Call to Order

Public Comment

Approval of November Board Minutes – Action Item

Chief Financial Officer’s Report – Sheryl Weller

Financial Reports
- Treasurer’s Report – David Monical
- Financial Reports – Action Item

Friends of TSCPL – Sherryl Longhofer, Board Chair

The Library Foundation – Jeanne Slusher, Board Chair

Chief Executive Officer’s Report – Gina Millsap

Chief Operating Officer’s Report – Rob Banks

Old Business
- Strategic Plan Update – Gina Millsap
- Parking Lot Asphalt Resurfacing Bid, Tabled - Action Item

New Business
- Parking Lot Concrete Resurfacing Bid - Action Item
- Foundation Loaned Employee Agreement for FY 2015 - Action Item
- Friends of the Library Loaned Employee Agreement for FY 2015 - Action Item
- Restated and Amended Development and Management Agreement: “Café Management Agreement” 2015 Addendum - Action Item
- Network Upgrade Project Bid - Action Item
- Restated and Amended 2014 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan) - Action Item
- 2015 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan) - Action Item

Advocacy Stories

Adjournment

Next Meeting:
January 15, 2015  4:00 pm
Menninger Room 206

Subject to change without notice
BOARD MEMBERS PRESENT:  
Duane Johnson (chair), David Monical (treasurer), Elizabeth Ross (secretary), Kerry Onstott Storey, Melissa Masoner, Dan Guenther, Ryan Freed and Betty Greiner

BOARD MEMBERS ABSENT: Quentin Martin, Jennifer Fells (vice-chair)

CALL TO ORDER:  
The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, November 20, 2014 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, Duane Johnson.

PUBLIC COMMENT  
Duane Johnson asked for public comment. There were no individuals present for public comment and the public comment period was closed.

APPROVAL OF MINUTES  
On motion by David Monical seconded by Melissa Masoner, the October 16th board minutes were accepted as submitted. Motion carried.

- Reconsider action at September 18, 2014 Board meeting  
  On a motion by Dan Guenther and seconded by Betty Greiner the Board of Trustees of the Topeka and Shawnee County Public Library reconsidered action of the approval of the minutes dated September 18, 2014 so that the complete motion for allocations of funds provided by the Friends of the Topeka and Shawnee County Public Library can be included.

- Accept the Friends of the Library donation for FY 2015  
  On a motion by Dan Guenther seconded by David Monical it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library approved the request to the Friends of the Topeka and Shawnee County Public Library for FY 2015 in the amount of $120,000. $25,000 allocated for Library Programs (summer reading, etc.) $7,000 allocated to the Gallery ($5,000 for Art competition sponsorship and $2,000 for First Friday receptions), $13,000 allocated to employee/volunteer Recognition (years of service awards and Employee Recognition Week activities), $50,000 allocated to circulation lobby equipment for configuration of space, $10,000 allocated for digital display for collections and donor recognition, $15,000 allocated for strategic planning next phase.
HEARTLAND VISIONING PRESENTATION
John Hunter, Executive Director of Heartland Visioning provided an update and overview of Heartland Visioning projects and initiatives. He thanked and expressed his appreciation of Gina Millsap for her leadership as co-chair of the Heartland Visioning Steering Committee.

APPROVAL OF TREASURER’S REPORT
Sheryl Weller presented her Chief Financial Officer’s report. David Monical reported that he reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by David Monical, seconded by Kerry Onstott Storey the Treasurer’s Financial Report, inclusive of the October financial report was accepted. Motion carried.

Sheryl responded to questions relating to the check-out kiosks and their inability to record revenue by categories. The Board asked Sheryl to follow up with the auditors regarding several actions and how they might impact the audit and any findings: (1) a letter from the RFID vendor, Bibliotheca, acknowledging accountability for their inability to provide data to reconcile the kiosks and that they are working on a solution; (2) any alternatives or experience with similar situations of which the auditors are aware and can assist with that would avoid a finding; and (3) could having a proven reconciliation solution in early 2015 negate an audit finding for the 2014 audit year.

Friends of the Library board chair, Sherryl Longhofer, presented the Friends of the Library report.

Nancy Lindberg presented the Foundation Report in the absence of Board Chair, Jeanne Slusher.

Gina Millsap provided a summary of her Chief Executive Officer’s Report. She highlighted the Aspen Institute article that was distributed.

The Chief Operating Officer’s Report was presented by Rob Banks.

OLD BUSINESS
• Gina Millsap reported that the staff continues meeting in small groups to discuss strengths, opportunities, aspirations and results much like the trustees did at the Three Board Retreat in September. Data will be compiled and used for the development of the Next Decade strategic plan.
• Thad Hartman delivered a Community Survey and Three Board retreat response comparison report in follow up to the Three Board Retreat.

NEW BUSINESS
• Permission for approval of parking lot resurfacing bid
The board discussed approval of a bid to resurface the library parking lot following a motion by David Monical seconded by Melissa Masoner. During discussion, questions were raised about the cost of utilizing asphalt versus concrete for the resurfacing project. On a motion by Dan Guenther seconded by Melissa Masoner the board voted 8-0 to table the motion for approval of the parking lot resurfacing bid. On a motion made by David Monical seconded by Betty Greiner the Board directed the staff to determine the expected life span of asphalt pavement replacement, solicit bids for a concrete replacement with attendant expected life
span of the parking lot and bring the data to the December board meeting. The motion passed 8-0

ADJOURNMENT
On motion by David Monical, seconded by Dan Guenther, the Board adjourned at 5:38 PM. Motion carried.

Elizabeth Ross, Secretary
The cash in the Capital Improvement Fund does not agree to the actual cash in the VisionBank Money Market account because no checks are issued from this bank account. The Gallery Lighting project was paid from the regular operating checking account ($108,873.66). An online banking transaction will be processed from the Capital Improvement account to reimburse the operating checking account and then all will be in balance. This is the usual procedure, but a timing difference occurred this month.

Revenue/Expense/Balance by Fund Report – Page 2

The following is the status of each fund with a current negative balance:

- The Big Read grant has been approved, but the first installment will not be received until February 2015. Historically, some obligations (purchase orders) like facilities or performers must be secured prior to January 1 so the fund is allowed to display a negative balance.
- The Adult Programs Fund has an outstanding purchase order that is not needed and was canceled in early December. This restores the fund balance to positive.
- For the Bookmobile Fund, since Bookmobile #2 will not be completed and fully paid until 2015, the encumbrance will be reversed in December and recreated in January so that it does not give the appearance of a Cash Basis Law violation. Funds for this purchase are sufficient, specifically identified and will continue to be invested by the Library Foundation, which legal counsel has ruled meets the Cash Basis Law, but those funds are shown on the Foundation’s financial reports and remain invested until needed.
- The expenditures for the Children’s Art Show were billed to the Foundation the first week of December and will be fully reimbursed from designated gifts.
- The Health Neighborhood Fund paid the annual lease of the blood pressure machine. Stormont Vail has been billed and payment was verified to be pending and will be received by TSCPL no later than December 31st.
- The expenditures for the Wedding Neighborhood Fund (promotional costs for attendance at Bridal Fairs) were billed to the Foundation the first week of December and will be fully reimbursed from designated gifts.

The Library Foundation’s 2014 distribution has been received, but will not be recorded until December. The distribution follows the Foundation’s formula and is provided for the following purposes:

<table>
<thead>
<tr>
<th>Library Materials</th>
<th>$ 33,955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Carpet</td>
<td>4,279</td>
</tr>
<tr>
<td>Service</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Torluemke Landscaping</td>
<td>1,053</td>
</tr>
<tr>
<td>Youth Services</td>
<td>8,854</td>
</tr>
<tr>
<td>Gifts/Memorials (Undesignated)</td>
<td>23,164</td>
</tr>
<tr>
<td>Total Distribution per Formula</td>
<td>$71,305</td>
</tr>
<tr>
<td>Buy-a-Book Club</td>
<td>33,903</td>
</tr>
<tr>
<td>VISA Extra Rewards Redemption</td>
<td>4,045</td>
</tr>
<tr>
<td>Total Distribution to TSCPL</td>
<td>$109,253</td>
</tr>
</tbody>
</table>

Beginning with the 2012 distribution, a decision was made to request the Foundation hold and invest certain funds calculated in the distribution until such time as the Library has a qualifying need for them and places a request. Staff is keeping a report of the funds available. This revised procedure is helpful since often the annual distribution is too small to fund an expenditure that complies with the gifted money. This should be more understandable in both organizations’ audits as well. The amount this year per the distribution formula, but held by the Foundation until requested by the Library, is $10,269.

**General Fund – Pages 3 through 5**

With 91.5% of the budget year completed, 99% of the budgeted revenue has been received and 89% of the approved budget has been expended/encumbered. This compares to 2013 in which 98% of the budgeted revenue had been received and 86% of the approved budget had been expended/encumbered.

One additional tax distribution will be received in mid-December.

Most of the over-budget expenditure line items have been explained in my previous reports and some will likely clear themselves by year end if the weather remains good. Mileage went slightly over-budget and that is to be expected since we have more staff out in the community and we travel to the community centers as well. Postage will remain within budget this year. Salaries – Security will likely be slightly over-budget due to decisions made related to the concealed carry laws. Library Materials line items may be slightly over-budget due to e-book pricing and demand.

At the time of my report, the bid responses for the Network Upgrade Project were undergoing an extensive review by technical staff. This is a complex project and it is important this review not be rushed. The original funding plan for this was to use monies in the Special Project budget line item not needed for the RFID/Self-Check project ($87,000), as well as a portion of State Aid. It is easiest, allowable and prudent to apply the full State Aid funding to this project since this is a one-time expenditure and State Aid money continues to diminish. (It was reported this week by the State Librarian that a reduction in State Aid will be used as a source to meet the current state revenue shortfall.) The Network Upgrade Project will likely exceed the original $120,000 estimate and I will be reviewing other line items, such as Digital Services Support, which included $40,000 for a storage expansion that was not pursued due to the Network Upgrade study and purchase.
Employee Benefit Fund – Page 6

With 91.5% of the year completed, 105% of the budgeted revenue has been received (including the non-budgeted claims experience refund from Blue Cross Blue Shield), with 80% of the approved budget expended. This compares to 2013 with 98% of the budgeted revenue received and 87% of the budget expended.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is $2,228,543. The resolutions included in this month’s packet for the asphalt repaving or concrete parking lot project or proposed to be paid from this Capital Improvement Fund balance, as projected on the Major Initiatives Funding Matrix. Please see the resolutions for a background summary of these proposed expenditures, as well as a requested comparison of each option, including useful life, prepared by Rob Banks.

Debt Service Fund-Bond & Interest – Page 7

The percentage of the budgeted revenue collected year-to-date is 100% compared to 98% at this same time in 2013.

Purchase Order Notification

In accordance with the Board of Trustees new purchasing policy, approved October 16, 2014, a new section has been added to my Chief Financial Officer’s report. The policy requires notification to the Board of all purchases more than $5,000 and up to $20,000, including sole source purchases, or for purchases exempted from the purchasing policy. Expenditures (other than those specifically exempted by the purchasing policy) more than $20,000 will be brought to the Board for notification and consideration of approval via a resolution. Although checks written for $5,000 or more will continue to be provided as part of the financial reports to the Board, the additional section in this report will be for purchase orders enacted during the month that require Board notification, but not approval. That way the Board knows of obligations much sooner than when payment is made, which can be in the next fiscal year.
<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Description</th>
<th>Amount</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library materials</td>
<td>“Automatically Yours” plan that sends select numbers of copies of new titles in certain genres</td>
<td>$5,300.00</td>
<td>Baker &amp; Taylor Books</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Publication of Dec 2014 – Jan 2015, 16-page Library News (original blanket PO did not account for this final publication of the year)</td>
<td>$5,234.06</td>
<td>Topeka Capital Journal</td>
</tr>
<tr>
<td>Library materials</td>
<td>Annual subscription plan for large print materials for Red Carpet</td>
<td>$14,211.40</td>
<td>Gale/Cengage Learning</td>
</tr>
<tr>
<td>Library materials</td>
<td>Annual Freegal music subscription</td>
<td>$33,400.00</td>
<td>Library Ideas</td>
</tr>
<tr>
<td>Library materials</td>
<td>Annual online subscription to America's Obituary News</td>
<td>$31,222.00</td>
<td>Newsbank</td>
</tr>
<tr>
<td>Library materials</td>
<td>Annual periodical renewals</td>
<td>$32,843.61</td>
<td>Ebsco Information Services</td>
</tr>
<tr>
<td>Sole Source</td>
<td>Additional custom-made bin shelving for Kids Library Phase III from the same vendor to match existing bins (to be reimbursed by Fdtn)</td>
<td>$7,754.79</td>
<td>Embury Ltd</td>
</tr>
<tr>
<td>Library materials</td>
<td>Annual online subscription renewal world history</td>
<td>$5,799.71</td>
<td>Gale/Cengage Learning</td>
</tr>
<tr>
<td>Library materials</td>
<td>Annual online subscription renewal for legal forms</td>
<td>$6,580.82</td>
<td>Gale/Cengage Learning</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Additional purchase order for remaining natural gas costs; blanket purchase order created at the start of the year is sometimes insufficient</td>
<td>$8,500.00</td>
<td>Constellation New Energy-Gas</td>
</tr>
<tr>
<td>Library materials</td>
<td>Adult blue-rays &amp; DVDs</td>
<td>$5,322.50</td>
<td>Midwest Tape</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Financial system software annual support and cloud hosting</td>
<td>$10,648.00</td>
<td>Black Mountain Software Inc.</td>
</tr>
<tr>
<td>Approved operating budget</td>
<td>Raiser’s Edge (fundraising software) annual support</td>
<td>$6,784.93</td>
<td>Blackbaud</td>
</tr>
<tr>
<td>Library materials</td>
<td>“Automatically Yours” plan that sends select numbers of copies of new titles in certain genres</td>
<td>$5,500.00</td>
<td>Baker &amp; Taylor Books</td>
</tr>
</tbody>
</table>
Other Items:

• Much work continued to modify the HR/payroll system for the employee deductions/employer contributions on the December payrolls that pay the January health insurance coverage for the two new health plans. I’m pleased to report that the December 12th payroll deductions and contributions for the 28 codes related to the health plans balanced perfectly with the payroll due to the great work of HR and Finance team members.

• The Board, at its November meeting, requested me to ask some questions of the Library’s auditors. This is a response to my report last month notifying the Board that deficiencies in the availability of sales data from the self-check kiosks could result in a 2014 audit finding. Specifically, the following questions regarding ways to avoid an audit finding were posed to the Library’s audit firm, Berberich Trahan & Co., P.A.:

  1. Would a letter from the self-check/software vendor, Bibliotheca, acknowledging accountability for their inability to provide the reconciliation tools required by the RFP on a timely basis, and the status of their solution, be advised?
  2. Are there any alternatives or experience with similar situations that could be recommended by Berberich Trahan & Co., P.A. to remedy this situation and minimize the impact in the audit report?
  3. Would having a proven reconciliation solution in early 2015 negate a finding or deficiency reporting in 2014?

Berberich’s Audit Director, Stacey Hammond responded that none of the above options or suggestions would negate a finding if one was deemed necessary. She also discussed materiality and that the situation could result in at most an internal control deficiency that would not be considered a written finding. Further, provided sales are being recorded to a reasonable category, a written finding is unlikely for the period of time TSCPL was unable to separate the sales into different categories. Nothing will be certain until the audit testing is completed.

Her response is consistent with some of my points during the Board’s November Board discussion. It appears total overdue fees will not exceed $300,000 in 2014 and even less were processed at the kiosks since we didn't begin until May 6th, as well as a portion of fees being processed online or via telephone. When comparing that to total Library revenues from all sources, this is not significant. Additionally, the payment transaction is between the customer and the kiosk without library staff intervention. Of course I believe strongly that we must eventually have internal controls fully in place and will continue to work diligently toward that goal, but for 2014 about all that is possible has been done.

