

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

Call to Order

Public Comment

Approval of October 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 – Rick Friedstrom

Policy Review

- Library Materials Selection Policy - **Action Item**

Director's Report – Gina Millsap

Director of Operations Report – Rob Banks

Old Business

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

New Business

- Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library - **Action Item**
- Library Board of Trustees Standing Committees - **Action Item**
- Request to Friends of TSCPL - **Action Item**

Trustee Education

- connectnow-Diana Friend

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, December 21, 2006
Subject to change w/o notice

**TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
Menninger Board Room
October 19, 2006**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT: Tim Peterson (vice-chair & treasurer), Michelle Henry & Terry Kimes

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, October 19, 2006, in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:03 pm, 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.

TRUSTEE EDUCATION:

Visual Merchandising – Cathy Hebert

Cathy's professional background is in retail working with displays and visual merchandising with Macy's department stores. We are currently contracting with her to train staff, consult and provide visual merchandising and display services. She is working with several staff committees on the development of our neighborhoods and reorganizing our service areas.

- Presented displays/examples of displays on how we can and are enhancing our visual merchandising
- Ties in with our organizational priorities

APPROVAL OF MINUTES:

The minutes from the September 28, 2006, board meeting were accepted as presented.

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

FINANCIAL REPORTS - Nancy Watkins

- Blue Cross/Blue Shield rates for current employees will decrease 3 ½%
- Blue Cross/Blue Shield rates for TSCPL retirees will increase 19%

On motion by Peg Lakin, seconded by Kerry Storey, the September Financial reports were accepted.

FRIENDS – Dottie Harder

- Friends Annual meeting will be November 5, 2006, at 2:30 pm in Marvin auditorium
- There will be a hospitality time prior to business meeting and program
- The Friends will be electing six new board members for 2007
- Board members should have received an invitation
- All bills have not been received for 2006 book sale
- Sale grossed over \$48,000, an increase of \$4,200 over 2005
- This amount, plus \$5,150 from sponsorships, will enable Friends to contribute a significant amount to Library projects
- The Friends have interesting position of having too much money and needing to spend it for the Library
- Have asked for an additional \$50,000 in desired projects
- Have also requested that monies be allocated for specific projects or areas rather than a lump amount for programming
- The Friends need to receive wish list by end of October, so Finance committee can review it prior to board meeting on November 14th

FOUNDATION - Rick Friedstrom

- Thanks to staff for time spent on Board Retreat
- The Library Foundation assisted in recruiting Senator Nancy Kassebaum Baker to be fifth lecturer honoring memory of Dr. J. Cotter Hirschberg
- Last Sunday, Senator Kassebaum Baker addressed a full house in Library's Marvin Auditorium.
- Provided a short tour of Library to Senator prior to her lecture.
- Visiting with individuals interested in bolstering our Talking Books Program, Red Carpet Services, and our annual Veterans Day Program
- Continue to receive positive feedback regarding "An Evening with James Earl Jones." - Received number of thank you notes from teachers, students, and library employees who received complimentary tickets:
 - 1) Expenses are still coming in, but it appears net proceeds from event will be around \$15,000-plan to designate toward new Red Carpet Bookmobile.
- The Foundation's Finance Committee met last week and voted to recommend that the Foundation Board approve the Library's request for \$499,230 to help underwrite renovation work at Library's facility at 1020 Washburn:
 - 1) Foundation board met yesterday and approved the request
- Received first draft of strategic plan for 2007
- The Library Foundation is benefiting from consulting services of Annette Thornburgh, who is helping refocus efforts on annual giving
- Annette offered preliminary report to Finance Committee and to our board-foresee implementing her recommendations as we move toward a multi-year plan that will incorporate specific strategies aimed at annual giving to Library.

- 2007 Development Plan calls for us to continue our emphasis on planned and deferred giving, under outstanding leadership of Kathy Groesbeck.

POLICY REVIEW

Employee Solicitation Policy

- Omit the word **other** in the first sentence

On motion by Doris Kinnett, seconded by Suzanne Robb, the board approved the Solicitation Policy as amended.

Below is link to Solicitation Policy:

<http://staff.tscpl.org/policies.asp>

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

- Gina is currently in New York, with Jeff Dawson, Jim McHenry and Kate Hamilton of United Way, attending an Urban Libraries Council conference on serving children during out-of-school time

DIRECTOR OF OPERATIONS REPORT – Rob Banks

- Shared plaque TSCPL received from North East Kansas Library System for Accredited Library (Major Resources Library) 2006-2008
- Board passed Accreditation Application at September board meeting
- Kansas Public Library rankings have been released and Topeka and Shawnee County Public Library is ranked number one among "Major Resource Centers II (serving a population of 100,000+) TSCPL came in first place, followed by Johnson County Library, Olathe Library, Kansas City Public Library & Wichita public libraries

OLD BUSINESS-Rob Banks

Organizational Priorities

Legislative Report

- Gina, Rob, Rosanne Siemens, KLA Executive Director, Laura Loveless Co-chair of Government Affairs Committee for KLA, and David King Digital Branch and Services Manager at TSCPL met with Senator Kelly on October 2

NEW BUSINESS

Resolution thanking Friends for Its Work on the Book Sale

Thank You To The Friends

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere appreciation for the hard work and dedication of the Friends of the Topeka and Shawnee County

Public Library Book Sale Committee Chair Gaylord Ukena, his committee members Jo Ann Myers, Darrell Timken and Bob Webb, the members of the Public Relations Committee, the 36 year-round Book Sale Prep Volunteers and the 363 Book Sale Volunteers that worked countless hours to make the 2006 book sale an unprecedented success.

The Board also wishes to express its thanks to President Marianne Beeson and the members of the Friends Board for their leadership and support of Friends activities that result in resources that help make the Library's services, collections and programs second to none.

On motion by Kerry Storey, seconded by Carol Jory, the board approves the Resolution Thanking the Friends and presented Dottie Harder with a certificate.

Kerry Storey
Secretary of the Board

The meeting adjourned at 4:45 pm
File: Bd. minutes October 2006

**Deputy Director of Finance Report
November 2006**

Financial Summary – Page 1

The financial summary reflects that we have received \$16,179,951.81 in revenue and we have expended \$13,280,539.78 to provide library services thru October 31, 2006.

Revenue/Expense/Balance by Fund Report – Page 2

Two new funds have been added under the Federal & State Grants section

- **07-LSTA-3-F** which is the grant to cover the majority of the expenses for the Talking Books program from October 1, 2006-September 30, 2007
- **Kan-Ed** which is a grant for the purpose of establishing an enhanced library meeting room with two-way video capability.

General Fund – Pages 3 & 4

With 83.3% of the budget year completed we have received 91% of our general fund budgeted revenue. We have expended and/or encumbered 80% of our general fund budget.

