



Mission

Sparking curiosity and connecting our community through literacy and learning

Core Values

Excellence

We create experiences that anticipate our community's diverse needs and exceed expectations.

Accountability

We serve the needs of the entire community by using resources responsibly, fairly and transparently.

Literacy

We help people make their lives better by providing the tools to successfully navigate the world.

Freedom

We welcome everyone in the community.
We support and defend our customers'
right to access information without
judgment.

Teamwork

We build stronger communities through mutual trust, collaboration and shared goals.

Curiosity

We are hungry to learn, create and innovate. We inspire our community to

Community Impact Goals



The library will be a learning organization committed to excellence in:

- leadership
- planning
- customer focus
- process management
- partner focus

2



Agenda Board of Trustees meeting Thursday, July 15, 2021– 4:00 pm Marvin Auditorium 101C and/or Zoom Meeting

https://tscpl.zoom.us/j/86952608217

Meeting ID: 86952608217 Passcode: 916359

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of June 17, 2021 Meeting Minutes of the Board of Trustees – Action Item pg. 5

Approval of July 7, 2021 Meeting Minutes of the Trustees Budget Work Session 2 - Action Item pg. 8

Neighborhood Revitalization Plan (NRP) – Presentation

Bill Fiander, Planning Director for the City of Topeka pg. 10

Chief Financial Officer's Report - Kim Strube pg. 46

Financial Reports

- Treasurer's Report Shawn Leisinger
- Financial Reports Action Item

CEO Recruitment Update – Joan Hicks

The Library Foundation – Erin Aldridge, Executive Director

Friends of Topeka and Shawnee County Public Library – Christy Molzen, Board President

Board Chair Reports – Jim Edwards

- Approval of July 7, 2021 Meeting Minutes Board of Trustees Executive Committee – Action Item pg. 59
- Change Request for the August Board of Trustees and Trustees Executive Committee Meetings - Discussion

Interim Chief Executive Officer/ Chief of Staff - Thad Hartman pp. 60,70

New Business

- FY2022 Budget Approval for Publication Action pg. 84
- Bid Staff Laptop Action Item pg. 85
- Telecommuting Policy Action Item pg. 87
- User Confidentiality Policy Action Item pg. 89

 Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library – First Reading pg. 91

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or mrangel@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

August 26, 2021 (Pending approval) 4:00 pm MA 101BC/Zoom Meeting

https://tscpl.zoom.us/j/87483003734?pwd=Um9XcmlQdTNtVXpQRGhjUnhSM0tWdz09

Meeting ID: 874 8300 3734

Passcode: **072819**

^{*}Subject to change without notice



Meeting Minutes
Board of Trustees meeting
Thursday, June 17, 2021– 4:00 pm
Zoom Meeting

https://tscpl.zoom.us/j/954686160383

Meeting ID: 95468160383 Passcode: 120517

Board Members Present

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), Shawn Leisinger (treasurer), Jennifer Miller, Liz Post, and Kristen O'Shea

Absent

Beth Dobler

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 17, 2021 via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

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

Trustee Advocacy Stories

None

Approval of Minutes

On a motion by Liz Post, seconded by Kacy Simonsen, the May 20, 2021 minutes of the Board of Trustees were approved.

Motion carried.

On a motion by Liz Post, seconded by Joan Hicks, the June 1, 2021 minutes of the Board of Trustees Meeting Budget Work Session 1 were approved.

Motion carried.

Chief Financial Officer's Report - Kim Strube

There were no additions to Chief Financial Officer Kim Strube's report.

CEO Recruitment Update -

Joan Hicks provided an update on the CEO recruitment process. She reported the CEO recruitment committee met on June 11, 2021. The CEO position is scheduled to post the week of June 21, 2021, as well as the search schedule. Final interviews are scheduled for Thursday, September 8 and 9, 2021. Additional information will be provided as time goes on.

Approval of the Treasurer's Report

Board Treasurer Shawn Leisinger reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for May 2021.

On a motion by Shawn Leisinger, seconded by Joan Hicks, the Treasurer's Financial Report for May 2021 was accepted.

Discussion followed; motion passed unanimously.

The Library Foundation

Foundation Chair Judy Moler shared The Library Foundation's June report.

Friends of Topeka and Shawnee County Public Library

TSCPL Friends president Christy Molzen shared the June Friends report.

Board Chair Report

Chair Jim Edwards reported the Executive Committee met via Zoom on Monday, June 7, 2021. Edwards stated the Trustees Executive Committee minutes will be presented at monthly board meetings for approval.