• The 2014 audit work will begin in late December with the audit set to start on January 20th. This year will be slightly easier with the same payroll and accounting systems in place for the full year.
# Topeka and Shawnee County Public Library
## Financial Summary

11/30/14

<table>
<thead>
<tr>
<th></th>
<th>Balance 01/01/14</th>
<th>Revenue Y-T-D</th>
<th>Expenditures Y-T-D</th>
<th>Balance 11/30/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVERNMENTAL FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Operating</td>
<td>$3,178,541.00</td>
<td>$11,838,794.09</td>
<td>$11,265,283.16</td>
<td>$3,752,051.93</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>853,595.39</td>
<td>3,635,555.13</td>
<td>2,951,017.32</td>
<td>1,538,133.20</td>
</tr>
<tr>
<td>Capital Improvement</td>
<td>2,470,118.17</td>
<td>7,227.88</td>
<td>248,802.89</td>
<td>2,228,543.16</td>
</tr>
<tr>
<td>Bond &amp; Interest</td>
<td>1,017,984.44</td>
<td>1,427,581.61</td>
<td>1,651,820.00</td>
<td>793,746.05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NON MAJOR GOVERNMENTAL FUNDS</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>-</td>
<td>62,819.74</td>
<td>-</td>
<td>$62,819.74</td>
</tr>
<tr>
<td>Federal, State &amp; Local Grants</td>
<td>10.39</td>
<td>2,400.00</td>
<td>2,400.00</td>
<td>$10.39</td>
</tr>
<tr>
<td>Other Special Revenue</td>
<td>816,110.93</td>
<td>193,163.45</td>
<td>602,851.58</td>
<td>$406,422.80</td>
</tr>
<tr>
<td>Permanent Funds</td>
<td>500,662.07</td>
<td>30,677.33</td>
<td>1,414.63</td>
<td>$529,924.77</td>
</tr>
</tbody>
</table>

**Totals** $8,837,022.39 $17,198,219.23 $16,723,589.58 $9,311,652.04

### Bank Account Summary

- **General Fund-CoreFirst Bank-Checking**: $885,626.08
- **Capital Improvement Fund-CoreFirst Bank-Investments**: -
- **Capital Improvement Fund-VisionBank-Money Market Account**: 2,337,416.82
- **Restricted Funds-CoreFirst Bank-Checking**: 471,273.07
- **Restricted Funds-CoreFirst Bank-Investments**: -
- **Restricted Funds-CoreFirst Bank-Investments-Foundation**: 328,039.04
- **Bond & Interest Fund-CoreFirst Bank-Checking**: 245,479.24
- **Bond & Interest Fund-CoreFirst Bank-Investments**: -
- **Cash on Hand**: 3,226.50
- **Petty Cash**: 220.00
- **Endowment Securities**: 201,885.73
- **Municipal Investment Pool - Overnight**: 2,768,318.62
- **Municipal Investment Pool - 90-day Fixed**: 2,428,214.82

**Less Pending Claims (invoices posted, but not paid until next month)**: -
**Less Payroll Deduction and Employer Benefit Liabilities**: 3,067.07
**Less Outstanding Checks**: 354,980.81

**$9,311,652.04**
<table>
<thead>
<tr>
<th>Major Governmental Funds</th>
<th>01/01/14</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>11/30/2014</th>
<th>All Yrs Outstanding</th>
<th>Unencumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance</td>
<td>$ 3,178,541.00</td>
<td>$ 11,838,794.09</td>
<td>$ 498,819.53</td>
<td>$ 10,766,463.63</td>
<td>$ 3,752,051.93</td>
<td>$ 510,192.48</td>
</tr>
<tr>
<td>General Fund</td>
<td>853,959.39</td>
<td>3,635,555.13</td>
<td>1,240.10</td>
<td>2,949,777.22</td>
<td>1,538,133.20</td>
<td>1,715.95</td>
</tr>
<tr>
<td>Employee Benefit Fund</td>
<td>2,470,118.17</td>
<td>7,227.88</td>
<td>105,734.00</td>
<td>143,068.89</td>
<td>2,228,543.16</td>
<td>-</td>
</tr>
<tr>
<td>Capital Improvement Fund</td>
<td>1,017,984.44</td>
<td>1,427,581.61</td>
<td>1,651,820.00</td>
<td>793,746.05</td>
<td>-</td>
<td>793,746.05</td>
</tr>
<tr>
<td>Bond &amp; Interest Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Non Major Governmental Funds</td>
<td>-</td>
<td>62,819.74</td>
<td>62,819.74</td>
<td>-</td>
<td>62,819.74</td>
<td></td>
</tr>
<tr>
<td>Federal &amp; State Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Gallery Grant</td>
<td>10.32</td>
<td>10.32</td>
<td>-</td>
<td>-</td>
<td>10.32</td>
<td>-</td>
</tr>
<tr>
<td>11-LISTA-3(Talking Books)</td>
<td>0.07</td>
<td>0.07</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12-LISTA(Talking Books)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Big Read Grant</td>
<td>-</td>
<td>-</td>
<td>1,264.44</td>
<td>(1,264.44)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Kansas Humanities Council Grant</td>
<td>-</td>
<td>2,400.00</td>
<td>2,400.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Special Revenue Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>596.50</td>
<td>617.96</td>
<td>1,191.25</td>
<td>23.21</td>
<td>173.75</td>
<td>(150.54)</td>
</tr>
<tr>
<td>Art Collection</td>
<td>21,847.47</td>
<td>3,708.67</td>
<td>55.15</td>
<td>5,881.22</td>
<td>19,619.77</td>
<td>5,651.38</td>
</tr>
<tr>
<td>Book Cook Program</td>
<td>192.94</td>
<td>192.94</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bookmobile Fund</td>
<td>39,752.82</td>
<td>153,415.00</td>
<td>255,882.80</td>
<td>(62,714.98)</td>
<td>130,475.50</td>
<td>(193,190.48)</td>
</tr>
<tr>
<td>Career Neighborhood</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Computer training</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Children's Art Show</td>
<td>4.01</td>
<td>-</td>
<td>7,314.66</td>
<td>(7,310.65)</td>
<td>-</td>
<td>(7,310.65)</td>
</tr>
<tr>
<td>Cooking Neighborhood</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Friends</td>
<td>212,981.56</td>
<td>41.91</td>
<td>98,812.02</td>
<td>66,346.81</td>
<td>47,684.64</td>
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<td>Fun Committee</td>
<td>1,623.01</td>
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<td>29.99</td>
<td>1,878.48</td>
<td>1,243.13</td>
<td>229.55</td>
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<td>Gallery Competitions/Exhibits</td>
<td>24,025.88</td>
<td>3,792.65</td>
<td>(150.00)</td>
<td>5,617.87</td>
<td>22,350.66</td>
<td>5,274.00</td>
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<tr>
<td>Gifts/Memorials (Undesignated)</td>
<td>241,271.70</td>
<td>8,287.11</td>
<td>7,800.00</td>
<td>34,470.45</td>
<td>207,288.36</td>
<td>3,775.41</td>
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<tr>
<td>Great Stories Club</td>
<td>47.00</td>
<td>47.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Health Neighborhood</td>
<td>601.55</td>
<td>-</td>
<td>2,700.00</td>
<td>(2,098.45)</td>
<td>-</td>
<td>(2,098.45)</td>
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<td>Hirschberg Lecture</td>
<td>6,590.52</td>
<td>3.00</td>
<td>-</td>
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<td>Hughes Business Collection</td>
<td>6,614.44</td>
<td>3.01</td>
<td>-</td>
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<td>Library Materials</td>
<td>214,750.63</td>
<td>2,771.32</td>
<td>94,934.45</td>
<td>122,587.50</td>
<td>114.59</td>
<td>122,472.91</td>
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<tr>
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<td>NEH Expendable</td>
<td>6,298.24</td>
<td>2.07</td>
<td>3,490.19</td>
<td>2,810.12</td>
<td>-</td>
<td>2,810.12</td>
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<td>Pets Neighborhood</td>
<td>33.58</td>
<td>-</td>
<td>33.58</td>
<td>-</td>
<td>-</td>
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<td>PodCamp Topeka</td>
<td>326.79</td>
<td>-</td>
<td>326.79</td>
<td>-</td>
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<td>Programming Fund</td>
<td>250.00</td>
<td>-</td>
<td>115.00</td>
<td>135.00</td>
<td>21.50</td>
<td>113.50</td>
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<td>Red Carpet</td>
<td>4,508.02</td>
<td>2,367.52</td>
<td>2,216.20</td>
<td>4,659.34</td>
<td>185.20</td>
<td>4,474.14</td>
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<td>4.29</td>
<td>4.29</td>
<td>-</td>
<td>-</td>
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<td>Special Collections</td>
<td>91.16</td>
<td>91.16</td>
<td>-</td>
<td>-</td>
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<td>Talking Books</td>
<td>8,380.06</td>
<td>3.81</td>
<td>-</td>
<td>-</td>
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<td>Torluemke Landscaping</td>
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<td>125.98</td>
<td>532.78</td>
<td>(658.76)</td>
<td>225.00</td>
<td>(883.76)</td>
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<td>2,225.43</td>
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<td>Youth Services</td>
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<td>16,618.99</td>
<td>1,870.20</td>
<td>10,040.47</td>
<td>25,516.15</td>
<td>7,823.56</td>
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<td>Permanent Funds</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<td>Mertz Trust</td>
<td>190,364.90</td>
<td>11,520.83</td>
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<td>NEH Endowment</td>
<td>310,297.17</td>
<td>19,156.50</td>
<td>1,414.63</td>
<td>328,039.04</td>
<td>-</td>
<td>328,039.04</td>
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</table>

**TOTALS** $ 8,837,022.39 | $ 17,198,219.23 | $ 714,336.97 | $ 16,009,252.61 | $ 9,311,652.04 | $ 672,658.47 | $ 8,638,993.57
### General Fund - Revenue

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Approved Budget</th>
<th>Received Year-To-Date</th>
<th>Over/(Under) Budget</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem Property Tax</td>
<td>$10,375,781.00</td>
<td>$9,973,866.45</td>
<td>($401,914.55)</td>
<td>96%</td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>(126,583.00)</td>
<td>-</td>
<td>$126,583.00</td>
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<td>Back Tax</td>
<td>-</td>
<td>214,403.39</td>
<td>$214,403.39</td>
<td>0%</td>
</tr>
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<td>Motor Vehicle Tax</td>
<td>980,846.00</td>
<td>1,018,956.71</td>
<td>$38,110.71</td>
<td>104%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>8,656.00</td>
<td>8,595.06</td>
<td>($60.94)</td>
<td>99%</td>
</tr>
<tr>
<td>16/20 M Vehicle Tax</td>
<td>11,954.00</td>
<td>11,318.38</td>
<td>($635.62)</td>
<td>95%</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>21,307.00</td>
<td>19,918.49</td>
<td>($1,388.51)</td>
<td>93%</td>
</tr>
<tr>
<td>E-Rate Reimbursement</td>
<td>75,000.00</td>
<td>107,215.55</td>
<td>$32,215.55</td>
<td>143%</td>
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<tr>
<td>Sundry Revenue</td>
<td>5,000.00</td>
<td>6,845.38</td>
<td>$1,845.38</td>
<td>137%</td>
</tr>
<tr>
<td>Sundry Revenue - Recycling</td>
<td>900.00</td>
<td>586.82</td>
<td>($313.18)</td>
<td>65%</td>
</tr>
<tr>
<td>Salary Refunds-Foundation</td>
<td>82,117.00</td>
<td>65,234.15</td>
<td>($16,882.85)</td>
<td>79%</td>
</tr>
<tr>
<td>Salary Refunds-Friends</td>
<td>109,296.00</td>
<td>90,690.36</td>
<td>($18,605.64)</td>
<td>83%</td>
</tr>
<tr>
<td>Salary Refunds-Shawnee Cty</td>
<td>17,665.00</td>
<td>15,007.36</td>
<td>($2,657.64)</td>
<td>85%</td>
</tr>
<tr>
<td>Vend Machines</td>
<td>4,500.00</td>
<td>3,819.50</td>
<td>($680.50)</td>
<td>85%</td>
</tr>
<tr>
<td>Pay to Sam</td>
<td>42,000.00</td>
<td>21,124.40</td>
<td>($20,875.60)</td>
<td>50%</td>
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<tr>
<td>Overdue fees</td>
<td>308,000.00</td>
<td>263,342.47</td>
<td>($44,657.53)</td>
<td>86%</td>
</tr>
<tr>
<td>Debt Collect*</td>
<td>-</td>
<td>819.36</td>
<td>$819.36</td>
<td>0%</td>
</tr>
<tr>
<td>ILL Fees*</td>
<td>-</td>
<td>280.00</td>
<td>$280.00</td>
<td>0%</td>
</tr>
<tr>
<td>Mailing Fees*</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Non Resident Card Fee*</td>
<td>85.00</td>
<td>510.00</td>
<td>$425.00</td>
<td>600%</td>
</tr>
<tr>
<td>Telephone/Fax</td>
<td>4,000.00</td>
<td>3,877.68</td>
<td>($122.32)</td>
<td>97%</td>
</tr>
<tr>
<td>Obituary Fees</td>
<td>1,400.00</td>
<td>965.00</td>
<td>($435.00)</td>
<td>69%</td>
</tr>
<tr>
<td>Meeting Room Charges</td>
<td>15,000.00</td>
<td>9,255.00</td>
<td>($5,745.00)</td>
<td>62%</td>
</tr>
<tr>
<td>Monday Market Fees</td>
<td>500.00</td>
<td>936.00</td>
<td>$436.00</td>
<td>187%</td>
</tr>
<tr>
<td>Sale of Inventoried Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Received-Investments</td>
<td>3,500.00</td>
<td>1,226.58</td>
<td>($2,273.42)</td>
<td>35%</td>
</tr>
<tr>
<td>Library Treasurer's Balance</td>
<td>1,857,231.00</td>
<td>-</td>
<td>$-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**TOTALS** $13,798,155.00 $11,838,794.09 $(102,129.91) 99%

* a system update in early 2013 changed these revenues to all post as Overdue Fees; a solution is being investigated
# General Fund - Expenditures + Encumbrances

