Call to Order

Public Comment

Approval of November 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**
• Foundation / Homework Center Loaned Employee Agreement - **Action Item**
• Friends Loaned Employee Agreement - **Action Item**
• Millennium Cafe Agreement - **Action Item**
• Personnel Committee report- Peg Lakin, chair, met November 28
• Classification & Compensation Study - **Action Item**
• Office Furniture - **Action Item**
• Neighborhood Revitalization Agreement – **Action Item**

Trustee Education

Trustee Comments

Adjournment

**Next Regular Meeting:** Thursday, January 18, 2007
Subject to change w/o notice
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
Menninger Board Room
November 16, 2006

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

BOARD MEMBERS ABSENT:  None

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, November 16, 2006, in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:00 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.

APPROVAL OF MINUTES:
The minutes from the October 19, 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 Kerry Storey, the October Financial reports were accepted.

FRIENDS – Marianne Beeson
• Friends of the Library annual meeting was November 5
• Elected six new members to board:
  1) Laura Autrey
  2) Sandy Hill
  3) Sherryl Longhofer
  4) Don Pady
  5) Frankie Sheffield
  6) Charles Sodergren
  7) Warren Taylor
• Six member going off board:
  1) Marianne Beeson
  2) Lillian Dawkins
  3) Connie Hubbell
  4) Linda Sprague
5) Janet Gayle Strukel
6) Gaylord Ukena
• Gaylord will remain as advisor to book sale committee
• Friends board meeting was on November 14
• New officers elected:
  1) Dorothy Harder, President
  2) Warren Taylor, Vice-President
  3) Jo Ann Myers, Secretary
  4) Jerry Serk, Treasurer
• Library Wish List for 2007 was approved in amount of $57,500
• Board approved additional $50,000-awaiting Library request for allocation
• Liability insurance for board and use of debit/credit cards in Booktique will be on January board agenda
• Program for board by Kay Galbraith-process of acquisition of new books & weeding out of old books
• Booktique is doing very well-holiday stuff is available

FOUNDATION - Rick Friedstrom
• Received gift from anonymous donor in amount of $93,000 designated for Talking Books program:
  1) Donor gift to support and enhance marketing & outreach
• The Library Foundation and Youth Services department have been challenged by donor Frank C. Sabatini to raise a total of $10,000 designated for Fall/Winter Reading Program
• Dr. Craig Vosburgh has agreed to match Mr. Sabatini’s pledge at a two-to-one rate
• Foundation netted $28,962 from James Earl Jones event-proceeds go toward Foundation’s pledge of $95,000 for Red Carpet ELF vehicle
• Received holiday gift from Gail Gregg & Arthur Sulzberger Jr. in honor of Gail’s parents, Ann & Tom Gregg
• Next Wilder Society Tea is December 3 from 2:00-4:00 pm in Auditorium-program presented by Library historian & raconteur Warren Taylor

DIRECTOR’S REPORT Gina Millsap (included in your packet)
• Anonymous donor for Talking Books program has three components:
  1) Promotional advertising spots for television and radio
  2) Develop 2 videos – one to promote awareness of Talking Books program targeted at community groups; the other a video to train staff and volunteers on the Talking Books program
  3) Every new Talking Books patron receive personal visit at home & demonstration on how to use equipment (first time users)
Dealing with violations of Conduct Policy
Jeff Dawson, Youth Services Manager

- Posted poster-size Letter to Editor in Young Adult area
- Shared letter with teens when behavior was inappropriate
- Topeka Capital Journal interview today - will appear next week re: teens
- Working on engaging teens in activities of interest

Gina

- Want to set expectations for conduct & behavior for kids in Library
- We are trying to make teens aware that the Library is a shared resource and that their behavior affects others

DIRECTOR OF OPERATIONS REPORT – Rob Banks

Housing Urban Development (HUD):

- Met with person from Housing Urban Development (HUD)
- Kiosk placed around country - low income (housing, finances, etc.)
- HUD wants to place next generation Kiosk at TSCPL
- Kiosk mirrors their website
- Multiple federal agencies are involved in project
- Good partnership working with county agencies
- Install in December - location to be determined

American Libraries Association’s Emerging Leaders 2007 Program:

- Thad Hartman was selected out of 350 applicants nationwide to participate in ALA President Leslie Berger’s leadership initiative program
- Great training & leadership opportunities

DISCUSSION
Gina Millsap

- Projecting a 10% increase in circulation (2.35 million)
- Estimated cost over a million dollars to convert East & West Wings/infrastructure involved
- Talked to local demographer re: data & analysis:
  1) Will set up a two day community leader planning team
  2) Create new mission statement
  3) Create set of over-arching goals
  4) Look at what will work in a public environment
- Currently developing new programming
Organizational Priorities

Legislative Report

Rob Banks

- Computer Management Systems—David King is evaluating what might work best for this Library
- Goal for installation date is March 2007
- Legislative report included in your packet
- Legislative Day in February—Library will invite Shawnee County delegation / elected officials for a meet & greet coffee

NEW BUSINESS

- Bylaws for Board of Trustees of Topeka & Shawnee County Public Library have been deferred until the December board meeting
- Library Board of Trustees Standing Committees—change Kerry Storey as chair of Government Relations committee to Michele Henry

Library Board of Trustees Standing Committees

On motion by Michele Henry, seconded by Doris Kinnett, the board approves the Library Board of Trustees Standing Committees as presented/amended.

Request to Friends of Topeka & Shawnee County Public Library:

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.

On motion by Kerry Storey, seconded by Tim Peterson, the board approves the request to Friends of TSCPL as presented.

TRUSTEE EDUCATION:
Connectnow-Diana Friend
- To market the library we need to connect better
- Spent about a year examining how to combine 5-7 schedules and newsletters into one publication
- Each month 7,500 printed copies of connectnow will be distributed at the library and other key community location
- There will be an interactive online version, a connectnow blog, that includes expanded versions of the print stories, podcasts, author interviews, streaming video and more graphics
- Connectnow will not be mailed to current schedule mailing lists, to contain costs
- Friends of the library will mail connectnow to its members, and the January issue will include a Friends membership application and a letter from Marianne Beeson
- The first year will be a pilot program and will be evaluated for effectiveness
- Staff members from all areas of the library make-up the connectnow editorial board
- Anyone can submit an article to the editorial board for consideration.

TRUSTEE COMMENTS
- Would like to see art in meeting rooms & fill empty display cases

Kerry Storey
Secretary of the Board

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The meeting adjourned at 5:20 pm
File: Bd. minutes November 2006
Deputy Director of Finance Report
December 2006

Bank Account Summary - Page 1

The negative balances in the General Fund and Restricted Funds checking accounts occurred because checks were posted on Thursday, November 30 prior to the bank deposits on Friday, December 1.

Revenue/Expense/Balance by Fund Report – Page 2

Revenue column reflects the Foundation distribution of $87,984.93

Art Collection 2,510.38
Crawford Scholarship Fund 783.51
Gifts/Memorials (Undesignated) 29,479.23
Hirschberg Lecture 1,289.16
Hughes Business Collection 935.99
Library Materials 38,201.64
Red Carpet 3,990.16
Special Collections 592.42
Talking Books 2,104.36
Torluemke Landscaping 1,296.32
Youth Services 6,801.76

General Fund – Pages 3 & 4

With 91.7% of the budget year completed we have received 91% of our general fund budgeted revenue. We have expended and/or encumbered 87% of our general fund budget.

Payment of $23,500 to Silver Lake Library, one half of their approved budget for 2007, was paid December 7. This was an increase of $500 over the 2006 payment. We have not received the invoice from the Rossville Library for 2007 but the 2006 amount was $17,801.

Even though some individual lines are over budget, the budget as a whole is in good shape for this time of the year.
Employee Benefit Fund – Page 5

With 91.7% of the budget year completed we have received 121% of the budgeted revenue and expended 82% of our budget.

There will be a substantial payment (three months of premium) for worker’s compensation due before December 31.

Bond & Interest Fund – Page 6

There has been no change in this fund from last month.

Other items:

• There is still one more tax distribution for 2006 on December 14.

• We continue to work on the worker’s compensation coverage for 2007. Bill Anderson, Anderson Peck Agency, has been in touch with possible alternative carriers while we wait for rate information from the Kansas Employers Worker's Compensation Fund. The KEWCF Board meets on December 18 and the rates should be out soon after the meeting.

• We started taking debit/credit cards for money transactions at the Circulation desk on December 5.

• Six employee sessions covering employee benefits for 2007 were held on December 6.
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of November 30, 2006

General Fund:

$ 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
$ 785,000 at 5.24%, dated 11/03/06, due 12/29/06
$ 320,000 at 5.25%, dated 11/10/06, due 01/05/07
$ 505,000 at 5.24%, dated 11/24/06, due 01/05/07
$1,150,000 at 5.23%, dated 11/17/06, due 01/12/07

Restricted Funds:

$ 100,000 at 5.23%, dated 11/17/06, due 12/01/06
$ 185,000 at 5.24%, dated 11/24/06, due 12/08/06

Special Accruing Fund-Commerce Bank:

$2,610,000 at 5.24%, dated 11/03/06, due 12/01/06

Bond & Interest Fund-Commerce Bank:

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

Municipal Investment Pool:

$0
### Financial Summary 11/30/06

**GOVERNMENTAL FUNDS**

<table>
<thead>
<tr>
<th>fund type</th>
<th>01/01/06</th>
<th>Y-T-D</th>
<th>Y-T-D</th>
<th>11/30/06</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating</td>
<td>2,956,840.21</td>
<td>11,125,348.75</td>
<td>10,025,748.51</td>
<td>4,056,440.45</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>784,697.77</td>
<td>2,514,082.20</td>
<td>2,081,724.30</td>
<td>1,217,055.67</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>2,561,017.44</td>
<td>103,814.58</td>
<td>54,247.50</td>
<td>2,610,584.52</td>
</tr>
<tr>
<td>Bond &amp; Interest</td>
<td>1,463,289.29</td>
<td>1,783,894.19</td>
<td>1,797,297.50</td>
<td>1,449,885.98</td>
</tr>
</tbody>
</table>

**NON MAJOR GOVERNMENTAL FUNDS**

<table>
<thead>
<tr>
<th>fund type</th>
<th>Y-T-D</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>115,646.00</td>
<td>49,707.45</td>
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<tr>
<td>Federal &amp; State Grants</td>
<td>298,794.90</td>
<td>261,656.98</td>
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<tr>
<td>Other Special Revenue</td>
<td>391,699.55</td>
<td>390,167.79</td>
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<tr>
<td>Permanent Funds</td>
<td>17,736.98</td>
<td>1,124.48</td>
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</table>

**Bank Account Summary**

<table>
<thead>
<tr>
<th>fund type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund-Commerce Bank-Checking</td>
<td>(79,674.15)</td>
</tr>
<tr>
<td>General Fund-Commerce Bank-Investments</td>
<td>5,595,000.00</td>
</tr>
<tr>
<td>Special Accruing Fund-Commerce Bank-Investments</td>
<td>2,610,000.00</td>
</tr>
<tr>
<td>Restricted Funds-Commerce Bank-Checking</td>
<td>(76,054.60)</td>
</tr>
<tr>
<td>Restricted Funds-Commerce Bank-Investments</td>
<td>285,000.00</td>
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<td>Restricted Funds-Commerce Bank-Investments-Foundation</td>
<td>268,050.43</td>
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<tr>
<td>Bond &amp; Interest Fund-Commerce Bank-Checking</td>
<td>258.90</td>
</tr>
<tr>
<td>Bond &amp; Interest Fund-Commerce Bank-Investments</td>
<td>1,449,000.00</td>
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<tr>
<td>Cash on Hand</td>
<td>1,617.27</td>
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<tr>
<td>Petty Cash</td>
<td>100.00</td>
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<tr>
<td>Security Deposits</td>
<td>1,591.00</td>
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<tr>
<td>Endowment Securities</td>
<td>177,983.08</td>
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<tr>
<td>Municipal Investment Pool</td>
<td>-</td>
</tr>
</tbody>
</table>

**Totals** | $10,232,871.93

**Payroll Liabilities** | 9,827.96

**Totals** | $10,223,043.97
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<thead>
<tr>
<th>Major Governmental Funds</th>
<th>01/01/06 Cash Balance</th>
<th>Revenues</th>
<th>Prev. Year PO Expenses</th>
<th>Current Year Expenses</th>
<th>11/30/06 Cash Balance</th>
<th>Current Encumbrances</th>
<th>Unencumbered Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$2,956,840.21</td>
<td>$11,125,348.75</td>
<td>$217,166.33</td>
<td>$9,808,582.18</td>
<td>$4,056,440.45</td>
<td>$717,265.85</td>
<td>$3,339,174.60</td>
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<tr>
<td>Employee Benefit Fund</td>
<td>784,697.77</td>
<td>2,514,082.20</td>
<td>-</td>
<td>2,081,724.30</td>
<td>1,217,055.67</td>
<td>-</td>
<td>1,217,055.67</td>
</tr>
<tr>
<td>Capital Improvement Fund</td>
<td>2,561,017.44</td>
<td>103,814.58</td>
<td>-</td>
<td>54,247.50</td>
<td>2,610,584.52</td>
<td>36,165.50</td>
<td>2,574,419.02</td>
</tr>
<tr>
<td>Bond &amp; Interest Fund</td>
<td>1,463,289.29</td>
<td>1,783,984.19</td>
<td>-</td>
<td>1,797,297.50</td>
<td>1,449,885.98</td>
<td>-</td>
<td>1,449,885.98</td>
</tr>
</tbody>
</table>

| Non Major Governmental Funds | | | | | | | |
|-----------------------------| | | | | | | |
| State Aid Fund | - | 115,646.00 | - | 49,707.45 | 65,938.55 | 2,886.00 | 63,052.55 |
| Federal & State Grants | | | | | | | |
| 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 | - | 52,661.82 | 1,119.70 | 51,542.12 |
| Early Reading First | (550.57) | 3,040.90 | - | 2,490.33 | - | - | - |
| Gallery Grant | 383.50 | - | - | 348.18 | 35.32 | 25.00 | 10.32 |
| 06-LS1A-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-LS1A-3-F (Talking Books) | - | 138,531.00 | - | 25,736.53 | 112,794.47 | 309.00 | 112,485.47 |
| Kan-ED | - | 15,000.00 | - | - | 15,000.00 | - | 15,000.00 |
| Other Special Revenue Funds | | | | | | | |
| Adult Programs | 155.90 | - | - | 118.60 | 37.30 | - | 37.30 |
| Art Collection | 48.79 | 12,610.38 | - | 10,100.00 | 2,559.17 | - | 2,559.17 |
| 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 | - | 783.51 | - | 783.51 | - | - | - |
| Children’s Art Show | 2,032.33 | 19.68 | - | 2,052.01 | (0.00) | - | (0.00) |
| Cyberchase Grant | 244.02 | - | - | 244.02 | 325.05 | - | 325.05 |
| Friends Wish List | 6,444.59 | 43,037.97 | - | 40,420.12 | 9,262.44 | 5,249.77 | 4,012.67 |
| Fun Committee | - | 2,174.86 | - | 673.15 | 1,501.71 | - | 1,501.71 |
| Gifts/Memorials (Undesignated) | 57,675.54 | 34,830.87 | 99.90 | 17,777.89 | 74,628.62 | - | 74,628.62 |
| Grow Your Own Scholarship Fund | - | 8,271.16 | - | 2,166.64 | 6,104.52 | - | 6,104.52 |
| Hirschberg Lecture | 1,178.22 | 1,336.28 | - | 675.00 | 1,839.50 | - | 1,839.50 |
| Homework Center | - | 32,556.06 | - | 35,165.60 | (2,609.54) | - | (2,609.54) |
| Hughes Business Collection | 948.36 | 935.99 | - | 1,884.35 | - | - | - |
| Intergovernmental Coop Council | - | 2,408.72 | - | 1,442.48 | 966.24 | 557.52 | 408.72 |
| Library Materials | 87,167.91 | 46,695.99 | - | 31,890.78 | 101,973.12 | 5,146.08 | 96,827.04 |
| Lingo | 13.93 | 170,267.62 | 111,250.00 | 110,873.29 | (51,841.74) | 436,405.49 | (488,247.23) |
| NEH Expendable | 18,112.21 | 662.35 | - | 4,455.28 | 14,319.28 | - | 14,319.28 |
| Red Carpet | 9,613.76 | 4,390.31 | - | 1,257.94 | 12,746.13 | 90,412.00 | (77,665.87) |
| Rotary Grant | - | 2,000.00 | - | 1,959.71 | 4.29 | - | 4.29 |
| Special Collections | 4,929.92 | 784.08 | - | 1,955.97 | 3,818.03 | - | 3,818.03 |
| Talking Books | 4,666.56 | 2,308.04 | - | 148.07 | 6,826.53 | - | 6,826.53 |
| Topeka Competition | - | 14,462.94 | - | 10,465.84 | 3,997.10 | - | 3,997.10 |
| Torleumke Landscaping | 1,291.04 | 1,300.56 | - | 1,295.28 | 1,296.32 | - | 1,296.32 |
| Workshops | 592.21 | 2,550.00 | - | 2,297.53 | 844.68 | - | 844.68 |
| Youth Services | 8,260.36 | 7,145.18 | - | 799.46 | 14,606.08 | - | 14,606.08 |
| Permanent Funds | | | | | | | |
| Mertz Trust | 169,952.77 | - | - | - | 169,952.77 | - | 169,952.77 |
| NEH Endowment | 249,441.46 | 17,736.98 | - | 1,124.48 | 266,053.96 | - | 266,053.96 |

**TOTALS** | $8,533,701.33 | $16,351,017.15 | $333,971.92 | $14,327,702.59 | $10,223,043.97 | $1,296,787.67 | $8,926,256.30
<table>
<thead>
<tr>
<th>Description</th>
<th>Approved Budget</th>
<th>Received Year-To-Date</th>
<th>Balance</th>
<th>% Received</th>
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<tbody>
<tr>
<td>Ad Valorem Property Tax</td>
<td>$ 9,549,860.00</td>
<td>$ 9,276,185.35</td>
<td>$ 273,674.65</td>
<td>97%</td>
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<tr>
<td>Back Tax</td>
<td>-</td>
<td>151,196.93</td>
<td>(151,196.93)</td>
<td>0%</td>
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<tr>
<td>Motor Vehicle Tax</td>
<td>1,276,638.00</td>
<td>1,070,248.31</td>
<td>$ 206,389.69</td>
<td>84%</td>
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<tr>
<td>Motor Vehicle Excise Tax</td>
<td>-</td>
<td>4,451.99</td>
<td>(4,451.99)</td>
<td>0%</td>
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<tr>
<td>Recreational Vehicle Tax</td>
<td>13,543.00</td>
<td>9,213.48</td>
<td>$ 4,329.52</td>
<td>68%</td>
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<tr>
<td>Recreational Vehicle Excise Tax</td>
<td>-</td>
<td>1,417.15</td>
<td>(1,417.15)</td>
<td>0%</td>
</tr>
<tr>
<td>16/20 M Vehicle Tax</td>
<td>10,032.00</td>
<td>9,468.19</td>
<td>$ 563.81</td>
<td>94%</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>29,335.00</td>
<td>28,239.98</td>
<td>$ 1,095.02</td>
<td>96%</td>
</tr>
<tr>
<td>Sundry Revenue</td>
<td>10,000.00</td>
<td>6,346.04</td>
<td>$ 3,653.96</td>
<td>63%</td>
</tr>
<tr>
<td>Salary Refunds-Foundation</td>
<td>80,000.00</td>
<td>70,244.98</td>
<td>$ 9,755.02</td>
<td>88%</td>
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<tr>
<td>Salary Refunds-Friends</td>
<td>80,000.00</td>
<td>84,829.43</td>
<td>(4,829.43)</td>
<td>106%</td>
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<tr>
<td>Vend Machines</td>
<td>50,000.00</td>
<td>54,948.36</td>
<td>(4,948.36)</td>
<td>110%</td>
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<tr>
<td>Lost/Damaged Materials</td>
<td>22,000.00</td>
<td>34,869.69</td>
<td>(12,869.69)</td>
<td>158%</td>
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<tr>
<td>Meeting Room Charges</td>
<td>5,000.00</td>
<td>4,635.00</td>
<td>$ 365.00</td>
<td>93%</td>
</tr>
<tr>
<td>Sale of Inventoried Equipment</td>
<td>3,000.00</td>
<td>4,343.51</td>
<td>(1,343.51)</td>
<td>145%</td>
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<tr>
<td>Interest Received-Investments</td>
<td>49,800.00</td>
<td>314,567.18</td>
<td>(264,767.18)</td>
<td>632%</td>
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<tr>
<td>Interest Received-Bank Account</td>
<td>200.00</td>
<td>143.18</td>
<td>$ 56.82</td>
<td>72%</td>
</tr>
<tr>
<td>Library Treasurer's Balance</td>
<td>985,867.00</td>
<td>-</td>
<td>$ 985,867.00</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$ 12,165,275.00</strong></td>
<td><strong>$11,125,348.75</strong></td>
<td><strong>$1,039,926.25</strong></td>
<td><strong>91%</strong></td>
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</table>
# General Fund-Expenditures + Encumbrances

