Agenda
Topeka and Shawnee County Public Library
Board of Trustees
November 20, 2008 – 4:00 p.m.
Auditorium

Call to Order

Public Comment

Special Order of Business
- Marc Futterman with Civic Technologies – Report

Approval of October Board Meeting Minutes

Chief Financial Officer's Report – Nancy Watkins

Financial Reports
- Treasurer's Report – Terry Kimes
- Financial Reports – **Action Item**

Friends of TSCPL –Dottie Harder, Board Chair

The Library Foundation – Leo Taylor, Board Chair
Jim McHenry, Director of Development & Executive Secretary

Policy Review
- Named Recognition Policy- **First Review / Action Item**
- Public Computer Use Policy /Children's Internet Protection Act Compliance- **Action Item**

Director's Report – Gina Millsap

Deputy Director's Report – Rob Banks

Old Business
- Organizational Priorities/Strategic Plan Report – Gina Millsap, Management Council

New Business
- Civic Technologies, Inc. Report– **Action Item**

Adjournment

Next Regular Meeting: Thursday, December 18, 2008

Subject to change w/o notice

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING
Menninger Board Room
October 16, 2008

BOARD MEMBERS PRESENT:
Kerry Storey (chair), Michele Henry (vice-chair), Suzanne Robb (secretary), Terry Kimes (treasurer), Melissa Masoner, Karen Nicolay, Dan Guenther, Elizabeth Ross & Dave DePue

BOARD MEMBERS ABSENT: Jim Rankin

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library was held on Thursday, October 16, 2008, in the Menninger Room of the Main Building, 1515 SW 10th Avenue, at 4:03 p.m., the Chair being in the Chair and the Secretary present.

PUBLIC COMMENT
Kerry Storey asked for public comment. There being none, public comment was closed; and the meeting commenced.

APPROVAL OF MINUTES:
The minutes from the September 18, 2008, board meeting were accepted as presented.

CHIEF FINANCIAL OFFICER'S REPORT–Nancy Watkins

Terry Kimes-Treasurer's Report

On motion by Terry Kimes, seconded by Michele Henry, the September financial reports were accepted. Motion Carried.

FRIENDS REPORT– Dottie Harder, Board Chair

NEW BUSINESS
Resolution Thanking the Friends Organization for Its Work on the Book Sale

Thank you to the Friends

Be it resolved that the Topeka and Shawnee County Public Library Board of Trustees expresses its deepest thanks and sincere appreciation for the hard work and dedication of the Friends of the Topeka and Shawnee County Public Library Book Sale Committee and its Chair Gaylord Ukena, his committee members: Sandy Hill, Don Pady, LaVonne Bartlett and JoAnn Myers and the members of the Public Relations Committee, the 33 year-round Book Sale Prep Volunteers and the 190 Book Sale volunteers that worked countless hours to make the 2008 book sale an unprecedented success.

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

On motion by Terry Kimes, seconded by Melissa Masoner, the board approved the Resolution Thanking the Friends. A certificate was presented to Dottie Harder, Friends board chair. Motion carried.

FOUNDATION REPORT– Leo Taylor, Board Chair
Jim McHenry, Director of Development & Executive Secretary of The Library Foundation

DIRECTOR'S REPORT- Gina Millsap

DEPUTY DIRECTOR'S REPORT – Rob Banks

OLD BUSINESS
Organizational Priorities/Strategic Plan
Gina Millsap

- The strategic plan will be submitted for review/approval at the December board meeting

NEW BUSINESS
Finance & Audit Committee Report
Terry Kimes, Chair

- The Finance & Audit Committee met on October 16th, 2008, to discuss issues regarding the health & dental insurance rates for 2009
- Finance & Audit Committee approves the recommendation of offering library employees and retirees two options for health/dental insurance coverage for 2009

On motion by Dave DePue, seconded by Michele Henry, the board approved offering library employees and retirees two options for health/dental insurance coverage for 2009. Motion carried.

On motion by Terry Kimes, seconded by Karen Nicolay, the board adjourned at 4:38 p.m. Motion carried.

Suzanne Robb
Secretary of the Board

_____

The meeting adjourned at 4:38 p.m.
File: Bd. minutes October 2008

Chief Financial Officer's Report
November 2008
Nancy Watkins

Revenue/Expense/Balance by Fund Report – Page 2

New lines under Federal & State Grants are 09-LSTA -3-F (Talking Books) fund and Big Read Grant fund. We have received the state portion of the 09-LSTA-3-F Grant, $125,492, and the first half of the NEKLS money, $9,000. We have not received any of the funds for the Big Read Grant but we are starting to encumber the funds.

General Fund – Page 3 & 4

With 83.3% of the budget year completed we have received 87% of the budgeted revenue and expended and/or encumbered 79% of the approved budget. At this point in 2007 we had received 89% of the budgeted revenue and expended and/or encumbered 74% of the approved budget.

The fifth tax distribution for 2008 was received October 30. The breakdown of the distribution is below and is reflected in the received year-to-date column on page 3 of the October 31 financial reports.

Ad Valorem Property Tax	16,098.86
Motor Vehicle Tax	154,462.55
Recreational Vehicle Tax	1,589.43
1620M Tax	58.77
	$ 172,209.61

Employee Benefit Fund – Page 5

With 83.3% of the budget year completed we have received 100% of the budgeted revenue and expended and/or encumbered 77% of the approved budget. At this point in 2007 we had received 97% of the budgeted revenue and expended and/or encumbered 74% of the approved budget.

The breakdown of the tax distribution received October 30 is below and is reflected on Page 5 of the October 31 financial reports.

Ad Valorem Property Tax	2,475.51
Motor Vehicle Tax	31,677.42
Recreational Vehicle Tax	325.98
1620M Tax	10.53
	$ 34,489.44

Debt Service Fund-Bond & Interest – Page 6

The breakdown of the tax distribution received October 30 is below and is reflected on Page 6 of the October 31 financial reports.

Ad Valorem Property Tax	2,407.58
Motor Vehicle Tax	23,546.69
Recreational Vehicle Tax	242.29
1620M Tax	9.50
	$ 26,206.06

Other items:

- The certified 2008 mill rate levies have been received from the Shawnee County Clerk's office.

	Projected	Final
General Fund	6.585	6.614
Employee Benefit Fund	1.408	1.414
Bond & Interest Fund	0.966	0.971
	8.595	8.999

- Attended the 2008 KPERS designated agents workshop

- Participated along with Nancy Overmyer in a Halloween event for family members of Kansas Juvenile Correctional Center staff

- 2009 Blue Cross & Blue Shield information was distributed to staff at the all staff meetings on November 5

- I will be giving my Budget Cents workshop November 19 for 18 staff members

- A meeting is scheduled for December 2 for TSCPL retirees who are part of the TSCPL group health/dental insurance

- Cafeteria plan/employee benefits meetings are scheduled for December 3

- As a member of the Miracle on Kansas Avenue Christmas Parade committee I would like to extend a personal invitation for you to join in the fun of viewing the parade which begins at 6 p.m. on Saturday, November 29.

- We should be receiving the preliminary GASB 45 report sometime the week of November 17th. Patrick Glenn will be at the December Board meeting to go over the report and answer questions.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of October 31, 2008

General Fund-CoreFirst Bank:

$ 900,000 at 2.04%, dated 09/19/08, due 11/07/08
$ 750,000 at 2.04%, dated 09/19/08, due 11/14/08
$1,100,000 at 2.00%, dated 09/26/08, due 11/21/08
$ 550,000 at 1.23%, dated 10/03/08, due 11/28/08
$ 250,000 at 1.24%, dated 10/10/08, due 12/05/08
$ 715,000 at 1.56%, dated 10/17/08, due 12/05/08
$1,000,000 at 0.79%, dated 10/24/08, due 12/12/08
$ 700,000 at 0.85%, dated 10/31/08, due 11/28/08

Restricted Funds-CoreFirst Bank:

$ 175,000 at 0.85%, dated 10/31/08, due 11/28/08

Capital Improvement Fund-CoreFirst Bank:

$2,790,000 at 0.85%, dated 10/31/08, due 11/28/08

Bond & Interest Fund-CoreFirst Bank:

$1,479,000 at 0.85%, dated 10/31/08, due 11/28/08

Municipal Investment Pool:

$ 0

Topeka & Shawnee County Public Library
Financial Summary

10/31/08

	Balance 01/01/08	Revenue Y-T-D	Expenses Y-T-D	Balance 10/31/08
GOVERNMENTAL FUNDS				
General Operating	$ 3,608,002.57	$ 11,628,578.55	$ 10,330,853.48	$ 4,905,727.64
Employee Benefits	1,109,816.35	1,914,990.87	2,052,042.53	972,764.69
Capital Improvement	2,724,699.48	65,502.95	-	2,790,202.43
Bond & Interest	1,543,806.76	1,730,580.13	1,794,385.00	1,480,001.89
NON MAJOR GOVERNMENTAL FUNDS				
State Aid	17,129.15	114,438.00	73,245.83	58,321.32
Federal & State Grants	139,779.71	246,230.62	212,635.97	173,374.36
Other Special Revenue	360,076.18	89,630.02	188,134.19	261,572.01
Permanent Funds	472,428.59	(24,580.89)	3,418.45	444,429.25
Totals	$ 9,975,738.79	$ 15,765,370.25	$ 14,654,715.45	**$ 11,086,393.59**

Bank Account Summary

General Fund-CoreFirst Bank-Checking	$	272,905.82
General Fund-CoreFirst Bank-Investments		5,965,000.00
Capital Improvement Fund-CoreFirst Bank-Investments		2,790,000.00
Restricted Funds-CoreFirst Bank-Checking		81,145.24
Restricted Funds-CoreFirst Bank-Investments		175,000.00
Restricted Funds-CoreFirst Bank-Investments-Foundation		255,320.95
Bond & Interest Fund-CoreFirst Bank-Checking		374.81
Bond & Interest Fund-CoreFirst Bank-Investments		1,479,000.00
Cash on Hand		1,617.27
Petty Cash		100.00
Security Deposits		1,591.00
Endowment Securities		199,135.08
Municipal Investment Pool		-
	$	11,221,190.17
Payroll Liabilities		134,796.58
	$	**11,086,393.59**

Topeka Shawnee County Public Library
Revenue/Expense/Balance By Fund Report

10/31/08

	01/01/08 Cash Balance	Revenues	Prev. Year PO Expenses	Current Year Expenses	10/31/08 Cash Balance	Current Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	$ 3,608,002.57	$ 11,628,578.55	$ 510,607.44	$ 9,820,246.04	$ 4,905,727.64	$ 830,341.32	$4,075,386.32
Employee Benefit Fund	1,109,816.35	1,914,990.87	500.00	2,051,542.53	972,764.69	1,317.95	971,446.74
Capital Improvement Fund	2,724,699.48	65,502.95	-	-	2,790,202.43	-	2,790,202.43
Bond & Interest Fund	1,543,806.76	1,730,580.13	-	1,794,385.00	1,480,001.89	-	1,480,001.89
Non Major Governmental Funds							
State Aid Fund	17,129.15	114,438.00	19,559.95	53,685.88	58,321.32	11.10	58,310.22
Federal & State Grants							
ILDGP	51,819.00	45,371.00	-	52,767.50	44,422.50	14.31	44,408.19
Gallery Grant	10.32	-	-	-	10.32	-	10.32
08-LSTA-3-F (Talking Books)	87,721.45	66,367.62	-	151,136.05	2,953.02	-	2,953.02
Kan-ED	228.94	-	-	228.94	-	-	-
09-LSTA-3-F (Talking Books)	-	134,492.00	-	8,503.48	125,988.52	2,675.66	123,312.86
Big Read Grant	-	-	-	-	-	75.00	(75.00)
Other Special Revenue Funds							-
Adult Programs	-	242.00		-	242.00	-	
Art Collection	5,832.24	115.09	-	500.00	5,447.33	-	5,447.33
Book Cook Program	314.61	-	-	-	314.61	-	314.61
Bookmobile Fund	-	1,195.33		-	1,195.33	-	1,195.33
Computer training	397.00	6,967.37	-	6,967.37	397.00	-	397.00
Children's Art Show	4.01	5,603.97	-	5,603.97	4.01	-	4.01
Friends	71,075.58	3,667.88	6,081.58	34,790.00	33,871.88	9,002.74	24,869.14
Fun Committee	1,738.79	1,612.43	-	1,557.41	1,793.81	281.56	1,512.25
Gallery Competitions/Exhibits	9,128.20	6,633.79	-	10,875.35	4,886.64	5,000.00	(113.36)
Gifts/Memorials (Undesignated)	118,063.60	6,743.20	-	32,454.09	92,352.71	284.84	92,067.87
Grow Your Own Scholarship Fund	2,156.36	-	-	2,156.36	-	-	-
Health Neighborhood	15,184.97	21,962.43	-	33,390.80	3,756.60	3,319.73	436.87
Hirschberg Lecture	1,995.53	-	-	54.92	1,940.61	-	1,940.61
Homework Center	-	24,848.69	-	27,699.44	(2,850.75)	-	(2,850.75)
Hughes Business Collection	2,828.75	-	-	-	2,828.75	-	2,828.75
Library Materials	66,165.87	5,806.24	-	8,145.50	63,826.61	25,840.98	37,985.63
Lingo	3,268.64	-	-	-	3,268.64	-	3,268.64
NEH Expendable	14,354.10	249.84	-	5,894.55	8,709.39	38.86	8,670.53
Red Carpet	16,247.65	275.48	-	4,445.41	12,077.72	75.24	12,002.48
Rotary Grant	4.29	-	-	-	4.29	-	4.29
Special Collections	2,517.33	-	-	955.51	1,561.82	-	1,561.82
Talking Books	8,849.77	358.00	-	86.17	9,121.60	-	9,121.60
Torluemke Landscaping	1,311.41	-	-	1,311.41	-	-	-
Workshops	1,364.08	3,030.00	-	362.25	4,031.83	-	4,031.83

Topeka & Shawnee County Public Library

General Fund - Revenue 10/31/08

	Approved Budget	Received Year-To-Date	Balance	% Received
				83.33% of year
Ad Valorem Property Tax	$ 9,903,624.00	$ 9,719,182.19	$ 184,441.81	98%
Back Tax	-	173,111.32	$ (173,111.32)	0%
Motor Vehicle Tax	1,284,976.00	1,050,330.95	$ 234,645.05	82%
Recreational Vehicle Tax	10,538.00	10,594.93	$ (56.93)	101%
16/20 M Vehicle Tax	10,402.00	10,241.84	$ 160.16	98%
In Lieu of Tax	50,850.00	48,754.74	$ 2,095.26	96%
M&E Tax Reduction Assistance	93,770.00	160,421.14	$ (66,651.14)	171%
Sundry Revenue	5,000.00	8,456.05	$ (3,456.05)	169%
Salary Refunds-Foundation	110,000.00	83,670.99	$ 26,329.01	76%
Salary Refunds-Friends	80,000.00	70,278.43	$ 9,721.57	88%
Vend Machines	40,000.00	37,001.67	$ 2,998.33	93%
Lost/Damaged Materials	60,000.00	54,949.98	$ 5,050.02	92%
Meeting Room Charges	5,000.00	3,300.00	$ 1,700.00	66%
Sale of Inventoried Equipment	-	-	$ -	
Contribution-Foundation	-	17,546.90	$ (17,546.90)	
Transfer from Grow Your Own Fun	-	2,156.36	$ (2,156.36)	
Interest Received-Investments	250,000.00	178,581.06	$ 71,418.94	71%
Library Treasurer's Balance	1,454,347.00	-	$ 1,454,347.00	0%
TOTALS	**$ 13,358,507.00**	**$11,628,578.55**	**$1,729,928.45**	**87%**

Topeka & Shawnee County Public Library

10/31/08

General Fund-Expenditures + Encumbrances

	Approved Budget	Expended Year-To-Date	Open PO's	Unemcumbered Balance	% Expended
					83.33% of year
STAFF:					
Salaries-Auto Allowance	$ 4,800.00	$ 4,307.68	$ -	$ 492.32	90%
Salaries-Maintenance	632,439.00	469,244.19	-	163,194.81	74%
Salaries-Overtime	10,000.00	4,528.89	-	5,471.11	45%
Salaries-Shelvers	185,000.00	138,692.29	-	46,307.71	75%
Salaries-Staff	6,743,620.00	5,493,972.58	-	1,249,647.42	81%
Salaries-Security	243,910.00	197,152.02	-	46,757.98	81%
Conferences	120,600.00	81,518.77	7,824.71	31,256.52	74%
Staff Training	39,000.00	13,510.89	4,175.00	21,314.11	45%
Employee Assistance Program	4,500.00	3,787.99	616.73	95.28	98%
Mileage	8,000.00	3,929.94	1,664.82	2,405.24	70%
COLLECTION:					
Materials-Binding/Replacements	4,000.00	4,351.11	25.00	(376.11)	109%
Materials-Print/Non-Print <1 YR	404,000.00	297,560.17	55,940.03	50,499.80	88%
Materials-Print/Non-Print	1,347,000.00	939,483.57	########	103,109.80	92%
Materials-Periodicals	110,000.00	15,797.09	10,160.02	84,042.89	24%
OPERATIONS:					
Automation support	143,500.00	215,621.19	9,961.09	(82,082.28)	157%
Contracted-Automation	191,100.00	85,621.05	13,274.00	92,204.95	52%
Contracted-Buildings/Grounds	538,480.00	358,057.38	53,301.60	127,121.02	76%
Contracted-Office Equipment	125,000.00	104,521.16	18,098.92	2,379.92	98%
Contracted-Professional	100,000.00	74,617.48	14,565.00	10,817.52	89%
Database	77,000.00	5,522.23	71,477.77	-	100%
Furniture/Equipment >1,000	491,050.00	183,555.20	2,987.00	304,507.80	38%
Gallery	40,000.00	29,573.85	878.18	9,547.97	76%
Insurance	45,000.00	37,735.00	-	7,265.00	84%
Human Resources	20,000.00	11,079.64	1,320.97	7,599.39	62%
Memberships/Dues	25,000.00	19,959.39	112.29	4,928.32	80%
Miscellaneous	90,000.00	7,332.42	886.77	81,780.81	9%
Payments to Other Libraries	50,000.00	-	-	50,000.00	0%
Postage	436,096.00	264,393.94	########	36,202.06	92%
Printing	55,000.00	46,392.93	3,755.86	4,851.21	91%
Programming	55,481.00	26,170.67	5,881.81	23,428.52	58%
Public Relations	40,000.00	30,321.82	2,255.73	7,422.45	81%
Supplies-Building/Maintenance	127,750.00	67,770.24	16,272.78	43,706.98	66%
Supplies-Office/Library	132,500.00	114,208.65	10,261.67	8,029.68	94%
Vehicle-Repair	45,000.00	31,167.27	4,930.70	8,902.03	80%
Revitalization Rebates	133,681.00	-	-	133,681.00	0%
Cash Long/Short	-	(221.11)	-	221.11	
TOTALS	**############**	**$ 9,381,237.58**	**########**	**$ 2,686,734.34**	79%

Topeka & Shawnee County Public Library
Special Revenue Funds

10/31/08

EMPLOYEE BENEFITS

	2008 Budget	Year To Date	%
Balance 01/01/08	**$ 750,103.00**	**$ 1,109,816.35**	
Revenue:			
Ad Valorem Property Tax	$ 1,522,181.00	$ 1,494,808.73	98%
Back Tax	-	35,127.08	
Motor Vehicle Tax	263,436.00	214,639.19	81%
Recreational Vehicle Tax	2,161.00	2,169.06	100%
16/20M Vehicle Tax	2,132.00	1,833.53	86%
In Lieu of Tax	10,429.00	7,496.92	72%
M&E Tax Reduction Assistance	19,231.00	65,703.19	342%
Refund-Fringe Benefits-Foundation	32,000.00	24,457.68	76%
Refund-Fringe Benefits-Friends	8,000.00	9,461.68	118%
Refund-Fringe Benefits-Hmwk Ctr	4,000.00	3,861.55	97%
Refund-Fringe Benefits-Talking Books	-	5,894.38	0%
Refund-Workers Compensation	-	14,044.46	0%
Retiree Payments BC/BS	46,000.00	35,493.42	77%
	$ 1,909,570.00	$ 1,914,990.87	100%
Expenditures:			
FICA	613,615.00	$ 478,568.05	78%
KPERS	453,179.00	348,121.28	77%
Worker's Compensation	99,449.00	59,835.08	60%
Unemployment Tax	16,844.00	12,999.61	77%
Health/Dental Insurance	1,449,171.00	1,152,518.51	80%
Revitalization Rebates	27,415.00	-	0%
	$ 2,659,673.00	$ 2,052,042.53	77%
Balance 10/31/08	**$ -**	**$972,764.69**	

CAPITAL IMPROVEMENT

Balance 01/01/08		**$ 2,724,699.48**
Revenue:		
Interest received		65,502.95
		$ 65,502.95
Expenditures:		
Capital Outlay		-
		-
Balance 10/31/08		**$ 2,790,202.43**

STATE AID

Library Materials	120,000.00	73,245.83
	120,000.00	$ 73,245.83
Balance 10/31/08	**#REF!**	**#REF!**

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

10/31/08

	2008 Budget	Year to Date	% Rec'd
Balance 01/01/08	**$ 1,514,306.00**	**$ 1,543,806.76**	
Revenue:			
Ad Valorem Property Tax	1,526,086.00	1,453,511.85	95.2%
Back Tax	-	27,056.51	
In Lieu of Tax	7,752.00	7,291.22	94.1%
Motor Vehicle Tax	195,925.00	160,390.92	81.9%
Recreational Vehicle Tax	1,607.00	1,616.43	100.6%
16/20M Vehicle Tax	1,586.00	1,657.67	104.5%
M&E Tax Assistance Reduction	14,295.00	26,304.70	184.0%
Interest on Idle Funds	50,000.00	52,750.83	105.5%
	$ 1,797,251.00	$ 1,730,580.13	96.3%
Expenditures:			
Principal	1,145,000.00	1,145,000.00	100.0%
Interest	649,385.00	649,385.00	100.0%
Revitalization Rebates	20,379.00	-	0.0%
Cash Basis Reserve	1,496,793.00	-	0.0%
	$ 3,311,557.00	$ 1,794,385.00	54.2%
Balance 10/31/08	**$ -**	**$ 1,480,001.89**	