**Topeka and Shawnee County Public Library**  
11/30/14

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Expended Year-To-Date</th>
<th>Encumbrances</th>
<th>(Over)/Under Budget</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries-Auto Allowance</td>
<td>$6,400.00</td>
<td>$5,907.60</td>
<td>-</td>
<td>$492.40</td>
<td>92%</td>
</tr>
<tr>
<td>Salaries-Facilities</td>
<td>604,357.00</td>
<td>530,410.20</td>
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<td>73,946.80</td>
<td>88%</td>
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<tr>
<td>Salaries-Overtime</td>
<td>10,000.00</td>
<td>4,380.45</td>
<td>-</td>
<td>5,619.55</td>
<td>44%</td>
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<td>Salaries-Security</td>
<td>274,855.00</td>
<td>255,917.24</td>
<td>-</td>
<td>18,937.76</td>
<td>93%</td>
</tr>
<tr>
<td>Salaries-Shelvers</td>
<td>191,962.00</td>
<td>120,726.50</td>
<td>-</td>
<td>71,235.50</td>
<td>63%</td>
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<tr>
<td>Salaries-Staff</td>
<td>6,988,865.00</td>
<td>6,456,455.03</td>
<td>-</td>
<td>532,409.97</td>
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<td>Conferences</td>
<td>60,000.00</td>
<td>52,705.16</td>
<td>1,680.28</td>
<td>5,614.56</td>
<td>91%</td>
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<td>Staff Training</td>
<td>17,000.00</td>
<td>13,736.04</td>
<td>92.05</td>
<td>3,171.91</td>
<td>81%</td>
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<td>Mileage</td>
<td>8,765.00</td>
<td>7,738.49</td>
<td>1,105.62</td>
<td>(79.11)</td>
<td>101%</td>
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<td><strong>COLLECTION:</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Materials-Binding/Replacements</td>
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<td>1,383.74</td>
<td>120.50</td>
<td>995.76</td>
<td>60%</td>
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<tr>
<td>Materials-Periodicals</td>
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<td>38,784.52</td>
<td>483.02</td>
<td>1,232.46</td>
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</tr>
<tr>
<td>Materials-Print/Non-Print &lt;1 YR</td>
<td>335,900.00</td>
<td>281,287.27</td>
<td>11,335.70</td>
<td>43,277.03</td>
<td>87%</td>
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<td>1,249,640.00</td>
<td>1,104,073.96</td>
<td>107,454.08</td>
<td>38,111.96</td>
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<td><strong>OPERATIONS:</strong></td>
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</tr>
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<td>Cataloging and ILL Services</td>
<td>72,000.00</td>
<td>58,586.29</td>
<td>11,404.07</td>
<td>2,009.64</td>
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<tr>
<td>Contracted-Digital Services</td>
<td>263,853.00</td>
<td>205,335.41</td>
<td>6,944.41</td>
<td>51,573.18</td>
<td>80%</td>
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<tr>
<td>Contracted-Facilities</td>
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<td>203,431.77</td>
<td>18,393.18</td>
<td>(7,824.95)</td>
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<tr>
<td>Contracted-Office Equipment</td>
<td>123,690.00</td>
<td>47,398.87</td>
<td>9,612.67</td>
<td>66,678.46</td>
<td>46%</td>
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<td>Contracted-Professional</td>
<td>265,000.00</td>
<td>248,446.19</td>
<td>53,702.50</td>
<td>(37,148.69)</td>
<td>114%</td>
</tr>
<tr>
<td>Contracted-E-Rate Services</td>
<td>-</td>
<td>19,838.61</td>
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<td>(19,838.61)</td>
<td>0%</td>
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<td>Digital Services Support</td>
<td>253,100.00</td>
<td>89,361.41</td>
<td>65,805.16</td>
<td>97,933.43</td>
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<tr>
<td>Furniture/Equipment</td>
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<td>47,228.83</td>
<td>12,826.00</td>
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<td>Insurance</td>
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<td>39,295.00</td>
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<td>89%</td>
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<td>20,000.00</td>
<td>17,273.34</td>
<td>5,580.00</td>
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<td>114%</td>
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<td>14,818.93</td>
<td>-</td>
<td>6,181.07</td>
<td>71%</td>
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<td>5,120.73</td>
<td>115.00</td>
<td>(235.73)</td>
<td>105%</td>
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<td>Payments to Other Libraries</td>
<td>81,668.00</td>
<td>-</td>
<td>85,112.00</td>
<td>(3,444.00)</td>
<td>104%</td>
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<td>Postage/Shipping</td>
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<td>79,654.92</td>
<td>201.13</td>
<td>2,513.95</td>
<td>97%</td>
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<td>131.23</td>
<td>10,166.99</td>
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<td>30,000.00</td>
<td>20,642.28</td>
<td>2,771.39</td>
<td>6,586.33</td>
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<td>63,183.71</td>
<td>6,595.00</td>
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<tr>
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<td>59,763.34</td>
<td>16,766.91</td>
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<td>Supplies-Office/Library</td>
<td>65,000.00</td>
<td>60,560.91</td>
<td>2,126.34</td>
<td>2,312.75</td>
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<tr>
<td>Supplies-Processing</td>
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<td>29,768.96</td>
<td>2,102.24</td>
<td>3,128.80</td>
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<tr>
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<td>134,100.00</td>
<td>110,090.42</td>
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<td>2,590.45</td>
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<tr>
<td>Utilities-Electric</td>
<td>335,000.00</td>
<td>307,805.94</td>
<td>17,510.56</td>
<td>9,683.50</td>
<td>97%</td>
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<tr>
<td>Utilities-Gas</td>
<td>75,000.00</td>
<td>50,371.43</td>
<td>8,133.14</td>
<td>16,495.43</td>
<td>78%</td>
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<td>Utilities-Water/Sewage</td>
<td>35,000.00</td>
<td>25,210.29</td>
<td>6,821.28</td>
<td>2,968.43</td>
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<tr>
<td>Vehicle-Gas</td>
<td>29,000.00</td>
<td>27,016.89</td>
<td>1,038.21</td>
<td>944.90</td>
<td>97%</td>
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<tr>
<td>Vehicle-Repair</td>
<td>35,000.00</td>
<td>12,505.05</td>
<td>11,591.30</td>
<td>10,903.65</td>
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</tr>
<tr>
<td>Contingency/Fund Balance</td>
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<tr>
<td>Cash Long/Short</td>
<td>-</td>
<td>40.13</td>
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<td>(40.13)</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<tr>
<td></td>
<td>2014 Budget</td>
<td>Year to Date</td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------</td>
<td>--------------</td>
<td>----</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance 01/01/14</strong></td>
<td>$ 1,857,231.00</td>
<td>$ 2,619,879.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
<td>10,375,781.00</td>
<td>9,973,866.45</td>
<td>96%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>(126,583.00)</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back Tax</td>
<td>-</td>
<td>214,403.39</td>
<td></td>
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</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>980,846.00</td>
<td>1,018,956.71</td>
<td>104%</td>
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<td></td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>8,656.00</td>
<td>8,595.06</td>
<td>99%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>11,954.00</td>
<td>11,318.38</td>
<td>95%</td>
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<tr>
<td>In Lieu of Tax</td>
<td>21,307.00</td>
<td>19,918.49</td>
<td>93%</td>
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<td></td>
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<tr>
<td>E-Rate Reimbursement</td>
<td>75,000.00</td>
<td>107,215.55</td>
<td>143%</td>
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<td></td>
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<tr>
<td>Fees and Charges</td>
<td>380,485.00</td>
<td>311,774.79</td>
<td>82%</td>
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<td></td>
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<tr>
<td>Reimbursements</td>
<td>209,978.00</td>
<td>171,518.69</td>
<td>82%</td>
<td></td>
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<tr>
<td>Interest on Idle Funds</td>
<td>3,500.00</td>
<td>1,226.58</td>
<td>35%</td>
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</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$ 11,940,924.00</td>
<td>$ 11,838,794.09</td>
<td>99%</td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>8,076,439.00</td>
<td>7,373,797.02</td>
<td>91%</td>
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<tr>
<td>Other Staff Support Costs</td>
<td>85,765.00</td>
<td>77,057.64</td>
<td>90%</td>
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<tr>
<td>Library Collections</td>
<td>1,628,540.00</td>
<td>1,544,922.79</td>
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<td>Contracted Services</td>
<td>938,543.00</td>
<td>813,103.61</td>
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<tr>
<td>Digital Services Support</td>
<td>253,100.00</td>
<td>155,166.57</td>
<td>61%</td>
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<tr>
<td>Furniture/Equipment</td>
<td>62,000.00</td>
<td>60,054.83</td>
<td>97%</td>
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<tr>
<td>Payments to Other Libraries</td>
<td>81,668.00</td>
<td>85,112.00</td>
<td>104%</td>
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<tr>
<td>Special Projects</td>
<td>394,730.00</td>
<td>69,778.71</td>
<td>18%</td>
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<tr>
<td>Utilities &amp; Telecommunications</td>
<td>579,100.00</td>
<td>547,362.19</td>
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<td>Vehicles</td>
<td>64,000.00</td>
<td>52,151.45</td>
<td>81%</td>
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<tr>
<td>Other Operating Expenditures</td>
<td>434,270.00</td>
<td>476,930.92</td>
<td>110%</td>
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<tr>
<td>Cash Basis Reserve</td>
<td>1,200,000.00</td>
<td>-</td>
<td>0%</td>
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<td></td>
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<tr>
<td><strong>Total Expenditures/Encumbrances:</strong></td>
<td>$ 13,798,155.00</td>
<td>$ 11,255,437.73</td>
<td>89%</td>
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<tr>
<td><strong>Prior Year Canceled Purchase Orders:</strong></td>
<td></td>
<td>$ 38,623.59</td>
<td></td>
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<tr>
<td><strong>Unencumbered Balance 11/30/14:</strong></td>
<td>$ -</td>
<td>$ 3,241,859.45</td>
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# Topeka and Shawnee County Public Library
## Special Revenue Funds

### EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th></th>
<th>2014 Budget</th>
<th>Year To Date</th>
<th>%</th>
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<tbody>
<tr>
<td>Balance 01/01/14</td>
<td>$ 614,653.00</td>
<td>$ 852,355.29</td>
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<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Property Tax</td>
<td>$ 3,016,383.00</td>
<td>$ 2,900,572.17</td>
<td>96%</td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>(31,307.00)</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Back Tax</td>
<td>-</td>
<td>55,994.06</td>
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<tr>
<td>Motor Vehicle Tax</td>
<td>242,552.00</td>
<td>252,503.65</td>
<td>104%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>2,140.00</td>
<td>2,129.06</td>
<td>99%</td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>2,956.00</td>
<td>2,970.98</td>
<td>101%</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>5,270.00</td>
<td>5,792.64</td>
<td>110%</td>
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<tr>
<td>Refund-Fringe Benefits-Foundation</td>
<td>33,705.00</td>
<td>18,312.86</td>
<td>54%</td>
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<tr>
<td>Refund-Fringe Benefits-Friends</td>
<td>16,222.00</td>
<td>9,790.56</td>
<td>60%</td>
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<tr>
<td>Refund-Fringe Benefits-Shawnee Cty</td>
<td>3,116.00</td>
<td>3,900.00</td>
<td>125%</td>
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<tr>
<td>Refund BC/BS</td>
<td>-</td>
<td>270,503.43</td>
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<tr>
<td>Refund-Workers Compensation</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Employee Payments BC/BS</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Retiree Payments BC/BS</td>
<td>162,913.00</td>
<td>112,968.46</td>
<td>69%</td>
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<tr>
<td>Interest on Idle Funds</td>
<td>-</td>
<td>117.26</td>
<td>0%</td>
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<tr>
<td></td>
<td>$ 3,453,950.00</td>
<td>$ 3,635,555.13</td>
<td>105%</td>
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<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
<td></td>
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</tr>
<tr>
<td>Employee Assistance Program</td>
<td>$ 6,800.00</td>
<td>$ 6,668.04</td>
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<tr>
<td>FICA</td>
<td>617,848.00</td>
<td>537,341.60</td>
<td>87%</td>
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<td>KPERS</td>
<td>743,879.00</td>
<td>675,941.73</td>
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</tr>
<tr>
<td>Worker's Compensation</td>
<td>83,000.00</td>
<td>77,061.26</td>
<td>93%</td>
</tr>
<tr>
<td>Unemployment Tax</td>
<td>8,076.00</td>
<td>6,669.95</td>
<td>83%</td>
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<tr>
<td>Health/Dental Insurance</td>
<td>2,234,000.00</td>
<td>1,647,810.59</td>
<td>74%</td>
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<tr>
<td>Contingency/Fund Balance</td>
<td>375,000.00</td>
<td>-</td>
<td>0%</td>
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<tr>
<td></td>
<td>$ 4,068,603.00</td>
<td>$ 2,951,493.17</td>
<td>80%</td>
</tr>
<tr>
<td>Prior Year Canceled Purchase Orders</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Unencumbered Balance 11/30/14</td>
<td>$ -</td>
<td>$ 1,536,417.25</td>
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</tbody>
</table>

### CAPITAL IMPROVEMENT

<table>
<thead>
<tr>
<th></th>
<th>2014 Budget</th>
<th>Year To Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 01/01/14</td>
<td>$ 2,364,384.17</td>
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<tr>
<td><strong>Revenue:</strong></td>
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</tr>
<tr>
<td>Interest received</td>
<td>7,227.88</td>
<td>7,227.88</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>143,068.89</td>
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<tr>
<td>Prior Year Canceled Purchase Orders</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Unencumbered Balance 11/30/14</td>
<td>$ 2,228,543.16</td>
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</table>

### STATE AID

<table>
<thead>
<tr>
<th></th>
<th>2014 Budget</th>
<th>Year To Date</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Balance 01/01/14</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Aid</td>
<td>75,000.00</td>
<td>62,819.74</td>
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<tr>
<td></td>
<td>$ 75,000.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Expenditures/Encumbrances:</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Library Materials</td>
<td>75,000.00</td>
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</tr>
<tr>
<td></td>
<td>$ 75,000.00</td>
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<tr>
<td>Unencumbered Balance 11/30/14</td>
<td>$ 62,819.74</td>
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</table>
### Balance 01/01/14

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>2014 Budget</th>
<th>Year to Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Valorem Property Tax</td>
<td>1,285,760.00</td>
<td>1,236,095.10</td>
<td>96%</td>
</tr>
<tr>
<td>Revitalization Rebates</td>
<td>(18,842.00)</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Back Tax</td>
<td>-</td>
<td>33,646.67</td>
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</tr>
<tr>
<td>Motor Vehicle Tax</td>
<td>145,979.00</td>
<td>152,069.54</td>
<td>104%</td>
</tr>
<tr>
<td>Recreational Vehicle Tax</td>
<td>1,288.00</td>
<td>1,282.03</td>
<td>100%</td>
</tr>
<tr>
<td>16/20M Vehicle Tax</td>
<td>1,779.00</td>
<td>1,823.47</td>
<td>102%</td>
</tr>
<tr>
<td>In Lieu of Tax</td>
<td>3,172.00</td>
<td>2,468.57</td>
<td>78%</td>
</tr>
<tr>
<td>Interest on Idle Funds</td>
<td>1,500.00</td>
<td>196.23</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td><strong>1,420,636.00</strong></td>
<td><strong>1,427,581.61</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Expenditures/Encumbrances:

<table>
<thead>
<tr>
<th>Expenditures/Encumbrances:</th>
<th>2014 Budget</th>
<th>Year to Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>1,380,000.00</td>
<td>1,380,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Interest</td>
<td>271,775.00</td>
<td>271,775.00</td>
<td>100%</td>
</tr>
<tr>
<td>Wire Transfer Fees</td>
<td>30.00</td>
<td>45.00</td>
<td>150%</td>
</tr>
<tr>
<td>Cash Basis Reserve</td>
<td>750,000.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td><strong>2,401,805.00</strong></td>
<td><strong>1,651,820.00</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Unencumbered Balance 11/30/14

<table>
<thead>
<tr>
<th>Unencumbered Balance 11/30/14</th>
<th>2014 Budget</th>
<th>Year to Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$ 793,746.05</td>
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</tr>
</tbody>
</table>
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of November 30, 2014

Capital Improvement Funds-VisionBank

$2,337,416.82 at 0.33% (money market account)

Municipal Investment Pool

$ 2,768,318.62 operating funds in “overnite pool”*; available for transfer whenever needed
$ 2,428,214.82 operating funds in 90-day, fixed rate pool; at .040% dated 9/2/14, maturing 12/1/14
$ 5,196,533.44