<table>
<thead>
<tr>
<th>Budget</th>
<th>Year-To-Date</th>
<th>Open PO's</th>
<th>Balance</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF:</td>
<td></td>
<td></td>
<td></td>
<td>91.7% of year</td>
</tr>
<tr>
<td>Salaries-Auto Allowance</td>
<td>$4,800.00</td>
<td>$4,400.00</td>
<td>-</td>
<td>$400.00</td>
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<tr>
<td>Salaries-Maintenance</td>
<td>559,000.00</td>
<td>507,606.26</td>
<td>-</td>
<td>51,393.74</td>
</tr>
<tr>
<td>Salaries-Overtime</td>
<td>10,000.00</td>
<td>3,874.31</td>
<td>-</td>
<td>6,125.69</td>
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<td>Salaries-Shelvers</td>
<td>175,000.00</td>
<td>125,991.81</td>
<td>-</td>
<td>49,008.19</td>
</tr>
<tr>
<td>Salaries-Staff</td>
<td>6,006,000.00</td>
<td>3,499,058.66</td>
<td>-</td>
<td>65,941.34</td>
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<tr>
<td>Salaries-Security</td>
<td>220,000.00</td>
<td>214,549.70</td>
<td>-</td>
<td>5,450.30</td>
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<tr>
<td>Conferences</td>
<td>60,000.00</td>
<td>79,082.08</td>
<td>1,585.63</td>
<td>(20,667.71)</td>
</tr>
<tr>
<td>Staff Training</td>
<td>20,000.00</td>
<td>14,089.87</td>
<td>1,500.00</td>
<td>4,410.13</td>
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<td>Employee Assistance Program</td>
<td>4,100.00</td>
<td>3,581.74</td>
<td>248.90</td>
<td>269.36</td>
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<td>Mileage</td>
<td>6,500.00</td>
<td>4,984.32</td>
<td>928.09</td>
<td>587.59</td>
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<tr>
<td>COLLECTION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Materials-Binding/Replacements</td>
<td>7,000.00</td>
<td>2,948.62</td>
<td>144.05</td>
<td>3,907.33</td>
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<tr>
<td>Materials-Print/Non-Print &lt;1 YR</td>
<td>419,315.00</td>
<td>338,492.23</td>
<td>16,577.04</td>
<td>64,245.73</td>
</tr>
<tr>
<td>Materials-Print/Non-Print</td>
<td>1,280,685.00</td>
<td>1,142,921.86</td>
<td>143,126.31</td>
<td>(5,363.17)</td>
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<td>150,000.00</td>
<td>107,707.87</td>
<td>-</td>
<td>42,292.13</td>
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<tr>
<td>OPERATIONS:</td>
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<td></td>
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<td>Automation support</td>
<td>112,000.00</td>
<td>43,878.99</td>
<td>5,944.48</td>
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<tr>
<td>Contracted-Automation</td>
<td>160,000.00</td>
<td>106,526.04</td>
<td>37,519.65</td>
<td>15,954.31</td>
</tr>
<tr>
<td>Contracted-Buildings/Grounds</td>
<td>445,000.00</td>
<td>247,158.08</td>
<td>172,521.07</td>
<td>25,320.85</td>
</tr>
<tr>
<td>Contracted-Office Equipment</td>
<td>110,000.00</td>
<td>87,177.43</td>
<td>13,506.48</td>
<td>8,775.93</td>
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<tr>
<td>Contracted-Professional</td>
<td>100,000.00</td>
<td>48,035.04</td>
<td>13,537.09</td>
<td>47,427.87</td>
</tr>
<tr>
<td>Database</td>
<td>65,000.00</td>
<td>18,648.87</td>
<td>57,517.73</td>
<td>(11,166.60)</td>
</tr>
<tr>
<td>Furniture/Equipment &lt;3,000</td>
<td>70,000.00</td>
<td>40,184.06</td>
<td>13,241.80</td>
<td>16,574.14</td>
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<tr>
<td>Furniture/Equipment &gt;3,000</td>
<td>400,000.00</td>
<td>247,158.08</td>
<td>172,521.07</td>
<td>25,320.85</td>
</tr>
<tr>
<td>Gallery</td>
<td>35,000.00</td>
<td>24,407.34</td>
<td>1,293.27</td>
<td>9,299.39</td>
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<td>Insurance</td>
<td>95,000.00</td>
<td>47,845.00</td>
<td>-</td>
<td>47,155.00</td>
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<td>Human Resources</td>
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<td>17,157.23</td>
<td>2,584.35</td>
<td>258.42</td>
</tr>
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<td>Memberships/Dues</td>
<td>25,000.00</td>
<td>18,887.54</td>
<td>56.64</td>
<td>6,055.82</td>
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<td>Miscellaneous</td>
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<td>9,568.56</td>
<td>1,002.67</td>
<td>4,428.77</td>
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<tr>
<td>Payments to Other Libraries</td>
<td>50,000.00</td>
<td>-</td>
<td>-</td>
<td>50,000.00</td>
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<tr>
<td>Postage</td>
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<td>337,343.67</td>
<td>24,391.83</td>
<td>(1,735.50)</td>
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<tr>
<td>Printing</td>
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<td>39,520.37</td>
<td>2,894.80</td>
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<td>Public Relations</td>
<td>45,000.00</td>
<td>30,150.60</td>
<td>1,291.27</td>
<td>9,299.39</td>
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<td>Supplies-Building/Maintenance</td>
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<td>76,865.81</td>
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<tr>
<td>Supplies-Office/Library</td>
<td>125,000.00</td>
<td>111,559.27</td>
<td>1,615.05</td>
<td>11,825.68</td>
</tr>
<tr>
<td>Supplies-Processing</td>
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<td>49,550.61</td>
<td>2,359.55</td>
<td>12,189.84</td>
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<td>Telephone</td>
<td>86,500.00</td>
<td>71,973.52</td>
<td>4,288.10</td>
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<td>Utilities-Electric</td>
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<td>224,580.89</td>
<td>-</td>
<td>409.11</td>
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<td>Utilities-Gas</td>
<td>125,000.00</td>
<td>57,875.44</td>
<td>-</td>
<td>67,124.56</td>
</tr>
<tr>
<td>Utilities-Water/Sewage</td>
<td>25,000.00</td>
<td>29,915.36</td>
<td>-</td>
<td>(4,915.36)</td>
</tr>
<tr>
<td>Vehicle-Gas</td>
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<td>803.41</td>
<td>4,593.55</td>
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<tr>
<td>Vehicle-Repair</td>
<td>50,000.00</td>
<td>36,616.92</td>
<td>846.47</td>
<td>12,368.61</td>
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<tr>
<td>Revitalization Rebates</td>
<td>139,375.00</td>
<td>-</td>
<td>-</td>
<td>139,375.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>100,000.00</td>
<td>-</td>
<td>-</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Cash Long/Short</td>
<td>-</td>
<td>114.24</td>
<td>-</td>
<td>(114.24)</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$12,165,275.00</strong></td>
<td><strong>$9,808,582.18</strong></td>
<td><strong>$717,265.85</strong></td>
<td><strong>$1,639,426.97</strong></td>
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### Employee Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>2006 Budget</th>
<th>Year To Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 01/01/06</strong></td>
<td>$581,025.00</td>
<td>$784,697.77</td>
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</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
<td>$1,709,806.00</td>
<td>$1,660,633.54</td>
<td>97%</td>
</tr>
<tr>
<td>Back Tax</td>
<td>-</td>
<td>32,952.85</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>272,634.00</td>
<td>230,567.96</td>
<td>85%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>2,892.00</td>
<td>2,276.00</td>
<td>79%</td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>2,142.00</td>
<td>1,023.11</td>
<td>48%</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>6,265.00</td>
<td>6,366.46</td>
<td>102%</td>
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<tr>
<td>Refund-BC/BS</td>
<td>-</td>
<td>495,815.39</td>
<td>0%</td>
</tr>
<tr>
<td>Refund-Fringe Benefits-Foundation</td>
<td>32,000.00</td>
<td>23,384.51</td>
<td>73%</td>
</tr>
<tr>
<td>Refund-Fringe Benefits-Friends</td>
<td>7,500.00</td>
<td>11,645.18</td>
<td>155%</td>
</tr>
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<td>Refund-Fringe Benefits-Hmwk Ctr</td>
<td>6,000.00</td>
<td>4,562.92</td>
<td>76%</td>
</tr>
<tr>
<td>Refund - Workers’ Comp</td>
<td>-</td>
<td>8,118.89</td>
<td>0%</td>
</tr>
<tr>
<td>Retiree Payments BC/BS</td>
<td>44,500.00</td>
<td>36,735.39</td>
<td>83%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$2,083,739.00</td>
<td>$2,514,082.20</td>
<td>121%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>532,000.00</td>
<td>$473,588.90</td>
<td>89%</td>
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<td>KPERS</td>
<td>320,000.00</td>
<td>267,660.70</td>
<td>84%</td>
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<td>Worker’s Compensation</td>
<td>95,000.00</td>
<td>57,850.67</td>
<td>61%</td>
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<td>Unemployment Tax</td>
<td>23,000.00</td>
<td>17,803.87</td>
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<td>Health/Dental Insurance</td>
<td>1,540,000.00</td>
<td>1,264,820.16</td>
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<td>Revitalization Rebates</td>
<td>29,764.00</td>
<td>-</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$2,539,764.00</td>
<td>$2,081,724.30</td>
<td>82%</td>
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<tr>
<td><strong>Balance 11/30/06</strong></td>
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<td>$1,217,055.67</td>
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### Capital Improvement

<table>
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<th>Year To Date</th>
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<tbody>
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<td><strong>Revenue:</strong></td>
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<td></td>
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<tr>
<td>Interest received</td>
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<td>103,814.58</td>
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<tr>
<td><strong>Expenditures:</strong></td>
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<tr>
<td>Capital Outlay</td>
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<td><strong>Balance 11/30/06</strong></td>
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### State Aid

<table>
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<th>Year To Date</th>
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<td><strong>Balance 01/01/06</strong></td>
<td>$-</td>
<td>$-</td>
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<tr>
<td><strong>Revenue:</strong></td>
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<td></td>
</tr>
<tr>
<td>State</td>
<td>120,000.00</td>
<td>115,646.00</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Library Materials</td>
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<td><strong>Balance 11/30/06</strong></td>
<td>-</td>
<td>$65,938.55</td>
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<tr>
<td></td>
<td>2006 Budget</td>
<td>Year to Date</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Balance 01/01/06</strong></td>
<td>$ 1,408,736.00</td>
<td>$ 1,463,289.29</td>
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<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
<td>1,584,615.00</td>
<td>1,501,340.19</td>
</tr>
<tr>
<td>Back Tax</td>
<td>-</td>
<td>25,501.91</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>4,658.00</td>
<td>4,570.62</td>
</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>202,676.00</td>
<td>170,816.26</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>2,150.00</td>
<td>1,688.91</td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>1,593.00</td>
<td>1,555.60</td>
</tr>
<tr>
<td>Interest on Idle Funds</td>
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<td>78,420.70</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$ 1,810,692.00</td>
<td>$ 1,783,894.19</td>
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<td></td>
<td></td>
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<tr>
<td>Principal</td>
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<td>1,090,000.00</td>
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<tr>
<td>Interest</td>
<td>707,298.00</td>
<td>707,297.50</td>
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<tr>
<td>Revitalization Rebates</td>
<td>22,130.00</td>
<td>-</td>
</tr>
<tr>
<td>Cash Basis Reserve</td>
<td>1,400,000.00</td>
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<tr>
<td><strong>Total Expenditures:</strong></td>
<td>$ 3,219,428.00</td>
<td>$ 1,797,297.50</td>
</tr>
<tr>
<td><strong>Balance 11/30/06</strong></td>
<td>$ -</td>
<td>$ 1,449,885.98</td>
</tr>
</tbody>
</table>
Library Materials Selection Policy

Adopted by the Board of Trustees, September 2003

First approved by the Topeka Public Library Board of Directors
September 14, 1983

Amended and approved November 20, 1985
And November 18, 1987

Revised and approved by the Topeka and Shawnee County Public Library Board of Trustees, September 15, 1993

Revised and approved by the Topeka and Shawnee County Public Library Board of Trustees, September 18, 2003

Topeka and Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604
A Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.
Adopted by the Library Board of Directors, September 14, 1983.

Revised October 21, 1985 by the Materials Selection Committee.
Approved by the Library Board of Directors, November 20, 1985.

Revised November 6, 1987 by the Materials Selection Committee.
Approved by the Library Board of Directors, November 18, 1987.

Revised June 16, 1993 by the Materials Selection Committee and with contributions from other staff.
Approved by the Library Board of Trustees, September 15, 1993.
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Deleted: Appendix A, The Library Bill of Rights
Deleted: Appendix B, The Freedom to Read
Deleted: Appendix C, The Freedom to View
Deleted: Appendix D, 24
INTRODUCTION
The Topeka and Shawnee County Public Library is organized under the laws of Kansas and is authorized under KSA 1992 Supp. 12-1260 et seq.

“…to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services;”

RESPONSIBILITY FOR SELECTION
The Board of Trustees delegates the responsibility for the selection of library materials to its staff whose education and experience prepare them for this important function. A centralized Collection Development staff, a staff of seven individuals reporting to the Technical Services and Collection Development Supervisor, is responsible for the selection of materials as well as collection maintenance for the Topeka and Shawnee County Public Library.

Care is taken to assure the greatest possible selection, representing many viewpoints, both with respect to authors and creators of materials, and to the users with their divergent interests and information needs. The staff must select materials reflecting the scope of user needs and interests. Selection must be customized to the community of users served rather than be a reflection of the tastes, views, and interests of the selector. This regard for the needs and interests of the community served is at the heart of public library selection.

Knowledge is the foundation of our democracy. The Topeka and Shawnee County Public Library strives to be an information center for the Topeka and Shawnee county community and to preserve and encourage the free expression of ideas essential to informed citizens. Because of the multiplicity and layers of literary and artistic creativity and the diversity of information, the library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial, contrary to the mainstream culture and even distasteful to some library users.

GENERAL SELECTION CRITERIA
The Topeka and Shawnee County Public Library selects, acquires, organizes, and preserves library materials both of current interest and of permanent value. Selection of materials is based on the principles described in this policy. Selection of any item does not constitute endorsement of the author’s viewpoint, nor does the Library endorse particular beliefs or views.

Content, quality of writing and readability are major considerations. Each of the following criteria is provided as a general guideline for consideration in purchasing all materials. Included in the collections are monographs (print), periodicals, videos, DVDs, audiocassettes, compact discs, realia, CD-ROMs, and subscription databases.

Deleted: The Topeka and Shawnee County Public Library will follow the laws of the State of Kansas in implementing this Materials Selection Policy.

Deleted: Manager

Deleted: It is the right of the individual not to read, view or hear materials that the individual considers objectionable.

Deleted: It is never the right of any library user or users to deny access of library materials to others. The freedom to choose from a broad range of informational materials will not be abridged.

Deleted: writing, ons
The criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase by the Topeka and Shawnee County Public Library:

1. Importance and value to the collection
2. Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer
3. Current appeal, popular demand, and timeliness
4. Significance of the subject matter
5. Current appeal and popular demand
6. Local interest
7. Availability or scarcity of materials on the subject
8. Cost (under predetermined maximum by type of item)
9. Level of difficulty and specialization
10. Reviews, summaries, and descriptions of materials
11. Format suitability
12. Accessibility to materials elsewhere in this area’s libraries
13. Physical quality and level of durability

LABELING

The Library labels collections to facilitate access by making it easier for customers to locate materials. The Library does not label materials to warn, discourage, or restrict access based on a value judgment of the content, language, or themes of an item.

THE LIBRARY COLLECTION OBJECTIVES

The Topeka and Shawnee County Public Library:

- Provides collections of relevant materials that relate to the mission and roles of the library.
- Develops collections covering a broad range of subjects and formats in order to meet the informational needs and interests of the entire community (city and county).
- Develops the collections to include materials related to the learning needs of students of all ages.
- Strengthens, through retrospective and in-depth collection building, those areas that are of significant value to the community (such as Special Collections and Genealogy)
- Participates in cooperative resource sharing with other Kansas libraries through such programs as the Interlibrary Development Grant Program (ILDGP) and Internet.
- Sponsors programs, events, and services that are related to the collections.
- Welcomes suggestions from the community of library users about additions and improvements to the collections.
- Seeks to create a friendly environment where users may interact with staff members and find ease of access to all the collections.
- Organizes materials so that they can be easily searched for and located.

Deleted: ons

Deleted: MISSION STATEMENT

The Topeka and Shawnee County Public Library promotes lifelong reading and learning through excellence in library services and quality collections. The Library serves as a center of cultural activity which enriches the lives of the citizens of the diverse community by assuring access to collections and print and electronic resources, by providing programs and services that enlighten, inspire and entertain, and by actively supporting the development of community partnerships.

Deleted: The Mission of the Topeka and Shawnee County Public Library, a tax-supported community resource, is to provide informational, educational, and recreational services, materials, and programs to users of all ages. The Library accepts a leadership role in the community by serving as a catalyst for information and change in the community.

Deleted: staff
- Subscribes to the LIBRARY BILL OF RIGHTS (appendix A), the FREEDOM TO READ (appendix B) and the FREEDOM TO VIEW (appendix C) as defined and adopted by the American Library Association.

THE LIBRARY ROLES

The Library Collections are, to a large degree, determined by the major roles that the Library has adopted and is set by the Library Board of Trustees and the Library Administration. The Library determines what kinds of materials that it will accept.

GIFTS TO THE COLLECTION

The Library accepts donations of books and other materials that are in good condition. The Library determines what kinds of materials that it will accept.

THE LIBRARY COLLECTION

The Library Collections currently consist of all the books, periodicals, videocassettes, DVDs, CD-ROMs, compact discs, sound recordings, realia, online databases, and many other forms of document information held by the Library in all its units of service.

The Collections include circulating and non-circulating materials. Decisions about whether an item circulates or not is based upon the intent of the collection and the need for availability and instant access.

Library collections according to the American Library Association definitions, (Guidelines for Collection Development, ALA, 1979) may be designed to meet the following levels:

MINIMAL LEVEL: A subject area in which few selections are made beyond basic works. Included in this level are Popular Materials Collections defined under the role of the Popular Materials Library. The library features current, high-demand, high-interest materials for all ages in a variety of formats with sufficient duplication to meet demand. Bookmobiles base their collections upon this level, as do the units of service within the Library who seek the popular demand for reading, listening, and viewing materials.

BASIC LEVEL: A highly selective collection that serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field. Branch Libraries would include collections at the basic level.

STUDY LEVEL: A collection which supports undergraduate and graduate course work, or sustained independent study...it includes a wide range of basic monographs, complete collections of important writers, selections from the works of secondary writers, a selection of representative journals and the reference tools and fundamental bibliographic apparatus pertaining to the subject. Generally the Collections of the Main Library include elements to both the Study Level and the Research Level.

RESEARCH LEVEL: A Collection that includes major published source materials required for dissertations and independent research...it also includes all important
reference works and a wide selection of specialized monographs, as well as, an extensive collection of journals and major indexing and abstracting services in the field.

ADULT COLLECTIONS

PURPOSE: The Adult Collections are developed to meet the diverse needs and interests of the community with emphasis on fulfilling the four major roles of the Library. Preference is given to materials that are reviewed or rated in standard selection tools.

SOURCES: Primary selection sources for adult materials include, but are not limited to, Booklist, Kirkus Reviews, Library Journal, New York Times Book Review, Publishers Weekly, and standard bestseller lists including those appearing in the New York Times Book Review and Publishers Weekly. The Library will consider materials that are in advance demand prior to review, especially upon recommendation by library users and when such materials fall into the categories of high-interest topics as those heavily promoted through media.

FORMATS: Included are books, periodicals, audio, video, and electronic resources (including software, CD-ROM, and online databases). The formats chosen depend upon affordability and patron preference.

PRIORITIES FOR PURCHASE: From time to time, social change or community interests will impact upon collection development and certain areas of the collection will receive high priority emphasis.

YOUNG ADULT COLLECTION

PURPOSE: The Young Adult Collection bridges the gap in reading and interest levels between the Children and Adult Collections. It is intended to fulfill the needs of young persons for popular, recreational and topical reading that may be related to the needs of students.

SOURCES: Selection is made on the basis of positive reviews from standard library reviewing sources, some of which are dedicated solely to the review of materials for Young Adult users. Other sources include publisher catalogs, requests and suggestions from the collection’s users. Standard reviewing sources include, but are not limited to Booklist, School Library Journal, and VOYA (Voice of Youth Advocates). Close attention is also paid to Internet resources and sites that report areas of popular interest.

FORMATS: Fiction and Non-Fiction print collections in hardback, softback, and periodical formats are included.

PRIORITIES FOR PURCHASE: This is a collection oriented to selections of Popular Material. Fiction, in both hardback and softback editions, is generally a priority. However, the interests of Young Adults in certain topics may result in other priorities being chosen.

USERS: Materials in the Young Adult Collection are of interest to those in the twelve to eighteen age groups (Middle School through High School; grades six through twelve).

HIGH INTEREST/LOW READING LEVEL (YHL) COLLECTION

PURPOSE: The Youth High Level Interest Collection is designed to provide the reluctant reader, adult learner, remedial reader or those facilitating their progress in literacy with easily read and comprehended materials. The materials are chosen so that they do not condescend to, demean or discriminate against the intended users.

SOURCES: Publishers’ and vendors’ catalogs, special bibliographies, as well as standard reviewing sources that include YHL reviews are used.

FORMATS: Hardback and softback books are included.

PRIORITIES: Fiction and Non-Fiction books are selected that have a reading level below that of sixth grade.

USERS: Users, ordinarily, are Young Adults who read below the grade levels standard for their ages. The collection represents a broad diversity of subject matter reflecting ethnicity, belief systems, cultural groups, and popular topics.
THE REFERENCE COLLECTION

PURPOSE: The Reference Collection contains a wide range of material in all of the Dewey classifications. Materials are classified “Reference” because of the recurring demand for the information they contain. The collection has been developed to meet the broad informational needs of the community, but is not intended to serve as an Academic or Research Collection.

The scarcity of some information and/or the demand for it requires that a reference depository be maintained where certain information is always available to the staff and public. The high cost of some printed sources makes the purchase of multiple copies not cost effective.

SOURCES: Criteria used in developing the collection may include: indexing, ease of use, authority and reputation of author and publisher, as well as cost. Input from staff and public help shape the development of the reference collection. Standard collection tools such as Choice, Booklist, Library Journal, etc. are used. Company representatives, brochures, websites, and catalogs are also consulted when selecting reference materials.

FORMATS: The Reference Collection includes print resources and online databases.

PRIORITIES: The focus is on providing resources designed to meet the basic research and information needs of Topeka and Shawnee County. Staff will make decisions of format based on cost, usefulness, reliability, and accessibility. The print collection will not attempt to duplicate information available via online databases or readily available from standard Internet resources.

USERS: The Collection serves the information needs of the general reader.