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
80979-01	010	15320	100208	70793	C	1017	KANSAS CITY PUBLIC LIBRARY	30.00	30.00	PF	6/4/08	ILL-LOST ITEM CHARGE
81294-01	010	15510	101508	71311	C	2938	MARTIN & OSA JOHNSON SAFAR	12.00	12.00	PF		ADMISSION & TOUR
81380-01	010	15210	100208	71479	O	0477	BAKER & TAYLOR BOOKS	21.70	21.70	PF	2021930179	STAFF PURCHASE
86718-01	010	15210	100208	71479	O			254.20	254.20	PF	5009285571	SO BOOKS
86719-01	010	15210	100208	71479	O			273.65	273.65	PF	5009213873	SO BOOKS
86720-01	010	15210	100208	71479	O			26.06	26.06	PF	5009355808	SO BOOKS
86721-01	010	15210	100208	71479	O			828.15	828.15	PF	5009213872	SO BOOKS
86722-01	010	15210	100208	71479	O			722.59	722.59	PF	5009355807	SO BOOKS
Total for Ck.# 71479				2126.35								
81322-01	010	15350	100208	71480	O	3595	BARKER PRINTING COMPANY	177.17	177.17	PF	66345	LIBRARY POST CARDS
86723-01	010	15210	100208	71481	O	0718	BBC AUDIOBOOKS AMERICA	80.09	80.09	PF	329313	PLAN
86724-01	010	15210	100208	71481	O			51.67	51.67	PF	332426	PLAN
Total for Ck.# 71481				131.76								
86725-01	010	15230	100208	71482	O	3963	BOOK WHOLESALERS INC.	193.29	193.29	PF	M102312B	PLAN 3
86750-01	010	15230	100208	71482	O			22.51	22.51	PF	M110071B	PLAN 1
86751-01	010	15230	100208	71482	O			87.82	87.82	PF	M105667B	PLAN 4
Total for Ck.# 71482				303.62								
81387-01	010	15040	100208	71483	O	1774	BURNS BOYS COMPANY INC.	639.38	639.38	PF	09-08-5196	REPAIR ACCORDIAN DOO
86726-01	010	15210	100208	71484	O	3403	D&B	704.50	704.50	PF	9308806-01	HEALTHCARE REF BOOK
81304-01	010	15000	100208	71485	O	3340	DELL MARKETING L.P.	42850.00	42850.00	PF	Multiples	OPTIPLEX 755
81337-01	010	15130	100208	71485	O			13405.50	13405.50	PF	XCWD2XN21	LAPTOP LATITUDE D630
Total for Ck.# 71485				56255.50								
86727-01	010	15220	100208	71486	O	0371	EBSCO SUBSCRIPTION SERVICE	22.27	20.27	PF	Multiples	RATE ADJUSTMENT
81255-01	010	15600	100208	71487	O	1164	ENVIRONMENTAL CONTROL SYST	136.00	136.00	PF	8290	FAN MOTOR-AIR COMPRE
81301-01	010	15360	100208	71488	O	1011	FAST SIGNS	35.00	35.00	PF	304-33429	LAMINATE 2 24X36 POS
81382-01	010	15600	100208	71488	O			97.20	97.20	PF	304-33354	STOP SIGNS
Total for Ck.# 71488				132.20								
81386-01	010	15600	100208	71489	O	2625	FASTENAL COMPANY	5.50	5.50	PF	KSTOP113633	CONNECTOR LINKS-SORT
81386-02	010	15600	100208	71489	O			4.80	4.80	PF	KSTOP113633	SHIPPING
Total for Ck.# 71489				10.30								
86728-01	010	15210	100208	71490	O	0692	GALE	1300.00	1300.00	PF	15921164	DIR SPEC LIBR 35
86729-01	010	15210	100208	71490	O			415.65	415.65	PF	15916853	BK RVW IND 08
86730-01	010	15210	100208	71490	O			1133.75	1133.75	PF	15888383	CONSLNT CONSLTNG 32
86731-01	010	15210	100208	71490	O			251.30	251.30	PF	15945229	DLB 343
86732-01	010	15210	100208	71490	O			250.35	250.35	PF	15941260	CHLD LIT RVW 136
86733-01	010	15210	100208	71490	O			839.60	839.60	PF	15854466	CO & THER BRNDS
86748-01	010	15230	100208	71490	O			5105.11	5105.11	PF	188912	BOOKS AND AUTHORS
Total for Ck.# 71490				9295.76								
81321-02	010	15000	100208	71491	O	1587	GOVCONNECTION, INC.	1550.00	1550.00	PF	44113375	UPGRADE TO MINDMANAG
81321-03	010	15000	100208	71491	O			165.00	165.00	PF	44113375	MINDMANAGER PRO 7.0
81321-04	010	15000	100208	71491	O			1829.00	1829.00	PF	44113375	MINDJET 1 YR SUPPORT
81340-01	010	15000	100208	71491	O			29.95	29.95	PF	44089888	INTEL PRO / 1000 GT
81340-02	010	15000	100208	71491	O			25.00	25.00	PF	44089888	SHIPPIG & HANDLING
81359-01	010	15000	100208	71491	O			40.54	40.54	PF	44107887	M1-DA VGA/USB CABLE

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108 DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
Total for Ck.# 71491							3639.49					
80007-01	010	15600	100208	71492	O	1205	GRAINGER	1500.00	147.51	PP	Multiples	A#: 81-834-0556
86734-01	010	15210	100208	71493	O	1098	HACHETTE BOOK GROUP USA	50.18	5.18	PF	Multiples	PLAN
86735-01	010	15210	100208	71493	O			35.03	35.03	PF	8213003545	PLAN
86736-01	010	15210	100208	71493	O			89.46	89.46	PF	8213003545	PLAN
86737-01	010	15210	100208	71493	O			55.78	55.78	PF	8213001399	PLAN
Total for Ck.# 71493							185.45					
86298-01	010	15200	100208	71494	O	1486	HOUCHEN BINDERY	200.00	208.00	PF	162691	21 BOOKS
80015-01	010	15600	100208	71495	O	2038	HUMMERT INTERNATIONAL	2000.00	69.00	PP	40834	ESTIMATED PURCHASES
80674-01	010	15350	100208	71496	O	2611	JOSTENS	9325.00	1879.50	PP	801639	CONNECTNOW AUG-SEPT
80009-01	010	15600	100208	71497	O	1781	KRIZ-DAVIS COMPANY	7000.00	468.12	PP	Multiples	ACCOUNT #: 3-20040
86738-01	010	15210	100208	71498	O	4011	LOGIS TECH	35.81	35.81	PF	117583	PHONE BOOK
86739-01	010	15210	100208	71499	O	2504	MAILBOX YEARBOOK	699.00	699.00	PF	3916578-3916597	MAILBOX YEARBOOKS
85743-01	010	15210	100208	71500	O	2534	MIDWEST TAPE	2000.00	27.78	PP	5554323	103 AV
86225-01	010	15210	100208	71500	O			1000.00	116.72	PP	Multiples	27 AV
86226-01	010	15210	100208	71500	O			1650.00	490.61	PP	Multiples	112 AV
86291-01	010	15210	100208	71500	O			600.00	29.18	PP	5550946	43 AV
86292-01	010	15210	100208	71500	O			670.00	218.96	PP	5567140	32 AV
86294-01	010	15210	100208	71500	O			65.00	25.24	PF	5547839	3 AV
86295-01	010	15210	100208	71500	O			2900.00	930.65	PP	Multiples	149 AV
86326-01	010	15210	100208	71500	O			2500.00	1009.20	PP	Multiples	90 AV
86327-01	010	15210	100208	71500	O			1300.00	274.28	PP	5547826	73 AV
86328-01	010	15210	100208	71500	O			2100.00	592.92	PP	Multiples	104 AV
86329-01	010	15210	100208	71500	O			400.00	21.78	PP	Multiples	24 AV
86330-01	010	15210	100208	71500	O			4900.00	1354.50	PP	Multiples	123 AV
86331-01	010	15210	100208	71500	O			45.00	42.24	PF	5547840	1 AV
86332-01	010	15210	100208	71500	O			900.00	492.79	PP	Multiples	58 AV
86333-01	010	15210	100208	71500	O			550.00	257.82	PP	Multiples	38 AV
86408-01	010	15210	100208	71500	O			1900.00	990.09	PP	Multiples	64 AV
86409-01	010	15210	100208	71500	O			1400.00	398.88	PP	5550951	64 AV
86410-01	010	15210	100208	71500	O			6400.00	2047.68	PP	Multiples	289 AV
86411-01	010	15210	100208	71500	O			1800.00	892.35	PP	Multiples	113 AV
86412-01	010	15210	100208	71500	O			4200.00	2090.38	PP	Multiples	110 AV
86414-01	010	15210	100208	71500	O			2100.00	731.22	PP	Multiples	109 AV
86415-01	010	15210	100208	71500	O			350.00	67.87	PP	Multiples	11 AV
86416-01	010	15210	100208	71500	O			350.00	32.24	PP	5554338	11 AV
86436-01	010	15210	100208	71500	O			1100.00	290.46	PP	Multiples	55 AV
86437-01	010	15210	100208	71500	O			1350.00	170.13	PP	Multiples	76 AV
86438-01	010	15210	100208	71500	O			6200.00	947.74	PP	Multiples	276 AV
86439-01	010	15210	100208	71500	O			650.00	405.27	PP	Multiples	43 AV
86442-01	010	15210	100208	71500	O			4150.00	342.39	PP	Multiples	180 AV
86443-01	010	15210	100208	71500	O			450.00	209.82	PP	Multiples	36 AV
86481-01	010	15210	100208	71500	O			2000.00	123.54	PP	5557183	85 AV
86482-01	010	15210	100208	71500	O			200.00	17.94	PP	5554333	12 AV
86483-01	010	15210	100208	71500	O			400.00	74.48	PP	5557189	10 AV

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL - 103108 DATES 100108 - 103108 DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86484-01	010	15210	100208	71500	O			310.00	41.52	PP	Multiples	24 AV
86485-01	010	15210	100208	71500	O			2100.00	323.64	PP	Multiples	89 AV
86486-01	010	15210	100208	71500	O			600.00	33.78	PP	5554335	30 AV
86487-01	010	15210	100208	71500	O			1200.00	11.64	PP	5554336	68 AV
86552-01	010	15210	100208	71500	O			350.00	12.54	PP	5558495	22 AV
86740-01	010	15210	100208	71500	O			13.89	13.89	PF	5558491	COMPLETE PO 86186
86741-01	010	15210	100208	71500	O			119.72	119.72	PF	5567149	PLAN
Total for Ck.# 71500				16273.88								
81216-01	010	15130	100208	71501	O	3616	MORROW TECHNOLOGIES CORP	9922.20	4961.10	PF	809-026	JANUS MULTI CONTROLL
81216-02	010	15130	100208	71501	O			.00	23.00	PF	809-026	SHIPPING & CRATING
Total for Ck.# 71501				4984.10								
81313-01	010	15600	100208	71502	O	0696	PUR-O-ZONE	68.25	85.32	PF	440798	LATEX GLOVE S P-FREE
81313-02	010	15600	100208	71502	O			210.00	228.00	PF	440798	TOILET TISSUE 2-PLY
81313-03	010	15600	100208	71502	O			136.50	170.64	PF	440798	LATEX GLOVE M P-FREE
81313-04	010	15600	100208	71502	O			450.00	450.00	PF	440798	56-GAL BLK TRASH BAG
81313-05	010	15600	100208	71502	O			58.00	53.13	PF	440798	ENVIROX ULTIMATE DEG
81313-06	010	15600	100208	71502	O			147.00	147.00	PF	440798	BIG PINK LOTION SOAP
81313-07	010	15600	100208	71502	O			310.00	164.20	PF	440798	MICROFIBER CLOTH-YEL
81313-08	010	15600	100208	71502	O			134.88	134.88	PF	440798	RE-JUV-NAL DISINFECT
81313-11	010	15600	100208	71502	O			64.31	64.31	PF	440798	TC AUTOFOAM LOT SOAP
81313-13	010	15600	100208	71502	O			3.50	3.50	PF	440798	FUEL SURCHARGE
Total for Ck.# 71502				1500.98								
81341-01	010	15910	100208	71503	O	3694	QUICK LANE	380.00	380.00	PF	8014697/1	AIR BAG/BRAKE CONTRL
86742-01	010	15210	100208	71504	O	1210	RANDOM HOUSE, INC	72.00	72.00	PF	1084975393	COMPLETE PO 85129
86197-01	010	15210	100208	71505	O	1564	RECORDED BOOKS, LLC	550.00	111.37	PF	4112685	5 AV
80991-01	010	15600	100208	71506	O	1050	REW MATERIALS	640.00	604.80	PF	4269878.0	CEILING TILE
80032-01	010	15310	100208	71507	O	2514	ROHR, JUDITH J.	700.00	22.23	PP	90308	OUTREACH MILEAGE-MAY
86743-01	010	15210	100208	71508	O	0917	SIMON & SCHUSTER	15.96	15.96	PF	7105748-1	PLAN
86744-01	010	15210	100208	71508	O			14.00	14.00	PF	7147642-5	PLAN
86745-01	010	15210	100208	71508	O			15.96	15.96	PF	7401378	PLAN
86746-01	010	15210	100208	71508	O			14.00	14.00	PF	7307189	PLAN
Total for Ck.# 71508				59.92								
80165-04	010	15360	100208	71509	O	3303	TK MAGAZINE	297.50	412.25	PF	100870	1/4 PG - SEPT/OCT
81326-01	010	15600	100208	71510	O	2536	TOPEKA WINNELSON	35.00	35.00	PF	Multiples	PRESSURE RELIEF VALV
81326-02	010	15600	100208	71510	O			41.00	41.00	PF	Multiples	HANDRAIL FOR TEEN RM
Total for Ck.# 71510				76.00								
81383-01	010	15300	100208	71511	O	1043	URBAN LIBRARIES COUNCIL	7500.00	7500.00	PF	6483	ANNUAL MEMBERSHIP
86749-01	010	15210	100208	71512	O	0074	WORLDWIDE DIRECTORY PROD.	79.30	79.30	PF	125276	PHONE BOOK
00429-01	010	15810	100208	71513	O	0174	ONEOK ENERGY MARKETING COM	.00	3380.31	VF	09-23-2008	S-2008-09-1694-OEMC
00430-01	010	15820	100208	71514	O	2082	TOPEKA WATER	.00	49.40	VF	179703-111420	1515 SW 10TH AUGUST
00430-02	010	15820	100208	71514	O			.00	49.40	VF	179703-111420	1515 SW 10TH SEPT
Total for Ck.# 71514				98.80								
81362-01	044	44500	100208	71515	O	3595	BARKER PRINTING COMPANY	54.92	54.92	PF	66435	HIRSCHBERG POSTCARD
81369-01	049	49300	100208	71515	O			166.95	166.95	PF	66459	POSTCARD-SILENTS CAT

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
Total for Ck.# 71515							221.87					
81251-01	049	49400	100208	71516	O	0224	STANLEY FLOWERS	45.00	45.00	PF	163877	FLOWERS-DAVID SHIVER
81251-02	049	49400	100208	71516	O			6.50	6.50	PF	163877	DELIVERY CHARGE
81351-01	049	49400	100208	71516	O			30.00	30.00	PF	164276	FLOWERS-JAMES MOSHER
81351-02	049	49400	100208	71516	O			.00	6.50	PF	164276	DELIVERY CHARGE
Total for Ck.# 71516							88.00					
80010-01	010	15600	100208	71517	O	3690	LOWE'S COMPANIES, INC.	7000.00	477.13	PP	Multiples	ACCT#: 99001183757
80262-02	010	15360	100208	71518	O	2410	PETERSON PUBLICATIONS, INC	650.00	650.00	PF	19383	1/4 PG - FALL 08
80011-01	010	15600	100208	71519	O	3697	ROACH HARDWARE INC.	2000.00	307.27	PP	Multiples	CUSTOMER #: 191966
81394-01	010	15370	100208	71520	O	1150	STOLER, FELICIA D	403.21	403.21	PF		CAR RENTAL/TRAVELEXP
86747-01	010	15210	100208	71521	O	4387	WEST PAYMENT CENTER	468.00	468.00	PF	816765153	IMMIGR PROC HANDBK
80171-01	010	15700	100308	71522	O	0146	AT&T INTERNET SERVICES	51742.80	4311.90	PP	845459456	ACCOUNT # 845459456
81372-01	010	15610	100308	71523	O	4353	BOTTOM DOLLAR OFFICE SUPPL	392.10	392.10	PF	053595	#1 JIFFY SELF-SEAL
81372-02	010	15610	100308	71523	O			723.60	723.60	PF	053595	#3 JIFFY SELF-SEAL
81372-03	010	15610	100308	71523	O			164.64	164.64	PF	053595	#4 JIFFY SELF-SEAL
81372-04	010	15610	100308	71523	O			100.16	100.16	PF	053595	#5 JIFFY SELF-SEAL
81372-05	010	15610	100308	71523	O			34.90	34.90	PF	053595	#6 JIFFY SELF-SEAL
Total for Ck.# 71523							1415.40					
81374-01	010	15610	100308	71524	O	0019	CAPITOL CITY OFFICE PRODUC	99.60	83.88	PF	840627-0	2" BOOK TAPE
81374-02	010	15610	100308	71524	O			57.91	41.50	PF	840627-0	NAME BADGE LABELS
81374-03	010	15610	100308	71524	O			154.45	144.95	PF	840627-0	SHEET PROTECTORS
81374-05	010	15610	100308	71524	O			71.28	63.00	PF	840627-0	ORBITZ GEL PENS-BLK
81374-06	010	15610	100308	71524	O			71.28	63.00	PF	840627-0	ORBITZ GEL PENS-BLUE
81374-07	010	15610	100308	71524	O			283.44	99.98	PF	840627-0	LAMINATING POUCHES
Total for Ck.# 71524							496.31					
81371-01	096	96110	100308	71525	O	0018	CENTURY UNITED COMPANIES I	210.70	210.70	PF	65719	ANNUAL MAINTENANCE
80037-01	010	15050	100308	71526	O	3519	DE LAGE LANDEN	9587.76	798.98	PP	8108220293	REF#137630
80809-01	010	15050	100308	71526	O			6151.25	878.75	PP	8108270389	REFERENCE # 599238
Total for Ck.# 71526							1677.73					
81259-01	010	15610	100308	71527	O	1129	DEMCO	3338.86	3338.88	PF	3337054	KEYSTONE CHAIRS
81259-02	010	15610	100308	71527	O			191.59	191.59	PF	3337054	SHIPPING
Total for Ck.# 71527							3530.47					
81373-01	010	15140	100308	71528	O	1005	DUNLOP COLLECTION	1450.00	1450.00	PF	5637	APPRAISALS PAPERWEIG
80204-01	010	15060	100308	71529	O	2834	ENGEL & GEIER, PA	15933.37	1168.50	PP	798	08 PROFESSIONAL SERV
81149-01	010	15610	100308	71530	O	0103	GAYLORD BROS	679.00	679.00	PF	1219983	BOOKSTORE DISPLAYER
81149-02	010	15610	100308	71530	O			219.24	219.24	PF	1219983	SHIPPING
81281-01	010	15610	100308	71530	O			314.00	314.00	PF	1216241	LARGE BOOK SUPPORT
81281-02	010	15610	100308	71530	O			63.91	63.91	PF	1216241	SHIPPING/HANDLING
Total for Ck.# 71530							1276.15					
80226-01	010	15060	100308	71531	O	1789	HEBERT, CATHRYN A	12600.00	2152.50	PP	L20089	2008 CONTRACT
81293-02	010	15510	100308	71532	O	3139	KOBS, RICHARD N	95.00	90.01	PF		MISC EXPENSES 9/26
81172-01	010	15020	100308	71533	O	3517	KUGLER, JOHNNY	36.75	36.75	PF		MEALS/INCIDENTALS
81172-02	010	15020	100308	71533	O			147.00	147.00	PF		MEALS/INCIDENTALS
Total for Ck.# 71533							183.75					
81170-04	010	15020	100308	71534	O	0210	MONGOLD, CAROL A	150.00	235.62	PF		MISC EXPENSES

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL ES 100108 - 103108 DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81178-03	010	15020	100308	71535	O	1224	ROMER, GREGORY R	250.00	268.64	PF		MISC EXPENSES
81365-01	010	15000	100308	71536	O	4112	TARGET BANK	49.02	49.02	PF	97207679421	IMAINGO PORTABLE IPO
80039-01	010	15040	100308	71537	O	0039	THYSSENKRUPP ELEVATOR CORP	23337.36	1944.78	PP	051F00226	CUSTOMER # 8935310
80242-01	010	15360	100308	71538	O	0745	TOPEKA CAPITAL JOURNAL	6000.00	444.40	PP	D92026	TOMA ADS - 2008
81045-01	010	15320	100308	71538	O			500.00	425.60	PF	D092026	BUDGET HEARING FY09
Total for Ck.# 71538				870.00								
81396-01	010	15320	100308	71539	C	1795	UNIVERSITY OF KANSAS LIBRA	90.00	90.00	PF	43329009	ILL-LOST ITEM CHARGE
81396-02	010	15320	100308	71539	C			20.00	20.00	PF	43329009	ILL-PROCESSING FEE
Total for Ck.# 71539				110.00								
80172-01	010	15340	100308	71540	O	0038	UPS	2500.00	208.98	PP	691773388	SHIPPER #: 691773
80036-01	010	15050	100308	71541	O	1709	WELLS FARGO FINANCIAL LEAS	2217.60	184.80	PP	6745778368	A#001-0003985-001
81173-01	010	15020	100308	71542	O	0125	WURM, NANCY A	36.75	36.75	PF		MEALS/INCIDENTALS
81173-02	010	15020	100308	71542	O			147.00	147.00	PF		MEALS/INCIDENTALS
Total for Ck.# 71542				183.75								
80783-01	036	36800	100308	71543	O	2868	JACQUELINE WOODSON, INC.	3000.00	3000.00	PF	HONORARIUM	HONORARIUM, 10/6/08
80938-01	036	36800	100308	71543	O			400.00	616.00	PP	Multiples	EST-TRAVEL EXPENSES
Total for Ck.# 71543				3616.00								
81219-01	049	49300	100308	71544	O	4112	TARGET BANK	119.94	119.94	PF	03550766800	YUGIOH TINS
00431-01	010	15700	100308	71545	O	1919	AT&T	.00	2181.77	VF	A56-0038 075 4	SEPT 19 THRU OCT 18
00431-02	095	95150	100308	71545	O			.00	85.67	VF	A56-0038 075 4	SEPT 19 THRU OCT 18
Total for Ck.# 71545				2267.44								
00432-01	010	15820	100308	71546	O	2082	TOPEKA WATER	.00	4907.66	VF	42959-107948	1515 SW 10TH AVE B
00433-01	010	15820	100308	71546	O			.00	108.47	VF	179703-119066	1515 SW 11TH SPKLR
00434-01	010	15820	100308	71546	O			.00	318.16	VF	42957-86358	1020 SW WASHBURN AVE
00435-01	010	15820	100308	71546	O			.00	139.61	VF	42959-106642	110 SW GARFIELD AVE
00436-01	010	15820	100308	71546	O			.00	15.00	VF	65845-86380	1101 SW HORNE SPKL
Total for Ck.# 71546				5488.90								
00437-01	000	00514	100808	71547	O	0218	KANSAS PAYMENT CENTER	.00	332.00	VF	PR 10/10/08	SN00D001051-LUDWIG
00438-01	000	00514	100808	71547	O			.00	125.00	VF	PR 10/10/08	SN01D002116-LANDES R
Total for Ck.# 71547				457.00								
00439-01	000	00511	100808	71548	O	1295	TOPEKA CITY EMP.CREDIT UNI	.00	514.15	VF	10/10/08 PAYROL	SEPT 22-OCT 5, 2008
00440-01	000	00508	100808	71549	O	1300	UNITED WAY OF GREATER TOPE	.00	493.41	VF	10/10/08 PAYROL	SEPT 22-OCT 5, 2008
86445-01	010	15210	100908	71550	O	0359	ALIBRIS	70.00	67.40	PF	29912858	1 BOOK
86495-01	010	15210	100908	71550	O			80.00	64.00	PF	29978665	3 BOOKS
86556-01	010	15210	100908	71550	O			10.00	13.90	PF	29777310	1 BOOK
86806-01	010	15210	100908	71550	O			86.15	86.15	PF	29619306	COMPLETE PO 86192
Total for Ck.# 71550				231.45								
81065-01	010	15140	100908	71551	O	2376	ALLSIGNS	120.00	85.00	PF	28357	VINYL LETTERING
81403-01	010	15210	100908	71552	O	0477	BAKER & TAYLOR BOOKS	27.87	27.87	PF	2022066529	VERY HUNGRY CATERPIL
85954-01	010	15210	100908	71552	O			5000.00	233.56	PP	2021796776	281 BOOKS
85955-01	010	15210	100908	71552	O			6400.00	14.43	PP	2021796777	296 BOOKS
85990-01	010	15210	100908	71552	O			2100.00	15.85	PP	2021796778	109 BOOKS
85996-01	080	80650	100908	71552	O			2400.00	480.65	PF	2021987445	120 BOOKS
86066-01	010	15210	100908	71552	O			3700.00	28.43	PP	2022009088	156 BOOKS

