Totals</b>	<b><u>\$ 8,533,701.33</u></b>	<b><u>\$ 14,072,736.13</u></b>	<b><u>\$ 8,195,941.80</u></b>	<b><u>\$ 14,410,495.66</u></b>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 29,105.84
General Fund-Commerce Bank-Investments	8,480,000.00
Special Accruing Fund-Commerce Bank-Investments	2,570,000.00
Restricted Funds-Commerce Bank-Checking	19,932.77
Restricted Funds-Commerce Bank-Investments	210,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	254,761.30
Bond & Interest Fund-Commerce Bank-Checking	783.34
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>\$ 14,410,874.60</u>
Payroll Liabilities	378.94
	<b><u>\$ 14,410,495.66</u></b>

Revenue/Expense/Balance By Fund Report

	01/01/06 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	07/31/06 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
<b>Major Governmental Funds</b>							
General Fund	\$ 2,956,840.21	\$ 9,745,307.75	\$ 213,112.67	\$ 5,856,194.21	\$ 6,632,841.08	\$ 383,684.06	\$ 6,249,157.02
Employee Benefit Fund	784,697.77	2,254,960.97	-	1,319,277.33	1,720,381.41	14,375.32	1,706,006.09
Capital Improvement Fund	2,561,017.44	67,295.77	-	54,247.50	2,574,065.71	36,165.50	2,537,900.21
Bond & Interest Fund	1,463,289.29	1,556,769.88	-	353,648.75	2,666,410.42	-	2,666,410.42
<b>Non Major Governmental Funds</b>							
<i>State Aid Fund</i>	-	115,646.00	-	338.10	115,307.90	-	115,307.90
<i>Federal &amp; 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	-	-	50,500.52	5,564.82	1,622.91	3,941.91
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	108,654.64	47,630.82	726.89	46,903.93
KS Humanities Council	-	1,058.00	-	1,058.00	-	-	-
<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	42,736.32	-	23,689.11	25,691.80	6,051.55	19,640.25
Gifts/Memorials (Undesignated)	57,675.54	3,098.04	99.90	12,423.66	48,250.02	2,750.00	45,500.02
Grow Your Own Scholarship Fund	-	8,161.13	-	2,166.64	5,994.49	-	5,994.49
Hirschberg Lecture	1,178.22	31.52	-	-	1,209.74	180.20	1,029.54
Homework Center	-	21,870.53	-	24,688.70	(2,818.17)	-	(2,818.17)
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	6,178.10	-	1,321.99	92,024.02	248.99	91,775.03
Lingo	13.93	132,950.90	111,250.00	21,700.90	13.93	37,809.00	(37,795.07)
NEH Expendable	18,112.21	423.10	-	4,455.28	14,080.03	100.00	13,980.03
Red Carpet	9,613.76	243.95	-	437.94	9,419.77	91,287.00	(81,867.23)
Rotary Grant	-	2,000.00	-	1,922.86	77.14	72.85	4.29
Special Collections	4,929.92	144.25	-	1,274.95	3,799.22	-	3,799.22
Talking Books	4,666.56	124.71	-	-	4,791.27	-	4,791.27
Topeka Competition	-	12,268.44	-	876.47	11,391.97	94.34	11,297.63
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	210.79	-	250.00	8,221.15	450.00	7,771.15
<i>Permanent Funds</i>							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	4,032.69	-	709.32	252,764.83	-	252,764.83
<b>TOTALS</b>	<b>\$ 8,533,701.33</b>	<b>\$ 14,072,736.13</b>	<b>\$ 329,918.26</b>	<b>\$ 7,866,023.54</b>	<b>\$ 14,410,495.66</b>	<b>\$ 577,338.16</b>	<b>\$ 13,833,157.50</b>

Topeka & Shawnee County Public Library

General Fund - Revenue

07/31/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u>
				58.3% 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	7,004.76	\$ 2,995.24	70%
Salary Refunds-Foundation	80,000.00	46,186.50	\$ 33,813.50	58%
Salary Refunds-Friends	80,000.00	55,585.29	\$ 24,414.71	69%
Vend Machines	50,000.00	35,935.86	\$ 14,064.14	72%
Lost/Damaged Materials	22,000.00	20,431.92	\$ 1,568.08	93%
Meeting Room Charges	5,000.00	3,050.00	\$ 1,950.00	61%
Sale of Inventoried Equipment	3,000.00	-	\$ 3,000.00	0%
Interest Received-Investments	49,800.00	167,135.78	\$ (117,335.78)	336%
Interest Received-Bank Account	200.00	98.46	\$ 101.54	49%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
<b>TOTALS</b>	<b><u>\$ 12,165,275.00</u></b>	<b><u>\$9,745,307.75</u></b>	<b><u>\$2,419,967.25</u></b>	<b>80%</b>