* rates vary by day; average November 1-30, 2014 was .0119%

Principal Balance of Outstanding Bonds

$7,510,000 (as of 9/1/14)
<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Object</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>21501</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>Federal W/H</td>
<td>$27,892.71</td>
<td>-99647</td>
</tr>
<tr>
<td>10</td>
<td>21502</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>State W/H</td>
<td>$9,340.01</td>
<td>-99647</td>
</tr>
<tr>
<td>10</td>
<td>21503</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>Social Security EE</td>
<td>$17,897.81</td>
<td>-99647</td>
</tr>
<tr>
<td>10</td>
<td>21503</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>Medicare EE</td>
<td>$4,268.09</td>
<td>-99647</td>
</tr>
<tr>
<td>15</td>
<td>21504</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>Social Security ER</td>
<td>$17,897.71</td>
<td>-99647</td>
</tr>
<tr>
<td>15</td>
<td>21504</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>Medicare ER</td>
<td>$4,268.07</td>
<td>-99647</td>
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<tr>
<td>15</td>
<td>21521</td>
<td>11/13/2014 ADP</td>
<td>ADP</td>
<td>State Unemployment</td>
<td>$278.55</td>
<td>-99647</td>
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</table>

**Remittance of payroll taxes**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Object</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>21505</td>
<td>11/14/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers EE Deduction</td>
<td>$15,033.84</td>
<td>-99643</td>
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<tr>
<td>10</td>
<td>21513</td>
<td>11/14/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers OGLI</td>
<td>$761.00</td>
<td>-99643</td>
</tr>
<tr>
<td>15</td>
<td>21516</td>
<td>11/14/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers ER Contribution</td>
<td>$25,585.49</td>
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<tr>
<td>15</td>
<td>21517</td>
<td>11/14/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers ER Insurance</td>
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<td>10</td>
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<td>11/14/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers Buybacks</td>
<td>$211.84</td>
<td>-99643</td>
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</table>

**Remittance of pension benefit contributions**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Object</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>21501</td>
<td>11/26/2014 ADP</td>
<td>ADP</td>
<td>Federal W/H</td>
<td>$29,376.43</td>
<td>-99642</td>
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<tr>
<td>10</td>
<td>21502</td>
<td>11/26/2014 ADP</td>
<td>ADP</td>
<td>State W/H</td>
<td>$9,674.52</td>
<td>-99642</td>
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<tr>
<td>10</td>
<td>21503</td>
<td>11/26/2014 ADP</td>
<td>ADP</td>
<td>Social Security EE</td>
<td>$18,361.43</td>
<td>-99642</td>
</tr>
<tr>
<td>10</td>
<td>21503</td>
<td>11/26/2014 ADP</td>
<td>ADP</td>
<td>Medicare EE</td>
<td>$4,376.50</td>
<td>-99642</td>
</tr>
<tr>
<td>15</td>
<td>21504</td>
<td>11/26/2014 ADP</td>
<td>ADP</td>
<td>Social Security ER</td>
<td>$18,361.52</td>
<td>-99642</td>
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<tr>
<td>15</td>
<td>21504</td>
<td>11/26/2014 ADP</td>
<td>ADP</td>
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**Remittance of payroll taxes**

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<td>11/28/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
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<td>Kpers ER Contribution</td>
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<td>11/28/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers ER Insurance</td>
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<td>21524</td>
<td>11/28/2014 KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>KS PUBLIC EMPLOYEES RETIREMENT</td>
<td>Kpers Buybacks</td>
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**Remittance of pension benefit contributions**

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<td>11/25/2014 BLUE CROSS BLUE SHIELD OF KS</td>
<td>BLUE CROSS BLUE SHIELD OF KS</td>
<td>ER - BCBS Actives Premiums</td>
<td>$130,545.66</td>
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**Installment payment - BKM #2 order/purch**

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<tr>
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<td>11/26/2014 MATTHEWS SPECLY VEHICLES, INC</td>
<td>MATTHEWS SPECLY VEHICLES, INC</td>
<td>Bookmobile#2 order/purch</td>
<td>$63,392.00</td>
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<td>41000</td>
<td>11/6/2014 AT&amp;T</td>
<td>AT&amp;T</td>
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<td>$9,079.62</td>
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<td>Fund</td>
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<td>Object</td>
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<td>Vendor Name</td>
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<td>Amount</td>
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<tr>
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<td>41000</td>
<td>351</td>
<td>11/6/2014</td>
<td>WESTAR ENERGY</td>
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<td>ENGEL LAW, PA</td>
<td>2014 Legal Services</td>
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<td>41000</td>
<td>900</td>
<td>11/13/2014</td>
<td>KRIZ-DAVIS COMPANY</td>
<td>Gallery lighting system</td>
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<tr>
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<td>11/13/2014</td>
<td>VITAL SUPPORT SYSTEMS</td>
<td>Annual hardware/software maintenance in approved 2014 budget</td>
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<td>11/21/2014</td>
<td>BLACK MOUNTAIN SOFTWARE INC</td>
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<td>BLACKBAUD</td>
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<td>KRIZ-DAVIS COMPANY</td>
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<td>11/21/2014</td>
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<td>41000</td>
<td>260</td>
<td>11/21/2014</td>
<td>KS EMPLOYERS WORKERS COMPENSATION FUND</td>
<td>Capital Call 2007-2012</td>
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<td>10</td>
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<td>326</td>
<td>11/21/2014</td>
<td>MORRIS PUBLISHING GROUP</td>
<td>Dec-Jan isse Library News</td>
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<td>10</td>
<td>41000</td>
<td>301</td>
<td>11/21/2014</td>
<td>OCLC, INC.</td>
<td>ocll cataloging &amp; ill</td>
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<tr>
<td>10</td>
<td>41000</td>
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<td>OCLC, INC.</td>
<td>Monthly fees for cataloging and interlibrary loan database</td>
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<td>10</td>
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<td>11/21/2014</td>
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<td>COREFIRST BANK &amp; TRUST</td>
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<tr>
<td>10</td>
<td>41000</td>
<td>430</td>
<td>11/26/2014</td>
<td>COREFIRST BANK &amp; TRUST</td>
<td>200 ROLLS</td>
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<tr>
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<td>41000</td>
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<td>2 BOXES</td>
<td>$89.85</td>
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Topeka and Shawnee County Public Library  
Non-Payroll Checks $5,000 and Over, Excluding Library Materials Purchases  
All Checking Accounts  
For the Month Ended November 30, 2014

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<tr>
<th>Fund</th>
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<td></td>
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<td>Supplies for labeling new library materials for customers - in approved 2014 budget</td>
<td>$5,903.37</td>
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<td>DAVIN ELECTRIC, INC.</td>
<td>replacement of lighting panel - Gallery lighting project - work was beyond</td>
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<td>DAVIN ELECTRIC, INC.</td>
<td>2 LED Parking lot lights</td>
<td>$3,200.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Replacement of parking lot lights as they go out with LED - on funding matrix/approved bdgt</td>
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<tr>
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<td>$7,182.70</td>
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<td>Windows upgrade license for public computers &amp; back up tape library tapes - approved bdgt</td>
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<td>$744,793.51</td>
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Board of Trustees Meeting

December 18, 2014

Friends of the Library Report

First of all I want to take this time to wish you all a joyous and blessed holiday season and a very Happy New Year. Sadly for me this will be my last board report to you and I just want to thank you all for giving me the opportunity to share with you what our Friends of the Library board and members are doing. I am very proud of our accomplishments and to have been able to be a small part of so many exciting and wonderful new projects the Topeka and Shawnee County Public Library have enjoyed during my tenure. I have truly enjoyed getting to know all of you and look forward to spending some time with you later at David and Peg’s home.

I am pleased to announce that The Washburn Rural High School Interact Club recently held a book drive and donated all the books to our library. Jeff Handley, the club’s sponsor was very pleased with the drive and plans to make this an annual event to help our public library. The Interact Club is fairly new at the high school and is a service organization and the book drive was the first project chosen to do for the community.

Things are quite festive in the Chandler Booktique and Christmas shoppers have been busy looking for early Christmas bargains. Our next ½ price sale is the 15th of this month and as always we anticipate a good turnout. The Booktique Committee is considering no longer accepting personal checks now that we have the capacity to accept all credit cards. A final decision has not been made at this time.

Web Sales Volunteers met on December 3rd to discuss how things were going in each area. The shipping area volunteers reported that the mailroom now has a new machine that will put a tracking number on each package. The sorting room will remain open during the holiday break and volunteers are welcome to come in and help sort during that time as Ann will be there most days.

It was reported that collectibles are doing very well with over $1,000 in the past two months. More listers for collectibles are needed. Mary Ann Breitbach reports that Web Sales are going very well, the gross sales of $56,674 have
already surpassed the amount made from last year. Listing of items has increased but the number of books sold is running about the same. At the end of their meeting the listers, shippers, and sorters each met with their respective groups to update the procedures for their areas.

The Friends are looking forward to the upcoming Staff Appreciation luncheon on the 17th from 11:30-1:30, so I hope each one of you can join us. It is an opportunity for The Friends Board to show how much we appreciate the staff for all they do to help us carry out our projects.

With sincere appreciation,

Sherryl Longhofer, President of the Topeka and Shawnee County Public Library Friends of the Library Board
Library Trends and News

Health Insurance Update
Fifty-six employees have chosen the Qualified High Deductible Plan with a health savings account for their health insurance option. We are pleased with the adoption rate of this new more affordable option. We anticipate that this will also help the library contain health insurance cost increases over the next several years. We have chosen Community Bank as the library’s health savings account partner. Representatives from the bank met with staff members on December 3 to distribute signup materials for health savings accounts.

End of the Year Review
I write an annual self-evaluation that gives you my perspective on our accomplishments and the difference we’re making. I asked Rob and the library managers to share their end of 2014 perspective on not just what their teams accomplished, but what difference it has made in furthering the library’s goals and serving our community. Please review their narratives in Rob’s report to get a sense of how they think the library is fulfilling its goals.

Agenda Items

OLD BUSINESS

Strategic Planning update

Next Decade Staff Planning Meetings continue
(Nov 3 – Dec 18) We continue with the series of meetings to incorporate staff innovations, ideas and feedback for Next Decade strategic planning. The results of these brainstorming sessions with all 200 TSCPL staff members will be incorporated into the data we are gathering to assist with the development of community impact goals.

Strategic Planning process and timeline
There is a draft document attached to this report for your review. I would recommend that the Board use this outline to discuss its role in the planning process.

NEW BUSINESS

Parking Lot resurfacing
Last month we brought a bid recommendation for asphalt replacement in the main parking lots for your approval. During discussion, questions were raised regarding costs and lifespan of materials if we were to use concrete for the resurfacing project. The motion for an asphalt resurfacing project was tabled and the staff has worked diligently to acquire a set of bids for the project should you chose to support using concrete.
Staff is not recommending the concrete option for resurfacing of the public parking lot. Based on cost, expanded project timeline, impact on the library’s ability to serve customers and projected lifespan, we feel there is not sufficient ROI to justify the additional expense. A full comparison, explanation and fiscal note are included with the resolution sheet.

*Something else to consider: we may be re-roofing the building within five years. The estimated cost at this time is about $1,000,000. We need to manage capital fund expenditures to ensure that we can implement these big infrastructure projects as they are needed.*

**Foundation Loaned Employee Agreement for FY 2015**

This is the annual agreement between the Library and The Library Foundation for the services of the following staff: development associate and executive director. Foundation employees are library employees, subject to all TSCPL policies and personnel practices and are eligible for all benefits. They report to and are evaluated by the library’s chief executive officer. They are “loaned” to the Foundation so that the work of the Foundation (fund raising) may be accomplished. No substantive changes to this agreement are recommended; it has been updated to include the names of new employees, Nancy Lindberg and Carolyn Ward.

Updated agreement and resolution are included in Board Packets.

**Friends of the Library Loaned Employee Agreement for FY 2015**

This is the annual agreement between the Library and The Friends of the Topeka and Shawnee County Public Library for the services of the following staff: office manager. This position is a library employee, subject to all TSCPL policies and personnel practices and is eligible for all benefits.

Note one major change: the office manager position will become full time beginning January 1, 2015. The position is currently 32 hours per week. The Friends will continue to pay for 32 hours; the Library will pay for the remaining 8 hours, plus accruing benefits. I am recommending this 80%-20% split after discussion with the office manager, the Friends Board and the TSCPL Board Executive Committee.

Background: HR director Stephen Lusk and I met with Friends office manager Mary Campbell and Friends board president Sherryl Longhofer to discuss how the office manager position and responsibilities have changed or needs to change in the next year. It has become clear that the Friends organization has grown in the past few years and has progressed to the point where it needs more staff time, leadership and management to grow membership, manage resources, ensure the smooth operation of its three lines of business, oversee Friends employee and volunteer performance and to facilitate board development and planning for the future.
This is occurring at time when they are seeing a change in the level of involvement of their volunteer board members. Board members are willing to serve, but not to be here daily to oversee operations and deal with personnel and other issues that require authority and decision-making. That’s actually a good thing because it also is a reflection of the increasing diversity of the Friends board and the fact that they are recruiting people who are well connected in the community and willing to work for the Friends, but don’t have the time to have that level of participation.

We have determined that it is in the best interests of the Friends and the Library to increase the hours for this position from 32 – 40 hours per week, beginning January, 2015. I am recommending that the Library pay the difference in compensation from part-time to full-time. This is similar to the agreement with The Library Foundation.

Updated agreement and resolution are included in Board Packets.

Restated and Amended Development and Management agreement: “Café Management Agreement” 2015 Addendum

Library attorney Chuck Engel has updated the biannual agreement between the Library and the The Library Foundation that stipulates that the Foundation oversees the operation of the Millennium Café. This will extend the contract through January 26, 2016. The Library Foundation Board will vote on this amended agreement at their December 17, 2014 Board meeting. The updated agreement and resolution are included in Board Packets.

Network upgrade project bid

Digital Services staff members are in the process of evaluating multiple bids. The RFP has a great deal of technical detail and requirements and the responses are equally complex. We want to be sure that we take the time needed to do a thorough analysis of all bids. That process will be completed early next week. We will send the results and recommendation to you under separate cover by Tuesday, December 16.

Flexible Benefits Plan Amendment

Background: In 1996, the library implemented a cafeteria plan benefits program. This program is referred to as a Section 125 Cafeteria Plan, under the Internal Revenue Code.

A cafeteria plan is a reimbursement plan governed by IRS Section 125 that allows employees to contribute a certain amount of their gross income to a designated account or accounts before taxes are calculated. These accounts can be for insurance premiums and medical or dependent care expenses not covered by insurance, from which employees can be reimbursed throughout the plan year or claim period as they incur the expenses. A Cafeteria Plan also allows the employer to reduce employees’ gross income, thereby reducing the amount the company pays in Federal Insurance Contributions Act (FICA or Social Security), Federal Unemployment Tax Act (FUTA), Workers’ Compensation, and some State taxes.
HR director Stephen Lusk has been working with benefit provider First Concord to update the Library’s Section 125 Cafeteria Plan and consolidate language changes that have been incorporated over the last five years. These changes reflect requirements of the Affordable Care Act and the implementation of Health Savings Accounts for employees that have selected a qualified high deductible plan for health insurance.

The Library’s Plan is called the “Flexible Benefits Plan.” There are two separate plan documents being presented for Trustee consideration.

Document 1: Incorporates provisions in the plan that became effective in 2014 or before (inflation-adjusted contribution maximums, no eligibility beyond group health plan eligibility dates).

Document 2: Adds the Health Savings Account into the Section 125 Plan Document effective January 1, 2015 for eligible employees who have enrolled in our new High Deductible Health Plan. It also removes a type of benefit (pre-tax treatment of group life insurance premiums) that we have never implemented.

Updated agreement, a summary of changes and the resolution are included in Board Packets.

Professional Activities/Community Contacts

Urban Libraries Council (ULC) Innovators Award Webinar
Lissa Staley and I presented a webinar to ULC libraries around the country about the facilitating training and work we’ve been doing in the library and in the community.

American Library Association: Chaired the Committee on Library Advocacy meeting; attended the ALA virtual town hall meeting on advocacy; conference call with incoming ALA president Sari Feldman about her advocacy priorities for 2015-16;

Heartland Visioning Activities: December marks the end of my three years as chair Heartland Visioning and its Management Committee. I attended Steering Committee meeting and chaired Management Committee meeting. I worked with John Hunter to prepare Heartland Visioning funding presentation to Joint Economic Development Organization (JEDO). We were successful in having $60,000 in funding reinstated in the budget.

