Call to Order

Public Comment

Approval of December Board Meeting Minutes

Director of Finance Report – Nancy Watkins

Financial Reports
- Treasurer’s Report – Tim Peterson
- Financial Reports - **Action Item**

Friends of TSCPL – Dottie Harder

The Library Foundation – Rick Friedstrom

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

Director’s Report – Gina Millsap

Director of Operations Report – Paul Brennan

Old Business
- Organizational Priorities Report – Gina Millsap, Management Council
- Legislative Report – Gina Millsap

New Business
- Bylaws of the Board of Trustees of the Topeka and Shawnee County Public Library - **Action Item**
- Approval of TSCPL’s application for State Grant-In-Aid to Public Libraries FY2007 - **Action Item**

Trustee Education

Trustee Comments

Adjournment

**Next Regular Meeting:** Thursday, February 22, 2007 (**fourth Thursday of month**)  
Subject to change w/o notice
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, December 21, 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 November 16, 2006, board meeting were accepted as presented.

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

FINANCIAL REPORTS - Nancy Watkins
- Received final tax distributions
- Motor vehicles were more than estimated
- Recreation vehicles & 1620 motor vehicle taxes were less
Trustee question:
- On page four (end of November) unencumbered fund account:
  1) Figures do not reflect adjustments for 2006
On motion by Michele Henry, seconded by Doris Kinnett, the November Financial reports were accepted.

FRIENDS - Marianne Beeson
- 1,400 copies of Connectnow were mailed to Friends members; mailing included membership application
- Received 61 memberships as of December 13; six are new members
- Booktique gift sales & book sales have been excellent
- Book sorting groups have been busy throughout the months of November & December
- This is my last meeting as Friends representative
• Dottie Harder is incoming president of Friends
• Want to thank Board of Trustee for asking us to attend your meetings; and appreciate your attendance at Friends board meetings

FOUNDATION - Rick Friedstrom
• The Library Foundation Board of Trustees bid a fond farewell to outgoing trustees Jeff Chanay & June Windscheffel, who have completed their second, three-year terms
• Mary Allen & Judge J. Patrick Brazil were elected to their first three-year terms
• Judge Brazil will chair the Evaluation Task Force
• Dr. Glenn & Claire Swogger & Susan & Kent Garlinghouse are participating in the Great Expectations Campaign
• Achieved goal of twelve new Wilder Society members in a calendar year
• Significant increase in TSCPL employees who have made gifts or pledges to “Library to Remember” Campaign
• Received an invitation to submit two proposals to a local foundation, one directed toward Oveson-Campbell Homework Center and the other to purchase Red Carpet bookmobile
• A big thanks to all who have chosen to make a financial contribution to The Library Foundation this year

LIBRARY MATERIALS SELECTION POLICY - Thad Hartman
• Policy will be on February board agenda
• Page 4- third paragraph was rewritten to reflect a positive attitude towards freedom of expression
• Page 5- added new section on labeling
• Moved library objective towards the top of the policy
• Page 6- deleted Library Mission—will be a separate document
• Page 6-Library roles shortened
• Reference collection—reduced print to one line
• Page 9- non-print changed to media collection
• Page 13- currently Kansas collection is listed as the “Kansas Center for the Book”, changes were made to reflect the Library no longer houses the Kansas Center for the Book Collection
• Page 14- Red Carpet—updated to better reflect its mission
• Page 17 & 18- now called “Expressions of Concern—Goal: more clarity & openness

DIRECTOR’S REPORT Gina Millsap (included in your packet)
• TSCPL was featured in the new Topeka magazine
Rob Banks
• Looked at three different computer management software systems

Gina
• Will be implementing two hour limits per day on public computers next week-manually monitor until software arrives
• Group of users were monopolizing computers
• Will issue pin numbers with new computer software and use one card for everything
• Greeter station going to one hour shifts
• Smoking containers have been moved to east side of building in front
• New signs with library hours have been placed on front of building (donated by Tom Swartz)

OLD BUSINESS
• Organizational Priorities-focusing on “The Big Move”:
  1) Moving offices & collections
  2) New digital services-lower level old staff training room
  3) Trainers move to Adult Services area
  4) Training center moved to lower level conference room
  5) Interlibrary loan will move to Friends office/pick-up area will remain on main level
  6) Friends manager will move to work room in lower level (Pioneers room)
  7) Pioneers will move to back of Talking Books area
  8) Maintenance manager will move into a private office in lower level
  9) Security manager will relocate to interlibrary loan office
  10) Media Center will become a teens section (staffed area)
  11) Genealogy collections relocates to Special Collections area
  12) Reference Collection to New Books area
  13) Homework Center moved to Kokari Computer Center
  14) Early literacy / non-fiction –flip flopping
  15) All moves are focused on our customers & their needs
  16) Periodicals will move into Genealogy area
  17) Media Center moving into Periodicals
  18) Staff currently housed in Special Collections will move to lower level Adult Services area
  19) Special Collections manager will move into Donna Tryon’s office in administration area on second floor
  20) Donna will move into Public Relations office area
  21) Plan to have moves underway early in 2007
DIRECTOR OF OPERATIONS REPORT – Rob Banks (included in your packet)

Organizational Priorities

Legislative Report
Rob Banks

- Legislative Meet & Greet Coffee held at TSCPL on Monday
- Attendance for Meet & Greet Coffee:
  1) Senator Kelly
  2) Mayor Bunten
  3) Richard Harmon (City Council)
  4) Mike Burgess (State Representative)
  5) Lana Gordon (State Representative)
  6) Good representation from all three boards
  7) Management Council members

NEW BUSINESS

- Bylaws for Board of Trustees of Topeka & Shawnee County Public Library have been deferred until the January board meeting

Foundation/Homework Center Loaned Employee Agreement

On motion by Peg Lakin, seconded by Kerry Storey, the Board approved the Foundation/Homework Center Loaned Employee Agreement and the Friends Loaned Employee Agreement.

Friends Loaned Employee Agreement

On motion by Tim Peterson, seconded by Peg Lakin, the Board approved the Friends Loaned Employee Agreement.