Topeka & Shawnee County Public Library

07/31/06

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Open PO's</u>	<u>Unencumbered Balance</u>	<u>% Expended</u>
					58.3% of year
<b>STAFF:</b>					
Salaries-Auto Allowance	\$ 4,800.00	\$ 2,800.00	\$ -	\$ 2,000.00	58%
Salaries-Maintenance	559,000.00	314,856.95	-	244,143.05	56%
Salaries-Overtime	10,000.00	2,472.28	-	7,527.72	25%
Salaries-Shelvers	175,000.00	77,968.43	-	97,031.57	45%
Salaries-Staff	6,006,000.00	3,306,520.14	-	2,699,479.86	55%
Salaries-Security	220,000.00	134,394.55	-	85,605.45	61%
Conferences	60,000.00	67,728.46	4,651.64	(12,380.10)	121%
Staff Training	20,000.00	10,255.83	854.00	8,890.17	56%
Employee Assistance Program	4,100.00	2,553.76	1,276.88	269.36	93%
Mileage	6,500.00	3,278.65	1,450.82	1,770.53	73%
<b>COLLECTION:</b>					
Materials-Binding/Replacements	7,000.00	1,393.29	582.85	5,023.86	28%
Materials-Print/Non-Print <1 YR	419,315.00	35,112.05	-	384,202.95	8%
Materials-Print/Non-Print	1,280,685.00	657,600.32	196,201.47	426,883.21	67%
Materials-Periodicals	150,000.00	10,636.29	-	139,363.71	7%
<b>OPERATIONS:</b>					
Automation support	112,000.00	23,399.80	1,454.18	87,146.02	22%
Contracted-Automation	160,000.00	97,568.11	184.00	62,247.89	61%
Contracted-Buildings/Grounds	445,000.00	181,683.66	36,867.14	226,449.20	49%
Contracted-Office Equipment	110,000.00	68,035.49	36,533.69	5,430.82	95%
Contracted-Professional	100,000.00	32,348.83	14,395.59	53,255.58	47%
Database	65,000.00	-	-	65,000.00	0%
Furniture/Equipment <3,000	15,000.00	9,014.65	1,827.23	4,158.12	72%
Furniture/Equipment >3,000	455,000.00	56,578.82	-	398,421.18	12%
Gallery	35,000.00	19,660.16	1,108.68	14,231.16	59%
Insurance	95,000.00	47,645.00	-	47,355.00	50%
Human Resources	20,000.00	13,157.98	5,225.85	1,616.17	92%
Memberships/Dues	25,000.00	4,907.98	308.20	19,783.82	21%
Miscellaneous	15,000.00	6,516.65	1,055.94	7,427.41	50%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	210,829.12	21,471.95	127,698.93	65%
Printing	65,000.00	27,096.99	6,502.15	31,400.86	52%
Public Relations	45,000.00	17,275.42	6,368.76	21,355.82	53%
Supplies-Building/Maintenance	110,000.00	55,418.72	13,774.42	40,806.86	63%
Supplies-Office/Library	125,000.00	63,385.77	2,006.34	59,607.89	52%
Supplies-Processing	65,000.00	33,072.20	1,101.79	30,826.01	53%
Telephone	86,500.00	44,460.42	12,935.70	29,103.88	66%
Utilities-Electric	225,000.00	129,440.04	-	95,559.96	58%
Utilities-Gas	125,000.00	44,150.83	-	80,849.17	35%
Utilities-Water/Sewage	25,000.00	18,517.03	-	6,482.97	74%
Vehicle-Gas	20,000.00	9,066.33	3,225.42	7,708.25	61%
Vehicle-Repair	50,000.00	15,338.24	5,104.58	29,557.18	41%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	54.97	-	(54.97)	
<b>TOTALS</b>	<b>\$ 12,165,275.00</b>	<b>\$ 5,856,194.21</b>	<b>\$ 376,469.27</b>	<b>\$ 5,932,611.52</b>	<b>51%</b>