For the 2006 General Fund budget the delinquency computation rate was 2.5%. You will note that currently 3% of the ad valorem property tax is still outstanding. There is one more tax distribution on December 14 that should bring in the .5% of ad valorem property tax that is needed to meet the budget.

Employee Benefit Fund – Page 5

With 83.3% of the budget year completed we have received 120% of the budgeted revenue and expended 75% of our budget.

The 2.5% delinquency rate was also used for this fund.

Bond & Interest Fund – Page 6

With 83.3% of the budget year completed we have received 98.5% of the budgeted revenue and expended all funds for the year.

Other items:

- The 2006 assessed valuation decreased by \$2,678,322 between the time the budget was completed and the mill levies were finalized on October 30. The 2006 mill levies are: General Fund 7.124 mills (increase of .013 mills); Employee Benefit Fund 1.461 (increase of .003 mills); Bond & Interest Fund 1.086 mills (increase of .002 mills).

- The Blue Cross rates have been received for 2007. The rates reflect a 3.5% decrease for employees and retirees under age 65 and an 18.9% increase for retirees over age 65.

Current rates/month:

Employee	382.25 (12.5% decrease over 2005)
Employee/Children	737.45 (12.4% decrease over 2005)
Employee/Spouse	820.94 (12.5% decrease over 2005)
Employee/Dependents	1,176.14 (12.4% decrease over 2005)
MER	480.30 (4.2% increase over 2005)

Rates/month effective January 1, 2007:

Employee	368.77 (3.5% decrease over 2006)
Employee/Children	712.23 (3.4% decrease over 2006)
Employee/Spouse	791.93 (3.5% decrease over 2006)
Employee/Dependents	1,135.40 (3.5% decrease over 2006)
MER	571.01 (18.9% increase over 2006)

Employees in 2007 will continue to pay 10% of their premium and retirees will continue to pay 50% of their premium.

- The 2007 worker's compensation rates will not be available until December.
- Proposals for the classification and compensation study were received from five companies (Fox Lawson & Associates, Phoenix, AZ; Millbrook Partners, Dallas, TX; Presidio Pay Advisors, Inc., San Francisco, CA; Springsted Inc., Saint Paul, MN; Wachovia Employer Solutions Group, St. Louis, MO). The Board personnel committee will be reviewing the proposals and will be making a recommendation on the company to do the study at the December Board meeting.
- Price quotes have been received from four companies to replace the Café range; this was part of the furniture/equipment budget for 2006. The range selected is a Garland/US Range Model No. PS-24G-6-2626 at a cost of \$5,495. The amount budgeted for this expenditure was \$5,000.
- Robert Banks, Paul Brennan and I met with a representative from Heartland Payment Systems to discuss processing of credit and debit card transactions. The option to use a credit or debit card is a service that we hope to be able to provide to our customers in the near future.
- In October I attended the MAPP user's group meeting, KEWCF Board meeting, the KPERs designated agent workshop, and the Library Foundation Board meeting.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of October 31, 2006

General Fund:

\$ 860,000 at 5.23%, dated 08/25/06, due 11/03/06
\$ 915,000 at 5.24%, dated 09/08/06, due 11/10/06
\$1,170,000 at 5.25%, dated 09/19/06, due 11/17/06
\$ 960,000 at 5.25%, dated 09/22/06, due 11/24/06
\$ 710,000 at 5.31%, dated 10/06/06, due 12/01/06
\$ 705,000 at 5.24%, dated 10/13/06, due 12/08/06
\$ 825,000 at 5.23%, dated 10/20/06, due 12/15/06
\$ 595,000 at 5.24%, dated 10/27/06, due 12/22/06

Restricted Funds:

\$ 185,000 at 5.24%, dated 10/27/06, due 11/24/06

Special Accruing Fund-Commerce Bank:

\$2,599,000 at 5.31%, dated 10/06/06, due 11/03/06

Bond & Interest Fund-Commerce Bank:

\$1,449,000 at 5.24%, dated 10/27/06, due 12/15/06

Municipal Investment Pool:

\$0

Topeka & Shawnee County Public Library
Financial Summary

10/31/06

	<u>Balance 01/01/06</u>	<u>Revenue Y-T-D</u>	<u>Expenses Y-T-D</u>	<u>Balance 10/31/06</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 2,956,840.21	\$ 11,076,058.40	\$ 8,974,895.37	\$ 5,058,003.24
Employee Benefits	784,697.77	2,510,052.01	1,902,076.78	1,392,673.00
Capital Improvement	2,561,017.44	93,227.78	54,247.50	2,599,997.72
Bond & Interest	1,463,289.29	1,783,918.96	1,797,297.50	1,449,910.75
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	-	115,646.00	9,589.90	106,056.10
Federal & State Grants	144,274.39	289,794.90	245,394.61	188,674.68
Other Special Revenue	204,188.00	298,089.58	296,019.44	206,258.14
Permanent Funds	419,394.23	13,164.18	1,018.68	431,539.73
Totals	<u>\$ 8,533,701.33</u>	<u>\$ 16,179,951.81</u>	<u>\$ 13,280,539.78</u>	<u>\$ 11,433,113.36</u>

Bank Account Summary

General Fund-Commerce Bank-Checking	\$ 1,873.24
General Fund-Commerce Bank-Investments	6,740,000.00
Special Accruing Fund-Commerce Bank-Investments	2,599,000.00
Restricted Funds-Commerce Bank-Checking	24,427.18
Restricted Funds-Commerce Bank-Investments	185,000.00
Restricted Funds-Commerce Bank-Investments-Foundation	263,583.43
Bond & Interest Fund-Commerce Bank-Checking	283.67
Bond & Interest Fund-Commerce Bank-Investments	1,449,000.00
Cash on Hand	1,617.27
Petty Cash	100.00
Security Deposits	1,591.00
Endowment Securities	177,983.08
Municipal Investment Pool	-
	<u>\$ 11,444,458.87</u>
Payroll Liabilities	11,345.51
	<u>\$ 11,433,113.36</u>

