



Agenda  
Board of Trustees meeting  
Thursday, November 15, 2018  
4:00 p.m.  
Menninger Room 206

**Call to Order**

**Public Comment**

**Introductions**

**Approval of October 18, 2018 Trustee Meeting Minutes - [Action Item](#)**

**Chief Financial Officer's Report** – Kim Torrey

**Financial Reports**

- Treasurer's Report – Jim Edwards
- Financial Reports – [Action Item](#)

**Friends of TSCPL** – Sherryl Longhofer, Board President

**The Library Foundation** – Judi Stork, Board Chair

**Board Chair Report** – Kerry Onstott Storey

**Chief Executive Officer** – Gina Millsap

**Chief of Staff** – Thad Hartman

- Facilities Master Plan update

**New Business**

- Loaned Employee Agreement, The Library Foundation FY 2019– [Action Item](#)
- Loaned Employee Agreement, Friends of the Library for FY 2019– [Action Item](#)
- Audit Committee appointments – [Action Item](#)
- Neighborhood Revitalization Plan Interlocal Agreement Amendment, 2019 - 2021 - [Action Item](#)
- Revision of the Computer and Internet Use Policy - [Action Item](#)
- Revision to the Memorandum of Understanding with the United Way of Greater Topeka- [Action Item](#)

**Trustee Comments**

**Adjournment**

**Next Meeting**

December 20, 2018 4:00 pm  
Menninger Room 206

*Subject to change without notice*



**Minutes**  
**Board of Trustees Meeting**  
**October 18, 2018**  
**Menninger Room 206**

**Board Members Present**

Kerry Onstott Storey (chair), Liz Post (vice-chair), Beth Dobler (secretary), Jim Edwards (treasurer), Kacy Simonsen, Julie Swift, Kristen O'Shea, Jennifer Miller via phone  
Shawn Leisinger

**Board Members Absent**

David Monical

**Call to Order**

The meeting of the Board of Trustees of the Topeka Shawnee County Public Library held on Thursday, October 18, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10<sup>th</sup> Avenue, was called to order at 4:04 PM by the Chair, Kerry Onstott Storey.

**Public Comment**

There was no one signed in for public comment. The public comment session was closed.

**Approval of Minutes**

On a motion by Jim Edwards, seconded by Shawn Leisinger, the September 20, 2018 Board of Trustees minutes were approved as edited. Motion carried.

**Chief Financial Officer**

There were no additions to Kim Torrey's Chief Financial Officer's report. There were no questions for Torrey.

**Approval of the Treasurer's Report**

Board Treasurer Jim Edwards reported that he reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Jim Edwards, seconded by Julie Swift, the Treasurer's Financial Report, inclusive of the September 2018 financial report, was accepted. Motion carried.

**Friends of the Library Report**

President Sherryl Longhofer reported the Friends of the Library hired Bob Kennedy as the new Booktique Manager and Laura Box, Associate. Book and Media Sales for 2018 will be held October 19-21<sup>st</sup>. October 19<sup>th</sup> will be Friends member's night from 5-8 P.M.

The Friends Annual Meeting will be on Sunday, November 4. Chief Executive Officer Gina Millsap will provide the State of the Library presentation.

Jane Myers will be voted in as new board members at the annual meeting. Board members; John Conlee, Janet Nelson, John Peterson and Gary Spray have agreed to serve a second term. Marci Tarrant and Jim Wilson have completed their second three-year term.

Once again the Friends Board is delighted to serve the food for the Library's Staff Appreciation luncheon on Tuesday, November 20<sup>th</sup>. The lunch will be from 11:30-1:30 P.M. in Marvin Auditorium. The Finance Committee is working on scheduling a meeting to go over the 2019 budget as well as the library's request for funds and the loaned employee agreement for Mary Campbell.

In the month of September, the Booktique made \$11,956. The Web Sales for September were \$5,121 selling 321 books at an average price of \$16.54. There were no questions for Longhofer.

### **The Foundation Report**

Executive Director Nancy Lindberg reported the brick campaign for Claire's Courtyard raised \$59,647.60; with the original goal of \$50,000. The engraving is scheduled to be completed in time for the installation date of November 26<sup>th</sup>, 2018.

The Library Foundation Board met on October 17 and approved purchasing of a new Grab n Go refrigerator for the Millennium Café. The Grab n Go refrigerator will be made available at the end of the hallway before walking out to Claire's Courtyard. Pre-packaged foods and drinks will be available to those who do not wish to wait in the café line.

Lindberg welcomed new hire Janel DeLeye, Development Professional for the Library Foundation. There were no questions for Lindberg.

### **Board Chair Report**

Chair Kerry Onstott Storey reported the Executive Committee met on Monday, October 8, 2018 at 4:00 pm. The Executive Committee reviewed and made changes to the minutes from the September 20, 2018 Trustee Meeting. Discussed possible changes to the monthly reoccurring packets and reports. Suggested more internal reports and educational presentations.

The bids are out for roof and flooring, but on this date none had been received. There were no questions for Storey.

### **Chief Executive Officer**

Chief Executive Officer Gina Millsap reported she has added a new section to her report entitled Activities and Progress. This new section will provide information on upcoming and current projects and initiatives.

The renewal of the Loaned Employment Agreements for the Friends of Topeka Shawnee County Public Library and The Library Foundation are currently under review. The Loaned Employment Agreements apply to the Executive and Development Professional positions with both boards. Positions are TSCPL employees. Friends of the Topeka and Shawnee County Public Library and The Library Foundation boards have met this month and following their approval, the Loaned Employment agreements will be brought before the Board of Trustees for its approval in November. No changes are anticipated to the Loaned Employment Agreement. There were no questions for Millsap.

Human Resources Director Jesse Maddox provided updates for 2019 Employee Benefits. There were no questions for Maddox.

### **Chief of Staff**

Chief of Staff Thad Hartman provided a brief update on Claire's Courtyard. Concrete has been poured for the east wall and pillars for the pergola; construction is proceeding.

Hartman and Learning Experiences Manager Stephanie Hall presented the Circulation Plaza and Learning Center updates. The goal is to make existing library space more inviting, exhibit what the library has to offer, and inform customers what activities, classes, and services the library provides.

### **New Business**

On a motion by Julie Swift, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by Midwest Coating, Topeka, Kansas, in the amount of \$558,850 for reroofing and sealant replacement, including all alternate options. This project was included in the Facilities Master Plan which was approved in July 2016. The project budget, which includes a 20% contingency of \$111,770, is \$670,620. This project includes the removal and installation of a new roof covering, repair and replacement of existing sheet metal flashing, replacement of damaged roof insulation, and replacement of existing joint sealant at copings, masonry joints, and openings. The Board of Trustees approves the authority to expend up to \$670,620 from the Capital Improvement Fund, which has a current unencumbered balance of \$1,827,916. There was no discussion. Motion passed unanimously.

Trustees Simonsen and Leisinger inquired about the number of bidders. It was requested that in the future the Board of Trustees be provided a listing of all bids received.

Millsap indicated bid summaries will be provided in future meeting packets.



On a motion by Kacy Simonsen, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid submitted by Senne and Company, Inc., in the amount of \$777,906 for the renovation of the Circulation Plaza and Learning Center and the installation of new flooring along the main library corridor. The cost of the project will be divided between The Library Foundation Funds and the Library's General Fund. \$200,667 of the purchase shall be paid from The Library Foundation funds specifically identified and available for this purpose in accordance with K.S.A. 10-1112. \$557,239 of the purchase shall be paid from the General Fund, Special Projects line item. The total project budget, which includes a 20% contingency of \$155,581 and an allowance for the rotunda flooring design of \$25,000, is \$958,487. There was no discussion. Motion passed with one opposed.

On a motion by Kacy Simonsen, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the request to the Friends of the Library for FY2019. There was no discussion. Motion passed unanimously.

#### **Trustee Comments**

Trustees Simonsen and Leisinger requested that staff consider utilizing a third party bid – aggregator to distribute library bids more widely.

#### **Adjournment**

On a motion by Jim Edwards, seconded by Liz Post, the meeting was adjourned at 5:25 PM. Motion passed unanimously.

Beth Dobler, Secretary \_\_\_\_\_

Date \_\_\_\_\_

**Chief Financial Officer's Report  
November 2018  
Kim Torrey**

**Investments and Debt as of October 31, 2018; Bank Account Summary – Page 1**

A transfer was made from the overnight Municipal Investment Pool to a new 30-day investment in the General Fund, Municipal Investment Pool. The overnight rate was 1.75% compared to 2.02% for a 30-day investment.

**Revenue/Expense/Balance by Fund Report – Page 2**

The Gifts/Memorials (Undesignated) Fund and the Childrens Art Show Fund are temporarily negative due to pending billings and reimbursements by the Library Foundation.

**General Fund – Pages 3 through 5**

With 83% of the budget year completed, 98% of the budgeted revenue has been received and 75% of the approved budget has been expended/encumbered. This compares to 2018 in which 98% of the budgeted revenue had been received and 77% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2018 was received October 31st as scheduled. The total received for the General Fund was \$211,341.40. The percentage of the ad valorem budget collected year-to-date is 98% which is the same compared to this time in 2018.

The percentage of year-to-date motor vehicle tax is 85% in 2018 and was 90% at this same time in 2017.

**Employee Benefit Fund – Page 6**

With 83% of the budget year completed, 98% of the budgeted revenue has been received and 70% of the approved budget has been expended/encumbered. This compares to 2017 in which 99% of the budgeted revenue had been received and 81% of the approved budget had been expended/encumbered.

The fifth tax distribution for 2018 was received as scheduled. The total received for the Employee Benefit Fund was \$29,889.93. The percentage of the ad valorem budget collected year-to-date is 98% which is the same compared to this time in 2017.

The percentage of year-to-date motor vehicle tax is 88% in 2018 and was 91% at this same time in 2017.

**Capital Improvement Fund – Page 6**

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,829,768.

**Debt Service Fund-Bond & Interest – Page 7**

Revenues collected to-date are 99%, compared to 99% collected as of this point in time in 2017.

The October 31st tax distribution totaled \$25,704.38. The percentage of ad valorem tax budgeted is 98% which is the same as this time in 2017.

**Purchase Order Notification**

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (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.

| <b>Type of Purchase</b>   | <b>Description</b>  | <b>Amount</b> | <b>Vendor</b>              |
|---|---|---------------|----------------------------|
| Non-budgeted fund (professional contracted services are exempt from the Purchasing Policy)  | Speakers fee for programming event  | \$5,700.00    | Lido Deck Productions      |
| Approved operating budget   | Annual VOIP telecommunications system maintenance/support renewal   | \$10,048.00   | JMA Information Technology |
| Change order for existing approved project  | Change Order #1 Claire's Courtyard – adjustment for grease interceptor, replacement soil and the addition of an HVAC system in pavilion | \$67,775.00   | Senne & Co. Inc.           |
| Approved FMB budget (professional services are exempt from the Purchasing Policy although a request for proposal letter was distributed and two local architectural firms were interviewed prior to creation of the Facilities Master Plan) | Architectural fees to develop flooring pattern and select flooring colors for the rotunda and circulation plaza                         | \$7,200.00    | Tevis Architectural Group  |
| Approved operating budget   | October/November Library News printing and mailing  | \$9,234.79    | Cypress Media LLC          |
| Library Materials   | Hoopla online   | \$18,868.98   | Midwest Tape LLC           |

**Other Items:**

- The actual mill levy rates set by the Shawnee County Clerk based on the final assessed valuations were received in October. The following chart lists the actual levy rates for the 2019 budget. The levies are slightly more than in the approved budget so certified property valuations didn't materialize quite to the level as estimated valuations provided for budget preparation purposes.

**Mill Levies:**

| <b>Description</b> | <b>Approved Budget</b> | <b>Final Set by County Clerk</b> | <b>Difference</b> |
|--------------------|------------------------|----------------------------------|-------------------|
| General            | 7.252                  | 7.337                            | .085              |
| Employee Benefit   | 1.548                  | 1.566                            | .018              |
| Debt Service       | .873                   | .883                             | .010              |
| <b>Total</b>       | <b>9.673</b>           | <b>9.786</b>                     | <b>.113</b>       |

- The following is a list of capital project expenditures that are expected to be presented to the Board of Trustees for consideration at the December 20<sup>th</sup> meeting:
  1. Monument Signs – Sole source purchase
  2. Donor Recognition Board – RFP expected to post on November 9<sup>th</sup>
  3. Circulation Plaza Renovation Project – Change order #2 to Senne & Co. for the construction of the circulation plaza desk by Bob Florence Contractors and replace flooring in east and west hallways with LVT tile
  4. Claire's Courtyard Audio/Visual Equipment – RFP expected to post the week of November 12<sup>th</sup>

See attached Facilities Master Plan for budgeted funding source for each project.



# Facilities Master Plan

| PROJECT TASKS                              | EST COST              | FUNDING SOURCES |               |               |                       |                    |                       | TOTAL FUNDING |
|--|-----------------------|-----------------|---------------|---------------|-----------------------|--------------------|-----------------------|---------------|
|  |                       | GENERAL         | CAP IMPROVMT  | FRIENDS       | FOUNDATION            | STATE AID          |                       |               |
| West Courtyard Expansion (Claire's Corner) |                       |                 |               |               |                       |                    |                       |               |
| Construction                               | \$1,020,972.00        |                 |               |               | \$1,020,972.00        |                    | \$1,020,972.00        |               |
| Architects Fees                            | \$145,000.00          |                 |               |               | \$145,000.00          |                    | \$145,000.00          |               |
| AV Equipment                               | \$25,000.00           |                 |               |               | \$25,000.00           |                    | \$25,000.00           |               |
| Furniture                                  | \$50,000.00           |                 |               |               | \$50,000.00           | \$50,000.00        | \$50,000.00           |               |
| Landscaping                                | \$15,500.00           |                 |               |               | \$15,500.00           |                    | \$15,500.00           |               |
| Water feature                              | \$25,000.00           |                 |               |               | \$25,000.00           |                    | \$25,000.00           |               |
| Contingency                                | \$31,049.00           |                 |               |               | \$31,049.00           |                    | \$31,049.00           |               |
| Signage                                    | \$5,000.00            |                 |               |               | \$5,000.00            |                    | \$5,000.00            |               |
| Dirt Change Order                          | \$45,000.00           |                 |               |               | \$45,000.00           |                    | \$45,000.00           |               |
| HVAC Change Order                          | \$25,000.00           |                 |               |               | \$25,000.00           |                    | \$25,000.00           |               |
| <b>Subtotal</b>                            | <b>\$1,387,521.00</b> | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,337,521.00</b> | <b>\$50,000.00</b> | <b>\$1,387,521.00</b> |               |
| <b>Budget</b>                              |                       | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,337,521.00</b> | <b>\$50,000.00</b> | <b>\$1,387,521.00</b> |               |
| <b>Remaining</b>                           |                       | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>         | <b>\$0.00</b>      | <b>\$0.00</b>         |               |

# Facilities Master Plan

| PROJECT TASKS                               | EST COST              | FUNDING SOURCES       |                       |                    |                      |                    | TOTAL FUNDING         |
|---|-----------------------|-----------------------|-----------------------|--------------------|----------------------|--------------------|-----------------------|
|   |                       | GENERAL               | CAP IMPROVMT          | FRIENDS            | FOUNDATION           | STATE AID          |                       |
| Architectural Fees for 2019                 |                       |                       |                       |                    |                      |                    |                       |
| Fees for 2019                               | \$100,000.00          | \$100,000.00          |                       |                    |                      |                    | \$100,000.00          |
| Monument Signs arch fees                    | \$7,500.00            |                       |                       | \$7,500.00         |                      |                    | \$7,500.00            |
| Flooring arch fees                          | \$5,000.00            | \$3,000.00            |                       | \$2,000.00         |                      |                    | \$5,000.00            |
| Flooring design fees                        | \$12,000.00           | \$12,000.00           |                       |                    |                      |                    | \$12,000.00           |
| Roof arch fees                              | \$17,500.00           | \$17,500.00           |                       |                    |                      |                    | \$17,500.00           |
| Circulation Plaza / Learning Center         |                       |                       |                       |                    |                      |                    |                       |
| Circ Plaza / Learning Center / Flooring     | \$777,906.00          | \$577,239.00          |                       | \$200,667.00       |                      |                    | \$777,906.00          |
| Rotunda Medallion Estimate                  | \$25,000.00           | \$25,000.00           |                       |                    |                      |                    | \$25,000.00           |
| Contingency                                 | \$155,581.00          | \$115,130.00          |                       | \$40,451.00        |                      |                    | \$155,581.00          |
| Circulation Plaza Chairs and Tables         |                       |                       |                       |                    |                      |                    |                       |
| Circulation Plaza Shelving                  | \$20,000.00           | \$18,894.00           |                       | \$1,106.00         |                      |                    | \$20,000.00           |
| Circulation Plaza Desk                      | \$14,000.00           | \$14,000.00           |                       |                    |                      |                    | \$14,000.00           |
| Circulation Security Gate                   | \$30,000.00           | \$30,000.00           |                       |                    |                      |                    | \$30,000.00           |
| Conference Room Furniture                   | \$3,000.00            | \$3,000.00            |                       |                    |                      |                    | \$3,000.00            |
| Donor recognition                           | \$2,500.00            | \$2,500.00            |                       |                    |                      |                    | \$2,500.00            |
| Learning Center Computers                   | \$60,000.00           | \$28,469.00           |                       | \$6,531.00         |                      |                    | \$60,000.00           |
| Learning Center Smartboard                  | \$38,000.00           | \$18,765.67           |                       |                    |                      |                    | \$38,000.00           |
| Learning Center Furniture                   | \$8,000.00            | \$8,000.00            |                       |                    |                      |                    | \$8,000.00            |
| Laptop Storage                              | \$20,000.00           | \$20,000.00           |                       |                    |                      |                    | \$20,000.00           |
| Make-It Lab Furniture                       | \$2,000.00            | \$234.33              |                       |                    |                      |                    | \$2,000.00            |
| Security Offices Furniture                  | \$5,000.00            | \$5,000.00            |                       |                    |                      |                    | \$5,000.00            |
| Capital Improvement                         |                       |                       |                       |                    |                      |                    |                       |
| Concrete east center stairwell (A7)         | \$5,000.00            |                       |                       | \$5,000.00         |                      |                    | \$5,000.00            |
| Entire roof (A1 & A2) and sealant (A3)      | \$558,850.00          |                       |                       | \$558,850.00       |                      |                    | \$558,850.00          |
| Layout and Furniture                        |                       |                       |                       |                    |                      |                    |                       |
| Living Room Furniture and Equipment         |                       |                       |                       |                    |                      |                    |                       |
| Kids Computers and Furniture                | \$14,075.00           |                       |                       | \$4,075.00         |                      | \$10,000.00        | \$14,075.00           |
| Chairs for North Reading Room               | \$11,025.00           |                       |                       | \$11,025.00        |                      |                    | \$11,025.00           |
| Outdoor Signage                             |                       |                       |                       |                    |                      |                    |                       |
| 2 monument signs for north side of building | \$30,600.00           | \$30,600.00           |                       |                    |                      |                    | \$30,600.00           |
| <b>Subtotal</b>                             | <b>\$1,927,537.00</b> | <b>\$1,001,332.00</b> | <b>\$563,850.00</b>   | <b>\$32,237.00</b> | <b>\$330,118.00</b>  | <b>\$0.00</b>      | <b>\$1,927,537.00</b> |
| <b>Budget</b>                               |                       | <b>\$1,050,000.00</b> | <b>\$1,699,283.00</b> | <b>\$32,237.00</b> | <b>\$189,800.00</b>  | <b>\$50,000.00</b> | <b>\$3,021,320.00</b> |
| <b>Remaining</b>                            |                       | <b>\$48,668.00</b>    | <b>\$1,135,433.00</b> | <b>\$0.00</b>      | <b>-\$140,318.00</b> | <b>\$50,000.00</b> | <b>\$1,093,783.00</b> |

**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

|  | <u>Balance<br/>01/01/18</u>   | <u>Revenue<br/>Y-T-D</u>       | <u>Expenditures<br/>Y-T-D</u>  | <u>Balance<br/>10/31/2018</u>  |
|--|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b><u>GOVERNMENTAL FUNDS</u></b>           |                               |                                |                                |                                |
| General Operating                          | \$ 4,661,865.06               | \$ 12,035,715.49               | \$ 10,318,665.62               | \$ 6,378,914.93                |
| Employee Benefits                          | 751,843.68                    | 3,766,404.06                   | 2,767,346.92                   | \$ 1,750,900.82                |
| Capital Improvement                        | 1,959,190.83                  | 19,121.36                      | 148,544.00                     | \$ 1,829,768.19                |
| Bond & Interest                            | 808,663.92                    | 1,618,183.83                   | 1,652,250.00                   | \$ 774,597.75                  |
| <b><u>NON MAJOR GOVERNMENTAL FUNDS</u></b> |                               |                                |                                |                                |
| State Aid                                  | 0.00                          | 50,002.19                      | 0.77                           | \$ 50,001.42                   |
| Federal, State & Local Grants              | 19.03                         | 2,100.00                       | 1,800.00                       | \$ 319.03                      |
| Other Special Revenue                      | 622,425.67                    | 169,015.51                     | 485,030.86                     | \$ 306,410.32                  |
| Permanent Funds                            | 206,531.96                    | 24,250.98                      | -                              | \$ 230,782.94                  |
| <b>Totals</b>                              | <b><u>\$ 9,010,540.15</u></b> | <b><u>\$ 17,684,793.42</u></b> | <b><u>\$ 15,373,638.17</u></b> | <b><u>\$ 11,321,695.40</u></b> |

**Bank Account Summary**

|  |                                |
|--|--------------------------------|
| General Fund-CoreFirst Bank-Checking                                 | \$ 552,554.34                  |
| Restricted Funds-CoreFirst Bank-Checking                             | 310,534.50                     |
| Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017       | -                              |
| Capital Improvement Fund-VisionBank-Money Market Account             | 1,831,028.19                   |
| Cash on Hand   | 2,652.00                       |
| Petty Cash   | 383.91                         |
| Endowment Securities   | 230,782.94                     |
| Municipal Investment Pool - Overnight                                | 1,849,985.58                   |
| Municipal Investment Pool - 30-day Fixed                             | 3,000,000.00                   |
| Municipal Investment Pool - 90-day Fixed                             | 600,000.00                     |
| Municipal Investment Pool - 180-day Fixed                            | -                              |
| Capital City Bank - Certificate of Deposit                           | -                              |
| Intrust Bank - Certificate of Deposit                                | 3,000,000.00                   |
| Denison State Bank - Certificate of Deposit                          | -                              |
|  | <u>\$ 11,377,921.46</u>        |
| Less Pending Claims (invoices posted, but not paid until next month) | 26,018.76                      |
| Less Deferred Revenue (SAM account payments)                         | 3,783.04                       |
| Less Payroll Deduction and Employer Benefit Liabilities              | 16,114.94                      |
| Less Outstanding Checks  | 10,309.32                      |
|  | <b><u>\$ 11,321,695.40</u></b> |

**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

|                                     | 01/01/18<br>Cash Balance | Revenues                | Prev. Year<br>PO Expenditures | Expenditures            | 10/31/2018<br>Cash Balance | All Yrs Outstanding<br>Encumbrances | Unencumbered<br>Cash Balance |
|-------------------------------------|--------------------------|-------------------------|-------------------------------|-------------------------|----------------------------|-------------------------------------|------------------------------|
| <b>Major Governmental Funds</b>     |                          |                         |                               |                         |                            |                                     |                              |
| General Fund                        | \$ 4,661,865.06          | \$ 12,035,715.49        | \$ 275,814.94                 | \$ 10,042,850.68        | \$ 6,378,914.93            | \$ 609,399.15                       | \$ 5,769,515.78              |
| Employee Benefit Fund               | 751,843.68               | 3,766,404.06            | 1,076.78                      | 2,766,270.14            | 1,750,900.82               | 1,693.32                            | 1,749,207.50                 |
| Capital Improvement Fund            | 1,959,190.83             | 19,121.36               | 7,200.00                      | 141,344.00              | 1,829,768.19               | -                                   | 1,829,768.19                 |
| Bond & Interest Fund                | 808,663.92               | 1,618,183.83            | -                             | 1,652,250.00            | 774,597.75                 | -                                   | 774,597.75                   |
| <b>Non Major Governmental Funds</b> |                          |                         |                               |                         |                            |                                     |                              |
| <i>State Aid Fund</i>               | 0.00                     | 50,002.19               |                               | 0.77                    | 50,001.42                  | -                                   | 50,001.42                    |
| <i>Federal &amp; State Grants</i>   |                          |                         |                               |                         |                            |                                     |                              |
| Gallery Grants                      | 19.03                    | -                       | -                             | -                       | 19.03                      |                                     | 19.03                        |
| Kansas Humanities Council Grant     | -                        | 2,100.00                | -                             | 1,800.00                | 300.00                     | 300.00                              | -                            |
| <i>Other Special Revenue Funds</i>  |                          |                         |                               |                         |                            |                                     |                              |
| Adult Programs                      |                          | 1.49                    |                               | -                       | 1.49                       | -                                   | 1.49                         |
| Art Collection                      | 10,532.67                | 4.67                    |                               | -                       | 10,537.34                  | -                                   | 10,537.34                    |
| Bookmobile Fund                     | -                        |                         |                               |                         | -                          |                                     | -                            |
| Career Neighborhood                 | -                        |                         |                               |                         | -                          |                                     | -                            |
| Computer training                   | -                        |                         |                               |                         | -                          |                                     | -                            |
| Children's Art Show                 | -                        |                         |                               | 1,901.55                | (1,901.55)                 | -                                   | (1,901.55)                   |
| Cooking Neighborhood                | -                        |                         |                               |                         | -                          |                                     | -                            |
| French Gift - Library Materials     | 3,136.31                 | 0.86                    | 30.21                         | 2,575.39                | 531.57                     | 464.57                              | 67.00                        |
| Friends                             | 177,808.90               | 50.70                   | 2,148.60                      | 96,347.61               | 79,363.39                  | 12,688.01                           | 66,675.38                    |
| Fun Committee                       | 1,568.90                 | 784.85                  | -                             | -                       | 2,353.75                   | -                                   | 2,353.75                     |
| Gallery Competitions/Exhibits       | 36,921.44                | 3,234.56                | -                             | 4,149.90                | 36,006.10                  | -                                   | 36,006.10                    |
| Gifts/Memorials (Undesignated)      | 258,320.84               | 161,641.75              | 157,060.98                    | 192,992.44              | 69,909.17                  | 1,110,927.37                        | (1,041,018.20)               |
| Hathaway Trust - Library Materials  | 12,009.44                | 2,612.05                | 352.43                        | 7,754.55                | 6,514.51                   | 1,839.44                            | 4,675.07                     |
| Health Neighborhood                 | 601.55                   | -                       | -                             | -                       | 601.55                     | -                                   | 601.55                       |
| Hirschberg Lecture                  | -                        |                         |                               |                         | -                          |                                     | -                            |
| Hughes Business Collection          | -                        |                         |                               |                         | -                          |                                     | -                            |
| Library Materials                   | 92,236.64                | 108.26                  | -                             | 15,930.85               | 76,414.05                  | 324.28                              | 76,089.77                    |
| Lingo                               | -                        |                         |                               |                         | -                          |                                     | -                            |
| NEH Expendable                      | 1,408.42                 | 0.62                    | -                             | -                       | 1,409.04                   | -                                   | 1,409.04                     |
| Pets Neighborhood                   | 33.58                    | -                       | -                             | -                       | 33.58                      | -                                   | 33.58                        |
| Programming Fund                    | 457.20                   | -                       | -                             | -                       | 457.20                     | -                                   | 457.20                       |
| Red Carpet                          | 6,488.48                 | 2.80                    | 75.27                         | 280.68                  | 6,135.33                   | 69.32                               | 6,066.01                     |
| Special Collections                 | 5,666.81                 | 4.53                    | -                             | -                       | 5,671.34                   | -                                   | 5,671.34                     |
| Talking Books                       | -                        |                         |                               |                         | -                          |                                     | -                            |
| Torluemke Landscaping               | 35.94                    | -                       |                               |                         | 35.94                      | -                                   | 35.94                        |
| Wedding Neighborhood                | -                        |                         |                               |                         | -                          |                                     | -                            |
| Workshops                           | 2,164.06                 | 0.95                    |                               |                         | 2,165.01                   |                                     | 2,165.01                     |
| Youth Services                      | 13,034.49                | 567.42                  | 133.30                        | 3,297.10                | 10,171.51                  | 25.00                               | 10,146.51                    |
| <i>Permanent Funds</i>              |                          |                         |                               |                         |                            |                                     |                              |
| Mertz Trust                         | 206,531.96               | 24,250.98               | -                             | -                       | 230,782.94                 | -                                   | 230,782.94                   |
| <b>TOTALS</b>                       | <b>\$ 9,010,540.15</b>   | <b>\$ 17,684,793.42</b> | <b>\$ 443,892.51</b>          | <b>\$ 14,929,745.66</b> | <b>\$ 11,321,695.40</b>    | <b>\$ 1,737,730.46</b>              | <b>\$ 9,583,964.94</b>       |