Topeka & Shawnee County Public Library  
Special Revenue Funds

07/31/06

**EMPLOYEE BENEFITS**

	<b>2006 Budget</b>	<b>Year To Date</b>	<b>%</b>
<b>Balance 01/01/06</b>	<b>\$ 581,025.00</b>	<b>\$ 784,697.77</b>	
<b>Revenue:</b>			
Ad Valorem Property Tax	\$ 1,709,806.00	\$ 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	15,476.21	48%
Refund-Fringe Benefits-Friends	7,500.00	7,529.02	100%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	3,340.22	56%
Refund - Workers' Comp	-	8,118.89	0%
Retiree Payments BC/BS	44,500.00	23,776.86	53%
	<b>\$ 2,083,739.00</b>	<b>\$ 2,254,960.97</b>	<b>108%</b>
<b>Expenditures:</b>			
FICA	532,000.00	\$ 293,079.82	55%
KPERS	320,000.00	163,598.67	51%
Worker's Compensation	95,000.00	50,663.04	53%
Unemployment Tax	23,000.00	12,006.83	52%
Health/Dental Insurance	1,540,000.00	799,928.97	52%
Revitalization Rebates	29,764.00	-	0%
	<b>\$ 2,539,764.00</b>	<b>\$ 1,319,277.33</b>	<b>52%</b>
<b>Balance 07/31/06</b>	<b>\$ 125,000.00</b>	<b>\$1,720,381.41</b>	

**SPECIAL ACCRUING**

<b>Balance 01/01/06</b>	<b>\$ 2,561,017.44</b>
<b>Revenue:</b>	
Interest received	67,295.77
	<b>\$ 67,295.77</b>
<b>Expenditures:</b>	
Capital Outlay	54,247.50
	<b>54,247.50</b>
<b>Balance 07/31/06</b>	<b>\$ 2,574,065.71</b>

**STATE AID**

<b>Balance 01/01/06</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue:</b>		
State	120,000.00	115,646.00
Federal	-	-
	<b>\$ 120,000.00</b>	<b>\$ 115,646.00</b>
<b>Expenditures:</b>		
Library Materials	120,000.00	338.10
	<b>120,000.00</b>	<b>\$ 338.10</b>
<b>Balance 07/31/06</b>	<b>-</b>	<b>\$115,307.90</b>



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

07/31/06

	<u>2006 Budget</u>	<u>Year to Date</u>	<u>% Rec'd</u>
<b>Balance 01/01/06</b>	<b>\$ 1,408,736.00</b>	<b>\$ 1,463,289.29</b>	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,584,615.00	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	34,893.31	232.6%
Transfer from Improvement Fund	-		
	<u>\$ 1,810,692.00</u>	<u>\$ 1,556,769.88</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%
<b>Balance 06/30/06</b>	<b>\$ -</b>	<b><u><u>\$ 2,666,410.42</u></u></b>	

# **DIRECTOR'S REPORT**

## **August, 2006**

**This will be a short report since there are only 2 weeks between the July meeting and preparation of the August board packet.**

### **POLICY**

**Next Month - Confidentiality:** We'll review this policy next month. In the meantime, here's a little background to give you some context for why libraries of all types have confidentiality policies and why they are important.

If you search the terms confidentiality and libraries on Google, you'll find over 4 million references. That gives some indication of the widespread concern for and commitment to this issue.

Libraries and librarians have a tradition of protecting the rights of library users to read and have access to information without fear of reprisal or violation of their right to privacy. In many states, access to library records is protected by law, usually as an exception to open records statutes. Since 2001 and the enactment of the USA Patriot Act, confidentiality of library records has received quite a lot of attention from the media and law enforcement.

Like most things in life, this issue is a balancing act. Trustees and library staff work together to write and implement policy that protects the library and its users. While it is never our intent to obstruct the work of law enforcement, it is our responsibility to be sure that the law is observed and that we consistently follow our own policies.

### **DISCUSSION/ACTION ITEMS**

**Executive Director's Evaluation** – The Board will meet in executive session to discuss my performance appraisal for FY06 and compensation for FY07 and then return to regular session to take action on both.

## **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

**Organizational Priorities for 2006-07:** As always, the significant changes from last month are noted in color. If you don't have a color printer, we will have color copies for you at the meeting, or can mail them out ahead of time. Please let Cathy know, if you'd like a copy mailed to you. Contact her at [ccook@mail.tscpl.org](mailto:ccook@mail.tscpl.org) or 580-4484.

**No significant changes since the July 21st meeting.**

## **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

**Attended:** Rotary

**Other activities:** Toured TSCPL with Urban Libraries Council executive director Martin Gomez, met with David Hudspeth, new head of Topeka Collegiate School; worked at greeter desk.