CHILDREN’S COLLECTIONS

PURPOSE: The Children’s Collections contain materials appropriate to the needs and interests of children from infancy through sixth grade. The collections also include materials of interest to adults concerned with these age groups. The collections strive to present a variety of points of view to enable children to better understand their world. Materials are selected to reflect the wide spectra of reading, comprehension, and maturity levels present in this population, as well as for cultural diversity. Not every item in these collections is appropriate for every child. However, the Library cannot act “in loco parentis.” It is the responsibility of the parent or guardian to guide the selection of materials by their children.

SOURCES: Selection of materials is primarily made on the basis of positive reviews from standard library reviewing sources (e.g., School Library Journal, Booklist, Kirkus, etc.) Some materials are selected from vendors’ or publishers’ catalogs or websites when no reviews are readily available. This is especially true of non-print items. When there are no reviews available, the other general selection criteria are used. Patron suggestions are given serious consideration.

FORMATS: The Children’s Collections include: books, magazines, sound recordings, videos, DVDs, CD-ROMs, pamphlets, online databases, and realia.

PRIORITIES: Materials are selected to meet the Children’s Door to Learning and the Popular Materials Library roles adopted by the Library Board of Trustees. While materials are selected that help fulfill the needs of elementary aged students, the Library does not interpret curriculum support as a role. Thus, textbooks (often found in school media centers) are not purchased.
USERS: The primary users are children of Topeka and Shawnee County. Users also include family members, those working with children, children’s caretakers and students of children’s literature.

THE MEDIA COLLECTION

PURPOSE: The Topeka and Shawnee County Public Library, in order to serve the community needs and interests for educational, informational, and entertainment materials in non-print formats, selects, makes available and encourages the use of videos, DVDs, CDs, audio-cassettes, CD-ROMs, and online formats. Materials in all genres/subjects, by many different artists/producers, will be collected as long as the subject material and its treatment is deemed suitable to its particular format.

SELECTION CRITERIA: The selection of non-print materials follows the same standards as those for print materials. Materials are evaluated as a whole and not on the basis of particular scenes or segments.

A work will not be excluded from the collection, because it presents an aspect of life honestly or because it exhibits frankness of expression. An item need not meet all of the criteria to be acceptable. In some cases, materials must be judged primarily on the following:

• Artistic merit
• Scholarship
• As a valuable historic record
• As critical to the information needs of the community
• Substantial demand

Some items are judged primarily in terms of artistic merit or documentation of the times, while others are selected to satisfy the recreational and informational needs of the community.

Changes in technology require the library to constantly evaluate the formats available in the media collection. The library may decide to add new formats as they become more cost-effective, readily available, and popular. Decreased popularity, selection, shelf space and availability of a format may require that format be removed from the library’s collection.


EVALUATION: The collection is continually evaluated in terms of circulation performance, currency, content inclusion, scope, depth of coverage and popularity. All materials are continually analyzed for subject strengths, weaknesses and omissions. Continuous weeding and responsible replacement of damaged/lost material aid in maintaining a collection that reflects changing community needs and Library goals.
SPECIAL COLLECTIONS

PURPOSE: Special Collections assumes an important role in the community by being an informational resource on “the book” – its origins, development, and future. Providing some of the best examples of the book as an art form is one of the main purposes of this collection.

SOURCES: Sources for selection include:

- Online sources
- Antiquarian booksellers
- Publishers’ catalogs
- Book reviews
- Bibliographies in specialized publications
- Trade and professional journals
- Auction catalogs
- Donors
- Collectors

Since this collection is archival and of an historical nature, selections and additions are made to the collection regardless of reviews.

FORMATS: This collection contains:

- Books
- Books as Art (Artists Books)
- Broadsides
- Portfolios

PRIORITIES: This collection represents examples of the book as art, miniature books, limited edition books, antiquarian books, pop-up books, children’s books, and other rare and unusual book forms. Scholarly fine arts books in the Moses Collection support and enhance the Sabatini Gallery and its exhibits and collections.

Special Collections has priorities in the subjects chosen and include:

- Books as Art (Artists Books)
  - Book evaluation
  - Conservation
  - Bookplates
  - Collectors and collecting
  - Illustrators and illustrations
  - Special bindings
  - Bookmaking
  - Typography
  - Printers and printing
  - Rare items

USERS: The Collection serves the information needs of students, researchers, and the public with an interest in this area.
THE TOPEKA ROOM

PURPOSE: The Topeka Room collection contains books, maps, and audiovisual materials written, illustrated, produced, or published by Topekans or about Topeka. The Topeka Room is also home to an extensive vertical file collection which covers Topeka and Shawnee County topics such as schools, businesses, churches, homes, and local events.

SOURCES: Sources for selections to the collection may include:
- Local newspaper reviews
- Suggestions from colleagues
- Patron requests
- Local publications
- Antiquarian booksellers
- Online sources
- Donors

Since this collection is archival and of an historical nature, selections and additions are made to the collection regardless of reviews.

FORMATS: The collection contains:
- Materials relating to Topeka and Shawnee County history, businesses, buildings, institutions, arts, and individuals
- Books (including family histories)
- Prints
- Manuscripts
- Sheet music
- Broadside and paper ephemera
- Realia
- Directories
- Clippings and photographs
- Periodicals and neighborhood newspapers
- Postcards
- Maps
- Audiovisual materials

PRIORITIES: A concerted effort is being made to obtain primary and secondary materials on Topeka and Shawnee County from all periods.

USERS: The Collection is intended for those needing to research local history topics.
THE GENEALOGY COLLECTION

PURPOSE: The Genealogy Collection includes materials of a broad and general nature to assist customers in genealogical research. Items are carefully chosen to benefit the maximum number of researchers. However, special attention is paid to materials that would benefit researchers in Topeka and Shawnee County. In general, family histories are not purchased, but are welcome donations.

SOURCES: Sources for selection include:
- Catalogs
- Patron requests
- Suggestions from colleagues
- Reviews in journals
- Gifts

FORMATS: The Genealogy Collection contains print materials including:
- Handbooks of procedure
- Indexes
- Bibliographies
- County histories
- Atlases
- Civil War materials
- Periodicals
- Online databases

Appropriate titles, such as how-to books, are purchased in duplicate for the circulating collection.

THE KANSAS COLLECTION

PURPOSE: Formerly the Kansas Center for the Book Collection, the materials that comprise this reference collection include monographs, collected stories, poetry and drama written or illustrated by Kansans or about Kansas.

SOURCES: Selections may be made regardless of available review sources since this is an archival collection. Specialized sources in addition to the general selection tools used by librarians in other areas of the Library are used to select material for the Kansas Collection. These sources include:
- Reviews in local, state, and regional news sources
- Newsletters
- University presses
- Small Kansas presses
- Bookstores that specialize in regional material
- Kansas State Historical Society
- Library collections throughout Kansas
- Kansas writers’ groups
- Special notification by Kansas authors themselves, either verbal or written

Deleted: The Kansas Center for the Book Collection will acquire currently published in-print monographs or collected stories written, illustrated, or published by Kansans. A Kansas author or illustrator is defined as individuals, who were either born in the state, held residence in Kansas, attended or taught at a Kansas educational facility. The books in this collection are acquired for archival purposes and for programming or traveling displays in accordance with the mission of the Kansas Center for the Book to stimulate public awareness and appreciation of books, reading and libraries.

Deleted: CENTER FOR THE BOOK

Deleted: The Kansas Center for the Book
Suggestions from colleagues
- Online sources
- Auction catalogs
- Donors

**FORMATS:**
- Books
- Maps
- Broadsides
- Ephemera
- Realia

**PRIORITIES:** It is the intention of the Kansas Collection to focus on Kansas authors, illustrators, and significant historical works relating to Kansas.

**USERS:** This archival collection is used in educational displays, programming, and research.

**RED CARPET SERVICES**

While the greater part of the Red Carpet Services Collection is devoted to Large Print materials, the Assistive Listening Devices, Low Vision Aid Collection and Therapeutic Activity Collections are made up of realia.

**ASSISTIVE LISTENING DEVICES**

**PURPOSE:** The purpose of the assistive listening device collection is to enable hard of hearing individuals to try out and receive consumer information before making a purchase. The library does not sell this equipment but does provide resources where it may be purchased.

**SOURCES:** Sources for the collection include:
- Recommendations by audiologists
- Recommendations by users of assistive listening devices
- Patron requests

**FORMATS:** The Assistive Listening Device collection includes devices that are:
- Alerting devices, such as door knock sensors, smoke alarm alert systems, amplified alarm clocks, etc.
- Assistive listening devices, such as a TV listening system, a Pocketalker for personal amplification, tour guide system, etc.
- Telecommunication devices, such as amplified phones, portable phone amplifiers, TTYs, etc.
THE LOW VISION AID COLLECTION

PURPOSE: The purpose of the low vision aid collection is to enable visually impaired individuals to test and receive consumer information before making a purchase. The library does not sell this equipment but does provide resources where it may be purchased.

SOURCES: Sources for the collection include:
- Recommendations by medical personnel: optometrists, ophthalmologists and opticians
- Recommendations by users of low vision aids
- Patron requests

FORMAT: The collection includes magnifiers:
- Available in a variety of strengths
- Lit and unlit
- Hand held and hands free
- Closed-circuit devices
- Designed for specific purposes, such as watching TV or using the computer

THERAPEUTIC ACTIVITY COLLECTION

PURPOSE: The purpose of the therapeutic activity collection is to provide activities enjoyable and/or challenging for the older adult. The collection includes materials for activities, programming and games for use by older adults, caregivers and activity directors.

SOURCES: Sources for the collection include:
- Recommendations from those working with older adults: activity directors, social workers, therapists, caregivers, etc.
- Older adults’ suggestions
- Recommendations received at conferences, workshops, seminars and programs about older adults
- Professional journals and activity catalogs devoted to older adults

FORMATS: Included in this collection:
- Physical games and activity materials with a variety of physical adaptations
- Multi-sensory, multi-media materials for therapeutic use
- Materials intended for intellectual stimulation
- Materials that encourage use of memory and reminiscence
THE ALICE C. SABATINI GALLERY AND TSCPL ART COLLECTION

PURPOSE: The function of the Alice C. Sabatini Gallery is to enrich the lives of library customers by presenting exhibitions of art in a formal setting, and to serve as a cultural center for Topeka and Shawnee County. The Gallery staff will collect, preserve, through proper archival management; maintain records; exhibit collections of art from the permanent collections; as well as provide selected, temporary exhibitions of art from other collections and artists representing quality in the arts and crafts. All works selected for addition will correlate with the current scope of the Library’s art collections.

HISTORICAL PERSPECTIVE: In the early days of the Library, and in the absence of a fine arts gallery in the city of Topeka, patrons presented works of art to the Library. Often, bequests from personal estates came to the Library with the express purpose of making quality works of art available for public display in the city’s finest cultural institution. Over the years, gifts to the Library, combined with the Library’s own acquisitions of art works, have developed the collection’s scope, content, quality, and value.

SCOPE:
- Paintings include portraits, landscapes, and contemporary works
- Graphics include drawings, constructions, mixed media and prints in a variety of techniques
- Art glass collections include glass objects of the Victorian/Art Nouveau Periods of the United States and Europe, contemporary glass, and antique and contemporary glass paperweights.
- Ceramics include a collection of Art Nouveau pieces through contemporary works by artists with regional and national representations
- Metalwork includes sculpture and miniature bronze weights and related miscellaneous items
- Sculptures include plaster period works, marble, metal, dolls, and wood pieces representing various historical periods and ethnic groups.
- Textiles include Early American, Eastern and Oriental pieces, mostly representative of 19th century decorative arts
- Chinese decorative arts include pewters, snuff bottles, ceramics, and furniture.
- Tribal art includes representative pieces that originated in Africa, Native America, and South Sea Islands.
- Antique and modern designer furniture

PRIORITIES FOR PURCHASE: Priorities for purchase include:
- Acquire items to develop and expand the quality and value of existing collections
- Acquire art produced by Kansas artists who have attracted strong recognition and attention
- Select works of art by artists living in Kansas, or in the Midwest; and by artists, who may not be residents of Kansas, but who represent Kansas themes in their works.
ACQUISITION OF WORKS:
1. All purchased works shall relate to the overall active collection purpose and/or history of the Library’s cultural role in the arts, and follow the collection guidelines and collection plan.
2. No work will be knowingly acquired whose ownership or legality is questionable.
3. No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession.
4. No work will be acquired for the collection without the consent of the Library Director.
5. Gifts of art offered to the Library with restrictions may not be accepted without approval of the Library Board of Trustees.
6. Works will be acquired from a variety of sources; including library art exhibitions and shows, area galleries, personal collections, museum exhibitions, individual artists, sales and auctions, as well as catalogs of works for sale.

DEACCESSIONING OF ART PIECES:
Any item selected for removal from the permanent collection must be presented first to the Director of the Library for consideration, and follow the collection guidelines and collection plan.

Any item with a value of $1,000 or more must be presented to the Library Board of Trustees before it may be offered for sale or transferred to another museum or individual for trade.

The following conditions indicate an item may be deaccessioned:

- When objects are no longer relevant to the collection or do not meet the purpose or priorities of the collection as stated above.
- When objects or works are deteriorating, or are in danger of deterioration, and are beyond the Library’s capability of restoration or repair.

DEACCESSIONING IN ALL OTHER LIBRARY COLLECTIONS
Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Each separate collection within the Topeka and Shawnee County Public Library has predetermined formulas for weeding (removal of library items from the collections). Factors considered in the examination of materials for removal include:

- Accuracy: if this is now misleading or inaccurate
- Physical condition: if it is in poor condition and not repairable
- Dated: if it is superseded by a new edition or by newer and better information on the subject

Deleted: Works held by the Library, but not relevant or useful to the overall purpose of the collection, may be recommended for sale in order to utilize funds to strengthen another area of the Gallery.
• Significance: if it is of no discernible merit
• Usage and relevancy: if it lacks usage and is irrelevant in this collection
• Circulation: if it has not circulated or been used for a long time
• Withdrawn items may be given to the Friends of the Library for resale.

LIBRARY PATRON SUGGESTIONS ABOUT THE COLLECTIONS

The Topeka and Shawnee County Public Library Board of Trustees recognize the importance of providing methods whereby opinions from the public regarding material selection can be voiced. The Library Administration and Staff seriously consider Library patron suggestions. Appendix D is the Form for Statement of Concern about Library Resources. Completion of either of these forms does not guarantee either accession to the collection or removal from the collection, but does insure that attention of Library administration and staff to user opinion, interests and concerns.

EXPRESSIONS OF CONCERN

The Topeka and Shawnee County Public Library recognizes that some materials or content are controversial or offensive. The Library’s role is to provide materials which will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves materials they do not approve of, they may not restrict the freedom of access to others.

The Library welcomes any expression of concern.

Customer concerns will be dealt with promptly and courteously as outlined in the Expressions of Concern Process.

EXPRESSIONS OF CONCERN PROCESS

1. Topeka and Shawnee County Public Library staff will listen to the customer’s concerns. Library staff will give the customer a copy of the Materials Selection Policy and explain the Library’s selection process. If the customer wishes, s/he may also discuss concerns with the library director.

2. After discussion with library staff, an individual or group still concerned about library material may submit an official statement using the “Statement of Concern about Library Resources” form.

3. The concern on the “Statement of Concern about Library Resources” form will be considered by a committee designated by the collection development supervisor in consultation with the library director. This committee will meet and the collection development supervisor will prepare a written report of the committee’s determination for both the Library Board of Trustees and to the individual or group who submitted the concern.

4. An individual or group may submit a written request to the Library’s Board of Trustees if not satisfied with the decision of the committee named to hear the concern.
Statement of Concern about Library Resources

This form may be used to express concern regarding the library collection, programs, displays / exhibits, computers for public use, or meeting rooms.

Concerns will be dealt with promptly and courteously.

Expressions of Concern:
1. Library staff will first discuss the resource with the concerned individual or group and supply a copy of the appropriate policy.
2. After discussion, if the individual or group wishes, they may discuss their concerns with the Library Director.
3. An individual or group still concerned about library resources may submit an official statement using this "Statement of Concern about Library Resources" form.

Formal Process:
1. The concern on the "Statement of Concern about Library Resources" form will be considered by a committee designated by the collection development supervisor in consultation with the library director.
2. The collection development supervisor will prepare a written report of the committee’s determination which will be submitted to the Library director and the individual or group who submitted the concern.
3. An individual or group may submit a written request to the Library’s Board of Trustees if not satisfied with the decision of the committee.

Complete this form and return it to: Topeka and Shawnee County Public Library, Attn: Executive Director, 1515 SW 10th St., Topeka, Kansas 66604. You may use the other side of this form or attach additional pages as necessary.

Today’s Date ________________

Name of Individual or Group

Contact person

Phone Email

Address

City State Zip Code

1. Resource of concern:
   □ Book or Magazine □ Video/DVD □ Audio recording/CD □ Electronic information
   Title, author, artist
   □ Library program □ Display/exhibit □ Meeting Room □ Other
   Title, date, time, location

2. Have you:
   □ Read the Book or Magazine □ Viewed the Video/DVD
   □ Listened to the Audio recording/CD □ Viewed the Electronic information
   □ Attended the Library program □ Viewed the Display/exhibit
   □ Attended the Meeting □ Other

3. How did you find out about the resource(s)?
4. What are your concerns about the resource(s)?

5. What action do you seek as a result of your concern?
THE POPULAR MATERIALS LIBRARY: The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages. There is sufficient duplication of titles to meet demand. Important to this role are a facility design that promotes browsing and makes access of popular materials easy and a staff that is knowledgeable about current popular interests, publishing trends, and “hot” titles. The library will actively promote and encourage the use of its collections.

THE CHILDREN’S DOOR TO LEARNING: The library encourages families to develop an interest in library use, reading and learning by providing services and collections for children development and children’s/parents’ literature. Facility designs enhance library use by children of all ages, their parents and caregivers. The library will promote early reading and acceptance of reading and will stress lifelong use of the library.

THE REFERENCE/INFORMATION LIBRARY: The library stresses convenient, timely access to information needed for daily living and decision making for community residents for all ages and reading levels. The collection emphasizes informational materials to satisfy individual, business and community needs. The staff will have skills in the use of reference tools, interviewing techniques and in interpersonal relationships. Formation of a staff with strong subject backgrounds in the library’s areas of subject strengths will be necessary. The facilities for reference and information services will be clearly identifiable and will include an adequate number of telephone lines for telephone reference and online database searching.

THE INFORMATION CENTER FOR OLDER CITIZENS: The library helps the older citizen to remain well informed, independent and able to make decisions based on good information. Library staff is trained to be sensitive to the needs of elderly and aging users. The library maintains a good collection of large-print materials, audiocassettes, videocassettes and compact discs chosen in consideration of the tastes and information needs for the older person. Reference Services, Talking Books and Bookmobile support service to the aging; while the primary service area for the elderly is the Red Carpet Service providing both in-house and outreach services. All facilities provide ease of access.

THE LIBRARY COLLECTION OBJECTIVES

The Topeka and Shawnee County Public Library staff:

Provides collections of relevant materials that relate to the mission and roles of the library.

Develops collections covering a broad range of subjects and formats in order to meet the informational needs and interests of the entire community (city and county).

Develops the collections to include materials related to the learning needs of students of all ages.

Strengthens, through retrospective and in-depth collection building, those areas that are of significant value to the community (such as Genealogy).

Participates in cooperative resource sharing with other Kansas libraries through such programs as the Interlibrary Development Grant Program (ILDGP) and Internet.
The strengths of the Library's collections may reflect resource sharing. Thus, a strong fine arts collection or literature collection designated as collection areas for ILDGP funding is strengthened.

Sponsors programs, events, and services that are related to the collections.
Welcomes suggestions from the community of library users about additions and improvements to the collections.
The Library provides suggestion forms for community input and responds to all requests.
Suggestions for materials may be given directly to the staff or left in the Suggestion Box located at the Circulation Desk. Confidentiality about patron comments is maintained.

Seeks to create a friendly environment where users may interact with staff members and find ease of access to all the collections.
Organize materials so that they can be easily searched for and located.
Subscribes to the LIBRARY BILL OF RIGHTS (appendix A), the FREEDOM TO READ (appendix B) and the FREEDOM TO VIEW (appendix C) as defined and adopted by the American Library Association.

Generally, these donations are accepted without condition and are considered outright gifts to be used at the Library’s discretion. In the case of valuable donations, the Donor and the Library Director, or Deputy Director, may agree to conditions under which such donations are received by the Library and under what circumstances the conditional gift would be returned to the Donor.

Donors of gifts to the Library may receive a tax deduction; but the Library is prohibited by law from assuming the responsibility for determining valuations.

Gifts that are not added to the collection will be sent to the Friends of the Topeka and Shawnee County Public Library for review and possible resale.

The purpose is to provide materials enjoyable or challenging for the aging person either individually or group settings. The Red Carpet Activity Collection contains materials especially for older adults and those who work with or care for them. This collection was established in response to the need for circulating a variety of materials for elderly individuals, organizations and caregivers of the aging. The collection includes materials for activities, programming and games created especially for use by older adults and by the caregivers of the frail elderly.
Recommendations received at conference, workshops, seminars, and programs about the aging
Professional journals devoted to the aging
Recommendations from those working with the elderly (activity directors, social workers, therapists, etc.)

Multi-sensory, multi-media programming materials for therapeutic use by activity directors with aging individuals and groups

Materials for one-on-one activities for those visiting the homebound/bed-ridden person
Instructional videos on aging for caregivers and for those working in geriatrics

**USERS:**
Activity directors, social workers, caregivers working with the aging
Rehabilitation personnel
Program presenters (from church, retirement, civic groups)
Respite and hospice workers
Families and neighbors working with frail elderly person
Alzheimer units
Those working with the physically, mentally impaired regardless of age of the client/patient
Nutrition site and senior center personnel

Selection of materials for the collection is based on the principles described in this policy rather than on the basis of anticipated approval or disapproval. Selection of any item does not constitute endorsement of the author’s viewpoint nor does Topeka and Shawnee County Public Library endorse particular beliefs or views.

Topeka and Shawnee County Public Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect them from damage or theft.

The Topeka and Shawnee County Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of any specific item in the collection and they welcome the expression of concern by our customers.

direct customers to the appropriate manager or the manager in charge.
The manager will discuss the material with the concerned individual or group. If the individual or group wishes, they may also discuss their concerns with the library director.

The concern on the “Statement of Concern about Library Resources” form will be considered by a committee designated by the library director.