**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

|                                 | <u>Approved<br/>Budget</u>     | <u>Received<br/>Year-To-Date</u> | <u>Over/(Under)<br/>Budget</u> | <u>%<br/>10/31/2018</u> |
|---------------------------------|--------------------------------|----------------------------------|--------------------------------|-------------------------|
|                                 |                                |                                  |                                | 83.0%                   |
| Ad Valorem Property Tax         | \$ 10,513,795.00               | \$ 10,290,147.56                 | \$ (223,647.44)                | 98%                     |
| Revitalization Rebates          | (139,664.00)                   | (138,065.55)                     | \$ 1,598.45                    | 99%                     |
| Back Tax                        | -                              | 159,647.03                       | \$ 159,647.03                  | N/A                     |
| Motor Vehicle Tax               | 1,484,403.00                   | 1,266,685.32                     | \$ (217,717.68)                | 85%                     |
| Recreational Vehicle Tax        | 12,739.00                      | 12,229.53                        | \$ (509.47)                    | 96%                     |
| 16/20 M Vehicle Tax             | 5,837.00                       | 5,541.63                         | \$ (295.37)                    | 95%                     |
| In Lieu of Tax                  | 10,122.00                      | 544.24                           | \$ (9,577.76)                  | 5%                      |
| Watercraft Special Tax**        | 7,672.00                       | -                                | \$ (7,672.00)                  | 0%                      |
| Commercial Vehicle Fees         | 46,629.00                      | 49,400.83                        | \$ 2,771.83                    | 106%                    |
| E-Rate Reimbursement            | 70,235.00                      | 38,519.29                        | \$ (31,715.71)                 | 55%                     |
| Miscellaneous Revenue           | 3,000.00                       | 24,990.99                        | \$ 21,990.99                   | 833%                    |
| Miscellaneous Revenue - Recyclg | -                              | 177.40                           | \$ 177.40                      | N/A                     |
| Salary Refunds-Foundation       | 94,125.00                      | 71,831.84                        | \$ (22,293.16)                 | 76%                     |
| Salary Refunds-Friends          | 43,630.00                      | 37,866.85                        | \$ (5,763.15)                  | 87%                     |
| Salary Refunds-Shawnee Cty      | -                              | 19,021.07                        | \$ 19,021.07                   | N/A                     |
| Vending Machines                | 4,000.00                       | 3,515.20                         | \$ (484.80)                    | 88%                     |
| Pay to Sam                      | -                              | 473.11                           | \$ 473.11                      | N/A                     |
| Overdue Fees*                   | 157,000.00                     | 100,217.84                       | \$ (56,782.16)                 | 64%                     |
| Debt Collect                    | -                              | 3,883.81                         | \$ 3,883.81                    | N/A                     |
| ILL Fees                        | 600.00                         | 145.89                           | \$ (454.11)                    | 24%                     |
| Mailing Fees                    | 60.00                          | 453.73                           | \$ 393.73                      | 756%                    |
| Non Resident Card Fee           | 510.00                         | 1,190.00                         | \$ 680.00                      | 233%                    |
| Obituary Fees                   | 500.00                         | 715.00                           | \$ 215.00                      | 143%                    |
| Meeting Room Charges            | 5,500.00                       | 4,500.00                         | \$ (1,000.00)                  | 82%                     |
| Monday Market Fees              | 500.00                         | 828.00                           | \$ 328.00                      | 166%                    |
| Foundation Distribution         | -                              | -                                | \$ -                           | N/A                     |
| Interest Received-Investments   | 13,200.00                      | 81,254.88                        | \$ 68,054.88                   | 616%                    |
| Library Treasurer's Balance     | 3,349,699.00                   | -                                | -                              | N/A                     |
| <b>TOTALS</b>                   | <b><u>\$ 15,684,092.00</u></b> | <b><u>\$ 12,035,715.49</u></b>   | <b><u>\$ (298,677.51)</u></b>  | <b>98%</b>              |

\* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

\*\* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

|                                 | <u>Approved<br/>Budget</u> | <u>Expended<br/>Year-To-Date</u> | <u>Encumbrances</u>  | <u>(Over)/Under<br/>Budget</u> | <u>%<br/>Expended</u> |
|---------------------------------|----------------------------|----------------------------------|----------------------|--------------------------------|-----------------------|
|                                 |                            |                                  |                      |                                | 83.0%                 |
| <b>STAFF:</b>                   |                            |                                  |                      |                                |                       |
| Salaries-Auto Allowance         | \$ 6,400.00                | \$ 5,415.30                      |                      | \$ 984.70                      | 85%                   |
| Salaries-Facilities             | 644,257.00                 | 486,968.49                       |                      | 157,288.51                     | 76%                   |
| Salaries-Overtime               | 10,000.00                  | 8,291.69                         |                      | 1,708.31                       | 83%                   |
| Salaries-Security               | 308,808.00                 | 242,764.83                       |                      | 66,043.17                      | 79%                   |
| Salaries-Shelvers               | 196,203.00                 | 104,917.27                       |                      | 91,285.73                      | 53%                   |
| Salaries-Staff                  | 7,255,554.00               | 5,834,079.90                     |                      | 1,421,474.10                   | 80%                   |
| Conferences                     | 132,800.00                 | 83,457.94                        | 21,262.56            | 28,079.50                      | 79%                   |
| Staff Development & Training    | 34,000.00                  | 10,084.05                        | -                    | 23,915.95                      | 30%                   |
| Mileage                         | 9,990.00                   | 6,714.53                         | 2,871.21             | 404.26                         | 96%                   |
| <b>COLLECTION:</b>              |                            |                                  |                      |                                |                       |
| Materials-Binding/Replacements  | 2,000.00                   | 1,297.95                         | 338.84               | 363.21                         | 82%                   |
| Materials-Periodicals           | 38,000.00                  | 37,948.58                        | 6.99                 | 44.43                          | 100%                  |
| Materials-Print/Non-Print <1 YR | 479,400.00                 | 357,367.55                       | 4,444.39             | 117,588.06                     | 75%                   |
| Materials-Print/Non-Print       | 1,267,530.00               | 1,010,781.03                     | 100,763.69           | 155,985.28                     | 88%                   |
| <b>OPERATIONS:</b>              |                            |                                  |                      |                                |                       |
| Art Purchases                   | 5,000.00                   | 3,111.37                         | 1,664.33             | 224.30                         | 96%                   |
| Cataloging and ILL Services     | 75,500.00                  | 72,641.87                        | 12,349.45            | (9,491.32)                     | 113%                  |
| Contracted-Digital Services     | 351,560.00                 | 280,557.78                       | 46,007.80            | 24,994.42                      | 93%                   |
| Contracted-Facilities           | 255,000.00                 | 217,752.52                       | 26,067.46            | 11,180.02                      | 96%                   |
| Contracted-Equipment            | 51,500.00                  | 42,544.89                        | 9,998.44             | (1,043.33)                     | 102%                  |
| Contracted-Professional         | 279,800.00                 | 176,169.45                       | 59,456.95            | 44,173.60                      | 84%                   |
| Contracted-E-Rate Services      | 6,325.00                   | -                                | -                    | 6,325.00                       | 0%                    |
| Digital Services Support        | 244,900.00                 | 211,064.93                       | 7,652.49             | 26,182.58                      | 89%                   |
| Furniture/Equipment             | 117,000.00                 | 5,097.75                         | 1,787.00             | 110,115.25                     | 6%                    |
| Insurance                       | 53,300.00                  | 50,027.00                        | 4,758.00             | (1,485.00)                     | 103%                  |
| Marketing & Communication       | 40,000.00                  | 21,654.08                        | 3,421.11             | 14,924.81                      | 63%                   |
| Memberships/Dues                | 23,625.00                  | 9,698.40                         | 250.00               | 13,676.60                      | 42%                   |
| Miscellaneous                   | 5,000.00                   | 1,621.21                         | 112.00               | 3,266.79                       | 35%                   |
| Payments to Other Libraries     | 100,123.00                 | -                                | -                    | 100,123.00                     | 0%                    |
| Postage/Shipping                | 108,000.00                 | 82,574.53                        | 866.34               | 24,559.13                      | 77%                   |
| Printing                        | 106,600.00                 | 69,968.77                        | 229.93               | 36,401.30                      | 66%                   |
| Programming                     | 30,000.00                  | 15,199.22                        | 1,233.70             | 13,567.08                      | 55%                   |
| Special Events                  | -                          | -                                | -                    | -                              | 0%                    |
| Special Projects                | 1,100,000.00               | 13,475.00                        | 54,625.00            | 1,031,900.00                   | 6%                    |
| Supplies-Facilities             | 76,200.00                  | 53,989.23                        | 17,036.74            | 5,174.03                       | 93%                   |
| Supplies-Office/Library         | 75,600.00                  | 55,756.52                        | 6,860.56             | 12,982.92                      | 83%                   |
| Supplies-Processing             | 40,000.00                  | 45,054.50                        | 1,133.86             | (6,188.36)                     | 115%                  |
| Telecommunications              | 85,617.00                  | 51,732.52                        | 26,867.62            | 7,016.86                       | 92%                   |
| Utilities-Electric              | 350,000.00                 | 269,431.66                       | 86,006.58            | (5,438.24)                     | 102%                  |
| Utilities-Gas                   | 65,000.00                  | 34,052.22                        | 6,845.42             | 24,102.36                      | 63%                   |
| Utilities-Water/Sewage          | 35,000.00                  | 20,599.78                        | 6,580.22             | 7,820.00                       | 78%                   |
| Vehicle-Gas                     | 36,000.00                  | 25,242.02                        | -                    | 10,757.98                      | 70%                   |
| Vehicle-Repair                  | 32,500.00                  | 23,875.93                        | 18,237.03            | (9,612.96)                     | 130%                  |
| Contingency/Fund Balance        | 1,550,000.00               | -                                | -                    | -                              | 0%                    |
| Cash Long/Short                 | -                          | (131.58)                         | -                    | 131.58                         | N/A                   |
| <b>TOTALS</b>                   | <b>\$ 15,684,092.00</b>    | <b>\$ 10,042,850.68</b>          | <b>\$ 529,735.71</b> | <b>\$ 3,561,505.61</b>         | <b>75%</b>            |

**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

|                                      | <u>2018 Budget</u>      | <u>Year to Date</u>                  | <u>%</u> |
|--------------------------------------|-------------------------|--------------------------------------|----------|
| <b>Balance 01/01/18</b>              | <b>\$ 3,349,699.00</b>  | <b>\$ 4,289,983.53</b>               |          |
| <u>Revenue:</u>                      |                         |                                      |          |
| Ad Valorem Property Tax              | 10,513,795.00           | 10,290,147.56                        | 98%      |
| Revitalization Rebates               | (139,664.00)            | (138,065.55)                         | 99%      |
| Back Tax                             | -                       | 159,647.03                           | N/A      |
| Motor Vehicle Tax                    | 1,484,403.00            | 1,266,685.32                         | 85%      |
| Recreational Vehicle Tax             | 12,739.00               | 12,229.53                            | 96%      |
| 16/20M Vehicle Tax                   | 5,837.00                | 5,541.63                             | 95%      |
| In Lieu of Tax                       | 10,122.00               | 544.24                               | 5%       |
| Watercraft Special Tax               | 7,672.00                | -                                    | 0%       |
| Commercial Vehicle Fees              | 46,629.00               | 49,400.83                            | 106%     |
| E-Rate Reimbursement                 | 70,235.00               | 38,519.29                            | 55%      |
| Fees and Charges                     | 171,670.00              | 140,913.57                           | 82%      |
| Reimbursements                       | 137,755.00              | 128,897.16                           | 94%      |
| Interest on Idle Funds               | 13,200.00               | 81,254.88                            | 616%     |
|                                      | <u>\$ 12,334,393.00</u> | <u>\$ 12,035,715.49</u>              | 98%      |
| <u>Expenditures/Encumbrances:</u>    |                         |                                      |          |
| Salaries                             | 8,421,222.00            | 6,682,437.48                         | 79%      |
| Other Staff Support Costs            | 176,790.00              | 124,390.29                           | 70%      |
| Library Collections                  | 1,786,930.00            | 1,512,949.02                         | 85%      |
| Contracted Services                  | 1,019,685.00            | 943,546.61                           | 93%      |
| Digital Services Support             | 244,900.00              | 218,717.42                           | 89%      |
| Furniture/Equipment/Art              | 122,000.00              | 11,660.45                            | 10%      |
| Payments to Other Libraries          | 100,123.00              | -                                    | 0%       |
| Special Projects                     | 1,100,000.00            | 68,100.00                            | 6%       |
| Utilities & Telecommunications       | 535,617.00              | 502,116.02                           | 94%      |
| Vehicles                             | 68,500.00               | 67,354.98                            | 98%      |
| Other Operating Expenditures         | 558,325.00              | 441,314.12                           | 79%      |
| Cash Basis Reserve                   | 1,550,000.00            | -                                    | 0%       |
|                                      | <u>\$ 15,684,092.00</u> | <u>\$ 10,572,586.39</u>              | 75%      |
| Prior Year Canceled Purchase Orders  |                         | <u>\$ 16,403.15</u>                  |          |
| <b>Unencumbered Balance 10/31/18</b> | <b>\$ -</b>             | <b><u><u>\$ 5,769,515.78</u></u></b> |          |

**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

**EMPLOYEE BENEFITS**

|                                      | <u>2018 Budget</u>     | <u>Year To Date</u>    | <u>%</u> |
|--------------------------------------|------------------------|------------------------|----------|
| <b>Balance 01/01/18</b>              | <b>\$ 505,653.00</b>   | <b>\$ 750,732.34</b>   |          |
| <u>Revenue:</u>                      |                        |                        |          |
| Ad Valorem Property Tax              | \$ 3,580,993.00        | \$ 3,505,625.75        | 98%      |
| Revitalization Rebates               | (47,569.00)            | (46,640.16)            | 98%      |
| Back Tax                             | -                      | 29,544.87              | 0%       |
| Motor Vehicle Tax                    | 186,260.00             | 163,289.32             | 88%      |
| Recreational Vehicle Tax             | 1,598.00               | 1,555.88               | 97%      |
| 16/20M Vehicle Tax                   | 732.00                 | 1,316.45               | 180%     |
| In Lieu of Tax                       | 2,800.00               | 185.36                 | 7%       |
| Watercraft Special Tax*              | 963.00                 | -                      | 0%       |
| Commercial Vehicle Fees              | 5,851.00               | 6,837.08               | 117%     |
| Refund-Fringe Benefits-Foundation    | 35,999.00              | 23,190.32              | 64%      |
| Refund-Fringe Benefits-Friends       | 27,701.00              | 20,782.78              | 75%      |
| Refund-Fringe Benefits-Shawnee Cty   | -                      | 13,805.96              | 0%       |
| Refund BC/BS                         | -                      | -                      | 0%       |
| Employee COBRA Payments              | -                      | 772.24                 | 0%       |
| Retiree Payments BC/BS               | 43,347.00              | 22,664.88              | 52%      |
| Interest on Idle Funds               | 2,000.00               | 23,473.33              | 1174%    |
|                                      | <u>\$ 3,840,675.00</u> | <u>\$ 3,766,404.06</u> | 98%      |
| <u>Expenditures/Encumbrances:</u>    |                        |                        |          |
| Employee Assistance Program          | \$ 6,886.00            | \$ 6,460.68            | 94%      |
| Cafeteria Plan Administration Fees   | 3,865.00               | 3,203.00               | 83%      |
| Social Security/Medicare             | 644,212.00             | 476,329.17             | 74%      |
| Ks Public Employees Retirement Sys   | 758,224.00             | 615,994.27             | 81%      |
| Worker's Compensation                | 73,200.00              | 68,154.86              | 93%      |
| Unemployment Tax                     | 8,421.00               | 7,280.76               | 86%      |
| Health/Dental Insurance              | 2,451,520.00           | 1,590,540.72           | 65%      |
| Contingency/Fund Balance             | 400,000.00             | -                      | 0%       |
|                                      | <u>\$ 4,346,328.00</u> | <u>\$ 2,767,963.46</u> | 70%      |
| Prior Year Canceled Purchase Orders  |                        | \$ 34.56               |          |
| <b>Unencumbered Balance 10/31/18</b> | <b>\$ -</b>            | <b>\$ 1,749,207.50</b> |          |

\* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**CAPITAL IMPROVEMENT**

|                                      |                        |
|--------------------------------------|------------------------|
| <b>Balance 01/01/18</b>              | <b>\$ 1,951,990.83</b> |
| <u>Revenue:</u>                      |                        |
| Interest received                    | 19,121.36              |
|                                      | <u>\$ 19,121.36</u>    |
| <u>Expenditures/Encumbrances:</u>    |                        |
| Contracted - Professional            | 4,950.00               |
| Capital Outlay                       | 136,394.00             |
|                                      | <u>141,344.00</u>      |
| Prior Year Canceled Purchase Orders  | -                      |
| <b>Unencumbered Balance 10/31/18</b> | <b>\$ 1,829,768.19</b> |

**STATE AID**

|                                      |                     |                     |
|--------------------------------------|---------------------|---------------------|
| <b>Balance 01/01/18</b>              | <b>\$ -</b>         | <b>\$ -</b>         |
| <u>Revenue:</u>                      |                     |                     |
| State Aid                            | 55,000.00           | 50,002.19           |
|                                      | <u>\$ 55,000.00</u> | <u>\$ 50,002.19</u> |
| <u>Expenditures/Encumbrances:</u>    |                     |                     |
| Contracted - Digital Services        |                     |                     |
| Digital Services Support             |                     | -                   |
| Materials-Print/Non-Print <1 YR      |                     | -                   |
| Special Projects                     | 55,000.00           | 0.77                |
|                                      | <u>\$ 55,000.00</u> | <u>\$ 0.77</u>      |
| <b>Unencumbered Balance 10/31/18</b> |                     | <b>\$ 50,001.42</b> |

**Topeka and Shawnee County Public Library  
Financial Summary**

10/31/18

|                                      | <u>2018 Budget</u>     | <u>Year to Date</u>    | <u>%</u> |
|--------------------------------------|------------------------|------------------------|----------|
| <b>Balance 01/01/18</b>              | <b>\$ 763,691.00</b>   | <b>\$ 808,663.92</b>   |          |
| <u>Revenue:</u>                      |                        |                        |          |
| Ad Valorem Property Tax              | 1,467,546.00           | 1,436,532.45           | 98%      |
| Revitalization Rebates               | (19,495.00)            | (19,230.54)            | 99%      |
| Back Tax                             | -                      | 20,340.03              |          |
| Motor Vehicle Tax                    | 178,209.00             | 152,554.81             | 86%      |
| Recreational Vehicle Tax             | 1,529.00               | 1,470.77               | 96%      |
| 16/20M Vehicle Tax                   | 701.00                 | 728.61                 | 104%     |
| In Lieu of Tax                       | 1,350.00               | 75.97                  | 6%       |
| Watercraft Special Tax*              | 921.00                 | -                      | 0%       |
| Commercial Vehicle Fees              | 5,598.00               | 5,997.35               | 107%     |
| Interest on Idle Funds               | 2,200.00               | 19,714.38              | 896%     |
|                                      | <u>\$ 1,638,559.00</u> | <u>\$ 1,618,183.83</u> | 99%      |
| <u>Expenditures/Encumbrances:</u>    |                        |                        |          |
| Principal                            | \$ 1,550,000.00        | \$ 1,550,000.00        | 100%     |
| Interest                             | 102,250.00             | 102,250.00             | 100%     |
| Wire Transfer Fees                   | -                      | -                      | 0%       |
| Cash Basis Reserve                   | 750,000.00             |                        | 0%       |
|                                      | <u>\$ 2,402,250.00</u> | <u>\$ 1,652,250.00</u> | 100%     |
| <b>Unencumbered Balance 10/31/18</b> | <b>\$ -</b>            | <b>\$ 774,597.75</b>   |          |

\* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

# TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

## Investments and Debt as of October 31, 2018

### Capital Improvement Funds-VisionBank

\$ 1,831,028.19 at 1.19% (money market account)

### Municipal Investment Pool

\$ 1,849,985.58 Operating funds in "overnight pool"\*; available for transfer whenever needed

3,000,000.00 General funds in 30-day, fixed rate pool; opened 10/3/18 @ 2.02%; maturity 11/2/18

600,000.00 Bond and interest fund; 90-day 9/17/18 at 1.92%; maturity 12/17/18

\$ 5,449,985.58

\* rates vary by day - average October 1-31, 2018 was 1.75%

### Intrust Bank (per investment bid approved 2/15/18)

\$ 3,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$250,000) and General Fund (\$2,750,000); 9/17/18 @ 2.18%; 12/17/18 maturity

### Principal Balance of Outstanding Bonds

\$1,600,000 (as of 9/1/18)

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended October 31, 2018**

| Fund | Account | Object | Check Date | Vendor Name  | Description                  | Amount        | Check Number        |
|------|---------|--------|------------|--|------------------------------|---------------|---------------------|
| 10   | 21501   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Federal W/H                  | \$ 22,826.84  | -98722              |
| 10   | 21502   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | State W/H                    | \$ 10,418.64  | -98722              |
| 15   | 21521   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | State Unemployment           | \$ 30.25      | -98722              |
| 10   | 21503   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Social Security EE           | \$ 17,816.78  | -98722              |
| 15   | 21504   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Social Security ER           | \$ 17,816.78  | -98722              |
| 10   | 21503   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Medicare EE                  | \$ 4,237.41   | -98722              |
| 15   | 21504   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Medicare ER                  | \$ 4,237.41   | -98722              |
| 10   | 21514   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Child Support/Spousal Maint. | \$ 125.00     | -98722              |
| 10   | 21518   | 0      | 10/11/2018 | PAYCOM PAYROLL LLC   | Garnishments                 | \$ 820.03     | -98722              |
| 10   | 41000   | 313    | 10/11/2018 | PAYCOM PAYROLL LLC   | Paycom Bundle                | \$ 1,857.76   | -98722              |
| 10   | 41000   | 313    | 10/11/2018 | PAYCOM PAYROLL LLC   | Applicant, Perf, Comp        | \$ 370.62     | -98722              |
|      |         |        |            | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> |                              | \$ 80,557.52  | <b>-98722 Total</b> |
| 10   | 21505   | 0      | 10/12/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers EE Deduction           | \$ 17,843.65  | <b>-98721</b>       |
| 15   | 21516   | 0      | 10/12/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers ER Contribution        | \$ 24,951.49  | -98721              |
| 15   | 21517   | 0      | 10/12/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers ER Insurance           | \$ 2,973.95   | -98721              |
| 10   | 21524   | 0      | 10/12/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers Buybacks               | \$ 180.43     | -98721              |
| 10   | 21513   | 0      | 10/12/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers OGLI                   | \$ 831.43     | -98721              |
|      |         |        |            | <i>Remittance of pension benefit contributions</i>               |                              | \$ 46,780.95  | <b>-98721 Total</b> |
| 10   | 21501   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Federal W/H                  | \$ 21,422.13  | -98718              |
| 10   | 21502   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | State W/H                    | \$ 9,890.56   | <b>-98718</b>       |
| 15   | 21521   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | State Unemployment           | \$ 1,754.54   | -98718              |
| 10   | 21503   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Social Security EE           | \$ 17,172.11  | -98718              |
| 15   | 21504   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Social Security ER           | \$ 17,172.11  | -98718              |
| 10   | 21503   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Medicare EE                  | \$ 4,110.01   | <b>-98718</b>       |
| 15   | 21504   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Medicare ER                  | \$ 4,110.01   | -98718              |
| 10   | 21514   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Child Support/Spousal Maint. | \$ 125.00     | -98718              |
| 10   | 21518   | 0      | 10/25/2018 | PAYCOM PAYROLL LLC   | Garnishments                 | \$ 751.98     | -98718              |
| 10   | 41000   | 313    | 10/25/2018 | PAYCOM PAYROLL LLC   | Paycom Bundle                | \$ 1,896.26   | -98718              |
| 10   | 41000   | 313    | 10/25/2018 | PAYCOM PAYROLL LLC   | Applicant, Perf, Comp        | \$ 379.32     | -98718              |
|      |         |        |            | <i>Remittance of payroll taxes, garnishments and Paycom fees</i> |                              | \$ 78,784.03  | <b>-98718 Total</b> |
| 10   | 21505   | 0      | 10/29/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers EE Deduction           | \$ 17,347.12  | -98715              |
| 15   | 21516   | 0      | 10/29/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers ER Contribution        | \$ 24,257.04  | -98715              |
| 15   | 21517   | 0      | 10/29/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers ER Insurance           | \$ 2,891.21   | -98715              |
| 10   | 21524   | 0      | 10/29/2018 | KS PUBLIC EMPLOYEES RETIREMENT                                   | Kpers Buybacks               | \$ 180.43     | -98715              |
|      |         |        |            | <i>Remittance of pension benefit contributions</i>               |                              | \$ 44,675.80  | <b>-98715 Total</b> |
| 10   | 21515   | 0      | 10/29/2018 | BLUE CROSS BLUE SHIELD OF KS                                     | EE - BCBS Actives Premiums   | \$ 29,062.70  | -98713              |
| 15   | 21515   | 0      | 10/29/2018 | BLUE CROSS BLUE SHIELD OF KS                                     | ER - BCBS Actives Premiums   | \$ 133,315.96 | -98713              |