**Gina Millsap, Executive Director  
Topeka and Shawnee County Public Library  
7/31/2006**

**Deputy Director of Operations Report  
Robert Banks  
August 10, 2006**

The Library statistics will not be available for pre-publication because the publication date for packets doesn't allow sufficient time to gather them after the end of July to make them available, but they will be at your place for the meeting.

The Greeter Desk trial is underway. We have been averaging 2,968 people per day. Monday through Friday averages 3,222 per day. We are open fewer hours on Saturday and Sunday, so they pull the overall daily average down slightly. The busiest time of day is the Noon to 1:00 pm time. From Noon to 5:00 pm has the most traffic, ranging somewhere around 250 to just over 300 people per hour.

Much like we experienced during the one-week trial; the questions have been mostly directional: where is the meeting room, movies, etc. or people looking for information: telephone numbers, new books, genealogy, etc.

Public reaction to this service has been mostly positive and people are beginning to understand that we are there to help them and they are stopping to ask questions. A few people do not understand the need and think it is a waste of time and money for us to be there.

We will continue to track information to determine if this is the best way to help the public as they enter the building.

**Departmental Highlights**

**Facilities Highlights**

Ordered shade repair in Y.S. and new shades for two 2nd floor offices.  
Received 6 ea. EZ-up shelters to use as booths for Y.S. events in auditorium, replacing worn-out pipe and plywood booths.  
Bid opening for ELF Red Carpet vehicle.  
Ten backflow preventers tested per City regulations.  
Donation book drop box removed from Fairlawn Booktique.  
Serviced air compressors.  
Repaired leaking fan coil unit by dock.  
Repaired fan coil unit lower level by Circ stairs- valve wired wrong.  
Performed several adjustments and repairs on automatic materials sorting machine.  
Changed several air filters in HVAC equipment.  
Repaired dock fan coil unit - reprogrammed controller and calibrated valves.  
New front A/C unit installed on Bluebird bookmobile.  
Installed temporary portable A/C unit in server room.  
Inspected all vehicles  
Replaced clock in Menninger Room.  
Software upgrade completed -Johnson Controls system as a part of maintenance agreement.

Painted columns and sections of Circ Lobby.  
Bluebird to Mikes frame shop for chassis suspension repairs.  
Checked all sump pumps  
Reprogrammed parking lot lighting controller- lightning?  
Repaired drawer in information area/ Circ lobby.  
Replaced carpet inserts in floor monument cover plates.  
Installed several safety receptacle covers in Y.S. to eliminate child safety caps.  
Investigate air problem in north reading room. Found relief dampers not working. Manually opened dampers for short term- waiting for parts.  
Renegotiated maintenance agreement with Johnson control.  
Installed additional return air grilles in men's and women's second floor rest rooms to improve air flow/ lower temperatures.  
Repaired large vacuum and carpet extractor.  
Replaced belt on AHU 21.  
Bluebird generator repaired at Martin Tractor Co.  
Replaced fan motor in Lingo room fan coil unit.  
Built white board/ cork board combo unit for Circ work room.  
Replaced glass table tops in special collections- cracks and damaged edges.  
Replaced water expansion tank in hot water supply to Cafe dishwasher.  
Replaced exhaust fan motor serving boys & girl's rest rooms/ Y.S.

## **Gallery**

Figures in Fiber exhibit: total attendance 4,410  
(comparable to the Children's Show)

70 people came in for tours

The Swogger Foundation has made a donation for the purchase of one of the dolls in the exhibit for our permanent collection: *Cinderella*, by Jo-Ellen Trilling, which is a soft sculpture and handmade book combined.

Next exhibit: *The Printed Image: The First Biennial Midwest Graphics Competition*

Gallery opens August 11

Artist's and Awards Reception Saturday, August 12 from 2 – 4 pm in the Gallery

Juror Karen Kunc will give an artist/juror's talk Saturday at 4, after the reception, in the Marvin Auditorium.

We are very pleased at the success of our first national art competition.

(This national competition drew 349 entries by 121 artists from 34 states. The juror accepted 109 entries by 79 artists.)

## YOUTH SERVICES

Kudos to the entire Youth Services staff in their outstanding efforts to satisfy our young customers' summer entertainment and reading needs! We had another successful summer with many positive comments from kids and parents alike. Next month we will share the final statistics for Summer Reading 2006.

Last month Jennifer Dalton spoke to two Kiwanis Clubs, North Topeka and Southwest Topeka, about TSCPL's Youth Services Department.

Jeff Dawson spoke to the local MOMs (Mothers of Multiples) club about the services, collections, and programming provided by our Youth Services Department.