A request from a Library user to withdraw a particular item from one of the collections is handled in this way:

Library supervisors handle all challenges of Library materials. When presenting a challenge about material to a non-supervisory staff person, the complainant is referred immediately to a Library supervisor. Appropriate supervisors include the division director, the unit supervisor, an assistant unit supervisor, or the senior staff member on duty. If a supervisor is not available at the time of the complaint, the complainant is requested to telephone or write to the supervisor named by the employee. An appointment may be set up for the complainant either to meet with a supervisor in person or by telephone. Another opinion is to refer the complainant to the Public Information Officer, when unit supervisory staff is not available.

The interview with the complainant should be conducted in a non-public area. The library staff member will listen calmly and courteously. The individual or group expressing concern must be treated with dignity. The staff member present will not express opinions about the material being discussed, but will maintain a polite neutrality.

The staff person will explain the general criteria of the Library’s Selection Policy to the complainant. It should be made clear that the Library’s Board of Trustees subscribes to the Intellectual Freedom Statements appended to the Materials Selection Policy (Appendices A, B, C). (NOTE: There should be copies of the latest edition of the TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY MATERIALS SELECTION POLICY kept available for use by Staff and Public at every public service desk in the library system. (Copies should be provided to citizens whenever necessary). If the complainant wishes to continue the procedure for reconsideration of materials after becoming familiar with the Library’s policies about selection, the staff member will provide the form “Reconsideration of Library Materials” in Appendix E. The complainant should be requested to complete the form in its entirety, so that it may be considered by the Library Administration. The complainant must be properly identified before action is taken and the complaint must be filed in writing using the Library’s form.

The complainant is told that proper notification about the decision to retain or withdraw the material will be given after the Library has had time to complete the process of Reconsideration; and that a decision will be deferred until the challenge is fully considered by the appropriate administrative authority.

As soon as possible the Administration will be provided with the form completed by the complainant. On receipt of the complainant’s form, the Library Director will designate a
committee to consider the challenge. This committee will meet and prepare a written report of its determination for both the Library Board of Trustees and the complainant. The complainant may, of course, submit a written request to the Library’s Board of Trustees if not satisfied with the decision of the committee named to hear the challenge. In this case, the Board of Trustees may wish to review the decision of the committee named to reconsider the item questioned.
Library Materials Selection Policy

Adopted by the Board of Trustees, September 2003

First approved by the Topeka Public Library Board of Directors
September 14, 1983

Amended and approved November 20, 1985
And November 18, 1987

Revised and approved by the Topeka and Shawnee County Public Library Board of Trustees, September 15, 1993

Revised and approved by the Topeka and Shawnee County Public Library Board of Trustees, September 18, 2003

Topeka and Shawnee County Public Library
1515 SW 10th Avenue
Topeka, KS 66604
A Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

**Adopted by the Library Board of Directors, September 14, 1983.**

**Revised October 21, 1985** by the Materials Selection Committee.

**Approved by the Library Board of Directors, November 20, 1985.**

**Revised November 6, 1987** by the Materials Selection Committee.

**Approved by the Library Board of Directors, November 18, 1987.**

**Revised June 16, 1993** by the Materials Selection Committee and with contributions from other staff.

**Approved by the Library Board of Trustees, September 15, 1993.**
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INTRODUCTION
The Topeka and Shawnee County Public Library is organized under the laws of Kansas and is authorized under KSA 1992 Supp. 12-1260 et seq.

“…to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services;”

RESPONSIBILITY FOR SELECTION
The Board of Trustees delegates the responsibility for the selection of library materials to its staff whose education and experience prepare them for this important function. A centralized Collection Development staff, a staff of seven individuals reporting to the Technical Services and Collection Development Supervisor, is responsible for the selection of materials as well as collection maintenance for the Topeka and Shawnee County Public Library.

Care is taken to assure the greatest possible selection, representing many viewpoints, both with respect to authors and creators of materials, and to the users with their divergent interests and information needs. The staff must select materials reflecting the scope of user needs and interests. Selection must be customized to the community of users served rather than be a reflection of the tastes, views, and interests of the selector. This regard for the needs and interests of the community served is at the heart of public library selection.

Knowledge is the foundation of our democracy. The Topeka and Shawnee County Public Library strives to be an information center for the Topeka and Shawnee county community and to preserve and encourage the free expression of ideas essential to informed citizens. Because of the multiplicity and layers of literary and artistic creativity and the diversity of information, the library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial, contrary to the mainstream culture and even distasteful to some library users.

GENERAL SELECTION CRITERIA
The Topeka and Shawnee County Public Library selects, acquires, organizes, and preserves library materials both of current interest and of permanent value. Selection of materials is based on the principles described in this policy. Selection of any item does not constitute endorsement of the author’s viewpoint, nor does the Library endorse particular beliefs or views.

Content, quality of writing and readability are major considerations. Each of the following criteria is provided as a general guideline for consideration in purchasing all materials. Included in the collections are monographs (print), periodicals, videos, DVDs, audiocassettes, compact discs, realia, CD-ROMs, and subscription databases.
The criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase by the Topeka and Shawnee County Public Library:

1. Importance and value to the collection
2. Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer
3. Current appeal, popular demand, and timeliness
4. Significance of the subject matter
5. Current appeal and popular demand
6. Local interest
7. Availability or scarcity of materials on the subject
8. Cost (under predetermined maximum by type of item)
9. Level of difficulty and specialization
10. Reviews, summaries, and descriptions of materials
11. Format suitability
12. Accessibility to materials elsewhere in this area’s libraries
13. Physical quality and level of durability

LABELING

The Library labels collections to facilitate access by making it easier for customers to locate materials. The Library does not label materials to warn, discourage, or restrict access based on a value judgment of the content, language, or themes of an item.

THE LIBRARY COLLECTION OBJECTIVES

The Topeka and Shawnee County Public Library:

- Provides collections of relevant materials that relate to the mission and roles of the library.
- Develops collections covering a broad range of subjects and formats in order to meet the informational needs and interests of the entire community (city and county).
- Develops the collections to include materials related to the learning needs of students of all ages.
- Strengthens, through retrospective and in-depth collection building, those areas that are of significant value to the community (such as Special Collections and Genealogy)
- Participates in cooperative resource sharing with other Kansas libraries through such programs as the Interlibrary Development Grant Program (ILDGP) and Internet.
- Sponsors programs, events, and services that are related to the collections.
- Welcomes suggestions from the community of library users about additions and improvements to the collections.
- Seeks to create a friendly environment where users may interact with staff members and find ease of access to all the collections.
- Organizes materials so that they can be easily searched for and located.
• Subscribes to the LIBRARY BILL OF RIGHTS (appendix A), the FREEDOM TO READ (appendix B) and the FREEDOM TO VIEW (appendix C) as defined and adopted by the American Library Association.

THE LIBRARY ROLES

The Library Collections are, to a large degree, determined by the major roles that the Library has adopted and is set by the Library Board of Trustees and the Library Administration.

GIFTS TO THE COLLECTION

The Library accepts donations of books and other materials that are in good condition. The Library determines what kinds of materials that it will accept.

THE LIBRARY COLLECTION

The Library Collections currently consist of all the books, periodicals, videocassettes, DVDs, CD-ROMs, compact discs, sound recordings, realia, online databases, and many other forms of document information held by the Library in all its units of service.

The Collections include circulating and non-circulating materials. Decisions about whether an item circulates or not is based upon the intent of the collection and the need for availability and instant access.

Library collections according to the American Library Association definitions, (Guidelines for Collection Development, ALA, 1979) may be designed to meet the following levels:

MINIMAL LEVEL: A subject area in which few selections are made beyond basic works. Included in this level are Popular Materials Collections defined under the role of the Popular Materials Library. The library features current, high-demand, high-interest materials for all ages in a variety of formats with sufficient duplication to meet demand. Bookmobiles base their collections upon this level, as do the units of service within the Library who seek the popular demand for reading, listening, and viewing materials.

BASIC LEVEL: A highly selective collection that serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field. Branch Libraries would include collections at the basic level.

STUDY LEVEL: A collection which supports undergraduate and graduate course work, or sustained independent study...it includes a wide range of basic monographs, complete collections of important writers, selections from the works of secondary writers, a selection of representative journals and the reference tools and fundamental bibliographic apparatus pertaining to the subject. Generally the Collections of the Main Library include elements to both the Study Level and the Research Level.

RESEARCH LEVEL: A Collection that includes major published source materials required for dissertations and independent research...it also includes all important
reference works and a wide selection of specialized monographs, as well as, an extensive
collection of journals and major indexing and abstracting services in the field.

ADULT COLLECTIONS

PURPOSE: The Adult Collections are developed to meet the diverse needs and interests of the
community with emphasis on fulfilling the four major roles of the Library. Preference is given to
materials that are reviewed or rated in standard selection tools.

SOURCES: Primary selection sources for adult materials include, but are not limited to, Booklist,
standard bestseller lists including those appearing in the New York Times Book Review and
Publishers Weekly. The Library will consider materials that are in advance demand prior to
review, especially upon recommendation by library users and when such materials fall into the
categories of high-interest topics as those heavily promoted through media.

FORMATS: Included are books, periodicals, audio, video, and electronic resources (including
software, CD-ROM, and online databases). The formats chosen depend upon affordability and
patron preference.

PRIORITIES FOR PURCHASE: From time to time, social change or community interests will
impact upon collection development and certain areas of the collection will receive high priority
emphasis.

YOUNG ADULT COLLECTION

PURPOSE: The Young Adult Collection bridges the gap in reading and interest levels between
the Children and Adult Collections. It is intended to fulfill the needs of young persons for
popular, recreational and topical reading that may be related to the needs of students.

SOURCES: Selection is made on the basis of positive reviews from standard library reviewing
sources, some of which are dedicated solely to the review of materials for Young Adult users.
Other sources include publisher catalogs, requests and suggestions from the collection’s users.
Standard reviewing sources include, but are not limited to Booklist, School Library Journal, and
VOYA (Voice of Youth Advocates). Close attention is also paid to Internet resources and sites
that report areas of popular interest.

FORMATS: Fiction and Non-Fiction print collections in hardback, softback, and periodical
formats are included.

PRIORITIES FOR PURCHASE: This is a collection oriented to selections of Popular Material.
Fiction, in both hardback and softback editions, is generally a priority. However, the interests of
Young Adults in certain topics may result in other priorities being chosen.

USERS: Materials in the Young Adult Collection are of interest to those in the twelve to eighteen
age groups (Middle School through High School; grades six through twelve).
THE REFERENCE COLLECTION

PURPOSE: The Reference Collection contains a wide range of material in all of the Dewey classifications. Materials are classified “Reference” because of the recurring demand for the information they contain. The collection has been developed to meet the broad informational needs of the community, but is not intended to serve as an Academic or Research Collection.

The scarcity of some information and/or the demand for it requires that a reference depository be maintained where certain information is always available to the staff and public. The high cost of some printed sources makes the purchase of multiple copies not cost effective.

SOURCES: Criteria used in developing the collection may include: indexing, ease of use, authority and reputation of author and publisher, as well as cost. Input from staff and public help shape the development of the reference collection. Standard collection tools such as Choice, Booklist, Library Journal, etc. are used. Company representatives, brochures, websites, and catalogs are also consulted when selecting reference materials.

FORMATS: The Reference Collection includes print resources and online databases.

PRIORITIES: The focus is on providing resources designed to meet the basic research and information needs of Topeka and Shawnee County. Staff will make decisions of format based on cost, usefulness, reliability, and accessibility. The print collection will not attempt to duplicate information available via online databases or readily available from standard Internet resources.

USERS: The Collection serves the information needs of the general reader.

CHILDREN’S COLLECTIONS

PURPOSE: The Children’s Collections contain materials appropriate to the needs and interests of children from infancy through sixth grade. The collections also include materials of interest to adults concerned with these age groups. The collections strive to present a variety of points of view to enable children to better understand their world. Materials are selected to reflect the wide spectra of reading, comprehension, and maturity levels present in this population, as well as for cultural diversity. Not every item in these collections is appropriate for every child. However, the Library cannot act “in loco parentis.” It is the responsibility of the parent or guardian to guide the selection of materials by their children.

SOURCES: Selection of materials is primarily made on the basis of positive reviews from standard library reviewing sources (e.g., School Library Journal, Booklist, Kirkus, etc.) Some materials are selected from vendors’ or publishers’ catalogs or websites when no reviews are readily available. This is especially true of non-print items. When there are no reviews available, the other general selection criteria are used. Patron suggestions are given serious consideration.

FORMATS: The Children’s Collections include: books, magazines, sound recordings, videos, DVDs, CD-ROMs, pamphlets, online databases, and realia.

PRIORITIES: Materials are selected to meet the Children’s Door to Learning and the Popular Materials Library roles adopted by the Library Board of Trustees. While materials are selected that help fulfill the needs of elementary aged students, the Library does not interpret curriculum support as a role. Thus, textbooks (often found in school media centers) are not purchased.
USERS: The primary users are children of Topeka and Shawnee County. Users also include family members, those working with children, children’s caretakers and students of children’s literature.

THE MEDIA COLLECTION

PURPOSE: The Topeka and Shawnee County Public Library, in order to serve the community needs and interests for educational, informational, and entertainment materials in non-print formats, selects, makes available and encourages the use of videos, DVDs, CDs, audio-cassettes, CD-ROMs, and online formats. Materials in all genres/subjects, by many different artists/producers, will be collected as long as the subject material and its treatment is deemed suitable to its particular format.

SELECTION CRITERIA: The selection of non-print materials follows the same standards as those for print materials. Materials are evaluated as a whole and not on the basis of particular scenes or segments.

A work will not be excluded from the collection, because it presents an aspect of life honestly or because it exhibits frankness of expression. An item need not meet all of the criteria to be acceptable. In some cases, materials must be judged primarily on the following:

- Artistic merit
- Scholarship
- As a valuable historic record
- As critical to the information needs of the community
- Substantial demand

Some items are judged primarily in terms of artistic merit or documentation of the times, while others are selected to satisfy the recreational and informational needs of the community.

Changes in technology require the library to constantly evaluate the formats available in the media collection. The library may decide to add new formats as they become more cost-effective, readily available, and popular. Decreased popularity, selection, shelf space and availability of a format may require that format be removed from the library’s collection.


EVALUATION: The collection is continually evaluated in terms of circulation performance, currency, content inclusion, scope, depth of coverage and popularity. All materials are continually analyzed for subject strengths, weaknesses and omissions. Continuous weeding and responsible replacement of damaged/lost material aid in maintaining a collection that reflects changing community needs and Library goals.
SPECIAL COLLECTIONS

PURPOSE: Special Collections assumes an important role in the community by being an informational resource on “the book” – its origins, development, and future. Providing some of the best examples of the book as an art form is one of the main purposes of this collection.

SOURCES: Sources for selection include:
- Online sources
- Antiquarian booksellers
- Publishers’ catalogs
- Book reviews
- Bibliographies in specialized publications
- Trade and professional journals
- Auction catalogs
- Donors
- Collectors

Since this collection is archival and of an historical nature, selections and additions are made to the collection regardless of reviews.

FORMATS: This collection contains:
- Books
- Books as Art (Artists Books)
- Broadsides
- Portfolios

PRIORITIES: This collection represents examples of the book as art, miniature books, limited edition books, antiquarian books, pop-up books, children’s books, and other rare and unusual book forms. Scholarly fine arts books in the Moses Collection support and enhance the Sabatini Gallery and its exhibits and collections.

Special Collections has priorities in the subjects chosen and include:
- Books as Art (Artists Books)
- Book evaluation
- Conservation
- Bookplates
- Collectors and collecting
- Illustrators and illustrations
- Special bindings
- Bookmaking
- Typography
- Printers and printing
- Rare items

USERS: The Collection serves the information needs of students, researchers, and the public with an interest in this area.
THE TOPEKA ROOM

PURPOSE: The Topeka Room collection contains books, maps, and audiovisual materials written, illustrated, produced, or published by Topekans or about Topeka. The Topeka Room is also home to an extensive vertical file collection which covers Topeka and Shawnee County topics such as schools, businesses, churches, homes, and local events.

SOURCES: Sources for selections to the collection may include:

- Local newspaper reviews
- Suggestions from colleagues
- Patron requests
- Local publications
- Antiquarian booksellers
- Online sources
- Donors

Since this collection is archival and of an historical nature, selections and additions are made to the collection regardless of reviews.

FORMATS: The collection contains:

- Materials relating to Topeka and Shawnee County history, businesses, buildings, institutions, arts, and individuals
- Books (including family histories)
- Prints
- Manuscripts
- Sheet music
- Broadsides and paper ephemerae
- Realia
- Directories
- Clippings and photographs
- Periodicals and neighborhood newspapers
- Postcards
- Maps
- Audiovisual materials

PRIORITIES: A concerted effort is being made to obtain primary and secondary materials on Topeka and Shawnee County from all periods.

USERS: The Collection is intended for those needing to research local history topics.
THE GENEALOGY COLLECTION

PURPOSE: The Genealogy Collection includes materials of a broad and general nature to assist customers in genealogical research. Items are carefully chosen to benefit the maximum number of researchers. However, special attention is paid to materials that would benefit researchers in Topeka and Shawnee County. In general, family histories are not purchased, but are welcome donations.

SOURCES: Sources for selection include:
- Catalogs
- Patron requests
- Suggestions from colleagues
- Reviews in journals
- Gifts

FORMATS: The Genealogy Collection contains print materials including:
- Handbooks of procedure
- Indexes
- Bibliographies
- County histories
- Atlases
- Civil War materials
- Periodicals
- Online databases.

Appropriate titles, such as how-to books, are purchased in duplicate for the circulating collection.

THE KANSAS COLLECTION

PURPOSE: Formerly the Kansas Center for the Book Collection, the materials that comprise this reference collection include monographs, collected stories, poetry and drama written or illustrated by Kansans or about Kansas.

SOURCES: Selections may be made regardless of available review sources since this is an archival collection. Specialized sources in addition to the general selection tools used by librarians in other areas of the Library are used to select material for the Kansas Collection. These sources include:
- Reviews in local, state, and regional news sources
- Newsletters
- University presses
- Small Kansas presses
- Bookstores that specialize in regional material
- Kansas State Historical Society
- Library collections throughout Kansas
- Kansas writers’ groups
- Special notification by Kansas authors themselves, either verbal or written
• Suggestions from colleagues
• Online sources
• Auction catalogs
• Donors

FORMATS:
• Books
• Maps
• Broadsides
• Ephemera
• Realia

PRIORITIES: It is the intention of the Kansas Collection to focus on Kansas authors, illustrators, and significant historical works relating to Kansas.

USERS: This archival collection is used in educational displays, programming, and research.

RED CARPET SERVICES

While the greater part of the Red Carpet Services Collection is devoted to Large Print materials, the Assistive Listening Devices, Low Vision Aid Collection and Therapeutic Activity Collections are made up of realia.

ASSISTIVE LISTENING DEVICES

PURPOSE: The purpose of the assistive listening device collection is to enable hard of hearing individuals to try out and receive consumer information before making a purchase. The library does not sell this equipment but does provide resources where it may be purchased.

SOURCES: Sources for the collection include:
• Recommendations by audiologists
• Recommendations by users of assistive listening devices
• Patron requests

FORMATS: The Assistive Listening Device collection includes devices that are:
• Alerting devices, such as door knock sensors, smoke alarm alert systems, amplified alarm clocks, etc.
• Assistive listening devices, such as a TV listening system, a Pocketalker for personal amplification, tour guide system, etc.
• Telecommunication devices, such as amplified phones, portable phone amplifiers, TTYs, etc.
THE LOW VISION AID COLLECTION

PURPOSE: The purpose of the low vision aid collection is to enable visually impaired individuals to test and receive consumer information before making a purchase. The library does not sell this equipment but does provide resources where it may be purchased.

SOURCES: Sources for the collection include:
- Recommendations by medical personnel: optometrists, ophthalmologists and opticians
- Recommendations by users of low vision aids
- Patron requests

FORMAT: The collection includes magnifiers:
- Available in a variety of strengths
- Lit and unlit
- Hand held and hands free
- Closed-circuit devices
- Designed for specific purposes, such as watching TV or using the computer

THERAPEUTIC ACTIVITY COLLECTION

PURPOSE: The purpose of the therapeutic activity collection is to provide activities enjoyable and/or challenging for the older adult. The collection includes materials for activities, programming and games for use by older adults, caregivers and activity directors.

SOURCES: Sources for the collection include:
- Recommendations from those working with older adults: activity directors, social workers, therapists, caregivers, etc.
- Older adults’ suggestions
- Recommendations received at conferences, workshops, seminars and programs about older adults
- Professional journals and activity catalogs devoted to older adults

FORMATS: Included in this collection:
- Physical games and activity materials with a variety of physical adaptations
- Multi-sensory, multi-media materials for therapeutic use.
- Materials intended for intellectual stimulation
- Materials that encourage use of memory and reminiscence
THE ALICE C. SABATINI GALLERY AND TSCPL ART COLLECTION

PURPOSE: The function of the Alice C. Sabatini Gallery is to enrich the lives of library customers by presenting exhibitions of art in a formal setting, and to serve as a cultural center for Topeka and Shawnee County. The Gallery staff will collect; preserve, through proper archival management; maintain records; exhibit collections of art from the permanent collections; as well as provide selected, temporary exhibitions of art from other collections and artists representing quality in the arts and crafts. All works selected for addition will correlate with the current scope of the Library’s art collections.

HISTORICAL PERSPECTIVE: In the early days of the Library, and in the absence of a fine arts gallery in the city of Topeka, patrons presented works of art to the Library. Often, bequests from personal estates came to the Library with the express purpose of making quality works of art available for public display in the city’s finest cultural institution. Over the years, gifts to the Library, combined with the Library’s own acquisitions of art works, have developed the collection’s scope, content, quality, and value.