On a motion by Kacy Simonsen, seconded by Liz Post, the May 10, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion carried.

On a motion by Joan Hicks, seconded by Kacy Simonsen, the June 7, 2021 minutes of the Board of Trustees Executive Meeting were approved.

Motion carried

Interim Chief Executive Officer/ Chief of Staff

There were no additions to Interim Chief Executive Officer/Chief of Staff Thad Hartman's reports.

Marie Pyko provided a review of the organizational priorities for 2021. The organizational priorities emerged from the pandemic with an emphasis on identifying and evaluating services.

Discussion followed.

New Business Bid for Audio – Visual Upgrade

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 of \$106,497.00 by CyTek Media Systems of Topeka, Kansas for the purchase and installation of a new audio-visual system in the first floor auditorium. This expenditure is included in the 2021 budget, General Fund, Special Projects line.

Resolution – Customer Service Policy

On a motion by Joan Hicks, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the Customer Service Policy as presented.

Resolution – Unattended Child Policy

On a motion by Joan Hicks, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the Unattended Child Policy as presented.

Resolution – Memorandum of Understanding (MOU) and Auburn Washburn Unified School District USD 437

On a motion by Liz Post, seconded by Kacy Simonsen, it was resolved that the Board of Trustees, Topeka, and Shawnee County Public Library, approves the Auburn Washburn Unified School District 437 as presented.

Review - Telecommuting and User Confidentiality Policies

Telecommuting and User Confidentiality Policies were provided for board review. Policies will be placed on the July Board of Trustees agenda for approval.

Executive Session

On a motion by Shawn Leisinger, seconded by Joan Hicks, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees recess the regular meeting to an Executive Session to confer with its legal counsel at 4:38 pm for a time not-to-exceed 30 minutes. Participants will include the Board of Trustees (inperson and Zoom), Thad Hartman, Judy Moler, Erin Aldridge, and Chuck Engel. No action will be taken following the adjournment of the Executive Session.

Motion passed.

Executive Session ended at 5:08 PM.

Adjournment

On a motion by Shawn Leisinger, seconded by Liz Post, the meeting was adjourned at 5:11 pm.

Motion passed unanimously.

Public Comment

Those wishing to sign up for public comment will need to contact Margo Rangel, Executive Assistant to the CEO at least 30 minutes before the meeting at 785-580-4484 and/or mrangel@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

July 15, 2021 4:00 pm MA 101C/Zoom Meeting



Minutes
Board of Trustees Budget Work Session #2
Wednesday, July 7, 2021
1:00 – 3:00 PM
Zoom Meeting

https://tscpl.zoom.us/j/95537174895 Meeting ID: 95537174895

Passcode: 973736

BOARD MEMBERS PRESENT:

Jim Edwards, Board Chair, Kacy Simonsen, Vice Chair, Shawn Leisigner, Treasurer, Joan Hicks, Secretary, Liz Post, Beth Dobler, Jennifer Miller and Kristen O'Shea

OTHERS PRESENT:

Interim Chief Executive Officer/Chief of Staff Thad Hartman, Chief Financial Officer Kim Strube, Chief of Human Resources Jesse Maddox, Communications & Marketing Director Diana Friend, Library Counsel Chuck Engel, and Executive Assistant Margo Rangel.

CALL TO ORDER:

Chair Jim Edwards welcomed everyone at 1:00 pm to the second Board Budget Work Session.

Review phased approach to updating wayfinding signage -

Communications & Marketing Director Diana Friend provided a power point presentation proposing a wayfinding initiative that would be phased over 3 to 4 years.

Discussion followed.

Review listing of future infrastructure projects and other facilities projects with the estimated cost -

Chief of Staff Thad Hartman had no additions to his report.

Discussion followed.

Review updated information for property valuations and other key expenditures for the budgeted funds: General, Employee Benefit and State Aid - Chief Financial Officer Kim Strube reviewed the budget as presented.

Discussion followed.

Reviewed proposed documents to be published: Revenue Neutral Rate, Notice of Hearing and Budget Summary, Notice of Budget Hearing -

Chief Financial Officer Kim Strube provided an overview of the revenue neutral budget rate, notice of hearing and budget summary, notice of budget hearing.

Discussion followed.