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL 08 - 103108 DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86111-01	010	15210	100908	71552	O			3500.00	147.30	PP	Multiples	201 BOOKS
86114-01	010	15210	100908	71552	O			2100.00	20.34	PP	2021987446	109 BOOKS
86175-01	010	15210	100908	71552	O			1900.00	422.47	PP	Multiples	120 BOOKS
86177-01	010	15210	100908	71552	O			10000.00	660.78	PP	Multiples	472 BOOKS
86178-01	010	15210	100908	71552	O			1600.00	10.98	PP	2022009379	351 BOOKS
86213-01	010	15210	100908	71552	O			4400.00	654.32	PP	Multiples	238 BOOKS
86214-01	010	15210	100908	71552	O			6700.00	320.40	PP	Multiples	317 BOOKS
86284-01	010	15210	100908	71552	O			1400.00	203.40	PP	Multiples	80 BOOKS
86285-01	010	15210	100908	71552	O			5900.00	1144.17	PP	Multiples	286 BOOKS
86287-01	010	15210	100908	71552	O			1300.00	38.15	PP	Multiples	172 BOOKS
86288-01	010	15210	100908	71552	O			1800.00	181.80	PF	2021987448	103 BOOKS
86319-01	010	15210	100908	71552	O			600.00	45.84	PP	Multiples	37 BOOKS
86320-01	010	15210	100908	71552	O			2700.00	225.44	PP	Multiples	143 BOOKS
86323-01	010	15210	100908	71552	O			1100.00	64.35	PP	2021987449	136 BOOKS
86324-01	010	15210	100908	71552	O			2000.00	91.96	PP	2021987450	101 BOOKS
86399-01	010	15210	100908	71552	O			2300.00	96.85	PP	Multiples	154 BOOKS
86400-01	010	15210	100908	71552	O			5500.00	774.67	PP	Multiples	236 BOOKS
86403-01	010	15210	100908	71552	O			1200.00	32.41	PP	2021987451	201 BOOKS
86404-01	010	15210	100908	71552	O			1600.00	303.38	PP	2021987452	85 BOOKS
86423-01	010	15210	100908	71552	O			45.00	32.86	PF	2021987431	2 BOOKS
86429-01	010	15210	100908	71552	O			5000.00	1005.20	PP	Multiples	266 BOOKS
86430-01	010	15210	100908	71552	O			4600.00	509.94	PP	Multiples	231 BOOKS
86433-01	010	15210	100908	71552	O			1500.00	126.75	PP	2021987453	178 BOOKS
86434-01	010	15210	100908	71552	O			1700.00	174.17	PP	2021987454	97 BOOKS
86488-01	010	15210	100908	71552	O			1900.00	277.27	PP	Multiples	133 BOOKS
86489-01	010	15210	100908	71552	O			4700.00	445.53	PP	Multiples	225 BOOKS
86490-01	010	15210	100908	71552	O			150.00	85.47	PP	2022037351	3 BOOKS
86492-01	010	15210	100908	71552	O			2200.00	232.05	PP	Multiples	163 BOOKS
86493-01	010	15210	100908	71552	O			2900.00	2621.92	PP	Multiples	148 BOOKS
86494-01	010	15200	100908	71552	O			150.00	74.22	PF	2021987438	7 BOOKS
86542-01	010	15210	100908	71552	O			2300.00	240.81	PP	Multiples	145 BOOKS
86543-01	010	15210	100908	71552	O			5700.00	377.74	PP	Multiples	298 BOOKS
86545-01	010	15210	100908	71552	O			500.00	252.22	PP	Multiples	78 BOOKS
86546-01	010	15210	100908	71552	O			2800.00	334.50	PP	2021987457	274 BOOKS
86547-01	010	15210	100908	71552	O			2100.00	14.22	PP	2022009386	104 BOOKS
86561-01	010	15210	100908	71552	O			20.00	10.16	PF	2021987441	1 BOOK
86588-01	010	15210	100908	71552	O			8500.00	209.92	PP	Multiples	390 BOOKS
86590-01	010	15210	100908	71552	O			900.00	499.03	PP	2022009381	181 BOOKS
86592-01	010	15210	100908	71552	O			2100.00	734.34	PP	2022009388	125 BOOKS
86620-01	010	15210	100908	71552	O			40.00	20.69	PP	2022025163	2 BOOKS
86628-01	010	15210	100908	71552	O			100.00	79.09	PP	2022015976	5 BOOKS
86632-01	010	15210	100908	71552	O			4400.00	94.65	PP	Multiples	250 BOOKS
86780-01	010	15210	100908	71552	O			4489.96	4489.96	PF	Multiples	AUTO YOURS

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
Total for Ck.# 71552						19182.51						
81311-01	010	15140	100908	71553	O	3595	BARKER PRINTING COMPANY	438.85	438.85	PF	66347	KS IMPRESSIONS BROCH
81381-01	010	15350	100908	71553	O			138.00	138.62	PF	66463	BOOKMARKS-VETERANS D
Total for Ck.# 71553						577.47						
86350-01	010	15210	100908	71554	O	0718	BBC AUDIOBOOKS AMERICA	710.00	716.19	PF	331706	8 AV
81401-01	010	15370	100908	71555	O	2980	BETETA, WILLIAM	100.00	100.00	PF		FACILITATOR FEE
86559-01	010	15210	100908	71556	O	1099	BOOKS IN MOTION	250.00	199.52	PF	212052	4 AV
86607-01	010	15210	100908	71556	O			700.00	609.82	PF	212052	15 AV
Total for Ck.# 71556						809.34						
80013-01	010	15900	100908	71557	O	3689	CAPITAL CITY OIL, INC.	16098.93	1509.82	PP	91923	CUSTOMER #: TLIB
81103-01	010	15610	100908	71558	O	1247	COREFIRST BANK & TRUST	729.00	269.73	PF	243323982350007	SIGN DISPLAY HOLDER
81145-01	010	15000	100908	71558	O			39.69	39.69	PF	246921682400000	IPOD SPEAKER SYSTEM
81165-01	010	15020	100908	71558	O			426.00	426.00	PF	247170582295822	MONGOLD-LEXINGTON,KY
81182-01	010	15020	100908	71558	O			258.00	258.00	PF	Multiples	GAUL/KUGLER-SOUTHWES
81185-01	010	15020	100908	71558	O			260.00	260.00	PF	247926282326246	DALTON-SOUTHWEST AIR
81186-01	010	15020	100908	71558	O			616.00	616.00	PF	Multiples	KUGLER/WURM DELTA
81190-01	010	15020	100908	71558	O			370.99	370.99	PF	247926282326830	HUGHES-UNITED AIRLIN
81191-01	010	15020	100908	71558	O			213.99	213.99	PF	247926282336830	KING-UNITED AIRLINES
81262-01	010	15370	100908	71558	O			74.25	74.25	PF	244180082472470	STAR SPANGLED BUNTIN
81262-02	010	15370	100908	71558	O			10.95	10.95	PF	244180082472470	SHIPPING
81269-01	010	15020	100908	71558	O			300.00	300.00	PF	246104382480040	BANKS REGISTRATION
81270-01	010	15020	100908	71558	O			300.00	300.00	PF	246104382480040	KING REGISTRATION
81272-01	010	15020	100908	71558	O			300.00	300.00	PF	246104382480040	MILLSAP REGISTRATION
81289-01	010	15020	100908	71558	O			375.00	375.00	PF	Multiples	KING REGISTRATION
81289-02	010	15020	100908	71558	O			375.00	375.00	PF	Multiples	PERKINS REGISTRATION
86446-01	010	15210	100908	71558	O			127.90	89.25	PF	246921682310002	4 BOOKS
86452-01	010	15210	100908	71558	O			24.90	24.90	PF	242547782304455	1 AV
86496-01	010	15210	100908	71558	O			55.80	55.80	PF	246941482380014	3 BOOKS
86499-01	010	15210	100908	71558	O			89.47	89.47	PF	244939882402078	3 AV
86500-01	010	15210	100908	71558	O			99.80	99.80	PF	242707482373089	4 AV
86501-01	010	15210	100908	71558	O			21.40	21.40	PF	244921582368490	2 AV
86609-01	010	15210	100908	71558	O			28.30	28.30	PF	246326982562561	1 AV
86610-01	010	15210	100908	71558	O			20.95	20.95	PF	246921682560001	1 AV
86611-01	010	15210	100908	71558	O			50.25	50.25	PF	242547782564650	2 AV
86612-01	010	15210	100908	71558	O			25.00	25.00	PF	244921582558494	2 AV
86613-01	010	15210	100908	71558	O			12.50	12.50	PF	244921582558494	1 AV
86622-01	010	15210	100908	71558	O			279.00	279.00	PF	246921682550001	1 PDF
Total for Ck.# 71558						4986.22						
81361-01	010	15140	100908	71559	O	2928	DANIEL SMITH	61.00	61.00	PF	P04257160001	RIVES BKF HEAVY-WHIT
81361-02	010	15140	100908	71559	O			30.50	30.50	PF	P04257160001	RIVES BKF HEAVY-BUFF
81361-03	010	15140	100908	71559	O			30.50	30.50	PF	P04257160001	RIVES BFK HEAVY-GRAY
81361-04	010	15140	100908	71559	O			30.50	30.50	PF	P04257160001	RIVES BKF HEAVY-TAN
81361-05	010	15140	100908	71559	O			14.95	14.95	PF	P04257160001	SHIPPING
Total for Ck.# 71559						167.45						
81339-01	010	15610	100908	71560	O	3340	DELL MARKETING L.P.	356.22	356.22	PF	XCW3P378	FUSER MAINTENANCE KT

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81187-03	010	15020	101508	71561	C	0133	GAUL, GREGORY J	150.00	588.13	PF		MISC EXPENSES
81402-01	010	15510	100908	71562	O	1260	GREATER TOPEKA CHAMBER OF	1500.00	1500.00	PF	01-021598	LEADERSHIP SPONSOR
76651-01	010	04010	100908	71563	O	1684	HAL LEONARD CORPORATION	335.00	25.74	PF	31092199	15 BOOKS
86603-01	010	15210	100908	71564	O	3503	HARRIS COMMUNICATIONS	270.00	255.12	PF	837973	4 REALIA
86795-01	010	15210	100908	71565	O	2974	HEART & HARP, L.L.C.	10.95	10.95	PF		1 BOOK
81193-01	010	15020	100908	71566	O	0729	HUGHES, KATHLEEN R	96.00	96.00	PF		MEALS/INCIDENTALS
81193-02	010	15020	100908	71566	O			320.00	320.00	PF		MEALS/INCIDENTALS
Total for Ck.# 71566				416.00								
86615-01	010	15210	100908	71567	O	2147	KANTOLA PRODUCTIONS	610.00	640.50	PF	157937A	5 AV
80021-01	010	15160	100908	71568	O	2594	KBIWCF	5000.00	690.00	PP		EMPLOYEE TESTING
81192-01	010	15020	100908	71569	O	3202	KING, DAVID L	96.00	96.00	PF		MEALS/INCIDENTALS
81192-02	010	15020	100908	71569	O			320.00	320.00	PF		MEALS/INCIDENTALS
Total for Ck.# 71569				416.00								
80009-01	010	15600	100908	71570	O	1781	KRIZ-DAVIS COMPANY	7000.00	326.00	PP	038094596004	ACCOUNT #: 3-20040
85859-01	010	15210	100908	71571	O	2446	KTWU/WASHBURN UNIVERSITY	20.00	15.00	PF	52208	1 AV
81404-01	010	15600	100908	71572	O	3517	KUGLER, JOHNNY	5.98	5.98	PF		FUSES FOR DISPENSER
80397-01	010	15040	100908	71573	O	3685	LC'S REEF STOP	5920.00	493.33	PP	SEPT 1-30,2008	AQUARIUM ANNUAL
81410-01	010	15370	100908	71574	O	0734	LOLLEY, GAYLE	4.50	4.50	PF		PROGRAMMING SUPPLIES
80263-01	010	15040	100908	71575	O	0748	LUXURY LAWN & LANDSCAPE	17670.00	2925.00	PP	Multiples	LAWN MOWING - 2008
80263-02	010	15040	100908	71575	O			1230.00	205.00	PP	Multiples	SIX STEP LAWN CARE
Total for Ck.# 71575				3130.00								
85743-01	010	15210	100908	71576	O	2534	MIDWEST TAPE	2000.00	14.64	PF	5558995	103 AV
86185-01	010	15210	100908	71576	O			1550.00	22.84	PP	5562069	72 AV
86188-01	010	15210	100908	71576	O			6350.00	409.92	PF	5562070	162 AV
86189-01	010	15210	100908	71576	O			1750.00	52.36	PP	5562071	90 AV
86222-01	010	15210	100908	71576	O			8750.00	1862.52	PP	5562072	387 AV
86223-01	010	15210	100908	71576	O			900.00	15.39	PF	5562086	57 AV
86225-01	010	15210	100908	71576	O			1000.00	37.24	PP	5564990	27 AV
86226-01	010	15210	100908	71576	O			1650.00	69.54	PP	5562073	112 AV
86292-01	010	15210	100908	71576	O			670.00	16.84	PP	5562074	32 AV
86295-01	010	15210	100908	71576	O			2900.00	1558.69	PP	5562075	149 AV
86328-01	010	15210	100908	71576	O			2100.00	510.32	PP	Multiples	104 AV
86330-01	010	15210	100908	71576	O			4900.00	1029.27	PP	Multiples	123 AV
86332-01	010	15210	100908	71576	O			900.00	13.09	PP	5562078	58 AV
86333-01	010	15210	100908	71576	O			550.00	11.64	PP	5562087	38 AV
86410-01	010	15210	100908	71576	O			6400.00	24.34	PP	5562079	289 AV
86411-01	010	15210	100908	71576	O			1800.00	35.28	PP	Multiples	113 AV
86412-01	010	15210	100908	71576	O			4200.00	72.48	PP	5562080	110 AV
86413-01	010	15210	100908	71576	O			1200.00	32.24	PP	5564991	30 AV
86416-01	010	15210	100908	71576	O			350.00	36.24	PP	5559002	11 AV
86438-01	010	15210	100908	71576	O			6200.00	468.66	PP	5562081	276 AV
86439-01	010	15210	100908	71576	O			650.00	110.37	PP	5558998	43 AV
86441-01	010	15210	100908	71576	O			300.00	42.24	PP	5562089	6 AV
86442-01	010	15210	100908	71576	O			4150.00	2266.96	PP	5562082	180 AV

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86443-01	010	15210	100908	71576	O			450.00	121.26	PP	Multiples	36 AV
86481-01	010	15210	100908	71576	O			2000.00	88.36	PP	5562083	85 AV
86484-01	010	15210	100908	71576	O			310.00	211.38	PP	Multiples	24 AV
86485-01	010	15210	100908	71576	O			2100.00	677.88	PP	5562084	89 AV
86486-01	010	15210	100908	71576	O			600.00	34.98	PP	5564986	30 AV
86487-01	010	15210	100908	71576	O			1200.00	13.89	PP	5564987	68 AV
86549-01	010	15210	100908	71576	O			650.00	128.52	PP	5569982	33 AV
86550-01	010	15210	100908	71576	O			1000.00	194.58	PP	5564980	60 AV
86551-01	010	15210	100908	71576	O			1700.00	896.51	PP	Multiples	104 AV
86552-01	010	15210	100908	71576	O			350.00	95.19	PP	5564989	22 AV
86554-01	010	15210	100908	71576	O			1400.00	39.27	PP	5558994	50 AV
86555-01	010	15210	100908	71576	O			570.00	27.24	PP	5559003	20 AV
Total for Ck.# 71576						11242.17						
80173-01	010	15120	100908	71577	O	3767	NEW DIRECTIONS BEHAVIORAL	4404.72	484.45	PP	166018	ID#: 1294
81420-01	010	15310	100908	71578	O	2209	PIONKOWSKI, JANET K	23.99	23.99	PF		PERSONAL MILEAGE
86455-01	010	15210	100908	71579	O	1210	RANDOM HOUSE, INC	85.00	64.80	PF	1085241754	1 AV
86503-01	010	15210	100908	71579	O			90.00	64.00	PF	1085262493	2 AV
86504-01	010	15210	100908	71579	O			490.00	385.60	PF	1185262493	5 AV
Total for Ck.# 71579						514.40						
80022-01	010	15160	100908	71580	O	0840	RESEARCH INFORMATION	1500.00	10.00	PP	413741	CUSTOMER ID: TL
80190-01	010	15340	100908	71581	O	1450	RESERVE ACCOUNT	400000.00	30000.00	PP		ACCT# 29667334
86123-01	010	15210	100908	71582	O	1912	SCHIFFER PUBLISHING	210.00	147.99	PF	687999	3 BOOKS
86227-01	010	15210	100908	71582	O			250.00	40.34	PF	687999	5 BOOKS
86602-01	010	15210	100908	71582	O			25.00	28.84	PF	687705	1 BOOK
Total for Ck.# 71582						217.17						
81414-01	010	15300	100908	71583	O	1070	TOPEKA FACILITY MANAGERS'	75.00	75.00	PF		08-09 MEMBERSHIP DUE
81325-01	010	15040	100908	71584	O	2953	U-HAUL INTERNATIONAL	200.00	117.53	PF	2878423	17' TRUCK - 9/17/08
81400-01	010	15310	100908	71585	O	2606	WALLINE, LINDA	20.48	20.48	PF		PERSONAL CAR MILEAGE
00442-01	010	15820	100908	71586	O	2082	TOPEKA WATER	.00	39.74	VF	42959112208	1511 SW 11TH ST
00443-01	010	15820	100908	71586	O			.00	19.98	VF	1474215776	1101 SW HORNE ST
00444-01	010	15820	100908	71586	O			.00	9.73	VF	429594134	SW HORNE ST
Total for Ck.# 71586						69.45						
00441-01	010	15800	100908	71587	O	0055	WESTAR ENERGY	.00	26414.39	VF	9687137729	GRP BILL #9687137729
81425-01	010	15310	100908	71588	O	2005	HEDLUND, JOYCE A	432.36	43.29	PP	MILEAGE SEPT	OUTREACH MILEAGE
81422-02	010	15370	100908	71589	O	2986	MIDWEST MARTIAL ARTS, INC.	300.00	300.00	PF		10/11/08 PERFORMANCE
80064-01	010	15600	100908	71590	O	0257	SALISBURY SUPPLY CO. INC.	500.00	118.94	PP	850702	EST. PURCHASES 2008
86210-01	059	59201	100908	71591	O	0477	BAKER & TAYLOR BOOKS	1200.00	24.93	PP	Multiples	74 BOOKS
86243-01	059	59201	100908	71591	O			250.00	74.58	PP	Multiples	14 BOOKS
86357-01	059	59201	100908	71591	O			500.00	37.29	PP	Multiples	32 BOOKS
86425-01	059	59201	100908	71591	O			700.00	125.92	PP	Multiples	41 BOOKS
86457-01	059	59201	100908	71591	O			500.00	81.26	PP	Multiples	30 BOOKS
86511-01	059	59201	100908	71591	O			300.00	33.84	PP	2022037352	21 BOOKS
86562-01	059	59201	100908	71591	O			800.00	55.34	PP	Multiples	41 BOOKS
86629-01	031	31530	100908	71591	O			80.00	71.52	PF	2022015977	3 BOOKS

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86631-01	059	59201	100908	71591	O			1100.00	641.40	PP	Multiples	69 BOOKS
Total for Ck.# 71591				1146.08								
81231-01	033	33800	100908	71592	O	1247	COREFIRST BANK & TRUST	37.58	37.58	PF	246921682390002	NEXTAR MP3 PLAYER
81232-01	033	33800	100908	71592	O			18.59	18.59	PF	246921682400003	AMERICAN IDOL SHOWER
Total for Ck.# 71592				56.17								
80392-01	032	32500	100908	71593	O	2888	MOSHER, JAMES M	241.20	17.73	PP	MILEAGE SEPT	PROGRAM MILEAGE
86882-01	010	15230	101608	71594	O	3037	ALEXANDER STREET PRESS	1984.50	1984.50	PF	9792	MUSIC ONLINE
86883-01	010	15220	101608	71595	O	0429	AM BEST COMPANY	1093.95	1093.95	PF	2237736	INSURA REP P/C
81475-01	010	15700	101608	71596	O	2569	AT&T DATACOMM, INC.	8790.00	5274.00	PP	275-002109	WI-FI SERVICE 2008
86178-01	010	15210	101608	71597	O	0477	BAKER & TAYLOR BOOKS	1600.00	65.70	PP	Multiples	351 BOOKS
86180-01	010	15210	101608	71597	O			2400.00	390.75	PP	2022015837	172 BOOKS
86217-01	010	15210	101608	71597	O			1300.00	24.38	PP	Multiples	123 BOOKS
86285-01	010	15210	101608	71597	O			5900.00	144.18	PP	Multiples	286 BOOKS
86286-01	010	15210	101608	71597	O			600.00	8.62	PP	2022052622	118 BOOKS
86287-01	010	15210	101608	71597	O			1300.00	79.86	PP	2022037329	172 BOOKS
86320-01	010	15210	101608	71597	O			2700.00	15.85	PP	2022065052	143 BOOKS
86321-01	010	15210	101608	71597	O			2300.00	30.12	PP	Multiples	557 BOOKS
86323-01	010	15210	101608	71597	O			1100.00	25.74	PP	2022037330	136 BOOKS
86354-01	010	15210	101608	71597	O			400.00	65.00	PF	2022074578	17 BOOKS
86400-01	010	15210	101608	71597	O			5500.00	42.06	PP	2022065053	236 BOOKS
86401-01	010	15210	101608	71597	O			140.00	4.31	PP	2022107698	24 BOOKS
86429-01	010	15210	101608	71597	O			5000.00	65.00	PP	2022065054	266 BOOKS
86430-01	010	15210	101608	71597	O			4600.00	11.43	PP	2022065055	231 BOOKS
86431-01	010	15210	101608	71597	O			1100.00	137.16	PP	Multiples	196 BOOKS
86433-01	010	15210	101608	71597	O			1500.00	10.38	PP	2022059312	178 BOOKS
86434-01	010	15210	101608	71597	O			1700.00	41.17	PP	Multiples	97 BOOKS
86491-01	010	15210	101608	71597	O			600.00	51.76	PP	Multiples	108 BOOKS
86492-01	010	15210	101608	71597	O			2200.00	53.80	PP	Multiples	163 BOOKS
86542-01	010	15210	101608	71597	O			2300.00	29.60	PP	2022065056	145 BOOKS
86543-01	010	15210	101608	71597	O			5700.00	36.97	PP	2022065057	298 BOOKS
86545-01	010	15210	101608	71597	O			500.00	47.25	PP	Multiples	78 BOOKS
86546-01	010	15210	101608	71597	O			2800.00	90.46	PP	Multiples	274 BOOKS
86547-01	010	15210	101608	71597	O			2100.00	707.20	PP	Multiples	104 BOOKS
86588-01	010	15210	101608	71597	O			8500.00	2139.08	PP	Multiples	390 BOOKS
86589-01	010	15210	101608	71597	O			160.00	10.76	PP	2022009393	8 BOOKS
86590-01	010	15210	101608	71597	O			900.00	53.50	PP	Multiples	181 BOOKS
86591-01	010	15210	101608	71597	O			3500.00	271.62	PP	Multiples	297 BOOKS
86592-01	010	15210	101608	71597	O			2100.00	54.74	PP	Multiples	125 BOOKS
86593-01	010	15200	101608	71597	O			100.00	98.96	PP	2022009394	10 BOOKS
86632-01	010	15210	101608	71597	O			4400.00	1116.77	PP	Multiples	250 BOOKS
86634-01	010	15210	101608	71597	O			4800.00	25.93	PP	2022065061	305 BOOKS
86636-01	010	15210	101608	71597	O			1900.00	889.42	PP	Multiples	441 BOOKS
86638-01	010	15210	101608	71597	O			2200.00	1363.77	PP	2022059317	171 BOOKS
86663-01	010	15210	101608	71597	O			75.00	77.12	PF	2022065063	4 BOOKS