SCOPE:

- Paintings include portraits, landscapes, and contemporary works
- Graphics include drawings, constructions, mixed media and prints in a variety of techniques
- Art glass collections include glass objects of the Victorian/Art Nouveau Periods of the United States and Europe, contemporary glass, and antique and contemporary glass paperweights.
- Ceramics include a collection of Art Nouveau pieces through contemporary works by artists with regional and national representations
- Metalwork includes sculpture and miniature bronze weights and related miscellaneous items
- Sculptures include plaster period works, marble, metal, dolls, and wood pieces representing various historical periods and ethnic groups.
- Textiles include Early American, Eastern and Oriental pieces, mostly representative of 19th century decorative arts
- Chinese decorative arts include pewters, snuff bottles, ceramics, and furniture.
- Tribal art includes representative pieces that originated in Africa, Native America, and South Sea Islands.
- Antique and modern designer furniture

PRIORITIES FOR PURCHASE: Priorities for purchase include:

- Acquire items to develop and expand the quality and value of existing collections
- Acquire art produced by Kansas artists who have attracted strong recognition and attention
- Select works of art by artists living in Kansas, or in the Midwest; and by artists, who may not be residents of Kansas, but who represent Kansas themes in their works.
ACQUISITION OF WORKS:
1. All purchased works shall relate to the overall active collection purpose and/or history of the Library’s cultural role in the arts, and follow the collection guidelines and collection plan.
2. No work will be knowingly acquired whose ownership or legality is questionable.
3. No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession.
4. No work will be acquired for the collection without the consent of the Library Director.
5. Gifts of art offered to the Library with restrictions may not be accepted without approval of the Library Board of Trustees.
6. Works will be acquired from a variety of sources; including library art exhibitions and shows, area galleries, personal collections, museum exhibitions, individual artists, sales and auctions, as well as catalogs of works for sale.

DEACCESSIONING OF ART PIECES:
Any item selected for removal from the permanent collection must be presented first to the Director of the Library for consideration, and follow the collection guidelines and collection plan.

Any item with a value of $1,000 or more must be presented to the Library Board of Trustees before it may be offered for sale or transferred to another museum or individual for trade.

The following conditions indicate an item may be deaccessioned:
- When objects are no longer relevant to the collection or do not meet the purpose or priorities of the collection as stated above.
- When objects or works are deteriorating, or are in danger of deterioration, and are beyond the Library’s capability of restoration or repair.

DEACCESSIONING IN ALL OTHER LIBRARY COLLECTIONS
Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Each separate collection within the Topeka and Shawnee County Public Library has predetermined formulas for weeding (removal of library items from the collections). Factors considered in the examination of materials for removal include:
- Accuracy: if this is now misleading or inaccurate
- Physical condition: if it is in poor condition and not repairable
- Dated: if it is superseded by a new edition or by newer and better information on the subject
• Significance: if it is of no discernible merit
• Usage and relevancy: if it lacks usage and is irrelevant in this collection
• Circulation: if it has not circulated or been used for a long time
• Withdrawn items may be given to the Friends of the Library for resale.

LIBRARY PATRON SUGGESTIONS ABOUT THE COLLECTIONS

The Topeka and Shawnee County Public Library Board of Trustees recognize the importance of providing methods whereby opinions from the public regarding material selection can be voiced. The Library Administration and Staff seriously consider Library patron suggestions. Appendix D is the Form for Statement of Concern about Library Resources. Completion of either of these forms does not guarantee either accession to the collection or removal from the collection, but does insure that attention of Library administration and staff to user opinion, interests and concerns.

EXPRESSIONS OF CONCERN

The Topeka and Shawnee County Public Library recognizes that some materials or content are controversial or offensive. The Library’s role is to provide materials which will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves materials they do not approve of, they may not restrict the freedom of access to others.

The Library welcomes any expression of concern.

Customer concerns will be dealt with promptly and courteously as outlined in the Expressions of Concern Process.

EXPRESSIONS OF CONCERN PROCESS

1. Topeka and Shawnee County Public Library staff will listen to the customer’s concerns. Library staff will give the customer a copy of the Materials Selection Policy and explain the Library’s selection process. If the customer wishes, s/he may also discuss concerns with the library director.
2. After discussion with library staff, an individual or group still concerned about library material may submit an official statement using the “Statement of Concern about Library Resources” form.
3. The concern on the “Statement of Concern about Library Resources” form will be considered by a committee designated by the collection development supervisor in consultation with the library director. This committee will meet and the collection development supervisor will prepare a written report of the committee’s determination for both the Library Board of Trustees and to the individual or group who submitted the concern.
4. An individual or group may submit a written request to the Library’s Board of Trustees if not satisfied with the decision of the committee named to hear the concern.
Statement of Concern about Library Resources

This form may be used to express concern regarding the library collection, programs, displays/exhibits, computers for public use, or meeting rooms.

Concerns will be dealt with promptly and courteously.

Expressions of Concern:
1. Library staff will first discuss the resource with the concerned individual or group and supply a copy of the appropriate policy.
2. After discussion, if the individual or group wishes, they may discuss their concerns with the Library Director.
3. An individual or group still concerned about library resources may submit an official statement using this "Statement of Concern about Library Resources" form.

Formal Process:
1. The concern on the “Statement of Concern about Library Resources” form will be considered by a committee designated by the collection development supervisor in consultation with the library director.
2. The collection development supervisor will prepare a written report of the committee’s determination which will be submitted to the Library director and the individual or group who submitted the concern.
3. An individual or group may submit a written request to the Library’s Board of Trustees if not satisfied with the decision of the committee.

Complete this form and return it to: Topeka and Shawnee County Public Library, Attn: Executive Director, 1515 SW 10th St., Topeka, Kansas 66604. You may use the other side of this form or attach additional pages as necessary.

Today’s Date

Name of Individual or Group

Contact person

Phone________________________ Email________________________

Address

City________________________ State_______ Zip Code________________________

1. Resource of concern:
   - Book or Magazine
   - Video/DVD
   - Audio recording/CD
   - Electronic information
   - Library program
   - Display/exhibit
   - Meeting Room
   - Other________________________

   Title, date, time, location

2. Have you:
   - Read the Book or Magazine
   - Viewed the Video/DVD
   - Listened to the Audio recording/CD
   - Viewed the Electronic information
   - Attended the Library program
   - Viewed the Display/exhibit
   - Attended the Meeting
   - Viewed the Other____

3. How did you find out about the resource(s)?
4. What are your concerns about the resource(s)?

5. What action do you seek as a result of your concern?
Resolution – Library Materials Selection Policy

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 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
December, 2006

POLICY

Materials Selection: You have 2 copies of this policy in the packet. One has all the changes marked to the side so that you can see additions, deletions, changes, etc. There is also a “clean” copy so that you easily read the new version staff is recommending. Attached to my report is a summary of the substantive changes to the materials selection policy from technical services/collections supervisor, Thad Hartman. Thad will facilitate discussion of the policy at the meeting.

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.

Foundation / Homework Center Loaned Employee Agreement: This is the annual agreement between the Library and the Foundation for the services of the following staff: development associate, development director, development professional, and two half-time Homework Center leaders.

Friends Loaned Employee Agreement Millennium Cafe Agreement: This is the annual agreement between the Library and the Friends of TSCPL for the services of the following staff: office manager.

Classification & Compensation Study: Rob Banks, Nancy Watson, HR manager Stephen Lusk and I met with the personnel committee to review the proposals received in response to our request for proposal for this study. Minutes from that meeting are included in the packet. Based on a preliminary review, staff recommended Springsted, Inc. After review and discussion, the personnel committee concurred with the recommendation. Total cost for the study is $34,750, which is significantly less than the $50,000 projected.
Office Furniture/Equipment Request:

Background: Staff has been working on a number of organizational priorities activities including:

- Organizing resources around the work to be done and fostering collaboration by providing resources for interdepartmental discussion, interaction, exchanging ideas
- Enhancing customers’ library experiences and increase outreach by expanding the Library's web presence by establishing a virtual branch
- Providing collections and services that meet and exceed customer expectations

To that end we are re-organizing and in some cases relocating service points and staff including: interlibrary loan; a new workgroup made up of public relations graphics artists and digital services web designer and programmer; facilities and security managers, youth services collections and beginning the process of reorganizing media, reference, young adult, periodicals, new books and genealogy.

Recommendation:

Staff is recommending that:

1. Furniture and equipment be purchased to support the reorganization and relocation of service programs: interlibrary loan and the digital branch -- the new creative group comprised of PR graphics artists and digital services web designer and programmer; allocating private office space for the security and facilities managers (projected cost $60,000)

2. Additional shelving be purchased to support the reorganization of youth services and bookmobile collections to make them more accessible (projected cost $23,000)

3. Furniture/equipment to support the first phase of the reorganization of first floor services including media services, new books, periodicals, genealogy, reference and readers advisory. (projected cost $27,500)

4. Facilities: scissor lift to assist changing light bulbs and repairs to the upper elevations of the Library (project cost $10,000); replacement tables for meeting rooms (projected cost $2200)

Total request: $122,700 to be allocated from the operating budget/furniture & equipment line.
Neighborhood Revitalization Agreement: The December board agenda includes a request from the City of Topeka to approve the 2007-09 Neighborhood Revitalization Plan for our area. Included in that agreement are: the City of Topeka, school districts 501, 345 and 450, the Metropolitan Transit Authority, the Library and Washburn University. This is an amended version of the original plan, passed by the City Council in June, 2006.

This is a standard agreement for economic development of this area and one the Library Board has previously approved. There will be a copy of the cover letter and the agreement in the packet. Approval of the agreement includes approval of the neighborhood revitalization plan. We had not planned to include the 22 page Neighborhood Revitalization Plan in the packet, but will be happy to snail mail to any trustees who would like to review it.

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 November Board meeting: Based on our analysis we have decided to continue the greeter desk for 2007. Work is continuing on the neighborhoods in the east and west wings, reorganization of services on the first floor, 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**: Intergovernmental Cooperation Committee meeting with Mary Feighny; Wilder Society Tea; Chamber Power Breakfast, hosted by Library.

- **Other activities**: worked at greeter desk; interviewed by Liz Zamora of channel 49; met with health sciences library director Lenora Kinzie from Stormont Vail to discuss partnering opportunities.

- **Presentations**: customer service workshop for Big Brothers, Big Sisters employees; podcast interview with TSCPL staff member Meghan Baranski for PaperCuts blog.

**Happy Holidays!**

*Gina Millsap, Executive Director*  
*Topeka and Shawnee County Public Library*  
*12/14/2006*

*****************************************************************************

**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.
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.

12/14/2006
Deputy Director of Operations  
Robert Banks  
December 21, 2006

The Lifesize Digital Video Conferencing equipment has been purchased and will arrive around the end of the month. This equipment will provide us with a unique capability for this part of the state and will be an added benefit we can offer to our staff and the public. We anticipate that people will discover uses for the equipment that we have not even considered. We will establish a connection to the KanEd network which provides additional connections to other entities in the state. This equipment was purchased with a grant from KanEd, facilitated by the State Library. A program proposal was made to the Tri-Conference to have a demonstration and explanation of the equipment at the annual conference. This demo will be a joint project with the State Library and TSCPL.

In March, we are partnering with the Topeka Symphony and the Kansas Arts Commission to sponsor performances of the National Symphony Orchestra. We have proposed two performances at the Library, a small ensemble in the Rotunda and a “Teddy Bear Concert” for children. The “Teddy Bear Concert” is a small ensemble out of the NSO who perform music for children and ask the children to bring their teddy bears along to also listen to the music.

Through the auspices of the Urban Libraries Council the Aquila Theatre Company is seeking partner libraries across the country for a grant proposal entitled, “The Play’s the Thing: Theatre, Tradition and Culture in America.” We have been accepted as one of the partner libraries and have provided information to them for the grant proposal. The grant is to be awarded in 2007 for activities in 2008. This will be a similar atmosphere to “The Big Read” grant except will be centered on a play instead of a book. Theatre is an aspect of the arts which we have not pushed at TSCPL but should provide an interesting format from which to work.

I participated in a focus group for the Chamber of Commerce/Go Topeka to help formulate their strategic plan.
I was part of the educators group. The consultants will be presenting their report in the spring.

David King has organized demos of computer management software. This software is included in the 2007 budget. Our goal is to have the software in place and active before spring break. It will give us the ability to manage what has become an increasingly scarce resource. We continue to hear from customers who are frustrated because they cannot find a computer at peak times. The software will not guarantee that we will have a computer for everyone whenever they want it, but one should be available fairly soon as the program will limit the time that everyone can spend on the computer. We are instituting some time limits prior to installing the software to determine what is practical.

Listening to our customers; concerns have been expressed about walking through the smoking area to enter the Library. The ash containers have been moved to the curved wall east of the front doors. We are in the process of educating the smoking public that this is the new smoking area. We are also evaluating what signage would be effective for this change. We will monitor the issue to see if it takes care of the problem.
<table>
<thead>
<tr>
<th>Categories</th>
<th>Goals</th>
<th>Objectives</th>
<th>Action</th>
<th>Timeframe</th>
<th>Status</th>
<th>Resources</th>
<th>Who is Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board</td>
<td>Chairpersons of the three boards meet</td>
<td>02/01/06</td>
<td>In process</td>
<td>Ongoing</td>
<td>Gina Millsap, All Library Boards</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Improve facility accessibility and ease of use</td>
<td>Reduce the number of locational questions at public desks</td>
<td>Create a Rotational Information Assistant program plan</td>
<td>03/01/06</td>
<td>Plans complete</td>
<td>Rob Banks</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Form a committee to plan Staff Development Day</td>
<td>03/01/06</td>
<td>Complete</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Foster collaboration</td>
<td>Provide work time for interdepartmental discussion, interaction, exchanging ideas</td>
<td>03/01/06</td>
<td>On-going</td>
<td>Gina Millsap, Administration, Management Council, James Hebert &amp; Staff</td>
<td></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Evolve a competitive organizational culture</td>
<td>Identify organization's role and competition in the community/global</td>
<td>03/01/06</td>
<td>On-going</td>
<td>Gina Millsap, Administration, Management Council</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Increase number of library users</td>
<td>Create an online Library card application form to make process easier</td>
<td>04/01/06</td>
<td>Complete</td>
<td>Paul Brennan, Michael Perkins &amp; Shannon Eddings</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Improve facility accessibility and ease of use</td>
<td>Reduce the number of locational questions at public desks</td>
<td>Implement Pilot program for greeter desk</td>
<td>05/01/06</td>
<td>Complete</td>
<td>FY 06 Ongoing expense</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Competitive compensation &amp; benefits packages</td>
<td>Prepare estimated cost for Compensation Study</td>
<td>05/01/06</td>
<td>Complete</td>
<td>Nancy Watkins &amp; HR</td>
<td></td>
</tr>
<tr>
<td>Categories</td>
<td>Goals</td>
<td>Objectives</td>
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<td>Timeframe</td>
<td>Status</td>
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<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Ensure currency and relevance of collections, services and programs</td>
<td>Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community</td>
<td>Evaluate and make recommendation on Talking Books service. KLAS software?</td>
<td>05/01/06</td>
<td>Complete</td>
<td>Suzanne Bundy, IT Manager / plus</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Evaluate &amp; respond to current needs of library users</td>
<td>Analyze &amp; improve the administrative process for providing public programs</td>
<td>Form process improvement team &amp; make recommendation</td>
<td>05/01/06</td>
<td>Complete</td>
<td>Donna Tryon &amp; PIT Crew</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Improve facility accessibility and ease of use</td>
<td>Increase users sense of satisfaction, competence &amp; confidence</td>
<td>Examine portability of materials for customers, such as carts, drive up service or delivery service for public to vehicles (utilize teen volunteers)</td>
<td>06/01/06</td>
<td>Complete</td>
<td>Paul Brennan</td>
<td></td>
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<tr>
<td>Customer Service</td>
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<tr>
<td>Valuing Staff</td>
<td>Communication</td>
<td>Create open environment that encourages input &amp; feedback</td>
<td>Institute a (M.C. Units or Dept.) Blog with two way feedback &amp; comment capabilities &quot;News 2 Use&quot;</td>
<td>06/01/06</td>
<td>Complete</td>
<td>IT Manager</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Foster a sense of esprit de corps among all staff</td>
<td>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.</td>
<td>07/01/06</td>
<td>Complete</td>
<td>Staff vending machines</td>
<td>Marie Pyko, Susan Marchant, Karen Allen, Bonnie Cuevas, Janet Johnsen, Kyler Carpenter, Keenan Eves, Dianne Elrichs and staff</td>
</tr>
<tr>
<td>Leadership</td>
<td>Create a culture that inspires staff, trustees and board to do extraordinary things</td>
<td>Implement a leadership academy that focus on using Kouzes and Posner's leadership model</td>
<td>Form a team to identify a curriculum</td>
<td>08/01/06</td>
<td>Complete</td>
<td>Gina Millsap, Rob Banks, Greg Gaul &amp; Diana Friend, Stuart Yoho &amp; Sherry Best</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Develop consistent level of customer service throughout Library</td>
<td>Reduce collection misdirection</td>
<td>Examine feasibility of Information Management System (IMS) / Horizon for different service- current structure is confusing for staff and public (HIP)</td>
<td>10/01/06</td>
<td>Complete</td>
<td>David King, Thad Hartman, Matt Pettit &amp; Shannon Eddings</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Competitive compensation &amp; benefits packages</td>
<td>RFP's for Compensation Study</td>
<td>10/01/06</td>
<td>In process</td>
<td>Nancy Watkins &amp; HR</td>
<td></td>
</tr>
<tr>
<td>Categories</td>
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<td>Leadership</td>
<td>Create a culture that inspires staff, trustees and board to do extraordinary things</td>
<td>Implement a leadership academy that focus on using Kouzes and Posner's leadership model</td>
<td>Reading Kouzes and Posner’s <em>Leadership Challenge</em></td>
<td>10/01/06</td>
<td>Complete</td>
<td>Gina Millsap &amp; Management Council</td>
<td></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Enhance relationship between the three Library Boards: Library Board of Trustees, Library Foundation Board, and Friends of the Library Board</td>
<td>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.</td>
<td>10/01/06</td>
<td>In process</td>
<td>Gina Millsap, Administration, All Library Boards, Foundation Staff</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Remove barriers to excellent customer service</td>
<td>Increase staff competence and confidence in providing customer service</td>
<td>Establish long term coherent guidelines for security issues</td>
<td>11/01/06</td>
<td>In process</td>
<td>Rob Banks &amp; Greg Gaul</td>
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<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Foster a sense of esprit de corps among all staff</td>
<td>Create a staff picture board to be updated monthly (cover all units)</td>
<td>11/01/06</td>
<td>In process</td>
<td>Chris Kratochvil, Arion Beals, Luanne Webb, Maurice Wright Jan Robinson &amp; front line staff</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Create environment that showcases Library collections &amp; that encourages browsing</td>
<td>&quot;East / West Wing Committee “ Decrease the sterile look &amp; feel of adult fiction &amp; nonfiction stacks. Using under-utilized spaces install shelving and displays to promote older collections. Increase serendipitous experiences for users. Moving shelves, fixtures, etc.</td>
<td>11/01/06</td>
<td>T.S budget 07</td>
<td>Thad Hartman, Suzanne Bundy, Marie Pyko &amp; Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Renee Patzer, Valerie Reif, Tanya Walsh, Trish Nixon, Cathy Hebert &amp; Tiffiny Wiggins</td>
<td></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Inspire innovation/creativity</td>
<td>Encourage open discussions, reallocate resources, dissolve bureaucratic processes</td>
<td>11/01/06</td>
<td>On-going</td>
<td>Gina Millsap, Administration, Management Council, James Hebert &amp; Staff</td>
<td></td>
</tr>
<tr>
<td>Categories, Services, Collections and Infrastructure</td>
<td>Goals</td>
<td>Objectives</td>
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<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Evaluate &amp; respond to current needs of library users</td>
<td>Analyze &amp; improve the administrative process for providing public programs</td>
<td>Review &amp; begin implementation of PIT Crew recommendations. Program Coordinator &amp; software</td>
<td>11/30/06</td>
<td>In process</td>
<td>FY 07</td>
<td>Management Council</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Remove barriers to excellent customer service</td>
<td>Reduce number of violations of customer conduct policy</td>
<td>Develop a series of re-direction activities for working with young people</td>
<td>12/01/06</td>
<td>In process</td>
<td>FY 06</td>
<td>Greg Gaul &amp; Jeff Dawson</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Enhance &amp; expand personal relationship with customers</td>
<td>Provide access to Library services</td>
<td>Explore feasibility of providing tools i.e. business cards - note cards for all service staff for follow-up staff contact, training re: personal service</td>
<td>12/01/06</td>
<td>Complete</td>
<td></td>
<td>Diana Friend, Paul Brennan, Katie Escher &amp; Stephanie Hall</td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Evaluation of employees learning style for training needs</td>
<td>12/01/06</td>
<td>In process</td>
<td></td>
<td>Donna Tryon, Becky Hinton, Stephen Lusk &amp; Michelle Eklund</td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Competitive compensation &amp; benefits packages</td>
<td>Bid Acceptance Compensation Study</td>
<td>12/01/06</td>
<td></td>
<td></td>
<td>Nancy Watkins &amp; HR</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Create environment that showcases Library collections &amp; that encourages browsing.</td>
<td>Implement visual merchandising of all collections including signs, displays, etc.-PILOT</td>
<td>12/01/06</td>
<td>In process</td>
<td></td>
<td>Marie Pyko, Thad Hartman, Sherry Best, &amp; Maintenance</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Provide collections that meet and anticipate customer expectations</td>
<td>Increase staff input into collection development</td>
<td>12/31/06</td>
<td>Complete</td>
<td></td>
<td>Thad Hartman &amp; Ann Newell</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community</td>
<td>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</td>
<td>12/31/06</td>
<td>In process</td>
<td></td>
<td>Rob Banks, IT Manager, Stuart Yoho, management team - plus</td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Competitive compensation &amp; benefits packages</td>
<td>Compensation Study begins</td>
<td>01/01/07</td>
<td></td>
<td></td>
<td>Nancy Watkins &amp; HR</td>
</tr>
<tr>
<td>Categories</td>
<td>Goals</td>
<td>Objectives</td>
<td>Action</td>
<td>Timeframe</td>
<td>Status</td>
<td>Resources</td>
<td>Who is Responsible</td>
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<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers’ library experience</td>
<td>Increase number of library users</td>
<td>Expand outreach programs to community from all areas of the library</td>
<td>01/01/07</td>
<td>FY 07</td>
<td>Jeff Dawson, Stephanie Hall &amp; Ann Newell</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers’ library experience</td>
<td>Provide collections that meet and anticipate customer expectations</td>
<td>Improve turn-over &amp; decrease wait time for materials-data collection analysis</td>
<td>01/01/07</td>
<td>In process</td>
<td>Paul Brennan &amp; Thad Hartman</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers’ library experience</td>
<td>Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community</td>
<td>Clearinghouse for community calendar. Software</td>
<td>01/01/07</td>
<td></td>
<td>Shannon Eddings, Scarlett Fisher-Herreman, Betty Jean Neal &amp; Karen Allen</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Improve public access to art collection and Special Collections via Internet</td>
<td>Digitize Art Collection</td>
<td>Assess and prioritize collection for digitization</td>
<td>01/01/07</td>
<td>In process</td>
<td>Staff time (Gallery Staff: Zan Popp &amp; Brea Black)</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Improve public access to art collection and Special Collections via Internet</td>
<td>Digitize Special Collections Archives</td>
<td>Assess and prioritize collection for digitization</td>
<td>01/01/07</td>
<td>In process</td>
<td>Staff time (Special Collections, Staff &amp; It staff)</td>
<td></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Strategic visioning &amp; planning</td>
<td>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</td>
<td>01/01/07</td>
<td></td>
<td>Administration, Management Council, Library Staff, All Library Boards</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Determine who our customers are or might be</td>
<td>Evaluate community demographics, esp. special populations</td>
<td>Mine database to establish who our customers currently are</td>
<td>01/02/07</td>
<td>In process</td>
<td>Gina Millsap, Donna Tryon, Nancy Watkins, Shannon Eddings, Thad Hartman &amp; Paul Brennan</td>
<td></td>
</tr>
</tbody>
</table>