Revenue/Expense/Balance By Fund Report

	01/01/06 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	10/31/06 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 2,956,840.21	\$ 11,076,058.40	\$ 217,166.33	\$ 8,757,729.04	\$ 5,058,003.24	\$ 994,647.66	\$ 4,063,355.58
Employee Benefit Fund	784,697.77	2,510,052.01	-	1,902,076.78	1,392,673.00	7,187.69	1,385,485.31
Capital Improvement Fund	2,561,017.44	93,227.78	-	54,247.50	2,599,997.72	36,165.50	2,563,832.22
Bond & Interest Fund	1,463,289.29	1,783,918.96	-	1,797,297.50	1,449,910.75	-	1,449,910.75
Non Major Governmental Funds							
<i>State Aid Fund</i>	-	115,646.00	-	9,589.90	106,056.10	2,886.00	103,170.10
<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	51,819.00	-	53,592.46	54,291.88	2,858.51	51,433.37
Early Reading First	(550.57)	3,040.90	-	2,490.33	-	-	-
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	155,364.76	920.70	920.71	(0.01)
KS Humanities Council	-	1,058.00	-	1,058.00	-	-	-
07-LSTA-3-F (Talking Books)	-	129,531.00	-	11,104.22	118,426.78	-	118,426.78
Kan-ED	-	15,000.00	-	-	15,000.00	-	15,000.00
<i>Other Special Revenue Funds</i>							
Adult Programs	155.90	-	-	118.60	37.30	-	37.30
Art Collection	48.79	10,100.00	-	10,100.00	48.79	-	48.79
Book Cook Program	369.61	-	-	55.00	314.61	-	314.61
Bookmobile	12.74	-	-	12.74	-	-	-
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	43,000.56	-	35,318.20	14,326.95	5,426.16	8,900.79
Fun Committee	-	2,174.86	-	498.49	1,676.37	-	1,676.37
Gifts/Memorials (Undesignated)	57,675.54	5,203.55	99.90	16,358.28	46,420.91	1,199.76	45,221.15
Grow Your Own Scholarship Fund	-	8,247.07	-	2,166.64	6,080.43	-	6,080.43
Hirschberg Lecture	1,178.22	47.12	-	675.00	550.34	-	550.34
Homework Center	-	30,284.26	-	32,855.20	(2,570.94)	-	(2,570.94)
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	8,132.56	-	1,610.79	93,689.68	66.00	93,623.68
Lingo	13.93	170,267.62	111,250.00	59,017.62	13.93	479,536.16	(479,522.23)
NEH Expendable	18,112.21	606.05	-	4,455.28	14,262.98	-	14,262.98
Red Carpet	9,613.76	365.57	-	1,257.94	8,721.39	90,412.00	(81,690.61)
Rotary Grant	-	2,000.00	-	1,995.71	4.29	-	4.29
Special Collections	4,929.92	191.66	-	1,895.97	3,225.61	-	3,225.61
Talking Books	4,666.56	185.17	-	148.07	4,703.66	-	4,703.66
Topeka Competition	-	12,390.59	-	10,437.14	1,953.45	-	1,953.45
Torluemke Landscaping	1,291.04	4.24	-	1,295.28	-	-	-
Workshops	592.21	1,980.00	-	632.70	1,939.51	1,449.34	490.17
Youth Services	8,260.36	313.30	-	650.00	7,923.66	149.46	7,774.20
<i>Permanent Funds</i>							
Mertz Trust	169,952.77	-	-	-	169,952.77	-	169,952.77
NEH Endowment	249,441.46	13,164.18	-	1,018.68	261,586.96	-	261,586.96
TOTALS	\$ 8,533,701.33	\$ 16,179,951.81	\$ 333,971.92	\$ 12,946,567.86	\$ 11,433,113.36	\$ 1,623,867.07	\$ 9,809,246.29

Topeka & Shawnee County Public Library

General Fund - Revenue

10/31/06

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Balance</u>	<u>% Received</u>
				83.3% of year
Ad Valorem Property Tax	\$ 9,549,860.00	\$ 9,276,185.35	\$ 273,674.65	97%
Back Tax	-	151,196.93	\$ (151,196.93)	0%
Motor Vehicle Tax	1,276,638.00	1,070,248.31	\$ 206,389.69	84%
Motor Vehicle Excise Tax	-	4,451.99	\$ (4,451.99)	0%
Recreational Vehicle Tax	13,543.00	9,213.48	\$ 4,329.52	68%
Recreational Vehicle Excise Tax	-	1,417.15	\$ (1,417.15)	0%
16/20 M Vehicle Tax	10,032.00	9,468.19	\$ 563.81	94%
In Lieu of Tax	29,335.00	28,239.98	\$ 1,095.02	96%
Sundry Revenue	10,000.00	6,180.44	\$ 3,819.56	62%
Salary Refunds-Foundation	80,000.00	70,244.98	\$ 9,755.02	88%
Salary Refunds-Friends	80,000.00	79,059.12	\$ 940.88	99%
Vend Machines	50,000.00	51,088.15	\$ (1,088.15)	102%
Lost/Damaged Materials	22,000.00	31,341.05	\$ (9,341.05)	142%
Meeting Room Charges	5,000.00	4,255.00	\$ 745.00	85%
Sale of Inventoried Equipment	3,000.00	4,343.51	\$ (1,343.51)	145%
Interest Received-Investments	49,800.00	279,005.81	\$ (229,205.81)	560%
Interest Received-Bank Account	200.00	118.96	\$ 81.04	59%
Library Treasurer's Balance	985,867.00	-	\$ 985,867.00	0%
TOTALS	<u>\$ 12,165,275.00</u>	<u>\$11,076,058.40</u>	<u>\$1,089,216.60</u>	91%