Millennium Café Agreement

On motion by Kerry Storey, seconded by Peg Lakin, the Board approved a two year extension with the Millennium Café with no changes to the contract.

Personnel Committee Report-Peg Lakin, Chair

Classification & Compensation Study

- Received proposals from three vendors:
  1) Millbrook Partners
  2) Springsted Inc.
  3) Wachovia Employer

Personnel Committee recommends to the board to approve the low bid proposal from Springsted Inc. in the amount of $34,750 (not to exceed), if references checked out.

*Note all references checked out
On motion by Peg Lakin, seconded by Terry Kimes, the board approves the low bid proposal from Springsted Inc. in the amount of $34,750 (not to exceed) for the 2007 Classification & Compensation Study.

Office Furniture

On motion by Peg Lakin, seconded by Carol Jory, the board approves the purchase of office furniture and equipment in the amount of $117,700 to be expended as follows:

$62,000: cubicles, desks, chairs, etc. for interlibrary loan, digital branch, securities & facilities offices

$31,000: shelving for youth services & bookmobile collections

$14,700: shelving for periodicals (first phase of reorganization of first floor services)

$10,000: facilities equipment (scissor lift)

Neighborhood Revitalization Agreement
- This agreement is to encourage property owners to improve their property
- Taxes increase, but property owners receive a rebate

On motion by Peg Lakin, seconded by Kerry Storey, the board approves the Neighborhood Revitalization Plan as amended. Motion passed on voice vote.

Mary Feighny abstained from voting, due to conflict of interest.

Trustee Comments
- Carol Jory shares her appreciation for everything staff is doing for the Library
- Marie Pyko
  - Whole state is participating in “The Big Read” by reading the same book- Fahrenheit 451 by Ray Bradbury
  - This event will take place in May & June

Kerry Storey
Secretary of the Board

The meeting adjourned at 5:55 pm
File: Bd. minutes December 2006
Deputy Director of Finance Report
January 2007

Revenue/Expense/Balance by Fund Report – Page 2

Friends Fund – revenue amount reflects $42,000 received in January for the 2006 fiscal year and $53,500 received in December for the 2007 fiscal year.

Topeka Competition Fund – revenue amount reflects $9,000 received in January for the 2006 fiscal year and $4,000 received in December for the 2007 fiscal year.

General Fund – Page 3 & 4

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total revenue received</td>
<td>$11,436,226.53</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>10,716,237.60</td>
</tr>
<tr>
<td>Total encumbrances</td>
<td>689,870.78</td>
</tr>
<tr>
<td>Revenue in excess of expenditures</td>
<td>30,118.15</td>
</tr>
</tbody>
</table>

The above figures are pre audit and do not reflect any adjustments that will be made with the audit.

2006 Budget                        $12,165,275.00
2006 expenditures                 10,716,237.60
2006 encumbrances                 689,870.78
Budget balance                     759,166.62

The payment to the Rossville Library was $18,212, one half of their approved budget for 2007; this was an increase of $411 over the 2006 payment.

Employee Benefit Fund

Workers Compensation - rates went down in all classifications. Estimated premium for 2006 was $88,463.19. Estimated premium for 2007 is $87,347.57.
General Fund:

- $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
- $600,000 at 5.25%, dated 12/01/06, due 01/19/07
- $305,000 at 5.28%, dated 12/08/06, due 01/26/07
- $240,000 at 5.26%, dated 12/22/06, due 01/26/07
- $1,005,000 at 5.24%, dated 12/15/06, due 02/02/07
- $560,000 at 5.24%, dated 12/29/06, due 02/09/07

Restricted Funds:

- $185,000 at 5.26%, dated 11/22/06, due 01/05/07
- $120,000 at 5.24%, dated 12/29/06, due 01/12/07

Special Accruing Fund-Commerce Bank:

- $2,610,000 at 5.24%, dated 12/29/06, due 01/26/07

Bond & Interest Fund-Commerce Bank:

- $1,497,000 at 5.24%, dated 12/15/06, due 01/19/07

Municipal Investment Pool:

- $0
### GOVERNMENTAL FUNDS

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Balance 01/01/06</th>
<th>Revenue Y-T-D</th>
<th>Expenses Y-T-D</th>
<th>Balance 12/31/06</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating</td>
<td>$2,956,840.21</td>
<td>$11,436,226.53</td>
<td>$10,933,403.93</td>
<td>$3,459,662.81</td>
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<tr>
<td>Employee Benefits</td>
<td>784,697.77</td>
<td>2,578,483.26</td>
<td>2,292,582.94</td>
<td>1,070,598.09</td>
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<tr>
<td>Capital Improvement</td>
<td>2,561,017.44</td>
<td>124,817.63</td>
<td>54,247.50</td>
<td>2,631,587.57</td>
</tr>
<tr>
<td>Bond &amp; Interest</td>
<td>1,463,289.29</td>
<td>1,832,867.35</td>
<td>1,797,297.50</td>
<td>1,498,859.14</td>
</tr>
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</table>

### NON MAJOR GOVERNMENTAL FUNDS

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Balance 01/01/06</th>
<th>Revenue Y-T-D</th>
<th>Expenses Y-T-D</th>
<th>Balance 12/31/06</th>
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<tbody>
<tr>
<td>State Aid</td>
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<td>115,646.00</td>
<td>114,881.04</td>
<td>764.96</td>
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<tr>
<td>Federal &amp; State Grants</td>
<td>144,274.39</td>
<td>298,794.90</td>
<td>278,009.76</td>
<td>165,059.53</td>
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<td>Other Special Revenue</td>
<td>204,188.00</td>
<td>634,472.53</td>
<td>528,697.96</td>
<td>309,962.57</td>
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<tr>
<td>Permanent Funds</td>
<td>419,394.23</td>
<td>21,830.96</td>
<td>1,233.94</td>
<td>439,991.25</td>
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**Totals**