Adjournment

On a motion by Jim Edwards, seconded by Shawn Leisinger meeting adjourned at 2:37 pm

Minutes submitted by M. Rangel, Executive Assistant to the CEO

August Meetings

Board of Trustee Meeting

August 26, 2021 5:00 pm (Pending Approval) Marvin Auditorium 101C/Zoom Meeting

Revenue Neutral Rate Hearing

August 26, 2021 5:30PM (Pending Approval) Marvin Auditorium 101C/Zoom Meeting

Annual Budget Hearing

August 26, 2021 (Pending Approval)

Immediately following the Revenue Neutral Rate Hearing

Marvin Auditorium 101C/Zoom Meeting

^{*}Subject to change without notice

July 2, 2021

Board of Trustees Topeka & Shawnee County Public Library 1515 SW 10th Avenue Topeka KS 66604

Dear Board Members:

Since 1995, the City of Topeka's Neighborhood Revitalization Plan/Program (NRP) has been successfully providing property tax rebate incentives for those willing to invest within our most investment-challenged neighborhoods and Downtown.

The current version of the NRP, which the Topeka & Shawnee County Public Library is a participant in, expires on December 31, 2021. The City is proposing to extend through the end of 2024.

The NRP area is based on the City's Neighborhood Health Map which was updated earlier this year. As a result of this update, fewer "At Risk" areas were identified to be included in the proposed NRP which traditionally aligns with "At Risk" and "Intensive Care" neighborhoods. Other notable changes include:

- Adding the former Menninger Tower Building to the NRP area.
- Allowing 20 year tax rebates in TIF districts under certain conditions.
- Transferring remaining Neighborhood Revitalization funds into the City's Housing Trust Fund.

We are asking for your continued participation in the program through an inter-local agreement with the City. All taxing entities within the current NRP boundary participate, including USD 345, USD 437, USD 450, USD 501, Shawnee County, Topeka Metropolitan Transit Authority, Metropolitan Topeka Airport Authority, Topeka and Shawnee County Public Library, and Washburn University.

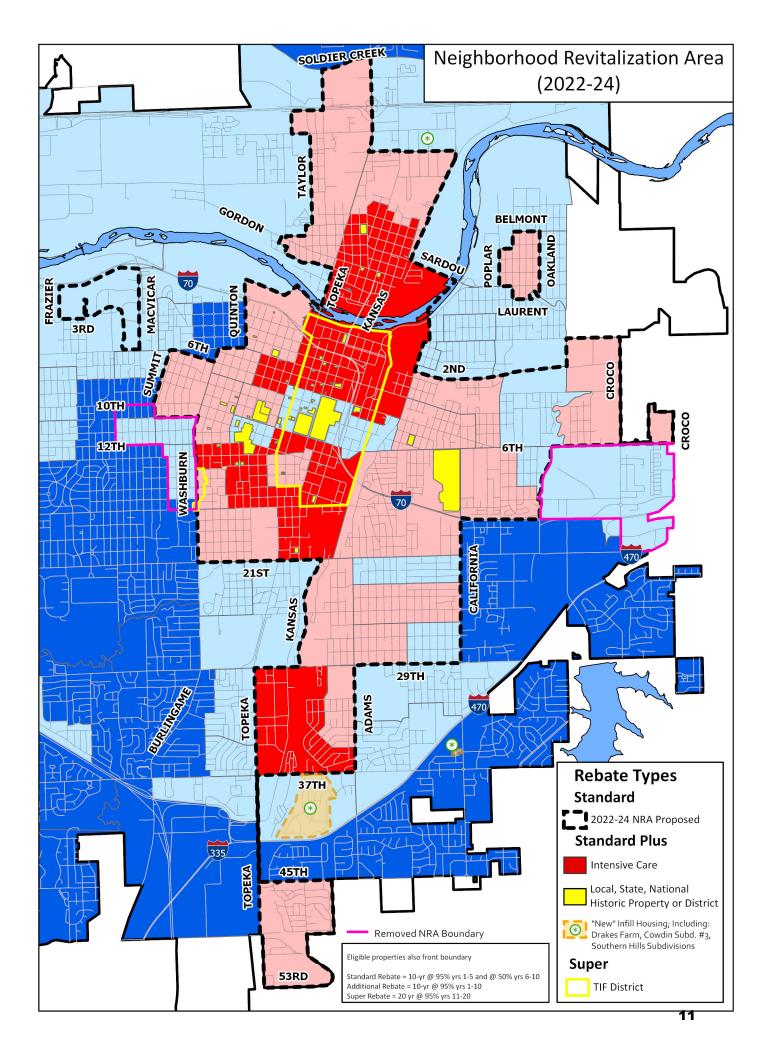
The success of the NRP is proven. It has accounted for over \$64 million of property investment covering 601 separate projects. For every dollar rebated, \$8 is leveraged in property investment.