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86665-01	010	15210	101608	71597	O			30.00	28.50	PF	2022074579	1 BOOK
86755-01	010	15210	101608	71597	O			300.00	114.39	PP	2022107703	39 BOOKS
86821-01	010	15210	101608	71597	O			16.80	16.80	PF	5009262710	SO BOOKS
86822-01	010	15210	101608	71597	O			155.39	155.39	PF	5007692953	SO BOOKS
86823-01	010	15210	101608	71597	O			76.23	76.23	PF	5009454459	SO BOOKS
Total for Ck.# 71597				8671.73								
86627-01	010	15210	101608	71598	O	3949	BAKER & TAYLOR ENTERTAINME	2400.00	1475.61	PP	Multiples	52 AV
86664-01	010	15210	101608	71598	O			1800.00	629.86	PP	H47170950	32 AV
86668-01	010	15210	101608	71598	O			800.00	557.81	PP	H47170590	22 AV
Total for Ck.# 71598				2663.28								
81434-01	010	15020	101608	71599	O	1230	BANKS, ROBERT E	125.37	125.37	PF		MPLA BOARD MEETING
81433-01	010	15350	101608	71600	O	3595	BARKER PRINTING COMPANY	138.96	138.96	PF	66456	STAFF APPRECIATION
81317-01	010	15370	101608	71601	O	1548	BARNES & NOBLE INC	66.72	66.72	PF	IN 1493231	RICKSHAW GIRL
86082-01	010	15210	101608	71602	O	0718	BBC AUDIOBOOKS AMERICA	65.00	48.71	PF	329981	1 AV
86884-01	010	15230	101608	71603	O	1945	BETTER HOMES AND GARDENS	19.97	19.97	PF		DECORATING
81408-01	010	15020	101608	71604	O	0176	BLACK, BREA A	53.00	53.00	PF		MEALS/INCIDENTALS
86824-01	010	15210	101608	71605	O	0883	BLACKSTONE AUDIO BOOKS	45.50	45.50	PF	465686	PLAN
86825-01	010	15230	101608	71606	O	3963	BOOK WHOLESALERS INC.	423.39	423.39	PF	M116196B	PLAN 1
86826-01	010	15230	101608	71606	O			305.48	305.48	PF	M107533B	PLAN 1
86827-01	010	15230	101608	71606	O			119.21	119.21	PF	M111948B	PLAN 1
86828-01	010	15230	101608	71606	O			19.85	19.85	PF	M104151B	PLAN 1
86829-01	010	15230	101608	71606	O			13.45	13.45	PF	M113630B	PLAN 2
86830-01	010	15230	101608	71606	O			67.87	67.87	PF	M114001B	PLAN 2
86831-01	010	15230	101608	71606	O			249.26	249.26	PF	M109643B	PLAN 2
86832-01	010	15230	101608	71606	O			398.47	398.47	PF	M108951B	PLAN 3
86833-01	010	15230	101608	71606	O			375.79	375.79	PF	M113054B	PLAN 3
86834-01	010	15230	101608	71606	O			34.01	34.01	PF	M109644B	PLAN 4
86835-01	010	15230	101608	71606	O			80.88	80.88	PF	M102955B	PLAN 4
86836-01	010	15230	101608	71606	O			44.55	44.55	PF	M114002B	PLAN 5
86837-01	010	15230	101608	71606	O			12.00	12.00	PF	M105668B	PLAN 5
86838-01	010	15230	101608	71606	O			68.03	68.03	PF	M109645B	PLAN 5
86885-01	010	15230	101608	71606	O			352.29	352.29	PF	M115635B	PLAN 3
86886-01	010	15230	101608	71606	O			202.20	202.20	PF	M116999B	PLAN 4
Total for Ck.# 71606				2766.73								
81416-01	010	15610	101608	71607	O	4353	BOTTOM DOLLAR OFFICE SUPPL	194.25	194.25	PF	53771	POLY VIEWFOLIO
81421-01	010	15610	101608	71607	O			522.80	522.80	PF	53858	#1 JIFFY SELF-SEAL
81421-02	010	15610	101608	71607	O			542.70	542.70	PF	53858	#3 JIFFY SELF-SEAL
81421-03	010	15610	101608	71607	O			164.64	164.64	PF	53858	#4 JIFFY SELF-SEAL
Total for Ck.# 71607				1424.39								
80214-01	010	15900	101608	71608	O	0149	BP	2500.00	367.78	PP	524752	ACCT #:5917355173
81464-01	010	15910	101608	71609	O	3370	BRIGGS DODGE	947.45	947.45	PF	71362	BRAKE SERVICE-SPRINT
81388-01	010	15040	101608	71610	O	1774	BURNS BOYS COMPANY INC.	800.00	1409.00	PF	09-08-5244	REPAIR ACCORDIAN DIV
81374-04	010	15610	101608	71611	O	0019	CAPITOL CITY OFFICE PRODUC	12.45	19.95	PF	841332-0	RUBBERBANDS #64
81374-05	010	15610	101608	71611	O			.00	99.98	PF	841332-0	LAMINATING POUCHES-5

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
Total for Ck.# 71611							119.93					
80097-01	010	15050	101608	71612	O	0018	CENTURY UNITED COMPANIES I	2056.08	171.34	PP	66543	CUSTOMER #:B10071
86839-01	010	15210	101608	71613	O	1821	COLUMBIA BOOKS INC	224.10	224.10	PF	9955	CPA 2008
81378-01	010	15370	101608	71614	O	2809	COPE PLASTICS, INC.	23.04	23.04	PF	4615175	4X8 .030" PLASTIC
86849-01	010	15210	101608	71615	O	3403	D&B	1391.00	1391.00	PF	9320877-01	AMERICA CORP FAMILES
80096-01	010	15040	101608	71616	O	0720	DEFFENBAUGH DISPOSAL SERVI	4595.28	482.03	PP	Multiples	CUSTOMER#:85-176195
80096-02	010	15040	101608	71616	O			1827.00	188.89	PP	Multiples	CUSTOMER#:85-176203
Total for Ck.# 71616							670.92					
81456-01	010	15510	101608	71617	O	2939	DEHN, DENNIS	3.00	3.00	PF		ADMISSION/TOUR 9/10
81336-03	010	15000	101608	71618	O	3340	DELL MARKETING L.P.	153.84	153.84	PF	XCWR2K181	PORTABLE CD DVD-RW
81336-04	010	15000	101608	71618	O			40.00	40.00	PF	XCWR2K181	LAPTOP CARRYING SLEE
Total for Ck.# 71618							193.84					
86713-01	010	15620	101608	71619	O	1129	DEMCO	1144.58	1126.33	PF	3342576	DVD AUDIO CASES LAB
81399-01	010	15000	101608	71620	O	0193	E-FILLIATE INC.	199.00	199.00	PF	P059656601010	DRIVE ERAZER
81399-02	010	15000	101608	71620	O			44.95	44.95	PF	P059656601010	CD DESTROYER
81399-03	010	15000	101608	71620	O			11.31	11.31	PF	P059656601010	SHIPPING
Total for Ck.# 71620							255.26					
81409-01	010	15020	101608	71621	O	3479	EDDINGS, SHANNON P	53.00	53.00	PF		MEALS/INCIDENTALS
80175-01	010	15060	101608	71622	O	0955	FIRST CONCORD BENEFITS GRO	4920.00	405.00	PP	25782	ADMINISTRATION FEES
86840-01	025	21500	101608	71623	O	0692	GALE	48212.40	48212.40	PF	12101275	PLANS
86841-01	010	15210	101608	71623	O			163.90	163.90	PF	15959388	SMTHNG ABOUT AUTH 18
86842-01	010	15210	101608	71623	O			642.00	642.00	PF	15957475	ENCY ASSN 46
86843-01	010	15210	101608	71623	O			927.00	927.00	PF	15957885	ENCY ASSN INTL
86844-01	010	15210	101608	71623	O			537.50	537.50	PF	15958731	SMLL BUS SRCBK
86887-01	010	15210	101608	71623	O			215.90	215.90	PF	15981222	DLB 344
Total for Ck.# 71623							50698.70					
81468-01	010	15020	101608	71624	O	0133	GAUL, GREGORY J	111.73	111.73	PF		MISC EXPENSES
81303-04	010	15130	101608	71625	O	1587	GOVCONNECTION, INC.	1227.98	1227.98	PF	44139244	APC SMART-UPS 3000VA
81321-01	010	15000	101608	71625	O			6100.00	6100.00	PF	44132116	MINDJET MINDMANAGER
81342-01	010	15000	101608	71625	O			599.95	599.95	PF	44132191	ULTIMATE TECH TOOL K
81398-01	010	15000	101608	71625	O			1223.85	1223.85	PF	44156523	MS3780 SCANNER KIT
Total for Ck.# 71625							9151.78					
80007-01	010	15600	101608	71626	O	1205	GRAINGER	2086.45	189.24	PP	Multiples	A#: 81-834-0556
81435-01	010	15510	101608	71627	O	1260	GREATER TOPEKA CHAMBER OF	25.00	25.00	PF		MILLSAP RESERVATION
81195-01	010	15020	101608	71628	O	1843	GROESBECK, KATHRYN J.	119.00	119.00	PF		MEALS/INCIDENTALS
86892-01	010	15210	101608	71629	O	0438	H.W. WILSON COMPANY	420.00	420.00	PF	4273779	PLUB LIB CORE
86889-01	010	15210	101608	71630	O	1098	HACHETTE BOOK GROUP USA	95.70	95.70	PF	8213003545	PLAN
86891-01	010	15210	101608	71630	O			281.35	281.35	PF	8213003545	PLAN
Total for Ck.# 71630							377.05					
86845-01	010	15210	101608	71631	O	1684	HAL LEONARD CORPORATION	25.46	25.46	PF	31089162	COMPLETE PO 76651
81430-01	010	15310	101608	71632	O	0147	HORAN, VIKKI A	9.95	9.95	PF	10/07/08	17 MILES-PERSONALCAR
86647-01	010	15210	101608	71633	O	2692	HOUSING AND CREDIT COUNSEL	40.00	36.00	PF	2329	4 BOOKS
80025-01	010	15000	101608	71634	O	2491	INLAND BUSINESS SYSTEMS	1644.00	237.00	PP	74868	ESTIMATE PURCH/REPAI
80969-01	010	15360	101608	71635	O	3390	JANWAY COMPANY USA, INC.	1620.00	1463.40	PF	84943	SHOPPER BAG
80969-02	010	15360	101608	71635	O			300.00	300.00	PF	84943	SET-UP

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
80969-03	010	15360	101608	71635	O			175.00	135.38	PF	84943	SHIPPING
Total for Ck.# 71635				1898.78								
80898-01	010	15140	101608	71636	O	2909	JAYHAWK BOOKSTORE	83.65	83.65	PF	JB0677454	LARGE SHEETS ART PAP
81367-01	010	15130	101608	71637	O	2968	KACE	3790.00	3790.00	PF	2655	KBOX 2100 SYSTEMS
81367-02	010	15130	101608	71637	O			2000.00	2000.00	PF	2655	ADD'L KBOX 2000 SERI
81367-03	010	15130	101608	71637	O			2400.00	2400.00	PF	2655	KBOX JUMPSTART PROGR
81367-04	010	15000	101608	71637	O			1930.00	1930.00	PF	2655	ANNUAL MAINTENANCE/
81367-05	010	15130	101608	71637	O			25.14	25.14	PF	2655	FREIGHT CHARGE
Total for Ck.# 71637				10145.14								
80009-01	010	15600	101608	71638	O	1781	KRIZ-DAVIS COMPANY	7000.00	125.32	PP	Multiples	ACCOUNT #: 3-20040
80017-01	010	15910	101608	71639	O	2803	LEE'S TRUCK INC.	25000.00	133.44	PP	16083	ESTIMATED PUR/SERV
80711-01	015	19200	101608	71640	O	3634	LIBERTY MUTUAL INSURANCE C	2175.10	144.05	PP	1742230	2008 DEDUCTIBLE CHGS
86846-01	010	15210	101608	71641	O	4011	LOGIS TECH	47.11	47.11	PF	117687	PHONE BOOKS
86893-01	010	15210	101608	71641	O			40.39	40.39	PF	117831	PHONEBOOK
Total for Ck.# 71641				87.50								
81429-01	010	15370	101608	71642	O	0734	LOLLEY, GAYLE	61.64	61.64	PF		BKS W/BITE-MICRO MAG
81458-01	010	15510	101608	71643	O	0128	LYONS, JAYME K	3.00	3.00	PF		ADMISSION/TOUR 9/10
86580-01	010	15210	101608	71644	O	0714	MDM ENTERPRISES, LC	13.00	13.00	PF	TSCPL093008	FILM A VISIT TO THE
86580-02	010	15210	101608	71644	O			20.01	20.01	PF	TSCPL093008	TRADE CARDS
86580-03	010	15210	101608	71644	O			8.60	8.60	PF	TSCPL093008	POSTCARD THE GIRLS
Total for Ck.# 71644				41.61								
86120-01	010	15210	101608	71645	O	2534	MIDWEST TAPE	850.00	15.68	PF	5564964	45 AV
86222-01	010	15210	101608	71645	O			8750.00	876.24	PP	5572803	387 AV
86225-01	010	15210	101608	71645	O			1000.00	94.48	PP	5559001	27 AV
86226-01	010	15210	101608	71645	O			1650.00	72.48	PP	5564965	112 AV
86292-01	010	15210	101608	71645	O			670.00	92.42	PP	5564967	32 AV
86295-01	010	15210	101608	71645	O			2900.00	43.77	PP	5564968	149 AV
86328-01	010	15210	101608	71645	O			2100.00	73.02	PP	558979	104 AV
86408-01	010	15210	101608	71645	O			1900.00	90.51	PP	5558980	64 AV
86409-01	010	15210	101608	71645	O			1400.00	358.61	PF	Multiples	64 AV
86410-01	010	15210	101608	71645	O			6400.00	65.11	PP	Multiples	289 AV
86412-01	010	15210	101608	71645	O			4200.00	997.44	PP	5558983	110 AV
86414-01	010	15210	101608	71645	O			2100.00	99.20	PP	Multiples	109 AV
86415-01	010	15210	101608	71645	O			350.00	31.53	PP	5564982	11 AV
86436-01	010	15210	101608	71645	O			1100.00	290.12	PP	Multiples	55 AV
86437-01	010	15210	101608	71645	O			1350.00	24.34	PP	5558986	76 AV
86438-01	010	15210	101608	71645	O			6200.00	1687.89	PP	Multiples	276 AV
86440-01	010	15210	101608	71645	O			180.00	84.98	PF	5554318	4 AV
86442-01	010	15210	101608	71645	O			4150.00	942.94	PP	Multiples	180 AV
86481-01	010	15210	101608	71645	O			2000.00	154.96	PP	Multiples	85 AV
86482-01	010	15210	101608	71645	O			200.00	138.60	PP	5564984	12 AV
86485-01	010	15210	101608	71645	O			2100.00	331.28	PP	Multiples	89 AV
86486-01	010	15210	101608	71645	O			600.00	351.28	PP	Multiples	30 AV
86487-01	010	15210	101608	71645	O			1200.00	1091.60	PP	Multiples	68 AV

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86549-01	010	15210	101608	71645	O			650.00	167.24	PP	Multiples	33 AV
86550-01	010	15210	101608	71645	O			1000.00	671.83	PP	5558992	60 AV
86898-01	010	15210	101608	71645	O			95.04	95.04	PF	Multiples	6 CDS
Total for Ck.# 71645				8942.59								
81428-01	010	15370	101608	71646	O	0099	MILLENNIUM CAFE	30.00	30.00	PF		GIFT CERT-YA BRD GAM
81428-02	010	15370	101608	71646	O			12.00	12.00	PF		GIFT CERT-YA BRD GAM
Total for Ck.# 71646				42.00								
81459-01	010	15510	101608	71647	O	1846	MILLER, SUZANNE L	3.00	3.00	PF		ADMISSION/TOUR 9/10
81418-01	010	15000	101608	71648	O	2985	MONOPRICE, INC.	15.76	15.76	PF	45272106195221	HDMI CABLE
81418-02	010	15000	101608	71648	O			8.38	8.38	PF	45272106195221	NINTENDO WII COM CAB
81418-03	010	15000	101608	71648	O			8.16	8.16	PF	45272106195221	SHIPPING
Total for Ck.# 71648				32.30								
81331-01	010	15130	101608	71649	O	2907	OFFICEMAX INCORPORATED	4866.64	4866.64	PF	Multiples	HP STORAGEWORKS FC22
81331-02	010	15130	101608	71649	O			281.50	281.50	PF	Multiples	TRIPP LITE PATCH CAB
Total for Ck.# 71649				5148.14								
86847-01	010	15210	101608	71650	O	1716	PENGUIN GROUP USA	64.00	64.00	PF	7006843792	PLAN
86894-01	010	15210	101608	71651	O	0136	PENGUIN GROUP USA	32.00	32.00	PF	7006889810	JOHN ASHBERY
81313-09	010	15600	101608	71652	O	0696	PUR-O-ZONE	295.40	295.40	PF	441753	TC ONE SHOT FOAM
81313-10	010	15600	101608	71652	O			.00	164.20	PF	441753	MICROWIPE CLOTH YELL
81368-01	010	15600	101608	71652	O			608.00	608.00	PF	406049	TOILET TISSUE 2-PLY
81368-02	010	15600	101608	71652	O			360.00	360.00	PF	406049	ROLL TOWEL NATURAL
81368-03	010	15600	101608	71652	O			85.32	85.32	PF	406049	LATEX GLOVE SMALL P-
81368-04	010	15600	101608	71652	O			85.32	85.32	PF	406049	LATEX GLOVE X-LARGE
81368-05	010	15600	101608	71652	O			755.20	755.20	PF	406049	56 GALLON BLACK TRAS
81368-06	010	15600	101608	71652	O			43.69	43.69	PF	406049	STAINLESS STEEL CLEA
81368-07	010	15600	101608	71652	O			84.60	84.60	PF	406049	GLASS CLEANER (CASE/
81368-08	010	15600	101608	71652	O			3.50	3.50	PF	406049	FUEL CHARGE
Total for Ck.# 71652				2485.23								
86895-01	010	15210	101608	71653	O	1210	RANDOM HOUSE, INC	216.00	216.00	PF	9015120000	COMPLETE PO 86085
86080-01	010	15210	101608	71654	O	1564	RECORDED BOOKS, LLC	2200.00	1318.25	PP	Multiples	20 AV
86234-01	010	15210	101608	71654	O			2100.00	1140.94	PP	4127545	22 AV
86348-01	010	15210	101608	71654	O			445.00	398.68	PF	4141716	4 AV
86558-01	010	15210	101608	71654	O			820.00	552.40	PP	4203838	7 AV
86606-01	010	15210	101608	71654	O			300.00	239.20	PF	Multiples	4 AV
86651-01	010	15210	101608	71654	O			600.00	277.80	PP	4208918	6 AV
Total for Ck.# 71654				3927.27								
81474-01	010	15610	101608	71655	O	1286	SAM'S CLUB	101.44	101.44	PF		CLOROX WIPES 4 CT.
80095-01	010	15040	101608	71656	O	2364	SAMCO, INC.	2240.00	560.00	PF	18998-IN	SERVICE # 294101
81309-01	010	15040	101608	71657	O	1561	SCHENDEL SERVICES, INC.	3445.56	340.14	PP	02-0018841	MONTHLY SERVICE FEE
86646-01	010	15210	101608	71658	O	1912	SCHIFFER PUBLISHING	100.00	84.83	PF	688550	3 BOOKS
81395-01	010	15040	101608	71659	O	3458	SHOREY METAL WORKS	50.00	50.00	PF	1874	WELD CAFE DRAWER
86717-01	010	15620	101608	71660	O	2027	SHOWCASES	1206.00	1601.10	PF	242976	VINYL ALBUMS FOR AUD
86848-01	010	15210	101608	71661	O	0917	SIMON & SCHUSTER	14.00	14.00	PF	7505073	PLAN
81470-01	010	15040	101608	71662	O	2208	SMITH AUDIO VISUAL, INC.	88.50	88.50	PF	4450	INFRARED MOTION SENS

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81460-01	010	15510	101608	71663	O	1936	SOUTHERLAND, DEBORAH A	3.00	3.00	PF		ADMISSION/TOUR 9/10
86772-01	010	15210	101608	71664	O	1140	SPOKEN ARTS	300.00	323.41	PF	272845	11 AV
81443-01	010	15370	101608	71665	O	3466	STONE NATURE CENTER	100.00	100.00	PF	08/08/08	ROPE COURSE PROGRAM
80940-01	010	15000	101608	71666	O	2920	SUN MICROSYSTEMS, INC.	2100.00	2100.00	PF	2317009	SUN RECERTIFICATION
86896-01	010	15220	101608	71667	O	3303	TK MAGAZINE	18.00	18.00	PF		TK MAGAZINE
80063-01	010	15300	101608	71668	O	1221	TOP OF THE TOWER	679.68	56.64	PP	939	DUES-2008-ACCT #939
81436-01	010	15510	101608	71669	O	0220	TSCPL	35.00	35.00	PF		CALLISON REGISTRATIO
81436-02	010	15510	101608	71669	O			35.00	35.00	PF		GALBRAITH REGISTRATI
81436-03	010	15510	101608	71669	O			35.00	35.00	PF		GRONNINGER REGISTRAT
81436-04	010	15510	101608	71669	O			35.00	35.00	PF		HARTMAN REGISTRATION
81436-05	010	15510	101608	71669	O			35.00	35.00	PF		HORAN REGISTRATION
81436-06	010	15510	101608	71669	O			35.00	35.00	PF		JOHNSEN REGISTRATION
81436-07	010	15510	101608	71669	O			35.00	35.00	PF		MINNER REGISTRATION
81436-08	010	15510	101608	71669	O			35.00	35.00	PF		MONGOLD REGISTRATION
81436-09	010	15510	101608	71669	O			35.00	35.00	PF		MURRAY-NELSON REGIST
81436-10	010	15510	101608	71669	O			35.00	35.00	PF		PACKARD REGISTRATION
81436-11	010	15510	101608	71669	O			35.00	35.00	PF		RUSTMAN REGISTRATION
Total for Ck.# 71669								385.00				
80069-01	010	15030	101608	71670	O	1008	UNDERGROUND VAULTS &	500.00	24.00	PP	215434	CLIENT #: 200361
86714-01	010	15620	101608	71671	O	1326	UNIVERSITY PRODUCTS	36.95	37.90	PF	931429	CLEAR POLYESTER STRI
86715-01	010	15620	101608	71672	O	2567	UPSTART	28.35	29.99	PF	1631138-001	LAMINATING POUCHES
00445-01	010	15810	101608	71673	O	1727	KANSAS GAS SERVICE	.00	866.20	VF	163166482	9-01-08 TO 10-01-08
86630-01	059	59200	101608	71674	O	0477	BAKER & TAYLOR BOOKS	30.00	39.02	PF	2022065060	2 BOOKS
86626-01	031	31550	101608	71675	O	3949	BAKER & TAYLOR ENTERTAINME	3400.00	1592.61	PP	Multiples	70 AV
86669-01	031	31550	101608	71675	O			1300.00	1007.72	PP	H47171870	34 AV
Total for Ck.# 71675								2600.33				
80813-01	036	36800	101608	71676	O	1214	CAPITOL PLAZA HOTEL	99.00	112.75	PF	Multiples	JACQUELINE WOODSON
80813-02	036	36800	101608	71676	O			5.94	5.94	PF	Multiples	6% BED TAX
Total for Ck.# 71676								118.69				
81427-01	049	49400	101608	71677	O	2863	HILLEBERT, FELICIA	25.11	25.11	PF		TY DINNER-DECORATION
81350-02	035	35900	101608	71678	O	1261	HOBBY LOBBY	1000.00	723.82	PP	21880707	WREATHS & LIGHTS
81445-01	049	49300	101608	71679	O	3570	WOLF, MAGDALEN M	36.15	36.15	PF		REIMB-GLOWMARK NOVEL
81489-01	010	15040	102008	71680	O	3014	SOUTH TOPEKA SERVICE COMPL	34.92	34.92	PF		POULAN BLOWER PBV200
81447-01	010	15020	102008	71681	O	3355	NIXON, PATRICIA A	73.50	73.50	PF		MEALS/INCIDENTALS
81447-02	010	15020	102008	71681	O			98.00	98.00	PF		MEALS/INCIDENTALS
Total for Ck.# 71681								171.50				
00446-01	015	19300	102008	71682	O	0008	KANSAS EMPLOYMENT SECURITY	.00	4099.82	VF	3RD QTR 2008	STATE UNEMPLOYMENT
00451-01	000	00518	102208	71683	O	2042	HAMILTON, JAN	.00	100.00	VF	OCTOBER 2008	PEREZ-CASE#07406421
00447-01	000	00514	102208	71684	O	0218	KANSAS PAYMENT CENTER	.00	125.00	VF	PR 10/24/08	SND01D002116-LANDES
00448-01	000	00514	102208	71684	O			.00	332.00	VF	PR 10/24/08	SN00D001051-LUDWIG
Total for Ck.# 71684								457.00				
00452-01	000	00518	102208	71685	O	3527	PIONEER CREDIT RECOVERY, I	.00	221.68	VF	OCTOBER 2008	NYBERG-SS#526834819
00449-01	000	00511	102208	71686	O	1295	TOPEKA CITY EMP.CREDIT UNI	.00	514.15	VF	PR 10/24/08	PR 10/6-19/2008
00450-01	000	00508	102208	71687	O	1300	UNITED WAY OF GREATER TOPE	.00	493.41	VF	PR 10/24/08	PR 10/6-19/2008