Topeka & Shawnee County Public Library

10/31/06

General Fund-Expenditures + Encumbrances

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Open PO's</u>	<u>Unemcumbered Balance</u>	<u>% Expended</u> 83.3% of year
STAFF:					
Salaries-Auto Allowance	\$ 4,800.00	\$ 4,000.00	\$ -	\$ 800.00	83%
Salaries-Maintenance	559,000.00	464,923.54	-	94,076.46	83%
Salaries-Overtime	10,000.00	3,810.63	-	6,189.37	38%
Salaries-Shelvers	175,000.00	115,791.24	-	59,208.76	66%
Salaries-Staff	6,006,000.00	4,883,904.37	-	1,122,095.63	81%
Salaries-Security	220,000.00	197,355.42	-	22,644.58	90%
Conferences	60,000.00	78,073.30	2,608.64	(20,681.94)	134%
Staff Training	20,000.00	13,893.67	1,525.00	4,581.33	77%
Employee Assistance Program	4,100.00	3,227.36	603.28	269.36	93%
Mileage	6,500.00	3,976.38	1,307.26	1,216.36	81%
COLLECTION:					
Materials-Binding/Replacements	7,000.00	2,389.67	501.75	4,108.58	41%
Materials-Print/Non-Print <1 YR	419,315.00	216,258.02	93,298.00	109,758.98	74%
Materials-Print/Non-Print	1,280,685.00	1,021,785.29	252,080.76	6,818.95	99%
Materials-Periodicals	150,000.00	32,141.92	-	117,858.08	21%
OPERATIONS:					
Automation support	112,000.00	31,110.98	16,538.18	64,350.84	43%
Contracted-Automation	160,000.00	101,486.11	37,609.65	20,904.24	87%
Contracted-Buildings/Grounds	445,000.00	223,893.90	195,506.46	25,599.64	94%
Contracted-Office Equipment	110,000.00	85,514.38	15,709.69	8,775.93	92%
Contracted-Professional	100,000.00	40,651.27	9,937.09	49,411.64	51%
Database	65,000.00	14,171.64	61,994.96	(11,166.60)	117%
Furniture/Equipment <3,000	70,000.00	15,716.54	37,709.32	16,574.14	76%
Furniture/Equipment >3,000	400,000.00	111,561.03	188,491.18	99,947.79	75%
Gallery	35,000.00	21,546.05	2,553.79	10,900.16	69%
Insurance	95,000.00	47,845.00	-	47,155.00	50%
Human Resources	20,000.00	16,834.48	2,748.35	417.17	98%
Memberships/Dues	25,000.00	17,250.90	113.28	7,635.82	69%
Miscellaneous	15,000.00	9,122.29	916.95	4,960.76	67%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	360,000.00	326,207.76	35,500.00	(1,707.76)	100%
Printing	65,000.00	34,974.52	3,681.22	26,344.26	59%
Public Relations	45,000.00	29,694.10	1,739.50	13,566.40	70%
Supplies-Building/Maintenance	110,000.00	69,162.32	11,943.34	28,894.34	74%
Supplies-Office/Library	125,000.00	91,066.37	9,203.02	24,730.61	80%
Supplies-Processing	65,000.00	36,840.00	4,879.60	23,280.40	64%
Telephone	86,500.00	60,975.50	4,217.54	21,306.96	75%
Utilities-Electric	225,000.00	204,031.05	-	20,968.95	91%
Utilities-Gas	125,000.00	54,538.76	-	70,461.24	44%
Utilities-Water/Sewage	25,000.00	29,867.40	-	(4,867.40)	119%
Vehicle-Gas	20,000.00	13,405.26	1,051.64	5,543.10	72%
Vehicle-Repair	50,000.00	28,608.86	678.21	20,712.93	59%
Revitalization Rebates	139,375.00	-	-	139,375.00	0%
Contingency	100,000.00	-	-	100,000.00	0%
Cash Long/Short	-	121.76	-	(121.76)	
TOTALS	\$ 12,165,275.00	\$ 8,757,729.04	\$ 994,647.66	\$ 2,412,898.30	80%

Topeka & Shawnee County Public Library
Special Revenue Funds

10/31/06

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	\$ 1,660,633.54	97%
Back Tax	-	32,952.85	
Motor Vehicle Tax	272,634.00	230,567.96	85%
Recreational Vehicle Tax	2,892.00	2,276.00	79%
16/20M Vehicle Tax	2,142.00	1,023.11	48%
In Lieu of Tax	6,265.00	6,366.46	102%
Refund-BC/BS	-	495,815.39	0%
Refund-Fringe Benefits-Foundation	32,000.00	23,384.51	73%
Refund-Fringe Benefits-Friends	7,500.00	10,741.90	143%
Refund-Fringe Benefits-Hmwk Ctr	6,000.00	4,263.78	71%
Refund - Workers' Comp	-	8,118.89	0%
Retiree Payments BC/BS	44,500.00	33,907.62	76%
	\$ 2,083,739.00	\$ 2,510,052.01	120%
Expenditures:			
FICA	532,000.00	\$ 433,208.39	81%
KPERS	320,000.00	244,002.39	76%
Worker's Compensation	95,000.00	57,850.67	61%
Unemployment Tax	23,000.00	17,803.87	77%
Health/Dental Insurance	1,540,000.00	1,149,211.46	75%
Revitalization Rebates	29,764.00	-	0%
	\$ 2,539,764.00	\$ 1,902,076.78	75%
Balance 10/31/06	\$ 125,000.00	\$1,392,673.00	

CAPITAL IMPROVEMENT

Balance 01/01/06	\$ 2,561,017.44
Revenue:	
Interest received	93,227.78
	\$ 93,227.78
Expenditures:	
Capital Outlay	54,247.50
	54,247.50
Balance 10/31/06	\$ 2,599,997.72

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	9,589.90
	120,000.00	\$ 9,589.90
Balance 10/31/06	-	\$106,056.10

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

10/31/06

	<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	1,501,340.19	94.7%
Back Tax	-	25,501.91	
In Lieu of Tax	4,658.00	4,570.62	98.1%
Motor Vehicle Tax	202,676.00	170,816.26	84.3%
Recreational Vehicle Tax	2,150.00	1,688.91	78.6%
16/20M Vehicle Tax	1,593.00	1,555.60	97.7%
Interest on Idle Funds	15,000.00	78,445.47	523.0%
	<u>\$ 1,810,692.00</u>	<u>\$ 1,783,918.96</u>	98.5%
<u>Expenditures:</u>			
Principal	1,090,000.00	1,090,000.00	100.0%
Interest	707,298.00	707,297.50	100.0%
Revitalization Rebates	22,130.00	-	0.0%
Cash Basis Reserve	1,400,000.00	-	0.0%
	<u>\$ 3,219,428.00</u>	<u>\$ 1,797,297.50</u>	55.8%
Balance 10/31/06	\$ -	<u>\$ 1,449,910.75</u>	

Resolution – Library Materials Selection Policy

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

DIRECTOR'S REPORT

November, 2006

POLICY

Materials Selection: Attached to my report is a summary of the substantive changes to the materials selection policy from technical services/collections supervisor, Thad Hartman.

DISCUSSION/ACTION ITEMS

Bylaws of the Board of Trustees: President Mary Feighny met with the bylaws committee and staff liaison Nancy Watkins to review the trustee bylaw. Mary will review the proposed changes at the meeting.

Library Board of Trustees Standing Committees: President Mary Feighny has made some appointments to include new trustees. Trustee committee assignments are:

- **Government:** Chair: Kerry Storey, Suzanne Robb, Peg Lakin, Michele Henry
- **Personnel:** Chair: Peg Lakin, Tim Peterson, Karen Nicolay, Terry Kimes
- **Building & Grounds:** Chair: Doris Kinnett, Suzanne Robb, Karen Nicolay, Carol Jory
- **Finance:** Chair: Tim Peterson, Michele Henry, Kerry Storey, Doris Kinnett, Terry Kimes
- **Special Committee (Bylaws):** Chair: Mary Feighny, Kerry Storey, Tim Peterson

Request to Friends of TSCPL: The Friends board has presented us with a wonderful "problem." It wants to give us additional funding this year! As we did with the original allocation, we are presenting the request to you for approval before it is presented to the Friends board. The total request is \$50,000. The management council reviewed the organizational priorities and identified the following requests:

1. **EMS software upgrade (\$23,000):** This is our meeting room management/calendaring software. Our goal is to create a "one-stop shopping" experience for customers so they can find out everything that's happening at the library via the digital branch library. It will also allow customers to place online requests for meeting rooms, which will make this popular service much more convenient while increasing the efficiency

of the events resources staff (who manage the meeting rooms.) This upgrade will also facilitate the administration of library programs.