Other activities: Attended Rotary, Chamber of Commerce Power Breakfast, Friends and Foundation board meetings, quarterly meeting with Steven Potter the Director and CEO of the Kansas City Public Library, SKYPE with mentee Allison Grubb (Dec. 15), met with Jared Starkey, new executive director of 712 Innovations, participated in discussion of book Expect More with the TSCPL librarian cohort.

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library, 11/14/14
## Community Impact Goals
### Development Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
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<tbody>
<tr>
<td>September 2014</td>
<td>• Three-Board Retreat</td>
</tr>
<tr>
<td>November</td>
<td>• Schedule Staff Meetings</td>
</tr>
<tr>
<td></td>
<td>• Clump and Dump 3-Board retreat data</td>
</tr>
<tr>
<td>December</td>
<td>• Complete staff meetings</td>
</tr>
<tr>
<td></td>
<td>• Clump and Dump staff input and combine with 3-Board data</td>
</tr>
<tr>
<td></td>
<td>• Begin to develop main categories from this combined data</td>
</tr>
<tr>
<td></td>
<td>• Schedule all staff meetings in January for input on main categories</td>
</tr>
<tr>
<td></td>
<td>• Schedule Community meetings</td>
</tr>
<tr>
<td></td>
<td>• Look for transformational experience in data</td>
</tr>
<tr>
<td>January 2015</td>
<td>• Conduct community meeting #1</td>
</tr>
<tr>
<td></td>
<td>• Management Council begin reviewing data and connecting</td>
</tr>
<tr>
<td></td>
<td>transformational experience with categories</td>
</tr>
<tr>
<td></td>
<td>• Insert community data into previous data</td>
</tr>
<tr>
<td></td>
<td>• Progress report to Board</td>
</tr>
<tr>
<td>February</td>
<td>• Conduct Community meeting #2</td>
</tr>
<tr>
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<td>• Insert community data into previous data</td>
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<tr>
<td></td>
<td>• Progress report to Board</td>
</tr>
<tr>
<td>March</td>
<td>• Conduct Community meeting #3</td>
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<td>• Compile community data</td>
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<tr>
<td></td>
<td>• Management Council narrows categories into final groupings to</td>
</tr>
<tr>
<td></td>
<td>determine topics and general direction of goals</td>
</tr>
<tr>
<td></td>
<td>• Board discusses and offers its perspective on goals</td>
</tr>
<tr>
<td></td>
<td>• Strategic Plan Team refine data into Community Impact Goals</td>
</tr>
<tr>
<td>April</td>
<td>• Report Goals to Management council for any refinement</td>
</tr>
<tr>
<td></td>
<td>• Report Goals to Staff for any refinement</td>
</tr>
<tr>
<td></td>
<td>• Board discusses and approves goals</td>
</tr>
<tr>
<td></td>
<td>• Determine budgetary implications from goals</td>
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<tr>
<td>May</td>
<td>• Develop budget requirements and other resource allocations for the goals</td>
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<tr>
<td></td>
<td>• Report progress to board</td>
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Neighborhoods:
  Timeline: December 2014
  • Business (650s)
  • Entertainment (780s)
  • History
  • Completed: Travel, Health, Jobs & Careers, College & Testing, Lawn & Garden, Cooking, Crime, Home, Pets, Collectibles, Weddings, Money, Arts & Crafts, Sports and Leisure, Divorce Neighborhood

Disaster Plan:
  Timeline: December 2013
  • Phase I presented to Board February 2012
  • Phase II underway – Presented to Board in January 2013
  • Phase III completed

VOIP (new phone system): on funding matrix for 2013; will be delayed to 2014 due to shift in RFID and self-check project.
  • Network study underway for support of VOIP – this needs to be completed prior to the bid for the phone system.
  • Working with e-rate consultant for timing. May occur in 2015.

Parking Lot Resurfacing:

At the November meeting of the Board of Trustees, we were asked for an estimated life for asphalt parking lots. Our reference staff did research and found the following:

• Well maintained parking lot in this area 10-15 years
  o This requires some repair work and an overlay somewhere in the 7-12 year period.
• Little to no maintenance last about 5 years.
• Resurface the lot every 2-3 years it can last 20-30 years.

We have done some repair work but the current lot is about 15 years old and with no overlay.

Given the history of our lot, the approximately 15 years already into it seems about right for asphalt replacement. The lot was
completed prior to the completion of the building addition and renovation.

Bidders were required to give lifespan estimates. The estimated lifespan for concrete from the bidders was 20 years, which we confirmed with research.

**Network upgrade:** RFP released. Recommendation will be on the December board agenda.

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**Chief Operations Officer Report**

**Robert Banks**

**December 18, 2014**

A library-wide project that impacted staff and the public this year is our Radio Frequency Identification project (RFID). All of the obvious reasons such as handling every item in the collection, changing the way that everyone checks out materials and the shift in staff/customer interactions qualify this project as a game changer. However, it is also pivotal due to the impact it has beyond those changes. The need for staff to interact with the public where they are; out-of-the-building and increased online contact, forces us to move staff from task oriented duties to individual interactions. This requires that we change to a self-service model for any procedure possible. Because of this service model change, we are looking at other procedures we can change this next year to continue to free up staff time for higher-level interactions.

This change causes all staff to evaluate what they do and how they do it, to adapt to the new service model. The discussions about what changes are needed is also part of our information for the Next Decade discussions and will play a role in developing our community impact goals.

The far-reaching impact of this change will have implications for the next several years on how we deliver service to our customers.
Departmental Highlights:

Business Center: Marie Pyko, Director; Stephanie Hall, Manager; Terry Miller, Business Librarian

Working with members of the community on job applications and resumes is one of the most rewarding experiences I have day-to-day as a Librarian. This is not a service that is easily up-scaled or leveraged, as it mostly involves one-on-one interaction. Typically, someone calls or e-mails for an appointment to come to the Library to get help putting together a resume. Most of the people I have worked with have been laid off or have just re-entered the job market for a variety of reasons.

For example, yesterday a lady came in who had just been laid off from her job of 21 years. She had been to an agency in Topeka to help with her resume and had three pages of basically a mish-mash of information. She was very frustrated and not hopeful of coming away from the library with anything useable. In fact, she had also been on a few Internet resume builders and couldn’t remember the “right” way to do the headings, descriptions, etc. I logged her on to one of our Jobs computers that has WinWay resume software and told her we would create a great resume. Within one hour, we had a beautiful resume, creatively organized with some detail but succinct enough to fit on one page. Here is what I received in my e-mail later in the day:

Subject: THANK YOU!

I just wanted to thank you again for all your help today with my resume. I feel much better now knowing that I have a good resume to submit for a new job.

Miranda Ericsson in Public Services is a new member of the Jobs & Careers team, and she has been doing a terrific job working with people on resumes, cover letters, and job applications. In a recent reference appointment, Miranda was working with a patron on a resume. Miranda helped her unclutter the resume and also suggested that she write a cover letter, as she was having a hard time getting an interview despite her excellent qualifications. Using examples from library resources, Miranda helped her create a great cover letter and also provided the tools to create and customize another great cover letter in the future. About a week later, Miranda received an e-mail from her. She had gone to a job fair and landed 3 interviews—one with the company that was first on her list of desired jobs. Here is what she wrote to Miranda:

Right away they complimented my cover letter and said they had been looking forward to meeting me. I felt like having a good
cover letter did the trick in getting the interview. It really helped me stand out from all the other applicants. Thank you so much!”

These are just two of the many experiences we have had working with people in the Topeka community to help them improve their likelihood of finding a good job.

**Circulation: Paul Brennan, Director; Ruth Rodden, Supervisor**

RFID update – Six months since the go-live date:

When we made the decision to install self-check kiosks we set a goal of having more than 90% of the items that were previously checked out by staff at a service desk instead be done by customers themselves at a kiosk. We are pleased to report that in the six months since we went live we have achieved a self-service check out rate of approximately 98%. The reception by customers has been overwhelmingly positive. Reduced customer wait times for check out at peak times of the day has been key in customer acceptance of self-service. Library staff throughout the building are to be commended for their hard work in helping customers make the transition to the new system.

When we installed the self-check kiosks we heard some customers say they were concerned that staff that used to check out their materials might be losing their jobs. And, customers said they’d miss the interaction with those staff members at check out. Since May I think these same customers have realized that the same staff are in the Circulation Lobby greeting them and helping them use the kiosks. Customers have found that now staff can take more time with customers and make sure that they’re comfortable with checking out at the kiosks. So, rather than diminishing the quality of customer interaction with staff, that interaction has in some ways been increased.

A behind-the-scenes benefit of RFID has been more efficient and accurate work of checking in library materials on the AMH (Automated Materials Handling) system in Circulation. A higher percentage of returned items are successfully checked in using RFID than were successfully checked in with a barcode scanner. We also have fewer instances of customers notifying us that we missed checking in something that they had already brought back to the library. The accuracy and efficiency of RFID vs. barcode
check in stems from the fact that checking in with RFID is a simpler process that requires much less manipulation of items for check in. For example, items no longer need to be read by a barcode scanner so they need not be lined up in any particular orientation nor do they need to be centered on the conveyor line. This has made for a faster movement of materials and an overall reduction in the noise level generated by the AMH.

**Community Services: Thad Hartman, Manager; Sandy Hestand, Supervisor**

**New Bookmobile**

On Wednesday July 16th the library welcomed a brand new bookmobile with a brand new opening day collection. The new vehicle (called Sherlock) not only looks great, it also has more space for materials, which our customers definitely appreciate. Also, the efficient generator on the new vehicle allows the library greater flexibility in stop locations, so our service can be where our customers need us the most. Circulation for all three vehicles was 267,275 from January through November.

**CDL Training**

This was a big year for staff as the heavier weight of the new vehicle required all drivers to obtain Commercial Licenses. All 16 members of the bookmobile staff including the supervisor trained, tested, and obtained CDLs. Not only does this ensure that all staff can drive the new vehicle, but the additional training and knowledge required to get the CDL will be extremely beneficial to staff. This was quite an undertaking of which we are very proud of the staff.

**Smartlocker HyVee & Oakland**

Two new Smartlocker remote reserve pick-up machines were installed in 2014 to better serve our customers. The machines are located at the Oakland Community Center and at 29th and Wanamaker Rd in the Hy-Vee grocery store. The lockers have been well received with an overall circulation of 2,326 items between January and November. The locker at Hy-Vee has proven to be so popular with users that we have had to purchase an additional tower of ten lockers to help meet the demand. The lockers offer users more convenience in both location and pick-up availability. In fact, the locker at Hy-Vee is available 24 hours a day!

**Library @ Work Police & Sheriff’s Department and County Courthouse**
This year also saw the establishment of two new Library @ Work sites with the addition of the Topeka Police Station/County Sheriff’s offices and the Shawnee County Courthouse. This service allows customers to reserve items at their leisure and pick them up without having to leave work. As people’s lives get busier and busier, this service makes it easier for our customers to utilize our services without changing their normal routine. Overall customers at Library @ Work sites circulated close to 3,400 items from January through November.

**NetReach**

Kelli Smith and Patty Akrouche have spent many hours working with the NETReach community empowerment team. NET Reach (Neighborhood Empowerment and Transformation) is a systematic plan to address homelessness, poverty, safety and community health that is focused on the neighborhood of Hi-Crest. Kelli is the Co-Chair of NETReach’s Dream Center located in the former Avondale East Elementary School building. She, along with other volunteers, works directly with Hi-Crest residents, providing guidance on topics that include setting up email accounts, checking credit reports, creating resumes & cover letters, job searching, job skills assessment, educational opportunities & programs, and finding eligible support services. Hi-Crest residents involved in the NETReach Dare to Dream mentoring program set up appointments as needed. The library provided three computers to the Dream Center which are used in working with the residents. The Dream Center is a major part of NETReach’s work in Hi-Crest and plays a pivotal role in helping residents with employment and educational opportunities.

Patty Akrouche is the co-chair for the nutrition/community garden team at the NETReach Avondale East Center. This past summer saw the establishment of a community garden with preparations underway for the next growing season. A possible partnership with the Shawnee County Health Agency is in the works to establish a farmer’s market in the area. Making fresh produce available in an area where it is difficult for residents to go to a grocery store could play a key role in helping improve the health of neighborhood residents.

**Book’n it with lunch**

The community services department has also been involved with the NETreach Hi-Crest neighborhood initiative offering three weekly programs throughout the summer for their Book’n It summer day program. The NETreach website explains that, “Book-N-It is a summer program designed to feed the youth and teach them how to develop leadership skills such as healthy self-
concept, positive choices for your body and your mind, managing yourself responsibly, social skills, self-honesty and integrity, civic engagement and continual self-improvement. Staff and community volunteers interact with, mentor and teach the youth, leadership skills and youth development classes. The goals of Book-N-It are to empower the youth by offering: 1) nourishment; 2) reading skills; 3) training and skill development; and 4) leadership skills and opportunities.”

**Kansas Connections**

Before the end of the school year the community services department will have presented over 200 classroom programs to over 5,500 area elementary school children through our Kansas Connections programming. Feedback from teachers has been overwhelmingly positive, for example, this was received in regards to a recent program, “The class had a wonderful time! The presenter had very good classroom management and kept the students attention. It was VERY educational!”

**Critter Club**

Each summer the AdventureMobile visits close to 20 neighborhood stops and features a different live critter each week. To encourage customers to visit often each child on board received their very own Critter Club Membership Card. With this card they are officially a member of the AdventureMobile Critter Club. The child receives a stamp each week they visit the vehicle and after six stamps they are awarded a small prize for their accomplishments. This has proven to be very popular with customers, many of whom regularly schedule the AdventureMobile into their week, so they can get their stamp.

**Stop Drop and Read Summer Reading program**

Stop Drop and Read is a program offered to area day-camps, summer schools, and other outreach locations, such as the Quincy St. Bus Depot and NETreach Hi-Crest Avondale East Center. The program encourages reading throughout the summer, by providing a drop collection of books at each site that do not need to be checked out. Each site is encouraged to participate in the library’s summer reading program. The staff at each site keeps track of how much their campers read throughout the week and report it back to our staff. Each week new summer reading prizes are delivered to each location. Books are refreshed throughout the summer to add variety. This season the Stop Drop and Read program was enjoyed by 11 area sites and served over 600 campers. As we have proven through our work with schools, kids who participate in Summer Reading are better prepared for school in the fall than those who don’t read over the summer.

**Community Center Computers**
The library’s partnership with Topeka and Shawnee County Parks and Recreation continues to be strong. The six community centers that had computer labs installed by the library have noted 25,941 individual sessions which have clocked in over 10,000 hours of usage! Many vital things today require computer and internet access, such as retrieving W-2s and applying for a job. These computers give people who may not have computers easy access to computers in their neighborhood.

**Sunflower Journeys**

On November 6th the episode “Public Libraries,” of the KTWU produced series *Sunflower Journeys* premiered. The episode featured a member of the community services department, Jackie Hurst, as the feature of their Plains People segment. Jackie did an excellent job representing the library and showcasing the creative and passionate staff at work behind the scenes at our library.

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

This year Digital Services has worked on many projects that have directly impacted our customers. Our major projects for this year included:

We redesigned our website so it works on all devices, from smartphones to large-screen desktops. This has made our online information, our catalog, and many of our services easier for customers to access. This will be an ongoing process as we continue to make changes that allow easier access to services and information.