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81505-01	049	49600	102808	71688	O	3016	A-1 NEW & USED RESTAURANT	119.00	119.00	PF		CAFETERIA TRAYS-USED
81415-01	042	42200	102808	71689	O	4353	BOTTOM DOLLAR OFFICE SUPPL	194.25	194.25	PF	053770	POLY VIEWFOLIO
81486-01	070	70700	102808	71690	O	2970	FEDEX	25.06	25.06	PF	2-938-71450	RET SHIP/PRINTED IMG
81497-01	049	49300	102808	71691	O	0159	FRIENDS OF TSCPL	150.00	150.00	PF		GIFT CERT - $5.00
81497-02	049	49300	102808	71691	O			100.00	100.00	PF		GIFT CERT - $10.00
Total for Ck.# 71691				250.00								
81501-01	049	49400	102808	71692	O	2863	HILLEBERT, FELICIA	48.20	48.20	PF		REIMBURSEMENT - HOBB
81319-01	049	49300	102808	71693	O	3390	JANWAY COMPANY USA, INC.	168.00	168.00	PF	84787	MIGHTY GRIP JAR OPEN
81319-02	049	49300	102808	71693	O			35.00	35.00	PF	84787	SETUP CHARGE
81319-03	049	49300	102808	71693	O			.00	12.34	PF	84787	SHIPPING
Total for Ck.# 71693				215.34								
81469-01	058	58500	102808	71694	O	0360	KANSAS RENTAL, INC.	150.00	150.00	PF	6845	WIZARDS CASTLE-FAMLY
81064-01	049	49300	102808	71695	O	0099	MILLENNIUM CAFE	90.00	90.00	PF	6080	M&C TRAYS, 10/3/08
81064-02	049	49300	102808	71695	O			35.00	35.00	PF	6080	VEGGIE TRAY
81064-03	049	49300	102808	71695	O			35.00	35.00	PF	6080	FRUIT TRAY
81064-04	049	49300	102808	71695	O			60.00	60.00	PF	6080	DOZ. MINI-QUICHES
81064-05	049	49300	102808	71695	O			15.00	20.00	PF	6080	HOT APPLLE CIDER
81064-08	049	49300	102808	71695	O			14.00	12.00	PP	6080	5% SERVICEWARE
81066-01	049	49300	102808	71695	O			183.75	18.64	PP	6066	TEEN ADVISORY BOARD
81503-01	049	49300	102808	71695	O			121.91	121.91	PF	6053	TEACHER TREATS, 9/22
Total for Ck.# 71695				392.55								
81518-01	035	35900	102808	71696	O	1286	SAM'S CLUB	247.30	247.30	PF		UNITED WAY LUNCH
00453-01	010	15700	102808	71697	O	3518	AT&T MOBILITY	.00	150.75	VF	826797773 10/08	1515 W 10TH
00454-01	010	15800	102808	71698	O	3565	KAW VALLEY ELECTRIC	.00	29.41	VF	38616478	8/30/08 - 9/29/08
81449-02	034	34500	102808	71699	O	2996	RICHARDSON IMAGES LTD	200.00	200.00	PF	4142	SUMMER DREAMS
81449-03	034	34500	102808	71699	O			300.00	300.00	PF	4142	PATTERNS OF SPRING
Total for Ck.# 71699				500.00								
81419-01	010	15350	102808	71700	V	2891	ADVANTAGE PRINT SOURCE	580.80	580.80	PF	81001-003	ILL RETURN MAIL LABE
81271-01	010	15060	102808	71701	O	1167	AGILITY RECOVERY SOLUTIONS	1197.58	550.00	PP	Multiples	READYSUITE USA 2008
86604-01	010	15210	102808	71702	O	0359	ALIBRIS	120.00	124.05	PF	30175828	7 BOOKS
86648-01	010	15210	102808	71702	O			10.00	13.90	PF	30226152	1 BOOK
86945-01	010	15210	102808	71702	O			24.95	24.95	PF	29749167	COMPLETE PO 86192
Total for Ck.# 71702				162.90								
81485-01	010	15300	102808	71703	O	4357	AMERICAN LIBRARY ASSOCIATI	180.00	180.00	PF		BRENNAN # 1018182
81492-01	010	15300	102808	71703	O			240.00	240.00	PF		KING #: 1187955
Total for Ck.# 71703				420.00								
86801-01	010	15210	102808	71704	O	3106	AQUARIUS HEALTH CARE MEDIA	100.00	109.00	PF	122311	1 AV
81488-01	010	15210	102808	71705	O	0477	BAKER & TAYLOR BOOKS	16.16	16.16	PF	2022115027	FREQUENTLY ASKED QUE
81487-01	010	15310	102808	71706	O	1230	BANKS, ROBERT E	101.20	101.20	PF		MILEAGE-KLA COUNCIL
81448-01	010	15140	102808	71707	O	2498	BEST, SHERRY L	14.30	14.30	PF		LUNCH-APPRAISERS
81123-01	010	15040	102808	71708	O	1985	BOB FLORENCE CONTRACTOR IN	1865.00	1865.00	PF	80331	CHECK-OUT POD TEENRM
81480-01	010	15610	102808	71709	O	4353	BOTTOM DOLLAR OFFICE SUPPL	522.80	522.80	PF	Multiples	JIFFY SELF SEAL #1
81480-02	010	15610	102808	71709	O			361.80	361.80	PF	Multiples	JIFFY SELF SEAL #3
81480-03	010	15610	102808	71709	O			164.64	164.64	PF	Multiples	JIFFY SELF SEAL #4

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81480-04	010	15610	102808	71709	O			150.24	150.24	PF	Multiples	JIFFY SELF SEAL #5
81480-05	010	15610	102808	71709	O			69.80	69.80	PF	Multiples	JIFFY SELF SEAL #6
81480-06	010	15610	102808	71709	O			32.28	34.90	PF	Multiples	JIFFY SELF SEAL #7
Total for Ck.# 71709				1304.18								
81461-01	010	15140	102808	71710	O	2998	CACIOPPO, TIERNEY	275.00	275.00	PF		"GREEN VESSEL" CERAM
81243-01	010	15610	102808	71711	O	0019	CAPITOL CITY OFFICE PRODUC	1152.67	443.24	PF	Multiples	2009 CALENDAR ORDER
81273-01	010	15610	102808	71711	O			23.76	8.94	PF	Multiples	BIC PENS-MED BLUE
81273-02	010	15610	102808	71711	O			23.76	8.94	PF	Multiples	BIC PENS-MED BLACK
81273-03	010	15610	102808	71711	O			12.87	6.36	PF	Multiples	PUSH PINS
81273-04	010	15610	102808	71711	O			253.44	149.94	PF	Multiples	LINED POST-IT NOTES
81273-05	010	15610	102808	71711	O			74.34	5.94	PF	Multiples	#2 HB PENCILS
81273-06	010	15610	102808	71711	O			171.00	102.60	PF	Multiples	3/4" REMOVABLE TAPE
81273-07	010	15610	102808	71711	O			5.29	1.55	PF	Multiples	DAILY CALENDAR REFIL
81273-08	010	15610	102808	71711	O			8.99	17.99	PF	Multiples	DAY-TIMER TABBED DIV
81484-01	010	15610	102808	71711	O			300.00	336.58	PF	841704-0	SUPPLIES
Total for Ck.# 71711				1082.08								
81375-01	010	15000	102808	71712	O	0018	CENTURY UNITED COMPANIES I	60.00	60.00	PF	68239	INTERFACE BOARD FOR
81441-01	010	15040	102808	71713	O	1704	CINTAS FIRE PROTECTION	10.00	10.00	PF	0F580112756	SERVICE CHARGE
81441-02	010	15040	102808	71713	O			144.00	144.00	PF	0F580112756	RECHARGE 5# DRY CHEM
81441-03	010	15040	102808	71713	O			220.00	220.00	PF	0F580112756	RECHARGE 10# DRY CHE
81441-04	010	15510	102808	71713	O			262.50	262.50	PF	0F580112756	LABOR (3.5 HRS)
Total for Ck.# 71713				636.50								
81349-01	010	15030	102808	71714	O	0173	CYTEK MEDIA SYSTEMS, INC.	2813.00	2813.00	PF	152969	PROJECTOR REFURBISH
81353-01	010	15000	102808	71714	O			3900.00	3900.00	PF	152965	42"FLAT LCD HDTV MON
81353-02	010	15000	102808	71714	O			388.00	388.00	PF	152965	FIXED WALL MOUNTS
81353-03	010	15000	102808	71714	O			1100.00	1100.00	PF	152965	INSTALLATION/TESTING
81353-04	010	15130	102808	71714	O			4098.00	4098.00	PF	152965	52"FLAT LCD HDTV MON
81353-05	010	15130	102808	71714	O			194.00	194.00	PF	152965	FIXED WALL MOUNTS
81353-06	010	15130	102808	71714	O			550.00	550.00	PF	152965	INSTALLATION/TESTING
Total for Ck.# 71714				13043.00								
81227-01	010	15040	102808	71715	O	2413	DAVIN ELECTRIC, INC.	450.00	450.00	PF	80428	STRIP LIGHTS GALLERY
81417-01	010	15040	102808	71715	O			350.00	350.00	PF	80431	2 EMERGENCY LIGHTS
81498-01	010	15040	102808	71715	O			115.47	115.47	PF	80417	INSTALL -LINGO ROOM
Total for Ck.# 71715				915.47								
80211-06	010	15160	102808	71716	O	1950	EAGLE RECOGNITION	1335.18	133.48	PP	Multiples	5 YEAR AWARDS
80211-07	010	15160	102808	71716	O			391.74	128.34	PF	Multiples	10 YEAR AWARDS
Total for Ck.# 71716				261.82								
81490-01	010	15910	102808	71717	O	2081	ELECTROLIFE BATTERY INC.	131.71	131.71	PF	NT163532	GENERATOR BATTERY
80004-01	010	15600	102808	71718	O	2528	FERGUSON ENTERPRISES,INC.	1000.00	459.12	PP	1378721	ACCOUNT #: 21973
81176-04	010	15020	102808	71719	O	1027	FRIEND, DIANA P	150.00	536.88	PF		MISC EXPENSES
81204-03	010	15610	102808	71720	O	0103	GAYLORD BROS	382.17	204.08	PF	Multiples	SHIPPING
81303-03	010	15130	102808	71721	O	1587	GOVCONNECTION, INC.	223.88	223.88	PF	44198132	APC NETWORK MANAGEME
80007-01	010	15600	102808	71722	O	1205	GRAINGER	2086.45	73.85	PP	9755915452	A#: 81-834-0556
86890-01	010	15210	102808	71723	O	1098	HACHETTE BOOK GROUP USA	163.35	163.35	PF	27937545	PLAN

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
80008-01	010	15600	102808	71724	O	0833	HOME DEPOT CREDIT SERVICES	500.00	52.55	PP	1130903	#6035-3225-0230-4938
86769-01	010	15210	102808	71725	O	2151	KIMBO EDUCATIONAL	350.00	297.80	PF	K2098237	18 AV
81390-01	010	15600	102808	71726	O	2391	KOCH FILTER CORP.	179.52	179.52	PF	485831	8 7/8"X19 1/8"
81390-02	010	15600	102808	71726	O			60.24	60.24	PF	485831	20"X25"X1"
81390-03	010	15600	102808	71726	O			100.56	100.56	PF	485831	8 7/8"X 33 5/8"X1"
81390-04	010	15600	102808	71726	O			100.00	95.53	PF	485831	SHIPPING
Total for Ck.# 71726				435.85								
80009-01	010	15600	102808	71727	O	1781	KRIZ-DAVIS COMPANY	7000.00	84.00	PP	03 8 097974 001	ACCOUNT #: 3-20040
81328-01	010	15510	102808	71728	O	1001	LUSK, STEPHEN I	11.00	11.00	PF		MEALS/INCIDENTALS
85744-01	010	15210	102808	71729	O	2534	MIDWEST TAPE	3200.00	24.34	PF	5570287	155 AV
86185-01	010	15210	102808	71729	O			1550.00	31.84	PF	5554305	72 AV
86189-01	010	15210	102808	71729	O			1750.00	114.24	PP	Multiples	90 AV
86222-01	010	15210	102808	71729	O			8750.00	261.30	PP	5576954	387 AV
86225-01	010	15210	102808	71729	O			1000.00	141.72	PP	5574046	27 AV
86226-01	010	15210	102808	71729	O			1650.00	107.24	PP	Multiples	112 AV
86291-01	010	15210	102808	71729	O			600.00	50.52	PF	5554308	43 AV
86292-01	010	15210	102808	71729	O			670.00	20.59	PP	5570291	32 AV
86293-01	010	15210	102808	71729	O			150.00	44.67	PF	Multiples	10 AV
86295-01	010	15210	102808	71729	O			2900.00	14.18	PF	5570292	149 AV
86326-01	010	15210	102808	71729	O			2500.00	16.89	PP	5544685	90 AV
86328-01	010	15210	102808	71729	O			2100.00	133.36	PP	5554309	104 AV
86329-01	010	15210	102808	71729	O			400.00	99.90	PF	Multiples	24 AV
86330-01	010	15210	102808	71729	O			4900.00	982.81	PP	Multiples	123 AV
86332-01	010	15210	102808	71729	O			900.00	154.83	PP	Multiples	58 AV
86333-01	010	15210	102808	71729	O			550.00	48.06	PF	Multiples	38 AV
86408-01	010	15210	102808	71729	O			1900.00	134.25	PP	5554311	64 AV
86410-01	010	15210	102808	71729	O			6400.00	1409.26	PP	Multiples	289 AV
86411-01	010	15210	102808	71729	O			1800.00	285.07	PP	Multiples	113 AV
86412-01	010	15210	102808	71729	O			4200.00	379.98	PP	Multiples	110 AV
86413-01	010	15210	102808	71729	O			1200.00	442.92	PP	Multiples	30 AV
86414-01	010	15210	102808	71729	O			2100.00	786.03	PP	Multiples	109 AV
86415-01	010	15210	102808	71729	O			350.00	10.14	PF	5563904	11 AV
86416-01	010	15210	102808	71729	O			350.00	80.96	PP	5574048	11 AV
86436-01	010	15210	102808	71729	O			1100.00	401.01	PP	Multiples	55 AV
86437-01	010	15210	102808	71729	O			1350.00	382.59	PP	Multiples	76 AV
86438-01	010	15210	102808	71729	O			6200.00	2450.84	PP	Multiples	276 AV
86439-01	010	15210	102808	71729	O			650.00	103.20	PP	5554331	43 AV
86441-01	010	15210	102808	71729	O			300.00	84.48	PP	5563906	6 AV
86442-01	010	15210	102808	71729	O			4150.00	121.29	PP	Multiples	180 AV
86443-01	010	15210	102808	71729	O			450.00	47.37	PP	Multiples	36 AV
86481-01	010	15210	102808	71729	O			2000.00	33.68	PP	5574037	85 AV
86484-01	010	15210	102808	71729	O			310.00	16.14	PP	5564985	24 AV
86485-01	010	15210	102808	71729	O			2100.00	202.01	PP	Multiples	89 AV
86549-01	010	15210	102808	71729	O			650.00	315.18	PP	Multiples	33 AV

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86551-01	010	15210	102808	71729	O			1700.00	641.49	PP	Multiples	104 AV
86552-01	010	15210	102808	71729	O			350.00	30.48	PP	5579375	22 AV
86553-01	010	15210	102808	71729	O			70.00	37.24	PP	5574049	2 AV
86554-01	010	15210	102808	71729	O			1400.00	486.80	PP	5563901	50 AV
86594-01	010	15210	102808	71729	O			2100.00	499.71	PP	5570306	109 AV
86596-01	010	15210	102808	71729	O			8700.00	785.31	PP	Multiples	366 AV
86597-01	010	15210	102808	71729	O			1900.00	592.26	PP	Multiples	126 AV
86598-01	010	15210	102808	71729	O			2500.00	409.78	PP	Multiples	74 AV
86600-01	010	15210	102808	71729	O			3100.00	1059.50	PP	Multiples	156 AV
86601-01	010	15210	102808	71729	O			310.00	98.67	PP	5571902	22 AV
86639-01	010	15210	102808	71729	O			2400.00	68.52	PP	5574040	94 AV
86641-01	010	15210	102808	71729	O			1050.00	24.34	PP	5579373	57 AV
86642-01	010	15210	102808	71729	O			450.00	87.90	PP	5574043	27 AV
86644-01	010	15210	102808	71729	O			250.00	47.24	PP	5574050	7 AV
86645-01	010	15210	102808	71729	O			2200.00	86.11	PP	5576964	92 AV
86759-01	010	15210	102808	71729	O			700.00	52.62	PP	5579377	42 AV
86760-01	010	15210	102808	71729	O			2000.00	297.60	PP	5579374	110 AV
Total for Ck.# 71729				15238.46								
80055-01	010	15320	102808	71730	O	0099	MILLENNIUM CAFE	317.52	43.11	PP	Multiples	MANAGEMENT COUNCIL
80861-03	010	15360	102808	71730	O			86.70	4.25	PP	6101	17 SODAS--6 DATES
80861-04	010	15360	102808	71730	O			4.34	.21	PP	6101	5% SERVICEWARE
81140-01	010	15320	102808	71730	O			15.00	15.00	PF	6049	REGULAR COFFEE
81140-02	010	15320	102808	71730	O			4.60	4.60	PF	6049	SM POWER COOKIES
81140-03	010	15320	102808	71730	O			4.60	4.60	PF	6049	SM MONSTER COOKIES
81140-04	010	15320	102808	71730	O			1.21	1.21	PF	6049	SERVICE CHARGE
81310-01	010	15320	102808	71730	O			26.38	26.38	PF	6112	FOOD-10/16 BOARD MTG
81355-01	010	15320	102808	71730	O			17.75	19.85	PF	6106	10/15 MEETING-GINA'S
81426-01	010	15320	102808	71730	O			27.67	27.67	PF	6104	10/13 MEETING GINA'S
Total for Ck.# 71730				146.88								
81069-01	010	15910	102808	71731	O	1091	OBS INC.	1900.00	1730.16	PF	146671	SEATS FOR BLUEBIRD
81069-02	010	15910	102808	71731	O			100.00	205.15	PF	146671	ESTIMATED SHIPPING
Total for Ck.# 71731				1935.31								
81222-01	010	15000	102808	71732	O	1153	OQO INC.	179.10	179.10	PF	IN139144	DOUBLE CAPACITY BATT
81222-02	010	15000	102808	71732	O			.00	15.00	PF	IN139144	FREIGHT
Total for Ck.# 71732				194.10								
86660-01	010	15210	102808	71733	O	2959	POSITIVE COMMUNICATIONS	450.00	439.50	PF	315304	12 AV
81483-01	010	15600	102808	71734	O	0696	PUR-O-ZONE	380.00	380.00	PF	443948	TOILET TISSUE 2-PLY
81483-02	010	15600	102808	71734	O			225.00	225.00	PF	443948	ROLL TOWEL NATURAL
81483-03	010	15600	102808	71734	O			134.88	134.88	PF	443948	RE-JUV-NAL DISINFECT
81483-05	010	15600	102808	71734	O			170.64	170.64	PF	443948	LATEX GLOVE LARGE P-
81483-06	010	15600	102808	71734	O			111.00	110.80	PF	443948	VINYL GLOVE SMALL P-
81483-08	010	15600	102808	71734	O			44.00	44.00	PF	443948	DISINFECTANT SPRAY
81483-10	010	15600	102808	71734	O			3.50	3.50	PF	443948	FUEL CHARGE

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
Total for Ck.# 71734				1068.82								
81299-01	010	15600	102808	71735	O	2408	RAY ANDERSON CO., INC.	90.00	90.00	PF	77449	HARDWARE-DOCK DOOR
86126-01	010	15210	102808	71736	O	1564	RECORDED BOOKS, LLC	675.00	463.64	PF	4098563	6 AV
86766-01	010	15210	102808	71736	O			2800.00	1254.00	PP	4216260	31 AV
Total for Ck.# 71736				1717.64								
81449-01	010	15140	102808	71737	O	2996	RICHARDSON IMAGES LTD	25.00	25.00	PF		SUMMER DREAMS
81440-01	010	15040	102808	71738	O	3458	SHOREY METAL WORKS	670.21	670.21	PF	1876	WHEELCHAIR RAMP
81493-01	010	15160	102808	71739	O	3313	ST. FRANCIS HEALTH CENTER	8.40	8.40	PF	3158019	TB TEST-ECKHARDT
86820-01	010	15210	102808	71740	O	2978	THE PRINTERY	65.00	65.00	PF		1 BOOK
80242-01	010	15360	102808	71741	O	0745	TOPEKA CAPITAL JOURNAL	6000.00	768.00	PP	686642	TOMA ADS - 2008
81462-01	010	15510	102808	71742	O	0220	TSCPL	35.00	35.00	PF		WOLF REGISTRATION
81462-02	010	15510	102808	71742	O			35.00	35.00	PF		NEAL REGISTRATION
81504-01	010	15510	102808	71742	O			35.00	35.00	PF		WALSH REGISTRATION
81504-02	010	15510	102808	71742	O			35.00	35.00	PF		REIF REGISTRATION
81504-03	010	15510	102808	71742	O			35.00	35.00	PF		BRYAN REGISTRATION
Total for Ck.# 71742				175.00								
81477-01	010	15610	102808	71743	O	1014	ULINE	41.00	41.00	PF	25171579	CORRUGATED DVD MAILE
81477-02	010	15610	102808	71743	O			10.00	9.60	PF	25171579	ESTIMATE SHIPPING
Total for Ck.# 71743				50.60								
81391-01	010	15000	102808	71744	O	1125	VITAL SUPPORT SYSTEMS	3263.82	3263.82	PF	28697	HP 8 GB SHORTWAVE
81391-02	010	15000	102808	71744	O			.00	15.00	PF	28697	FREIGHT
Total for Ck.# 71744				3278.82								
81446-01	010	15140	102808	71745	O	1301	WESTSIDE STAMP & AWARDS	10.00	10.00	PF	804817	ENGRAVED BRASS PLATE
81419-01	010	15350	102808	71746	O	2891	ADVANTAGE PRINT SOURCE	580.80	580.80	PF	81001-003	ILL RETURN MAIL LABE
86770-01	010	15210	103008	71747	O	2961	ASIA FOR KIDS	40.00	42.80	PF	160169A	2 AV
80171-01	010	15700	103008	71748	O	0146	AT&T INTERNET SERVICES	51742.80	4311.90	PP	845459456	ACCOUNT # 845459456
86652-01	010	15210	103008	71749	O	0341	AUDIO FILE	210.00	183.26	PF	15189	8 AV
81535-01	010	15210	103008	71750	O	0477	BAKER & TAYLOR BOOKS	14.25	14.25	PF	2022216520	GROWING UP CATHOLIC
81515-01	010	15350	103008	71751	O	3595	BARKER PRINTING COMPANY	107.41	107.41	PF	66712	CHRISTMAS CARDS
80878-01	010	15510	103008	71752	O	0068	BIBLIOGRAPHICAL CENTER FOR	300.00	300.00	PF	Multiples	ESCHER REGISTRATION
80878-02	010	15510	103008	71752	O			300.00	300.00	PF	Multiples	SCHAFER REGISTRATION
80878-03	010	15510	103008	71752	O			125.00	125.00	PF	Multiples	ESCHER REGISTRATION
80878-04	010	15510	103008	71752	O			125.00	125.00	PF	Multiples	SCHAFER REGISTRATION
Total for Ck.# 71752				850.00								
81408-02	010	15020	103008	71753	O	0176	BLACK, BREA A	150.00	98.60	PF		MISC EXPENSES
81037-01	010	15130	103008	71754	O	1985	BOB FLORENCE CONTRACTOR IN	7606.00	7606.00	PF	80332	MILLWORK-COMPUTER
81500-01	010	15040	103008	71755	O	3496	BOETTCHER SUPPLY, INC.	12.00	8.00	PF	498578	SHARPEN CHAIN SAW
86946-01	010	15230	103008	71756	O	3963	BOOK WHOLESALERS INC.	32.84	32.84	PF	M122629B	PLAN 1
86947-01	010	15230	103008	71756	O			61.61	61.61	PF	M117661B	PLAN 2
86948-01	010	15230	103008	71756	O			54.48	54.48	PF	M121264B	PLAN 2
86949-01	010	15230	103008	71756	O			30.01	30.01	PF	M123282B	PLAN 2
86950-01	010	15230	103008	71756	O			119.03	119.03	PF	M119145B	PLAN 3
86951-01	010	15230	103008	71756	O			45.02	45.02	PF	M123283B	PLAN 3
86952-01	010	15230	103008	71756	O			215.68	215.68	PF	M120140B	PLAN 4
86953-01	010	15230	103008	71756	O			45.35	45.35	PF	M120873B	PLAN 5