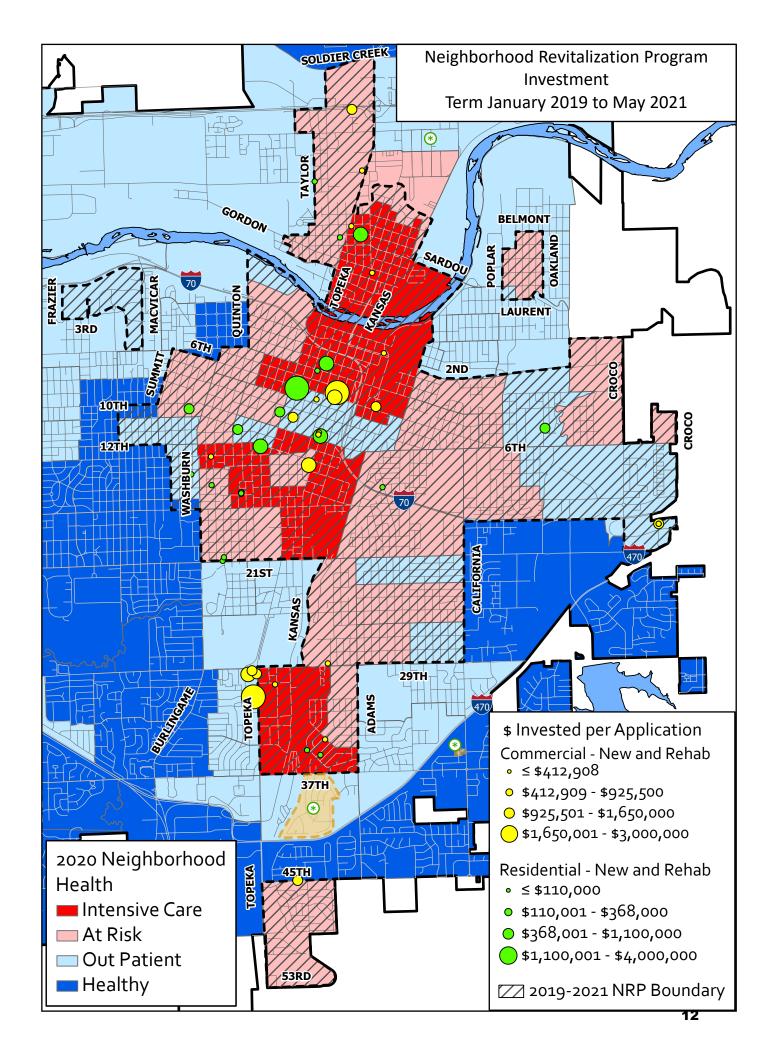
I am attaching background information on the NRP which I am happy to go over with you or your staff if you wish. In the meantime, if you should have any additional questions please feel free to contact me.