The Make-It Lab, our new makerspace, just opened. Although we have as yet to see what impact it will have on customers, we know they’re excited about it! One customer said this: “I think it’s all exciting. I think it’s really rad to have access to a 3d printer. Some really cool things might happen.” This will be a pilot project to gauge interest in having a creative space in the library. Customers will be able to make videos, edit photographs, create digital art and graphic design, record their first hit song, and even print something on a 3D printer!

Our Smartlockers in HyVee and the Oakland Community Center have allowed customers to pick up materials they placed on hold outside the building. The HyVee smart locker has been so popular that we are in the process of expanding that one.
The Bibliotheca checkout kiosks that were installed earlier this year have changed the face of the library in many ways, the biggest being that customers no longer have to wait in lines to checkout items. Along with being able to checkout videos using the kiosks (something they couldn’t do with the old self-checks) customers can check out multiple items at a time, all at once, speeding up the process immensely.

We recently redesigned the Foundation’s Website this year making it easier to navigate and for potential donors to donate online. We have already seen donations come through using the new site.

Along with this year’s projects we have been working behind the scenes getting ready for several large projects that will impact users in 2015. Most notably the Network upgrade, VOIP (a new Voice Over IP phone system), and a new circulation product called LEAP. LEAP should make it easier for library staff working remotely, help customers get materials.

**Facilities: John Kugler, Manager; Ivan Johnson, Supervisor**

In facilities I have to say that our biggest accomplishment of the year was being able to complete the carpeting project on time and during the same week, building and painting the wall in the circulation lobby, installing electrical and data to the kiosk and wiring of the security gates in the main entry and Topeka room and installing electrical circuits to the auditorium podium all within a week’s time. For the installation of the carpet every piece of furniture that touches the floor in the media center and north reading room had to be moved and then moved back. The coordination and teamwork between all departments that week was amazing and unparalleled to say the least.

Our other highlight would have to be the wiring and installation of the gallery lighting project. Even with the delays in receiving the order. The facilities guys did an outstanding job of thinking ahead and getting the little things ready so that once the parts arrived this project could be completed on time and the Gallery show could open as scheduled.

This year we have also installed two new drop boxes in the community. One at Avondale East and the other at Petro Deli, helping community members in those areas return library
materials easier. We’ve taken on two more Library at Work stops with the courthouse and Topeka Police Department.

Here is one just for kicks: three of our maintenance staff went digging through the large dumpster out back that was full of trash bags and one by one they opened each bag and dug through all the contents to find both the upper and lower set of a patrons braces. This however humorous, shows the kind of employees we have and their commitment and dedication to serving our patrons.

**Kids Library: Marie Pyko, Director; LeAnn Petrie, Supervisor**

**Programs in November included:**

**Ages birth-5**
Baby Bookworms, Sneak, Peek and Read, Tot Time, Family Place Learn and Play Workshops, Preschool Storytime, PJ Storytime, Musical Storytime for Everybody, Sing, Dance & Read, Sing, Move & Learn, Math & Science Exploration and Stories and Art

**Elementary school aged**
4-H in the Library, Amazing Animals, At the Dinosaur Feet, Guys Read, tWiin X-gaming, Minecraft and Gathering STEAM, SKITLS, What do Animals do in the Winter?

**Middle and high school aged**
Double Dueling, Anime Kurabu, Chess Club, Teen Writing Group Fun After School, Anyone Can Cook, Open Mic Night, Duct Tape Wallets, Super Smash Bros. Brawl

**All Ages**
Zoo Animals Live
Holiday Crafts and Fun
Read Between the Times
Choosing a Pet

**Tours:**
Most Pure Heart
Cair Paravel
Holy Family
Girl Scout Troop

**Outreach:**
Pre-K Storytime
Sheldon Head Start Book Night
Mom’s Every Day

Outreach Storytellers
Kyler Carpenter
Jeri Eckhardt & Natalie Moreland
**Community Meetings:**
Extension Council Executive Board  Luanne Webb
Early Childhood Collaborative  Luanne Webb & LeAnn Petrie
Early Education Impact Counsel  LeAnn Petrie
Topeka Afterschool Coalition  Jason Lamb

**Year in Overview:**
Over the course of this year, we made positive tweaks to existing programs, services and initiatives.

For kiddo’s birth to five, some of those alterations include updating and cleaning up curriculum resources like Reading Chests, adding bin shelving to our picture book spaces, and altering programs names so that they are more meaningful to customers.

We held our first two series of Family Place Learn and Play Workshops. That same research based library initiative has also included a site visit by one of the national coordinators, Kathleen Deere and an outside evaluator. They are collecting impact data through our community and us. Spreading the Family Place word has been happening departmentally, building-wide, and at the Kansas Library Association Conference. We are slated to continue delivering the message at the Early Childhood Collaboration of Shawnee County’s Brown Bag Series in April 2015.

We are being recognized by our community as an organization that knows what is important when it comes to successfully wiring a young child’s brain for learning. To that end, we presented at the Capital City Learn and Share event that is sponsored in our community annually by Child Care Aware. Similarly, in 2015, we will chair the United Way’s Early Education Impact Council.

When it comes to those who are becoming independent readers-kids age five to eight, we have also made alterations. Most notable are the addition of Factual Fun to the program line up and the I Read initiative.

In the midst of schools now focusing on Common Core Standards, we are offering programming that likewise draws attention to nonfiction reading. Our program, Factual Fun, highlights some of the wacky, wild and active learning topics that fall within those materials.

The I Read initiative’s premise is to celebrate the milestone of learning to read and give kids tools to continue practicing that new skill. This past year we piloted the concept at Lowman Hill with their “graduating” kindergarteners. Each student was given a special library card, a cardholder, and an early reader book for their home. We are currently in discussion to expand that
initiative to all Topeka Public Schools’ Elementary Schools. With this age, we also have a community presence, as we are part of the United Way’s On Grade Achievement Council.

Our tweens have also experienced some additions to their program line up. Gathering STEAM focuses on another educational movement. Its acronym stands for science, technology, engineering, art, and math. The premise is to build skills in those areas—especially interrelated skills. We are in the midst of Minecrafting here. Beyond creepers and zombies, kids build intricate worlds one brick at a time (like virtual Legos). At the same time, they learn bits and pieces about things like rocks and minerals. And, if they delve far enough, they learn computer coding. We sit on the 4-H Executive Board, and we attend our community’s After School Alliance.

We hired two new teen staff to replace folks we had lost from the mix last winter. Since their envelopment, we have revamped expectations of our Teen Advisory Board, brought in two age related authors, and provided some new program concepts. Currently we are developing plans for spiffing up their dedicated spaces within the building (in concert with trends and teens).

Our largest growth as a department isn’t something that can be readily seen on the surface—just yet. We are slowly undergoing a culture metamorphosis that I hope will set the stage for some great things to come. Staff are growing in their knowledge of child development, community awareness, planning and assessment. What they have gleaned will be of benefit as we develop and implement the library’s impact goals.

**Public Services: Marie Pyko, Director; Stephanie Hall, Manager**

We always try to provide customer focused services and this year we tried some new things with the hopes of meeting people where they are.

The year started with the Health Insurance Marketplace. This was a new initiative not only for us but for customers as well. It reminded us of when Medicare introduced Part D coverage and we had many older adults coming in to get prescription coverage but that had been a few years ago. The Health Insurance Marketplace was different in that we partnered with the Shawnee County Health Agency and relied on their expertise in this area. On-site
sign up sessions were held in addition to general information sessions. Our Health Information Librarian, Lissa Staley, took the charge on coordinating with community agencies as well as arming the staff with the information they needed to help customers that approached them at the desk. A person’s physical health is extremely important and your library helped customers get health coverage.

We also recognized that books are what customers still want from us. Along with the actual physical item they would also like the opportunity to discuss what they read. We have always offered book discussion groups here at the library but we decided to take some of our discussions out into the community…again where our customers are. We currently have three successful books discussion groups out in the community. There is a group of young people (20-30 year olds) who meet at the Classic Bean monthly to discuss the chosen book. This group is called Bean There, Read That and is led by Erin Seeger. This group has averaged about 15 people each month – some of the same faces but it often varies depending on people’s schedules. Michelle Morris also formed a group at the Crestview Community Center in conjunction with our community center outreach, which has started small but has remained consistent. The final group that just began meeting last month is our Book, Book Goose group led by Amber Bonnett, which meets at the Dutch Goose Bar on 10th Street. At the group’s first meeting Amber had 9 participants and hopes to grow that group as well. All three of these groups reach a different demographic and are located where the customers are.

In addition to finding information and discussing books we also have chosen to encourage customers' creativity in both the written form as well as others. We had our second successful Great Writers, Right Here event where we highlighted local authors and their works. Many of the authors sold books at the event and used the time to mingle with their new fans as well as network with one another. In addition to the written word we are beginning to offer customers to get creative in other ways through out MakeIT lab, which just opened this week. In the area we have two Mac computers, software on the computers that encourages creation, other equipment to supplement this software and a 3D printer. Although this space is brand new we have had many inquiries about it and hope to grow its popularity over the next year.
Technical Services: Paul Brennan, Director; Scarlett Fisher-Herreman, Supervisor

Technical Services had a great year with many accomplishments benefitting our library customers. I am especially proud of the work my team did in leading on the RFID project this Spring. Being at the start line in regards to preparing library materials, my staff were among the first people to learn RFID tagging and were pioneers in working through issues and creating a streamlined process for library staff across the organization to follow during the five day closure of the library. Each person in my department was a willing learner and stepped up to do the work and to help others. We tagged thousands of items in advance of the library’s closing and continue to tag new items each day as they arrive in Technical Services. Also, while my staff don’t all work on a daily basis directly with customers, they all went through customer service training and have been active in assisting customers with our new checkout kiosks.

Concurrent with RFID, Technical Services created an opening day collection for the new Sherlock Bookmobile. Working with Bookmobile on selection requests for this new collection, my staff purchased, cataloged, and processed nearly 6,000 items for the new vehicle. They did this simultaneously with RFID implementation and training. As with RFID, I’m really proud of how everyone stepped up to do the work, be it unpacking boxes, labeling books, or finding creative storage solutions for all the additional items we kept in Tech Services while awaiting the arrival of the new vehicle. Seeing the excitement of our customers at the opening day event for Sherlock was inspiring. Customers continue to enjoy these new items and have benefitted from the thoughtfulness and hard work of my department on this project.

I’m also proud of my selectors and acquisitions staff in managing our large, complex budget. I feel strongly that we have made good purchasing decisions this year selecting items and products that bring our customers the stories customers they want, information they need, and connections they seek. Managing a collection of our size and complexity requires constant diligence and I’m proud of each person on my team in working to keep our collections vibrant, robust, and appealing to our customers.
Staff Recommendation: Staff is not recommending the concrete option for resurfacing of the public parking lot. Based on cost, expanded project timeline, impact on the library’s ability to serve customers and projected lifespan, we feel there is not sufficient ROI to justify the additional expense. A full comparison, explanation and fiscal note are included with the resolution sheet.
Resolution – Bid Approval for Parking Lot Resurfacing

BOARD OF TRUSTEES
November 20, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from All American Asphalt and Construction Co., Inc., Topeka, Kansas, in the amount of $164,081 for the asphalt resurfacing and related work for the main parking lots. The purchase shall be paid from the Capital Improvement Fund, which has a current unencumbered balance of $2,227,909.

Policy and Background Information:
At the time the Request for Proposal (RFP) was issued, the Board of Trustees’ Purchasing Policy required a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeded $5,000. This process is still required under the Purchasing Policy amended October 16, 2014 because the proposed expenditure exceeded $20,000.

The asphalt resurfacing of the Library’s main parking lots is included on the Major Initiatives Funding Matrix for 2015 for $145,000 from the Capital Improvement Fund. With the exception of some patching of divots, the current parking lot surface is that completed during new construction in 2001 and is in need of replacement. Heat and heavy use have increased damage to the lot. The Library’s liability insurance carrier has recommended the work be done soon, as their assessment found that the condition of the lots presented a potential trip and fall hazard, especially in the areas in which the spaces have a parking block. The Board of Trustees approved the solicitation of bids for the asphalt replacement at its meeting on July 17, 2014. However, asphalt work is seasonal and must be scheduled during the spring.

An RFP was originally issued September 2, 2014 to resurface the main lots and the west lot. The employee parking lots on the south side of the property and the dock area on the west side are not included in this project. After interested bidders visited the property, it was suggested that the Library would be wise to include concrete reinforcement underneath the spaces that have deep divots and then resurface those areas to increase the longevity of the work and maximize the financial investment. Thus, the RFP was redacted, amended and reissued on October 7, 2014, along with aerial maps to better depict the requested work.

The final RFP requested the following work specifications:
- BM2 mix asphalt 2” mill and 2” overlay of approximately 10,450 square yards.
- 6” approximately 1,050 square yards of fiber reinforced concrete patching in parking stall areas depicted on the aerial map.
- Repainting of all pavement markings, including concrete areas.
- Removal and replacement of 11 parking blocks with new.
- Removal and disposal of all excess materials.
- Completion of all work on or before June 1, 2015.
Using the internet to find local companies that might be interested in responding to the RFP, eleven were contacted by telephone or email. However, because the work encompasses a large area, plus concrete reinforcement, the number of companies capable of completing the work was limited and only two responded to the RFP.

The bid receiving was held as a public meeting on October 28, 2014 at 10:00 am. The two bidders responding were both present at the bid receiving. Bids were very close with only a difference of $1,631 between the two.

Two references from customers whose jobs were recent and of comparable size were requested. The lowest bidder’s references were contacted and rated the bidder at the highest ratings offered. Although the Library is not required to accept the lowest bid, no compelling reason was found not to do so.

**Staff Recommendation:**
TSCPL staff recommends the lowest bid of $164,081, submitted by All American Asphalt and Construction Co., Inc., Topeka, Kansas, be approved for the scheduling of the asphalt repaving of the main lots and related work. The timeline to complete the work on or before June 1, 2015 will be set within contract terms with the vendor. Further, this purchase is recommended to be funded from the Capital Improvement Fund as originally included on the Major Initiatives Funding Matrix.

Resolution by ________________________________
Seconded by _________________________________
Resolution passed/failed by a vote of __________
Date _________________________________
Resolution – Bid Approval for Parking Lot Resurfacing-Concrete

BOARD OF TRUSTEES
December 18, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid from Joe Conroy Contractor, Inc., in the amount of $663,272.82 for the concrete resurfacing and related work for the main parking lots. The purchase shall be paid from the Capital Improvement Fund, which has a current unencumbered balance of $2,228,543.

Policy and Background Information:
The Board of Trustees’ Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid. This process is required under the Purchasing Policy amended October 16, 2014 because the proposed expenditure exceeded $20,000.

The asphalt resurfacing of the Library’s main parking lots is included on the Major Initiatives Funding Matrix for 2015 for $145,000 from the Capital Improvement Fund. With the exception of some patching of divots, the current parking lot surface is that completed during new construction in 2001 and is in need of replacement. Heat and heavy use have increased damage to the lot. The Library’s liability insurance carrier has recommended the work be done soon, as their assessment found that the condition of the lots presented a potential trip and fall hazard, especially in the areas in which the spaces have a parking block. The Board of Trustees approved the solicitation of bids for the asphalt replacement at its meeting on July 17, 2014. However, asphalt work is seasonal and must be scheduled during the spring.

The Board of Trustees tabled the asphalt resurfacing resolution at the November 20, 2014 meeting and instructed staff to solicit bids for resurfacing the same parking lots with concrete instead of asphalt.

An RFP was issued November 25, 2014 to resurface the main lots and the west lot with concrete. The employee parking lots on the south side of the property and the dock area on the west side are not included in this project.