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86954-01	010	15230	103008	71756	O			157.80	157.80	PF	M117662B	PLAN 5
Total for Ck.# 71756				761.82								
81397-01	010	15610	103008	71757	O	0019	CAPITOL CITY OFFICE PRODUC	78.99	78.99	PF	840935-0	CHAIRMAT
81397-02	010	15610	103008	71757	O			38.50	35.99	PF	840935-0	ALPHA 9170 RIBBONS
81397-03	010	15610	103008	71757	O			33.57	20.67	PF	840935-0	DAILY DESK CALENDAR
81499-01	010	15610	103008	71757	O			7.47	6.53	PF	841905-0	RECEIPT BOOKS
81499-02	010	15610	103008	71757	O			29.95	29.95	PF	841905-0	RHINOLIN CUSHIONED
81499-03	010	15610	103008	71757	O			20.00	21.85	PF	841905-0	QUICKNOTES WEEKLY/
81499-05	010	15610	103008	71757	O			15.84	15.05	PF	841905-0	WRIST COILS W/KEY
Total for Ck.# 71757				209.03								
81035-01	010	15040	103008	71758	O	2413	DAVIN ELECTRIC, INC.	4850.00	4850.00	PF	80429	TRACK LIGHTING
81036-01	010	15040	103008	71758	O			4250.00	4250.00	PF	80430	WIREWAY COUNTERTOP
Total for Ck.# 71758				9100.00								
81457-01	010	15000	103008	71759	O	3340	DELL MARKETING L.P.	119.44	119.44	PF	XCX88X254	2 GB MODULE M65MOBIL
86955-01	010	15220	103008	71760	O	0371	EBSCO SUBSCRIPTION SERVICE	8.34	8.34	PF	43655	RATE ADJUSTMENT
81409-02	010	15020	103008	71761	O	3479	EDDINGS, SHANNON P	150.00	184.40	PF		MISC EXPENSES
86956-01	010	15210	103008	71762	O	0060	F & W PUBLICATIONS INC	380.00	380.00	PF	15562069	NATIONAL JOB BANK
81540-01	010	15360	103008	71763	O	1027	FRIEND, DIANA P	7.84	7.84	PF		REIMB-MILLENNIUM CAF
81463-01	010	15020	103008	71764	O	1047	GARDNER, NORMA J	96.00	96.00	PF		MEALS/INCIDENTALS
81463-02	010	15020	103008	71764	O			64.00	64.00	PF		MEALS/INCIDENTALS
Total for Ck.# 71764				160.00								
86957-01	010	15230	103008	71765	O	3550	GATEKEEPER	505.72	505.72	PF		PLAN
81257-01	010	15610	103008	71766	O	0103	GAYLORD BROS	628.20	628.20	PF	Multiples	CAFE TABLES
81257-03	010	15610	103008	71766	O			297.76	297.76	PF	Multiples	SHIPPING
81495-01	010	15610	103008	71766	O			295.00	295.00	PF	1229660	STEEL BOOK SUPPORT
Total for Ck.# 71766				1220.96								
86958-01	010	15210	103008	71767	O	0438	H.W. WILSON COMPANY	1991.00	1991.00	PF	57882878	4 RENEWALS
86959-01	010	15210	103008	71767	O			269.00	269.00	PF	5788286X	SHORT STORY INDEX
Total for Ck.# 71767				2260.00								
86711-01	010	15200	103008	71768	O	1486	HOUCHEN BINDERY	365.00	374.85	PF	164062	40 BOOKS
80025-01	010	15000	103008	71769	O	2491	INLAND BUSINESS SYSTEMS	1644.00	425.00	PP	75023-IN	ESTIMATE PURCH/REPAI
81438-01	010	15510	103008	71770	O	2661	JOHNSON, NESSA	12.00	12.00	PF		LUNCH PER DIEM
81439-01	010	15600	103008	71771	O	0695	LAWRENCE PAPER COMPANY	1107.62	1155.25	PF	644361	18X12X10 BOXES GLUED
81519-01	010	15370	103008	71772	O	0734	LOLLEY, GAYLE	4.82	4.82	PF		REIMB-DISCOUNT GROCE
86225-01	010	15210	103008	71773	O	2534	MIDWEST TAPE	1000.00	104.48	PP	5570328	27 AV
86330-01	010	15210	103008	71773	O			4900.00	298.20	PP	5582045	123 AV
86410-01	010	15210	103008	71773	O			6400.00	2336.64	PF	5588404	289 AV
86411-01	010	15210	103008	71773	O			1800.00	81.45	PP	Multiples	113 AV
86413-01	010	15210	103008	71773	O			1200.00	292.92	PP	5582064	30 AV
86414-01	010	15210	103008	71773	O			2100.00	134.72	PP	5582046	109 AV
86416-01	010	15210	103008	71773	O			350.00	64.48	PP	Multiples	11 AV
86436-01	010	15210	103008	71773	O			1100.00	21.39	PP	5570316	55 AV
86438-01	010	15210	103008	71773	O			6200.00	218.24	PP	Multiples	276 AV
86439-01	010	15210	103008	71773	O			650.00	16.89	PF	5570317	43 AV

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
86441-01	010	15210	103008	71773	O			300.00	52.24	PP	5570331	6 AV
86442-01	010	15210	103008	71773	O			4150.00	95.99	PP	5570300	180 AV
86443-01	010	15210	103008	71773	O			450.00	18.03	PP	5570318	36 AV
86481-01	010	15210	103008	71773	O			2000.00	1505.40	PP	5582048	85 AV
86482-01	010	15210	103008	71773	O			200.00	14.64	PF	5570319	12 AV
86483-01	010	15210	103008	71773	O			400.00	275.68	PP	Multiples	10 AV
86484-01	010	15210	103008	71773	O			310.00	13.89	PP	5570320	24 AV
86485-01	010	15210	103008	71773	O			2100.00	530.85	PF	Multiples	89 AV
86486-01	010	15210	103008	71773	O			600.00	64.48	PP	5570332	30 AV
86550-01	010	15210	103008	71773	O			1000.00	152.64	PF	Multiples	60 AV
86551-01	010	15210	103008	71773	O			1700.00	61.02	PP	5582050	104 AV
86552-01	010	15210	103008	71773	O			350.00	96.93	PP	Multiples	22 AV
86553-01	010	15210	103008	71773	O			70.00	28.24	PF	5570333	2 AV
86554-01	010	15210	103008	71773	O			1400.00	838.75	PP	5570305	50 AV
86555-01	010	15210	103008	71773	O			570.00	93.96	PP	5570334	20 AV
86594-01	010	15210	103008	71773	O			2100.00	49.17	PP	5570323	109 AV
86595-01	010	15210	103008	71773	O			1300.00	479.17	PP	Multiples	87 AV
86596-01	010	15210	103008	71773	O			8700.00	1126.10	PP	Multiples	366 AV
86597-01	010	15210	103008	71773	O			1900.00	566.37	PP	Multiples	126 AV
86598-01	010	15210	103008	71773	O			2500.00	175.64	PP	Multiples	74 AV
86599-01	010	15210	103008	71773	O			400.00	17.24	PP	5570335	12 AV
86600-01	010	15210	103008	71773	O			3100.00	89.86	PP	Multiples	156 AV
86601-01	010	15210	103008	71773	O			310.00	24.78	PP	5570327	22 AV
86641-01	010	15210	103008	71773	O			1050.00	54.27	PP	Multiples	57 AV
86642-01	010	15210	103008	71773	O			450.00	31.23	PP	Multiples	27 AV
86644-01	010	15210	103008	71773	O			250.00	44.48	PP	5588410	7 AV
86645-01	010	15210	103008	71773	O			2200.00	170.59	PP	Multiples	92 AV
86758-01	010	15210	103008	71773	O			450.00	96.72	PP	5584643	11 AV
86759-01	010	15210	103008	71773	O			700.00	143.01	PP	Multiples	42 AV
86761-01	010	15210	103008	71773	O			2100.00	80.96	PP	5582056	91 AV
86786-01	010	15210	103008	71773	O			1300.00	178.16	PP	5584637	43 AV
86789-01	010	15210	103008	71773	O			250.00	51.72	PP	5588408	13 AV
86790-01	010	15210	103008	71773	O			2800.00	121.16	PP	5588406	83 AV
86960-01	010	15210	103008	71773	O			15.24	15.24	PF	5570314	COMPLETE PO 86186
86961-01	010	15210	103008	71773	O			37.49	37.49	PF	5576952	COMPLETE PO 86116
86962-01	010	15210	103008	71773	O			74.48	74.48	PF	5576968	COMPLETE PO 86070
86963-01	010	15210	103008	71773	O			117.72	117.72	PF	5579378	COMPLETE PO 86070
86964-01	010	15210	103008	71773	O			30.48	30.48	PF	5563902	COMPLETE PO 85967
86965-01	010	15210	103008	71773	O			30.48	30.48	PF	5570313	COMPLETE PO 86965
86966-01	010	15210	103008	71773	O			24.34	24.34	PF	5570289	COMPLETE PO 85966
86967-01	010	15210	103008	71773	O			141.54	141.54	PF	5570288	COMPLETE PO 85884
Total for Ck.# 71773							11384.55					
81406-01	010	15020	103008	71774	O	0059	MITHEN, JEANNE CHRISTIE	50.00	50.00	PF		MEALS/INCIDENTALS
81481-01	010	15610	103008	71775	O	4288	PITNEY BOWES INC.	637.40	637.40	PF	406043	RED INK CARTRIDGE

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81483-04	010	15600	103008	71776	O	0696	PUR-O-ZONE	138.48	128.00	PF	Multiples	SUPROX HYDROGEN PERO
81483-09	010	15600	103008	71776	O			75.00	75.00	PF	Multiples	MOTSENBOCKER'S LIFT
Total for Ck.# 71776				203.00								
86968-01	010	15210	103008	71777	O	1210	RANDOM HOUSE, INC	72.00	52.80	PF	Multiples	COMPLETE PO 85129
86234-01	010	15210	103008	71778	O	1564	RECORDED BOOKS, LLC	2100.00	413.75	PP	4210147	22 AV
86558-01	010	15210	103008	71778	O			820.00	74.20	PF	4203857	7 AV
86797-01	010	15210	103008	71778	O			5000.00	665.40	PP	4224928	47 AV
Total for Ck.# 71778				1153.35								
80011-01	010	15600	103008	71779	O	3697	ROACH HARDWARE INC.	2000.00	181.17	PP	Multiples	CUSTOMER #: 191966
81437-01	010	15510	103008	71780	C	1952	RODDEN, RUTH L	12.00	12.00	PF		LUNCH PER DIEM
81478-01	010	15040	103008	71781	O	2208	SMITH AUDIO VISUAL, INC.	1199.00	1199.00	PF	7153	MAG LOCK-15 SEC DELA
81478-02	010	15040	103008	71781	O			475.00	475.00	PF	7153	REPAIR CAMERA/POWER
81478-03	010	15040	103008	71781	O			48.00	48.00	PF	7153	SHIP TO/FROM PELCO
81478-04	010	15040	103008	71781	O			450.00	450.00	PF	7153	SERVICE CALL LABOR
Total for Ck.# 71781				2172.00								
81465-01	010	15600	103008	71782	O	3419	UNITED LABORATORIES	1716.00	1716.00	PF	33946	HOT WATER BOILER TRE
81465-02	010	15600	103008	71782	O			50.00	105.63	PF	33946	EST - SHIPPING
Total for Ck.# 71782				1821.63								
81511-01	010	15610	103008	71783	O	2452	WOLFE'S CAMERA SHOPS INC.	99.98	99.98	PF	407925	MINOLTA BATTERIES
81173-03	010	15020	103008	71784	O	0125	WURM, NANCY A	50.00	139.76	PF		MISC EXPENSES
00455-01	010	15700	103008	71785	O	1919	AT&T	.00	2414.61	VF	913A5600380754	SERV 10/19 - 11/18
00455-02	095	95150	103008	71785	O			.00	84.01	VF	913A5600380754	SERV 10/19 - 11/18
Total for Ck.# 71785				2498.62								
00456-01	010	15810	103008	71786	O	0174	ONEOK ENERGY MARKETING COM	.00	3868.45	VF	10-22-2008	S-2008-10-1875-OEMC
00457-01	010	15820	103008	71787	O	2082	TOPEKA WATER	.00	1907.84	VF	CYCLE 16-06	42959-107948
00457-02	010	15820	103008	71787	O			.00	58.08	VF	CYCLE 16-06	179703-119066
00457-03	010	15820	103008	71787	O			.00	153.46	VF	CYCLE 16-06	42957-86358
00457-04	010	15820	103008	71787	O			.00	71.69	VF	CYCLE 16-06	42959-106642
00457-05	010	15820	103008	71787	O			.00	15.00	VF	CYCLE 16-06	65845-86380
Total for Ck.# 71787				2206.07								
81455-01	049	49300	103008	71788	O	1148	FAULWELL, MARVIN	500.00	500.00	PF		SILENTS IN CATHEDRAL
81451-01	049	49300	103008	71789	O	1126	GRACE EPISCOPAL CATHEDRAL	100.00	100.00	PF		SECURITY (SILENTS)
81543-01	035	35900	103008	71790	O	3039	MEIER'S MARKET	33.75	33.75	PF		GOURDS
81454-01	049	49300	103008	71791	O	1871	MORRISON, DENISE	200.00	200.00	PF		SILENTS IN CATHEDRAL
86816-01	031	31550	103008	71792	O	1564	RECORDED BOOKS, LLC	4800.00	1529.27	PP	4224928	82 AV
81452-01	049	49300	103008	71793	O	2832	SHAFFER, BILL	100.00	100.00	PF		SILENTS IN CATHEDRAL
81450-01	049	49300	103008	71794	O	2997	SHEPARD, DAVID	400.00	400.00	PF		SILENTS IN CATHEDRAL
81366-01	049	49400	103008	71795	O	0224	STANLEY FLOWERS	50.00	50.00	PF	161606	FLOWERS - MARIA OKAM
81366-02	049	49400	103008	71795	O			6.50	7.50	PF	161606	DELIVERY
81379-01	049	49400	103008	71795	O			50.00	50.00	PF	161662	FLOWERS-BRIAN MOLINE
81379-02	049	49400	103008	71795	O			6.50	7.50	PF	161662	DELIVERY
Total for Ck.# 71795				115.00								
81453-01	049	49300	103008	71796	O	2831	VON HOLLEBEKE, JOHN	100.00	100.00	PF		SILENTS IN CATHEDRAL
81539-01	010	15100	103008	71797	O	0068	BIBLIOGRAPHICAL CENTER FOR	77000.00	5522.23	PP	IN106333	CATALOGING/ILL CHGS

DATE 11/02/08 TOPEKA AND SHAWNEE CO. LIBRARY
STATUS - O- R- C- V BANK ALL DATES 100108 - 103108

Purchase Order #	FND	SACCT	Date Paid	Check No.	Sts	Vendor No.	Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
81444-01	010	15600	103008	71798	O	3762	BLACKBURN NURSERY INC.	185.00	185.00	PF	1BL0031886	IRRIGATION CONTROL P
80652-01	010	15050	103008	71799	O	0018	CENTURY UNITED COMPANIES I	3000.00	537.12	PP	Multiples	COLOR COPIES 2008
80037-01	010	15050	103008	71800	O	3519	DE LAGE LANDEN	9587.76	798.98	PP	8118522748	REF#137630
80809-01	010	15050	103008	71800	O			6151.25	878.75	PP	8118572357	REFERENCE # 599238
Total for Ck.# 71800				1677.73								
81527-01	010	15140	103008	71801	O	3017	DUNBAR, BURTON L	5000.00	5000.00	PF		APPRAISALS HISTORIC
81538-01	010	15140	103008	71802	O	2970	FEDEX	55.61	55.61	PF	2-964-07900	BILL STEWART-SHIPPNG
81195-02	010	15020	103008	71803	O	1843	GROESBECK, KATHRYN J.	150.00	30.74	PF		MISC EXPENSES
80172-01	010	15340	103008	71804	C	0038	UPS	2500.00	955.56	PP	691773428	SHIPPER #: 691773
81537-01	070	70700	103008	71805	O	0038	UPS	155.71	155.71	PF	691773428	PRINTED IMAGE SHIP
80172-01	010	15340	103008	71806	O	0038	UPS	2500.00	799.85	PP	691773428	SHIPPER #: 691773
00458-01	000	00510	103108	71807	O	2840	LOYAL AMERICAN LIFE INSURA	.00	1862.75	VF	AAB015-NOV 2008	AAB015 - NOV 2008
00459-01	000	00510	103108	71808	O	2936	PHILADELPHIA AMERICAN LIFE	.00	46.21	VF	10-15-2008	1G1590 - NOV 2008
00459-02	000	00510	103108	71808	O			.00	357.60	VF	10-15-2008	AK025 - NOV 2008
Total for Ck.# 71808				403.81								
							Total	1787078.33	531451.72			

SUMMARY BY CHECK STATUS

Type	Order Amount	Amount Paid
O	1783683.53	529163.23
C	2814.00	1707.69
V	580.80	580.80

SUMMARY BY FUND (O/R)

000	BANK ACCOUNT/PAYROLL LIABILIT	5517.36
010	GENERAL FUND	456144.23
015	EMPLOYEE BENEFIT FUND	4243.87
025	STATE AID FUND	48212.40
031	LIBRARY MATERIALS	4201.12
032	RED CARPET	17.73
033	TALKING BOOKS	56.17
034	ART COLLECTION	500.00
035	UNDESIGNATED GIFTS/MEMORIALS	1004.87
036	YOUTH SERVICES	3734.69
042	WORKSHOPS	194.25
044	HIRSCHBERG LECTURE FUND	54.92
049	FRIENDS	2976.24
058	FUN COMMITTEE	150.00
059	HEALTH NEIGHBORHOOD FUND	1113.58
070	GALLERY COMPETITIONS/SHOWS	180.77
080	ILDGP FUND	480.65
095	09-LSTA-3-F	169.68
096	08-LSTA-3-F	210.70

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

Named Recognition Policy

Overview

The Topeka & Shawnee County Public Library (TSCPL) Board of Trustees shall approve the time, place and manner of naming its facilities, assets and programs.

Definitions.

“Facilities” include buildings and their public interior spaces, and gardens and major exterior ground spaces owned or leased by TSCPL.

“Assets” include motor vehicles, collections, fixtures, sculptures, and other personal property suitable and appropriate for named recognition.

“Programs” include activities carried out on a perpetual or regular schedule including but not limited to lecture series, summer reading programs, musical performances, book discussion groups, etc.

“Donor(s)” are those individuals or entities who have made financial contributions to The Library Foundation for the benefit of TSCPL.

Eligibility for Named Recognition

Facilities, assets and programs may only be named for individuals and entities of good moral character and reputation in recognition of their outstanding service to TSCPL or financial contributions to the TSCPL.

Procedure for Named Recognition

The Trustees, upon the recommendation of the executive director and with the advice of The Library Foundation Board of Trustees, shall approve the naming of all facilities, assets and programs, including the time, place and manner of the recognition.

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change.

In conjunction with the construction and renovation of TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the

portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

Effect of Recognition

The grant of named recognition by the Trustees pursuant to this policy confers no property rights or interest upon the donor, individual or entity so recognized, either in law or equity, actual or implied, real or personal, whether past, present or future. Further, no contribution for the benefit of the TSCPL may be conditioned upon receipt of naming rights by the donor without the express written consent of the Trustees.

The Trustees reserve the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.

Nothing herein shall preclude or prevent the Trustees from modifying, changing, renovating or disposing of any TSCPL facility, asset, or program.

Applicable Law

This policy is subject to applicable Kansas and federal statutes and as they may be amended from time-to-time.

Approval

This policy was approved by the Topeka and Shawnee County Public Library Board of Trustees meeting on November 20, 2008.

_____
Kerry Storey, chair

_____
Suzanne Robb, secretary

Resolution – Named Recognition Policy

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
November 20, 2008

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Computer Use Policy

Board Approved 12/21/2000 – Amended 6/20/2002
Board Approved 2/16/06

1. **Background**
    a. The Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
    b. The Internet is an information resource that enables public library customers to access a diverse variety of information beyond that contained in the library's own collection.
    c. Some content may offend or may be illegal under the laws of the State of Kansas

2. **Library Responsibilities**
    a. The Topeka and Shawnee County Public Library uses Internet filtering software and/or other means to block content on all of its Internet access computers.
    b. The Topeka and Shawnee County Public Library provides access to recommended, age-appropriate sites through its web site.

3. **Customer Responsibilities**
    a. As stated in the Unattended Child Policy, "The Library does not act in loco parentis (in place of parents) and Library staff does not have the authority to take responsibility for your child."
    b. Customer may:

        1. Download files from a Web site directly to any supported portable storage media.
        2. If age 18 or older, request authorized Library staff to unblock a filtered website or to disable a filter when using a Library computer pursuant to this Policy.

    c. Customer shall:

        1. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
        2. Respect the privacy of others.

    d. Customer shall not:

        1. Access illegal Internet sites as defined by law.

2. Regardless of age, access web pages or sites that contain materials that are defined in Kansas statutes as “obscene” (KSA 21-4301) or child pornography. Customers younger than age 18, shall not access web pages or sites that contain materials that are defined in Kansas statutes as “harmful to minors” (K.S.A. 21-4301c). It will be considered a violation of policy if a user clearly demonstrates intent to violate policy even if no violation occurs.
3. Gain or try to gain unauthorized access to restricted resources or entities.
4. “Hack into or interfere” with other users, system operations, integrity or security of the library computer network or any computer system
5. Attempt to gain access to another person’s files or passwords
6. Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.
7. Harass others with messages, prints, images or software programs.
8. Load or run any software other than that which resides on the Public Access computers.
9. Tamper with, mishandle, damage or attempt to damage computer hardware.
10. Remove the privacy screen attached to the monitor. Privacy screen upon request from some computers.
11. Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

4. **Printing**
    a. The Library makes available at a nominal charge printing from public access computers.

5. **Limitation of Liability**
    a. The Library assumes no liability for loss or damage to the user’s data, the user’s portable storage media or for any damage or injury arising from invasion of the user’s privacy or from viruses that may infect the user’s portable storage media or files.
    b. The Topeka and Shawnee County Public Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

6. **Enforcement and consequences for violating policy**
    a. The Library electronically monitors all of its computers for violations of this policy.
    b. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
    c. The Library considers violations of this policy as a violation of the

Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this policy.