Sincerely,

Bill Fiander, AICP

Planning Director, City of Topeka





		Neighborhood					2019 post improvement	2020 post improvement	2021 post improvement
Owner/Applicant	Address	Health	Type of Improvement	NIA	Estimate	Status of Rebate	(appraised value)	(appraised value)	(appraised value)
<u>2019</u>									
Amherst Holdings LLC/Stephen Osborne	1433 SW Lincoln	At Risk	Multifamily Rehab	Central Park	\$95,000	APPROVED	\$278,470	\$374,020	
Holiday Square Partners LLC	517 SW 29th St.	Outpatient	New Commercial		\$796,141	APPROVED	\$0	\$543,100	
Clinton Self Storage LLC / Frank Meade	3528 SE Cyprus	At Risk	Commecial New		\$807,050	INCOMPLETE	\$212,540	\$747,750	\$762,360.00
Van Buren Street Development LLC	304 SW Van Buren	At Risk	Multifamily New	Downtown	\$1,100,000	APPROVED	\$150,000	\$1,038,270	\$923,750.00
Lee Thomas	3363 SE Girard	Intensive Care	Single Family Rehab	Hi Crest	\$12,500	APPROVED	\$19,990	\$27,800	
Kansas Towers LLC	830 S Kansas Ave	At Risk	Commercial Rehab	Downtown	\$552,225	DISAPPROVED	\$2,972,460	\$3,127,560	
John and Christie Chance	1903 NW Topeka Blvd	At Risk	Commercial Rehab	N Topeka West	\$240,000	APPROVED	\$196,300	\$302,450	
Meridian Development / Nathan Morris	1717 S Kansas Ave	Intensive Care	Commercial Rehab	Monroe	\$350,000	DISAPPROVED	\$250,000	no change	
AIM Strategies LLC/Seth Wagoner	921 S Kansas Ave	At Risk	Commercial Rehab	Downtown	\$148,077	APPROVED	\$98,000	\$206,700	\$324,100.00
Jay and Mildred McMurray	1336 N Topeka Blvd	At Risk	New Commercial	N Topeka East	\$178,173	APPROVED	\$52,990	\$209,430	
Harold D. Nelson Trust	1137 SW Boswell Ave	Outpatient	Single Family Rehab	Elmhurst	\$6,000	APPROVED	\$47,170	\$53,400	
Thomas J. Dobski Trust	3201-3207 SW Topeka Blvd	Outpatient	Commercial Rehab		\$700,000	APPROVED	\$110,300	\$309,480	\$383,200.00
Thomas J. Dobski Trust	3101 SW Topeka Blvd	Outpatient	Commercial Rehab		\$1,197,058	INCOMPLETE	\$539,420	no change	7000,20000
McDonald's Corporation	3117 SW Topeka Blvd	Outpatient	Commercial New		\$2,500,000	APPROVED	\$1,302,790	\$2,034,870	
Richard and Lisa Werner Trust	2307 SW 10th Avenue	Healthy	Commercial Rehab		\$32,000	DISAPPROVED	\$140,700	\$159,300	
Top Expo LLC	1306 SW Harrison	At Risk	Residential Multifamily	Downtown	\$1,102,211	INCOMPLETE	\$500,520	\$503,070	\$505,330.00
Delores J. Smith	1317 SW Garfield Ave.	At Risk	Single Family Rehab	College Hill	\$79,000	APPROVED	\$23,200	\$75,300	\$303,330.00
			Commercial Rehab						
Heather Graves	922 N Kansas Ave	Intensive Care		N Topeka East	\$32,000	APPROVED	\$69,000	\$96,900	64 407 000 00
Klaton Properties: Mike Tryon	822/824 S Kansas	At Risk	Commercial Rehab	Downtown	\$1,146,000	APPROVED	\$151,200	\$795,000	\$1,187,000.00
ARE Holdings LLC	1115 SW 6th Avenue	At Risk	Commercial Rehab	Old Town	\$955,200	APPROVED	\$215,300	\$302,910	\$813,900.00
Tags Enterprises LLC	430 SE Teft St.	At Risk	Multifamily Rehab	East Topeka South	\$160,000	APPROVED	\$378,930	\$513,110	
Hicks Block LLC/Bryan Falk	600 SW 6th	Intensive Care	Multifamily Rehab	Ward Meade	\$200,000	INCOMPLETE	\$200,520	\$204,120	\$230,150.00
AZHA Propeties LLC	3100 SE 6th St	At Risk	Commercial New	E Topeka North	\$703,236	APPROVED	\$144,600	\$959,510	
Momentum Investment Grp LLC	1205 SW Polk St	At Risk	Multi family Rehab	Historic Holliday Park	\$645,380	APPROVED	\$733,160	\$1,335,870	
1318 Buchanan LLC / Mike Wilson	1309 SW Huntoon St	At Risk	Commercial Rehab	Central Park	\$60,000	APPROVED	\$52,800	\$74,800	
Holiday Square Partners LLC	2903 SW Topeka Blvd	Outpatient	Commercial Rehab		\$592,868	APPROVED	\$0	\$126,100	