2. **Signage (\$14,000):** Includes directional, service, collections, re-location of donor-sponsored areas. We have been evaluating how customers navigate through the building and locate services, collections and even rest rooms. These signs will address the questions they ask repeatedly and the confusion and lack of information they experience.
3. **Library Technology Toolbox (\$13,000):** Our new head of digital branch and services, David King, is recommending that we experiment with a number of new technologies before making substantive investments in new software, hardware and equipment. This money would be allocated for that purpose. This is consistent with our approach to other new initiatives, e.g. the greeter desk. I think it's critical in the pursuit of best practices and cost effectiveness to pilot and evaluate new services, collections, programs and other endeavors.

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.

Changes since October Board meeting: We are analyzing data from the greeter desk pilot, working on data collection for strategic planning, continuing work on the neighborhoods in the east and west wings, finalizing plans for signage and visual merchandising, developing an annual calendar for library programs, developing the curriculum for our leadership academy, selecting the computer management system we will implement in FY07.

PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS

Attended: Rotary, Urban Libraries Council Out-of-School Time conference, Cotter Hirschberg lecture, Intergovernmental Cooperation Committee meeting, Foundation donor lunch, Celebrate the Book, TSCPL's 3rd annual readers advisory conference

Other activities: worked at greeter desk; facilitated discussion on future of reference with adult services staff; met with representative of St. Francis Health Ctr. to discuss possible partnership;

Presentations: Kansas City (KS) Public Library keynote for staff day – customer service; Library update at Friends annual meeting; Know Your Library

TRUSTEE EDUCATION

Connectnow: Public Relations Manager Diana Friend will present a sneak preview of **connectnow**, the Library's new monthly publication. It makes its appearance in December.

**Gina Millsap, Executive Director
Topeka and Shawnee County Public Library
11/10/2006**

**Materials Selection Policy Changes
Thad Hartman, Technical Services/Collections Supervisor**

I have listed some of the major changes to the Materials Selection Policy. There are other changes as well, but most are grammatical or updating old information.

**Page 4
Responsibility for Selection**

The third paragraph was rewritten to reflect a positive attitude towards freedom of expression. We felt the old statement was focused too negatively towards those who want to deny this freedom.

General Selection Criteria

An additional sentence was added that states that the Library does not endorse beliefs, viewpoints, etc. This sentence was previously in the policy under the Request for Reconsideration of Materials section.

Page 5 Labeling

This is a new section in the policy, although the ideas contained within it were previously contained in the policy under the Request for Reconsideration of Materials section.

The Library Collection Objectives

This section was moved up in the policy. In addition to this we eliminated some superfluous language and added a statement about a commitment to organizing materials in the best way possible.

Page 6 Library Mission

This will be packaged with all of the policies and therefore was removed from the Materials Selection Policy.

Page 9 High Interest / Low Reading Level (YHL) Collection

This collection no longer exists and therefore this section was removed.

The Reference Collection

Changes were made to reflect the increased importance and use of databases. Most of the changes are under the "Priorities" section.

Page 10 The Media Collection

The collection is listed as the "Non-Print Collection" in the current policy. A paragraph was added to the "Selection Criteria" section to acknowledge that formats may be added or withdrawn from the collection.

Page 13 The Kansas Collection

The collection is listed as the "Kansas Center for the Book" in the current policy. Changes were made to reflect that the Library no longer houses the Kansas Center for the Book Collection.

Page 14 Red Carpet Services

A section was added for Assistive Listening Devices and the Therapeutic Activity Collection was updated to better reflect its mission.

Page 18**Expressions of Concern**

The section "Reconsideration of Library Materials" section was re-titled and reworded in an attempt to convey the Library's welcoming attitude towards expressions of concern. We felt the previous section sounded negative and had too many steps. We created an "Expressions of Concern" statement within the Materials Selection Policy and then created an additional section on the Expressions of Concerns Process.

Page 19**Expressions of Concern Process**

This process can be used for all expressions of concerns, whether they are about materials, programs, meeting rooms, etc. The process is actually the same as what we actually use now, but it was reworded to accurately reflect our procedures and make it easier to understand. We also changed quite a bit of the language so it was more positive and welcoming than the current "Reconsideration of Library Materials" section.

Page 21**The Freedom to Read Statement**

This was amended by ALA in 2004. We replaced the version in our current policy with this newer version.

Page 26**Statement of Concern about Library Resources**

This form replaces our current "Request for Reconsideration of Library Materials" form. Its intent is to be used for expressions of concern about all Library resources. This includes not only materials, but also programs, exhibits, meeting rooms, and more.

11/10/2006

**Deputy Director of Operations
Robert Banks
November 16, 2006**

Steven Lusk and I met with Lisa Brien, a student at Emporia in the Master of Library Science program. She is eligible for the diversity grant awarded to Emporia and would be connected to our Library as a part of the grant. This grant is designed to encourage student's of minority background to seek the MLS. These students are required to work in Kansas, hopefully in a sponsoring institution like TSCPL if a position is available, for two years after graduation. We will provide a mentor for Lisa and a summer internship during her course of studies.

We are in the process of compiling comments and statistics from the greeter program. So far, the program has been very helpful and we have many more positive comments than negative. Occasionally, some members of the public see this as interference to our work. I view this as part of our work. We are here to make the customer experience as successful as possible. We have helped a large number of people find what they are looking for. As a result of our experience with the greeter program, we have installed some temporary signs to determine if they will help with some of the directional questions. It is my opinion that we will need to continue the greeter into next year to determine the impact of these signs.

Departmental Highlights

Circulation Department

October checkout totaled **205,435**, an all-time record for the month of October. This marks the 15th consecutive month in which we've set a record for that month of the year.

At the end of October, checkout for the year in 2006 totaled **2,008,029**. This is the earliest in a year we've passed the 2 million mark. At this pace I would estimate that total checkout in 2006 will end up at approximately 2.35 million. That would represent an all-time high.

Youth Services

Jeff Dawson attended the Urban Library Council Learning in Libraries, A National Call to Action Conference in New York City with Gina Millsap, Jim McHenry, and Kate Hamilton. The conference focused on 'Out of School Time' activities, programs, and partnerships for children k-12th grade. The good news for TSCPL is we have been proactive in successful Out of School initiatives – examples include the Homework Center and our strong Summer Reading Program. There is still work to be accomplished – developing and building community partnerships will strengthen our Out of School programming and ultimately reach more Shawnee County children than we have in the past.