2006-2007 Organizational Priorities
Topeka Shawnee County Public Library

12/14/2006
<table>
<thead>
<tr>
<th>Categories</th>
<th>Goals</th>
<th>Objectives</th>
<th>Action</th>
<th>Timeframe</th>
<th>Status</th>
<th>Resources</th>
<th>Who is Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service</td>
<td>Determine who our customers are or might be</td>
<td>Evaluate community demographics, esp. special populations</td>
<td>Utilize database compiled from the United Way community analysis project and determine demographics and locations of population</td>
<td>01/02/07</td>
<td>In process</td>
<td>Gina Millsap, Donna Tryon, Nancy Watkins, Shannon Eddings, Paul Brennan, Thad Hartman, Jeff Imparato &amp; Greg Gaul</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Communication</td>
<td>Create open environment that encourages input &amp; feedback</td>
<td>Ensure employee computer access</td>
<td>01/02/07</td>
<td>In process</td>
<td>FY 06</td>
<td>IT Manager</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community</td>
<td>Develop a service vehicle (fleet) replacement program</td>
<td>01/02/07</td>
<td>In process</td>
<td>FY08</td>
<td>Stuart Yoho, Jeff Dawson, Marie Pyko, Stephanie Hall &amp; Ann Newell</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Improve public access to art collection and Special Collections via Internet</td>
<td>Digitize Art &amp; Special Collections</td>
<td>Purchase software</td>
<td>01/30/07</td>
<td>FY 07</td>
<td>Gallery staff &amp; IT staff</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Ensure currency and relevance of collections, services and programs</td>
<td>Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community</td>
<td>Evaluate physical organization of media, youth and teen services, new books and other collections. Displays, fixtures, structural &amp; media shelving</td>
<td>02/01/07</td>
<td>In process</td>
<td>FY 07</td>
<td>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 &amp; Susan Schafer</td>
</tr>
<tr>
<td>Categories</td>
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</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Ensure currency and relevance of collections, services and programs</td>
<td>Assess, anticipate, respond to and evaluate the changing and diverse needs of customers and the larger community</td>
<td>Organize audio books to be accessible &amp; 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</td>
<td>02/01/07</td>
<td>In process</td>
<td>Marie Pyko, Thad Hartman, Suzanne Bundy, Ann Newell, Jennifer Jones, Julie Nelson, Kim Sain, Mari Dawson, Renee Patzer, Valerie Reif Tanya Walsh &amp; Tiffiny 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</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Create environment that showcases Library collections &amp; that encourages browsing.</td>
<td>Evaluate customer satisfaction - on going basis</td>
<td>02/01/07</td>
<td>On-going</td>
<td>Administration &amp; Management Council</td>
<td>Thad Hartman, Suzie Marchant &amp; ASD supervisor</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Provide collections that meet and anticipate customer expectations</td>
<td>Buy what matters most to all customers</td>
<td>02/01/07</td>
<td>In process</td>
<td>Thad Hartman</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Provide collections that meet and anticipate customer expectations</td>
<td>Apply the concept of &quot;The Long Tail&quot; to collections</td>
<td>02/01/07</td>
<td>In process</td>
<td>Thad Hartman</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Remove barriers to excellent customer service</td>
<td>Provide access to Library services to special populations</td>
<td>Spanish speakers, hearing / visually impaired</td>
<td>03/01/07</td>
<td>12/14/2006</td>
<td>Marie Pyko, Stephanie Hall, Suzanne Bundy, Judy Rohr, Jayme Lyons &amp; Heather Kearns</td>
<td></td>
</tr>
<tr>
<td>Categories</td>
<td>Goals</td>
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<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Establish parameters for a mentoring program within units</td>
<td>03/01/07</td>
<td></td>
<td>ASD &amp; YS</td>
<td>Stephen Lusk, Donna Tryon, Dave Shivers, Tracy Seitz, Dave Coleman, Gayle Lolley, Susie Christie, Janna Jepson &amp; Cathy Cook</td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Develop an employee orientation program that delivers complete and consistent information on mission, vision, values, policies, benefits, procedures, etc.</td>
<td>03/01/07</td>
<td>In process</td>
<td></td>
<td>Stephen Lusk, Donna Tryon, Becky Hinton, Anne Pepper, Tracy Seitz, Stuart Yoho, Donna Casey, Nancy Overmyer, Brian Adams, Maggie Allen &amp; Gayle Lolley</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Increase awareness of and &quot;buzz&quot; about what Library has to offer</td>
<td>Develop marketing plan that &quot;brands&quot; the Library. Increase staff presence in Shawnee County &amp; 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.</td>
<td>03/01/07</td>
<td></td>
<td></td>
<td>Diana Friend &amp; Management Council, Suzie Marchant, Dennis Dehn, Scarlett Fisher-Herrman, Kathy Jennings, Sheri DeNoon, Tim Russell, Pam Ray, Stephanie Hall, ASD &amp; Programmer Coordinator</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Increase number of library users</td>
<td>Expand the Library's web presence by establishing a virtual branch. Staff, hardware &amp; software</td>
<td>03/01/07</td>
<td>FY 07</td>
<td></td>
<td>Heather Kearns, Bree Black, Cadie Maas, Joe Barnes, Stephanie Hall, IT Staff &amp; PR</td>
</tr>
<tr>
<td>Categories, Services, Collections and Infrastructure</td>
<td>Goals</td>
<td>Objectives</td>
<td>Action</td>
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<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Improve public access to art collection and Special Collections via Internet</td>
<td>Digitize Art &amp; Special Collections</td>
<td>Begin data entry</td>
<td>03/01/07</td>
<td></td>
<td></td>
<td>Gallery staff, possibly HR &amp; TS</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Remove barriers to excellent customer service</td>
<td>Reduce number of violations of customer conduct policy</td>
<td>Identify and examine trouble areas in library for violations and determine optimal solutions, i.e. cozy books, computer layout</td>
<td>04/01/07</td>
<td>In process</td>
<td></td>
<td>Greg Gaul, Jeff Dawson &amp; Katie Escher</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Remove barriers to excellent customer service</td>
<td>Reduce number of violations of customer conduct policy</td>
<td>Examine feasibility of behavior modification training for repeat offenders</td>
<td>04/01/07</td>
<td>In process</td>
<td></td>
<td>Greg Gaul &amp; Jeff Dawson</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Increase number of library users</td>
<td>Fall reading incentive program for youth</td>
<td>04/01/07</td>
<td>Some in FY 06 &amp; FY 07</td>
<td>Jeff Dawson, Jean Gardner, Luanne Webb &amp; Betty Jean Neal</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Improve facility accessibility and ease of use</td>
<td>Increase users sense of satisfaction, competence &amp; confidence</td>
<td>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)</td>
<td>05/01/07</td>
<td>In process</td>
<td>Paul Brennan</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Evaluate &amp; respond to current needs of library users</td>
<td>Establish baseline for how we are currently meeting needs</td>
<td>Conduct a survey of our users</td>
<td>08/01/07</td>
<td>FY 07</td>
<td>Gina Millsap, Nancy Watkins, Donna Tryon, Paul Brennan, Greg Gaul, Thad Hartman, &amp; Shannon Eddings</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Implement a cross training program for staff to become familiar with elements of Library jobs</td>
<td>12/01/07</td>
<td>On hold</td>
<td>Management Council</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Improve facility accessibility and ease of use</td>
<td>Reduce the number of locational questions at public desks</td>
<td>Evaluate existing signage and implement an improvement plan for signage</td>
<td>12/31/07</td>
<td>In process</td>
<td>Stuart Yoho &amp; Diana Friend, James Hebert &amp; Sherry Best</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Improve facility accessibility and ease of use</td>
<td>Increase users sense of satisfaction, competence &amp; confidence</td>
<td>Explore feasibility of copy card procurement at various service points rather than just circulation</td>
<td>01/01/08</td>
<td>In process FY 08</td>
<td>Marie Pyko &amp; IT Manager</td>
<td></td>
</tr>
<tr>
<td>Categories</td>
<td>Goals</td>
<td>Objectives</td>
<td>Action</td>
<td>Timeframe</td>
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<td>Who is Responsible</td>
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<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Competitive compensation &amp; benefits packages</td>
<td>Implementation of Compensation Study</td>
<td>01/01/08</td>
<td>FY 08</td>
<td>HR &amp; Nancy Watkins</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Provide collections that meet and anticipate customer expectations</td>
<td>Provide adaptive equipment &amp; software throughout the Library</td>
<td>03/01/08</td>
<td>FY 08</td>
<td>Marie Pyko, Stephanie Hall Rod Tibbits &amp; Lloyd Herrera</td>
<td></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Develop plans for the continued maintenance and upkeep of all Library infrastructure to fulfill the promise to the community</td>
<td>Develop facilities master plan (including vehicles)</td>
<td>12/01/06 - 12/1/07</td>
<td>FY 07</td>
<td>Stuart Yoho &amp; Rob Banks</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Communication</td>
<td>Create open environment that encourages input &amp; feedback</td>
<td>IT develop a training class of where to find Library communications (Staff Web page) Part of orientation.</td>
<td>ASAP</td>
<td></td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Develop an employee training program that teaches core values, skills and knowledge, e.g. communication, intellectual freedom, etc.</td>
<td>On-going</td>
<td></td>
<td>Donna Tryon, &amp; ER division</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Remove barriers to excellent customer service</td>
<td>Increase staff competence and confidence in providing customer service</td>
<td>Develop customer service policy</td>
<td>In process</td>
<td></td>
<td>Management Council</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>Enhance &amp; expand personal relationship with customers</td>
<td>Provide more personalized access to Library services</td>
<td>Personalize customer interaction by requiring all staff to use first name on telephone and face to face interactions</td>
<td>On-going</td>
<td></td>
<td>Managers &amp; supervisors</td>
<td></td>
</tr>
<tr>
<td>Valuing Staff</td>
<td>Develop a creative, fun &amp; positive work environment where staff can excel</td>
<td>Assist staff in increasing their knowledge, skills &amp; value to the Library</td>
<td>Investigate Employee wellness program</td>
<td>In process</td>
<td>FY07</td>
<td>Gina Millsap, Rob Banks, Greg Gaul &amp; Diana Friend, Stuart Yoho, Sherry Best &amp; Stephanie Hall</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>Create a culture that inspires staff, trustees and board to do extraordinary things</td>
<td>Implement a leadership academy that focus on using Kouzes and Posner's leadership model</td>
<td>Create the curriculum / hire facilitator</td>
<td>In process</td>
<td></td>
<td>Gina Millsap, Rob Banks, Greg Gaul &amp; Diana Friend, Stuart Yoho, Sherry Best &amp; Stephanie Hall</td>
<td></td>
</tr>
<tr>
<td>Categories</td>
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<tr>
<td>Leadership</td>
<td>Create a culture that inspires staff, trustees and board to do extraordinary things</td>
<td>Implement a leadership academy that focus on using Kouzes and Posner's leadership model</td>
<td>Team Training</td>
<td>TBD</td>
<td></td>
<td></td>
<td><strong>Stuart Yoho, Chris Kratochvil, Doug Petrie, Bonnie Cuevas, Greg Gaul, Diana Friend &amp; Gus Koffler</strong></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Enhance customers' library experience</td>
<td>Resolve problems and create smoother running event management</td>
<td>Create Meeting Room committee-meet bi-weekly</td>
<td>Complete</td>
<td></td>
<td>Staff time</td>
<td><strong>Gallery, Special Collections &amp; IT staff</strong></td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Improve public access to art collection and Special Collections via Internet</td>
<td>Digitize Art &amp; Special Collections</td>
<td>Identify software programs</td>
<td>Complete</td>
<td></td>
<td></td>
<td><strong>Gina Millsap, Management Council &amp; staff</strong></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Implement innovative services, collections, programs &amp; facilities</td>
<td>Seek out &amp; implement best practices in the worlds of libraries, information, content &amp; leadership</td>
<td>On-going</td>
<td></td>
<td></td>
<td><strong>Gina Millsap, Administration, Management Council, Library Staff</strong></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Promote organizational learning</td>
<td>Be proactive in identifying needs</td>
<td>On-going</td>
<td></td>
<td></td>
<td><strong>Gina Millsap, Administration, Management Council &amp; supervisors</strong></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Be systems thinkers</td>
<td>Define &amp; organize around work</td>
<td>On-going</td>
<td></td>
<td></td>
<td><strong>Gina Millsap, Administration, Management Council &amp; supervisors</strong></td>
</tr>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Effective decision making</td>
<td>Employ Ranganathan's 5 laws of library science</td>
<td>On-going</td>
<td></td>
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<td><strong>Administration, Management Council, Library Staff, All Library Boards</strong></td>
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2006-2007 Organizational Priorities
Topeka Shawnee County Public Library
11
12/14/2006
## 2006-2007 Organizational Priorities

Topeka Shawnee County Public Library

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<td><strong>Organizational Development</strong></td>
<td>Become a high performance organization</td>
<td>Measure the effectiveness of organizational processes</td>
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The 109th Congress has adjourned for this session. It appears that HR 5319 – Deleting Online Predators Act (DOPA) never left the Senate committee. It is not clear to me if this bill will remain in committee for consideration by the 110th Congress or if it dies with adjournment.

**Kansas Legislature**

Leadership positions for 2007 – Shawnee County Delegation

Anthony Hensley – Senate Minority Leader
Laura Kelly – Leader of Shawnee County Delegation

Lana Gordon – Chair House Economic Development and Tourism Committee (Tourism was added to this committee for the coming session)

Mike Burgess – Chair of House Elections and Governmental Organization Committee

Other appointments with full committee rosters will be announced before the end of December. The 2007 session of the State Legislature will convene on January 8th at 2:00 pm.
Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library

ARTICLE I: Board of Trustees. This organization, The Board of Trustees is established pursuant to the provisions of K.S.A. 12-1260 et seq. and shall be called The Board of Trustees of the Topeka and Shawnee County Public Library, and hereafter shall be hereinafter referred to as the Board.

ARTICLE II: Officers.

Section 1. Number of Officers. The Officers of the Board shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 2. Election of Officers. whose duties shall be those pertaining to such offices. Officers shall be elected annually at the Annual meeting in April and begin serving in May on May 1.

Section 3. Term of Office. Officers shall hold their office until the next Annual Meeting and, following May 1 or until their successors are elected and take office.

Section 4. Number of Terms of Office. Officers may succeed themselves in the same office one time. A trustee shall not be eligible to serve more than two consecutive terms in the same office, except by affirmative vote of a two-thirds majority of Board members.

Section 5. Duties.

A. Chairperson. The chairperson shall preside at all Board meetings, call special Board meetings, appoint members to the Board’s standing committees, establish ad hoc committees, and serve as an ex-officio member of all committees.

B. Vice-Chairperson. The vice-chairperson shall perform all the duties of the Chairperson in the event of a vacancy or the Chairperson’s absence.

C. Secretary. The secretary shall be responsible for the minutes of all Board meetings, including signing the minutes recorded by a library employee employed for that purpose.

D. Treasurer. The treasurer shall provide financial reports to the Board created by a library employee employed for that purpose.

Section 6. Vacancies. If a vacancy occurs in the office of the Chairperson, the Vice-Chairperson shall assume the office of the Chairperson. The Board of Trustees shall elect a new Vice-Chairperson at its next regular meeting following the occurrence of the vacancy. A vacancy occurring in any other office shall be filled for the unexpired term by a Board member elected at a regular or special Board meeting.

Section 7. Removal. An officer may be removed, for good cause, by a majority vote of the Board.
ARTICLE III: Meetings. 
Section 1. Regular Meetings. The regular meetings shall be held monthly, at a time and place agreed upon by the Board. The Board shall conduct meetings under Robert's Rules of Order. Unless waived, written notice of each regular meeting shall be provided electronically or mailed to each member of the Board not less than three days prior to each meeting date.

Section 2. Annual Meeting. The Annual Meeting shall be held concurrently with the regular monthly meeting in April.

Section 3. Special Meetings. Special Meetings may be called at any time by the Chairperson or at the request of a majority of the members. Unless waived, written notice stating time, place and purpose for which the special meeting is being called shall be given to each member of the Board at least two days in advance of such meeting, and no business other than that stated in the notice shall be transacted. Notice of such meeting may be waived orally or in writing.

Section 4. Quorum; Regular and Special Meetings. Six members shall constitute a quorum for the transaction of business at Board meetings. In the absence of the Chairperson and the Vice-Chairperson, if a quorum of members is present, such members shall elect a temporary Chairperson for purposes of conducting the meeting. If a quorum is not present, the Board shall not take any action.

Section 5. Robert's Rules of Order. The rules contained in the latest revised edition of Robert's Rules of Order shall govern the parliamentary procedure of all meetings unless such rules conflict with these bylaws or with any state law.

Section 6. Kansas Open Meetings Act. The Board shall comply with the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.).

ARTICLE IV: The Board shall comply with the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.).

Section 7. Attendance and Voting. Board members who are unable to attend meetings in person may attend by telephone and may vote on matters before the Board. Such member shall also be counted in determining whether a quorum exists. Proxy voting shall not be allowed.

Section 8. Absences. Because of the necessity of obtaining a quorum in order to conduct business, board members are expected to attend all meetings unless prevented from doing so by a valid reason. Board members who cannot attend a meeting shall notify the Director or the Chairperson as soon as feasible.
Chairperson for purposes of conducting the meeting.

ARTICLE VI

IV: Committees

Section 1. Standing Committees. At the first regular meeting of the Board following the Annual Meeting in April, the following standing committees shall be appointed by the Chairperson and its members confirmed, approved by the Board:

- Finance and Audit Committee
- Government Relations Committee
- Personnel Committee
- Buildings and Grounds Committee

Each committee shall consist of at least three members of the board. The Board Chairperson shall serve as a nonvoting member of each committee. Members of the committees shall hold their appointments until the next Annual Meeting or until successors are appointed.

Section 2. Executive Committee. The Executive Committee of the Board shall consist of the officers, The Executive Committee and the past Chairperson shall address Library Long Range Planning, as well as other issues requiring a specific focus of attention, shall be responsible for coordinating the annual performance evaluation of the Executive Director and making recommendations to the Board.

Section 3. Nominating Committee. The Chairperson shall appoint three board members, with the consent of the Board, at the March Board meeting. The nominating committee shall present a slate of officers at the annual meeting in April. Additional nominations may be made from the floor.

Section 4. Ad Hoc Committees. Ad Hoc Committees may be created and members of such committees shall be appointed by the Chairperson, with approval of the Board. Such committees shall perform the duties specifically assigned to them by motion or resolution adopted by the Board.

Section 5. Notice of Meetings. Written or verbal notice stating the time, place and purpose for a committee meeting shall be given to each member of such committee, at least one day, 24 hours in advance of such meeting. Notice also shall be given to the Chairperson of the Board.

Section 6. Quorum. A quorum shall be half of the number of members appointed unless the committee is composed of two members in which case both members shall be necessary for a quorum. For a committee composed of three members, two members shall constitute a quorum. If a quorum is not present, a consensus of the recommendations of those members present may be presented to the Board.

Section 7. Attendance and Voting. Committee members who are unable to attend meetings in person may attend by telephone and may vote. Such
member shall also be counted in determining whether a quorum exists. Proxy voting shall not be allowed.

Section 8. Action. Committees shall have only advisory powers. A majority of a quorum of a committee shall be required to adopt a committee report. Take action regarding making recommendations to the Board. In the absence of a majority, the committee shall report no committee recommendation.

Section 9. Vacancies. The Chairperson may fill any vacancy in a committee with the approval of the Board.

ARTICLE VII. The Board shall establish the policy of the Library policies, in accordance with the provisions of K.S.A. 12-1260 et seq.

ARTICLE VIII. VI: The Executive Director. The Board shall select and employ an Executive Director who shall serve as the administrative officer of the Library under the direction and review of the Board. The Executive Committee and the immediate past Chairperson, shall be responsible for the annual performance appraisal of the Director. The Executive Director shall be responsible for the employment and direction of the Library staff, in accordance with the adopted policies of the Board. The Executive Director shall be subject to all limitations and conditions imposed by the Board pursuant to policy, directive, budgetary provision or otherwise. The Executive Director shall attend all regular and special meetings of the Board unless excused by the Chairperson. The Executive Director shall act as the primary representative of the Library to the community.

ARTICLE IX. VII: Bylaws. These by-laws may be repealed or revised at any regular or special meeting of the Board provided written notice of the proposed changes shall be given to the members of the Board at least five days prior to the regular meeting. Any action to repeal or revise these bylaws shall be effective immediately, unless otherwise provided.