**Topeka and Shawnee County Public Library**  
**Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases**  
**All Checking Accounts**  
**For the Month Ended October 31, 2018**

| <b>Fund</b> | <b>Account</b> | <b>Object</b> | <b>Check Date</b> | <b>Vendor Name</b>            | <b>Description</b>  | <b>Amount</b> | <b>Check Number</b> |
|-------------|----------------|---------------|-------------------|-------------------------------|---|---------------|---------------------|
| 15          | 21515          | 0             | 10/29/2018        | BLUE CROSS BLUE SHIELD OF KS  | Retiree BCBS Premiums   | \$ 4,082.74   | -98713              |
|             |                |               |                   |                               |   | \$ 166,461.40 | <b>-98713 Total</b> |
| 35          | 41000          | 743           | 10/11/2018        | SENNE & CO INC                | Claire's Courtyard Construction   | \$ 157,396.60 | 11410               |
|             |                |               |                   |                               | <i>RFP was posted and Board approved low bid on April 26, 2018; paid from Foundation Funds</i>    | \$ 157,396.60 | <b>11410 Total</b>  |
| 49          | 41000          | 330           | 10/12/2018        | LIDO DECK PRODUCTIONS         | speaker fee   | \$ 5,700.00   | 11411               |
|             |                |               |                   |                               | <i>Programming speaker fee; paid from non-budgeted fund</i>                                       | \$ 5,700.00   | <b>11411 Total</b>  |
| 10          | 41000          | 313           | 10/11/2018        | BRADBURY MILLER ASSOCIATES    | COS Consultant Fee  | \$ 12,000.00  | 92739               |
| 10          | 41000          | 313           | 10/11/2018        | BRADBURY MILLER ASSOCIATES    | COS Reference Ck Fee  | \$ -          | 92739               |
| 10          | 41000          | 313           | 10/11/2018        | BRADBURY MILLER ASSOCIATES    | COS Background Ck Fee   | \$ -          | 92739               |
|             |                |               |                   |                               | <i>2018 approved operating budget - Chief of Staff position recruitment service</i>               | \$ 12,000.00  | <b>92739 Total</b>  |
| 10          | 41000          | 320           | 10/11/2018        | CDW GOVERNMENT, INC.          | U-NODE-3060-G5, 1 Upgrade   | \$ 6,618.07   | 92741               |
| 10          | 41000          | 320           | 10/11/2018        | CDW GOVERNMENT, INC.          | U-NODE-3060-G5, 1 Upgrade   | \$ 12,506.93  | 92741               |
|             |                |               |                   |                               | <i>2018 approved operating budget - additional storage nodes</i>                                  | \$ 19,125.00  | <b>92741 Total</b>  |
| 10          | 41000          | 351           | 10/11/2018        | WESTAR ENERGY                 | 2018 electric service   | \$ 36,924.92  | 92767               |
|             |                |               |                   |                               |   | \$ 36,924.92  | <b>92767 Total</b>  |
| 10          | 41000          | 312           | 10/18/2018        | CENTURY BUSINESS TECHNOLOGIES | Qtrly Lease/Maint   | \$ 3,651.00   | 92776               |
| 10          | 41000          | 312           | 10/18/2018        | CENTURY BUSINESS TECHNOLOGIES | B&W & Color Copy Overage  | \$ 2,262.95   | 92776               |
| 10          | 41000          | 312           | 10/18/2018        | CENTURY BUSINESS TECHNOLOGIES | 1020 Washbrn copier lease   | \$ 163.12     | 92776               |
|             |                |               |                   |                               | <i>2018 approved operating budget - quarterly lease payments for copiers</i>                      | \$ 6,077.07   | <b>92776 Total</b>  |
| 10          | 41000          | 326           | 10/18/2018        | CYPRESS MEDIA LLC             | Oct/Nov Library News  | \$ 9,234.79   | 92778               |
|             |                |               |                   |                               |   | \$ 9,234.79   | <b>92778 Total</b>  |
| 10          | 21512          | 0             | 10/18/2018        | DELTA DENTAL OF KANSAS, INC   | EE October Premiums   | \$ 2,372.78   | 92779               |
| 15          | 21512          | 0             | 10/18/2018        | DELTA DENTAL OF KANSAS, INC   | Cobra October Premiums  | \$ 38.93      | 92779               |
| 15          | 21512          | 0             | 10/18/2018        | DELTA DENTAL OF KANSAS, INC   | Retiree October Premiums  | \$ 310.64     | 92779               |
| 15          | 21512          | 0             | 10/18/2018        | DELTA DENTAL OF KANSAS, INC   | ER October Premiums   | \$ 9,241.60   | 92779               |
|             |                |               |                   |                               |   | \$ 11,963.95  | <b>92779 Total</b>  |
| 10          | 41000          | 301           | 10/18/2018        | OCLC, INC.                    | oclc cataloging & ill   | \$ 6,493.41   | 92795               |
| 10          | 41000          | 301           | 10/18/2018        | OCLC, INC.                    | oclc cataloging & ill   | \$ (5.19)     | 92795               |
|             |                |               |                   |                               | <i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i> | \$ 6,488.22   | <b>92795 Total</b>  |
| 10          | 41000          | 736           | 10/25/2018        | TEVIS ARCHITECTURAL GROUP     | Roof Replacement  | \$ 4,725.00   | 92826               |
| 10          | 23800          | 0             | 10/25/2018        | TEVIS ARCHITECTURAL GROUP     | FMP Phase 2   | \$ 15,009.31  | 92826               |
| 10          | 41000          | 313           | 10/25/2018        | TEVIS ARCHITECTURAL GROUP     | Terrazzo Flooring   | \$ 3,600.00   | 92826               |
| 20          | 23800          | 0             | 10/25/2018        | TEVIS ARCHITECTURAL GROUP     | Humidifier/Water Softener   | \$ 1,260.00   | 92826               |
|             |                |               |                   |                               |   | \$ 24,594.31  | <b>92826 Total</b>  |
|             |                |               |                   |                               |   | \$ 706,764.56 | <b>Grand Total</b>  |



# CHIEF EXECUTIVE OFFICER'S REPORT

## November 2018

### Library News and Project Updates

#### **Lyrasis Member Summit – Nashville, TN**

Technical services manager Scarlett Fisher-Herreman, digital services director David King, and I attended the third annual LYRASIS Member Summit in Nashville on October 24-25 at the Nashville Public Library, the 2017 Public Library of the Year.

The summit included presentations by this year's 2018 Catalyst Fund recipients with project updates, panels, and speakers and included keynote speaker John Bracken, executive director of the [Digital Public Library of America](#).

The [Catalyst Fund](#) is an award program to fund new ideas and innovative projects by LYRASIS members. The projects must incorporate creative concepts that advance important objectives of the library, archive, and museum communities; test-and-try new approaches to common problems; and serve the broad interests of LYRASIS' membership. You may read about the 2018 recipients [here](#).

As a member of the Lyrasis board, I review and vote on who will receive the Catalyst Fund awards. My work with LYRASIS and its board is giving me valuable insights in how we might future-proof public libraries and TSCPL in particular and how information management and community-based software development may impact our work and mission.

#### **Dolly Parton's Imagination Library**

Registration is closing in on 5000 children. The DPIL Foundation has informed United Way that our registration rate is well above average. We are already where we should be for the end of year 2 of operation, which will be April, 2019.

#### **Facilities Master Plan Update**

Thad Hartman will provide an update on the Facilities Master Plan, including an update on capital expenditures, bids, and change orders through 2018. Note that CFO Kim Torrey will be absent for this meeting, but will have a draft of the expected capital expenditures for 2019 at the December meeting.

### Agenda Items

#### **Loaned Employee Agreement, The Library Foundation FY 2019**

#### **Loaned Employee Agreement, Friends of the Library for FY 2019**

Each year the loaned employee agreements with the TSCPL Friends of the Library and The Library Foundation are reviewed and approved by the Board of Trustees and the Friends and Foundation boards. The 2019 agreements are contained in the board packet.

Note

1. There is one change to The Library Foundation agreement. The development administrative specialist position was audited and reclassified to a development professional position and that new job title is in the agreement.

**Audit Committee Appointments**

Per the trustee bylaws Article IV: Committees, Section 3. Audit Committee:

“The Chair shall appoint three trustees, one of whom shall be the Treasurer who will chair the Committee, with the approval of the Board to the Audit Committee. The Committee reviews the audit draft for recommendation to the full Board.” The resolution in your packet includes the names of proposed committee members.

Note

1. The audit committee resolution has one to-be-named member. Treasurer Jim Edwards intends to ask for a volunteer for an additional member of the Audit Committee at the meeting.

**Neighborhood Revitalization Plan Interlocal Agreement Amendment, 2019 – 2021**

In November, 2017, the Board approved a one-year extension of the existing interlocal agreement. In July, 2018, City of Topeka planning manager Dan Warner presented information about the amended agreement. The associated documents are included in your packet and listed on the resolution sheet. The City of Topeka is now officially requesting all taxing authorities’, including the Library’s, approval to continue this interlocal agreement through 2021.

**Revision of the Computer and Internet Use Policy**

In August, 3D printed “downloadable guns,” received much media attention. You may read about it at CNN: [All your questions about 3D guns answered](#). This issue also provoked a lot of discussion in the library community, many of whom provide 3D printers for the public.

At that time I indicated that staff was working on modifying our [Computer and Internet Use Policy](#) to address this issue. In consultation with library attorney Chuck Engel, we have added a section to the policy that specifically addresses this issue and what customers may or may not print on library-owned 3D printers.

Notes

1. You have a red-lined version of the policy in your packet that shows the addition to the policy. There is a new section entitled “5). 3D Printing” that outlines what customers may and may not print.
2. This agenda item is marked for action, not a first reading. Given the previous discussion and that it is considered a best practice (see the [American Library Association’s statement on 3D Printing in Libraries: Policies and Best Practices](#)) that seems reasonable. If the Board does wish to take a month to consider this change, we can defer a decision to the December meeting.

3. Per K.S.A 75-2589, the Kansas Children Internet Protection Act, public library trustees are required to review their internet use policies at least once every three years. It was last reviewed in April, 2017. This review would satisfy that requirement to November, 2021.
4. The library's attorney Chuck Engel reviewed staff's proposed changes and prepared the amended policy document.

### **Revision to the Memorandum of Understanding with the United Way of Greater Topeka**

The United Way and TSCPL have had an MOU for the Dolly Parton's Imagination Library project since March, 2017. Our working relationship on this project, which includes initial discussions, planning, fund raising, and community engagement dates back to 2015.

#### Notes

1. You have a red-lined version of the document in your packet that shows the changes to the MOU. Other than the notice of intent to amend the MOU and the dates, the only changes are to sections 1(e) and 2(b) that state that the United Way's financial commitment to the project through March 15, 2021 will be \$40,000 per year. Its previous commitment was \$25,000.
2. The library's attorney Chuck Engel reviewed the changes and prepared these amendments.

### **Employee Benefits Update**

**Dental Insurance:** As with our medical insurance plans for plan year 2019, we also have good news for our dental plan. We were in negotiations with Delta Dental and Blue Cross and Blue Shield for dental insurance for plan year 2019. The decision was made to stay with Delta Dental through plan year 2020. We were able to add orthodontic benefits of 50% up to a maximum of \$1,000 lifetime for dependents under age 19 to our plan. We were also able to maintain the rate cap of 6% for plan year 2020, even with the addition of the orthodontic benefit. --- Jesse Maddox, Human Resources Director

### **Professional Activities/Community Contacts**

|                 |  |
|-----------------|--|
| October 15      | Attended the Foundation Finance Committee Meeting  |
| October 16      | Provided community broadband planning update to the Intergovernmental Cooperation Council  |
| October 17      | Topeka Career And Learning Center Tour w/TSCPL staff<br>Attended the Foundation Board Meeting  |
| October 22      | Tour of the Wichita Public Library Center and Children's Exploration Place   |
| October 23 - 25 | 2018 Lyrasis Member Summit – Nashville Public Library, Nashville, TN   |
| October 29      | Facilitated a Downtown Rotary Board Retreat focused on strategic planning  |
| October 30      | Met with Clark Swanson, owner of Orangeboy ( <i>see note below</i> )   |
| November 1      | Provided tour of TSCPL to Katrin Holzhaus, Senior VP of Innovation for the Greater Topeka Partnership<br>Participated in Community Broadband Planning Conference call to review responses to the Request for Information |

|            |   |
|------------|---|
| November 2 | Attended Topeka Rescue Mission’s “IMPACT SNCO Call to Action Meeting”   |
| November 6 | Orangeboy GoToMeeting & Presentation<br>Attended Momentum 2022 Quarterly Meeting<br>Meeting and Discussion with Doug Petrie & Karl Klein regarding a business plan for Café and Claire’s Courtyard  |
| November 8 | Attended 712 Innovations executive committee meeting<br>Attended Philanthropy Day luncheon with The Library Foundation board members and members of the Topeka Chapter of The LINKS. Library Foundation Nancy Lindberg nominated the group who are being honored for their support of Dolly Parton’s Imagination Library.<br>Participated in Community Broadband Planning conference call |
| November 9 | Participated in LYRASIS board conference call   |

## In Progress

At the suggestion of the Executive Committee and in response to feedback from trustees during my evaluation, I’m including a new section in this report. As I understand it, there is a desire to know more about upcoming projects and initiatives and to understand the thinking behind them. These are projects or activities that I am working on or have requested that other staff do so. I’m not going into a lot of detail on the activities on this list, but welcome questions and comments. Note that this list may not change significantly from month to month, but I will update it as needed.

- **NEW:** Entering into an agreement with OrangeBoy, Inc. a company that correlates our customer data with multiple data sets and provides customer relationship management functionality. This will provide us with the information we need to develop a data-driven, research-based marketing plan. This is also a game changer in terms of our ability to forecast what services, programs and collections we should invest in, how we connect and communicate with various market segments of our customer base, and how we identify trends in everything from digital content to outreach services. It will take a few months once we have a contract to have enough data collected and correlated for a report, but I’m very excited about the information this will provide to both the staff and board.
- Development of petition policy in consultation with attorney Chuck Engel – to be brought to the Board of Trustees (BOT) for a first reading before the end of the year.
- Amending computer use policy to include reference to 3-D printing of weapons. [\(This is in your November board packet.\)](#)
- Updating the Memorandum of Understanding with the United Way of Greater Topeka to codify our respective financial commitments for the near future. [\(This is in your November board packet.\)](#)
- Entering into an agreement with Koios Library Marketing, a company that helps libraries improve their online visibility by increasing their exposure on Google. Their product Libre Ads, makes libraries appear first in Google search results. [\(This agreement has been executed. Set up begins immediately.\)](#)

- Kettering Foundation project – TSCPL is one of a handful of public libraries invited by Kettering to participate in what it calls a Learning Exchange. Public Services Director Marie Pyko and Public Services Librarian Lissa Staley are our representatives in this learning exchange. They will present a report on the work they are doing and how it advances our community impact goals at a future board meeting.
- Digital Inclusion project – I have asked digital services director David King to lead a team that will build on the work we’ve done as part of the DigitalLearn project, convened by the Public Library Association in 2017. Follow this link to see our current offerings. The Community Broadband project that I am co-leading is also part of this effort to bridge the digital divide in our community.
- 2019 – Revision of employee manual. The employee manual, which includes all personnel policies, is due for an update. HR Director Jesse Maddox, Chief of Staff Thad Hartman and I intend to submit a revised edition for your review and approval before the end of the year.

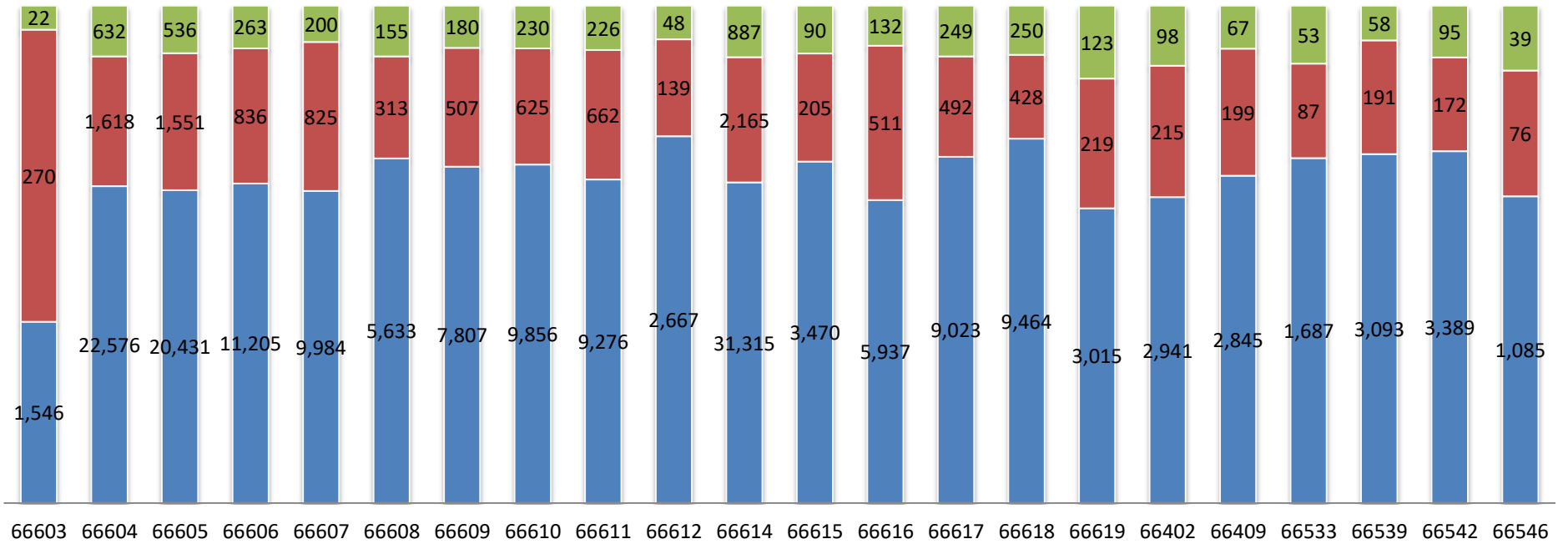
**Gina Millsap, Chief Executive Officer**

**Topeka and Shawnee County Public Library**

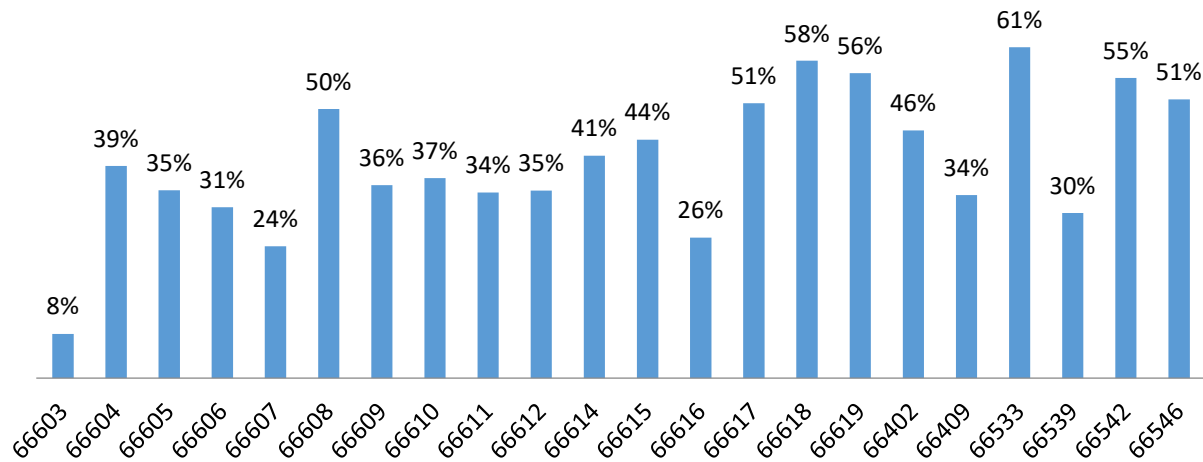
**11/6/2018**

# October 2018 Dolly Parton Imagination Library

Population Under 5 DPIL

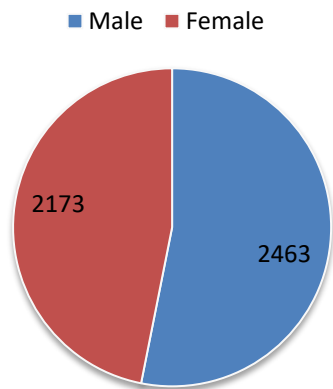


## Percent of children signed up by Zipcode

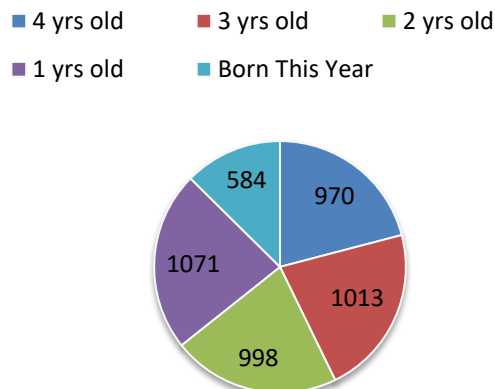


Number of Participants Served: **4,636**

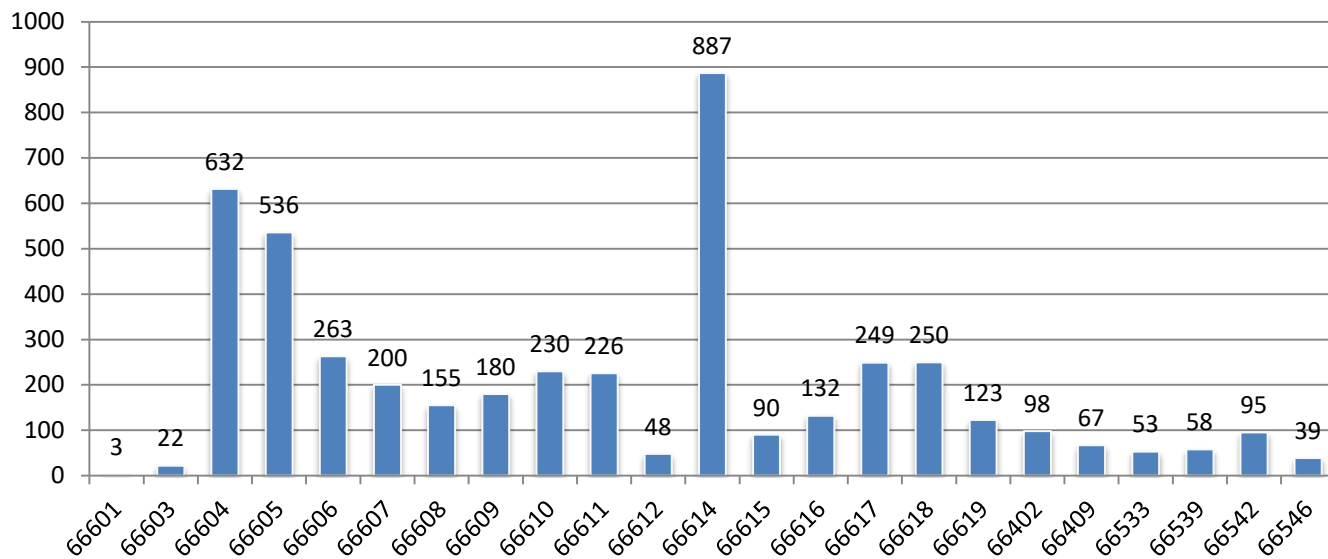
## Sex of Participants



## Age of Children



## Zip Codes of Children



**Chief of Staff Report**  
**Thad Hartman**  
**November 15, 2018**

**Circulation Plaza Construction**

Construction on the new Circulation Plaza is scheduled to begin on Monday, November 12. Initially construction will focus on the Red Carpet Room, but work will also extend into the Circulation Lobby and will include the Customer Service Desk.