$8,533,701.33 $17,043,139.16 $16,000,354.57 $9,576,485.92

### Bank Account Summary

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<thead>
<tr>
<th>Account Type</th>
<th>Balance</th>
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<tbody>
<tr>
<td>General Fund-Commerce Bank-Checking</td>
<td>$28,262.52</td>
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<tr>
<td>General Fund-Commerce Bank-Investments</td>
<td>4,685,000.00</td>
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<tr>
<td>Special Accruing Fund-Commerce Bank-Investments</td>
<td>2,610,000.00</td>
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<tr>
<td>Restricted Funds-Commerce Bank-Checking</td>
<td>5,560.67</td>
</tr>
<tr>
<td>Restricted Funds-Commerce Bank-Investments</td>
<td>305,000.00</td>
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<tr>
<td>Restricted Funds-Commerce Bank-Investments-Foundation</td>
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<tr>
<td>Bond &amp; Interest Fund-Commerce Bank-Checking</td>
<td>1,232.06</td>
</tr>
<tr>
<td>Bond &amp; Interest Fund-Commerce Bank-Investments</td>
<td>1,497,000.00</td>
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<tr>
<td>Cash on Hand</td>
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<tr>
<td>Petty Cash</td>
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<tr>
<td>Security Deposits</td>
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<td>Endowment Securities</td>
<td>177,983.08</td>
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<tr>
<td>Municipal Investment Pool</td>
<td>-</td>
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</table>

**$9,585,381.55**

**Payroll Liabilities**

$8,895.63

**$9,576,485.92**
## Topeka Shawnee County Public Library 12/31/06

### Revenue/Expense/Balance By Fund Report

<table>
<thead>
<tr>
<th>Major Governmental Funds</th>
<th>01/01/06</th>
<th>Revenues</th>
<th>Prev. Year PO Expenses</th>
<th>Current Year Expenses</th>
<th>12/31/06</th>
<th>Current Encumbrances</th>
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<td>$ 3,459,662.81</td>
<td>689,870.78</td>
<td>$ 2,769,792.03</td>
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<tr>
<td>Employee Benefit Fund</td>
<td>784,697.77</td>
<td>2,578,483.26</td>
<td>-</td>
<td>2,292,582.94</td>
<td>1,070,598.09</td>
<td>-</td>
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<tr>
<td>Capital Improvement Fund</td>
<td>2,561,017.44</td>
<td>124,817.63</td>
<td>-</td>
<td>54,247.50</td>
<td>2,631,587.57</td>
<td>36,165.50</td>
<td>2,595,422.07</td>
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<tr>
<td>Bond &amp; Interest Fund</td>
<td>1,463,289.29</td>
<td>1,832,867.35</td>
<td>-</td>
<td>1,797,297.50</td>
<td>1,498,859.14</td>
<td>-</td>
<td>1,498,859.14</td>
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<table>
<thead>
<tr>
<th>Non Major Governmental Funds</th>
<th>01/01/06</th>
<th>Revenues</th>
<th>Prev. Year PO Expenses</th>
<th>Current Year Expenses</th>
<th>12/31/06</th>
<th>Current Encumbrances</th>
<th>Unencumbered Cash Balance</th>
<th>Cash Balance</th>
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<tbody>
<tr>
<td>State Aid Fund</td>
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<td>Federal &amp; State Grants</td>
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<td></td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Big Read Grant</td>
<td>(3,656.35)</td>
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<td>ILDG</td>
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<td>Early Reading First</td>
<td>(550.57)</td>
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<td>2,490.33</td>
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<td>Gallery Grant</td>
<td>383.50</td>
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<td>348.18</td>
<td>35.32</td>
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<tr>
<td>06-LSTA-3-F (Talking Books)</td>
<td>92,032.47</td>
<td>64,346.00</td>
<td>93.01</td>
<td>156,285.46</td>
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<td>KS Humanities Council</td>
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<td>1,058.00</td>
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<td>1,058.00</td>
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<tr>
<td>07-LSTA-3-F (Talking Books)</td>
<td>-</td>
<td>138,531.00</td>
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<td>40,765.77</td>
<td>97,765.23</td>
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<td>Kan-ED</td>
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<td>15,000.00</td>
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<td>15,000.00</td>
<td>14,721.06</td>
<td>278.94</td>
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<table>
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<tr>
<th>Other Special Revenue Funds</th>
<th>01/01/06</th>
<th>Revenues</th>
<th>Prev. Year PO Expenses</th>
<th>Current Year Expenses</th>
<th>12/31/06</th>
<th>Current Encumbrances</th>
<th>Unencumbered Cash Balance</th>
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<tbody>
<tr>
<td>Adult Programs</td>
<td>155.90</td>
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<td>155.90</td>
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<tr>
<td>Art Collection</td>
<td>48.79</td>
<td>12,620.43</td>
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<td>10,100.00</td>
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<td>Book Cook Program</td>
<td>369.61</td>
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<td>55.00</td>
<td>314.61</td>
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<td>Bookmobile</td>
<td>12.74</td>
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<td>12.74</td>
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<tr>
<td>Computer Training</td>
<td>230.00</td>
<td>167.00</td>
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<td>397.00</td>
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<td>Crawford</td>
<td>783.51</td>
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<td>Children's Art Show</td>
<td>2,032.33</td>
<td>23.69</td>
<td>-</td>
<td>2,052.01</td>
<td>4.01</td>
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<td>Cyberchase Grant</td>
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<td>-</td>
<td>244.02</td>
<td>325.05</td>
<td>(81.03)</td>
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<tr>
<td>Friends</td>
<td>6,644.59</td>
<td>96,575.52</td>
<td>-</td>
<td>41,862.14</td>
<td>61,357.97</td>
<td>5,545.87</td>
<td>55,812.10</td>
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<tr>
<td>Fun Committee</td>
<td>-</td>
<td>4,828.40</td>
<td>-</td>
<td>3,282.15</td>
<td>1,546.25</td>
<td>-</td>
<td>1,546.25</td>
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<tr>
<td>Gifts/Memorials (Undesignated)</td>
<td>57,675.54</td>
<td>36,186.89</td>
<td>99.90</td>
<td>17,777.89</td>
<td>75,984.64</td>
<td>-</td>
<td>75,984.64</td>
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<td>Grow Your Own Scholarship Fund</td>
<td>8,295.34</td>
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<td>-</td>
<td>3,249.96</td>
<td>5,045.38</td>
<td>-</td>
<td>5,045.38</td>
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<tr>
<td>Hirschberg Lecture</td>
<td>1,178.22</td>
<td>1,347.12</td>
<td>-</td>
<td>675.00</td>
<td>1,650.42</td>
<td>-</td>
<td>1,650.42</td>
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<tr>
<td>Homework Center</td>
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<td>37,490.16</td>
<td>-</td>
<td>37,490.16</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Hughes Business Collection</td>
<td>948.36</td>
<td>946.83</td>
<td>-</td>
<td>-</td>
<td>1,895.19</td>
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<td>1,895.19</td>
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<td>111,250.00</td>
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<td>312,823.07</td>
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<td>14,375.79</td>
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<td>-</td>
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<td>90,412.00</td>
<td>(77,619.96)</td>
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<td>-</td>
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<td>1,307.80</td>
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<td>592.21</td>
<td>2,550.00</td>
<td>-</td>
<td>2,547.27</td>
<td>594.94</td>
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<td>8,260.36</td>
<td>7,218.41</td>
<td>-</td>
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<td>14,679.31</td>
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### Permanent Funds