7. **Use of the Library's computers constitutes agreement with this policy.**

Resolution – Public Computer Use Policy/Children's Internet Protection Act Compliance

BOARD OF TRUSTEES
Topeka and Shawnee County Public Library
November 20, 2008

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Public Computer Use Policy as presented/amended to certify compliance with the Children's Internet Protection Act.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXECUTIVE DIRECTOR'S REPORT
November, 2008

NEWS

Friends Thank You Dinner

Each year the Friends of TSCPL hosts a dinner to thank staff members for all we do for library users as well as the assistance we provide to the Friends in its endeavors. The event was held on Nov. 12th with a delicious menu of turkey with all the trimmings. Several trustees attended this year. I appreciate you taking the opportunity to thank the Friends for helping us show our appreciation for the hard work and dedication of the TSCPL staff.

POLICY REVIEW

Named Recognition Policy

The proposed draft is in your packet. A joint committee of representatives from all three boards and staff worked on this policy. Committee members include: Kerry Storey and Melissa Masoner from the Board of Trustees, Judge Pat Brazil and Jeff Wietharn from the Foundation Board, Doris Kinnett and Mary Feighny from the Friends Board, Chuck Engel, and staff members Jim McHenry, Kathy Groesbeck and me.

Background: This policy was originally discussed as a donor recognition policy. As the group discussed what policy issues should be addressed, it became clear that what was needed specifically was a policy that outlined how TSCPL facilities, assets and programs should be administered in relation to naming opportunities. This ensures that the Board of Trustees retains authority over facilities, assets and programs.

Note that we've listed this on the agenda as "First Review/Action Item." This gives you the opportunity to review and consider before approving at a later meeting, or allows for final action at the meeting.

Public Computer Use Policy /Children's Internet Protection Act (CIPA) Compliance

As Rob reported at the September board meeting, we received notification that we have been approved to receive e-rate funding. Recall that this is the federal subsidy for Internet access and telecommunications services.

One of the requirements is that the Board of Trustees certifies the Library's compliance with the Children's Internet Protection Act (CIPA). There is some sense of urgency to move forward with this since there is a rigorous e-rate audit process that examines this and other criteria. If a library is found to be noncompliant, it could mean that the library would have to return some or all of the funding.

Recommended changes:

- CIPA requires that all computers be filtered, which includes staff computers. This revised policy covers all computers, including staff computers. Note that Sections 2.a., 3.b.2., 3.d.2, and 6.a. when read together, make clear that all computers are governed by this policy, that staff can request sites be unblocked or filters disabled, that no staff can access obscenity or child pornography, and that the Library will monitor staff computers for violations.

- Harmful to minors. Neither the CIPA statute nor the Supreme Court decision mandates whether CIPA supersedes state laws. Here, we have stayed with the Kansas age limit, 18, so that we don't run afoul of Kansas law.

Proposed draft is in your packet. Recommended changes are noted in red.

DISCUSSION/ACTION ITEMS

OLD BUSINESS/NEW BUSINESS

Civic Technologies, Inc. Report:

Marc Futterman, president and CEO of Civic Technologies, will be attending the November 20 board meeting to present his report. The meeting will be in the auditorium and we've invited Friends and Foundation board members as well as staff to attend the meeting to hear Marc's presentation. We'll have refreshments that are a little more substantial than our usual cookies, etc. There is an action item on the agenda to officially receive the report. We'll be presenting a strategic planning document for your first review and eventual approval at the December meeting.

PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS

Attended: Rotary; Intergovernmental Cooperation Committee; annual staff appreciation luncheon; ALA/Library Administration & Management Association president-elect orientation & board meeting in Chicago; Washburn University/Kansas Board of Regents legislative forum; Chamber of

Commerce Business Expo; Heartland Visioning presentation to City Council; grand opening for teen activities center; interview team for Chamber; all staff quarterly meetings; E-rate summit with Rob Banks & Terry Kimes.

Met with: Kansas State University Dean of Libraries Lori Goetsch and her staff to tour the library and discuss partnership opportunities; three board chairs for quarterly luncheon.

WHAT'S GOING ON IN LIBRARIES?

Finding the Underserved by Marc Futterman (*Library Journal*, October 15, 2008) is in your packet. Note that Marc has included TSCPL and the use we're making of GIS data for strategic planning and marketing. The timing of this publication couldn't be better since we'll be hearing from Marc at the November board meeting. *Library Journal* is a nationally known and circulated journal for the library profession.

Gina Millsap, Executive Director
Topeka and Shawnee County Public Library **11/13/2008**

Deputy Director Report
November 20, 2008
Robert Banks

I attended an e-rate training session on October 23, sponsored by Kan-ed. This was helpful in explaining our responsibilities as an institution receiving e-rate funds.

Erate Solutions files the forms for us with the Schools and Libraries Universal Service Fund. This is part of the process. We must maintain records of all parts of the process.

The federal government has the right to audit our e-rate records at anytime. To be prepared for the audit, we must maintain detailed records for each e-rate funding year. This audit can be any time within a five year period after the end of a funding year. For example: the e-rate funds we receive in FY 2008 can be audited up to July 1 of 2014. The recommendation is to keep these records in both paper and electronic format. The auditors need to see the paper copies when they visit, but they want to take an electronic copy with them when they leave.

This first year of e-rate is definitely a learning process.

Departmental Highlights:

Adult Services: Marie Pyko, Manager; Brad Allen, Supervisor

This month, our staff began our preparations to help staff the new Teen Room. We held trainings in the new room to familiarize our folks with the gaming systems and the general layout and workflow of the room. The Adult Services staff will be working in the room primarily on weekends and helping out through the week occasionally.

We had another typically busy month at the public service desks. Our reference staff answered 13,349 reference questions, 1,846 of them over the telephone, and 146 “chatting” online with customers using instant messaging software. On Wednesday, September 3, we answered 562 questions, close to forty-seven an hour.

Digital Services and Branch: David King, Manager; Michael Perkins, Supervisor

A server that holds a majority of our data decided that it had enough and quit. Fortunately our new data server was close to being ready to go. Joey Embers our system administrator spent an enormous amount of time restoring department and staff drives to the new server throughout the weekend. He should be commended for his effort.
During the month we also deployed Office 2007 to staff; finalized the installation of the computers in the new teen room; and setup the new Janus event displays in the Health Neighborhood, Teen Room, and David J's Place.

Website Stats

Unique Visitors:	25,749
Visited Once:	9,557
Visited More than Once:	16,192

Spam

12,501,625 289.39 spam attacks per minute on firewall
618021 emails processed / 502474 total spam

Printing and Computer Management (SAM)

Number of PC Sessions	29,526
Number of Unique Users	7,995
Average Session Length	42 minutes
Number of Print Documents	10,642

Work Orders Closed (Tech, Admin, Web)

Total	162

Red Carpet-Talking Books: Stephanie Hall, Manager; Suzanne Bundy, Supervisor

The Red Carpet staff (Nathan Hohl, Stephanie Hall, Megan Johnson and Kelli Smith) took part in the "I Luv Being a Senior" fair put on by the Community Resources Council at Gage Park. Although it was a rainy day there was a good turnout of about 200 people who came through to browse the various booths and attend the mini programs being held throughout the day. Red Carpet represented the library with a booth containing general library information as well as specific Red Carpet and Talking Books information. Megan Johnson and Kelli Smith participated in one of the mini programs throughout the day presenting a reminisce program on Remembering School Days. They had about

40 people in attendance and enjoyed hearing stories about one room school houses.

Janet Johnsen, Cindy Packard and Vikki Horan attended the Reader's Advisory conference put on by the library and came back with some great ideas and tips for reader's advisory.

Cindy Packard gave a book talk on new books at Presbyterian Manor and had 14 people in attendance. She is always pleased to see new faces – those who do not normally use Red Carpet Service when we go out every other Tuesday.

Red Carpet in cooperation with the Foundation had a wonderful Veterans Day program again this year. There were activities throughout the day concluding with a talk from Colonel Roger Locher, a Vietnam veteran.

Sabatini Gallery: Susan Marchant, Manager; Sherry Best, Supervisor

"Kansas Impressions" exhibit, in memory of Beth Skoog

Our opening reception had record attendance of 213, with Ed Skoog reading poetry at the reception. The Skoog family has all been to Topeka to view the exhibit, they were very pleased, and we are receiving very positive comments from our 2,479 visitors so far:

"Magnificent collection."
"Fantastic!! Wonderful, etc.!!"
"Beth would have loved the presentation. Wonderful evening."
"It was wonderful and it was filled with culture!!!"
"Thank you."
"I ♥ the art gallery"
"This show seemed very significant to Topeka! Thank you!"
"I like the Potwin quilt!"
"Do you have other items from the Topeka Art Guild? I've been a member for 10 years and never seen these."
"Beth's collection is a treat to see."
"Thanks for another fine show."
"Simply wonderful show! History…stirring art. Great!"
"Thanks for bringing this quality show to KS."
"Most amazing ever that I saw"
"Amazing KS artists! Wow! Thank you!"

"Wonderful exhibit – enjoyed my time here. Glad to see my tax money well spent."
"This exhibit is such a joy! Thank you. Also the marvelous commentary brings all the color, movement, light into perspective in Kansas unpretentious clarity."
"The best yet! I loved being here. Thanks so much."
"Geo M Stone (the painter) is my grandfather. Thank you for taking care of his wonderful paintings for posterity!"
"Makes me very proud of my library and Topeka that provides such beauty for free viewing and enjoyment. Thanks."
"Just wonderful to see all of the artists and connect with their work!"
"I love it is so butifull" (from a young child)
"Thank you. I knew so many of the artists and had the appreciation of exhibiting with some."
"Thank you. There are very exquisitely detailed pieces that come to life! I loved the experience."
"Wonderful exhibit – as good as the East coast."
"It was cool."

Our next exhibit, "Books: Outside the Binding" will open Friday, December 5. Featuring the Book as Art, mainly from the library's collection, the exhibit will run through February and includes 8 programs, including "white gloves tours", two scholar's talks and two artist's talks.

Technical Services: Paul Brennan, Manager; Thad Hartman, Supervisor

The majority of our focus in TS/CD over the past month has been on the 2008 collections budgets. We try to have all of our firm order money encumbered by the end of October so that we can be sure that everything arrives before the end of December. Firm orders are orders that are placed by the collection development staff for specific titles. There are always unexpected changes in costs with various plans and standing orders which cause us to shift money around at this time of year. This year we are in very good position and our budgets have been spent at an optimal level throughout the year. We will have a small order in November. This will help us keep up with patron requests and recently lost items that need to be reordered. Other than that, our ordering looks to be just about complete in 2008. We may have a very small order in early December. Right now we appear

to be in a very good position to finish out 2008 with our budgets spent.

Resolution – Civic Technologies Report

BOARD OF TRUSTEES
TSCPL PUBLIC LIBRARY
November 20, 2008

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, receive the report from Civic Technologies, Inc.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2008

	2008 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2008 Total	2007 YTD	Change 07 TO 08%
CIRCULATION															
Main Library															
Circulation Desk	130,312	119,734	132,345	122,213	124,320	136,291	149,436	139,677	132,736	137,297			1,324,361	1,260,014	5.1%
Interlibrary Loan	1,931	1,746	1,831	1,891	1,875	2,013	2,189	2,080	2,113	2,397			20,066	16,673	20.4%
Self-Check	25,326	22,615	25,692	22,703	24,174	28,759	31,328	27,661	24,720	25,461			258,439	276,588	-6.6%
Bookmobile	25,787	28,358	28,894	34,941	24,820	33,395	37,369	21,779	30,671	35,315			301,329	300,082	0.4%
Red Carpet Outreach	11,816	9,966	10,650	10,752	10,145	10,276	10,504	9,778	10,388	11,203			105,478	108,141	-2.5%
Blind & Physically Handicapped	6,799	6,060	5,765	7,607	7,207	5,907	6,267	5,957	5,758	5,622			62,949	71,073	-11.4%
TOTAL CIRCULATION	**201,971**	**188,479**	**205,177**	**200,107**	**192,541**	**216,641**	**237,093**	**206,932**	**206,386**	**217,295**			**2,072,622**	**2,032,571**	**2.0%**
CIRCULATION DETAILS															
Print Material	109,176	103,118	113,809	112,264	107,728	124,738	134,351	112,820	113,546	122,032			1,153,582	1,153,274	0.0%
Audio/Visual Material	85,057	79,340	84,759	79,408	76,527	84,709	95,314	86,612	83,788	88,444			843,958	818,231	3.1%
Adult Materials	120,180	110,323	119,718	114,435	110,793	118,201	133,018	123,120	119,908	123,993			1,193,689	1,172,262	1.8%
Children's Materials	55,003	54,400	59,500	58,337	54,967	70,184	74,252	56,545	58,526	66,386			608,100	611,572	-0.6%
Young Adult Materials	5,671	5,179	6,125	5,977	6,335	8,105	8,727	6,528	5,976	6,772			65,395	65,485	-0.1%
Red Carpet Materials	13,456	11,413	13,282	12,971	12,200	13,001	13,801	13,239	12,924	13,325			129,612	122,186	6.1%
NEW Patron Registrations															
Topeka / Shawnee County															
Adults	943	859	877	792	773	962	1,003	1,066	986	946			9,207	8,234	11.8%
Children (ages 17 and under)	369	339	391	299	481	552	425	770	610	374			4,610	4,685	-1.6%
Red Carpet Outreach	21	23	17	17	19	26	21	14	21	21			200	246	-18.7%
NEKL	152	111	183	109	131	120	138	124	120	127			1,315	1,462	-10.1%
Non-Resident	0	1	1	1	2	0	1	1	0	4			11	12	-8.3%
Total New Registrations	**1,485**	**1,333**	**1,469**	**1,218**	**1,406**	**1,660**	**1,588**	**1,975**	**1,737**	**1,472**			**15,343**	**14,639**	**4.8%**
PATRONS DELETED	**835**	**942**	**1,089**	**1,138**	**1,141**	**997**	**1,306**	**1,225**	**1,168**	**1,031**			**10,872**	**11,226**	**-3.2%**
BORROWERS															
Topeka / Shawnee County															
Adults	54,888	55,268	55,791	55,935	55,871	56,163	56,363	56,563	57,103	57,300			57,300	54,512	5.1%
Children (age 4 - 17)	26,058	26,181	25,921	25,976	26,040	25,889	26,161	26,119	26,206	26,413			26,413	25,936	1.8%
Red Carpet Outreach	1,608	1,603	1,606	1,598	1,570	1,566	1,586	1,584	1,581	1,586			1,586	1,623	-2.3%
NEKL	8,564	8,637	8,634	8,697	8,669	8,625	8,618	8,624	8,614	8,607			8,607	8,612	-0.1%
Non-Resident	50	50	51	52	51	52	52	51	56	54			54	50	8.0%
TOTAL BORROWERS	**91,168**	**91,739**	**92,003**	**92,258**	**92,201**	**92,295**	**92,780**	**92,941**	**93,560**	**93,960**			**93,960**	**90,733**	**3.6%**
RESERVES FILLED	**19,980**	**19,985**	**20,997**	**20,681**	**16,905**	**18,674**	**20,259**	**20,589**	**20,015**	**21,618**			**199,703**	**201,737**	**-1.0%**
CHECK-IN															
AMH System	153,703	139,625	154,341	154,624	149,275	156,757	185,364	184,741	163,672	173,021			1,615,123	1,382,808	16.8%
Manual	33,573	35,705	37,806	39,704	35,679	37,799	42,677	24,750	30,085	33,096			350,874	559,822	-37.3%
TOTAL CHECK-IN	**187,276**	**175,330**	**192,147**	**194,328**	**184,954**	**194,556**	**228,041**	**209,491**	**193,757**	**206,117**			**1,965,997**	**1,942,630**	**1.2%**

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2008

	2008 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2008 Total	2007 YTD	Change 07 TO 08%
COLLECTION															
Materials Added	14,705	9,133	9,750	10,813	8,076	9,644	11,852	9,617	10,783	12,840			107,213	101,413	5.7%
Materials Discarded	12,679	10,075	5,900	8,581	9,287	9,212	12,416	10,777	9,901	8,485			97,313	131,850	-26.2%
TOTAL COLLECTION	**514,979**	**514,037**	**517,887**	**520,119**	**518,908**	**519,340**	**518,776**	**517,616**	**518,498**	**522,853**			**522,853**	**513,792**	**1.8%**
WEBSITE															
One-time only visitors	22,520	22,590	20,657	32,902	9,638	11,911	22,296	20,224	18,856	9,557			191,151	211,366	-9.6%
Return visitors	8,507	8,765	8,335	45,866	18,483	16,466	7,323	7,286	6,811	16,192			144,034	88,223	63.3%
UNIQUE VISITORS	**31,027**	**31,355**	**28,992**	**78,768**	**28,121**	**28,377**	**29,619**	**27,510**	**25,667**	**25,749**			**335,185**	**299,589**	**11.9%**
REFERENCE QUESTIONS															
Adult Services	14,468	12,910	13,011	13,281	11,799	12,983	14,102	13,037	12,652	13,349			131,592	120,997	8.8%
Red Carpet	1,202	1,009	1,059	1,137	1,026	1,017	1,162	1,221	1,126	1,040			10,999	10,677	3.0%
Topeka Room	1,127	1,110	1,083	885	1,156	1,121	1,166	1,242	1,101	*			9,991	11,864	-15.8%
Youth Services	3,584	3,445	3,963	3,403	3,790	5,566	5,206	4,210	3,027	3,525			39,719	34,035	16.7%
TOTAL REFERENCE QUESTIONS	**20,381**	**18,474**	**19,116**	**18,706**	**17,771**	**20,687**	**21,636**	**19,710**	**17,906**	**17,914**			**192,301**	**177,573**	**8.3%**
GATE COUNT	**69,136**	**65,022**	**69,893**	**65,023**	**62,034**	**70,645**	**77,931**	**74,084**	**69,239**	**79,101**			**702,108**	**924,340**	**-24.0%**
MEETING ROOMS															
Bookings	594	688	685	678	603	663	625	642	682	796			6,656	6,176	7.8%
Hours Booked	2,755	3,553	3,311	3,232	3,190	3,204	3,242	3,740	3,609	4,448			34,284	25,417	34.9%
ATTENDANCE	**14,088**	**17,523**	**12,979**	**12,561**	**9,119**	**12,722**	**13,213**	**11,204**	**10,711**	**12,507**			**126,627**	**106,710**	**18.7%**
PROGRAMMING															
Adult Services	310	286	814	338	264	124	320	179	419	208			3,262	3,364	-3.0%
Bookmobile	1039	726	364	704	291	756	465	0	1892	386			6,623	5,391	22.9%
Computer Classes	317	386	352	385	191	372	371	421	332	320			3,447	4,149	-16.9%
Gallery	47	86	72	272	0	321	50	137	21	*			1,006	957	5.1%
Film Programs	38	126	44	59	28	168	49	277	51	241			1,081	1,515	-28.6%
Red Carpet	0	20	73	17	16	17	33	20	77	254			527	780	-32.4%
Special Collections	72	44	112	513	181	54	335	38	121	*			1,470	2,072	-29.1%
Youth Services	4,503	3,755	4,476	7,119	2,006	5,532	5,477	1,629	2,075	13,143			49,715	45,550	9.1%
ATTENDANCE	**6,326**	**5,429**	**6,307**	**9,407**	**2,977**	**7,344**	**7,100**	**2,701**	**4,988**	**14,552**			**67,131**	**63,778**	**5.3%**

	GALLERY SHOWS						2008	2007	Change
	Dante's Inferno Jan 25 - Mar 21	Out of Sight Out of Mind April 4 - May 16	Hybrid Visions June 6 - July 18	Printed Image 2 Aug 1 - Sept 28				YTD	07 TO 08%
ATTENDANCE	**3,309**	**2,567**	**4,961**	**3,111**			**13,948**	**20,025**	**-30.3%**

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2008

	2008 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2008 Total	2007 YTD	Change 07 TO 08%
CIRCULATION DETAILS															
Print Material															
Adult Fiction	29,546	26,830	29,429	27,922	28,562	30,326	34,064	31,504	29,739	29,724			297,646	292,176	1.9%
Adult Nonfiction	24,355	22,750	24,521	24,047	22,001	22,861	25,571	23,438	23,167	23,945			236,656	248,933	-4.9%
Juvenile Fiction	24,154	23,732	27,032	26,331	27,276	36,152	37,520	27,556	28,547	32,987			291,287	288,176	1.1%
Juvenile Nonfiction	10,755	10,955	11,830	13,509	9,980	12,447	12,644	8,975	11,544	13,778			116,417	121,087	-3.9%
Magazines	1,891	1,924	2,135	1,996	1,912	2,502	2,603	2,103	2,150	2,120			21,336	19,609	8.8%
RC Print Materials	12,599	11,376	12,437	12,163	11,493	12,148	13,078	12,346	12,100	12,456			122,196	113,801	7.4%
RC Realia	467	519	502	472	403	467	440	528	490	551			4,839	4,416	9.6%
YA Print Materials	5,403	5,008	5,852	5,761	6,066	7,788	8,403	6,335	5,784	6,521			62,921	62,295	1.0%
PRINT CIRCULATION	**109,170**	**103,094**	**113,738**	**112,201**	**107,693**	**124,691**	**134,323**	**112,785**	**113,521**	**122,082**			**1,153,298**	**1,150,493**	**0.2%**
Audio / Visual Material															
Adult Audiobooks	6,036	5,704	6,562	6,214	5,905	6,287	6,596	6,271	6,184	6,315			62,074	65,926	-5.8%
Adult Music	7,314	6,523	7,603	6,961	6,493	6,855	7,053	6,944	6,132	6,376			68,254	63,096	8.2%
Adult Videos / DVDs	50,978	46,529	49,352	47,195	45,849	49,282	56,970	52,034	50,826	53,039			502,054	479,890	4.6%
Adult Video Games	77	56	63	48	40	44	133	791	1,684	2,431			5,367	1,002	435.6%
Juvenile Audiobooks	540	466	561	464	605	785	777	591	529	566			5,884	6,298	-6.6%
Juvenile Music	890	882	921	891	956	1,175	1,195	1,141	1,004	1,055			10,110	8,217	23.0%
Juvenile Videos / DVDs	18,359	17,537	18,888	16,929	15,911	19,408	21,845	18,130	16,767	17,907			181,681	184,635	-1.6%
RC A/V	241	250	224	203	200	261	201	239	213	215			2,247	2,676	-16.0%
YA A/V	220	173	236	196	253	302	270	193	192	251			2,286	2,443	-6.4%
A/V CIRCULATION	**84,655**	**78,120**	**84,410**	**79,101**	**76,212**	**84,399**	**95,040**	**86,334**	**83,531**	**88,155**			**839,957**	**814,183**	**3.2%**
Adult Material															
Adult Fiction	29,546	26,830	29,429	27,922	28,562	30,326	34,064	31,504	29,739	29,724			297,646	292,176	1.9%
Adult Nonfiction	24,355	22,750	24,521	24,047	22,001	22,861	25,571	23,438	23,167	23,945			236,656	248,933	-4.9%
Magazines	1,891	1,924	2,135	1,996	1,912	2,502	2,603	2,103	2,150	2,120			21,336	19,609	8.8%
Adult Audiobooks	6,036	5,704	6,562	6,214	5,905	6,287	6,596	6,271	6,184	6,315			62,074	65,926	-5.8%
Adult Music	7,314	6,523	7,603	6,961	6,493	6,855	7,053	6,944	6,132	6,376			68,254	63,096	8.2%
Adult Videos / DVDs	50,978	46,529	49,352	47,195	45,849	49,282	56,970	52,034	50,826	53,039			502,054	479,890	4.6%
Adult Video Games	77	56	63	48	40	44	133	791	1,684	2,431			5,367	1,002	435.6%
ADULT CIRCULATION	**120,120**	**110,260**	**119,602**	**114,335**	**110,722**	**118,113**	**132,857**	**122,294**	**118,198**	**121,519**			**1,188,020**	**1,169,630**	**1.6%**
Juvenile Material															
Juvenile Fiction	24,154	23,732	27,032	26,331	27,276	36,152	37,520	27,556	28,547	32,987			291,287	288,176	1.1%
Juvenile Nonfiction	10,755	10,955	11,830	13,509	9,980	12,447	12,644	8,975	11,544	13,778			116,417	121,087	-3.9%
Juvenile Audiobooks	540	466	561	464	605	785	777	591	529	566			5,884	6,298	-6.6%
Juvenile Music	890	882	921	891	956	1,175	1,195	1,141	1,004	1,055			10,110	8,217	23.0%
Juvenile Videos / DVDs	18,359	17,537	18,888	16,929	15,911	19,408	21,845	18,130	16,767	17,907			181,681	184,635	-1.6%
JUVENILE CIRCULATION	**54,698**	**53,572**	**59,232**	**58,124**	**54,728**	**69,967**	**73,981**	**56,393**	**58,391**	**66,293**			**605,379**	**608,413**	**-0.5%**
Red Carpet Material															
RC Print Materials	12,599	11,376	12,437	12,163	11,493	12,148	13,078	12,346	12,100	12,456			122,196	113,801	7.4%
RC Realia	467	519	502	472	403	467	440	528	490	551			4,839	4,416	9.6%
RC A/V	241	250	224	203	200	261	201	239	213	215			2,247	2,676	-16.0%
RED CARPET CIRCULATION	**13,307**	**12,145**	**13,163**	**12,838**	**12,096**	**12,876**	**13,719**	**13,113**	**12,803**	**13,222**			**129,282**	**120,893**	**6.9%**
Young Adult Material															
YA Print Materials	5,403	5,008	5,852	5,761	6,066	7,788	8,403	6,335	5,784	6,521			62,921	62,295	1.0%
YA A/V	220	173	236	196	253	302	270	193	192	251			2,286	2,443	-6.4%
YOUNG ADULT CIRCULATIOI	**5,623**	**5,181**	**6,088**	**5,957**	**6,319**	**8,090**	**8,673**	**6,528**	**5,976**	**6,772**			**65,207**	**64,738**	**0.7%**