We recently received an email request from a Children's Librarian at the **Columbus Metropolitan Library, Columbus, Ohio** who asked for information on our series of Lemony Snicket programming for youth. We regard this as a high complement; providing inspiration and information on our successful programming to other librarians across the country is certain validation we are providing excellent services for the youth of Shawnee County. From October 2005 through October 2006 we have offered the following Lemony Snicket programs:

***Lemony Snicket's Pestiferous Party*** 7-11 years

If you like having fun at all, you shouldn't attend this pestiferous party. There will be tedious games and cumbersome crafts. If that's not enough you'll have to sit and talk about these horrible books.  
Saturday October 15, 2005 2-3 pm Marvin 101AB

***Unfortunate Readings*** Tuesday-Friday October 18-21 & Oct 25-28, 2005 6:30-7:15 pm Ages 6-adult Cozy Books You really won't want to come to this unfortunate reading of the just released, 12th book of the woe-be-gone tales of the Baudelaire children.

***"Unfortunate" Book Discussions Featuring Books by Lemony Snicket*** 7-12 years

We will talk about the gloomy difficulties of the Baudelaire children. We will also play glum games and have awful activities. Registration is required – call 785-580-4565 before March 9 and before April 6.  
Saturday Mar. 12 and April 9, 2 – 3 pm Marvin

***Lemony Snicket – The End*** - 7-11 years

If you like having any fun at all, you shouldn't attend this pestiferous party celebrating *The End*. There will be tedious trivia and cumbersome crafts. If that's not enough you'll have to sit and listen to an excerpt of the final book in A Series of Unfortunate Events.  
REGISTRATION REQUIRED – Call 785-580-4565. Friday Oct. 13, 2006, 4:30-5:30 pm, Lingo

Another email query from a Children's Librarian at the **Missoula Public Library, Missoula, Montana** requested details on our Born to

Read program. She was most impressed with the many preschool programs offered by TSCPL. Again, we happily shared information with our colleagues out west.

Friday, August 4, 2006 TSCPL played host to the quarterly meeting of the Kansas Library Consultants for Youth (KLCY). Summer Reading 2007 information and planning tips were shared with KLCY members.

KLCY members are: Central Kansas Library System – Marquita Boehnke; North Central Kansas Library System – Carol Barta; Northeast Kansas Library System – Mickey Coalwell; Northwest Kansas Library System – Leslie Bell; South Central Kansas Library System – Julie Tomlianovich; Southeast Kansas Library System – Betty Burrows and Gail Sheppard; Southwest Kansas Library System – Carolyn Guernsey and Elaine Scheuerman; Kansas Talking Books Service – Toni Harrell; Johnson County Library - Tricia Suellentrop; Wichita Public Library - Julie Linneman; Olathe Public Library – Jennifer Adamson; Leavenworth Public Library – Tita Lemanua; Lawrence Public Library – Joyce Steiner; Kansas City (KS) Public Library – Vickie McEnroe; and Topeka and Shawnee County Public Library - Jeff Dawson.

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



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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Programs, Services, Collections and Infrastructure</b>	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Evaluate and make recommendation on Talking Books service. KLAS software ?	05/01/06	Completed		<b>Suzanne Bundy,</b> IT Manager / plus
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Analyze & improve the administrative process for providing public programs	Form process improvement team & make recommendation	05/01/06	Completed		<b>Donna Tryon &amp;</b> PIT Crew
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Analyze & improve the administrative process for providing public programs	Review & begin implementation of PIT Crew recommendations. Program Coordinator & software	05/26/06	In process	FY 07	<b>Management Council</b>
<b>Customer Service</b>	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Examine portability of materials for customers, such as carts, drive up service or delivery service for public to vehicles (utilize teen volunteers)	06/01/06	In process		<b>Paul Brennan</b>
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Foster a sense of esprit de corps among all staff	Create a staff picture board to be updated monthly (cover all units)	06/01/06	In process		<b>Chris Kratochvil,</b> Arion Beals, Luanne Webb, Maurice Wright Jan Robinson & front line staff
<b>Valuing Staff</b>	Communication	Create open environment that encourages input & feedback	Institute a (M.C. Units or Dept.) Blog with two way feedback & comment capabilities "News 2 Use"	06/01/06	Completed		<b>IT Manager</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing	"East / West Wing Committee " Decrease the sterile look & feel of adult fiction & nonfiction stacks. Using under-utilized spaces install shelving and displays to promote older collections. Increase serendipitous experiences for users . Moving shelves, fixtures, etc.	06/01/06	In process	T.S budget 07	<b>Thad Hartman,</b> Suzanne Bundy, Marie Pyko & Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Renee Patzer, Valerie Reif Tanya Walsh & Tiffany Wiggins
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Develop a service vehicle (fleet) replacement program	06/01/06	In process	FY08 ???	<b>Stuart Yoho,</b> Jeff Dawson, Marie Pyko, Stephanie Hall & Ann Newell