<p>| Mertz Trust     | 169,952.77 | - | - | 169,952.77 | - | 169,952.77 |
| NEH Endowment   | 249,441.46 | 21,830.96 | - | 1,233.94 | 270,038.48 | - | 270,038.48 |</p>
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<td>$ 15,666,382.65</td>
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<td>Received %</td>
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<td>-------------</td>
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<td>Ad Valorem Property Tax</td>
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<td>16/20 M Vehicle Tax</td>
<td>10,032.00</td>
<td>9,468.19</td>
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<td>6,616.48</td>
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<td>91,191.11</td>
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<td>Vend Machines</td>
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<td>59,588.15</td>
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<td>Lost/Damaged Materials</td>
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<td>Meeting Room Charges</td>
<td>5,000.00</td>
<td>5,345.00</td>
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<td>Sale of Inventoried Equipment</td>
<td>3,000.00</td>
<td>4,343.51</td>
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<td>Interest Received-Investments</td>
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<td>343,733.65</td>
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<td>200.00</td>
<td>174.68</td>
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<td>985,867.00</td>
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<td>559,000.00</td>
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### EMPLOYEE BENEFITS

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<td>Motor Vehicle Tax</td>
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<td>FICA</td>
<td>532,000.00</td>
<td>$ 514,907.44</td>
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### CAPITAL IMPROVEMENT

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<th>Year To Date</th>
<th>%</th>
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<tr>
<td>Revenue:</td>
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<tr>
<td>Interest received</td>
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<tr>
<td><strong>Total Revenue</strong></td>
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<tr>
<td>Balance 12/31/06</td>
<td>$ 2,631,587.57</td>
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### STATE AID

<table>
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<tr>
<th>Description</th>
<th>2006 Budget</th>
<th>Year To Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 01/01/06</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Revenue:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>120,000.00</td>
<td>115,646.00</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 120,000.00</td>
<td>$ 115,646.00</td>
<td></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Materials</td>
<td>120,000.00</td>
<td>114,881.04</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Balance 12/31/06</td>
<td>$ -</td>
<td>$ 764.96</td>
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### 2006 Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>2006 Budget</th>
<th>Year to Date</th>
<th>% Rec'd</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 01/01/06</strong></td>
<td>$1,408,736.00</td>
<td>$1,463,289.29</td>
<td></td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></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>
<td>94.7%</td>
</tr>
<tr>
<td>Back Tax</td>
<td>-</td>
<td>25,501.91</td>
<td></td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>4,658.00</td>
<td>4,570.62</td>
<td>98.1%</td>
</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>202,676.00</td>
<td>209,274.43</td>
<td>103.3%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>2,150.00</td>
<td>2,030.71</td>
<td>94.5%</td>
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<tr>
<td>16/20M Vehicle Tax</td>
<td>1,593.00</td>
<td>1,555.60</td>
<td>97.7%</td>
</tr>
<tr>
<td>Interest on Idle Funds</td>
<td>15,000.00</td>
<td>88,593.89</td>
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</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,810,692.00</td>
<td>$1,832,867.35</td>
<td>101.2%</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>1,090,000.00</td>
<td>1,090,000.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>Interest</td>
<td>707,298.00</td>
<td>707,297.50</td>
<td>100.0%</td>
</tr>
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<td>Revitalization Rebates</td>
<td>22,130.00</td>
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<td>Cash Basis Reserve</td>
<td>1,400,000.00</td>
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<td>0.0%</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$3,219,428.00</td>
<td>$1,797,297.50</td>
<td>55.8%</td>
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<td><strong>Balance 12/31/06</strong></td>
<td>$-</td>
<td>$1,498,859.14</td>
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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.**
TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY MATERIALS SELECTION POLICY

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<td>18</td>
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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
THE LIBRARY MATERIALS SELECTION POLICY
THE TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

Adopted By The Board of Trustees, September 15, 1993

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, 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).
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 matter 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

Deleted: patrons
Deleted: In addition, and CD-ROM products are included in this collection
Deleted: CENTER FOR THE BOOK
Deleted: The Kansas Center for the Book
Deleted: 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
• 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.
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

and 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 interview 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, 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).
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

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?
Resolution – Library Materials Selection Policy

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
January 18, 2007

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
January, 2007

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.

Note: These are the same documents that were included in the December board packet. Please bring your copies from that meeting. If you need new copies and would like us to provide them, please call or email Cathy Cook at 580-4484 or ccook@mail.tscpl.org.

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. The Bylaws Committee will review the proposed changes at the meeting.

Approval of Application for State Grant-in-Aid to Public Libraries FY2007: To be eligible for state aid, we must submit this application each year. The Kansas State Library requires boards of trustees’ approval. Staff has submitted the application and the final step in the process is your approval.

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 January Board meeting: We are finalizing the plan for The Big Move, which Rob reviewed in detail at the December board meeting. We will review the timeline for the moves at the meeting.