Topeka and Shawnee County Public Library
Monthly Activity Report
October-08

Total Checkout	October-08	**217,295**	YTD 2008	**2,072,757**
	October-07	206,032	YTD 2007	2,049,746
	October-03	179,845	YTD 2003	1,756,826

Total Items handled	October-08	**423,412**	YTD 2008	**4,039,204**
(Check out + Check in)	October-07	402,777	YTD 2007	3,992,376
	October-03	343,616	YTD 2003	3,411,657

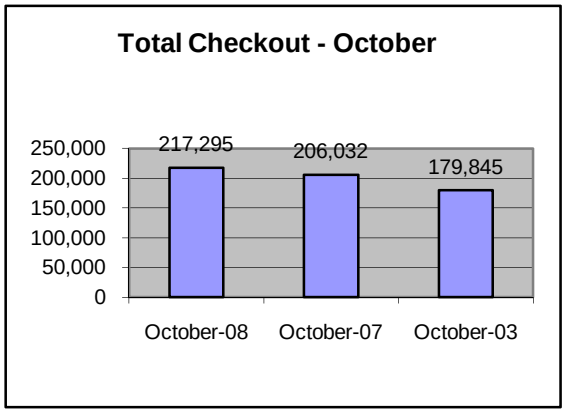
Total Borrowers	October-08	**93,960**
	October-07	90,733
	October-03	85,554

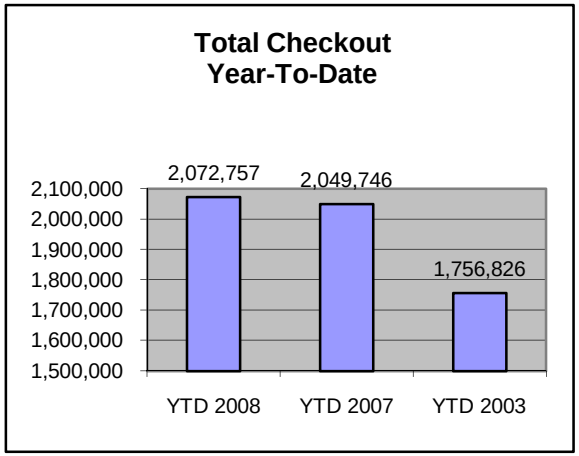
Items in Collection	October-08	**522,853**
	October-07	513,792

Program Attendance	October-08	**14,552**	YTD 2008	**67,161**
	October-07	8,159	YTD 2007	63,778

Gate Count	October-08	**79,101**	YTD 2008	**702,108**
	October-07	86,117	YTD 2007	924,340

Meeting Rooms		Bookings	Customers
	October-08	**796**	**12,507**
	October-07	707	12,673
	YTD 2008	**6,698**	**126,627**
	YTD 2007	6,176	106,707





FINDING THE UNDERSERVED

Close examination using market segmentation can reveal useful surprises about the people your library is leaving behind

By Marc Futterman

The heart of the public library mission is to provide service to the entire community and serve the underserved. But how do you identify the people you are not reaching, where they live, and what they need? And what does it mean for your services if in your community the underserved are not also underprivileged?

Contrary to popular belief, in a surprising number of communities the upwardly mobile middle and upper-middle classes are underserved. This creates a marginalized library with eroding support. It can threaten the library's ability to serve the underprivileged and may well isolate it from the majority of community residents. Although a recent OCLC report (tinyurl.com/oclcreport) found that library support isn't necessarily tied to library usage, in tough economic times libraries cannot count on well-meaning citizens who have sustained it in the past to pay for "the greater good." In a climate of shrinking paychecks and rising prices, a tax increase for library services they don't use can be a nonstarter.

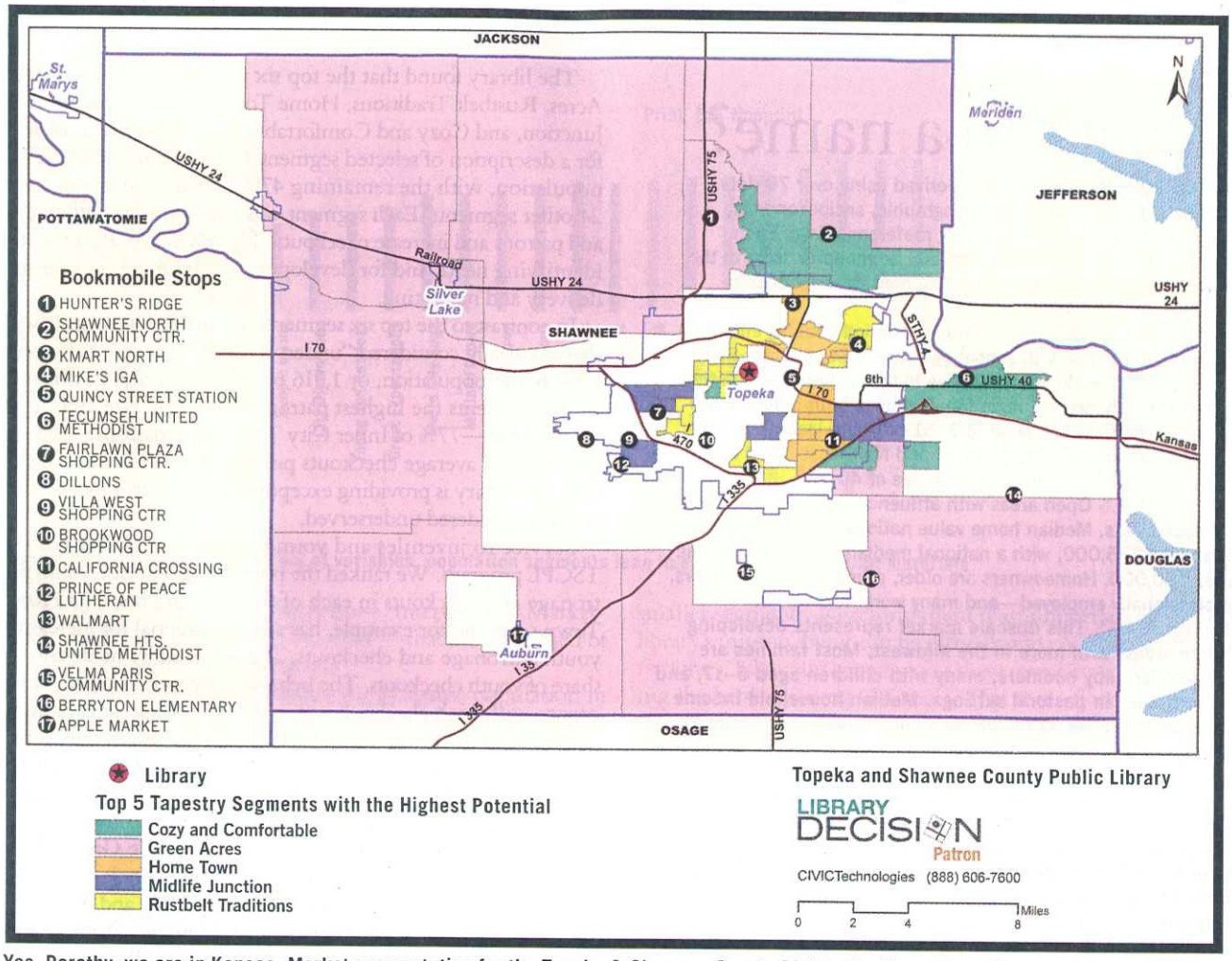
To compete in today's 24/7 information marketplace requires reaching all potential users. That means adopting service models that operate under a market or demand-based approach to needs assessment, services, and service delivery; adopting decision-making methods that are market-based and data-driven; and using tools that clearly demonstrate who is underserved, not just who is underprivileged. Few librarians today can imagine running a library without an OPAC. Just as inconceivable is the idea of not having "community information systems" for making informed decisions in which library use data is integrated with data about community needs, enabling administrators to test innovative and fitting solutions to local problems.

Marc Futterman (marc@civictechnologies.com) is President and CEO of CIVICTechnologies, Pasadena, CA

Urban planning morphs into library service

In 2001, CIVICTechnologies (see box, p. 45) began working with Southern California's County of Los Angeles Public Library, Smiley Library in the City of Redlands, and Glendale Public Library. These projects heightened CIVICTechnologies' interest in the challenges faced by libraries to be more relevant and to respond to a broad spectrum of community needs by becoming more market savvy. The libraries were receptive to using geographic information systems (GIS) technology to strengthen their strategic and service-area planning and outreach efforts.

Embracing market segmentation was the next step. Librarians may know about market segmentation, a tool for understanding their community, but few have taken to heart the need (and discipline) to apply segmentation principles to planning their services. According to www.bplans.com, a free resource to help entrepreneurs plan better businesses, market segmentation is "the categorization of potential buyers into groups based on common characteristics such as age, gender, income, and geography or other attributes relating to purchase or consumption behavior."



Yes, Dorothy, we are in Kansas: Market segmentation for the Topeka & Shawnee County PL lets the library know its community better

Market segmentation combined with GIS technology reaches beyond census numbers, survey data, and subjective observations to help businesses and organizations visualize the psychodemographics of a community. Market segmentation accurately predicts consumer behavior. It is trusted by a large number of Fortune 5000 companies that use it to inform multimillion-dollar investments in marketing, sales, and customer service.

Understanding psychodemographic delineations in a local community will help library directors allocate scarce resources to the right projects, avoiding misperceptions and misconceptions. Because segments can be mapped down to a local neighborhood, market segmentation is a powerful analytical tool. Ultimately, it is a rich method for understanding demand for library services, matching collection development with community needs, and developing marketing and fundraising campaigns that resonate with the people the library is targeting.

Market segmentation at work

The Henderson District PL (HDPL), NV, believed that its service area comprised mostly retired seniors and young families. But that was not completely true. Market analysis showed that there were more people in segments approaching retirement but still working at the top levels of the professional world, i.e., "young" seniors who have distinctly different needs from the retired. Even more surprising to the library management team were the many young professionals in its service area without children. In fact, only 35% of the households included children, as revealed through the creation of thematic maps that overlaid household size with branch locations. The high concentration of families with children in a few neighborhoods near certain branches had contributed to the misperception.

Now, the library is using innovative methods to deliver services to all segments of the community, including those underserved "young" professionals and "young" seniors, whose support is key to winning the next funding levy. The library has developed a three-pronged approach to revitalizing its community role: 1) the addition of on-demand database services, including those on business, consumer health, and school support; 2) a broad-based advertising and PR campaign to raise awareness; and 3) high-quality brochures and other printed materials that succinctly tell the library's story through benefit statements targeted to key segments. The library has seen increased usage across a range of measures such as number of patrons (cardholders), checkouts, and gate count. To keep pace with changes in its rapidly urbanizing community, HDPL is planning to undertake a second market segmentation report this year.

The Topeka & Shawnee County PL (TSCPL), KS, began a strategic planning process in late 2007. TSCPL serves approximately 175,000 people with one facility. TSCPL sought to identify underserved segments, assess their needs, develop appropriate resources to meet those needs and deliver those services, and implement a marketing campaign targeted at selected segments. TSCPL began the process by mapping the relationships between patrons and nonpatrons and among such elements as patrons, checkouts, material types, and market segments.

What's in a name?

The 65 Tapestry segments are derived using over 70 data variables across a range of demographic, socioeconomic, residential, and consumer buying preference data. Each segment is defined in detail and can be mapped down to the neighborhood. Here are sample segment descriptions:

COZY AND COMFORTABLE Settled married couples either without children or with school-age and adult children. Sixty-seven percent work. Many still live in the homes in which they raised their children—single-family homes built before 1970 with a current market value of $151,000 and located mainly in suburban areas in the Midwest and Northeast. Most of the population is older, with a median age of 40.

EXURBANITES Open areas with affluence define exurban and its households. Median home value nationally for Exurbanites is about $235,000, with a national median household income over $80,000. Homeowners are older, primarily empty-nesters, professionally employed—and many work from home.

GREEN ACRES This upscale market represents developing fringe areas, with more in the Midwest. Most families are blue-collar baby boomers, many with children aged 6–17, and enjoy homes in pastoral settings. Median household income and median home value are high compared to the national average.

HOME TOWN They may move from one house to another, but Home Townies rarely cross the county line. Single-family homes predominate in these suburban neighborhoods, with low population density, mainly in the Midwest and South. Over half of the householders are homeowners. They work primarily in local manufacturing, retail trade, and support services.

INNER CITY TENANTS A microcosm of urban diversity, this group is represented by white, African American, Hispanic, and Asian cultures—mostly young, with single people and single parents as well as those residing in shared households. Inner City neighborhoods are also a stepping stone for recent immigrants. Median income and net worth are low, but about seven percent receive public assistance. Although many of these residents are not college educated, 23 percent have earned some college credits. Earning a college degree is at the forefront of their goals.

MIDLIFE JUNCTION Nearly 20 percent of those in this group are 65 or older. Households can be married couples with or without children or single persons. Nearly one-third of households are drawing retirement benefits. Their median household income is $43,000. Most own their homes, but many have moved into multiunit apartment buildings. Housing is a mix of single-family homes and low-density apartments, somewhere between urban and rural.

RUSTBELT TRADITIONS This group is the mainstay of the older, industrial cities in the states along the Great Lakes. They are the backbone of the manufacturing and transportation industries. Most householders live in modest, single-family homes, with a mix of families and living arrangements, including many single-parent households and singles.

SOUTHERN SATELLITES These are rural settlers employed in manufacturing and/or construction. Families in this market own newer, single-family or mobile homes, but this segment is slightly older than the national average.

SOUTHWESTERN FAMILIES The bedrock of the Hispanic culture in the Southwest, over 60 percent of Southwestern Families own their homes, mainly in suburban neighborhoods. The population is young and most have children.

The library found that the top six market segments—Green Acres, Rustbelt Traditions, Home Town, Exurbanites, Midlife Junction, and Cozy and Comfortable (see "What's in a name?" for a description of selected segments)—account for 53% of the population, with the remaining 47% fragmented across some 24 other segments. Each segment was ranked for its potential to add patrons and increase checkouts. This gives TSCPL a tool for identifying needs and for developing and managing its service delivery and marketing.

In contrast to the top six segments, Inner City Tenants (a segment typically considered "underprivileged") accounts for only 1.1% of the population, or 1,916 people. For TSCPL, this segment represents the highest patron penetration rate among all 30 segments—77% of Inner City Tenants are patrons—and the fifth highest average checkouts per patron (1.78 items). In this case, the library is providing exceptional service to a market that is often considered underserved.

Service to juveniles and young adults is important to the TSCPL program. We ranked the potential to increase youth patronage and checkouts in each of the 30 segments. The Home Town segment, for example, has a high potential for increasing youth patronage and checkouts, as evidenced by its dominant share of youth checkouts. The behavior of youth in census block groups with high checkouts can serve as a model for increasing checkouts in the census block groups with the lowest checkouts.

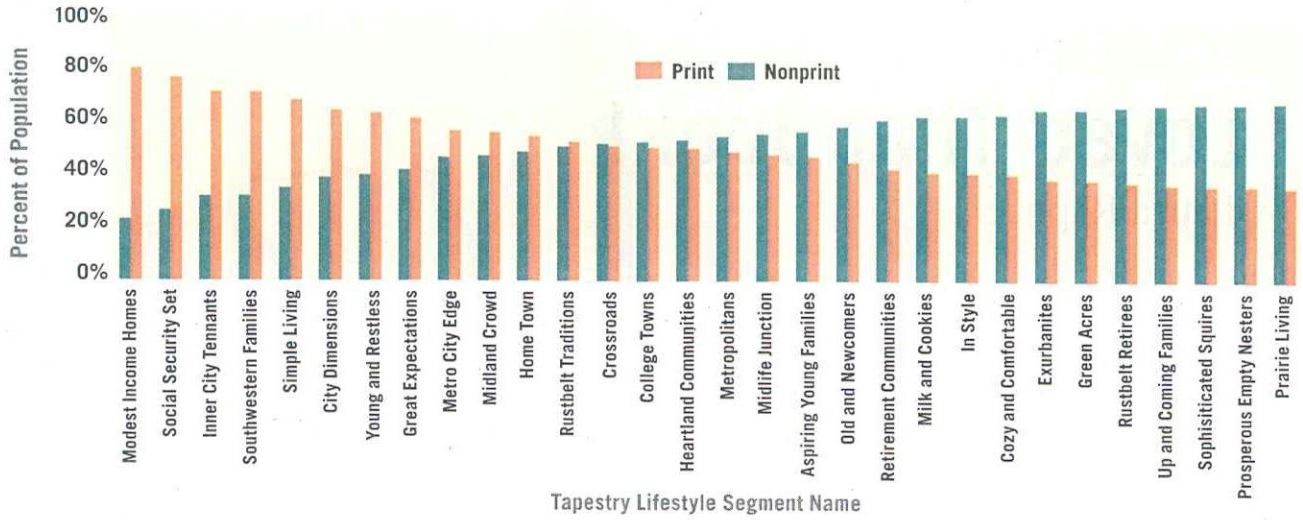
The analysis also indicated that the library has a problem: the top population segment, "Green Acres"—which is family-oriented, well educated, middle class, and not ethnically diverse—is one of the most underserved. While Green Acres makes up 13.7% of the population, or 23,999 people, it has one of the lowest patron penetration rates (only 39%) and one of the lowest average checkouts per person (1.32 items). Without improving services to Green Acres, the library will not meet the needs of its largest segment and will underperform in meeting the needs of the overall community.

One challenge in delivering services to this area is that Green Acres households are spread throughout the rural areas of Shawnee County. With low bandwidth in these locales, reaching them through the library's Digital Branch is not a reliable option. TSCPL is investigating other means, such as increased bookmobile or books-by-mail services, services through local schools, or opening local storefront facilities.

Another important result of the analysis came from comparing print and nonprint materials by segment. Nonprint materials were highly favored by segments whose characteristics include close proximity to the library, modest incomes, and a diverse range of household types, ages, and life stages. TSCPL is developing targeted marketing programs to increase use of both print and nonprint materials in these segments and to identify other segments with similar characteristics that are likely to use these resources.

Seeing the underserved

Market segmentation allows us to move beyond definitions of the underprivileged in terms of simple racial, ethnic, or class distinctions. One California county library believed that its Hispanic community was both underprivileged and underserved. An analysis found that there was only a moderate Hispanic population and a low to moderate Spanish-speaking population compared with the state and the nation. In fact, in this county, there is a noticeable absence of any market segment usually associated with Spanish-language or Hispanic culture. Instead, there



Format finds: Depending on a host of variables, population segments lean to either print or nonprint materials

is a strong presence of two segments—"International Marketplace" and "Up and Coming Families"—that are composed of broad ethnic and racial populations.

The findings also indicate that the Hispanic population in this community is not underprivileged but well integrated into the culture at large. From a service point of view, this has two implications: 1) providing Spanish-language materials may (or may not) support the recreational needs of the Hispanic population but is not needed for English as a Second Language (ESL); and 2) providing Spanish-language or Hispanic cultural materials needs to be considered as a trade-off against materials in other languages that are in equal demand.

Studying how the market breaks down also reveals some clear patterns. For instance, in smaller library service areas with populations under 50,000 (either city or county libraries or outlet service areas in larger districts), one or two dominant segments often account for roughly half the population, with the remaining population split among eight to 12 segments. The Bossard Memorial Library in Gallipolis, OH, serves about 31,250 people throughout Gallia County. Bossard has two segments that account for almost half of its households—Rooted Rural (24.4%) and Southern Satellites (21.9%)—with the rest of the population divided into seven segments averaging 7.7% each. In this model, libraries cannot help but provide services to the dominant segments but must also search carefully to uncover both the underprivileged and underserved—and distinguish between the two—among the remaining smaller segments.

Libraries with populations around 150,000 usually have just a few dominant segments. In many cases, one-half to two-thirds of the population fall into the top five segments. The rest of the population is divided among a wide variety of segments, often 15 or more. The underprivileged—the segments we generally think of as underserved—usually reside in these smaller segments. Reaching them is an important part of the library's mission, but it can be difficult and consume significant resources. Librarians can pinpoint these segments without breaking the bank by using GIS tools. This cost-effective approach also means that libraries won't miss the opportunity to serve the majority of households in their dominant segments—thereby protecting them from creating an underserved majority.

A blank slate

To implement a demand-driven approach, librarians should begin by reassessing their knowledge of their community. Librarians become their own worst enemy by claiming to know their area, when in fact they know some regular patrons and miss thousands of other people who use the library infrequently or not at all. Furthermore, librarians should be wary of traditional methods of assessing local needs such as surveys and general workshops because while they reflect the needs of people who participate in the process, they don't identify the needs of those who don't. By connecting with only a handful of people, the library risks alienating constituents who may perceive it as tilted to one group or another.

Libraries are stuck in an outdated service model based largely on delivering services to the segments of their community that they know. They lack the tools to analyze the community effectively and instead rely on simplistic definitions based on racial, ethnic, and class distinctions. In a down economy with funding cutbacks and competitive pressures, librarians need to look beyond old models to visualize, analyze, relate, and act based upon market segmentation data and a demand or market-based approach. Making immediate and far-reaching changes to adjust to this new reality will enable libraries to deliver the right mix of services that help ensure their viability, relevance, and, ultimately, their competitive advantage. This is the future of the American public library. ■

CIVICTechnologies

Established in 1999, CIVICTechnologies (www.civictechnologies.com) works with libraries to apply GIS technology to their strategic and facilities planning as well as to enhance service to their small business communities.

CIVICTechnologies employs the Community Tapestry market segmentation system from ESRI, the world's leading GIS software company. This 65-segment system classifies U.S. neighborhoods based on their socioeconomic, demographic, residential, and consumer buying characteristics. It goes beyond standard statistics on race, ethnicity, age, and education to combine the "who" of lifestyle demography with the "where" of local neighborhood geography and create a model of various lifestyle classifications or segments of every neighborhood in the country, down to the street level.