The RFP requested the following work specifications:

- Existing asphalt parking lots will be removed and disposed of off-site.
- A proof roll on the subgrade.
- An underlayment of 6-inch compacted AB3 will be installed.
- Underlayment compaction rate is 95%.
- Existing concrete will be tied to new concrete with 18-inch smooth dowels on 12-inch centers.
- Standard 6x6 welded wire will be installed.
- 6-inches of City of Topeka Standard Mix Design concrete will be poured.
- Concrete will be finished with a standard parking lot finish.
- Repainting of all pavement markings, including existing concrete areas.
- Replacement of 11 parking blocks with new.
Board of Trustees
Resolution – Bid Approval for Parking Lot Resurfacing-concrete
Page 2 of 2

- Removal and disposal of all excess materials.
- Work will start after April 1, 2015.
- Completion of all work on or before June 1, 2015.

Using the Topeka phone directory to find local companies that might be interested in responding to the RFP, thirty-three were contacted by postcard. Five companies attended the mandatory site-visit. Bids from those five companies will be the only eligible bids for this project.

The bid receiving was held as a public meeting on December 10, 2014 at 1:00 pm CST.

Two references from customers whose jobs were recent and of comparable size were requested. The lowest bidder’s references were contacted and rated the bidder highly. Although the Library is not required to accept the lowest bid, no compelling reason was found not to do so.

**Staff Recommendation:**

If the board choses concrete for the parking lot resurfacing, the TSCPL staff recommends the lowest bid of $663,272.82, submitted by Joe Conroy Contractor, Inc., be approved for the scheduling of the concrete repaving of the main lots and related work. The timeline to complete the work on or before June 1, 2015 will be set within contract terms with the vendor. Further, this purchase is recommended to be funded from the Capital Improvement Fund as originally included on the Major Initiatives Funding Matrix.

Resolution by ________________________________
Seconded by ________________________________
Resolution passed/failed by a vote of ____________
Date ________________________________
Resolution – Foundation Loaned Employee Agreement for FY 2015

BOARD OF TRUSTEES
Topeka and Shawnee County Public Library
December 18, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Foundation Loaned Employee Agreement for FY 2015 as presented.

Resolution by ________________________________
Seconded by _________________________________
Resolution passed/failed by a vote of ____________
Date ________________________________
2015 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, (hereinafter the “Library”) and The Library Foundation, a Kansas nonprofit corporation with its principal place of business located at 1020 SW Washburn Avenue, Topeka, Kansas, (hereinafter the “Foundation”) and made this 18th day of December 2014.

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

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

1. The Library shall:
   a. Provide to the Foundation beginning January 1, 2015 and ending on December 31, 2015 the services of the following support staff:
      ▪ development associate,
      ▪ executive director,
   b. Retain the support staff as employees of the Library, and for no purpose shall the support staff be considered employees of the Foundation, and
   c. Pay the support staff salaries and fringe benefits as agreed between the Library and the individual support staff, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the support staff individually.

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

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

4. Either party may terminate this Agreement with or without cause by giving the other thirty (30) days’ written notice, via first class mail or hand-delivery to the person at the address identified in paragraph 5.
5. All notices and payments required under the terms of this Agreement shall be mailed or delivered to the following persons at the respective addresses:

Library: Gina Millsap, Chief Executive Officer
        1515 SW Tenth Avenue
        Topeka, Kansas 66604,

Foundation: Nancy Lindberg, Executive Development
            1020 SW Washburn Avenue
            Topeka, Kansas 66604.

6. This Agreement constitutes the entire agreement between the parties. This Agreement may not be amended or enlarged without the written consent of both of the parties.

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

Topeka & Shawnee County Public Library

Duane Johnson, Chair

The Library Foundation

Jeanne Slusher, Chair
Resolution – Friends of the Library Loaned Employee Agreement for FY 2015

BOARD OF TRUSTEES
Topeka and Shawnee County Public Library
December 18, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Friends of the Library Loaned Employee Agreement for FY 2015 as presented.

Resolution by ______________________________________
Seconded by ______________________________________
Resolution passed/failed by a vote of _____________
Date ____________________________________________
2015 LOANED EMPLOYEE AGREEMENT

This Agreement is between the Topeka and Shawnee County Public Library hereinafter the “Library;” and The Friends of the Topeka and Shawnee County Public Library, Inc., a Kansas nonprofit corporation with its principal place of business located at 1515 SW Tenth Avenue, Topeka, Kansas, hereinafter the “Friends” and made this 18th day of December, 2014.

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

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

1. The Library shall:
   a. Provide to the Friends beginning January 1, 2015, through December 31, 2015, the services of an office manager,
   b. Retain the office manager as an employee of the Library, and for no purpose shall the office manager be considered an employee of the Friends, and
   c. Pay the office manager’s salary and fringe benefits as agreed between the Library and the office manager, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the office manager.

2. The Friends shall:
   a. As consideration for the services of the office manager, pay to the Library eighty percent (80%) of the total amount of the office manager’s salary and fringe benefits as billed by the Library beginning on January 1, 2015, and each month thereafter until December 31, 2015, and
   b. Consent to the office manager’s being subject to all the Library’s rules and regulations, including the terms of the Library Employee Handbook.

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

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

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

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

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

Topeka & Shawnee County Public Library

______________________________
Duane Johnson, Chair

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

______________________________
Sherryl Longhofer, Chair
Resolution – Restated and Amended Development and Management Agreement “Café Management Agreement” – 2015 Addendum

BOARD OF TRUSTEES
Topeka and Shawnee County Public Library
December 18, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request from the Library Foundation to renew the agreement of operation of the Millennium Café for two years, beginning January 27, 2015 and ending January 26, 2017.

Resolution by _______________________________________

Seconded by _______________________________________

Resolution passed/failed by a vote of _____________

Date _________________________________________
THIS Addendum, made and entered into this ______ day of December 2014, is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation hereinafter referred to as the “Library”; and The Library Foundation, Inc., a Kansas not-for-profit corporation with its principal place of business located at 1020 Southwest Washburn Avenue, Topeka, Kansas, hereinafter referred to as the “Foundation”.

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

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

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

WHEREAS, the Library and Foundation entered into that certain Development and Management Agreement dated May 15, 2000, hereinafter referred to as the 2000 Agreement; and

WHEREAS, the Library and Foundation amended the 2000 Agreement via that certain Development and Management Agreement Amendment dated April 18, 2001, hereinafter referred to as the 2001 Amendment; and

WHEREAS, the Library and Foundation further amended the 2000 Agreement and the 2001 Amendment via that certain document titled, “2008 Addendum;” and

WHEREAS, the Library and the Foundation restated and further amended the 2000 Agreement, 2001 Amendment, the 2008 Addendum, and the 2011 restated and amended Agreement hereinafter referred to as the “2011 Agreement,” and

WHEREAS, the Foundation and the Library agree to extend and further amend the 2011 Agreement,

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

1. The title of the Agreement shall read as follows:

   “Café Management Agreement.”
2. Article XIII of the Agreement shall be amended to read as follows:

“ARTICLE XIII – Term

The term of this Agreement shall be for the period beginning on January 27, 2015, and ending January 26, 2017, provided however, the Foundation shall have the right to renew this Agreement for an additional two (2) years following the expiration of the original term, provided that the Foundation has substantially complied with all of the terms and conditions of this Agreement.”

3. All of the other terms and provisions of the 2011 Agreement not specifically amended by this Addendum shall remain in full force and effect.

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

Topeka and Shawnee County Public Library

The Library Foundation, Inc.

__________________________________________  _______________________________________
Duane Johnson, Chair                          Jeanne Slusher, Chair
Flexible Benefits Plan Amendments

The first set of documents before you have amended and restated the plan for 2014. We have printed the Adoption Agreement and the Summary Plan Description for you and have emailed you the much longer Plan Document.

The second set of documents adds the Health Savings Account (HSA) as an additional pre-tax benefit in 2015. We have printed the Adoption Agreement and the Summary Plan Description for you and have emailed you the much longer Plan Document.

These plan documents were provided by our section 125 claims administrator, First Concord Group.

Background information:

In 1996 the Board of Trustees approved a Section 125 Cafeteria Plan as an employee benefit. The plan is called a Cafeteria Plan because it allows employees to pick and choose the benefits that make the most sense for them.

The plan was last amended and restated in late 2010 for the 2011 plan year. Over time, regulations and laws change. Although plan documents are written with this in mind, eventually they need to be rewritten and updated to incorporate changes to legal or regulatory language and to update FAQ sections.

Some highlights of the 2014 plan changes:

• A change in the annual maximum that can be deferred for the Medical FSA.
• The Affordable Care Act (ACA) provides that Medical FSAs and DCAP plans may utilize either a 2 ½ month Grace Period or a Carryover provision. Our plan stayed with the Grace Period that we were offering at the time of the last restatement and new language reflects that decision.
• Dental insurance has been unbundled from the medical policy and now has been included separately as a pre-tax premium item. In splitting out these other types of insurance policies that were previously lumped together as “Group Health Plan” the provision for pre-tax treatment of premiums for the first $50,000 in Group Life Insurance was checked but never implemented (and in the 2015 documents that error is being rectified).
• The ACA requires FSA waiting periods & hours-worked-per-week eligibility provisions to be coordinated with our group health plan (ours were, but the new language has been included).
• The FAQs have been revised and new Attachments created regarding HIPAA and COBRA rights.

2015 Plan Changes:

As you will remember, in developing the 2015 budget we decided to begin offering a Qualified High Deductible Health Plan with Health Savings Account (HSA). During Open Enrollment last month, 56 employees enrolled in the Blue Cross/Blue Shield high deductible plan. We have selected Community Bank as our partner and they are in the process of setting up individual Health Savings Accounts. This plan amendment adds the Health Savings Account option to the plan.

Practical Application/Result of the Amendments:

The 2014 Plan document amendments need to be adopted merely to get them in legal and regulatory compliance. If adopted the 2014 amendments become Plan Documents.

Resolution to Adopt the Restated and Amended 2014 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan)

BOARD OF TRUSTEES
Topeka and Shawnee County Public Library
December 18, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library adopts the restated and amended 2014 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan) as recommended by the Plan administrator; and further authorizes the secretary and Chief Executive Officer to execute all necessary documents associated with this action including the Adoption Agreement and Corporate Resolution.

Resolution by ________________________________

Seconded by ________________________________

Resolution passed/failed by a vote of _____________

Date ________________________________
Resolution to Adopt the 2015 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan)

BOARD OF TRUSTEES
Topeka and Shawnee County Public Library
December 18, 2014

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library adopts the 2015 Topeka and Shawnee County Public Library Cafeteria Plan (Flexible Benefits Plan) as recommended by the Plan administrator; and further authorizes the secretary and Chief Executive Officer to execute all necessary documents associated with this action including the Adoption Agreement and Corporate Resolution.

Resolution by ________________________________

Seconded by ________________________________

Resolution passed/failed by a vote of __________

Date ________________________________
### CIRCULATION

**Main Library**

- **Circulation Desk**: 82,309
- **Interlibrary Loan**: 2,052
- **Self-Check**: 21,865
- **DVD/Video Game Dispenser**: 5,468
- **Renewals**: 32,592
- **Bookmobile**: 25,812
- **Red Carpet**: 7,357
- **Digital Downloads**: 16,888

**NEKL**

- **Red Carpet Materials**: 147,315
- **Young Adult Materials**: 5,198
- **Red Carpet Materials**: 9,951

**Total Circulation**

- 194,339

### CIRCULATION DETAILS

<table>
<thead>
<tr>
<th>Material Type</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Material</td>
<td>98,953</td>
<td>83,953</td>
<td>15.0%</td>
</tr>
<tr>
<td>Audio/Visual Material</td>
<td>75,386</td>
<td>65,964</td>
<td>14.7%</td>
</tr>
<tr>
<td>Adult Materials</td>
<td>108,914</td>
<td>94,072</td>
<td>15.2%</td>
</tr>
<tr>
<td>Children's Materials</td>
<td>50,276</td>
<td>43,156</td>
<td>16.2%</td>
</tr>
<tr>
<td>Young Adult Materials</td>
<td>5,198</td>
<td>4,271</td>
<td>21.1%</td>
</tr>
<tr>
<td>Red Carpet Materials</td>
<td>9,951</td>
<td>8,418</td>
<td>18.2%</td>
</tr>
</tbody>
</table>

### NEW Patron Registrations

<table>
<thead>
<tr>
<th>Type</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topeka / Shawnee County Adults</td>
<td>706</td>
<td>576</td>
<td>20.1%</td>
</tr>
<tr>
<td>Children (ages 17 and under)</td>
<td>220</td>
<td>205</td>
<td>7.7%</td>
</tr>
<tr>
<td>Red Carpet Outreach</td>
<td>29</td>
<td>14</td>
<td>107.1%</td>
</tr>
<tr>
<td>NEKL</td>
<td>75</td>
<td>57</td>
<td>31.6%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>0</td>
<td>1</td>
<td>-100.0%</td>
</tr>
</tbody>
</table>

| Total New Registrations | 1,030 | 852 | 24.3% |

### PATRONS DELETED

<table>
<thead>
<tr>
<th>Type</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topeka / Shawnee County Adults</td>
<td>48,884</td>
<td>48,922</td>
<td>-0.8%</td>
</tr>
<tr>
<td>Children (age 4 - 17)</td>
<td>16,562</td>
<td>16,625</td>
<td>-0.4%</td>
</tr>
<tr>
<td>Red Carpet Outreach</td>
<td>1,424</td>
<td>1,423</td>
<td>0.1%</td>
</tr>
<tr>
<td>NEKL</td>
<td>7,206</td>
<td>7,188</td>
<td>0.2%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>47</td>
<td>47</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

| Total Holds Satisfied | 85,622 | 85,590 | 0.4% |

| TOTAL CHECK-IN | 147,495 | 128,324 | 14.9% |

### TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY

- **Circulation and Borrower Statistics 2014**
- **Main Library**
- **Interlibrary Loan**
- **Self-Check**
- **DVD/Video Game Dispenser**
- **Renewals**
- **Bookmobile**
- **Red Carpet**
- **Digital Downloads**

- **Circulation Details**
- **New Patron Registrations**
- **Patrons Deleted**

- **Total Circulation**: 194,339
- **Total New Registrations**: 1,030
- **Total Holds Satisfied**: 85,622
- **Total Check-In**: 147,495
### Collection

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials Added</strong></td>
<td>6,377</td>
<td>7,031</td>
<td>6.7%</td>
</tr>
<tr>
<td><strong>Materials Discarded</strong></td>
<td>7,841</td>
<td>7,031</td>
<td>11.4%</td>
</tr>
<tr>
<td><strong>Total Collection</strong></td>
<td>14,218</td>
<td>14,062</td>
<td>1.1%</td>
</tr>
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</table>

### Website

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unique Visitors</strong></td>
<td>52,299</td>
<td>54,743</td>
<td>-4.9%</td>
</tr>
<tr>
<td><strong>Total Visits</strong></td>
<td>96,729</td>
<td>91,028</td>
<td>5.7%</td>
</tr>
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</table>

### Reference Questions

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Services</strong></td>
<td>18,585</td>
<td>19,790</td>
<td>-6.1%</td>
</tr>
<tr>
<td><strong>Red Carpet</strong></td>
<td>1,263</td>
<td>1,329</td>
<td>-4.9%</td>
</tr>
<tr>
<td><strong>Topeka Room</strong></td>
<td>1,644</td>
<td>1,528</td>
<td>7.5%</td>
</tr>
<tr>
<td><strong>Youth Services</strong></td>
<td>2,840</td>
<td>2,672</td>
<td>6.7%</td>
</tr>
<tr>
<td><strong>Total Reference Ques</strong></td>
<td>23,509</td>
<td>25,420</td>
<td>-7.8%</td>
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</table>

### Meeting Rooms

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bookings</strong></td>
<td>514</td>
<td>564</td>
<td>-9.1%</td>
</tr>
<tr>
<td><strong>Hours Booked</strong></td>
<td>2,391</td>
<td>2,672</td>
<td>-10.5%</td>
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### Attendance