**NEWS**

Thank you, Friends! At its January meeting, the Friends board approved the request for $50,000 you approved at the November meeting. To review, here are the allocations:

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.

Connectnow: The February issue of our new monthly magazine is on the stands now. Please take a moment to look at the additional stories and information on the online version. Please don’t hesitate to ask one of us to show it to you. Diana will be doing a “show and tell” on connectnow online at the February meeting.
PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS

**Attended**: Intergovernmental Cooperation Committee meeting with Mary Feighny; Legislative Coffee at Library; Foundation Board meeting; Topeka Chamber Executive Board meeting; Rotary; quarterly meeting of 3 board chairs

**Other activities**: worked at greeter desk; interviewed by Michael Hooper of the Topeka Capital Journal

**Happy New Year!**

Gina Millsap, Executive Director  
Topeka and Shawnee County Public Library  
1/12/2007

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

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

**Page 4**  
**Responsibility for Selection**  
The third paragraph was rewritten to reflect a positive attitude towards freedom of expression. We felt the old statement was focused too negatively towards those who want to deny this freedom.

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

**Page 5**  
**Labeling**  
This is a new section in the policy, although the ideas contained within it were previously contained in the policy under the Request for Reconsideration of Materials section.
**The Library Collection Objectives**
This section was moved up in the policy. In addition to this we eliminated some superfluous language and added a statement about a commitment to organizing materials in the best way possible.

**Page 6**
**Library Mission**
This will be packaged with all of the policies and therefore was removed from the Materials Selection Policy.

**Page 9**
**High Interest / Low Reading Level (YHL) Collection**
This collection no longer exists and therefore this section was removed.

**The Reference Collection**
Changes were made to reflect the increased importance and use of databases. Most of the changes are under the “Priorities” section.

**Page 10**
**The Media Collection**
The collection is listed as the “Non-Print Collection” in the current policy. A paragraph was added to the “Selection Criteria” section to acknowledge that formats may be added or withdrawn from the collection.

**Page 13**
**The Kansas Collection**
The collection is listed as the “Kansas Center for the Book” in the current policy. Changes were made to reflect that the Library no longer houses the Kansas Center for the Book Collection.

**Page 14**
**Red Carpet Services**
A section was added for Assistive Listening Devices and the Therapeutic Activity Collection was updated to better reflect its mission.

**Page 18**
**Expressions of Concern**
The section “Reconsideration of Library Materials” section was re-titled and reworded in an attempt to convey the Library’s welcoming attitude towards expressions of concern. We felt the previous section sounded negative and had too many steps. We created an “Expressions of Concern” statement within the Materials Selection Policy and then created an additional section on the Expressions of Concerns Process.
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.

The Freedom to Read Statement
This was amended by ALA in 2004. We replaced the version in our current policy with this newer version.

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.

1/12/2007
Deputy Director of Operations  
Robert Banks  
January 18, 2007

The day of the Board meeting I will fly to Seattle for ALA Mid-Winter, so will be unable to attend the meeting. I have asked Paul Brennan, Circulation Manager to make my report for me. Paul has some good news about our total circulation for 2006.

During the holidays we implemented a two hour time limit on the public computers. This change was proposed by Greg Gaul, Safety and Security Manager based upon his observation that a number of people were looking for computers, not finding them, and instead of asking a staff about availability, leaving the Library. This was not a positive experience and Greg was determined to try to change this experience prior to the computer management software installation by mid-March.

Even though we have implemented the time limits on computers for a few days, it appears to be working well. I have observed a number of people looking for computers and finding them, even at peak times. We have also had a few complaints, but they are mostly from people that are attempting to abuse the two hour limit and don’t want to cooperate. Most people understand and are very cooperative and generally quite complimentary that we are taking this action.

We have also tweaked the Greeter Desk slightly. We changed the hours based upon our experiences during the last half of 2006. Early in the morning and later in the evening we experienced significant drops in questions. With a change in scheduling procedures and the change in hours, we feel that we are better using the staff time and still meeting the public need. We will continue to monitor the situation and see how we can make a difference.

Departmental Highlights:

TSCPL set a new all-time annual checkout record in 2006 with a total checkout of 2,356,741. This total represents a 10% increase from the old record set just last year.
Total checkout for the month of December was **166,238**, an all-time high for the month of December. In fact, new all-time monthly records were set in each of the twelve months in 2006. That brings the string of consecutive months in which we’ve set a new record for that month to 17 and counting.

The library staff handled a total of **4,601,949** when total items checked out are combined with total items checked in. The large majority of those items were processed by the Circulation Dept.

The number of reserves filled for users totaled more than **209,000**, a 31.4% increase over 2005. The number of reserve items mailed totaled more than 146,000, an increase of more than 33,000 from last year’s total.

The number of library visitors, as measured by the automatic gate counters, exceeded **1,000,000** for the first time ever, a 9% increase over last year’s count.

The Interlibrary Loan Dept. reported an increase in use of nearly 30% over last year’s usage. New software combined with the ability of patrons to place their own requests online combined to drive increased usage of ILL services.

The Media Center was an area of tremendous growth in 2006. Media Center collections checkout numbers were up 29.8% in 2006 as compared to 2005. Total checkout from this area totaled more than 510,000, up by more than 113,000 over 2005. Obviously, our video and music collections continue to be more and more popular every year. **Checkout of Media Center collections has more than doubled since 2002.**