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Foster a sense of esprit de corps among all staff	Form a committee to establish parameters for a monthly fun day and National Library's Workers day activities (staff association?) Get to know Board members.	07/01/06	In process		<b>Marie Pyko</b> , Susan Marchant, Karen Allen, Elaine O'Gara, Bonnie Cuevas, Susan Appleby, Janet Johnsen, Kyler Carpenter, Keenan Eves, Dianne Elrichs and staff
<b>Valuing Staff</b>	Communication	Create open environment that encourages input & feedback	Ensure employee computer access	08/01/06	In process	FY 06	<b>IT Manager</b>
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Form a team to identify a curriculum	08/01/06	Completed		<b>Gina Millsap</b> , Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho & Sherry Best
<b>Customer Service</b>	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Establish long term coherent guidelines for security issues	09/01/06	In process		<b>Rob Banks &amp; Greg Gaul</b>
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bids for Compensation Study	09/01/06			<b>Nancy Watkins &amp; HR</b>
<b>Customer Service</b>	Develop consistent level of customer service throughout Library	Reduce collection misdirection	Examine feasibility of Information Management System (IMS) / Horizon for different service- current structure is confusing for staff and public (HIP)	10/01/06			<b>Thad Hartman</b> , Matt Pettit & Shannon Eddings
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Reading Kouzes and Posner's <i>Leadership Challenge</i>	10/01/06	In process		<b>Gina Millsap &amp; Management Council</b>
<b>Organizational Development</b>	Become a high performance organization	Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board	Define the role of philanthropy among the three boards and Library staff , Check with all boards. Chairs of three boards to meet quarterly. Hold annual social /training event planned by officers.	10/01/06	In process		<b>Gina Millsap</b> , Administration, All Library Boards, Foundation Staff

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Organizational Development</b>	Become a high performance organization	Inspire innovation/creativity	Encourage open discussions, reallocate resources, dissolve bureaucratic processes	11/01/06	On-going		<b>Gina Millsap</b> , Administration, Management Council, James Hebert & Staff
<b>Customer Service</b>	Remove barriers to excellent customer service	Reduce number of violations of customer conduct policy	Develop a series of re-direction activities for working with young people	12/01/06	In process	FY 06	<b>Greg Gaul</b> & Jeff Dawson
<b>Customer Service</b>	Enhance & expand personal relationship with customers	Provide access to Library services	Explore feasibility of providing tools i.e. business cards -note cards for all service staff for follow-up staff contact, training re: personal service	12/01/06	In process		<b>Diana Friend</b> , Paul Brennan, Katie Escher & Stephanie Hall
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Evaluation of employees learning style for training needs	12/01/06	<b>In process</b>		<b>Donna Tryon</b> , Becky Hinton, Stephen Lusk & Michelle Eklund
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Bid Acceptance Compensation Study	12/01/06			<b>Nancy Watkins</b> & HR
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase awareness of and "buzz" about what Library has to offer	Develop marketing plan that "brands" the Library. Increase staff presence in Shawnee County & Library communities: 1) Service clubs 2) Elevator speech 3) Identify activities that people are involved in <b>Develop formalized Speaker's Bureau focused on services, programs and collections</b>	12/01/06			<b>Diana Friend</b> & Management Council, Suzie Marchant, Dennis Dehn, Scarlett Fisher-Herreman, ASD & Programmer Coordinator
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing.	Implement visual merchandising of all collections including signs, displays, etc.-PILOT	12/01/06	In process		<b>Marie Pyko</b> , Thad Hartman, Sherry Best, & Maintenance

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Increase staff input into collection development	12/31/06	In process		<b>Thad Hartman &amp; Ann Newell</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Develop and implement a technology plan for the maintenance of the technology infrastructure of the Library while enabling expanded services; including wireless for public use and develop plan for RFID. Computer management / print management	12/31/06	In process		<b>Rob Banks, IT Manager, Stuart Yoho, management team -plus</b>
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Compensation Study begins	01/01/07			<b>Nancy Watkins &amp; HR</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase number of library users	Expand outreach programs to community from all areas of the library	01/01/07		FY 07	<b>Jeff Dawson, Stephanie Hall &amp; Ann Newell</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Improve turn-over & decrease wait time for materials-data collection analysis	01/01/07	In process		<b>Paul Brennan &amp; Thad Hartman</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Clearinghouse for community calendar. Software	01/01/07			<b>Shannon Eddings, Scarlett Fisher-Herreman, Betty Jean Neal &amp; Karen Allen</b>