The services and staff currently located at the customer service desk will move temporarily to the old circulation desk. A portion of the wall in front of the old desk will be removed to open up space for two staff members to staff that area. The self-check kiosks that are located in front of the old circulation desk will be moved down the wall to make room for the temporary customer service desk.

The Bestseller and DVD Express collections that are currently located in the Circulation Lobby will be temporarily relocated to the Living Room. During this portion of construction a partition will be placed down the middle of the Circulation Lobby. This phase of construction should last into February. Once it is complete they will begin work on the other half of the Circulation Plaza and begin work on the Learning Center.

**New Flooring**

Removal of the current tile flooring is scheduled to begin on the second of January. Because of the noise and inconvenience to our customers the work would cause, crews will remove the tile at night when the library is closed. This process should take about three weeks. Once all of the tile has been removed they will begin laying the new Terrazzo flooring.

**Claire's Courtyard**

The past couple of weeks of construction have been focused on work on the bridge and backfill around the foundation wall and trellis columns. You can really start to get a feel of what the space will look like, especially the amphitheater.

Over the next few weeks the focus will be on creating the footings for the steps and wall and the installation of the Versa-Lok benches and wall in the amphitheater. We should also see concrete poured for the bridge within the next couple of weeks and they will begin running the water lines for the water feature.





## Upcoming Projects

In Kim's report she outlined the projects that will be coming to the Board at the December meeting. I will discuss these projects at the November Board meeting. At the December meeting we will discuss the schedule for our 2019 projects.

## Department Highlights

### Digital Services

#### David King, Digital Services Director

The library has started discussions about a digital inclusion initiative for our community. We are in early planning stages now, and hope to make a positive dent in Topeka's digital divide.

Digital Services staff are working with both construction projects to place cable, computers, and self-check kiosks.

David participated in the tour of the Wichita Advance Learning Library to check out technology in their new building. Staff that participated in the tour came away with some good ideas for future technology projects!

## **Public Services**

### **Autumn Friedli, Public Services Supervisor – Readers Services**

We are in the process of interviewing for a new Readers Librarian. Our previous librarian retired in June and we have taken a bit of time to really decide what we want this position to look like. The successful candidate will directly support the Community Impact Goal “Topeka & Shawnee County will be an Engaged Community of Readers.” We are excited by the candidates!

Miranda Ericsson (Readers Team) and Meredith Snapp (Info & Learning) recently presented at the Kansas Library Association Conference. Their presentation was quite well attended and both ladies did a fantastic job representing the library.

### **Debbie Stanton, Public Services Supervisor – Information and Learning**

The *Over There: Americans Abroad in WWI* exhibit opened officially on Friday, November 9. It will be up until January 6. This has been a library-wide and community-wide effort, with thousands of poppies being dropped off to decorate the entrance, and programs and displays throughout all parts of the library. We are always happy to provide tours, especially if you’re looking for something to do with family and friends during the holidays.

We have hired our new Business and Career Librarian. Meredith Snapp was promoted to the position thanks to her passion for working with the community. She has already begun helping career-seekers through her Job Lab series and is eager to work with our business community on helping grow and sustain small businesses and entrepreneurs.

## **Youth Services**

### **LeAnn Brungardt, Youth Services Supervisor**

#### ***Kansas Reads to Preschoolers***

As the title suggests, this is a state-wide program that is the equivalent of a 2 Book Topeka for little tykes. Caregivers, parents and librarians are encouraged to read the same title over the month, ideally the same week. We work with the state library to bring this to our community. The title this year is *10 Pigs: an Epic Bath Time Adventure* by Derek Anderson. We get the book out there in several ways.

- Our outreach storytellers build their plans around the title for the month of November. Each classroom we visit will hear the story at least once.
- Along with that we provide a book to each of the preschool facilities to encourage re-reading and further exposure to the book. The title becomes a part of their book collections.
- Internally we host an event with our partner Child Care Aware and a volunteer with a long working relationship with both organizations. There is a literacy skill building story time and developmental activities.

### ***Learn and Play Bus***

Our numbers for this month will most likely be a little lower than usual. We have had a few maintenance issues arise that have caused us to take it to the mechanic in Paola. The vehicle is operational, but we are awaiting parts. During an upcoming, planned maintenance week for the vehicle, we hope to get everything addressed and back in order.

### ***Out of School Learning***

As reported last month, we are doing some experimentation with our of school time for kids. We are not yet at the point of finding ways to measure success, but I do have an anecdotal story to share.

We have our regulars-- kids who are with us most every afternoon and/or evening. Since the start of our efforts, I have seen a few kids really change. Prior to starting we had one eight-year-old girl who out of boredom would find herself getting into mischief or hanging with perhaps not the strongest of teen role models. Staff would re-direct her behavior regularly and/or attempt to enlist family support in re-directing her behavior. She had been sent home a number of times as well.

Now with age appropriate activities available, I see her engaged in writing, word puzzles, crafts, board games, the zombie making, scab making, pumpkin carving, reading etc. She is hanging out with and befriending kids her age and talking with staff. The positive engagement is such that on Halloween, she purposefully came in with her grandparents and brother to show us her Halloween costume.

One of our expressed goals going into having regular activities afterschool was that kids will develop a trust with adults who are in an authority-type role. With this young lady, we are seeing that already. That is a big deal in this case. The same young lady has had us looking for her mother's picture in mug shots. In that scenario staff were explaining the listed charges to her as she had no idea why the police had come to their home and taken her mom away.

The grandparents mentioned previously are raising her, and have not had an easy go of things. For this child having a stable, safe place to play, learn, and make friends has been helpful to her and her family. Just tonight I commented to staff about her as I was pleased to see her with two other girls clustered together and independently reading. That staff member shared that the girl had made a miniature book recently and given her a copy to keep.

Within it is a page that read "Parents should be kind and not do drugs." I should mention that there has been little need to do any behavior re-direction as of late. The climate surrounding her feels hopeful and supportive not adversarial.



**Resolution – Loaned Employee Agreement, The Library Foundation  
for FY 2019**

**BOARD OF TRUSTEES  
November 15, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County  
Public Library, approves the Foundation Loaned Employee Agreement for  
FY 2019 as presented.**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**

## 2019 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 15<sup>th</sup> day of November 2018.

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, 2019 and ending on December 31, 2019 the services of the following support staff:
    - Development professional,
    - 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 professional, 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 Director  
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**

---

Kerry O. Storey, Chair

**The Library Foundation**

---

Judi Stork, Chair



**Resolution – Loaned Employee Agreement, Friends of the Library  
for FY 2019**

**BOARD OF TRUSTEES  
November 15, 2018**

**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 2019 as presented.**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**

## **2019 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 15<sup>th</sup> day of November, 2018.

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, 2019, through December 31, 2019, the services of an executive,
  - b. Retain the executive as an employee of the Library, and for no purpose shall the executive be considered an employee of the Friends, and
  - c. Pay the executive's salary and fringe benefits as agreed between the Library and the executive, including making all appropriate employee payroll deductions as required by federal and state law or as authorized by the executive.
  
2. The Friends shall:
  - a. As consideration for the services of the executive, pay to the Library eighty percent (80%) of the total amount of the executive's salary and fringe benefits as billed by the Library beginning on January 1, 2019, and each month thereafter until December 31, 2019, and
  - b. Consent to the executive 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



Friends: Sherryl Longhofer, President  
The Friends of the Topeka and  
Shawnee County Public Library  
1515 SW Tenth Avenue  
Topeka, Kansas 66604.

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

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

**Topeka & Shawnee County Public  
Library**

---

Kerry O. Storey, Chair

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

---

Sherryl Longhofer, President



**Resolution - Audit Committee Appointments**

**BOARD OF TRUSTEES  
November 15, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Audit Committee appointments as presented.**

**Jim Edwards, Chair**

**Liz Post**

\_\_\_\_\_  
**One member to be named at board meeting.**

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



**Resolution – Neighborhood Revitalization Plan Interlocal Agreement,  
2019 - 2021**

**BOARD OF TRUSTEES  
November 15, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the Neighborhood Revitalization Interlocal Agreement Amendment, 2019 - 2021 as presented.**

**Background Information**

At the July 19, 2018 Board of Trustees meeting Mr. Dan Warner, Planning Manager for the City of Topeka, presented the current draft of the city's neighborhood revitalization plan. The City of Topeka is now officially requesting all taxing authorities', including the Library's, approval to continue this interlocal agreement through 2021.

See attached documents:

1. Letter to Gina Millsap, Executive Direct, October 29, 2018 from Brenda Younger, M.M.C., City Clerk, City of Topeka
2. City of Topeka Ordinance No. 20149
3. Neighborhood Revitalization Plan, exhibit "A"
4. City of Topeka Contract No. 47256, Interlocal Agreement, October 23, 2018, exhibit "B"

**Resolution by** \_\_\_\_\_

**Seconded by** \_\_\_\_\_

**Resolution passed/failed by a vote of** \_\_\_\_\_

**Date** \_\_\_\_\_



# CITY OF TOPEKA

City Clerk  
City Hall, 215 SE 7<sup>th</sup> Street, Room 166  
Topeka, KS 66603  
[www.topeka.org](http://www.topeka.org)

Brenda Younger, M.M.C.  
785-368-3940  
Email: [byounger@topeka.org](mailto:byounger@topeka.org)

October 29, 2018

Gina Millsap, Executive Director  
Topeka and Shawnee County  
Public Library  
515 W. 10<sup>th</sup> Street  
Topeka, KS 66604

## **SIGNATURE REQUEST: Neighborhood Revitalization Plan/Interlocal Agreement**

Ms. Millsap,

This letter will serve as notification of the approval of City of Topeka Ordinance No. 20149 adopting the 2019-2021 Neighborhood Revitalization Plan (Attachment A) by the Governing Body on October 23, 2018, and request for signature of the enclosed Interlocal Agreement - City of Topeka Contract No. 47256 (Attachment B)

**Please sign where indicated, scan and email the signature page to [cclerk@topeka.org](mailto:cclerk@topeka.org) for completion at your earliest convenience.** After all signature pages have been received, a copy of the fully executed agreement will be provided to each public agency.

If you have any questions, please contact the City Clerk's office at [cclerk@topeka.org](mailto:cclerk@topeka.org) or 785-368-3940.

Thank you,

Brenda Younger, M.M.C.  
City Clerk

encl.

October 29, 2018

**CITY OF TOPEKA CONTRACT NO. 47256**

**INTERLOCAL AGREEMENT/NEIGHBORHOOD REVITALIZATION**

This Interlocal Cooperation Agreement (hereinafter referred to as "Agreement") entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and among the City of Topeka, a duly organized municipal corporation hereinafter referred to as "City" and Unified School Districts Nos. 345 (Seaman), 437 (Auburn-Washburn) 450 (Shawnee Heights), and 501 (Topeka); the Board of County Commissioners of Shawnee County; Topeka Metro Transit Authority; Metropolitan Topeka Airport Authority; Topeka & Shawnee County Library and Washburn University.

WHEREAS, K.S.A. 12-17,119 and K.S.A. 12-2904 authorize public agencies to enter into interlocal agreements to jointly perform certain functions including neighborhood revitalization; and

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

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

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

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

**1. Purpose.** The purpose of this Agreement is to provide a program for neighborhood revitalization and allow the public agencies within the designated neighborhood revitalization area to work together to maximize the economic development

incentives allowed through the Act. The parties have reviewed the City's neighborhood revitalization plan ("Plan"), and by adoption of this Agreement, agree to work cooperatively to implement the Plan.

**2. Administrator.** As the parties are not utilizing a separate legal entity to administer the Agreement, the City shall administer the Plan.

**3. Financing.** The parties will finance the development in the revitalization areas through a property tax rebate which shall be administered according to the Plan. Pursuant to K.S.A. 12-17,118, City will create a neighborhood revitalization fund and Shawnee County will administer distribution of the rebates. Five percent (5%) of the increment in ad valorem property taxes, as defined by the Act, shall be used to pay for administrative costs of the City and Shawnee County in budgeting, implementing and administering the Plan. The five percent (5%) administration fee shall be apportioned sixty-seven percent (67%) to Shawnee County and thirty-three percent (33%) to the City.

**4. Duration.** Pending approval of the Attorney General and filing with the Shawnee County Register of Deeds and the Secretary of State, this Agreement shall be effective on the date indicated on Page 1 which shall be the same date that the Agreement was executed by the City Manager, notwithstanding that the other parties may have executed this Agreement at an earlier or later date. This Agreement shall expire on December 31, 2021.

**5. Termination.** The Plan has a duration of three (3) calendar years, commencing January 1, 2019, and ending December 31, 2021. Notwithstanding Section 4, the parties agree that termination of this Agreement by any party prior to December 31, 2021 would adversely impact the Plan, and, consequently, this Agreement may only be terminated with ninety (90) day's written notice, and further provided such written notice must be received prior to August 1 in the calendar year prior to the tax year the party

desires to terminate participation, unless such notice is waived, in writing, by all parties. Any application for a tax rebate submitted to the City prior to receipt of the notice of termination shall, if approved, be considered eligible for the duration of the rebate period set forth in the Plan.

**6. Property.** No real or personal property shall be acquired, held, or disposed of during the term of this Agreement.

**7. Execution.** For purposes of executing this Agreement, this document if signed and transmitted by facsimile machine or electronic mail, is to be treated as an original document. This Agreement may be executed by each party in one or more counterparts, each of which when so executed shall be an original, and all of which together shall constitute one instrument.

**8. Liberal Construction.** This Agreement shall be liberally construed to achieve the economic development objectives and purposes of both this Agreement and the Plan. Should any provision of this Agreement be determined to be void, unenforceable, or illegal, such provision(s) shall be null and void, but the remaining provisions shall be unaffected thereby and shall continue to be valid and enforceable.

**9. Entire Agreement.** This Agreement constitutes the entire agreement between the parties and may not be modified or amended, except in writing executed by all parties in the same manner as the original.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective representatives with authority to bind their respective entity.

***{Signature pages to follow}***

**SIGNATURE PAGE  
(INTERLOCAL COOPERATION AGREEMENT)  
(NEIGHBORHOOD REVITALIZATION 2019-2021)**

**TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY**

\_\_\_\_\_  
Gina Millsap, Chief Executive Officer

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

*{Rest of this signature page left intentionally blank}*





1 (Published in the Topeka Metro News October 29, 2018)

2  
3 **ORDINANCE NO. 20149**

4  
5 AN ORDINANCE introduced by City Manager Brent Trout establishing a  
6 neighborhood revitalization area, adopting a neighborhood  
7 revitalization plan, and authorizing the city manager to execute an  
8 interlocal cooperation agreement with other municipalities pursuant  
9 to the Neighborhood Revitalization Act, K.S.A. 12-17,114 et seq.

10  
11 WHEREAS, pursuant to K.S.A. 12-17,114 et seq., as amended ("the Act"), the  
12 governing body of any municipality may designate areas as a neighborhood  
13 revitalization area if the rehabilitation, conservation or redevelopment of the area is  
14 necessary to protect the public health, safety or welfare of the residents; and

15 WHEREAS, the City of Topeka ("City") desires to establish a neighborhood  
16 revitalization area ("Area") and adopt a neighborhood revitalization plan ("Plan") in  
17 accordance with the Act; and

18 WHEREAS, the City, pursuant to Resolution No. 9055, adopted October 9, 2018,  
19 gave notice that it is considering creating the Area and adopting the Plan and the  
20 Governing Body has conducted a public hearing on the proposed Area and Plan, all in  
21 accordance with the Act; and

22 WHEREAS, the Governing Body finds that one or more of the conditions  
23 identified in K.S.A. 12-17,115 exist within the Area; and

24 WHEREAS, prior to designating an area as a neighborhood revitalization area,  
25 the Act requires the governing body to adopt a plan for the revitalization of such area;  
26 and

27 WHEREAS, the Governing Body desires to adopt a Plan for the revitalization of  
28 the Area, which shall be substantially similar to Attachment A; and

Ordinance/NRP(2019-2021)

10/10/18

29 WHEREAS, the Act authorizes two or more municipalities to enter into an  
30 interlocal cooperation agreement to exercise the power and duties authorized by the  
31 Act; and

32 WHEREAS, the municipalities will execute such an agreement, which shall be  
33 substantially similar to Attachment B.

34 NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY  
35 OF TOPEKA, KANSAS THAT:

36 Section 1. **Eligible Area.** The Governing Body finds that the Area identified in  
37 the Plan is an eligible area as defined by the Act.

38 Section 2. **Findings.** The rehabilitation, conservation or redevelopment of the  
39 Area is necessary to protect the public health, safety or welfare of the residents of the  
40 City.

41 Section 3. **Adoption of Neighborhood Revitalization Plan.** The Plan, attached  
42 hereto as Attachment A and incorporated by reference, is hereby approved and  
43 adopted.

44 Section 4. **Interlocal Cooperation Agreement.** The Governing Body approves  
45 and authorizes the city manager to execute the interlocal cooperation agreement,  
46 attached hereto as Attachment B, and incorporated by reference.

47 Section 5. **Notification.** The City Clerk is directed to mail a copy of this  
48 ordinance and its attachments to the following: (1) the superintendents for Unified  
49 School Districts Nos. 345 (Seaman), 437 (Auburn-Washburn) 450 (Shawnee Heights),  
50 and 501 (Topeka); (2) the Shawnee County Clerk; (3) the general manager for the  
51 Topeka Metro Transit Authority; (4) the president of the Metropolitan Topeka Airport  
Ordinance/NRP(2019-2021)

52 Authority; (5) the chief executive officer of the Topeka & Shawnee County Library; and  
53 (5) the president of Washburn University.

54 Section 6. **Effective date.** This Ordinance shall take effect and be in force  
55 after its passage, approval and publication in the official City newspaper. Passed and  
56 approved by the Governing Body on October 23, 2018.

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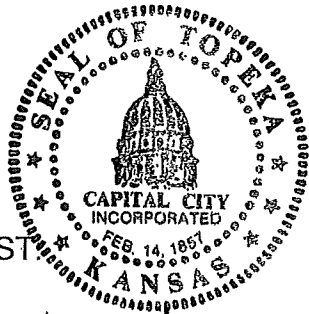
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ATTEST

*Brenda Younger*  
Brenda Younger, City Clerk

CITY OF TOPEKA, KANSAS

*Michelle De La Isla*  
Michelle De La Isla, Mayor

ATTACHMENT A (Neighborhood Revitalization Plan – 2019-2021)

ATTACHMENT B (Interlocal Cooperation Agreement)





2019-2021

***City of Topeka, Kansas***

Effective January 1, 2019  
ADOPTED BY THE CITY OF TOPEKA GVERNING BODY:

October 23, 2018

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## Introduction

This Plan is intended to promote the revitalization of the inner urban area hereinafter described as the Neighborhood Revitalization Area (NRA) of the City of Topeka through the rehabilitation, conservation and redevelopment of the area in order to protect the public health, safety welfare of the residents of the City. More specifically, in accordance with KSA 12-17, 118 (d), a tax rebate incentive will be available to property owners for certain improvements that raise the appraised value of residential property 10% and commercial property 20%.

In accordance with KSA 12-17, 114 et. seq., the Governing Body has held a public hearing and considered the existing conditions and alternatives with respect to the described area, the criteria and standards for a tax rebate and the necessity for interlocal cooperation among the other taxing units (City of Topeka, Shawnee County, USD 501 (Topeka), USD 345 (Seaman), USD 450 (Shawnee Heights), USD 437 (Auburn-Washburn Rural), Washburn University, Topeka-Shawnee County Public Library, Topeka Metropolitan Transit Authority (TMTA), Metropolitan Topeka Airport Authority (MTAA). Accordingly, the Governing Body has reviewed, evaluated, and found that the described area meets one or more of the conditions contained in KSA 12-17,115 (c).

1. An area in which there is a predominance of buildings or improvements which by reason of dilapidation, deterioration, obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, the existence of conditions which endanger life or property by fire and other causes or a combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime and which is detrimental to the public health, safety or welfare;
2. An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, defective or inadequate streets, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is detrimental to the public health, safety or welfare in its present condition and use; or



3. An area in which there is a predominance of buildings or improvements which by reason of age, history, architecture or significance should be preserved or restored to productive use.

Furthermore, the Governing Body may declare a building outside of a NRA to be a “dilapidated structure” if the structure satisfies the following definition KSA 12-17,115(a): "Dilapidated structure" means a residence or other building which is in deteriorating condition by reason of obsolescence, inadequate provision of ventilation, light, air or structural integrity or is otherwise in a condition detrimental to the health, safety or welfare of its inhabitants or a residence or other building which is in deteriorating condition and because of age, architecture, history or significance is worthy of preservation.

The boundary of the proposed NRA is intended to reflect the City’s most investment-challenged and deteriorated areas as determined by the City’s Neighborhood Health Map. The NRA includes all designated “Intensive Care” and “At Risk” Census block groups based on the most recent update of the health map in 2017. These areas are deemed to qualify under all of the above criteria (KSA 12-17, 115 (c)).

In addition, some parts of the proposed NRA are outside At Risk/Intensive Care designations. Those areas are included because they either: 1) have been historically “At Risk” since 2000, 2) are part of infill subdivisions or redevelopment areas that were dependent upon and approved under the City’s past Neighborhood Revitalization Plans, 3) are part of minor boundary rounding to make the NRA as contiguous and orderly as possible, or 4) otherwise would qualify under the above criteria (KSA 12-17, 115 (c)). Taken as a whole, the proposed NRA meets legislative and statutory intent of KSA 12-17, 115 (c).

Any boundary expansions should be consistent with the above criteria and the State’s Attorney General’s opinion issued in 1996 which determined that the intent of the legislation was aimed at neighborhood stabilization and preventing deterioration in the central section of the city or more specifically, neighborhoods. The opinion concludes that the governing body must make a finding that the area meets one of the conditions listed in KSA 12-17, 115 (c), that rehabilitation of the

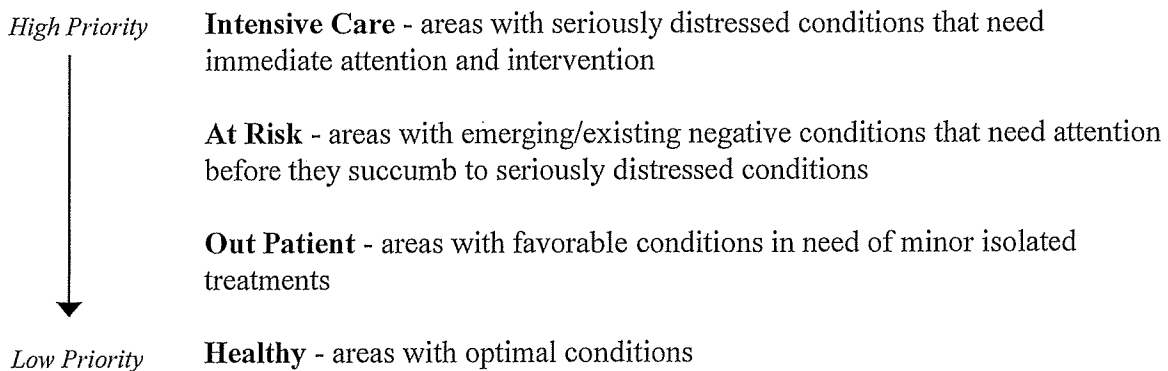
area is necessary to protect the welfare of the municipalities' residents, and that the area should not include the entire municipality.

As a matter of policy, the City of Topeka's NRA is also proposed to be limited in scope to the above areas in order to promote a streamlined and administrative "but for" policy. The inherent presumption of this Plan is that necessary private investments would not occur in these areas "but for" the incentives offered under the Plan. Incentives are approved administratively by City of Topeka staff upon application by the property owner without further proof of need for the incentives. In order to enforce this assumption, the Plan puts forth thresholds for application deadlines to ensure the applicant knew about the program prior to construction and that the investment must create an impactful value increase.

Therefore, this Plan finds the proposed areas are most legally justifiable under State law and provides for a streamlined "but for" test to revitalize the City's most deteriorated sections.

**PART 1**  
**DESCRIPTION OF NEIGHBORHOOD REVITALIZATION AREA**

The Neighborhood Revitalization Area (Map #1) in general follows the boundaries of *Intensive Care* and *At Risk* neighborhoods as identified in the City of Topeka Neighborhood Health Map. This map most recently updated in 2017, establishes four (4) health classifications for neighborhoods (intensive care, at risk, out patient, and healthy) to determine priorities for re-investment and planning assistance. They are described below in order of priority:



The four health classifications were based on five (5) vital signs that measured the relative health of all neighborhood areas in Topeka. This neighborhood health assessment was used to develop a “triage” approach to revitalization. Those areas that had more “life-threatening” or urgent needs as measured by the vital signs should receive higher priority for treatment over those areas with less urgent needs. These higher priority areas (*intensive care/at risk*) are the focus for neighborhood planning efforts and public re-investment. A summary of the vital signs include:

**Poverty (2012-2016 American Community Survey 5-Year Estimates, U.S Census)** - High concentrations of poverty are one of the most reliable indicators of performance in school, crime rates, family fragmentation, job readiness, housing conditions, etc.

**Public Safety (January 2015 – December 2016, Topeka Police Dept.)** – Public Safety, as measured by number of Part 1 crimes reported for the last two full years, is a symptom indicating the local environmental conditions conducive to crime and how well a neighborhood is organized to prevent crime from occurring.

**Residential Property Values (June 2017, Shawnee County Appraisers Office)** – Property values are in part a reflection of the quality of housing supply and the image of a neighborhood. The median value of a house purchased in Shawnee County was \$122,000 in 2018 (Topeka Association of Realtors).

**Single Family Housing Tenure (June 2017 Shawnee County Appraisers Office)**

The percentage of homeowners residing in a neighborhood can be an indication of the willingness (or confidence) to invest in the area. The most relevant measure of this is how many single-family dwellings are owner-occupied since these homes were primarily built for individual ownership.

**Secured Houses & Unsafe Structures (2017 City of Topeka Code Enforcement Unit)** - A secured house is one of the most evident physical displays that will undermine confidence in an area for investment and precipitates a downward spiral for the block and/or neighborhood.