New additions to the Media Center collections include non-reservable, seven day checkout DVDs in both fiction and non-fiction titles. As these collections grow we expect to see checkout of these popular new collections continue to rise.
<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><strong>Organizational Development</strong></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><strong>Customer Service</strong></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><strong>Valuing Staff</strong></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><strong>Organizational Development</strong></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><strong>Organizational Development</strong></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><strong>Programs, Services, Collections and Infrastructure</strong></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><strong>Customer Service</strong></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><strong>Valuing Staff</strong></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>
<td>Action</td>
<td>Timeframe</td>
<td>Status</td>
<td>Resources</td>
<td>Who is Responsible</td>
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<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 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>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>Marie Pyko, Susan Marchant, Karen Allen, Bonnie Cuevas, Janet Johnsen, Kyler Carpenter, Keenan Eves, Dianne Elrichs and staff</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>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>
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<tr>
<td>Categories</td>
<td>Goals</td>
<td>Objectives</td>
<td>Action</td>
<td>Timeframe</td>
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<td>Resources</td>
<td>Who is Responsible</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>Reading Kouzes and Posner's Leadership Challenge</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>
<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>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 &quot; 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>
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<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</td>
<td>Goals</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>Nancy Watkins &amp; HR</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>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>Nancy Watkins &amp; HR</td>
<td></td>
</tr>
<tr>
<td>Categories, Services, Collections and Infrastructure</td>
<td>Goals</td>
<td>Objectives</td>
<td>Action</td>
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<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>In process</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></td>
<td>Digitize Art Collection</td>
<td>01/01/07</td>
<td>In process</td>
<td>Staff time</td>
<td>Gallery Staff: Zan Popp &amp; Brea Black</td>
</tr>
<tr>
<td>Programs, Services, Collections and Infrastructure</td>
<td>Improve public access to art collection and Special Collections via Internet</td>
<td></td>
<td>Digitize Special Collections Archives</td>
<td>01/01/07</td>
<td>In process</td>
<td>Staff time</td>
<td>Special Collections, Staff &amp; It staff</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>In process</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>
<tr>
<td>Categories</td>
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<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 IT Manager</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 a service vehicle (fleet) replacement program</td>
<td>01/02/07</td>
<td>In process</td>
<td>FY08 Stuart Yoho, Jeff Dawson, Marie Pyko, Stephanie Hall &amp; Ann Newell</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 &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 Marie Pyko, Rob Banks, Thad Hartman, Paul Brennan, Stuart Yoho, Greg Gaul, Kelli Smith, Elizabeth Staley, Carol Mongold, Marta Miles, Jennifer Dalton, Angela Strathman &amp; Susan Schafer</td>
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<td>Categories</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>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></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, Suzie Marchant &amp; ASD supervisor</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></td>
<td>Marie Pyko, Stephanie Hall, Suzanne Bundy, Judy Rohr, Jayme Lyons &amp; Heather Kearns</td>
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</tr>
</tbody>
</table>

2006-2007 Organizational Priorities
Topeka Shawnee County Public Library
<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>
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</thead>
<tbody>
<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>In process</td>
<td>ASD &amp; YS</td>
<td>Stephen Lusk, Service areas, 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>Stephen Lusk, Donna Tryon, Becky Hinton, Anne Pepper, Tracy Seitz, Stuart Yoho, Donna Casey, Nancy Overmyer, Brian Adams, Maggie Allen &amp; Gayle Lolley</td>
<td></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>FY 07</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>
<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>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>Heather Kears, Bree Black, Cadie Maas, Joe Barnes, Stephanie Hall, IT Staff &amp; PR</td>
<td></td>
</tr>
<tr>
<td>Categories</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>Staff time-interns?</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></td>
<td>Some in FY 06 &amp; FY 07</td>
<td>Jeff Dawson, Jean Gardner, Luanne Webb &amp; Betty Jean Neal</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></td>
<td>Paul Brennan</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></td>
<td>Stuart Yoho &amp; Diana Friend, James Hebert &amp; Sherry Best</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>
</tbody>
</table>

2006-2007 Organizational Priorities
Topeka Shawnee County Public Library
<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>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></td>
<td></td>
<td>Suzie Marchant, Janet Pionkowski, &amp; Janet Johnsen</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 FY07</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>
<td>Goals</td>
<td>Objectives</td>
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<td>Timeframe</td>
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<tr>
<td>------------------------------------------------</td>
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<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>Team Training</td>
<td>TBD</td>
<td></td>
<td></td>
<td>Stuart Yoho, Chris Kratochvil, Doug Petrie, Bonnie Cuevas, Greg Gaul, Diana Friend &amp; Gus Koffler</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>Gallery, Special Collections &amp; IT staff</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></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>Management Council &amp; staff</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>Gina Millsap, Administration, Management Council, Library Staff</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>Gina Millsap, Administration, Management Council &amp; supervisors</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>
<td></td>
<td>Administration, Management Council, Library Staff, All Library Boards</td>
</tr>
</tbody>
</table>

2006-2007 Organizational Priorities
Topeka Shawnee County Public Library
1/12/2007
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<tr>
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<tbody>
<tr>
<td>Organizational Development</td>
<td>Become a high performance organization</td>
<td>Measure the effectiveness of organizational processes</td>
<td>Employ ‘after-action review’ to assess viability of new services/products</td>
<td>On-going</td>
<td></td>
<td>Administration, Management Council, Renee Patzer &amp; Library Staff</td>
<td></td>
</tr>
</tbody>
</table>
Legislative Update  
Robert Banks  
January 18, 2007

Both the U.S. Congress and the Kansas Legislature are in session. To my knowledge, there are no bills pending before either body that affects libraries.

There has been some discussion about the Kansas Legislature working on funding issues with Kansas Public Employees Retirement Fund (KPERS). TSCPL employees are members of KPERS so this will be followed with interest.

We are also watching the discussion of a bill that addresses the presence of registered sex offenders in places where there are children. This has the potential to impact libraries, but the way it has been drafted so far, we are not liable if we take action and we are not liable if we don’t take action. There is also some concern about possible impact on civil rights. The Kansas Library Association Government Affairs Council has been discussing the wording of this issue.

I will get a legislative update from Washington, DC when I’m in Seattle at the ALA Mid-Winter meeting.
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 mailed 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 24 hours 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.

ARTICLE V: Six members shall constitute a quorum for the transaction of business. In the absence of the Chairperson and Vice-Chairperson, if a quorum of the members are present, such members shall elect a temporary...
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 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. They 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 in accordance with the provisions of K.S.A. 12-1260 et seq.

ARTICLE VIII: 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: 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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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 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.

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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.).

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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 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 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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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.

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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
January 18, 2007

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

Resolution by __________________________________
Seconded by ___________________________________
Resolution passed/failed by a vote of _______________
Date _________________________________________
Resolution – Application for State Grant-In-Aid to Public Libraries FY 2007

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
January 18, 2007

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the application for State Grant-In-Aid to Public Libraries FY 2007.