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Organizational Development</b>	Become a high performance organization	Strategic visioning & planning	Develop mission, vision, values, and plan. 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			<b>Administration, Management Council</b> , Library Staff, All Library Boards
<b>Programs, Services, Collections and Infrastructure</b>	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
<b>Programs, Services, Collections and Infrastructure</b>	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Evaluate physical organization of media, youth and teen services, new books and other collections. Displays, fixtures, structural & media shelving	02/01/07	In process	FY 07	<b>Marie Pyko</b> , 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
<b>Programs, Services, Collections and Infrastructure</b>	Ensure currency and relevance of collections, services and programs	Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community	Organize audio books to be accessible & appealing. Integrate physical space. Examine floor space in Circulation Lobby for collection space displays to highlight various formats for serendipitous selections rather than information desk. Organize media for all ages to respond to increasing customer demand. Investigate listening capabilities. Follow-up: Evaluate staff workspaces. Look at DVD dispenser	02/01/07	In process		<b>Marie Pyko, Thad Hartman, Suzanne Bundy, Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Mari Dawson, Renee Patzer, Valerie Reif Tanya Walsh &amp; Tiffany Wiggins , Rob Banks, Jeff Dawson, Paul Brennan, Stuart Yoho,, Greg Gaul, Kelli Smith, Elizabeth Staley, Carol Mongold, Marta Miles, Jennifer Dalton, Angela Strathman &amp; Susan Schafer</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Create environment that showcases Library collections & that encourages browsing.	Evaluate customer satisfaction - on going basis	02/01/07	On-going		<b>Administration &amp; Management Council</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Buy what matters most to all customers	02/01/07	In process		<b>Thad Hartman, Suzie Marchant &amp; ASD supervisor</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Apply the concept of "The Long Tail" to collections	02/01/07	In process		<b>Thad Hartman</b>
<b>Customer Service</b>	Improve facility accessibility and ease of use	Increase users sense of satisfaction, competence & confidence	Explore feasibility of copy card procurement at various service points rather than just circulation	03/01/07	In process	FY 07	<b>Marie Pyko &amp; IT Manager</b>

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Customer Service</b>	Remove barriers to excellent customer service	Provide access to Library services to special populations	Spanish speakers, hearing / visually impaired	03/01/07			<b>Marie Pyko,</b> Stephanie Hall, Suzanne Bundy, Judy Rohr, Jayme Lyons & Heather Kearns
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Establish parameters for a mentoring program within units	03/01/07		ASD & YS	<b>Stephen Lusk,</b> Service areas, Donna Tryon, Dave Shivers, Tracy Seitz, Dave Coleman, Gayle Lolley, Susie Christie, Janna Jepson & Cathy Cook
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Develop a library employee orientation program which includes customer service expectations, library values, ergonomics, conflict management system, etc. Develop sensitivity and diversity training modules for providing excellent customer service to our diverse population. Intellectual freedom training. IT develop a training class of where to find Library communications (Staff Web page)	03/01/07	In process		<b>Donna Tryon,</b> Becky Hinton, Anne Pepper, Stephen Lusk, Tracy Seitz, Stuart Yoho, Chris Kratochvil, Brian Adams, Maggie Allen & Gayle Lolley
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase number of library users	Expand the Library's web presence by establishing a virtual branch. Staff, hardware & software	03/01/07		FY 07	<b>Heather Kearns,</b> Bree Black, Stephanie Hall, IT Staff & PR
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Provide collections that meet and anticipate customer expectations	Provide adaptive equipment & software throughout the Library	03/01/08		FY 08	<b>Marie Pyko,</b> Stephanie Hall Rod Tibbits & Lloyd Herrera



Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Programs, Services, Collections and Infrastructure</b>	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
<b>Programs, Services, Collections and Infrastructure</b>	Evaluate & respond to current needs of library users	Establish baseline for how we are currently meeting needs	Conduct a survey of our users	08/01/07		FY 07	<b>Gina Millsap</b> , Nancy Watkins, Donna Tryon, Paul Brennan, Greg Gaul, Thad Hartman, & Shannon Eddings
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Implement a cross training program for staff to become familiar with elements of Library jobs	12/01/07	On hold		<b>Management Council</b>
<b>Customer Service</b>	Improve facility accessibility and ease of use	Reduce the number of locational questions at public desks	Evaluate existing signage and implement an improvement plan for signage	12/31/07	In process		<b>Stuart Yoho &amp; Diana Friend</b> , James Hebert & Sherry Best
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	Implementation of Compensation Study	01/01/08		FY 08	HR & <b>Nancy Watkins</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community	Develop facilities master plan (including vehicles)	12/01/06 - 12/1/07		FY 07	<b>Stuart Yoho &amp; Rob Banks</b>
<b>Valuing Staff</b>	Communication	Create open environment that encourages input & feedback	IT develop a training class of where to find Library communications (Staff Web page) Part of orientation.	ASAP			<b>IT</b>
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase awareness of and "buzz" about what Library has to offer	Identify programs, services & collections that represent best & innovative practices & encourage staff. Encourage staff to contribute to library publications: Library Journal, etc.	Ongoing	On-going		<b>Diana Friend</b> -plus

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Customer Service</b>	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Develop customer service policy		In process		Management Council
<b>Customer Service</b>	Enhance & expand personal relationship with customers	Provide more personalized access to Library services	Personalize customer interaction by requiring all staff to use first name on telephone and face to face interactions		On-going		Managers & supervisors
<b>Valuing Staff</b>	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	Investigate Employee wellness program				Suzie Marchant, Janet Pionkowski, & Janet Johnsen
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Create the curriculum / hire facilitator		In process		Gina Millsap, Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho, Sherry Best & Stephanie Hall
<b>Leadership</b>	Create a culture that inspires staff, trustees and board to do extraordinary things	Implement a leadership academy that focus on using Kouzes and Posner's leadership model	Team Training		TBD		
<b>Programs, Services, Collections and Infrastructure</b>	Enhance customers' library experience	Increase number of library users	Fall reading incentive program for youth			Some in FY 06 & FY 07	
<b>Programs, Services, Collections and Infrastructure</b>	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
<b>Programs, Services, Collections and Infrastructure</b>	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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
<b>Organizational Development</b>	Become a high performance organization	Implement innovative services, collections, programs & facilities	Seek out & implement best practices in the worlds of libraries, information, content & leadership		On-going		<b>Management Council &amp; staff</b>
<b>Organizational Development</b>	Become a high performance organization	Promote organizational learning	Be proactive in identifying needs		On-going		<b>Gina Millsap, Administration, Management Council, Library Staff</b>
<b>Organizational Development</b>	Become a high performance organization	Be systems thinkers	Define & organize around work		On-going		<b>Gina Millsap, Administration, Management Council &amp; supervisors</b>
<b>Organizational Development</b>	Become a high performance organization	Effective decision making	Employ Ranganathan's 5 laws of library science 1. Books are for use 2. Every reader his/her book 3. Every book its reader 4. Save the time of the reader 5. The library is a growing organism		On-going		<b>Administration, Management Council, Library Staff, All Library Boards</b>
<b>Organizational Development</b>	Become a high performance organization	Measure the effectiveness of organizational processes	Employ 'after-action review' to assess viability of new services/products		On-going		<b>Administration, Management Council, Renee Patzer &amp; Library Staff</b>

**Legislative Report  
Robert Banks  
August 10, 2006**

**Federal:**

Deleting Online Predators Act (DOPA) H.R. 5319 was passed by the U.S. House 410-15 on July 27, 2006, sent to the Senate and is currently in the Committee on Commerce, Science and Transportation. This act requires that schools and libraries block minor's access to chat rooms and other social networking websites because of predators approaching children on these sites. The requirement to block the sites would be tied to receipt of E-rate funds. TSCPL does not receive any E-rate funds this year.

The American Library Association is opposed to this bill because it is overly broad and puts public libraries *in loco parentis*. There is concern that by totally blocking these activities many positive interactions will be stopped along with the dangerous activities. According to information in the bill attributed to the United State Attorney General, approximately 80% of the activities on these websites are positive. ALA feels that less restrictive actions could be effective and still allow the many positive interactions.

It is uncertain if the Senate will have time to address this bill before the end of the session.

**Resolution – Executive Director’s Evaluation**

**BOARD OF TRUSTEES  
TSCPL PUBLIC LIBRARY  
August 10, 2006**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY06 performance appraisal and set the executive director’s compensation at \_\_\_\_\_ for FY07.**

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

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

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

Date \_\_\_\_\_