Jeff Dawson presented 'Youth Services Bloggery' at WALA (Wichita Area Library Association)/SCKLS (South Central Kansas Library System) Technology Training Day November 2, 2006 at Friends University, Wichita, Kansas. A Youth Blog; Librarians Serving Youth was developed in cooperation with librarians serving youth during two sessions at WALA/SCKLS Technology Training Day. We hope this blog will be a portal for librarians and library staff across Kansas, United States, and ultimately the world in sharing ideas, successes, problems, planning (you name it) when serving youth. Please take a look as this cooperative effort takes shape from librarians across Kansas at - <http://blog.tscpl.org/youthblog/>

Bookmobile

Bookmobile staff planned very effectively for working around the construction now underway in the 1020 Building. This disruption in work flow has helped our unit identify how we can better serve our Bookmobile customers in the future. Upon completion of the 1020 construction Bookmobile staff will review our processes for loading the buses and actual times spent at our stops in an effort to offer our customers timely and effective services in the field.

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	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 complete		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	Complete		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
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	Complete		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	Complete	FY 06 Ongoing expense	
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	Complete		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	Complete		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	Complete		Donna Tryon & PIT Crew
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	Complete		Paul Brennan
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	Complete		IT Manager
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	Complete	Staff vending machines	Marie Pyko , Susan Marchant, Karen Allen, Bonnie Cuevas, Janet Johnsen, Kyler Carpenter, Keenan Eves, Dianne Elrichs and 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	Form a team to identify a curriculum	08/01/06	Complete		Gina Millsap , Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho & Sherry Best
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	Complete		David King , Thad Hartman, Matt Pettit & Shannon Eddings
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Competitive compensation & benefits packages	RFP's for Compensation Study	10/01/06	In process	completed	Nancy Watkins & HR

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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	Complete		Gina Millsap & Management Council
Organizational Development	Become a high performance organization	Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board	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
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	11/01/06	In process		Rob Banks & Greg Gaul
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)	11/01/06	In process		Chris Kratochvil, Arion Beals, Luanne Webb, Maurice Wright Jan Robinson & front line staff
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.	11/01/06		T.S budget 07	Thad Hartman, Suzanne Bundy, Marie Pyko & Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Renee Patzer, Valerie Reif Tanya Walsh , Trish Nixon, Cathy Hebert & Tiffany Wiggins
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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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	11/30/06	In process	FY 07	Management Council
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
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	Complete		Diana Friend, Paul Brennan, Katie Escher & Stephanie Hall
Valuing Staff	Develop a creative, fun & positive work environment where staff can excel	Assist staff in increasing their knowledge, skills & value to the Library	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	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, & 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	Complete		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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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
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-Herreman, Betty Jean Neal & Karen Allen
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	01/01/07	In process	Staff time	Gallery Staff: Zan Popp & Brea Black
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	01/01/07	In process	Staff time	Special Collections, Staff & It staff
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
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	01/02/07	In process		Gina Millsap, Donna Tryon, Nancy Watkins, Shannon Eddings, Thad Hartman & Paul Brennan

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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	01/02/07	In process		Gina Millsap , Donna Tryon, Nancy Watkins, Shannon Eddings, Paul Brennan, Thad Hartman, Jeff Imparato & Greg Gaul
Valuing Staff	Communication	Create open environment that encourages input & feedback	Ensure employee computer access	01/02/07	In process	FY 06	IT Manager
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	01/02/07	In process	FY08 ???	Stuart Yoho , Jeff Dawson, Marie Pyko, Stephanie Hall & Ann Newell
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 Brennan, Stuart Yoho,, Greg Gaul, Kelli Smith, Elizabeth Staley, Carol Mongold, Marta Miles, Jennifer Dalton, Angela Strathman & Susan Schafer
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	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 an employee orientation program that delivers complete and consistent information on mission, vision, values, policies, benefits, procedures, etc.	03/01/07	In process		Stephen Lusk , Donna Tryon, Becky Hinton, Anne Pepper, Tracy Seitz, Stuart Yoho, Donna Casey, Nancy Overmyer, Brian Adams, Maggie Allen & Gayle Lolley
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 4) Develop formalized Speaker's Bureau focused on services, programs and collections 5) Encourage staff to contribute to library publications: Library Journal, etc.	03/01/07			Diana Friend & Management Council , Suzie Marchant, Dennis Dehn, Scarlett Fisher-Herreman, Kathy Jennings, Sheri DeNoon, Tim Russell, Pam Ray, Stephanie Hall, ASD & Programmer Coordinator
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, Cadie Maas, Joe Barnes, Stephanie Hall, IT Staff & PR

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 & Special Collections	Begin data entry	03/01/07		Staff time , interns?	Gallery staff, possibly HR & TS
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	04/01/07	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	04/01/07	In process		Greg Gaul & Jeff Dawson
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Increase number of library users	Fall reading incentive program for youth	04/01/07		Some in FY 06 & FY 07	Jeff Dawson , Jean Gardner, Luanne Webb & Betty Jean Neal
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)	05/01/07	In process		Paul Brennan
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	On hold		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
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	01/01/08	In process	FY 08	Marie Pyko & IT Manager

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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	Provide collections that meet and anticipate customer expectations	Provide adaptive equipment & software throughout the Library	03/01/08		FY 08	Marie Pyko, Stephanie Hall Rod Tibbits & Lloyd Herrera
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 (including vehicles)	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
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 an employee training program that teaches core values, skills and knowledge, e.g. communication, intellectual freedom, etc.	On-going			Donna Tryon, & ER division
Customer Service	Remove barriers to excellent customer service	Increase staff competence and confidence in providing customer service	Develop customer service policy		In process		Management Council
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
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	FY07	Gina Millsap, Rob Banks, Greg Gaul & Diana Friend, Stuart Yoho, Sherry Best & Stephanie Hall

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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		
Programs, Services, Collections and Infrastructure	Enhance customers' library experience	Resolve problems and create smoother running event management	Create Meeting Room committee-meet bi-weekly		Complete		Stuart Yoho , Chris Kratochvil, Doug Petrie, Bonnie Cuevas, Greg Gaul, Diana Friend & Gus Koffler
Programs, Services, Collections and Infrastructure	Improve public access to art collection and Special Collections via Internet	Digitize Art & Special Collections	Identify software programs		Complete	Staff time	Gallery, Special Collections & IT staff
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

Categories	Goals	Objectives	Action	Timeframe	Status	Resources	Who is Responsible
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

**Legislative Report
Robert Banks
November 16, 2006**

With 10 seats between Federal and State offices that impact TSCPL up for election this month, it has been interesting to watch the campaigns.

Based upon the elections of November 7, 2006, the following are the US Congress members and Kansas Legislators that we will be working with in the next sessions.