Resolution by ____________________________

Seconded by ____________________________

Resolution passed/failed by a vote of _____________

Date ____________________________
## Monthly Activity Report

### December-06

<table>
<thead>
<tr>
<th>Metric</th>
<th>December-06</th>
<th>YTD 2006</th>
<th>December-05</th>
<th>YTD 2005</th>
<th>December-01</th>
<th>YTD 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Checkout</strong></td>
<td>166,238</td>
<td>2,356,741</td>
<td>151,789</td>
<td>2,141,520</td>
<td>110,866</td>
<td>1,565,762</td>
</tr>
<tr>
<td><strong>Total Items handled</strong></td>
<td>332,930</td>
<td>4,601,949</td>
<td>303,777</td>
<td>4,190,615</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Borrowers</strong></td>
<td>91,358</td>
<td></td>
<td>90,764</td>
<td></td>
<td>84,026</td>
<td></td>
</tr>
<tr>
<td><strong>Items in Collection</strong></td>
<td>544,229</td>
<td></td>
<td>567,326</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Attendance</strong></td>
<td>1,897</td>
<td>61,258</td>
<td>1,456</td>
<td>64,092</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gate Count</strong></td>
<td>73,466</td>
<td>1,077,708</td>
<td>70,421</td>
<td>985,711</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Rooms Bookings</strong></td>
<td>370</td>
<td></td>
<td>443</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Rooms Customers</strong></td>
<td>6,522</td>
<td></td>
<td>7,161</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Attendance</strong></td>
<td>1,666</td>
<td>5,666</td>
<td>6,223</td>
<td></td>
<td></td>
<td></td>
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<td><strong>Meeting Rooms Bookings</strong></td>
<td>370</td>
<td></td>
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</tbody>
</table>

### Total Checkout - December
- **December-06**: 166,238
- **December-05**: 151,789
- **December-01**: 110,866

### Total Checkout Year-To-Date
- **YTD 2006**: 2,356,741
- **YTD 2005**: 2,141,520
- **YTD 2001**: 1,565,762
### CIRCULATION

<table>
<thead>
<tr>
<th></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>
<th>YTD %</th>
<th>05 TO 06%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Library</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation Desk</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>85,482</td>
<td>1,314,804</td>
<td>1,235,567</td>
<td>6.4%</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>1,279</td>
<td>1,173</td>
<td>1,276</td>
<td>1,125</td>
<td>1,461</td>
<td>1,472</td>
<td>1,323</td>
<td>1,565</td>
<td>1,603</td>
<td>1,635</td>
<td>1,505</td>
<td>1,228</td>
<td>16,667</td>
<td>12,831</td>
<td>29.9%</td>
</tr>
<tr>
<td>Media Center</td>
<td>43,464</td>
<td>37,183</td>
<td>43,294</td>
<td>38,318</td>
<td>40,757</td>
<td>43,527</td>
<td>46,043</td>
<td>47,008</td>
<td>42,202</td>
<td>43,363</td>
<td>42,264</td>
<td>43,104</td>
<td>510,527</td>
<td>396,668</td>
<td>28.6%</td>
</tr>
<tr>
<td>Self-Check</td>
<td>24,946</td>
<td>20,771</td>
<td>25,604</td>
<td>21,439</td>
<td>24,201</td>
<td>30,628</td>
<td>32,097</td>
<td>26,500</td>
<td>23,147</td>
<td>24,786</td>
<td>21,861</td>
<td>20,093</td>
<td>296,075</td>
<td>308,370</td>
<td>-4.0%</td>
</tr>
<tr>
<td>Red Carpet Outreach</td>
<td>11,949</td>
<td>9,833</td>
<td>11,413</td>
<td>10,349</td>
<td>10,694</td>
<td>11,308</td>
<td>10,322</td>
<td>12,178</td>
<td>11,558</td>
<td>10,604</td>
<td>10,702</td>
<td>10,184</td>
<td>131,094</td>
<td>106,211</td>
<td>23.4%</td>
</tr>
<tr>
<td>Blind &amp; Physically Handicapped</td>
<td>7,561</td>
<td>7,590</td>
<td>7,641</td>
<td>6,802</td>
<td>7,025</td>
<td>7,248</td>
<td>6,768</td>
<td>7,781</td>
<td>6,632</td>
<td>7,364</td>
<td>6,147</td>
<td>87,574</td>
<td>81,673</td>
<td>7.2%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CIRCULATION</strong></td>
<td>204,849</td>
<td>177,142</td>
<td>209,512</td>
<td>179,781</td>
<td>185,406</td>
<td>219,913</td>
<td>221,254</td>
<td>210,726</td>
<td>194,011</td>
<td>205,435</td>
<td>182,474</td>
<td>166,238</td>
<td>2,356,741</td>
<td>2,141,520</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

### NEW Patron Registrations

|                      | Topeka / Shawnee County | Adults | NEKL | % | Topeka / Shawnee County | Adults | NEKL | % | Total New Registrations | 1,180 | 1,060 | 1,271 | 951 | 1,112 | 1,388 | 1,450 | 1,621 | 1,439 | 1,262 | 1,003 | 833 | 14,570 | 14,910 | -2.3%       |
|----------------------|------------------------|--------|------|---|------------------------|--------|------|---|------------------------|------|------|------|-----|------|------|------|------|------|------|-----|------|------|-----------|
| **PATRONS DELETED**  | 1,796 | 982 | 1,106 | 1,135 | 1,119 | 922 | 1,297 | 1,146 | 1,112 | 940 | 1,175 | 1,219 | 13,949 | 13,034 | 7.0%       |

###BORROWERS

|                      | Topeka / Shawnee County | Adults | NEKL | % | Total Borrowers | 89,697 | 90,640 | 90,691 | 90,830 | 90,620 | 90,541 | 91,009 | 91,059 | 91,563 | 91,695 | 91,358 | 91,430 | -0.1%       |
|----------------------|------------------------|--------|------|---|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----------|
| **RESERVES FILLED**  | 14,990 | 13,489 | 15,646 | 15,339 | 17,555 | 18,775 | 20,119 | 21,545 | 17,589 | 19,205 | 16,693 | 18,182 | 209,128 | 159,125 | 31.4%       |