**Vital Sign Ranges (2017)**

| Neighborhood Health Composite (avg. score) | % of Persons Below Poverty Level (score) | Part 1 Crimes per 100 Persons (score) | Average Residential Property Values (score) | % Owner Occupied Housing Units (score) | Number of Secured and Unsafe Structures Per 100 Properties (score) |
|--|--|---------------------------------------|---|--|--|
| Healthy (3.3 - 4.0)                        | 2017: 0 - 9% (4)                         | 0 - 12 (4)                            | 2017: \$107,029 and ↑ (4)                   | 70 - 100% (4)                          | 2017: 0 (4)  |
| Out Patient (2.7 - 3.3)                    | 2017: 10 - 18% (3)                       | 13 - 18 (3)                           | 2017: \$69,613 - \$107,028 (3)              | 50 - 69% (3)                           | 2017: 0.01 - 0.73 (3)  |
| At Risk (1.9 - 2.6)                        | 2017: 19 - 30% (2)                       | 19 - 28 (2)                           | 2017: \$41,364 - \$69,612 (2)               | 34 - 49% (2)                           | 2017: 0.76 - 1.75 (2)  |
| Intensive Care (1.0 - 1.8)                 | 2017: 31 - 100% (1)                      | 29 + (1)                              | 2017: \$41,363 and ↓ (1)                    | 0 - 33% (1)                            | 2017: 1.75 and ↑ (1)   |

**Area Profile**

Health rankings are determined by averaging all vital sign levels for each neighborhood area. *Intensive care* and *at risk* neighborhoods have the lowest vital sign measurements, and hence are the primary focus of the Neighborhood Revitalization (NR) Area. Below is a comparison profile of the NR Area and non-NR Area

Total Primary Neighborhood Revitalization Area (2017)

| Health Rating         | Part 1 Crimes per 100 persons | % of Persons Below Poverty Level | % Owner Occupied Single Family Housing units | Secured & Unsafe Structures | Average Residential Property Values |
|-----------------------|-------------------------------|----------------------------------|--|-----------------------------|-------------------------------------|
| Intensive Care        | 24                            | 46.9%                            | 36.5%  | 1.81                        | \$33,076                            |
| At Risk               | 15                            | 33.3%                            | 50.1%  | 1.11                        | \$58,131                            |
| Out Patient           | 13                            | 19.2%                            | 53.4%  | 0.13                        | \$58,555                            |
| Total Primary NR Area | 17                            | 33.2%                            | 46.6%  | 1.02                        | \$49,921                            |

Total Non Neighborhood Revitalization Area (2017)

| Health Rating     | Part 1 Crimes per 100 persons | % of Persons Below Poverty Level | % Owner Occupied Single Family Housing units | Secured & Unsafe Structures | Average Residential Property Values |
|-------------------|-------------------------------|----------------------------------|--|-----------------------------|-------------------------------------|
| Out Patient       | 13                            | 17.4%                            | 61.2%  | 0.35                        | \$130,680                           |
| Healthy           | 7                             | 7.7%                             | 82.3%  | 0.06                        | \$207,611                           |
| Total Non NR Area | 10                            | 12.6%                            | 71.7%  | 0.21                        | \$169,145                           |

General Characteristics (2017)

| Area               | Square Miles | % of Total | #of Parcels | % Total | Vacant Parcels | % Total |
|--------------------|--------------|------------|-------------|---------|----------------|---------|
| Intensive Care     | 2.5          | 4.0%       | 2,787       | 5.4%    | 451            | 10.4%   |
| At Risk            | 9.4          | 15.0%      | 10,491      | 20.5%   | 1,605          | 37.1%   |
| Out Patient        | 2.3          | 3.7%       | 2,038       | 4.0%    | 97             | 2.2%    |
| Kanza/ USD 501     | 0.3          | 0.5%       | 27          | 0.05%   | 4              | 0.09%   |
| Total NR AREA      | 14.2         | 22.7%      | 15,438      | 30.1%   | 2,153          | 49.8%   |
| Non-NR Area        | 48.4         | 77.3%      | 20,399      | 39.8%   | 2,172          | 50.2%   |
| Total (All Topeka) | 62.6         | 100%       | 51,275      | 100%    | 4,325          | 100%    |

General Characteristics

| Area                     | 2010 Population | % of Total | Total Housing Units (2013 - 2017 ACS) | % of Total | Real Property Valuation (2018) | % of Total |
|--------------------------|-----------------|------------|---------------------------------------|------------|--------------------------------|------------|
| Intensive Care (Primary) | 5,858           | 4.6%       | 2,550                                 | 3.8%       | \$269,201,160                  | 3.2%       |
| At Risk (Primary)        | 26,770          | 20.9%      | 12,201                                | 18.1%      | \$1,451,132,000                | 17.1%      |
| Out Patient (Primary)    | 5,733           | 4.5%       | 2,596                                 | 3.8%       | \$2,317,832,000                | 27.4%      |
| Total NR Area            | 38,361          | 30.0%      | 17,347                                | 25.7%      | \$1,963,586,880                | 23.2%      |
| Non NR Area              | 89,556          | 70.0%      | 50,136                                | 74.3%      | \$2,471,130,500                | 29.2%      |
| Total (All Topeka)       | 127,917         | 100%       | 67,483                                | 100%       | \$8,472,882,540                | 100.0%     |

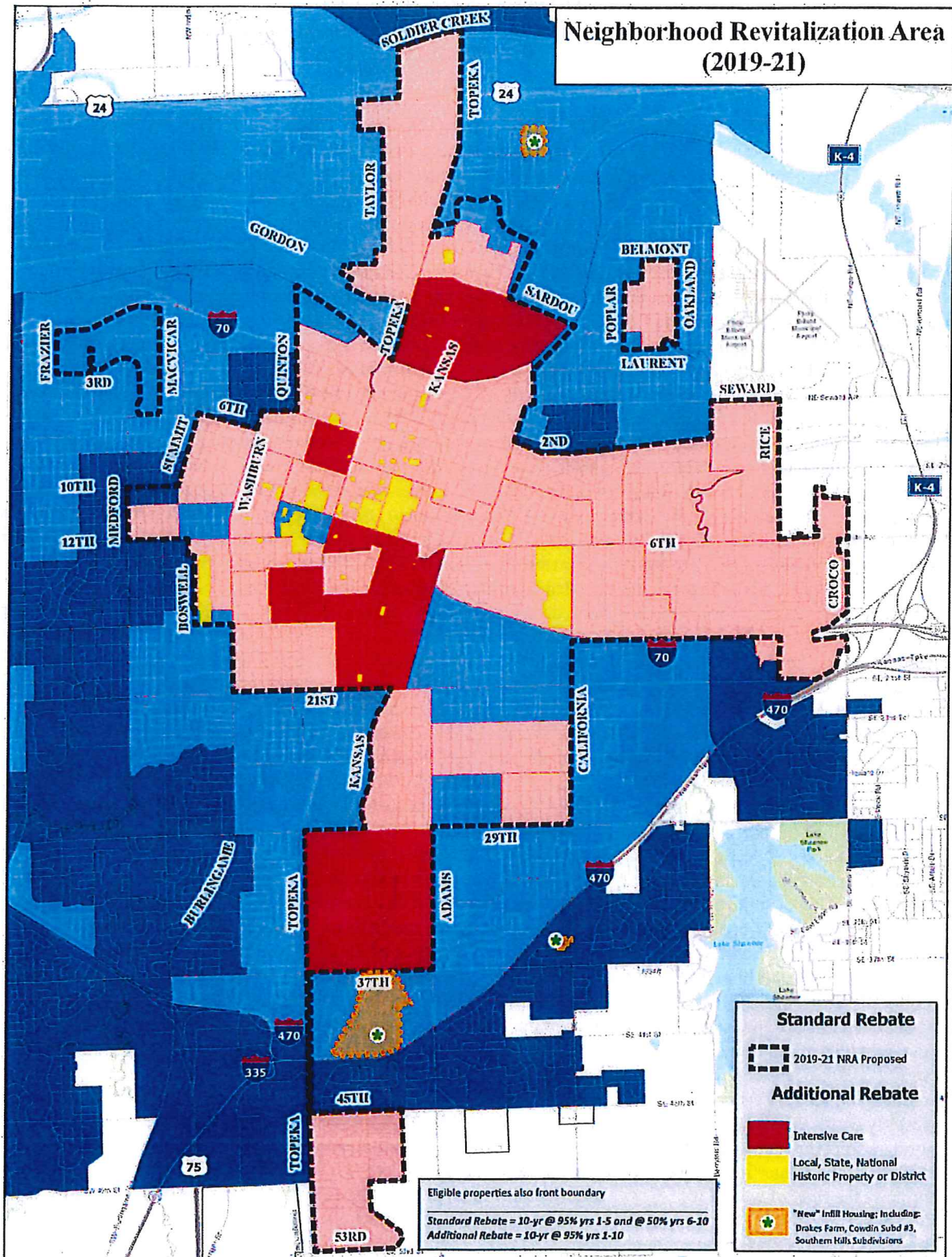
General Characteristics

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|--------------------------|-----------------|------------|---------------------------------------|------------|--------------------------------|------------|
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| Total (All Topeka)       | 127,917         | 100%       | 67,483                                | 100%       | \$8,472,882,540                | 100.0%     |

## Summary

- The primary NR Area comprises only 23% of the land area of Topeka, but contains approximately 50% of all vacant parcels in the City.
- The poverty rate in the primary NR Area is two and a half times the poverty rate of the non-NR Area.
- Average residential property values are nearly three times greater outside of the NR Area than within its boundaries.
- The homeownership rate is substantially greater outside of the primary NR Area boundary (72% versus 47%).
- 72% of all secured and unsafe structures in the City are located within the NR Area boundary yet only constitute 26% of all housing units in the city





**LEGAL DESCRIPTION OF  
Neighborhood Revitalization Area  
OCTOBER, 2018**

**PRIMARY AREA**

Beginning at the intersection of the Centerline of US Highway 24 with the Centerline of NW Clay Street; thence easterly, on the Centerline of US Highway 24, to an intersection with the Centerline of NW Rochester Road; thence northerly on the Centerline of NW Rochester Road to an intersection with the Centerline of Soldier Creek; thence easterly on the Centerline of Soldier Creek to an intersection with the Centerline of NW Topeka Boulevard; thence southerly, on the Centerline of NW Topeka Boulevard to an intersection with the Centerline of Soldier Creek; thence easterly down the Centerline of Soldier Creek to an intersection with the Centerline of the Mainline Track of the Union Pacific Railroad; thence southerly, on the centerline of said mainline track, to an intersection with the Centerline of the West Approach to the Sardou Bridge over the Kansas River; thence east-southeasterly on the centerline of said approach and the Centerline of the Sardou Bridge to an intersection with the Centerline of the Kansas River; thence southwesterly up the Centerline of the Kansas River to an intersection with an extension of the Centerline of NE Chandler Street; thence southerly on the Centerline of NE Chandler Street to an intersection with the Centerline of NE Seward Avenue; thence westerly on the Centerline of NE Seward Avenue to an intersection with the Centerline of NE Branner Street; thence south-southwesterly on the Centerline of Branner Street to an intersection with the Centerline of the Mainline Track of the Burlington Northern - Santa Fe Railway; thence easterly on the centerline of said mainline track to an intersection with the East line of the Northeast Quarter of Section 33, Township 11 South, Range 16 east of the 6<sup>th</sup> P.M.; thence northerly on the East line of the Northeast Quarter to an intersection with the Centerline of NE Seward Avenue; thence easterly on the Centerline of NE Seward Avenue to an intersection with the Centerline of NE Rice Road; thence southerly on the Centerline of NE Rice Road and on the Centerline of SE Rice Road to an intersection with the Centerline on SE Sixth Street; thence easterly on the Centerline of SE Sixth Street to the extended West line of Reser's Croco Subdivision No. 2; thence on the boundary of Reser's Croco Subdivision No. 2 the following five courses: northerly, 300.00 feet; westerly, 100.00 feet; northerly, 1642.97 feet; easterly, 300.00 feet; southerly, 399.26 feet. Thence easterly on the North line of Reser's Croco Subdivision No. 2 and its extension to an intersection with the East line of the Southeast Quarter of Section 34, Township 11 South, Range 16 East of the Sixth P.M.; thence southerly to the Northeast corner of Section 3, Township 12 South, Range 16 East of the 6<sup>th</sup> P.M.; thence westerly on the North line of Section 3, 330.61 feet; thence southerly and parallel to the East line of Section 3, 527.03 feet; thence easterly and parallel to the North line of Section 3, 330.61 feet to an intersection with the East line of Section 3; thence southerly on the East line of Section 3 to the North right of way line of Interstate Highway No. 70; thence southwesterly on the right of way line to the East line of the West Half of the Southeast Quarter of Section 3; thence southerly on said East line to the South right of way line of Interstate Highway No. 70; thence easterly on the right of way line to the East line of the Southeast Quarter of Section 3; thence southerly on the East line of the Southeast Quarter to the Northeast corner of the South Half of the Southeast Quarter of Section 3; thence westerly to the Northeast corner of Lot 3, Altair Heights Subdivision; thence southerly to the Southeast corner of Lot 3, Altair Heights Subdivision; thence westerly to the extended East line of Lot 5, Altair Heights Subdivision; thence southerly on the East line of Altair Heights Subdivision and its extension to an intersection with the Centerline of SE 21<sup>st</sup> Street; thence southwesterly and westerly on the Centerline of SE 23<sup>rd</sup> Street to an intersection with the Centerline of SE Rice Road; thence northerly on the Centerline of SE Rice Road to an intersection with the Centerline of Interstate Highway 70; thence westerly on the Centerline of Interstate Highway 70 to an intersection with the Centerline of SE California Avenue; thence southerly on the Centerline of SE California Avenue to an intersection with the Centerline of SE 29<sup>th</sup> Street; thence westerly on the Centerline of SE 29<sup>th</sup> Street to an intersection with the Centerline of SE Adams Street; thence southerly on the Centerline of SE Adams Street to an intersection with the Centerline of SE 37<sup>th</sup> Street; thence westerly on the Centerline of 37<sup>th</sup> Street to an intersection with the Centerline of SW Topeka Boulevard; thence northerly on the Centerline of SW Topeka Boulevard to an intersection with the Centerline of SW 29<sup>th</sup> Street; thence easterly on the Centerline of 29<sup>th</sup> Street to an intersection with the Centerline of the right of way of the Landon Trail, formerly the right of way of the Missouri Pacific Railway; thence northerly on the Centerline of the right of way of the Landon Trail to an intersection with the Centerline of SE 21<sup>st</sup> Street; thence westerly, on the Centerline of 21<sup>st</sup> Street, to the Northeast corner of the Northeast Quarter of Section 12, Township 12 South, Range 15 east of the 6<sup>th</sup> PM; thence southerly on the East line of said Northeast Quarter to an intersection with the Centerline of SW 27<sup>th</sup> Street; thence westerly on the Centerline of SW 27<sup>th</sup> Street to an intersection with the Centerline of SW Washburn

Avenue; thence northerly on the Centerline of SW Washburn Avenue to an intersection with the Centerline of SW 17<sup>th</sup> Street; thence westerly on the Centerline of SW 17<sup>th</sup> Street to an intersection with the Centerline of SW Boswell Avenue; thence northerly on the Centerline of SW Boswell Avenue to an intersection with the Centerline of SW Huntoon Street; thence westerly on the Centerline of SW Huntoon Street to an intersection with the Centerline of SW Jewell Avenue; thence northerly on the Centerline of SW Jewell Avenue to an intersection with the Centerline of SW 12<sup>th</sup> Street; thence Westerly on the Centerline of SW 12<sup>th</sup> Street to an intersection with the Centerline of SW Medford Avenue; thence northerly on the Centerline of SW Medford Avenue to an intersection with the Centerline of SW 10<sup>th</sup> Avenue; thence easterly on the Centerline of SW 10<sup>th</sup> Avenue to an intersection with the Centerline of SW Summit Avenue; thence north-northeasterly on the Centerline of SW Summit Avenue to an intersection with the Centerline of SW Sixth Avenue;

thence easterly and east-southeasterly on the Centerline of SW Sixth Avenue to an intersection with the Centerline of SW Washburn Avenue; thence north-northeasterly on the Centerline of SW Washburn Avenue to an intersection with the Centerline of SW Willow Avenue; thence easterly, on the Centerline of SW Willow Avenue to an intersection with the Centerline of Quinton Avenue; thence northerly on the Centerline of Quinton Avenue to an intersection with the Centerline of SW 1<sup>st</sup> Street; thence east-southeasterly on the Centerline of SW 1<sup>st</sup> Street to the West line of Section 30, Township 11 South, Range 16 East of the 6<sup>th</sup> P.M.; thence northerly on the West line of Section 30 to an intersection with the Centerline of the Kansas River; thence southeasterly down the Kansas River to an intersection with the Centerline of SW Topeka Boulevard; thence north-northeasterly on the Centerline of Topeka Boulevard to an intersection with the Centerline of NW Laurent Street; thence west-northwesterly on the Centerline of NW Laurent Street to an intersection with the Centerline of NW Norris Street; thence west-northwesterly on the Centerline of NW Norris Street to an intersection with the Centerline of NW Lane Street; thence north-northeasterly on the Centerline of NW Lane Street to an intersection with the Centerline of NW Gordon Street; thence east-southeasterly on the Centerline of NW Gordon Street to an intersection with the Centerline of NW Buchanan Street; thence northerly on the Centerline of NW Buchanan Street to an intersection with the Centerline of NW Grant Street; thence easterly, on the Centerline of NW Grant Street to an intersection with the Centerline of NW Western Avenue; thence northerly on the Centerline of NW Western Avenue to an intersection with the Centerline of NW St. John Street; thence easterly on the Centerline of NW St. John Street to an intersection with the Centerline of NW Taylor Street; thence northerly on the Centerline of NW Taylor Street to an intersection with the Centerline of NW Lyman Road; thence westerly on the Centerline of NW Lyman Road to an intersection with the Centerline of NW Clay Street; thence northerly on the Centerline of NW Clay Street to the point of beginning.

(AND IN ADDITION)

**KANZA BUSINESS AND TECHNOLOGY PARK (OVERALL PUD BOUNDARY)**

A TRACT OF LAND IN THE SOUTHEAST QUARTER, THE EAST HALF OF THE SOUTHWEST QUARTER, LOT 3 OF THE NORTHWEST QUARTER, AND THE NORTHEAST QUARTER, ALL IN SECTION 26, TOWNSHIP 11 SOUTH, RANGE 15 EAST OF THE SIXTH PRINCIPAL MERIDIAN, SHAWNEE COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER; THENCE ON AN ASSUMED BEARING OF NORTH 00°00'22" EAST, 30.00 FEET, ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89°36'04" WEST, 23.50 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°36'04" WEST, 2611.74 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHEAST QUARTER, 30.00 FEET NORTH OF THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE NORTH 00°06'23" WEST, 1118.90 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 86°16'38" EAST, 130.48 FEET; THENCE NORTH 42°55'39" EAST, 233.28 FEET; THENCE NORTH 01°25'17" WEST, 497.95 FEET; THENCE SOUTH 88°46'41" WEST, 278.01 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 00°06'23" EAST, 120.24 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER TO THE NORTH LINE OF ARLINGTON HEIGHTS SUBDIVISION; THENCE SOUTH 89°54'32" WEST, 1309.28 FEET ALONG THE NORTH LINE OF SAID SUBDIVISION TO THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°11'27" EAST, 953.94 FEET ALONG THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°18'11" EAST, 663.92 FEET ALONG THE WEST LINE OF SAID LOT 3 TO THE SOUTHERLY RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY NO. 70; THENCE NORTH 88°53'30" EAST, 883.63 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE ON A CURVE TO THE LEFT, ALONG SAID RIGHT-



OF-WAY LINE, A RADIUS OF 1579.22 FEET, AN ARC DISTANCE OF 683.95 FEET, WITH A CHORD WHICH BEARS NORTH 76°29'04" EAST, 678.62 FEET; THENCE NORTH 64°04'38" EAST, 1046.28 FEET, ALONG SAID RIGHT-OF-WAY LINE; THENCE SOUTH 00°08'08" WEST, 213.32 FEET; THENCE SOUTH 78°48'28" EAST, 1483.53 FEET TO THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE SOUTH 00°08'53" EAST, 87.25 FEET ALONG THE EAST LINE OF SAID NORTHEAST QUARTER; THENCE SOUTH 16°33'51" WEST, 156.49 FEET; THENCE SOUTH 00°08'53" EAST, 539.57 FEET TO A POINT ON THE SOUTH LINE OF SAID NORTHEAST QUARTER, 45.00 FEET WEST OF THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00°00'22" WEST, 35.43 FEET; THENCE SOUTH 89°59'38" EAST, 21.50 FEET; THENCE SOUTH 00°00'22" WEST, 2570.01 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED TRACT CONTAINS 258.943 ACRES, MORE OR LESS.

A TRACT OF LAND SITUATED IN THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 11 SOUTH, RANGE 15 EAST OF THE SIXTH PRINCIPAL MERIDIAN, SHAWNEE COUNTY KANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER OF SECTION 26; THENCE ALONG THE SOUTH LINE OF SAID QUARTER ON AN ASSUMED BEARING OF SOUTH 89°35'38" WEST, A DISTANCE OF 825.36 FEET; THENCE ON A BEARING OF NORTH 00°24'22" WEST, A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING; THENCE PARALLEL WITH THE SOUTH LINE OF SAID QUARTER ON A BEARING OF SOUTH 89°35'38" WEST, A DISTANCE OF 515.96 FEET; THENCE ON A BEARING NORTH 00°25'19" WEST, A DISTANCE OF 2033.61 FEET; THENCE ON A BEARING OF NORTH 44°27'37" EAST, A DISTANCE OF 68.73 FEET; THENCE ON A BEARING OF SOUTH 63°56'06" EAST, A DISTANCE OF 18.56 FEET; THENCE ON A BEARING OF NORTH 19°56'13" EAST, A DISTANCE OF 44.30 FEET; THENCE ON A BEARING OF NORTH 34°34'08" EAST, A DISTANCE OF 25.22 FEET; THENCE ON A BEARING OF NORTH 72°13'53" EAST, A DISTANCE OF 27.65 FEET; THENCE ON A BEARING OF SOUTH 37°05'32" EAST, A DISTANCE OF 14.75 FEET; THENCE ON A BEARING OF SOUTH 54°25'19" EAST, A DISTANCE OF 16.30 FEET; THENCE ON A BEARING OF SOUTH 80°46'21" EAST, A DISTANCE OF 23.15 FEET; THENCE ON A BEARING OF SOUTH 87°13'11" EAST, A DISTANCE OF 11.70 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO THE RIGHT (SAID CURVE HAVING A RADIUS OF 75.00 FEET, A CHORD BEARING OF SOUTH 74°03'00" EAST, AND A CHORD DISTANCE OF 34.18 FEET) A DISTANCE OF 34.48 FEET; THENCE ON A BEARING OF SOUTH 60°52'49" EAST, A DISTANCE OF 42.96 FEET; THENCE ON A BEARING OF SOUTH 53°28'55" EAST, A DISTANCE OF 108.90 FEET; THENCE ON A BEARING OF SOUTH 31°54'18" EAST, A DISTANCE OF 87.45 FEET; THENCE ON A BEARING OF SOUTH 26°44'08" EAST, A DISTANCE OF 158.72 FEET; THENCE ON A BEARING OF SOUTH 28°30'48" EAST, A DISTANCE OF 137.12 FEET; THENCE ON A BEARING OF SOUTH 35°51'47" EAST, A DISTANCE OF 63.86 FEET; THENCE ON A BEARING OF SOUTH 44°53'50" EAST, A DISTANCE OF 71.01 FEET; THENCE ON A BEARING OF SOUTH 00°10'26" EAST, A DISTANCE OF 305.26 FEET; THENCE ON A BEARING OF SOUTH 41°48'53" WEST, A DISTANCE OF 216.94 FEET TO A POINT ON A CURVE TO THE LEFT; THENCE ALONG SAID CURVE TO THE LEFT (SAID CURVE HAVING A RADIUS OF 75.00 FEET, A CHORD BEARING OF SOUTH 19°54'50" EAST, AND A CHORD DISTANCE OF 97.23 FEET) A DISTANCE OF 105.78 FEET; THENCE ON A BEARING OF SOUTH 00°01'58" EAST, A DISTANCE OF 78.63 FEET; THENCE ON A BEARING OF SOUTH 34°02'36" EAST, A DISTANCE OF 118.96 FEET; THENCE ON A BEARING OF SOUTH 00°17'22" WEST, A DISTANCE OF 227.41 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO THE RIGHT (SAID CURVE HAVING A RADIUS OF 60.00 FEET, A CHORD BEARING OF SOUTH 45°46'21" WEST, AND A CHORD DISTANCE OF 77.15 FEET) A DISTANCE OF 83.79 FEET; THENCE ON A BEARING OF SOUTH 00°06'58" EAST, A DISTANCE OF 142.97 FEET; THENCE ON A BEARING OF SOUTH 86°22'32" WEST, A DISTANCE OF 30.69 FEET; THENCE ON A BEARING OF SOUTH 01°46'13" EAST, A DISTANCE OF 80.18 FEET; THENCE ON A BEARING OF SOUTH 89°57'22" WEST, A DISTANCE OF 20.82 FEET; THENCE ON A BEARING OF SOUTH 00°15'55" WEST, A DISTANCE OF 130.86 FEET; THENCE ON A BEARING OF SOUTH 89°40'17" EAST, A DISTANCE OF 21.15 FEET; THENCE ON A BEARING OF SOUTH 00°20'17" WEST, A DISTANCE OF 28.30 FEET TO A POINT ON A CURVE TO THE LEFT; THENCE ALONG SAID CURVE TO THE LEFT (SAID CURVE HAVING A RADIUS OF 118.49 FEET, A CHORD BEARING OF SOUTH 21°22'45" EAST, A CHORD DISTANCE OF 60.15 FEET) A DISTANCE OF 60.82 FEET; THENCE ON A BEARING OF SOUTH 32°29'33" EAST, A DISTANCE OF 24.43 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO THE RIGHT (SAID CURVE HAVING A RADIUS OF 194.67 FEET, A CHORD BEARING OF

SOUTH 12°51'45" EAST, AND A CHORD DISTANCE OF 80.56 FEET) A DISTANCE OF 81.15 FEET; THENCE ON A BEARING OF SOUTH 01°52'31" EAST, A DISTANCE OF 26.20 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED TRACT OF LAND CONTAINS 24.081 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENTS, RESTRICTIONS, AND COVENANTS OF RECORD, IF ANY.