US Senate

Sam Brownback – R-TSCPL in this district
Pat Roberts – R

US House

Jerry Moran-R
Nancy Boyda – D – TSCPL in this district
Dennis Moore – D
Todd Tiahrt – R

Kansas Senate – Shawnee County Delegation

Laura Kelly – D
Anthony Hensley – D
Vicki Schmidt – R

Kansas House – Shawnee County Delegation

Rocky Fund – R
Mike Burgess – R
Lana Gordon – R
Ann Mah – D
Joe Patton – R
Annie Kuether – D
Annie Tietze – D
Vaughn Flora – D
Harold Lane – D

The following is the tentative schedule for the Kansas Legislature – 2007

2007 D E A D L I N E S

TENTATIVE--BASED ON PAST EXPERIENCE

The following dates are the deadlines for introduction and consideration of bills for the 2007 session as set forth in the **Joint Rules of the Senate and the House of Representatives adopted**

Monday, January 8th

First day of 2007 session; convene at 2:00 p.m.

Monday, January 22nd

Last day for member or members to **REQUEST** to have bills drafted.

Thursday, February 1st

Last day for Committees, except House Appropriations, Calendar and Printing and Taxation, House and Senate Federal and State Affairs, Senate Ways and Means, or other select committee, when authorized, to **REQUEST** to have bills drafted.

Wednesday, February 7th

Last day for Individuals to **INTRODUCE** bills.

Friday, February 9th

Last day for Committees, except by committees listed above, to **INTRODUCE** bills.

Saturday, February 24th

Last day to **CONSIDER BILLS IN HOUSE OF ORIGIN**, except by House Appropriations, Calendar and Printing and Taxation, House and Senate Federal and State Affairs, Senate Ways and Means, or other select committee, when authorized.

Saturday, March 24th

Last day to **CONSIDER BILLS NOT IN HOUSE OF ORIGIN**, except by committees listed above.

Saturday, April 7th

No bills considered after this date except **BILLS VETOED BY GOVERNOR, OMNIBUS APPROPRIATIONS ACT AND OMNIBUS RECONCILIATIONS SPENDING LIMIT BILL**.

Veto session **approximately** two and one-half weeks after last day of regular session. Sine Die—to be announced

Prepared by JANET E. JONES, *Chief Clerk*

Resolution – Board of Trustees Bylaws

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Library Board of Trustees Standing Committees

BOARD OF TRUSTEES TSCPL PUBLIC LIBRARY

November 16, 2006

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

Government:

Chair: Kerry Storey
Suzanne Robb
Peg Lakin
Michele Henry

Personnel:

Chair: Peg Lakin
Tim Peterson
Karen Nicolay
Terry Kimes

Building & Grounds:

Chair: Doris Kinnett
Suzanne Robb
Karen Nicolay
Carol Jory

Finance:

Chair: Tim Peterson
Michele Henry
Kerry Storey
Doris Kinnett
Terry Kimes

Special Committee (Bylaws):

Chair: Mary Feighny
Kerry Storey
Tim Peterson

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution – Request to Friends of TSCPL

BOARD OF TRUSTEES TSCPL PUBLIC LIBRARY

November 16, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to Friends of TSCPL as presented:

1. **EMS software upgrade (\$23,000):** This is our meeting room management/calendaring software. Our goal is to create a “one-stop shopping” experience for customers so they can find out everything that’s happening at the library via the digital branch library. It will also allow customers to place online requests for meeting rooms, which will make this popular service much more convenient while increasing the efficiency of the events resources staff (who manage the meeting rooms.) This upgrade will also facilitate the administration of library programs.
2. **Signage (\$14,000):** Includes directional, service, collections, re-location of donor-sponsored areas. We have been evaluating how customers navigate through the building and locate services, collections and even rest rooms. These signs will address the questions they ask repeatedly and the confusion and lack of information they experience.
3. **Library Technology Toolbox (\$13,000):** Our new head of digital branch and services, David King, is recommending that we experiment with a number of new technologies before making substantive investments in new software, hardware and equipment. This money would be allocated for that purpose. This is consistent with our approach to other new initiatives, e.g. the greeter desk. I think it’s critical in the pursuit of best practices and cost effectiveness to pilot and evaluate new services, collections, programs and other endeavors.

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	124,701	115,674	108,869	116,030			1,130,544	1,053,185	7.3%
Interlibrary Loan	1,279	1,173	1,278	1,125	1,461	1,472	1,323	1,585	1,603	1,635			13,934	10,635	31.0%
Media Center	43,464	37,183	43,294	38,318	40,757	43,527	46,043	47,008	42,202	43,363			425,159	328,265	29.5%
Self-Check	24,946	20,771	25,604	21,439	24,201	30,628	32,097	26,500	23,147	24,788			254,121	268,589	-5.4%
Red Carpet Outreach	11,949	9,833	11,413	10,349	10,694	11,308	10,322	12,178	11,558	10,604			110,208	87,783	25.5%
Blind & Physically Handicapped	7,561	7,590	7,641	6,802	7,025	7,248	6,768	7,781	6,632	9,015			74,063	65,042	13.9%
TOTAL CIRCULATION	204,849	177,142	209,512	179,781	185,406	219,913	221,254	210,726	194,011	205,435			2,008,029	1,813,499	10.7%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	745	677	715	590	609	719	801	777	714	765			7,112	7,085	0.4%
Children (age 4 - 17)	301	266	372	236	379	492	487	700	596	366			4,195	4,416	-5.0%
Red Carpet Outreach	28	21	22	25	20	15	23	20	20	16			210	278	-24.5%
NEKL	106	96	162	100	100	161	137	123	108	114			1,207	1,225	-1.5%
Non-Resident	0	0	0	0	4	1	2	1	1	1			10	7	42.9%
Total New Registrations	1,180	1,060	1,271	951	1,112	1,388	1,450	1,621	1,439	1,262			12,734	13,011	-2.1%
PATRONS DELETED	1,796	982	1,106	1,135	1,119	922	1,297	1,146	1,112	940			11,555	11,864	-2.6%
BORROWERS															
Topeka / Shawnee County															
Adults	53,058	53,793	53,842	53,995	53,994	53,927	54,226	54,347	54,468	54,414			54,347	54,281	0.1%
Children (age 4 - 17)	26,480	26,556	26,568	26,543	26,383	26,383	26,498	26,409	26,776	26,948			26,409	26,722	-1.2%
Red Carpet Outreach	1,681	1,702	1,705	1,713	1,703	1,693	1,686	1,684	1,693	1,688			1,684	1,659	1.5%
NEKL	8,432	8,542	8,529	8,532	8,496	8,491	8,551	8,571	8,579	8,596			8,571	8,726	-1.8%
Non-Resident	46	47	47	47	44	47	48	48	47	50			48	42	14.3%
TOTAL BORROWERS	89,697	90,640	90,691	90,830	90,620	90,541	91,009	91,059	91,563	91,696			91,696	91,430	0.3%
RESERVES FILLED	14,990	13,489	15,646	15,339	17,556	18,775	20,119	21,545	17,589	19,205			174,253	133,161	30.9%
CHECK-IN															
AMH System															
AMH System	118,722	102,744	125,562	115,219	120,568	135,086	137,599	144,147	122,116	131,765			1,253,528	1,152,636	8.8%
Manual	67,638	61,480	66,418	62,199	59,523	60,143	72,479	68,156	62,042	63,555			643,633	570,738	12.8%
TOTAL CHECK-IN	186,360	164,224	191,980	177,418	180,091	195,229	210,078	212,303	184,158	195,320			1,897,161	1,723,374	10.1%
COLLECTION															
Materials Added	12,990	9,302	13,292	8,578	9,304	12,186	9,583	13,915	9,407	10,334			108,891	108,863	0.0%
Materials Discarded	14,846	7,376	6,079	12,903	21,473	9,286	6,710	10,315	14,192	12,558			115,738	82,160	40.9%
TOTAL COLLECTION	565,470	567,396	574,609	570,284	558,115	561,015	563,888	567,488	562,703	560,479			560,479	565,495	-0.9%
WEBSITE															
One-time only visitors	9,571	11,783	14,902	15,354	16,581	14,337	15,090	16,220	18,837	18,585			151,260	74,431	103.2%
Return visitors	4,885	5,804	7,263	7,750	8,083	7,957	8,270	8,363	8,808	8,731			75,914	36,964	105.4%
UNIQUE VISITORS	14,456	17,587	22,165	23,104	24,664	22,294	23,360	24,583	27,645	27,316			227,174	111,395	103.9%