History: Adopted May 21, 1993; amended May 17, 1995; February 20, 1997; September 17, 1998; December 21, 2006.
Covered in Art. IV, sect. 2

File: TSCPLBYLAWS98
ARTICLE I: Board of Trustees. The Board of Trustees is established pursuant to the provisions of K.S.A. 12-1260 et seq. and shall be called the Board of Trustees of the Topeka and Shawnee County Public Library, hereinafter referred to as the Board.

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C. Secretary. The secretary shall be responsible for the minutes of all Board meetings, including signing the minutes recorded by a library employee employed for that purpose.
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**ARTICLE IV: Committees**

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- Finance and Audit Committee
- Government Relations Committee
- Personnel Committee
- Buildings and Grounds Committee
Each committee shall consist of at least three members of the board. The Board Chairperson shall serve as a nonvoting member of each committee. Members of the committees shall hold their appointments until the next Annual Meeting or until successors are appointed.

Section 2. Executive Committee. The Executive Committee of the Board shall consist of the officers. The Executive Committee and the past Chairperson shall be responsible for coordinating the annual performance evaluation of the Executive Director and making recommendations to the Board.

Section 3. Nominating Committee. The Chairperson shall appoint three board members, with the consent of the Board, at the March Board meeting. The nominating committee shall present a slate of officers at the annual meeting in April. Additional nominations may be made from the floor.

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Section 6. Quorum. A quorum shall be half of the number of members appointed unless the committee is composed of two members in which case both members shall be necessary for a quorum. For a committee composed of three members, two members shall constitute a quorum. If a quorum is not present, a consensus of the recommendations of those members present may be presented to the Board.

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Section 9. Vacancies. The Chairperson may fill any vacancy in a committee with the approval of the Board.

ARTICLE V The Board shall establish Library policies, in accordance with the provisions of K.S.A. 12-1260 et seq.
ARTICLE VI: The Executive Director. The Board shall select and employ an Executive Director who shall serve as the administrative officer of the Library under the direction and review of the Board. The Executive Director shall be responsible for the employment and direction of the Library staff, in accordance with the adopted policies of the Board. The Executive Director shall be subject to all limitations and conditions imposed by the Board pursuant to policy, directive, and budgetary provision or otherwise. The Executive Director shall attend all regular and special meetings of the Board unless excused by the Chairperson. The Executive Director shall act as the primary representative of the Library to the community.

ARTICLE VII: Bylaws. These by-laws may be repealed or revised at any regular or special meeting of the Board provided written notice of the proposed changes is provided to the members of the Board at least five days prior to the meeting. Any action to repeal or revise these bylaws shall be effective immediately, unless otherwise provided.

History: Adopted May 21, 1993; amended May 17, 1995; February 20, 1997; September 17, 1998; December 21, 2006.
Resolution – Board of Trustees Bylaws

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

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

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 21st day of December 2006.

WHEREAS, the Foundation requires additional support services from the Library, and the Library is willing and able to provide such additional support services to the Foundation,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
   a. Provide to the Foundation beginning January 1, 2007, through December 31, 2007, the services of the following support staff:
      • development associate,
      • development director,
      • development professional, and
      • two half-time Homework Center leaders;
   b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
   c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.

2. The Foundation shall:
   a. As consideration for the services of the support staff, pay to the Library the total amount of salary and fringe benefits of the development associate and part-time Homework Center leaders, and one-half of the amount of the salaries and fringe benefits of the development director, and development professional as billed by the Library, and
   b. Consent to the support staff being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.

3. This Agreement shall be governed by and construed pursuant to the laws of the State of Kansas.

4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:
6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

______________________________
By: Mary Feighny
Its Chair

The Library Foundation

______________________________
By: Richard K. Friedstrom
Its Chair
Resolution - Foundation / Homework Center Loaned Employee Agreement

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Foundation / Homework Center Loaned Employee Agreement as presented.

Resolution by __________________________________

Seconded by ___________________________________

Resolution passed/failed by a vote of _______________

Date _________________________________________
LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the “Library;” and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the “Friends” and made this __________ day of December, 2006.

WHEREAS, the Friends requires additional support services from Library, and the Library is willing and able to provide such additional support services to the Friends,

NOW THEREFORE, in consideration of the mutual promises and considerations recited below, the parties agree as follows:

1. The Library shall:
   a. Provide to the Friends beginning January 1, 2007, through December 31, 2007, the services of an office manager,
   b. Retain the office manager as an employee of the Library, and for no purpose shall the office manager be considered an employee of the Friends, and
   c. Pay the office manager’s salary and fringe benefits as agreed between the Library and the office manager, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the office manager.

2. The Friends shall:
   a. As consideration for the services of the office manager, pay to the Library the total amount of the office manager’s salary and fringe benefits as billed by the Library beginning on January 1, 2007, and each month thereafter until December 31, 2007, and
   b. Consent to the office manager’s being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.

3. This Agreement shall be governed by and construed pursuant to the laws of the State of Kansas.

4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.

5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

   Library: Gina Millsap, Executive Director
            1515 SW Tenth Avenue
            Topeka, Kansas 66604
6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

WHEREFORE, we place our hands the date first above written.

Topeka & Shawnee County Public Library

________________________________________
By: Mary Feighny
Its Chair

The Friends of the Topeka and Shawnee County Public Library, Inc.

________________________________________
By: Marianne Beeson
Its Chair
Resolution – Friend’s Loaned Employee Agreement

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friend’s Loaned Employee Agreement as presented.

Resolution by __________________________________
Seconded by ___________________________________
Resolution passed/failed by a vote of _______________
Date _________________________________________
DEVELOPMENT & MANAGEMENT AGREEMENT
AMENDMENT

THIS AMENDMENT is made and entered into this 18th day of April, 2001, by and between the Topeka and Shawnee County Public Library, hereinafter referred to as “Library;” and The Library Foundation, Inc., a Kansas nonprofit corporation, hereinafter referred to as “Foundation.”

WHEREAS the parties entered into a Development and Management Agreement in May 2000, granting the Foundation the authority and responsibility to operate the café facilities in the Library building, and

WHEREAS the Foundation seeks to amend the Development and Management Agreement, and the Library is amenable to such an amendment,

NOW THEREFORE, in consideration of the premises and the mutual promises herein set forth, the parties agree as follows:

ARTICLE IV, subparagraph a, shall be and is hereby amended to read as follows:

“operate the café facilities 10:00 a.m. through 7:00 p.m. on Monday through Friday; 10:00 a.m. through 5:00 p.m. on Saturday; and at such other times as mutually agreed from time-to-time.”

All of the other terms and provisions of the Development and Management Agreement not specifically altered by this Amendment shall remain in full force and effect.

WHEREFORE we set our hands the date first above-written.

Topeka & Shawnee County Public Library

By Steve Schwarm
Its Chair

The Library Foundation, Inc.

By Connie Hubbell
Its Chair
EXHIBIT B

DEVELOPMENT & MANAGEMENT AGREEMENT

THIS AGREEMENT, made and entered into this ______ day of May, 2000, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library”; and The Library Foundation, Inc., a Kansas not-for-profit corporation with its principal place of business located at 1515 Southwest Tenth Street, Topeka, Kansas, hereinafter referred to as the “Foundation”.

WHEREAS, the Library performs a governmental purpose by providing library and other public services; and

WHEREAS, the Library, by and through its board of trustees, desires to further its public and governmental services by requesting the Foundation to operate, manage and maintain a café in the Library building upon the terms and conditions hereinafter set forth; and

WHEREAS, the Foundation agrees to operate, manage and maintain a café in the Library building upon the terms and conditions hereinafter set forth;

NOW THEREFORE, in consideration of the premises and the mutual promises and agreements herein set forth, the parties agree as follows:

ARTICLE I – Premises and Equipment

The Library, in furtherance of its governmental purposes, is planning, and constructing an area of approximately 1,800 square feet in the Library building for the use by the general public as a café, together with purchasing and installing all tables, chairs, benches, counters, furnishings, fixtures, ovens, stoves, shelving, refrigeration, cash register, china, crystal, silverware, glassware and all other personal property to be used in carrying on the business of a café, collectively referred to as the “Café”.

During the term of this Agreement, the Foundation shall not be entitled to mortgage, encumber, hypothecate or otherwise grant a security interest in the Café. The real estate, all work and materials on the library building and improvements, all machinery and equipment installed in the Café, anything under this Agreement which becomes or constitutes a part of the Café, and the Café as repaired, rebuilt, rearranged, restored or replaced by the Library under the provisions of this Agreement, except as otherwise specifically provided herein, shall immediately when erected or installed become the property of the Library as if the same had been erected or installed prior to the term of this Agreement.

The Library reserves the right to purchase items of machinery and equipment necessary for the operation of the Café and to furnish the same to the Foundation. All such purchases by the Library shall be made upon purchase orders of the Library. Title to all such machinery and equipment so purchased by the Library shall become a part of the Café and shall be made available to the Foundation as provided herein. The Foundation shall take custody and
possession and shall be responsible for all loss or damage thereto to the same extent as if the Foundation were the owner thereof, except to the extent that such loss or damage is caused by the intentional acts or omission of the Library or its agents or by the gross negligence of the Library or its representatives. In the event the vendor of any such item of machinery or equipment shall have breached any warranty or made any misrepresentation in connection with the purchase thereof, the Foundation will prosecute all claims against said vendor and shall be responsible therefore as fully as if the same had been purchased by it and furnished to the Café; provided, however, that the Foundation shall be entitled to make such claim in the name of the Library.

The Library and the Foundation agree that certain services and facilities are essential to the effective operation of the Café. The Library agrees to provide, or cause to be provided, the essential services as provided below:

a. pest control;
   b. keys to the Library and Café facilities to be managed by the Foundation;
   c. telephone service including phone, phone lines, directory listing and switchboard service, and local service, it being understood that the Foundation shall reimburse the Library for any and all long-distance telephone charges;
   d. storage space;
   e. housekeeping in the dining area of the Café;
   f. parking for necessary personnel to operate the Café, and
   g. exterior signage.

Subject to the terms and conditions of this Agreement, the Library hereby appoints the Foundation as the manager of the Café during the term. As such, the Foundation shall receive, without reimbursement from or payment to the Library, all and any revenues and income from the Café.

The Library recognizes, agrees and acknowledges, that during the term of this Agreement, the Foundation shall operate, manage, control and use the Café, with the general supervision of the Library, which will result in the Library maximizing the benefits that result from establishing and maintaining a café in the public library and the beneficial use of a library café by the citizens of Shawnee County and the state of Kansas.

**ARTICLE II - Taxes**

The Foundation shall, during the term of this Agreement, bear, pay and discharge, before the delinquency thereof, all taxes, if any, which may be lawfully taxed, charged, levied, assessed or imposed upon or against or be payable for or in respect of the Café, or any operation thereof, including any new lawful taxes and assessments to the extent that the same are lawfully made, levied or assessed in lieu of or in addition to taxes or assessments now customarily levied, and further all other governmental charges and impositions whatsoever, foreseen or unforeseen, which if not paid when due would impair or encumber the Library’s title to the Café.
ARTICLE III – INSURANCE

During the term of this Agreement, the Library shall, at its sole cost and expense, on the behalf of the Library and the Foundation, as their respective interest may appear, keep the Café constantly insured against loss or damage by fire, lightning and all other risks covered by the extended coverage insurance endorsement in use in the state of Kansas in an amount equal to the full insurable value thereof in such insurance company or companies authorized to do business in the state of Kansas as may be selected by the Library, and against loss or damage by all risks as and when in such amounts as such insurance is obtainable and generally carried according to the standards of the Library.

ARTICLE IV – OPERATION & MANAGEMENT

Subject to the provisions of this Agreement dealing with events of default, the Foundation during the term of this Agreement, shall manage and operate the Café on behalf of and for the Library and its patrons’ purposes. In accordance with the terms and conditions of this Agreement, the Foundation shall permit public access to the Café during the times specified in this Agreement; provided, however, nothing herein shall prohibit the Foundation from creating limited access areas for health and safety reasons or from creating limited access areas for specific purposes, such as events sponsored by the Library, its staff association, the Friends of the Topeka and Shawnee County Public Library or the Foundation, which limited access areas shall be approved by the Library, which approval shall not be unreasonably withheld or delayed; nor shall anything herein contained prohibit the Foundation from charging a reasonable fee for any type of food, beverage or services provided at the Café. The Library hereby grants to the Foundation the exclusive right to provide all food and beverages, exclusive of vending machines, to be served in the Library building, including at special events approved in advance by the Library, during the term of this Agreement. The Library further promises to purchase from the Foundation all food and beverages that the Library and its related organizations plan to serve in conjunction with programs they sponsor or functions they host in the Library building.

The Foundation may not assign, mortgage, pledge, sell or in any manner transfer, convey or dispose of its interest in this Agreement or part hereof without the prior written consent of the Library.

The Foundation agrees that it will, during the term of this Agreement, keep and maintain the Café and all parts thereof in good condition and repair, ordinary wear and tear excepted, including but not limited to the furnishing of all parts, mechanisms and devices required to keep the machinery and equipment constituting a part of the Café in good mechanical and working order, and that during said term, it will operate the Café according to the conditions of this Agreement.

The Foundation shall not have the right to remove from the Café and sell or otherwise dispose of any machinery and equipment which constitutes a part of the Café without the prior
written permission of the Library, and even with such written permission, the disposition of machinery and equipment intended in this paragraph shall be only to permit the Foundation to maintain an efficient operation by the removal of such machinery and equipment no longer suitable to the Foundation’s operation of the Café.

In its management of the Café the Foundation shall:

a. operate the café facilities during the Library’s business hours, and at such other times as the Library and Foundation mutually agree from time-to-time;
b. to offer for sale at reasonable prices only the food and beverages approved in advance by the Library;
c. to maintain at all times in the kitchen and dining area of the Café the highest degree of cleanliness, orderliness and sanitation, free from offensive odors and excessive noise;
d. follow and enforce all rules and policies of the Library;
e. meet with Library officials at any and all requested meetings;
f. empty the cash register before daily close of business so as not to have any funds overnight on Café premises;
g. to record all sales through the cash register;
h. refrain from using the Café to conduct any business other than a Café in furtherance of this Agreement;
i. to submit any signage or advertising to the Library for approval prior to posting or placement;
j. operate the Café solely under the name, “Millennium Café,” without accompanying words or symbols unless otherwise permitted by the Library;
k. provide the public with consistently high quality service that is polite and responsive;
l. cause those providing public service in the Café to be appropriately attired;
m. schedule and cause all deliveries of food and other materials necessary to the operation of the Café to be made during those hours designated by the Library;
n. provide at least two copies of The Topeka Capital-Journal, The Kansas City Star, and USA Today newspapers for daily reading by the public in the Café;
o. not cook or serve any fried food; and
p. prepare and serve the types of food as described on Exhibit A attached hereto.

ARTICLE V – Additions

Subject to both the prior written approval of the Library and the conditions of this Agreement, the Foundation shall have and is hereby given the right, at its sole cost and expense, to make such additions to the equipment, furnishings or machinery in the Café as the Foundation from time to time may deem necessary or advisable; provided, however, the Foundation shall not make any addition, change or alteration of a permanent nature to any part of the Café. All additions made by the Foundation pursuant to the authority of this Article shall be deemed a part of the Café; provided, however, that additions of furniture, machinery and equipment in the Café by the Foundation, the acquisition cost of which is not borne by the Library, shall remain the property of the Foundation, provided further, however, that all such additional furniture,
machinery and equipment which remain in the Library building after the end of the term of this Agreement become the property of the Library.

ARTICLE VI – Securing Permits

Prior to and following the commencement of operation of the Café, the Foundation shall not conduct or permit others under its control to conduct any business at the Café unless the Foundation shall have first procured and paid for all requisite municipal, state and federal governmental permits, licenses and authorizations.

ARTICLE VII – Encumbrances Prohibited

The Foundation shall not do or suffer anything to be done whereby the Café, or any part thereof, may be encumbered by any mechanic’s or other similar lien and if, whenever and as often as any mechanic’s or other similar lien is filed against the Café, or any part thereof, purporting to be for or on account of any labor done or materials or services furnished in connection with any work in, on or about the Café done by, for or under the authority of the Foundation or anyone claiming by, through or under the authority of the Foundation, the Foundation shall discharge the same of record within ten (10) days after receiving notice of the filing of the lien. Notice is hereby given that the Library does not authorize or consent to and shall not be liable for any labor or materials furnished the Foundation or anyone claiming by, through or under the Foundation upon credit, and that no mechanic’s or similar lien for any such labor, services or materials shall attach to or affect the interest of the Library in and to the Café or any part thereof.

ARTICLE VIII – Utilities

All utilities and utility services other than long distance telephone charges used by the Foundation in connection with the operation and use of the Café shall be paid for by the Library and shall be contracted for by the Library in its name and at its sole cost and expense. The Foundation shall not publish nor permit others under its control to publish a telephone number for the Café.

ARTICLE IX – Indemnity

The parties hereto covenant and agree to indemnify, protect, defend and save the other harmless from and against any and all claims, demands, liabilities and costs, including reasonable attorneys’ fees, arising from damage or injury, actual or claimed, of whatsoever kind or character, to property or persons, occurring or allegedly occurring in, on or about the Café or arising as a result of any use thereof by the party from whom the indemnity is sought, during the term of this Agreement, except for damage or injury caused by the intentional acts or omissions
or the gross negligence of the party seeking to be indemnified and held harmless. Upon notice from the other party, the party providing the indemnity in each such situation shall defend the other in any action or proceeding brought thereto.

ARTICLE X – Access

The Library, for itself and its duly-authorized representatives and agents, reserves the right to enter the Café at all reasonable times during the term of this Agreement for the purposes of (a) examining and inspecting the same, (b) installing, repairing and removing Café machinery and equipment, (c) performing its obligations under this Agreement.

The Library shall permit the Foundation access to the Café at reasonable times prior to and following the Library’s usual operating hours.

ARTICLE XI – Termination

The Library shall have the right to terminate this Agreement effective upon delivery of notice of termination to the Foundation if:

(a) the Foundation abandons the Café; or
(b) the Foundation fails to perform any material covenant or promise contained in this Agreement.

Upon the occurrence of an event of default, the Foundation’s rights to use, operate and maintain the Café during any remaining term of this Agreement shall cease and the Library shall take possession of the Café, and the Foundation shall peacefully surrender possession of the Café to the Library, in good condition and repair, ordinary wear and tear excepted. The Foundation shall have the right, for a period of ten (10) days following surrender of possession of the Café to the Library, to remove from the Café any machinery, equipment, furniture and trade fixtures which the Foundation owns under the conditions of this Agreement. All items located in the Café which are owned by the Foundation and are not removed from the Café within the specified period of time shall become the property of the Library.

ARTICLE XII - Cooperation

To ensure a good working relationship between the Library and the Foundation regarding the operation of the Café, the Library’s executive director and chair of its Board of Trustees shall meet at least annually with Foundation’s chair and another of its trustees, and discuss any issues of interest regarding the Café operations.
ARTICLE XIII – Term

The term of this Agreement shall be for the period of two (2) years beginning January 1, 2001, and ending December 31, 2002, provided however, the Foundation shall have the right to renew this Agreement for an additional two (2) years following the expiration of the original term, provided that the Foundation has substantially complied with all of the terms and conditions of this Agreement.

ARTICLE XIV – Miscellaneous Provisions

Notices. All notices required or desired to be given hereunder shall be in writing and all such notices and other written documents required or desired to be given hereunder shall be deemed duly served and delivered for all purposes (a) upon the Library, if hand-delivered to its executive director or deputy directors, or if a copy be mailed first class, postage prepaid to the executive director, 1515 Southwest Tenth Street, Topeka, Kansas 66604, or at such other address as the Library from time to time may designate in writing to the Foundation; and (b) if to the Foundation, if hand-delivered to any of its executives or officers.

Waiver of Breach. No waiver of any breach of any covenant or agreement contained herein shall operate as a waiver of any subsequent breach of the same covenant or agreement or as a waiver of any breach of any other covenant or agreement, and in case of a breach by either party of any covenant, agreement or undertaking, the non-defaulting party may nevertheless accept from the other any payment or payments or performance hereunder without in any way waiving its right to exercise any of its rights and remedies provided for herein or otherwise with respect to any such default or defaults which were in existence at the time such payment or payments or performance were accepted by it. This Agreement shall be construed against any such implicit waiver or renunciation of right after breach.

Consents. Whenever in this Agreement it is provided that the Library shall, may, or must give its approval or consent, or execute supplemental agreements, the Library shall not unreasonably, arbitrarily or unnecessarily withhold, delay or refuse to give such approvals or consents or refuse to execute such supplemental agreements. The Library’s consent shall be obtained from the executive director, unless this Agreement otherwise requires the consent of the Library’s board of trustees.

Amendments. This Agreement shall only be amended, changed or modified in a writing executed by both the Library and the Foundation.

Governing law. This Agreement shall be construed and enforced in accordance with the law of the state of Kansas.

Invalidity of provisions. If for any reason any provision hereof shall be determined to be invalid or unenforceable, the validity and enforceability of the other provisions hereof shall not be affected thereby.
Paragraph headings. The paragraph heading shall not be treated as a part of this Agreement or as affecting the true meaning of the provisions hereof.

Complete agreement. This Agreement and the exhibits and schedules hereto set forth all promises, covenants, agreements, conditions, and understandings between the parties hereto with respect to the subject matter hereof.

No partnership or agency. Nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the Foundation in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

Other documents. The parties agree to execute and deliver such other documents, agreements or instruments as may be necessary or convenient to effect the purposes of this Agreement and to comply with any of the terms thereof.

WHEREFORE, the parties hereto have executed this Agreement as of the day and year first above mentioned.

Topeka and Shawnee County Public Library  The Library Foundation, Inc.

Steve Schwarm, Chair  Connie Hubbell, Chair
Fresh baked goods
Breads, rolls, and pastries
Fresh salads, none prepackaged
Soups
Sandwiches, none prepackaged
Casseroles
Hot and cold beverages
Absolutely no fried foods
Ice cream
ADDENDUM

This Addendum, made and entered into this _________ day of November, 2003, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library”; and The Library Foundation, Inc., a Kansas not-for-profit corporation with its principle place of business located at 1515 S.W. 10th Avenue, Topeka, Kansas 66604 hereinafter referred to as “Foundation”.