(AND IN ADDITION)

**KANZA BUSINESS AND TECHNOLOGY PARK SUBDIVISION.** CONTAINS APPROXIMATELY 10.39-ACRES, MORE OR LESS.

EXCEPT

The property commonly known as the 501 Sports Complex and legally described as follows: A tract of land in the Southeast Quarter of Section 26, Township 11 South, Range 15 East of the Sixth Principal Meridian, described as follows: Beginning at a point on the West line, 30.00-feet North of the Southwest Corner of said Quarter Section (said point being on the North right-of-way line of West Sixth Street); thence North 00 degrees, 06 minutes, 40 seconds West, along said West Line, 1,118.79-feet; thence South 86 degrees, 14 minutes, 23 seconds East, 130.46-foot; thence North 42 degrees, 56 minutes, 08 seconds East, 233.28-feet; thence North 01 degrees, 24 minutes, 28 seconds West, 497.95-feet; thence North 88 degrees, 48 minutes, 04 seconds East, 120.98-foot; thence on a 302.50-foot radius curve to the left, with a 170.62-foot chord bearing North 72 degrees, 25 minutes, 13 seconds East, an arc distance of 172.97-foot; thence North 56 degrees, 02 minutes, 21 seconds East, 399.91-foot; thence South 20 degrees, 26 minutes, 15 seconds East 750.52-foot; thence South 00 degrees, 24 minutes, 53 seconds East, 1, 344.97-foot to the North right-of-way line of West Sixth Street; thence South 89 degrees, 36 minutes, 04 seconds West, along said North right-of-way line, 1,162.82-feet to the Point of Beginning. The above contains 44.001-acres, more or less, all in the City of Topeka, Shawnee County, Kansas.

(AND IN ADDITION)

Cowdin Subdivision No. 3, according to the recorded plat thereof.

(AND IN ADDITION)

OAKLAND AREA

Begin at the intersection of the centerline of NE Poplar Street with the centerline of NE Laurent Street in the City of Topeka, Shawnee County, Kansas; thence northerly along the centerline of NE Poplar Street to the centerline of NE Grant Street; thence easterly along the centerline of NE Grant Street to the centerline of NE Chester Avenue; thence northerly along the centerline of NE Chester Avenue to the centerline of NE Belmont Avenue; thence easterly on the centerline of NE Belmont Avenue to the centerline of NE Oakland Avenue; thence southerly along the centerline of NE Oakland Avenue to the Northeasterly line of the Doran Avenue lots, in Garden Park Addition; thence northwesterly along the North line of the Doran Avenue lots to a point on the East line of Lot 10 on Doran Avenue, as described in Book 4208, page 873; thence southwestwesterly along the West line of the parcel described in Book 4208, page 873 and its extension to the centerline of NE Laurent Street; thence westerly along the centerline of NE Laurent Street to the Point of Beginning.

(AND IN ADDITION)

A tract of land in Section 30, Township 12 South, Range 16 East of the Sixth Principal Meridian, in the City of Topeka, Shawnee County, Kansas, described as follows: Begin at the Southwest corner of Section 30; thence northerly along the West line of Section 30 to the North line of said Section 30; thence easterly along the North line of Section 30 to the extended East line of South Village Subdivision; thence southerly along the East line of South Village Subdivision to the South line of South Village Subdivision; thence westerly along the South line of South Village Subdivision to the East line of Terra Heights Subdivision; thence southerly along the East line of Terra Heights Subdivision to the Southwestwesterly right of way line of the Missouri Pacific Railroad, as recorded in Book 4251, page 621; thence South 54 degrees 38 minutes 32 seconds East, 1304.94 feet along said right of way line; thence southeasterly and southwestwesterly along said right of way line, 1020.98 feet along the arc of a curve to the right, having a radius of 419.28 feet with a chord which bears South 21 degrees 57 minutes 15 seconds West, 786.78 feet; thence South 89 degrees 35 minutes 28 seconds West, 132.83 feet along said right of way line; thence westerly along said right of way line, 249.10 feet along the arc of a curve to the left, having a radius of 613.69 feet with a chord which bears South 77 degrees 55 minutes 31 seconds West, 247.40 feet to the North right of way line of SE 53<sup>rd</sup>

Street; thence South 89 degrees 35 minutes 28 seconds West, 368.63 feet along the North right of way of SE 53<sup>rd</sup> Street; thence southerly to the South line of Section 30; thence westerly along the South line of Section 30 to the Point of Beginning.

(AND IN ADDITION)

Southern Hills Subdivision "A", Southern Hills Subdivision "B", and Southern Hills Subdivision "C" according to the recorded plats thereof. Contains approximately 110.8 acres.

(AND IN ADDITION)

Drakes Farm Subdivision, according to the recorded plat thereof.

## PART 2

### APPRAISED VALUATION OF REAL PROPERTY

The appraised valuation of the real estate contained in the Neighborhood Revitalization Area as of June 1, 2018 for each parcel by land and building values is on file in the office of the Shawnee County Appraiser. The 2018 appraised valuation for the 15,464 parcels contained in the area is:

|                           |                        |
|---------------------------|------------------------|
| Land                      | \$277,703,410          |
| <u>Improvements</u>       | <u>\$1,685,883,470</u> |
| Total Appraised Valuation | \$1,963,586,880        |

## PART 3

### LISTING OF OWNERS OF RECORD IN AREA

Each owner of record of each parcel of land is listed together with the corresponding address on file in the office of the Shawnee County Appraiser (<http://www.snco.us/ap/>).

## **PART 4**

### **EXISTING ZONING BOUNDARIES & EXISTING/PROPOSED LAND USES**

Descriptions of zoning districts, current boundaries, existing land uses, and future land use maps within the Neighborhood Revitalization Area are all found on file in the Topeka Planning Department or at [www.topeka.org/planning](http://www.topeka.org/planning)

**PART 5**  
**MAJOR IMPROVEMENTS**  
**PROPOSED FOR NEIGHBORHOOD REVITALIZATION AREA**

A list of the proposed major improvements within the Neighborhood Revitalization Area are identified within the adopted neighborhood and area plans of the City's Comprehensive Plan. Copies of those plans are on file with the Topeka Planning Department and on-line at [www.topeka.org/planning](http://www.topeka.org/planning)

- Topeka Land Use and Growth Management Plan (2015)
- Central Highland Park Neighborhood Plan (2010)
- Ward-Meade Neighborhood Plan (2001/2010)
- Chesney Park Neighborhood Plan (1998/2009)
- Central Park Neighborhood Plan (1998/2008)
- Hi-Crest Neighborhood Plan (2015)
- North Topeka West (2016)
- Historic North Topeka East (2013)
- Holliday Park Neighborhood Plan (1998/2008)
- Oakland Neighborhood Plan (2004/2014)
- Hi-Crest Neighborhood Plan (2003)
- Old Town Neighborhood Plan (2003)
- East Topeka Neighborhood Revitalization Plan (2002)
- Downtown Topeka Redevelopment Plan (2001)
- Elmhurst Neighborhood Plan (2001)
- Tennessee Town (2001/2017)
- Washburn-Lane Parkway Plan (2001)
- Quinton Heights Neighborhood Plan (2018)

Proposed housing, infrastructure, and public facility improvements within these plans are intended to guide the City's future resource allocation as targeted within the Neighborhood Revitalization Area. Actual approved resource allocations are found with the City's Capital Improvement Budget and Consolidated Plan.

**PART 6**  
**STATEMENT SPECIFYING THE ELIGIBILITY REQUIREMENTS**  
**FOR A TAX REBATE**

**Residential New Construction/Rehabilitation**

All properties with residential improvements legally permitted by applicable zoning regulations and building codes within, or that fronts a public street boundary of the designated Neighborhood Revitalization Area are eligible for the specified tax rebate provided the new appraised valuation is increased by a minimum of 10%.

**Commercial New Construction/Rehabilitation**

All properties with commercial, office and institutional, and industrial improvements legally permitted by applicable zoning regulations and building codes within, or that fronts a public street boundary of the designated Neighborhood Revitalization Area are eligible for the specified tax rebate provided the new appraised valuation is increased by a minimum of 20%.

## PART 7

### CRITERIA FOR DETERMINATION OF ELIGIBILITY

- (a) Construction of an improvement must have begun on or after January 1, 2019. Such improvement project shall remain eligible in the event the neighborhood revitalization plan is extended beyond 2021 by a subsequent ordinance. An improvement project constructed pursuant to a building permit and an application for tax rebate filed before January 1, 2019, may be eligible for a rebate under the Neighborhood Revitalization Program created by City Ordinance No. 19771 and extended by Ordinance No. 20086.
- (b) A rebate application must be filed prior to or within sixty (60) days of the issuance of a building permit or initiation of work (if no building permit is required) as determined by the Planning Director. An application determined to be “out-of-time” shall be accepted by the Planning Director if the applicant can demonstrate that prior to commencing the improvements, he or she intended to use the program’s benefits for the specific improvement proposed in the application. Some factors that may be used to determine the intent and prior knowledge of the program include previous written or verbal communication with city staff, contractors, or other interested parties in the project. The fact that the applicant was not made aware of the program by city staff shall not be used as a factor in this determination. An application shall not be accepted “out-of-time” if the building permit was issued to correct a past zoning or building code violation. The applicant must submit all evidence in writing that supports the above criteria to the Planning Department within one (1) year of the issuance of the building permit. The applicant may appeal the Planning Director’s decision to the City Manager who has final authority over the matter.
- (c) The improvements must conform with the Comprehensive Plan, design guidelines within applicable elements of the Comprehensive Plan and Title 18 Comprehensive Zoning Regulations, including adopted Neighborhood Conversation Districts in effect at the time the improvements are made.
- (d) New and existing improvements on the property must conform with all other applicable codes, rules, and regulations in effect at the time the improvements are made, and for the length of the rebate or the rebate may be terminated.
- (e) Any property that is delinquent in any real property tax payment or special assessment shall not be eligible for any rebate or future rebate until such time as all real property taxes and special assessments have been paid. Additionally, taxes on all real property owned by the applicant must be current.
- (f) Commercial or industrial property eligible for tax incentives under any adopted Neighborhood Revitalization Plan and Topeka's existing tax abatement program pursuant

to Article 11, Section 13 of the Kansas Constitution and TMC Chapter 3.55, may receive one exemption/rebate per project from the City as a tax incentive.

- (g) Any property that fronts a public street boundary of the Neighborhood Revitalization Area shall be eligible for the rebate, except those properties that front a public highway.



## PART 8

### CONTENTS OF APPLICATION FOR TAX REBATE

#### Part 1 - General Information (Completed by applicant)

- (a) Owner's Name and applicant's name
- (b) Owner's Mailing Address.
- (c) School District No.
- (d) Parcel I.D. No.
- (e) Building Permit No. and copy of permit
- (f) Address of Property.
- (g) Legal Description of Property
- (h) Day Phone Number.
- (i) Proposed Property Use.
- (j) Improvements (Attach itemized list of improvements)
- (k) Estimated Cost of Improvements
- (l) Proof of Historical Register Listing or nomination.
- (m) List of Buildings proposed to be or actually demolished.
- (n) Date of commencement of construction.
- (o) Estimated date of completion of construction.

#### Part 2 - Status of Construction/Completion

- (a) County Appraiser's Statement of Percentage Test.
- (b) County Clerk's Statement of Tax Status.
- (c) Planning's Statement of Application Conformance for Tax Rebate.

**PART 9**  
**APPLICATION PROCEDURE**

- (a) The owner/applicant shall obtain an Application for Tax Rebate from Topeka Planning Department, or concurrent with obtaining a building permit application.
- (b) The applicant shall complete and sign the application and file the original with Planning, prior to or within sixty (60) days of issuance of the building permit or as permitted under Part 7(b).
- (c) Planning shall forward the application to the Shawnee County Appraiser's Office for determination of the appraised valuation of the improvements and when necessary for designated historic properties, shall indicate the base tax year in order to determine the property's pre-demolition value for historic resources or landmarks that were demolished to make way for the improvements.
- (d) On or about January 1, the County Appraiser shall conduct an on-site inspection of the construction project, determine the new valuation of the real-estate, complete his portion of the application, and report the new valuation to the Shawnee County Clerk by June 1 of that same year. The tax records on the project shall be revised by the County Clerk's Office.
- (e) Upon determination by the Appraiser's office that the improvements meet the percentage test for rebate and the Clerk's office has determined the status of the taxes on the property, Planning shall certify to the County Clerk the project and application does or does not meet the requirements for a tax rebate and shall notify the applicant.
- (f) Upon the payment of the real estate tax for the subject property for the initial and each succeeding tax year period extending through the specified rebate period, and within a thirty (30) day period following the date of tax distribution by Shawnee County to the other taxing units, a tax rebate in the amount of the tax increment (less any fees as specified in the Interlocal Agreement) shall be made to the applicant.

The tax rebate amount will be based on the appraised property value increment between the application year and the completion year directly attributal to the improvement itself. The actual rebate may vary year to year depending upon the approved mill levy for all participating taxing jurisdictions. The tax rebate shall be made by Audit and Finance, Shawnee County through the Neighborhood Revitalization Fund established in conjunction with the City of Topeka and the other taxing units participating in an Interlocal Agreement.

**PART 10**  
**STANDARDS AND CRITERIA FOR APPROVAL**

- (a) Project improvements shall be 100% complete within two years of building permit issuance or within two years of beginning construction on the listed improvements.
- (b) The appraised value of residential property must be increased by a minimum of 10%.
- (c) The appraised value of commercial and industrial property must be increased by a minimum of 20%.
- (d) New improvements must conform with all applicable codes, rules, and regulations in effect at the time the improvements are made, including zoning regulations and design guidelines adopted by the Governing Body, for the length of the rebate.
- (e) Any property that is delinquent in any real property tax payment or special assessment shall not be eligible for any rebate or future rebate until such time as all real property taxes and special assessments have been paid. Additionally, taxes on all real property owned by the applicant must be current.

## PART 11

### STATEMENT SPECIFYING REBATE FORMULA

#### Program Period:

The Neighborhood Revitalization Fund and tax rebate incentive program shall expire on December 31, 2021.

#### Rebate Period:

|                   |          |
|-------------------|----------|
| All Eligible Uses | 10 years |
|-------------------|----------|

#### Rebate Amount\*:

|   |                                     |
|---|-------------------------------------|
| All Eligible Uses Not Specified or In Areas Below | 95% (years 1-5)<br>50% (years 6-10) |
|---|-------------------------------------|

|   |     |
|---|-----|
| “Intensive Care” areas (2017 Neighborhood Health Map) | 95% |
|---|-----|

|   |     |
|---|-----|
| National/State Register/Properties and Districts and<br>Local Historic Properties/Districts | 95% |
|---|-----|

|   |     |
|---|-----|
| “New” Infill Housing (Single and Multi-Family); including:<br>Single-family in Cowdin Subd. #3, Southern Hills Subd. A, B, and C,<br>and Drakes Farm Subdivisions | 95% |
|---|-----|

\*5 % to remain in Neighborhood Revitalization Fund for administrative costs.

## Part 12

### OTHER MATTERS

1. The governing body may declare a structure outside of a neighborhood revitalization area eligible if it satisfies the conditions set forth in subsection (a) of KSA 12-17, 115 as a “dilapidated structure” due to its deteriorated conditions and/or is worthy of preservation. In such event, the governing body will proceed pursuant to K.S.A. 12-17,114 et seq.
2. The Special Fund identified in the Neighborhood Revitalization Plan adopted in Ordinance No. 18222 shall only be used to support in-fill housing projects either administered by the City of Topeka, or in partnership with the City of Topeka, within the Neighborhood Revitalization Area. Eligible activities shall include any improvements by Community Development Organizations (CHDOs) associated with infill-housing projects. A maximum match of 30% of Special Fund dollars can be used for the total project cost. All improvements must be consistent with any adopted design guidelines of Neighborhood Plans. The Special Fund shall not be used as substitute funding for current sources or programs.

## SHAWNEE COUNTY TAX LEVY SCHEDULE 2017

### Tax Levies per \$1,000 Assessed Valuation

| <u>Taxing Jurisdiction (within USD 501 area)</u> |                  |                        |
|--|------------------|------------------------|
|  | <u>Mill Levy</u> | <u>% of Total Levy</u> |
| 1. Shawnee County                                | 48.363           | 30.56%                 |
| 2. City of Topeka                                | 39.920           | 25.22%                 |
| 3. USD 501 (Topeka)                              | 50.702           | 32.04%                 |
| 4. Washburn University                           | 3.250            | 2.05%                  |
| 5. Topeka-Shawnee County Public Library          | 9.787            | 6.18%                  |
| 6. TMTA (Transit)                                | 4.200            | 2.65%                  |
| 7. MTAA (Airport)                                | 2.054            | 1.30%                  |
| <b>Total</b>                                     | <b>158.276</b>   | <b>100%</b>            |

| <u>Taxing Jurisdiction (within USD 345 area)</u> |                  |                        |
|--|------------------|------------------------|
|  | <u>Mill Levy</u> | <u>% of Total Levy</u> |
| 1. Shawnee County                                | 48.363           | 30.39%                 |
| 2. City of Topeka                                | 39.920           | 25.08%                 |
| 3. USD 345 (Seaman)                              | 51.593           | 32.41%                 |
| 4. Washburn University                           | 3.250            | 2.04%                  |
| 5. Topeka-Shawnee County Public Library          | 9.787            | 6.15%                  |
| 6. TMTA (Transit)                                | 4.200            | 2.64%                  |
| 7. MTAA (Airport)                                | 2.054            | 1.29%                  |
| <b>Total</b>                                     | <b>159.167</b>   | <b>100%</b>            |

| <u>Taxing Jurisdiction (within USD 450 area)</u> |                  |                        |
|--|------------------|------------------------|
|  | <u>Mill Levy</u> | <u>% of Total Levy</u> |
| 1. Shawnee County                                | 48.363           | 30.33%                 |
| 2. City of Topeka                                | 39.920           | 25.03%                 |
| 3. USD 450 (Shawnee Heights)                     | 51.888           | 32.54%                 |
| 4. Washburn University                           | 3.250            | 2.04%                  |
| 5. Topeka-Shawnee County Public Library          | 9.787            | 6.14%                  |
| 6. TMTA (Transit)                                | 4.200            | 2.63%                  |
| 7. MTAA (Airport)                                | 2.054            | 1.29%                  |
| <b>Total</b>                                     | <b>159.462</b>   | <b>100%</b>            |

| <u>Taxing Jurisdiction (within USD 437 area)</u> |                  |                        |
|--|------------------|------------------------|
|  | <u>Mill Levy</u> | <u>% of Total Levy</u> |
| 1. Shawnee County                                | 48.363           | 30.46%                 |
| 2. City of Topeka                                | 32.920           | 25.14%                 |
| 3. USD 437 (Auburn Washburn Rural)               | 51.197           | 32.25%                 |
| 4. Washburn University                           | 3.250            | 2.05%                  |
| 5. Topeka-Shawnee County Public Library          | 9.787            | 6.16%                  |
| 6. TMTA (Transit)                                | 4.200            | 2.65%                  |
| 7. MTAA (Airport)                                | 2.054            | 1.29%                  |
| <b>Total</b>                                     | <b>158.771</b>   | <b>100%</b>            |

Source: Shawnee County Clerk's Office, 2017



**Resolution –Revised Computer and Internet Use Policy**

**BOARD OF TRUSTEES  
November 15, 2018**

**Be it resolved that The Board of Trustees of the Topeka and Shawnee County Public Library approves the Computer and Internet Use Policy as presented.**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**

# Computer and Internet Use Policy

## 1) Background

- a) The Topeka and Shawnee County Public Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources.
- b) The Internet is an information resource that enables Library customers to access a diverse variety of information on public access computers beyond that contained in the library's own collection.
- c) Some Internet content may offend or may be illegal under the laws of the State of Kansas.
- d) This Policy also serves to restrict access to materials that are child pornography<sup>i</sup>, harmful to minors<sup>ii</sup> or obscene<sup>iii</sup>.

## 2) Library Responsibilities

- a) The Library uses Internet filtering software on all of its Internet access computers to block content that is child pornography, harmful to minors or obscene.
- b) The Library provides access to recommended, age-appropriate sites through its website.

## 3) Customer Responsibilities

- a) As stated in the Unattended Child Policy, "The Library does not act in loco parentis (in place of parents) and Library staff does not have the authority to take responsibility for your child."
- b) Customer may:
  - i) Download files from a website directly to any supported portable storage media.
- c) Customer shall:
  - i) Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
  - ii) Respect the privacy of others.
- d) Customer shall not:
  - i) Access illegal Internet websites as defined by applicable state or federal law.
  - ii) Regardless of age, access to web pages or websites that contain visual depictions that are child pornography or obscene, provided however, that customers age 18 and older may request an authorized Library staff member to unlock a filtered website or to disable a filter when using a Library computer for legitimate research or other lawful purpose.
  - iii) If younger than age 18, access web pages or web sites that contain visual depictions that are pornography, harmful to minors, or obscene.
  - iv) It will be considered a violation of this Policy if a customer clearly demonstrates the intent to violate the Policy even if no violation occurs.
  - v) Gain or try to gain unauthorized access to restricted resources or entities.
  - vi) "Hack into or interfere" with other users, system operations, integrity or security of the Library computer network or any computer system.
  - vii) Attempt to gain access to another person's files or passwords
  - viii) Intentionally obtain copies or modify files, passwords, or data that belong to the Library or its users.
  - ix) Harass others with messages, prints, images or software programs.



- x) Load or run any software other than that which resides on the Library's Public Access computers.
- xi) Tamper with, mishandle, damage or attempt to damage computer hardware.
- xii) Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

**4) Printing**

- a) The Library makes available at a nominal charge printing from public access computers.

**5) 3D Printing**

- a) The Library offers customers the use of 3D printers to inspire interest in design and to promote digital literacy and entrepreneurship in our community.
- b) The Library may charge a nominal fee to print and may set limitations on print time for the purpose of providing fair and equal access to the 3D printers.
- c) Customers can design and create 3D printed-items of any type other than those that:
- d) Are prohibited by local, state, or federal law;
- e) Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others (For example, guns, knives, or other possible lethal weapons);
- f) Are obscene or otherwise inappropriate for the Library environment; and or
- g) Violate another person's property rights, (For example, the printer cannot be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection).
- h) Library staff are available to troubleshoot prints as time allows.
- i) The Library will not be liable for functional failure of materials made through the use of its 3D printers, or injuries or property damage caused by them.

**6) Limitation of Liability**

- a) The Library assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files.
- b) The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

**7) Enforcement and consequences for violating policy**

- a) The Library electronically monitors all of its computers for violations of this Policy through Internet filtering software, the observations of Library staff and other customers, and other means.
- b) Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this Policy, including but not limited to confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities.
- c) The Library considers violations of this Policy as a violation of the Customer Code of Conduct. Penalties imposed under the Customer Code of Conduct may be imposed for any violation of this Policy.

**8) Use of the Library's computers constitutes agreement with this Policy.**

**9) Procedures for the submission of complaints**

Questions about this policy? We encourage your feedback in person,  
by telephone at (785) 580-4400, or at [tscpl.org/contact](http://tscpl.org/contact).

- a) Customers desiring to submit complaints about the standards, rules and regulations and the enforcement thereof, or observed customer behavior have been adopted and are available pursuant to the Customer Conduct Policy on the Library website.

**10) Policy review.**

- a) This Policy shall be reviewed at least once every three years by the Library Board of Trustees.

Approved: January 19, 2012

Revised: February 27, 2014

Reviewed and Affirmed: April 20, 2017

Board of Trustees

Topeka and Shawnee County Public Library

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<sup>i</sup> Means a visual depiction of a minor shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender or any other person

<sup>ii</sup> Has the same meaning as that term is defined in K.S.A. 21-6402

<sup>iii</sup> Has the same meaning as that term is defined in K.S.A. 21-6401



**Resolution – Memorandum of Understanding – United Way of  
Greater Topeka**

**BOARD OF TRUSTEES  
November 15, 2018**

**Be it resolved that the Board of Trustees, Topeka and Shawnee  
County Public Library, approves the Memorandum of Understanding  
between the Topeka and Shawnee County Public Library and United  
Way of Greater Topeka as presented.**

**Resolution by \_\_\_\_\_**

**Seconded by \_\_\_\_\_**

**Resolution passed/failed by a vote of \_\_\_\_\_**

**Date \_\_\_\_\_**

## **MEMORANDUM OF UNDERSTANDING**

*(As Amended December 2018)*

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation and body politic, (hereinafter referred to as the “Library”), and the United Way of Greater Topeka, Inc., a Kansas not-for-profit corporation (hereinafter referred to as the “United Way”).