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	9,308	9,731	9,027				82,079	90,775	-9.6%	
Red Carpet	1,057	1,100	1,136	1,048	993	1,187	1,070	1,175	1,015	928			10,709	9,729	10.1%	
Topeka Room	579	431	627	560	772	988	963	929	678	936			7,463	9,740	-23.4%	
Media Center	1,886	1,528	1,908	1,387	1,520	1,775	1,999	1,922	1,730	1,633			17,288	11,459	50.9%	
Youth Services	2,964	2,620	3,191	2,408	3,497	4,007	3,760	3,535	3,198	3,299			32,479	32,470	0.0%	
TOTAL REFERENCE QUESTION	16,025	13,900	16,607	13,842	15,362	17,446	17,100	17,292	15,648	6,796			150,018	154,173	-2.7%	
GATE COUNT																
	82,974	79,268	92,997	82,462	84,530	96,622	106,598	104,914	90,034	96,957			917,356	839,333	9.3%	
MEETING ROOMS																
Bookings	546	507	555	473	398	489	426	431	453	552			4,830	5,230	-7.6%	
Percent of Capacity **	79.0%	77.3%	60.0%	55.0%	44.8%	49.1%	49.0%	51.4%	52.7%	61.5%			58.0%	60.0%	-3.4%	
ATTENDANCE	7,315	9,432	9,907	9,696	8,801	11,159	9,807	7,063	8,340	10,045			91,565	85,763	6.8%	
PUBLIC COMPUTER TRAINING																
Avg. Attendees per Class	10.3	10.7	10.0	9.6	10.5	11.2	10.7	9.7	10.2	*			10.3	10.4	-0.8%	
Classes	50	50	51	48	38	49	40	55	37	*			418	460	-9.1%	
ATTENDANCE	515	534	511	459	399	548	426	536	377	*			4,305	4,775	-9.8%	
TOURS																
Youth Services	*	*	*	*	*	*	*	*	24	*			24	1,181	-98.0%	
General Tours	25	15	45	75	46	30	28	22	20	5			311	605	-48.6%	
Total	25	15	45	75	46	30	28	22	44	5			335	1,786	-81.2%	
PROGRAMMING																
Adult Services	426	844	478	686	207	94	432	143	484	532			4,326	4,358	-0.7%	
Bookmobile	818	468	472	839	294	615	525	207	*	690			4,928	5,207	-5.4%	
Media Center	86	440	57	51	66	231	108	307	64	188			1,598	1,704	-6.2%	
Red Carpet	0	25	52	49	98	0	22	10	0	0			256	360	-28.9%	
Special Collections	106	143	289	395	89	284	227	148	191	716			2,588	2,701	-4.2%	
Youth Services	4,180	3,144	3,228	5,635	8,660	4,642	3,851	441	1,672	7,834			43,287	42,854	1.0%	
ATTENDANCE	5,616	5,064	4,576	7,655	9,414	5,866	5,165	1,256	2,411	9,960			56,983	57,184	-0.4%	
GALLERY SHOWS																
	Lew Wilson 2/3/06 - 3/17/06		Murv Jacob - 5/26/06		4/7/06	Figures in Fiber 6/16/2006 - 7/21/2006		The Printed Image 8/11/2006 - 9/15/2006		Ray Howlett 9/29/2006 - 11/17/2006						
ATTENDANCE	2,662		3,655		4,410	2,629		6,397					19,753	18,206	8.5%	

* = 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
October-06

<u>Total Checkout</u>	October-06	205,435	YTD 2006	2,008,029
	October-05	185,499	YTD 2005	1,813,499
	October-01	135,925	YTD 2001	1,316,501

<u>Total Items handled (Check out + Check in)</u>	October-06	400,755	YTD 2006	3,905,190
	October-05	358,449	YTD 2005	3,536,923

<u>Total Borrowers</u>	October-06	91,695
	October-05	90,593
	October-01	84,575

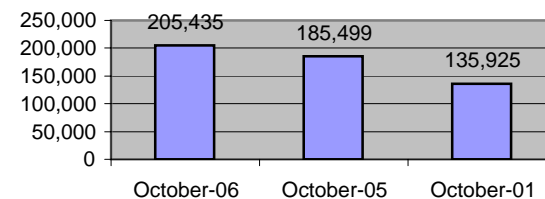
<u>Items in Collection</u>	October-06	560,473
	October-05	565,495

<u>Program Attendance</u>	October-06	9,960	YTD 2006	56,983
	October-05	8,885	YTD 2005	57,184

<u>Gate Count</u>	October-06	96,957	YTD 2006	917,356
	October-05	82,533	YTD 2005	839,333

<u>Meeting Rooms</u>		Bookings	Customers
	October-06	552	10,045
	October-05	586	9,726
	YTD 2006	4,278	91,565
	YTD 2005	4,644	85,763

Total Checkout - October



**Total Checkout
Year-To-Date**