### CHECK-IN

|                      | AMH System | Manual | % | Total Check-In | 186,360 | 164,224 | 191,980 | 177,418 | 180,091 | 180,159 | 215,227 | 210,078 | 184,158 | 195,320 | 181,355 | 166,692 | 2,245,208 | 2,043,045 | 9.9% |

### COLLECTION

|                      | Materials Added | Materials Discarded | % | Total Collection | 565,470 | 567,396 | 574,609 | 570,284 | 558,115 | 561,015 | 563,888 | 567,488 | 562,703 | 560,479 | 548,830 | 544,229 | 544,229 | 567,326 | -4.1% |

### WEBSITE

<p>|                      | One-time only visitors | Return visitors | % | UNIQUE VISITORS | 14,456 | 17,587 | 22,165 | 23,104 | 24,664 | 22,294 | 23,360 | 24,583 | 26,454 | 27,316 | 25,762 | 23,794 | 276,720 | 137,722 | 100.9% |</p>
<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REFERENCE QUESTIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Services</td>
<td>9,539</td>
<td>8,221</td>
<td>3.0%</td>
</tr>
<tr>
<td>Red Carpet</td>
<td>1,057</td>
<td>1,100</td>
<td>-4.9%</td>
</tr>
<tr>
<td>Topeka Room</td>
<td>579</td>
<td>431</td>
<td>31.8%</td>
</tr>
<tr>
<td>Media Center</td>
<td>1,866</td>
<td>1,528</td>
<td>21.6%</td>
</tr>
<tr>
<td>Youth Services</td>
<td>2,964</td>
<td>2,620</td>
<td>12.7%</td>
</tr>
<tr>
<td>TOTAL REFERENCE QUESTION</td>
<td>16,025</td>
<td>13,900</td>
<td>14.9%</td>
</tr>
</tbody>
</table>

| **MEETING ROOMS** |      |      |        |
| Meetings         | 546  | 507  | -7.6%  |
| Percent of Capacity** | 79.0% | 77.3% | 1.7%   |
| ATTENDANCE       | 7,315 | 9,007 | -19.2% |

| **PUBLIC COMPUTER TRAINING** |      |      |        |
| Avg. Attendees per Class | 10.3 | 10.7 | -4.6%  |
| Classes            | 50   | 50   | 0.0%   |
| ATTENDANCE         | 515  | 534  | -3.6%  |

| **TOURS** |      |      |        |
| Youth Services | *  | *  | -2.7%  |
| General Tours  | 25  | 15  | -30.8% |
| Total          | 25  | 15  | -30.8% |

| **PROGRAMMING** |      |      |        |
| Adult Services  | 426  | 484  | 13.6%  |
| Bookmobile      | 818  | 468  | 73.4%  |
| Media Center    | 86   | 440  | -24.2% |
| Red Carpet      | 0    | 25   | -100%  |
| Special Collections | 106 | 143 | -24.4% |
| Youth Services  | 4,180 | 3,144 | 33.7%  |
| ATTENDANCE      | 5,616 | 5,064 | 11.1%  |

| **GALLERY SHOWS** |      |      |        |

* = Data not available
** = Formula has been adjusted to more accurately reflect current number of meeting rooms available for public use
Kansas Libraries provide
... entrepreneurs with the **information** they need to grow new businesses and create more jobs in their communities

... lifelong **learning** for all residents from birth to retirement

... essential **resources** for job hunting, career change and workforce development

*Well-funded, vibrant and active libraries connect to the world.*

---

Kansas Libraries 2007

The World is Yours @ the Library!
2007 Legislative Priorities
Kansas Library Association

1. Provide Funding to Support Statewide Library Information Resources for Students Every Kansas learner deserves to have equitable access to education and information resources. Statewide database subscriptions provide the most cost-effective method to help residents and students fulfill their educational needs.

2. Provide Funding to Establish a Statewide Delivery System for Library Materials Kansans in all areas need ready access to library materials from other parts of the state. A statewide delivery system, partially funded through the State Library of Kansas would provide timely, efficient delivery of materials to residents and areas of the state.

3. Provide Sufficient K-12 Funding to Ensure Every Kansas Child has the Services of a School Library School libraries, staffed by licensed school library media specialists, are the places where Kansas children learn how to find and use all kinds of print and electronic information. They open up the world by providing instruction in 21st Century information skills. Sufficient K-12 education funding is needed so that this resource for our children and our communities does not disappear.

4. Provide Funding to Improve Services and Programs at the State Library of Kansas Support the enhancement package requests made by the State Library of Kansas: The State Library is the official “State Data Center” with responsibility for coordinating and promoting the census in Kansas. Funding for Data Center staff will allow for an organized, cohesive way to distribute needed census data to individuals, businesses and governmental organizations; The State Library coordinates and provides library services to the blind and visually impaired through the Talking Books Program. Enhanced funding is essential to improve this statewide service.

5. Provide Funding for Grants-in-Aid for Local Libraries Grant-in-aid funding to local libraries as requested in the State Library of Kansas budget helps them provide Kansans with information services and programming for people of all ages as well as books and other materials. Library resources, purchased with this grant support, help local businesses compete in an information-based global economy.

6. Support Local Library Board Authority Each Kansas community with a public library has a board of local citizens to set policies and guide services that meet community needs. The local authority of Kansas public library boards needs to be preserved to ensure that local community standards and interests are well served.

7. Support the Merger of the State Library Commission and the Kansas Library Network Board Kansas relies on an efficient and effective network of libraries to serve its citizens. Updating the state level governance of this cooperative network by consolidating these two state level library boards will enhance the network.

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3. Provide Sufficient K-12 Funding to Ensure Every Kansas Child has the Services of a School Library School libraries, staffed by licensed school library media specialists, are the places where Kansas children learn how to find and use all kinds of print and electronic information. They open up the world by providing instruction in 21st Century information skills. Sufficient K-12 education funding is needed so that this resource for our children and our communities does not disappear.

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