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Onsite Program Attendance</strong></td>
<td>9,333</td>
<td>10,330</td>
<td>-9.5%</td>
</tr>
<tr>
<td><strong>Offsite Program Attendance</strong></td>
<td>4,409</td>
<td>5,084</td>
<td>-13.1%</td>
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</tbody>
</table>

### ONSITE ATTENDANCE

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Onsite Program Attendance</strong></td>
<td>2,422</td>
<td>3,190</td>
<td>-23.6%</td>
</tr>
<tr>
<td><strong>Offsite Program Attendance</strong></td>
<td>4,464</td>
<td>5,609</td>
<td>-20.9%</td>
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</tbody>
</table>

### Total Attendance

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Attendance</strong></td>
<td>6,886</td>
<td>7,420</td>
<td>-7.5%</td>
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</tbody>
</table>

### TOURS & FAIRS

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fairs &amp; Events</strong></td>
<td>608</td>
<td>677</td>
<td>-10.2%</td>
</tr>
<tr>
<td><strong>Library Tours</strong></td>
<td>40</td>
<td>66</td>
<td>-39.4%</td>
</tr>
<tr>
<td><strong>TOURS &amp; FAIRS</strong></td>
<td>648</td>
<td>735</td>
<td>-12.3%</td>
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### Gallery Attendance

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<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td><strong>Onsite Program Attendance</strong></td>
<td>1,894</td>
<td>1,913</td>
<td>-0.9%</td>
</tr>
<tr>
<td>Print Material</td>
<td>2014</td>
<td>2013</td>
<td>Change</td>
</tr>
<tr>
<td>----------------</td>
<td>------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>23,629</td>
<td>19,785</td>
<td>4,844</td>
</tr>
<tr>
<td>Adult Nonfiction</td>
<td>23,502</td>
<td>19,984</td>
<td>4,518</td>
</tr>
<tr>
<td>Juvenile Fiction</td>
<td>24,885</td>
<td>21,865</td>
<td>3,020</td>
</tr>
<tr>
<td>Juvenile Nonfiction</td>
<td>9,794</td>
<td>7,922</td>
<td>1,872</td>
</tr>
<tr>
<td>Magazines</td>
<td>2,495</td>
<td>2,094</td>
<td>401</td>
</tr>
<tr>
<td>RC Print Materials</td>
<td>9,444</td>
<td>8,027</td>
<td>1,417</td>
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<tr>
<td>RC Realia</td>
<td>480</td>
<td>376</td>
<td>104</td>
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<tr>
<td>YA Print Materials</td>
<td>4,951</td>
<td>4,075</td>
<td>876</td>
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<table>
<thead>
<tr>
<th>Audio / Visual Material</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Audiobooks</td>
<td>6,427</td>
<td>5,335</td>
<td>1,092</td>
</tr>
<tr>
<td>Adult Music</td>
<td>4,903</td>
<td>4,288</td>
<td>615</td>
</tr>
<tr>
<td>Adult Videos / DVDs</td>
<td>46,819</td>
<td>41,606</td>
<td>5,213</td>
</tr>
<tr>
<td>Adult Video Games</td>
<td>1,342</td>
<td>1,203</td>
<td>139</td>
</tr>
<tr>
<td>Juvenile Audiobooks</td>
<td>690</td>
<td>549</td>
<td>141</td>
</tr>
<tr>
<td>Juvenile Music</td>
<td>708</td>
<td>605</td>
<td>103</td>
</tr>
<tr>
<td>Juvenile Videos / DVDs</td>
<td>13,884</td>
<td>11,867</td>
<td>1,977</td>
</tr>
<tr>
<td>YA A/V</td>
<td>2,747</td>
<td>1,961</td>
<td>786</td>
</tr>
</tbody>
</table>

| A/V CIRCULATION | 75,000 | 65,649 | 9,351 |

<table>
<thead>
<tr>
<th>Adult Material</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
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<tbody>
<tr>
<td>Adult Fiction</td>
<td>23,629</td>
<td>19,785</td>
<td>4,844</td>
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<td>Adult Nonfiction</td>
<td>23,502</td>
<td>19,984</td>
<td>4,518</td>
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<tr>
<td>Magazines</td>
<td>2,495</td>
<td>2,094</td>
<td>401</td>
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<tr>
<td>Adult Audiobooks</td>
<td>6,427</td>
<td>5,335</td>
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<tr>
<td>Adult Music</td>
<td>4,903</td>
<td>4,288</td>
<td>615</td>
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<tr>
<td>Adult Videos / DVDs</td>
<td>46,819</td>
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<tr>
<td>Adult Video Games</td>
<td>1,342</td>
<td>1,203</td>
<td>139</td>
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| A/V CIRCULATION | 75,000 | 65,649 | 9,351 |

<table>
<thead>
<tr>
<th>Juvenile Material</th>
<th>2014</th>
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<td>24,885</td>
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<td>Juvenile Nonfiction</td>
<td>9,794</td>
<td>7,922</td>
<td>1,872</td>
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<td>Juvenile Audiobooks</td>
<td>690</td>
<td>549</td>
<td>141</td>
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<tr>
<td>Juvenile Music</td>
<td>708</td>
<td>605</td>
<td>103</td>
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<tr>
<td>Juvenile Videos / DVDs</td>
<td>13,884</td>
<td>11,867</td>
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| JUVENILE CIRCULATION | 49,941 | 42,808 | 7,133 |

<table>
<thead>
<tr>
<th>Red Carpet Material</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
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<tbody>
<tr>
<td>RC Print Materials</td>
<td>9,444</td>
<td>8,027</td>
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<td>RC Realia</td>
<td>480</td>
<td>376</td>
<td>104</td>
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| RED CARPET CIRCULATION | 9,924 | 8,403 | 1,521 |

<table>
<thead>
<tr>
<th>Young Adult Material</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
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<tbody>
<tr>
<td>YA Print Materials</td>
<td>4,951</td>
<td>4,075</td>
<td>876</td>
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<tr>
<td>YA A/V</td>
<td>247</td>
<td>196</td>
<td>51</td>
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</table>

| YOUNG ADULT CIRCULATION | 5,198 | 4,271 | 927 |

<table>
<thead>
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<th>Young Adult Circulation</th>
<th>2014</th>
<th>2013</th>
<th>Change</th>
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<tr>
<td>YA Print Materials</td>
<td>4,951</td>
<td>4,075</td>
<td>876</td>
</tr>
<tr>
<td>YA A/V</td>
<td>247</td>
<td>196</td>
<td>51</td>
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| YOUNG ADULT CIRCULATION | 5,198 | 4,271 | 927 |
### Topeka and Shawnee County Public Library

#### Circulation and Borrower Statistics

**2014**

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<tr>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
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<tbody>
<tr>
<td>$1,643,645</td>
<td>$1,394,578</td>
<td>$1,601,060</td>
<td>$1,535,525</td>
<td>$1,539,554</td>
<td>$1,882,053</td>
<td>$1,953,283</td>
<td>$1,643,798</td>
<td>$1,607,486</td>
<td>$1,632,816</td>
<td>$1,480,190</td>
<td>$17,913,988</td>
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**Value Calculator**

<table>
<thead>
<tr>
<th>Circulation</th>
<th>Books ($17)</th>
<th>$1,643,645</th>
<th>$1,394,578</th>
<th>$1,601,060</th>
<th>$1,535,525</th>
<th>$1,539,554</th>
<th>$1,882,053</th>
<th>$1,953,283</th>
<th>$1,643,798</th>
<th>$1,607,486</th>
<th>$1,632,816</th>
<th>$1,480,190</th>
<th>$17,913,988</th>
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</thead>
<tbody>
<tr>
<td>Magazines  ($5)</td>
<td>$12,475</td>
<td>$10,470</td>
<td>$11,660</td>
<td>$11,170</td>
<td>$10,525</td>
<td>$12,880</td>
<td>$11,980</td>
<td>$10,745</td>
<td>$11,570</td>
<td>$10,125</td>
<td>$8,540</td>
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<tr>
<td>Audiobooks ($10)</td>
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<td>$67,500</td>
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<td>$70,980</td>
<td>$67,030</td>
<td>$70,460</td>
<td>$61,850</td>
<td>$753,920</td>
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<tr>
<td>DVD, Games, Music ($4)</td>
<td>$271,532</td>
<td>$239,060</td>
<td>$267,284</td>
<td>$229,572</td>
<td>$246,004</td>
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<td>$286,564</td>
<td>$270,016</td>
<td>$276,228</td>
<td>$270,856</td>
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<tr>
<td>Reference Questions ($7)</td>
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<td>$144,599</td>
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<td>$156,751</td>
<td>$163,142</td>
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<td>$169,785</td>
<td>$153,909</td>
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<td>$131,761</td>
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<tr>
<td>Programming</td>
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<td></td>
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<tr>
<td>Children ($7)</td>
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<td>$30,996</td>
<td>$34,657</td>
<td>$52,584</td>
<td>$29,820</td>
<td>$52,080</td>
<td>$52,080</td>
<td>$18,928</td>
<td>$32,634</td>
<td>$44,555</td>
<td>$33,964</td>
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<tr>
<td>Adults ($15)</td>
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<td>$16,765</td>
<td>$17,310</td>
<td>$29,520</td>
<td>$10,110</td>
<td>$21,120</td>
<td>$21,220</td>
<td>$30,300</td>
<td>$23,020</td>
<td>$12,790</td>
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<tr>
<td>Meeting Room Use</td>
<td>$43,642</td>
<td>$46,907</td>
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<td>$38,187</td>
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<td>$43,561</td>
<td>$29,282</td>
<td>$421,218</td>
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<tr>
<td>Gallery Attendance ($10)</td>
<td>$18,940</td>
<td>$21,880</td>
<td>$22,970</td>
<td>$25,700</td>
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<td>$23,020</td>
<td>$12,790</td>
<td>$21,970</td>
<td>$229,500</td>
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<tr>
<td>Computer Use ($12 /hr)</td>
<td>$209,514</td>
<td>$178,202</td>
<td>$207,281</td>
<td>$203,362</td>
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<tr>
<td>ILL Borrowed ($25)</td>
<td>$12,425</td>
<td>$12,275</td>
<td>$11,625</td>
<td>$11,800</td>
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<td>$12,000</td>
<td>$11,575</td>
<td>$10,600</td>
<td>$10,475</td>
<td>$9,250</td>
<td>$104,600</td>
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<tr>
<td><strong>TOTAL VALUE</strong></td>
<td>$2,503,428</td>
<td>$2,156,572</td>
<td>$2,470,588</td>
<td>$2,375,775</td>
<td>$2,322,725</td>
<td>$2,592,499</td>
<td>$2,681,123</td>
<td>$2,291,530</td>
<td>$2,241,324</td>
<td>$2,279,903</td>
<td>$2,066,758</td>
<td>$25,982,224</td>
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</table>

#### Adult Nonfiction

<table>
<thead>
<tr>
<th>Neighborhoods</th>
<th>NF CIRCULATION</th>
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</thead>
<tbody>
<tr>
<td>General NF</td>
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<tr>
<td>Adult Learner</td>
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<tr>
<td>Biographies</td>
<td>766</td>
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<tr>
<td>Jobs &amp; Careers</td>
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<tr>
<td>Cooking</td>
<td>1,280</td>
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<td>Collectibles</td>
<td>168</td>
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<tr>
<td>College &amp; Testing</td>
<td>302</td>
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<tr>
<td>Arts &amp; Crafts</td>
<td>1,611</td>
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<tr>
<td>Crime</td>
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<tr>
<td>Gardening</td>
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<td>Health</td>
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<td>Home</td>
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<td>Pets</td>
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<td>Travel</td>
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<td>Sports &amp; Leisure</td>
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<tr>
<td>Money</td>
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<td>Divorce</td>
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<td>Weddings</td>
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**NF CIRCULATION** 17,665 15,223 17,211 16,442 15,441 16,850 18,110 17,234 15,969 15,809 14,971 0 180,925 191,465 -5.5%
Cumulative Recovery:

**Topeka & Shawnee County Public Library**

<table>
<thead>
<tr>
<th></th>
<th>Regular Process</th>
<th>Small Balance</th>
<th>Total</th>
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<tbody>
<tr>
<td>Accounts Submitted:</td>
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<td>16,024</td>
<td>43,923</td>
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<tr>
<td>Dollars Submitted:</td>
<td>$2,895,240.05</td>
<td>$357,000.17</td>
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<tr>
<td>Cash Recovery:</td>
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<td>$147,189.22</td>
<td>$572,885.91</td>
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<td>Material Recovery:</td>
<td>$267,661.04</td>
<td>$25,535.65</td>
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<tr>
<td>Waives:</td>
<td>$93,915.28</td>
<td>$8,338.43</td>
<td>$102,253.71</td>
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<tr>
<td>Recovery Total:</td>
<td>$787,273.01</td>
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<td>Total Invoice Amount:</td>
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<td>$290,827.08</td>
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<tr>
<td>Total ROI:</td>
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<td>3:1</td>
<td>3:1</td>
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<tr>
<td>Asset ROI:</td>
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<td>3:1</td>
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Please note, for the purposes of these reports the term ‘Asset’ will refer to the recovery of Materials and Cash.
## Monthly Recovery Statistics: Topeka & Shawnee County Public Library

**12/2013 Through 11/2014**

<table>
<thead>
<tr>
<th>Month</th>
<th>Cash</th>
<th>Material</th>
<th>Waives</th>
<th>Total</th>
<th>Assets Only</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November-14</td>
<td>$4,505.82</td>
<td>$3,299.06</td>
<td>$1,052.05</td>
<td>$8,856.93</td>
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<td>$4,666.67</td>
<td>$4,842.51</td>
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<td>$2,947.78</td>
<td>$716.45</td>
<td>$9,166.67</td>
<td>$8,450.22</td>
<td>$1,798.95</td>
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<tr>
<td>August-14</td>
<td>$4,845.58</td>
<td>$4,014.20</td>
<td>$1,093.58</td>
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<td>$1,798.50</td>
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<td>July-14</td>
<td>$4,267.85</td>
<td>$4,149.53</td>
<td>$1,086.15</td>
<td>$9,503.53</td>
<td>$8,417.38</td>
<td>$2,094.30</td>
</tr>
<tr>
<td>June-14</td>
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<td>$902.66</td>
<td>$10,783.41</td>
<td>$9,880.75</td>
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<td>$5,671.67</td>
<td>$4,325.21</td>
<td>$797.11</td>
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<td>$8,584.04</td>
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<table>
<thead>
<tr>
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<th>Total</th>
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<table>
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</table>
### Monthly Recovery Statistics: Topeka & Shawnee County Public Library
#### Small Balance
#### 12/2013 Through 11/2014

<table>
<thead>
<tr>
<th>Month</th>
<th>Cash</th>
<th>Material</th>
<th>Waives</th>
<th>Total</th>
<th>Assets Only</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November-14</td>
<td>$3,826.35</td>
<td>$634.23</td>
<td>$248.89</td>
<td>$4,709.47</td>
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<td>$555.41</td>
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<td>$714.83</td>
<td>$222.17</td>
<td>$4,052.41</td>
<td>$3,830.24</td>
<td>$222.17</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$40,409.53</td>
<td>$9,041.75</td>
<td>$2,464.89</td>
<td>$51,916.17</td>
<td>$49,451.28</td>
<td>$9,906.10</td>
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<tr>
<td><strong>Average</strong></td>
<td>$3,367.46</td>
<td>$753.48</td>
<td>$205.41</td>
<td>$4,326.35</td>
<td>$4,120.94</td>
<td>$825.51</td>
</tr>
</tbody>
</table>

Unique Management Services, Inc
12/1/2014
Quarterly Result Reporting
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