WHEREAS, the United Way is an affiliate of the Dolly Parton Imagination Library Project sponsored by the Dollywood Foundation to provide books to children from birth through age five; and

WHEREAS, the United Way has requested the Library to partner with it to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, the Library agrees to collaborate with the United Way to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and

WHEREAS, the parties hereto seek to amend their March 17, 2017 agreement regarding their respective duties and responsibilities,

NOW, THEREFORE, in consideration of mutual promises between the United Way and the Library, the parties agree as follows:

1. Library Support. For a term beginning on December \_\_, 2018, and ending on March 15, 2021, the Library shall provide the following:
  - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
  - b) Regularly promote the Project and the United Way participation in it in all of its publications, including *Library News* which is mailed to every household address in Shawnee County, Kansas, and on its website;
  - c) Retrieve undeliverable books from the United States Postal Service for re-distribution to children as mutually-agreed between the Library and the United Way;

- d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;
  - e) Reimburse the United Way in the amount equal to one-half of its cost of purchasing books and postage expense paid to the Dollywood Foundation in a cumulative amount not greater than \$40,000.00 annually. The Library Foundation agrees to reimburse the United Way for its costs of purchasing books and paying postage expenses in the amount in excess of \$40,000.00 annually. The reimbursements required by this Subsection 1.e shall be made within 30 calendar days following receipt of an invoice from the United Way; and
  - f) Provide the United Way a non-exclusive, non-assignable license to use the Library logo in promoting the Project and the Library's participation in it.
2. United Way Support. For a term beginning on December \_\_, 2018 and ending on March 15, 2021, the United Way shall :
- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
  - b) Contribute \$40,000.00 annually to pay the postage expense and cost to purchase books to the Dollywood Foundation following reimbursement from The Library Foundation all as provided in subsection 1.e above;
  - c) Include the Project on the United Way's annual campaign pledge forms;
  - d) Continue fundraising and solicitation efforts within Shawnee County together with the Library and The Library Foundation to attract additional community funding partners for the Project with a goal of raising One Million Dollars;
  - e) Provide the Library with a non-exclusive, non-assignable license to use the United Way logo in promoting the Project and the United Way participation in it; and
  - f) Sponsor and present events and opportunities for children to register to participate in the Project with the Library.

3. Relationship of the Parties. The Library and United Way understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit organization, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the United Way in the conduct of its business, nor shall either party be deemed

to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation and Resolution. To ensure a good working relationship between the Library and the United Way regarding the terms and execution of this Agreement, the Library's chief executive officer and the United Way's chief executive officer shall meet at least annually to discuss any issues of interest regarding the subjects of this Agreement. In the event that the respective chief executive officers are unable to resolve a conflict regarding this Agreement, the chairs of the respective parties shall meet and reach a resolution, or the provisions of paragraph 5 may be invoked.

5. Termination. Either party may terminate this Agreement by giving the other party twelve months' prior written notice *via* hand-delivery to the other's chief executive officer at its principal place of business. Upon notice of termination, the respective licenses granted pursuant to paragraphs 1(f) and 2(e) cease immediately. All other duties and obligations of the parties shall cease at the end of the twelve-month period.

6. Agreement. Neither the United Way nor the Library may assign their interest in this Agreement.

7. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the United Way.

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

9. Cessation of Project. Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this \_\_\_th day of December, 2018.

**Topeka & Shawnee County  
Public Library**

**United Way of Greater Topeka**

\_\_\_\_\_  
Gina Millsap  
President and Chief Executive Officer

\_\_\_\_\_  
Jessica Lehnherr  
Chief Executive Officer

**MEMORANDUM OF UNDERSTANDING**

*(As Amended December 2018)*

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is between the Topeka and Shawnee County Public Library, a Kansas municipal corporation and body politic, (hereinafter referred to as the "Library"), and the United Way of Greater Topeka, Inc., a Kansas not-for-profit corporation (hereinafter referred to as the "United Way").

WHEREAS, the United Way is an affiliate of the Dolly Parton Imagination Library Project sponsored by the Dollywood Foundation to provide books to children from birth through age five; and

WHEREAS, the United Way has requested the Library to partner with it to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, the Library agrees to collaborate with the United Way to offer the Project to eligible children in Shawnee County, Kansas; and

WHEREAS, The Library Foundation and the Friends of the Topeka & Shawnee County Public Library have each committed to contribute the minimum amount of Twenty-Five Thousand Dollars annually to support the Project for as long as the Library is involved in the Project; and

WHEREAS, the United Way desires to support the Project financially and otherwise, and WHEREAS, the parties hereto seek to amend their March 17, 2017 agreement regarding their respective duties and responsibilities.

NOW, THEREFORE, in consideration of mutual promises between the United Way and the Library, the parties agree as follows:

1. Library Support. For a term beginning on ~~March 16, 2017~~December, 2018, and ending ~~forty eight (48) months thereafter~~on March 15, 2021, the Library shall provide the following:
  - a) Sponsor and present events and opportunities for children from birth to age five to register to participate in the Project at the Library building and community centers and on Library bookmobiles, and at community events;
  - b) Regularly promote the Project and the United Way participation in it in all of its publications, including *Library News* which is mailed to every household address in Shawnee County, Kansas, and on its website;
  - c) Retrieve undeliverable books from the United States Postal Service for re-distribution to children as mutually-agreed between the Library and the United Way;

- d) Continued fundraising and solicitation efforts within Shawnee County through The Library Foundation to attract additional community funding partners with a goal of raising One Million Dollars to sustain the Project;
  - e) Reimburse the United Way in the amount ~~equal to~~ one-half of its cost of purchasing books and postage expense paid to the Dollywood Foundation in a cumulative amount not greater than \$40,000.00 annually. The Library Foundation agrees to reimburse the United Way for its costs of purchasing books and paying postage expenses in the amount in excess of \$40,000.00 annually. The reimbursements required by this Subsection 1.e shall be made within ~~thirty~~30 calendar days following receipt of an invoice from the United Way; and
  - f) Provide the United Way a non-exclusive, non-assignable license to use the Library logo in promoting the Project and the Library's participation in it.
2. United Way Support. For a term beginning on ~~March 16, 2017~~December , 2018 and ending on March 15, 2021~~forty-eight (48) months thereafter~~, the United Way Library shall ~~provide the following:~~
- a) Serve as fiscal agent for and provide staffing for administrative support of the Dollywood Foundation book ordering system;
  - b) ~~Contribute \$40,000.00 annually to~~ Pay the postage expense and cost to purchase books of the Project to the Dollywood Foundation following reimbursement from The Library Foundation all as provided in subsection 1.e above;
  - c) Include the Project on the United Way's annual campaign pledge forms;
  - d) ~~Contribute annually a Designated Board Gift in the amount of Twenty-Five Thousand Dollars in support of the Project;~~
  - e) Continue fundraising and solicitation efforts within Shawnee County together with the Library and The Library Foundation to attract additional community funding partners for the Project with a goal of raising One Million Dollars;
  - f) Provide the Library with a non-exclusive, non-assignable license to use the United Way logo in promoting the Project and the United Way participation in it; and
  - g) Sponsor and present events and opportunities for children to register to participate in the Project with the Library.

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3. Relationship of the Parties. The Library and United Way understand and agree that their relationship is a cooperative one between two independent entities, one a not-for-profit organization, and the other as a municipal corporation and body politic organized and existing under the laws of the state of Kansas as a public library. Therefore, the parties agree that their relationship as one of independent contractors and nothing herein contained shall be construed or held to make the Library a partner, joint venturer or associate of the United Way in the conduct of its business, nor shall either party be deemed to be the agent of the other, it being expressly understood and agreed that the relationship between the parties hereto is and shall at all times remain contractual as provided by the conditions of this Agreement.

4. Cooperation and Resolution. To ensure a good working relationship between the Library and the United Way regarding the terms and execution of this Agreement, the Library's chief executive officer and the United Way's chief executive officer shall meet at least annually to discuss any issues of interest regarding the subjects of this Agreement. In the event that the respective chief executive officers are unable to resolve a conflict regarding this Agreement, the chairs of the respective parties shall meet and reach a resolution, or the provisions of paragraph 5 may be invoked.

5. Termination. Either party may terminate this Agreement by giving the other party twelve months' prior written notice *via* hand-delivery to the other's chief executive officer at its principal place of business. Upon notice of termination, the respective licenses granted pursuant to paragraphs 1(f) and 2(~~fe~~) cease immediately. All other duties and obligations of the parties shall cease at the end of the twelve-month period.

6. Agreement. Neither the United Way nor the Library may assign their interest in this Agreement.

7. Amendment. This Agreement contains the complete Agreement between the parties, and it shall not be amended, changed or modified without the express written consent of both the Library and the United Way.

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

9. Cessation of Project. Should operation of the Project cease for any reason the parties agree that any funds in their possession or otherwise held for support of the Project be expended for early childhood reading Projects in Shawnee County, Kansas.

WHEREFORE, the parties hereto have executed this Agreement of this ~~16~~16th day of ~~March~~December, 201~~7~~8.

**Topeka & Shawnee County  
Public Library**

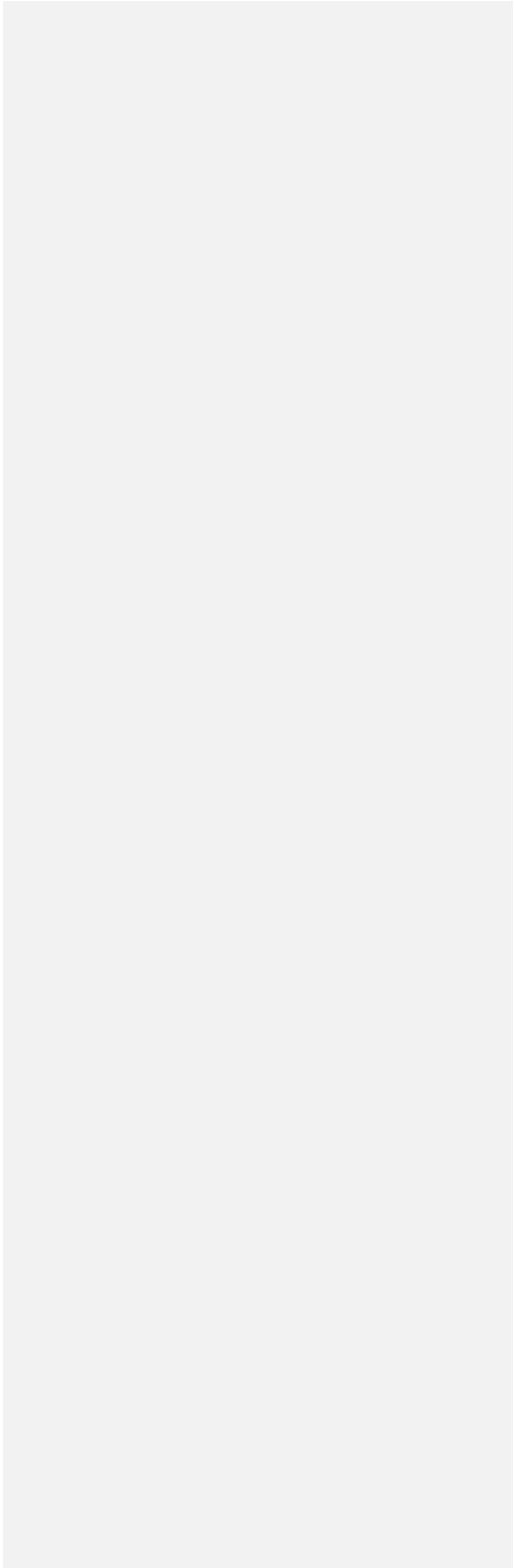
**United Way of Greater Topeka**

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Gina Millsap  
President and Chief Executive Officer

Jessica Lehnherr  
Chief Executive Officer



Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

|                                     | 2018           |                |                |                |                |                |                |                |                |                |     |     | 2017             | Change<br>YTD 17 TO 18% |               |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----|-----|------------------|-------------------------|---------------|
|                                     | Jan            | Feb            | Mar            | Apr            | May            | Jun            | Jul            | Aug            | Sep            | Oct            | Nov | Dec | Total            |                         |               |
| <b>CIRCULATION</b>                  |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| <b>Main Library</b>                 |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| Circulation Desk & Renewals         | 49,349         | 45,214         | 50,873         | 50,418         | 49,208         | 54,069         | 60,571         | 55,660         | 51,407         | 52,797         |     |     | 519,566          | 622,392                 | -16.5%        |
| Interlibrary Loan                   | 1,879          | 1,554          | 1,654          | 1,665          | 1,752          | 1,662          | 1,654          | 1,789          | 1,546          | 1,741          |     |     | 16,896           | 17,794                  | -5.0%         |
| Self-Check                          | 84,077         | 72,863         | 83,854         | 78,973         | 82,397         | 93,571         | 95,014         | 85,448         | 77,460         | 76,268         |     |     | 829,925          | 874,662                 | -5.1%         |
| <b>Bookmobile</b>                   | 21,560         | 19,647         | 21,558         | 22,236         | 16,781         | 20,228         | 20,145         | 16,916         | 23,285         | 25,435         |     |     | 207,791          | 225,214                 | -7.7%         |
| <b>Red Carpet</b>                   | 8,254          | 6,233          | 7,467          | 6,732          | 7,208          | 6,792          | 7,349          | 8,331          | 7,507          | 7,496          |     |     | 73,369           | 78,864                  | -7.0%         |
| <b>Digital Downloads</b>            | 35,736         | 33,150         | 36,170         | 35,815         | 36,215         | 36,936         | 38,791         | 38,904         | 36,301         | 37,477         |     |     | 365,495          | 302,537                 | 20.8%         |
| <b>Library @ Work / Smartlocker</b> | 2,099          | 2,023          | 2,298          | 2,180          | 2,239          | 2,279          | 2,244          | 2,221          | 2,171          | 2,257          |     |     | 22,011           | 18,607                  | 18.3%         |
| <b>TOTAL CIRCULATION</b>            | <b>202,954</b> | <b>180,684</b> | <b>203,874</b> | <b>198,019</b> | <b>195,800</b> | <b>215,537</b> | <b>225,768</b> | <b>209,269</b> | <b>199,677</b> | <b>203,471</b> |     |     | <b>2,035,053</b> | <b>2,140,070</b>        | <b>-4.9%</b>  |
| <b>CIRCULATION DETAILS</b>          |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| <b>Print Material</b>               | 96,177         | 85,115         | 96,839         | 95,254         | 93,917         | 107,511        | 112,060        | 100,256        | 97,216         | 98,534         |     |     | 982,879          | 1,045,013               | -5.9%         |
| <b>Audio/Visual Material</b>        | 67,358         | 59,096         | 66,385         | 63,266         | 62,206         | 67,281         | 71,374         | 66,996         | 61,442         | 61,219         |     |     | 646,623          | 754,060                 | -14.2%        |
| <b>Adult Materials</b>              | 99,143         | 86,882         | 97,501         | 92,571         | 91,637         | 96,968         | 103,119        | 98,284         | 91,142         | 91,835         |     |     | 949,082          | 1,052,749               | -9.8%         |
| <b>Children's Materials</b>         | 49,977         | 44,966         | 52,027         | 52,609         | 50,464         | 62,445         | 63,947         | 53,599         | 54,011         | 54,439         |     |     | 538,484          | 594,486                 | -9.4%         |
| <b>Young Adult Materials</b>        | 4,592          | 3,777          | 4,135          | 4,161          | 4,744          | 5,937          | 6,619          | 5,274          | 4,677          | 4,327          |     |     | 48,243           | 52,199                  | -7.6%         |
| <b>Red Carpet Materials</b>         | 9,823          | 8,586          | 9,561          | 9,179          | 9,278          | 9,442          | 9,749          | 10,095         | 8,828          | 9,152          |     |     | 93,693           | 99,639                  | -6.0%         |
| <b>NEW Patrons</b>                  |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| <b>Topeka / Shawnee County</b>      |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| Adults                              | 654            | 539            | 589            | 612            | 561            | 795            | 837            | 754            | 642            | 647            |     |     | 6,630            | 6,685                   | -0.8%         |
| Children (ages 17 and under)        | 163            | 195            | 166            | 231            | 238            | 348            | 283            | 212            | 166            | 632            |     |     | 2,634            | 2,895                   | -9.0%         |
| <b>Red Carpet Outreach</b>          | 8              | 6              | 15             | 11             | 19             | 13             | 15             | 16             | 13             | 12             |     |     | 128              | 117                     | 9.4%          |
| <b>NEKL</b>                         | 57             | 58             | 62             | 81             | 49             | 70             | 59             | 54             | 44             | 78             |     |     | 612              | 1,077                   | -43.2%        |
| <b>Non-Resident</b>                 | 2              | 0              | 2              | 0              | 0              | 1              | 0              | 0              | 1              | 0              |     |     | 6                | 5                       | 20.0%         |
| <b>Total New Registrations</b>      | <b>884</b>     | <b>798</b>     | <b>834</b>     | <b>935</b>     | <b>867</b>     | <b>1,227</b>   | <b>1,194</b>   | <b>1,036</b>   | <b>866</b>     | <b>1,369</b>   |     |     | <b>10,010</b>    | <b>10,779</b>           | <b>-7.1%</b>  |
| <b>PATRONS DELETED</b>              | <b>1,015</b>   | <b>832</b>     | <b>1,780</b>   | <b>1,215</b>   | <b>1,111</b>   | <b>963</b>     | <b>1,406</b>   | <b>5,517</b>   | <b>1,462</b>   | <b>1,359</b>   |     |     | <b>16,660</b>    | <b>20,100</b>           | <b>-17.1%</b> |
| <b>BORROWERS</b>                    |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| <b>Topeka / Shawnee County</b>      |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| Adults                              | 53,010         | 53,259         | 53,034         | 52,950         | 53,072         | 53,381         | 53,584         | 53,868         | 53,929         | 54,159         |     |     | 54,159           | 53,040                  | 2.1%          |
| Children (age 0 - 17)               | 19,412         | 19,438         | 19,318         | 19,272         | 19,269         | 19,309         | 19,247         | 19,138         | 19,042         | 19,426         |     |     | 19,426           | 19,721                  | -1.5%         |
| <b>Red Carpet Outreach</b>          | 1,248          | 1,243          | 1,239          | 1,239          | 1,235          | 1,232          | 1,227          | 1,222          | 1,210          | 1,216          |     |     | 1,216            | 1,271                   | -4.3%         |
| <b>NEKL</b>                         | 7,267          | 7,236          | 7,234          | 7,255          | 7,279          | 7,302          | 7,392          | 7,324          | 7,209          | 7,214          |     |     | 7,214            | 7,460                   | -3.3%         |
| <b>Non-Resident</b>                 | 48             | 48             | 48             | 48             | 48             | 48             | 48             | 48             | 48             | 47             |     |     | 47               | 42                      | 11.9%         |
| <b>Delinquent</b>                   | 117            | 120            | 127            | 124            | 121            | 120            | 118            | 113            | 111            | 115            |     |     | 115              | 154                     | -25.3%        |
| <b>TOTAL BORROWERS</b>              | <b>81,102</b>  | <b>81,344</b>  | <b>81,000</b>  | <b>80,888</b>  | <b>81,024</b>  | <b>81,392</b>  | <b>81,616</b>  | <b>81,713</b>  | <b>81,549</b>  | <b>82,177</b>  |     |     | <b>82,177</b>    | <b>81,688</b>           | <b>0.6%</b>   |
| <b>Holds Satisfied</b>              | <b>20,286</b>  | <b>17,008</b>  | <b>19,668</b>  | <b>19,393</b>  | <b>18,901</b>  | <b>19,446</b>  | <b>19,606</b>  | <b>20,201</b>  | <b>18,381</b>  | <b>20,226</b>  |     |     | <b>193,116</b>   | <b>199,401</b>          | <b>-3.2%</b>  |
| <b>CHECK-IN</b>                     |                |                |                |                |                |                |                |                |                |                |     |     |                  |                         |               |
| <b>TOTAL CHECK-IN</b>               | <b>110,975</b> | <b>98,001</b>  | <b>112,676</b> | <b>110,908</b> | <b>111,119</b> | <b>114,618</b> | <b>124,398</b> | <b>122,039</b> | <b>101,779</b> | <b>111,987</b> |     |     | <b>1,118,500</b> | <b>1,228,971</b>        | <b>-9.0%</b>  |

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

|                                    | 2018           |                |                |                |                |                |                |                |                |                |     |     | 2017           | Change<br>17 TO 18% |               |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----|-----|----------------|---------------------|---------------|
|                                    | Jan            | Feb            | Mar            | Apr            | May            | Jun            | Jul            | Aug            | Sep            | Oct            | Nov | Dec | Total          |                     | YTD           |
| <b>COLLECTION</b>                  |                |                |                |                |                |                |                |                |                |                |     |     |                |                     |               |
| Materials Added                    | 6,735          | 4,893          | 7,641          | 4,654          | 5,760          | 4,263          | 4,256          | 5,885          | 3,887          | 4,562          |     |     | 52,536         | 53,680              | -2.1%         |
| Materials Discarded                | 3,568          | 6,994          | 6,589          | 6,123          | 6,323          | 6,068          | 4,759          | 5,695          | 8,641          | 8,077          |     |     | 62,837         | 59,121              | 6.3%          |
| <b>TOTAL COLLECTION</b>            | <b>445,769</b> | <b>443,668</b> | <b>444,720</b> | <b>443,251</b> | <b>442,688</b> | <b>440,883</b> | <b>440,380</b> | <b>440,570</b> | <b>435,816</b> | <b>432,301</b> |     |     | <b>432,301</b> | <b>437,161</b>      | <b>-1.1%</b>  |
| <b>WEBSITE</b>                     |                |                |                |                |                |                |                |                |                |                |     |     |                |                     |               |
| tscpl.org Unique Visitors          | 30,707         | 27,539         | 30,473         | 29,244         | 32,003         | 30,404         | 29,033         | 29,401         | 27,904         | 29,317         |     |     | 296,025        | 297,000             | -0.3%         |
| tscpl.org Total Visits             | 55,470         | 48,675         | 53,364         | 51,448         | 54,854         | 55,329         | 53,827         | 54,012         | 50,414         | 51,696         |     |     | 529,089        | 541,426             | -2.3%         |
| catalog.tscpl Unique Visitors      | 19,263         | 17,218         | 18,570         | 17,886         | 17,787         | 18,998         | 20,169         | 19,585         | 17,732         | 18,097         |     |     | 185,305        | 186,432             | -0.6%         |
| catalog.tscpl Total Visits         | 43,859         | 37,965         | 41,664         | 39,996         | 40,162         | 42,243         | 45,247         | 44,710         | 40,795         | 41,377         |     |     | 418,018        | 407,803             | 2.5%          |
| <b>REFERENCE QUESTIONS</b>         |                |                |                |                |                |                |                |                |                |                |     |     |                |                     |               |
| Public Services                    | 14,488         | 12,577         | 14,936         | 13,240         | 13,198         | 13,478         | 14,025         | 14,436         | 11,985         | 13,732         |     |     | 136,095        | 145,316             | -6.3%         |
| Topeka Room                        | 617            | 667            | 426            | 756            | 530            | 689            | 870            | 792            | 708            | 274            |     |     | 6,329          | 7,611               | -16.8%        |
| Youth Services                     | 2,584          | 2,323          | 3,082          | 2,580          | 3,215          | 4,728          | 4,311          | 3,862          | 3,114          | 3,322          |     |     | 33,121         | 34,991              | -5.3%         |
| Gallery                            | 37             | 41             | 55             | 67             | 52             | 14             | 20             | 36             | 35             | *              |     |     | 357            | 380                 | -6.1%         |
| <b>TOTAL REFERENCE QUESTIONS</b>   | <b>17,726</b>  | <b>15,608</b>  | <b>18,499</b>  | <b>16,643</b>  | <b>16,995</b>  | <b>18,909</b>  | <b>19,226</b>  | <b>19,126</b>  | <b>15,842</b>  | <b>17,328</b>  |     |     | <b>175,902</b> | <b>187,918</b>      | <b>-6.4%</b>  |
| <b>GATE COUNT</b>                  | <b>59,126</b>  | <b>55,329</b>  | <b>67,547</b>  | <b>63,683</b>  | <b>63,637</b>  | <b>70,631</b>  | <b>75,278</b>  | <b>71,678</b>  | <b>62,057</b>  | <b>66,371</b>  |     |     | <b>655,337</b> | <b>618,745</b>      | <b>5.9%</b>   |
| <b>MEETING ROOMS</b>               |                |                |                |                |                |                |                |                |                |                |     |     |                |                     |               |
| Bookings                           | 518            | 720            | 759            | 706            | 618            | 649            | 689            | 643            | 642            | 842            |     |     | 6,786          | 7,656               | -11.4%        |
| Hours Booked                       | 2,453          | 3,859          | 4,204          | 3,958          | 3,059          | 3,514          | 3,803          | 3,432          | 3,640          | 5,673          |     |     | 37,595         | 43,659              | -13.9%        |
| <b>ATTENDANCE</b>                  | <b>7,895</b>   | <b>11,425</b>  | <b>11,310</b>  | <b>12,175</b>  | <b>9,396</b>   | <b>12,606</b>  | <b>14,845</b>  | <b>13,484</b>  | <b>11,851</b>  | <b>11,468</b>  |     |     | <b>116,455</b> | <b>131,267</b>      | <b>-11.3%</b> |
| <b>LEARN &amp; PLAY BUS VISITS</b> | <b>131</b>     | <b>78</b>      | <b>421</b>     | <b>472</b>     | <b>401</b>     | <b>439</b>     | <b>333</b>     | <b>423</b>     | <b>336</b>     | <b>*</b>       |     |     | <b>3,034</b>   | <b>2,485</b>        | <b>22.1%</b>  |
| <b>PROGRAM ATTENDANCE</b>          |                |                |                |                |                |                |                |                |                |                |     |     |                |                     |               |
| Adult - General                    | 1,412          | 780            | 530            | 806            | 568            | 1,876          | 2,863          | 1,429          | 1,125          | 1,558          |     |     | 12,947         | 16,552              | -21.8%        |
| Computer Training                  | 150            | 112            | 150            | 165            | 100            | 116            | 115            | 217            | 93             | 59             |     |     | 1,277          | 1,414               | -9.7%         |
| Outreach                           | 4,348          | 3,551          | 3,189          | 3,963          | 3,676          | 2,400          | 1,450          | 747            | 2,722          | 3,027          |     |     | 29,073         | 34,217              | -15.0%        |
| Kids                               | 1,046          | 1,359          | 1,522          | 1,912          | 1,684          | 3,333          | 2,901          | 1,416          | 1,286          | 1,063          |     |     | 17,522         | 22,437              | -21.9%        |
| Movies                             | 3              | 17             | 27             | 5              | 5              | 366            | 69             | 64             | 272            | 474            |     |     | 1,302          | 1,473               | -11.6%        |
| Books                              | 58             | 189            | 35             | 145            | 283            | 118            | 69             | 13             | 15             | 56             |     |     | 981            | 1,151               | -14.8%        |
| Art                                | 29             | 72             | 127            | 106            | 31             | 49             | 75             | 88             | 62             | 206            |     |     | 845            | 715                 | 18.2%         |
| Teens                              | 49             | 46             | 93             | 10             | 80             | 68             | 51             | 40             | 5              | 0              |     |     | 442            | 1,117               | -60.4%        |
| Music                              | 0              | 0              | 0              | 0              | 0              | 595            | 150            | 601            | 0              | 0              |     |     | 1,346          | 130                 | 935.4%        |
| <b>TOTAL ATTENDANCE</b>            | <b>7,095</b>   | <b>6,126</b>   | <b>5,673</b>   | <b>7,112</b>   | <b>6,427</b>   | <b>8,921</b>   | <b>7,743</b>   | <b>4,615</b>   | <b>5,580</b>   | <b>6,443</b>   |     |     | <b>65,735</b>  | <b>79,206</b>       | <b>-17.0%</b> |
| <b>GALLERY ATTENDANCE</b>          | <b>1,771</b>   | <b>1,426</b>   | <b>1,880</b>   | <b>2,437</b>   | <b>1,680</b>   | <b>3,912</b>   | <b>3,398</b>   | <b>2,261</b>   | <b>1,460</b>   | <b>*</b>       |     |     | <b>20,225</b>  | <b>21,323</b>       | <b>-5.1%</b>  |