WHEREAS, the Library and Foundation entered into a certain Development and Management Agreement hereinafter referred to as “Agreement,” for the operation of the Millennium Café located at the Library, which Agreement was dated _________ day of May, 2002; and

WHEREAS, the Library, by and through its board of trustees, desires to extend the Agreement; and

WHEREAS, the Foundation desires to extend the Agreement as amended herein; and

WHEREAS, the Library consents to the Foundation’s request to amend the Agreement;

NOW THEREFORE, in consideration of the premises and the mutual promises and agreement set forth herein, the Library and Foundation agree as follows:

1. ARTICLE IV of the Agreement shall be amended by striking sub paragraph n.

2. ARTICLE XIII of the Agreement shall be amended to read as follows:

“the term of this Agreement shall be for the period of two (2) years beginning January 27, 2003, and ending January 26, 2005, provided however, the Foundation shall have the right to renew this Agreement for an additional two (2) years following the expiration of this term, provided that the Foundation has substantially complied with all the terms of this Agreement.”

3. All of the provisions of the Agreement not amended by this Addendum shall remain unchanged and in full force and effect.

WHEREFORE, the Library and Foundation hereto have executed this Addendum as of the day and year first above mentioned.

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

By: ____________________________
    Bruce Henderickson, its Chair

THE LIBRARY FOUNDATION, INC.

By: ____________________________
    Roger Underwood, its Chair
ADDENDUM

This Addendum, made and entered into this _____ day of ________, 2005, by and between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library”; and The Library Foundation, a Kansas not-for-profit corporation with its principle place of business located at 1020 S.W. Washburn Avenue, Topeka, Kansas 66604 hereinafter referred to as “Foundation”.

WHEREAS, the Library and Foundation entered into a certain Development and Management Agreement hereinafter referred to as “Agreement,” for the operation of the Millennium Café located at the Library, which Agreement was dated the 18th day of May, 2002; and

WHEREAS, the Library, by and through its board of trustees, desires to extend the Agreement; and

WHEREAS, the Foundation desires to extend the Agreement as amended herein; and

WHEREAS, the Library consents to the Foundation’s request to amend the Agreement;

NOW THEREFORE, in consideration of the premises and the mutual promises and agreement set forth herein, the Library and Foundation agree as follows:

1. ARTICLE IV of the Agreement shall be amended by striking sub paragraph n.

2. ARTICLE XIII of the Agreement shall be amended to read as follows:

   “the term of this Agreement shall be for the period of two (2) years beginning January 27, 2005, and ending January 26, 2007, provided however, the Foundation shall have the right to renew this Agreement for an additional two (2) years following the expiration of this term, provided that the Foundation has substantially complied with all the terms of this Agreement.”

3. All of the provisions of the Agreement not amended by this Addendum shall remain unchanged and in full force and effect.
WHEREFORE, the Library and Foundation hereto have executed this Addendum as of the day and year first above mentioned.

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

By: ________________________________
    Peg Lakin, its Chair

THE LIBRARY FOUNDATION

By: ________________________________
    Jeffrey A. Chanay, its Chair
Resolution – Millennium Cafe Agreement

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library Board of Trustees approves the request from the Library Foundation to renew the agreement of operation of the Millennium Café for two years, beginning January 27, 2007 and ending January 26, 2009.

Resolution by ___________________________________
Seconded by ___________________________________
Resolution passed/failed by a vote of _______________
Date ___________________________________________
Present: Peg Lakin (Chair), Tim Peterson, Karen Nicolay Terry Kimes & Mary Feighny (Ex-Officio)

Absent: None

Others: Gina Millsap, Rob Banks, Nancy Watkins, Stephen Lusk & Cathy Cook (Recording Secretary)

Meeting Called to Order: Noon

Classification & Compensation Study Proposals

- Vendors who met RFP specifications were: Millbrook Partners, Springsted, Inc., Wachovia Employer Solutions Group
- Staff review focused on four areas
  1) Scope of service
  2) Methodology
  3) Implementation
  4) Cost

A summary of the three proposals is attached to these minutes.

Discussion

- Lakin asked if there were concerns regarding hiring for specialty positions-salary issues; Millsap indicated that the Library generally did not have difficulty hiring, but has had some problems with specialized jobs like the graphics artist position and that this will become more of an issue as libraries compete with the private sector for new library school graduates. Information technology positions are also a concern.
- Staff recommends Springsted Inc. because vendor responded to all requirements; is low bid; includes training for implementation phase; extensive communication with staff throughout the process; provides tools to maintain the system; specializes in working with local government and non profits.
- We think we are currently competitive with the market for most positions, but this study will determine that and assist us in budget planning
- Springsted Inc. responded to all questions and requirements in an organized and professional manner

On motion by Tim Peterson, seconded by Karen Nicolay, the Personnel Committee members recommend to the full board using the Springsted Inc. company for the 2007 Classification & Compensation Study.

Meeting adjourned: 12:55 p.m.

File: PersonnelCommitteeNov.28, 06
Resolution – Classification & Compensation Study

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the low bid proposal from Springsted Inc. in the amount of $34,750 (not to exceed) for the 2007 Classification & Compensation Study.

Resolution by __________________________________
Seconded by ___________________________________
Resolution passed/failed by a vote of _______________
Date _________________________________________
Resolution – Office Furniture

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the purchase of office furniture and equipment to be expended as follows:

$60,000: interlibrary loan, digital branch, securities & facilities offices
$18,000: shelving for youth services & bookmobile collections
$21,500: first phase of reorganization of first floor services
$12,200: facilities equipment including scissor lift, tables for meeting rooms

In the total amount of $122,700 as presented.

Resolution by __________________________________
Seconded by ___________________________________
Resolution passed/failed by a vote of _______________
Date _________________________________________
December 8, 2006

Gina Millsap, Executive Director
Topeka and Shawnee County Public Library
1515 SW 10th St.
Topeka, KS 66604

Re: 2007-2009 Neighborhood Revitalization Plan Pursuant to K.S.A. 12-17, 114 et seq., as Amended

Dear Ms. Millsap:

The Council for the City of Topeka recently amended and adopted a Neighborhood Revitalization Plan for the City of Topeka effective January 01, 2007.

The original plan which was adopted by the Council and became effective June 21, 2006 had a rebate period of eleven (11) years. During the first ten (10) years, the taxpayer was eligible for a rebate of up to eighty percent (80%) of the tax increment arising from improvements to the property. During the eleventh (11th) year the tax increment would not be rebated but would go to a special fund for infrastructure, housing and redevelopment projects in the plan area.

Since none of the tax increment was rebated to the taxpayer, the original plan did not comply with K.S.A. 12-17, 118(d), thus the plan had to be amended which was done by Council action and became effective November 15, 2006. The new plan also has an eleven (11) year rebate period. As with the original plan the taxpayer is eligible for a rebate of up to eighty percent (80%) of the tax increment during the first ten (10) years, however, during the eleventh (11th) year the tax payer will receive five percent (5%) of the eligible rebate funds; the taxing entities will receive forty-five percent (45%); and the remaining fifty percent (50%) will go to the City’s special fund for infrastructure and other improvements.

Please note that the neighborhood revitalization area contained in the amended and adopted 2007-2009 Plan remains unchanged from that adopted by the Council in June. The area contained in the 2007-2009 plan is basically the same as that contained
Gina Millsap  
December 8, 2006  
Page 2

in the amended 2004-2006 Plan with the addition of a parcel north of I-470 between Kansas Avenue and Topeka Boulevard.

The purpose of this letter is to request that the governing board consider adoption the 2007-2009 Neighborhood Revitalization Plan. To that end, I am enclosing three originals of the Interlocal Agreement for consideration. Additionally, you will find a copy of Ordinance No. 18745 which the City Council adopted and became effective on November 15, 2006, as well as a copy of the 2007-2009 Neighborhood Revitalization Plan which it adopted.

If the Plan and corresponding Interlocal Agreement are acceptable, please have the Interlocal Agreement approved by the governing board, have the appropriate authorized individual execute the triplicate originals and return them to my attention. I will in turn forward the executed agreement to the Attorney General’s office and the Register of Deeds for filing in accordance with K. S. A. 12-2005. Upon approval by the Attorney General, one original will be filed with the Attorney General, the City will retain one original and the last original will be returned to your agency.

If you wish to have someone from the City address the governing board, please contact me and it will be arranged. Do not hesitate to contact me if you have questions.

Sincerely,

Braxton B. Copley  
Assistant City Attorney

BBC/bw

Enclosures: Interlocal Agreement Triplicate Originals  
2007-2009 Neighborhood Revitalization Plan  
Ordinance No. 18745

cc:  Brenden J. Long, City Attorney  
Bill Fiander, Deputy Planning Director
CITY OF TOPEKA CONTRACT NO. __________

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (hereinafter referred to as "Agreement") entered into this ____ day of ________________, 20____, by and among the City of Topeka, a duly organized municipal corporation hereinafter referred to as "City" and Unified School District 501, Unified School District 345, Unified School District 450, Metropolitan Topeka Airport Authority, the Board of County Commissioners of Shawnee County, Kansas, the Metropolitan Transit Authority, the Topeka and Shawnee County Public Library, and Washburn University.

WHEREAS, K.S.A. 12-2904 allows public agencies to enter into interlocal agreements to jointly perform certain functions including economic development; and

WHEREAS, all parties are pursuant to K.S.A. 12-2903 public agencies, capable of entering into interlocal agreements; and

WHEREAS, K.S.A. 12-17,114 et seq. and any amendments thereto (the "Act"), provides a program for neighborhood revitalization and further allows for the use of interlocal agreements between public agencies to further neighborhood revitalization; and

WHEREAS, it is the desire and intent of the parties hereto to provide the maximum economic development incentive as provided for in the Act, by acting jointly.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HERECIN THE PARTIES AGREE AS FOLLOWS:

1. The parties agree to consider and adopt a neighborhood revitalization plan in accordance with the Act and in substantially the same form and content as Exhibit "A,"
further agree that the neighborhood revitalization plan may be amended by agreement of all of the parties at any time, as may be necessary to comply with applicable state law or regulation or promote additional economic development.

2. The parties further agree that the City shall administer the neighborhood revitalization plan as adopted by each party on behalf of the signatory parties. The parties acknowledge and agree that five percent (5%) of the increment in ad valorem property taxes, as defined by the Act, shall be used to pay for administrative costs of the City and Shawnee County in implementing and administering the plan, all as described in the neighborhood revitalization plan. The fee shall be apportioned sixty-seven percent (67%) to Shawnee County and thirty-three percent (33%) to City. City shall create a neighborhood revitalization fund pursuant to the Act, and amendments for the purpose of financing the redevelopment and to provide rebates.

3. This neighborhood revitalization plan has a duration of three (3) calendar years, commencing January 1, 2007, and ending December 31, 2009. Correspondingly, this Agreement shall commence January 1, 2007, and terminate December 31, 2009. The parties agree that termination of this Agreement by any party prior to December 31, 2009, would adversely impact the plan and, consequently, this Agreement makes no provision for termination prior to the expiration date.

4. This Agreement shall be executed in several counterparts, all of which together shall constitute one original agreement.
IN WITNESS WHEREOF, the parties have hereto executed this contract as of the
day and year first above written.

CITY OF TOPEKA, KANSAS

ATTEST:

William W. Bunten, Mayor

Iris E. Walker, City Clerk
UNIFIED SCHOOL DISTRICT 501
Carolyn L. Campbell, Board President

UNIFIED SCHOOL DISTRICT 345
Milco Methca, Superintendent

UNIFIED SCHOOL DISTRICT 450
Dr. Gary Reynolds, Superintendent

BOARD OF COUNTY COMMISSIONERS OF SHAWNEE COUNTY, KANSAS
Vic Miller, Chairman

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY
Gina Millsap, Executive Director

METROPOLITAN TRANSIT AUTHORITY
Janlyn Nesbett-Tucker, CEO

METROPOLITAN TOPEKA AIRPORT AUTHORITY
Bill Buch, Chairman

ATTEST:
Joseph W. Zima, Clerk

ATTEST:

ATTEST:
Cynthia A. Beck, County Clerk

WASHBURN UNIVERSITY
Jerry B. Farley, President
Resolution – Neighborhood Revitalization Plan

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
December 21, 2006

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Plan.

Resolution by __________________________________
Seconded by ___________________________________
Resolution passed/failed by a vote of _______________
Date __________________________________________
Topeka and Shawnee County Public Library
Monthly Activity Report
November-06

<table>
<thead>
<tr>
<th>Total Checkout</th>
<th>November-06 182,474</th>
<th>YTD 2006 2,190,503</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November-05 176,232</td>
<td>YTD 2005 1,989,731</td>
</tr>
<tr>
<td></td>
<td>November-01 138,395</td>
<td>YTD 2001 1,454,896</td>
</tr>
</tbody>
</table>

| Total Items handled    | November-06 363,829  | YTD 2006 4,269,019  |
| (Check out + Check in) | November-05 343,915  | YTD 2005 3,886,838  |

| Total Borrowers        | November-06 91,695   |
|                       | November-05 90,746   |
|                       | November-01 84,844   |

| Items in Collection    | November-06 548,830  |
|                       | November-05 567,432  |

| Program Attendance     | November-06 2,378    | YTD 2006 59,361     |
|                       | November-05 5,452    | YTD 2005 62,636     |

| Gate Count             | November-06 86,886   | YTD 2006 1,004,242  |
|                       | November-05 75,957   | YTD 2005 915,290    |

| Meeting Rooms          | Bookings November-06 466 | Customers 8,743 |
|                       | November-05 550 | 8,618 |
|                       | YTD 2006 5,296 | 100,308 |
|                       | YTD 2005 5,194 | 94,381 |

![Total Checkout - November](chart1.png)

![Total Checkout Year-To-Date](chart2.png)
<table>
<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>115,650</td>
<td>100,592</td>
<td>120,282</td>
<td>101,748</td>
<td>101,268</td>
<td>125,730</td>
<td>124,701</td>
<td>115,674</td>
<td>108,869</td>
<td>116,030</td>
<td>98,778</td>
<td>1,229,322</td>
<td>1,153,217</td>
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<tr>
<td>2005</td>
<td>1,079,173</td>
<td>1,175,713</td>
<td>1,278,125</td>
<td>1,125,461</td>
<td>1,472,132</td>
<td>1,585,603</td>
<td>1,635,205</td>
<td>1,549,363</td>
<td>1,422,024</td>
<td>1,265,075</td>
<td>1,075,371</td>
<td>1,009,957</td>
<td>1,254,959</td>
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<tr>
<td><strong>Change</strong></td>
<td>20,077</td>
<td>24,051</td>
<td>33,937</td>
<td>72,603</td>
<td>13,529</td>
<td>44,544</td>
<td>44,570</td>
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<td>-11,078</td>
<td>31,635</td>
<td>74,810</td>
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**NEW PATRON REGISTRATIONS**

<table>
<thead>
<tr>
<th>Source</th>
<th>Total New Registrations</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>1,180</td>
<td>0.6%</td>
</tr>
<tr>
<td>Children (age 4 - 17)</td>
<td>1,060</td>
<td>0.6%</td>
</tr>
<tr>
<td>Red Carpet Outreach</td>
<td>1,271</td>
<td>0.6%</td>
</tr>
<tr>
<td>NEKL</td>
<td>951</td>
<td>0.6%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>1,112</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,180</td>
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**PATRONS DELETED**

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<th>% Change</th>
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</thead>
<tbody>
<tr>
<td>1,796</td>
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**BORROWERS**

<table>
<thead>
<tr>
<th>Source</th>
<th>Total Borrowers</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>89,697</td>
<td>0.6%</td>
</tr>
<tr>
<td>Children (age 4 - 17)</td>
<td>90,691</td>
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</tr>
<tr>
<td>Red Carpet Outreach</td>
<td>90,830</td>
<td>0.6%</td>
</tr>
<tr>
<td>NEKL</td>
<td>90,541</td>
<td>0.6%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>91,009</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>89,697</td>
<td>0.6%</td>
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</table>

**RESERVES FILLED**

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<th>% Change</th>
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</thead>
<tbody>
<tr>
<td>15,464</td>
<td>2.9%</td>
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</table>

**CHECK-IN**

<table>
<thead>
<tr>
<th>Source</th>
<th>Total Check-in</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH System</td>
<td>185,360</td>
<td>9.3%</td>
</tr>
<tr>
<td>Manual</td>
<td>62,144</td>
<td>11.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>247,504</td>
<td>9.3%</td>
</tr>
</tbody>
</table>

**COLLECTION**

<table>
<thead>
<tr>
<th>Source</th>
<th>Total Collection</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Added</td>
<td>565,470</td>
<td>-1.2%</td>
</tr>
<tr>
<td>Materials Discarded</td>
<td>567,396</td>
<td>-1.2%</td>
</tr>
</tbody>
</table>

**WEBSITE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Total Visitors</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time only visitors</td>
<td>14,456</td>
<td>103.5%</td>
</tr>
</tbody>
</table>
### Reference Questions

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>Adult Services</td>
<td>9,539</td>
<td>8,221</td>
<td>9,745</td>
</tr>
<tr>
<td>Red Carpet</td>
<td>1,057</td>
<td>1,100</td>
<td>1,136</td>
</tr>
<tr>
<td>Topeka Room</td>
<td>579</td>
<td>431</td>
<td>627</td>
</tr>
<tr>
<td>Media Center</td>
<td>1,866</td>
<td>1,528</td>
<td>1,908</td>
</tr>
<tr>
<td>Youth Services</td>
<td>2,964</td>
<td>2,620</td>
<td>3,191</td>
</tr>
<tr>
<td><strong>Total Reference Questions</strong></td>
<td>16,025</td>
<td>13,900</td>
<td>16,607</td>
</tr>
</tbody>
</table>

### Gate Count

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>GATE COUNT</td>
<td>82,974</td>
<td>79,268</td>
<td>92,997</td>
</tr>
</tbody>
</table>

### Meeting Rooms

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>Percent of Capacity **</td>
<td>79.0%</td>
<td>77.3%</td>
<td>60.0%</td>
</tr>
</tbody>
</table>

### Public Computer Training

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avg. Attendees per Class</td>
<td>10.1</td>
</tr>
<tr>
<td>Classes</td>
<td>50</td>
</tr>
</tbody>
</table>

### Attendence

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>MEETING ROOMS</td>
<td>546</td>
<td>507</td>
<td>555</td>
</tr>
<tr>
<td>TOUGS</td>
<td>10.7</td>
<td>10.0</td>
<td>9.6</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>511</td>
<td>534</td>
<td>511</td>
</tr>
</tbody>
</table>

### Programming

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>Attendence</td>
<td>426</td>
<td>844</td>
<td>478</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>818</td>
<td>468</td>
<td>472</td>
</tr>
<tr>
<td>Media Center</td>
<td>86</td>
<td>440</td>
<td>57</td>
</tr>
<tr>
<td>Red Carpet</td>
<td>0</td>
<td>25</td>
<td>52</td>
</tr>
<tr>
<td>Special Collections</td>
<td>106</td>
<td>143</td>
<td>289</td>
</tr>
<tr>
<td>Youth Services</td>
<td>4,180</td>
<td>3,144</td>
<td>3,228</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>5,616</td>
<td>5,064</td>
<td>4,576</td>
</tr>
</tbody>
</table>

### Gallery Shows

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>2,662</td>
<td>3,555</td>
<td>4,410</td>
</tr>
</tbody>
</table>

* = Data not available

** = Formula has been adjusted to more accurately reflect current number of meeting rooms available for public use
2007 BOARD TIMELINE

JANUARY Board Meeting: Thursday, January 18, at 4:00 p.m.

- News Year’s Day (Lib. Closed)
- Federal/State Grant-In-Aid Application
- Annual Audit begins January

FEBRUARY Board Meeting: Thursday, February 22, at 4:00 p.m. (meet on 4th Thursday this month)

- TSCPL Staff Development Day – Feb. 19 (Lib. Closed)

MARCH Board Meeting: Thursday, March 15, at 4:00 p.m.

- Approval of Chair / Nominating Committee
- PLA Spring Symposium March 1-3 San Jose, California
- MPLA March 14-16 Albuquerque, New Mexico

APRIL Board Meeting: Thursday, April 19, at 4:00 p.m. check dates

- National Library Week – April 2-8
- Friends Spring Dinner – April 22 @ 5:30 pm
- Election of Officers
- Easter – April 8 (Library Closed)
- KLA Tri-Conference Friends / Trustees Day– April 11 @ Capitol Plaza Hotel Convention Center

MAY Board Meeting: Thursday, May 17, at 4:00 p.m.

- FOLUSA (Friends of Libraries U.S.A.) National Meeting
- May 28, Memorial Day (Lib. Closed)

JUNE Board Meeting: Thursday, June 21, at 4:00 p.m.


JULY Board Meeting: Thursday, July 19, at 4:00 p.m.

- July 4, Independence Day, (Lib. Closed)
- Budget Preparation/Finance Committee
- Budget Preparation/Personnel Committee
- Budget information to Topeka Capital Journal

AUGUST Board Meeting: Thursday, August 9, at 4:00 p.m. (meet on second Thursday this month)

- Budget Hearing must be advertised 10 days prior to hearing (Topeka Capital Journal)
- Budget Hearing must be held 10 days prior to submitting to County
- Approve Budget at Board Meeting
- Approved Library Budget must be to County Clerk
- Annual/Library Director’s performance review.

SEPTEMBER Board Meeting: Thursday, September 20, at 4:00 p.m.

- Labor Day, September 3 (Lib. Closed)
- Friends Annual Book Sale-September 14, 15, 16
- Talking Books Contract

**OCTOBER**

Board Meeting: Thursday, October 18, at 4:00 p.m.
- Kansas Library Month
- NEKLS Fall Assembly (Usually in Lawrence)

**NOVEMBER**

Board Meeting: Thursday, November 15, at 4:00 p.m.
- Friends Annual meeting – November 4 @ 2:30 pm
- November 11, Veterans Day, (Lib. Closed)
- November 22 Thanksgiving, (Lib. Closed)

**DECEMBER**

Board Meeting: Thursday, December 20, at 4:00 p.m.
- December 24-25, Christmas, (Lib. Closed)
- December 31, New Year's Eve Day, (Lib. Closed)