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

|                                | 2018          |               |               |               |               |                |                |                |               |               |     |     | 2017<br>YTD    | Change<br>17 TO 18% |               |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|---------------|---------------|-----|-----|----------------|---------------------|---------------|
|                                | Jan           | Feb           | Mar           | Apr           | May           | Jun            | Jul            | Aug            | Sep           | Oct           | Nov | Dec |                |                     | Total         |
| <b>CIRCULATION DETAILS</b>     |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| <b>Print Material</b>          |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| Adult Fiction                  | 19,466        | 16,671        | 18,920        | 17,775        | 18,401        | 20,005         | 21,125         | 19,966         | 18,588        | 18,744        |     |     | 189,661        | 207,917             | -8.8%         |
| Adult Nonfiction               | 23,160        | 20,315        | 22,704        | 21,450        | 21,447        | 22,672         | 24,144         | 23,323         | 21,490        | 22,177        |     |     | 222,882        | 228,990             | -2.7%         |
| Juvenile Fiction               | 27,463        | 25,710        | 29,734        | 30,396        | 29,711        | 36,762         | 37,801         | 31,343         | 31,778        | 31,961        |     |     | 312,659        | 334,764             | -6.6%         |
| Juvenile Nonfiction            | 9,757         | 8,514         | 9,673         | 10,362        | 8,487         | 10,372         | 10,419         | 8,302          | 9,938         | 10,302        |     |     | 96,126         | 96,812              | -0.7%         |
| Magazines                      | 2,079         | 1,728         | 2,354         | 2,168         | 2,079         | 2,533          | 2,465          | 2,199          | 2,146         | 2,137         |     |     | 21,888         | 28,108              | -22.1%        |
| RC Print Materials             | 9,447         | 8,237         | 9,089         | 8,882         | 8,897         | 9,123          | 9,408          | 9,708          | 8,538         | 8,881         |     |     | 90,210         | 95,707              | -5.7%         |
| RC Realia                      | 365           | 340           | 458           | 291           | 378           | 319            | 341            | 387            | 290           | 271           |     |     | 3,440          | 3,779               | -9.0%         |
| YA Print Materials             | 4,490         | 3,671         | 3,999         | 4,061         | 4,649         | 5,807          | 6,499          | 5,202          | 4,598         | 4,233         |     |     | 47,209         | 50,602              | -6.7%         |
| <b>PRINT CIRCULATION</b>       | <b>96,227</b> | <b>85,186</b> | <b>96,931</b> | <b>95,385</b> | <b>94,049</b> | <b>107,593</b> | <b>112,202</b> | <b>100,430</b> | <b>97,366</b> | <b>98,706</b> |     |     | <b>984,075</b> | <b>1,046,679</b>    | <b>-6.0%</b>  |
| <b>Audio / Visual Material</b> |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| Adult Audiobooks               | 4,815         | 4,276         | 5,030         | 4,628         | 4,751         | 4,646          | 4,950          | 4,779          | 4,373         | 4,618         |     |     | 46,866         | 53,806              | -12.9%        |
| Adult Music                    | 4,135         | 3,770         | 4,615         | 4,361         | 4,160         | 4,270          | 4,692          | 4,416          | 3,859         | 4,151         |     |     | 42,429         | 48,501              | -12.5%        |
| Adult Videos / DVDs            | 45,729        | 40,362        | 44,211        | 42,470        | 41,015        | 43,257         | 46,132         | 43,912         | 40,819        | 40,238        |     |     | 428,145        | 489,297             | -12.5%        |
| Juvenile Audiobooks            | 579           | 518           | 605           | 608           | 518           | 649            | 568            | 501            | 446           | 438           |     |     | 5,430          | 7,113               | -23.7%        |
| Juvenile Music                 | 604           | 553           | 589           | 634           | 652           | 734            | 706            | 591            | 562           | 481           |     |     | 6,106          | 7,785               | -21.6%        |
| Juvenile Videos / DVDs         | 11,146        | 9,257         | 10,922        | 10,191        | 10,635        | 13,283         | 13,834         | 12,382         | 10,966        | 10,848        |     |     | 113,464        | 142,243             | -20.2%        |
| YA AV                          | 102           | 106           | 136           | 100           | 95            | 130            | 120            | 72             | 79            | 94            |     |     | 1,034          | 1,597               | -35.3%        |
| <b>A/V CIRCULATION</b>         | <b>67,110</b> | <b>58,842</b> | <b>66,108</b> | <b>62,992</b> | <b>61,826</b> | <b>66,969</b>  | <b>71,002</b>  | <b>66,653</b>  | <b>61,104</b> | <b>60,868</b> |     |     | <b>643,474</b> | <b>750,342</b>      | <b>-14.2%</b> |
| <b>Adult Material</b>          |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| Adult Fiction                  | 19,466        | 16,671        | 18,920        | 17,775        | 18,401        | 20,005         | 21,125         | 19,966         | 18,588        | 18,744        |     |     | 189,661        | 207,917             | -8.8%         |
| Adult Nonfiction               | 23,160        | 20,315        | 22,704        | 21,450        | 21,447        | 22,672         | 24,144         | 23,323         | 21,490        | 22,177        |     |     | 222,882        | 228,990             | -2.7%         |
| Magazines                      | 2,079         | 1,728         | 2,354         | 2,168         | 2,079         | 2,533          | 2,465          | 2,199          | 2,146         | 2,137         |     |     | 21,888         | 28,108              | -22.1%        |
| Adult Audiobooks               | 4,815         | 4,276         | 5,030         | 4,628         | 4,751         | 4,646          | 4,950          | 4,779          | 4,373         | 4,618         |     |     | 46,866         | 53,806              | -12.9%        |
| Adult Music                    | 4,135         | 3,770         | 4,615         | 4,361         | 4,160         | 4,270          | 4,692          | 4,416          | 3,859         | 4,151         |     |     | 42,429         | 48,501              | -12.5%        |
| Adult Videos / DVDs            | 45,729        | 40,362        | 44,211        | 42,470        | 41,015        | 43,257         | 46,132         | 43,912         | 40,819        | 40,238        |     |     | 428,145        | 489,297             | -12.5%        |
| <b>ADULT CIRCULATION</b>       | <b>99,384</b> | <b>87,122</b> | <b>97,834</b> | <b>92,852</b> | <b>91,853</b> | <b>97,383</b>  | <b>103,508</b> | <b>98,595</b>  | <b>91,275</b> | <b>92,065</b> |     |     | <b>951,871</b> | <b>1,056,619</b>    | <b>-9.9%</b>  |
| <b>Juvenile Material</b>       |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| Juvenile Fiction               | 27,463        | 25,710        | 29,734        | 30,396        | 29,711        | 36,762         | 37,801         | 31,343         | 31,778        | 31,961        |     |     | 312,659        | 334,764             | -6.6%         |
| Juvenile Nonfiction            | 9,757         | 8,514         | 9,673         | 10,362        | 8,487         | 10,372         | 10,419         | 8,302          | 9,938         | 10,302        |     |     | 96,126         | 96,812              | -0.7%         |
| Juvenile Audiobooks            | 579           | 518           | 605           | 608           | 518           | 649            | 568            | 501            | 446           | 438           |     |     | 5,430          | 7,113               | -23.7%        |
| Juvenile Music                 | 604           | 553           | 589           | 634           | 652           | 734            | 706            | 591            | 562           | 481           |     |     | 6,106          | 7,785               | -21.6%        |
| Juvenile Videos / DVDs         | 11,146        | 9,257         | 10,922        | 10,191        | 10,635        | 13,283         | 13,834         | 12,382         | 10,966        | 10,848        |     |     | 113,464        | 142,243             | -20.2%        |
| <b>JUVENILE CIRCULATION</b>    | <b>49,549</b> | <b>44,552</b> | <b>51,523</b> | <b>52,191</b> | <b>50,003</b> | <b>61,800</b>  | <b>63,328</b>  | <b>53,119</b>  | <b>53,690</b> | <b>54,030</b> |     |     | <b>533,785</b> | <b>588,717</b>      | <b>-9.3%</b>  |
| <b>Red Carpet Material</b>     |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| RC Print Materials             | 9,447         | 8,237         | 9,089         | 8,882         | 8,897         | 9,123          | 9,408          | 9,708          | 8,538         | 8,881         |     |     | 90,210         | 95,707              | -5.7%         |
| RC Realia                      | 365           | 340           | 458           | 291           | 378           | 319            | 341            | 387            | 290           | 271           |     |     | 3,440          | 3,779               | -9.0%         |
| <b>RED CARPET CIRCULATION</b>  | <b>9,812</b>  | <b>8,577</b>  | <b>9,547</b>  | <b>9,173</b>  | <b>9,275</b>  | <b>9,442</b>   | <b>9,749</b>   | <b>10,095</b>  | <b>8,828</b>  | <b>9,152</b>  |     |     | <b>93,650</b>  | <b>99,486</b>       | <b>-5.9%</b>  |
| <b>Young Adult Material</b>    |               |               |               |               |               |                |                |                |               |               |     |     |                |                     |               |
| YA Print Materials             | 4,490         | 3,671         | 3,999         | 4,061         | 4,649         | 5,807          | 6,499          | 5,202          | 4,598         | 4,233         |     |     | 47,209         | 50,602              | -6.7%         |
| YA AV                          | 102           | 106           | 136           | 100           | 95            | 130            | 120            | 72             | 79            | 94            |     |     | 1,034          | 1,597               | -35.3%        |
| <b>YOUNG ADULT CIRCULATION</b> | <b>4,592</b>  | <b>3,777</b>  | <b>4,135</b>  | <b>4,161</b>  | <b>4,744</b>  | <b>5,937</b>   | <b>6,619</b>   | <b>5,274</b>   | <b>4,677</b>  | <b>4,327</b>  |     |     | <b>48,243</b>  | <b>52,199</b>       | <b>-7.6%</b>  |
| Overdrive                      | 24,441        | 22,608        | 24,606        | 24,218        | 24,519        | 25,432         | 27,648         | 27,994         | 26,122        | 26,337        |     |     | 253,925        | 211,335             | 20.2%         |
| Hoopla                         | 9,760         | 9,088         | 10,021        | 9,995         | 10,101        | 10,018         | 9,601          | 9,504          | 8,773         | 9,289         |     |     | 96,150         | 77,758              | 23.7%         |
| Flipster                       | 1,535         | 1,454         | 1,543         | 1,602         | 1,595         | 1,486          | 1,542          | 1,406          | 1,406         | 1,851         |     |     | 15,420         | 13,444              | 14.7%         |
| <b>DIGITAL DOWNLOADS</b>       | <b>35,736</b> | <b>33,150</b> | <b>36,170</b> | <b>35,815</b> | <b>36,215</b> | <b>36,936</b>  | <b>38,791</b>  | <b>38,904</b>  | <b>36,301</b> | <b>37,477</b> |     |     | <b>365,495</b> | <b>302,537</b>      | <b>20.8%</b>  |

Topeka and Shawnee County Public Library  
Circulation and Borrower Statistics  
2018

|                                  | 2018               |                    |                    |                    |                    |                    |                    |                    |                    |                |     | 2018 |                |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|-----|------|----------------|
|                                  | Jan                | Feb                | Mar                | Apr                | May                | Jun                | Jul                | Aug                | Sep                | Oct            | Nov | Dec  | Total          |
| <b>Value Calculator</b>          |                    |                    |                    |                    |                    |                    |                    |                    |                    |                |     |      |                |
| <b>Circulation</b>               |                    |                    |                    |                    |                    |                    |                    |                    |                    |                |     |      |                |
| Books (\$17)                     | \$1,600,516        | \$1,418,786        | \$1,607,809        | \$1,584,689        | \$1,563,490        | \$1,786,020        | \$1,865,529        | \$1,669,927        | \$1,618,740        | \$1,641,673    |     |      | \$16,357,179   |
| Magazines (\$5)                  | \$10,395           | \$8,640            | \$11,770           | \$10,840           | \$10,395           | \$12,665           | \$12,325           | \$10,995           | \$10,730           | \$10,685       |     |      | \$109,440      |
| Audiobooks (\$10)                | \$53,940           | \$47,940           | \$56,350           | \$52,360           | \$52,690           | \$52,950           | \$55,180           | \$52,800           | \$48,190           | \$50,560       |     |      | \$522,960      |
| DVD, Games, Music (\$4)          | \$246,864          | \$216,192          | \$241,892          | \$231,024          | \$226,228          | \$246,696          | \$261,936          | \$245,492          | \$225,140          | \$223,248      |     |      | \$2,364,712    |
| <b>Reference Questions (\$7)</b> | \$124,082          | \$109,256          | \$129,493          | \$116,501          | \$118,965          | \$132,363          | \$134,582          | \$133,882          | \$110,894          | \$121,296      |     |      | \$1,231,314    |
| <b>Programming (\$10)</b>        | \$70,950           | \$61,260           | \$56,730           | \$71,120           | \$64,270           | \$89,210           | \$77,430           | \$46,150           | \$55,800           | \$64,430       |     |      | \$657,350      |
| <b>Meeting Room Use</b>          | \$42,795           | \$50,545           | \$58,395           | \$53,009           | \$36,135           | \$28,640           | \$30,130           | \$38,424           | \$41,480           | \$51,710       |     |      | \$431,263      |
| <b>Gallery Attendance (\$10)</b> | \$17,710           | \$14,260           | \$18,800           | \$24,370           | \$16,800           | \$39,120           | \$33,980           | \$22,610           | \$14,600           | #VALUE!        |     |      | #VALUE!        |
| <b>Computer Use (\$12 /hr)</b>   | \$162,872          | \$158,844          | \$194,885          | \$176,605          | \$187,559          | \$223,193          | \$235,608          | \$222,160          | \$190,581          | \$187,418      |     |      | \$1,939,725    |
| <b>ILL Borrowed (\$25)</b>       | \$9,850            | \$7,700            | \$8,775            | \$8,850            | \$8,200            | \$8,000            | \$8,500            | \$10,300           | \$7,750            | \$9,300        |     |      | \$87,225       |
| <b>TOTAL VALUE</b>               | <b>\$2,339,974</b> | <b>\$2,093,423</b> | <b>\$2,384,899</b> | <b>\$2,329,368</b> | <b>\$2,284,732</b> | <b>\$2,618,857</b> | <b>\$2,715,200</b> | <b>\$2,452,740</b> | <b>\$2,323,905</b> | <b>#VALUE!</b> |     |      | <b>#VALUE!</b> |



## Recovery through October 2018

### Cumulative Recovery:

### *Topeka & Shawnee County Public Library*

|                              | Regular Balance       | Small Balance       | Total                 |
|------------------------------|-----------------------|---------------------|-----------------------|
| <b>Accounts Submitted:</b>   | <b>36,039</b>         | <b>25,611</b>       | <b>61,650</b>         |
| <b>Dollars Submitted:</b>    | <b>\$1,787,575.66</b> | <b>\$476,054.71</b> | <b>\$2,263,630.37</b> |
| Cash Recovery:               | \$595,671.01          | \$263,147.19        | \$858,818.20          |
| Material Recovery:           | \$519,106.51          | \$65,713.63         | \$584,820.14          |
| Waives:                      | <u>\$180,532.24</u>   | <u>\$27,932.86</u>  | <u>\$208,465.10</u>   |
| <b>Recovery Total:</b>       | <b>\$1,295,309.76</b> | <b>\$356,793.68</b> | <b>\$1,652,103.44</b> |
| <b>Total Invoice Amount:</b> | <b>\$309,261.43</b>   | <b>\$82,968.50</b>  | <b>\$392,229.93</b>   |
| <b>Total ROI:</b>            | <b>4:1</b>            | <b>4:1</b>          | <b>4:1</b>            |
| <b>Asset ROI:</b>            | <b>4:1</b>            | <b>4:1</b>          | <b>4:1</b>            |

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



## Monthly Recovery Statistics:

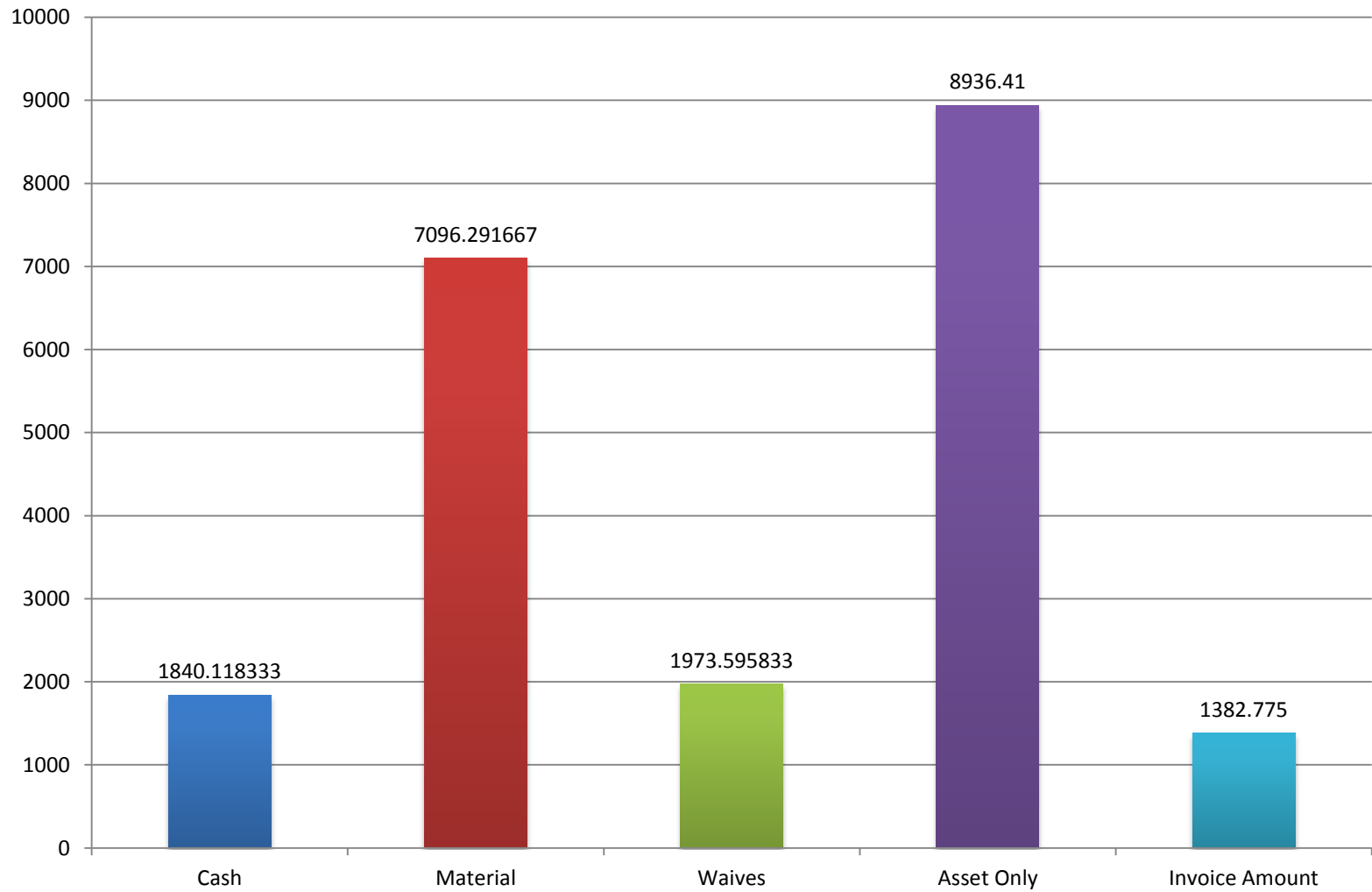
11/2017 through 10/2018

*Regular Balance Accounts*

| Month          | Cash               | Material           | Waives             | Total               | Assets Only               | Invoice Amount     |
|----------------|--------------------|--------------------|--------------------|---------------------|---------------------------|--------------------|
| October-18     | \$1,580.57         | \$5,749.71         | \$360.45           | \$7,690.73          | <b>\$7,330.28</b>         | \$1,226.15         |
| September-18   | \$1,443.05         | \$3,028.43         | \$282.83           | \$4,754.31          | <b>\$4,471.48</b>         | \$1,208.25         |
| August-18      | \$1,791.12         | \$3,529.79         | \$294.02           | \$5,614.93          | <b>\$5,320.91</b>         | \$1,521.50         |
| July-18        | \$1,551.60         | \$6,370.68         | \$1,837.37         | \$9,759.65          | <b>\$7,922.28</b>         | \$1,091.90         |
| June-18        | \$1,506.36         | \$5,836.06         | \$1,508.24         | \$8,850.66          | <b>\$7,342.42</b>         | \$1,181.40         |
| May-18         | \$2,065.19         | \$7,770.11         | \$2,435.86         | \$12,271.16         | <b>\$9,835.30</b>         | \$1,530.45         |
| April-18       | \$2,310.23         | \$4,164.81         | \$1,247.81         | \$7,722.85          | <b>\$6,475.04</b>         | \$1,333.55         |
| March-18       | \$2,744.70         | \$8,283.96         | \$2,029.53         | \$13,058.19         | <b>\$11,028.66</b>        | \$1,369.35         |
| February-18    | \$2,180.73         | \$4,801.63         | \$1,895.66         | \$8,878.02          | <b>\$6,982.36</b>         | \$984.50           |
| January-18     | \$1,568.83         | \$13,851.22        | \$4,388.37         | \$19,808.42         | <b>\$15,420.05</b>        | \$1,969.00         |
| December-17    | \$1,945.19         | \$16,291.02        | \$5,530.01         | \$23,766.22         | <b>\$18,236.21</b>        | \$1,423.05         |
| November-17    | \$1,393.85         | \$5,478.08         | \$1,873.00         | \$8,744.93          | <b>\$6,871.93</b>         | \$1,754.20         |
| <b>Total</b>   | <b>\$22,081.42</b> | <b>\$85,155.50</b> | <b>\$23,683.15</b> | <b>\$130,920.07</b> | <b>\$107,236.92</b>       | <b>\$16,593.30</b> |
| <b>Average</b> | <b>\$1,840.12</b>  | <b>\$7,096.29</b>  | <b>\$1,973.60</b>  | <b>\$10,910.01</b>  | <b>\$8,936.41</b>         | <b>\$1,382.78</b>  |
|                |                    |                    |                    |                     | <b>Asset ROI: \$6:\$1</b> |                    |



## Average Monthly Regular Balance Recovery and Cost





## Monthly Recovery Statistics:

11/2017 through 10/2018

*Small Balance Accounts*

| Month        | Cash       | Material   | Waives     | Total      | Assets Only Invoice Amount |          |
|--------------|------------|------------|------------|------------|----------------------------|----------|
| October-18   | \$1,468.89 | \$746.88   | \$147.50   | \$2,363.27 | <b>\$2,215.77</b>          | \$501.50 |
| September-18 | \$1,258.48 | \$656.52   | \$106.37   | \$2,021.37 | <b>\$1,915.00</b>          | \$489.70 |
| August-18    | \$1,402.38 | \$651.05   | \$43.78    | \$2,097.21 | <b>\$2,053.43</b>          | \$545.75 |
| July-18      | \$1,841.85 | \$1,803.36 | \$407.86   | \$4,053.07 | <b>\$3,645.21</b>          | \$374.65 |
| June-18      | \$1,645.88 | \$805.20   | \$488.39   | \$2,939.47 | <b>\$2,451.08</b>          | \$395.30 |
| May-18       | \$1,020.87 | \$1,400.39 | \$879.26   | \$3,300.52 | <b>\$2,421.26</b>          | \$525.10 |
| April-18     | \$1,433.67 | \$1,152.57 | \$398.98   | \$2,985.22 | <b>\$2,586.24</b>          | \$424.80 |
| March-18     | \$2,368.18 | \$1,707.83 | \$478.58   | \$4,554.59 | <b>\$4,076.01</b>          | \$433.65 |
| February-18  | \$1,730.03 | \$1,377.75 | \$702.47   | \$3,810.25 | <b>\$3,107.78</b>          | \$359.90 |
| January-18   | \$1,734.73 | \$2,117.08 | \$1,121.59 | \$4,973.40 | <b>\$3,851.81</b>          | \$705.05 |
| December-17  | \$1,322.30 | \$1,353.56 | \$982.43   | \$3,658.29 | <b>\$2,675.86</b>          | \$480.85 |
| November-17  | \$1,242.07 | \$769.66   | \$190.48   | \$2,202.21 | <b>\$2,011.73</b>          | \$640.15 |

|         |             |             |            |             |                              |            |
|---------|-------------|-------------|------------|-------------|------------------------------|------------|
| Total   | \$18,469.33 | \$14,541.85 | \$5,947.69 | \$38,958.87 | <b>\$33,011.18</b>           | \$5,876.40 |
| Average | \$1,539.11  | \$1,211.82  | \$495.64   | \$3,246.57  | <b>\$2,750.93</b>            | \$489.70   |
|         |             |             |            |             | <b>Asset ROI: \$6 to \$1</b> |            |

# Average Monthly Small Balance Recovery and Cost