Tope City Properties LLC (Reuter)	4600 S Topeka Blvd	At Risk	New Commercial		\$853,360	INCOMPLETE	\$144,020	\$161,440	
Holiday Square Partners LLC	2903 SW 29th St	Outpatient	Commercial Rehab		\$1,650,000	APPROVED	\$1,749,100	\$2,109,020	\$3,548,600.00
101 N Kansas LLC	109 N Kansas Ave	At Risk	Commercial Parking Lot	Downtown	\$75,000	DISAPPROVED	\$168,350	no change	
Colby Series 19 LLC	2620 NE Sardou Ave	At Risk	Commercial Rehab	Oakland	\$652,000	APPROVED	\$277,500	\$587,700	\$790,400.00
							2020 post	2021 post	2022 post
		Neighborhood					improvement	improvement	improvement
Owner/Applicant	Address	Health	Type of Improvement	NIA/NA	Estimate	Status of Rebate	(appraised value)	(appraised value)	(appraised value
<u>2020</u>									
McCabe Properties LLC	3003 SW Van Buren St	Intensive Care	Commercial rehab		\$412,909	APPROVED	\$228,200	\$340,900	
Melissa Wyatt	1528 SW Central Park Ave	Intensive Care	Single Family Rehab	Central Park	\$20,000	APPROVED	\$39,400	\$45,700	
Melissa Wyatt	1532 SW Central Park Ave	Intensive Care	Single Family Rehab	Central Park	\$20,000	DISAPPROVED	\$45,490	\$43,600	
Melissa Wyatt	1534 SW Central Park Ave	Intensive Care	Single Family Rehab	Central Park	\$20,001	APPROVED	\$29,310	\$35,800	
Melissa Wyatt	1530 SW Central Park Ave	Intensive Care	Single Family Rehab	Central Park	\$23,000	APPROVED	\$35,090	\$42,900	
AIM Strategies Inc	913 S Kansas Ave	At Risk	Commercial rehab	Downtown	\$224,950	INCOMPLETE			
Topeka T&S Todd Konkel	528 SE Adams St	At Risk	Commercial rehab	Downtown	\$925,500	INCOMPLETE			
Kronos Construction	1736 NW Taylor	At Risk	New Single Family	N Topeka West	\$110,000	INCOMPLETE			
Singer Watson Investments	2081 SW Buchanan	At Risk	New Single Family	Chesney Park	\$80,000	INCOMPLETE			
Singer Watson Investments	2075 SW Buchanan	At Risk	New Single Family	Chesney Park	\$80,000	INCOMPLETE			
omger wattom investments	1205-1229 S kansas, 115 SW	7 te mon	item single runniy	chesicy rank	φοσίσος				
Atlantic Signal	12th, 1222 SW Jackson	At Risk	New Commercial	Downtown	\$1,100,000	INCOMPLETE			
LaTonia Wright	1407 SE Washington	At Risk	Single Family Rehab	East Topeka South	\$4,500	APPROVED	\$14,080	\$20,800	
Batis Development Co	563 NW U.S. 24 Highway	At Risk	New Commercial	North Topeka West	\$4,500	INCOMPLETE	\$14,U6U	<i>⊋</i> ∠∪,0∪∪	
				worth ropeka west			-		
CAA1 LLC	1015 SW Garfield St.	At Risk	Multi-family rehab	014.7	\$240,000	INCOMPLETE	-		
CAA1 LLC	827 SW Tyler St.	At Risk	Multi-family rehab	Old Town	\$368,000	INCOMPLETE	-		
CAA1 LLC	1111 SW Fillmore	Outpatient	Multi-family rehab	Historic Holliday Park	\$240,000	INCOMPLETE	-		
Townsite Tower QOZB LLC	534 S Kansas Ave	At Risk	Commercial rehab	Downtown	\$3,000,000	INCOMPLETE			
	120 SE 6th Ave	At Risk	Commercial rehab	Downtown	\$1,200,000	INCOMPLETE			
Townsite Tower QOZB LLC									1
Clinton Self Storage / Frank Meade	3528 SE Cyprus Dr	At Risk	New Commercial		\$288,109	INCOMPLETE			
<u>`</u>	3528 SE Cyprus Dr 622 SW Van Buren 302 SE 45th Street	At Risk At Risk At Risk	New Commercial Commercial rehab Commercial rehab	Downtown	\$288,109 \$56,000 \$700,000	INCOMPLETE INCOMPLETE INCOMPLETE			

Holiday Square Partners LLC	2935 SW Topeka Blvd	Outpatient	Comercial Rehab		\$891,000	INCOMPLETE			
Amherst Holdings LLC	315 SW 4th Street	At Risk	Multifamily Rehab	Downtown	\$50,000	INCOMPLETE			
Amherst Holdings LLC	100 NE Jefferson Sreet	At Risk	Commercial rehab	Downtown	\$64,500	DISAPPROVED	\$320,000	\$320,000	
Curtis Homes LLC	316 NW Grant Street	At Risk	Multi-family rehab	N Topeka East	\$517,970	INCOMPLETE			
Casson Homes LLC	603 SW Topeka Blvd	At Risk	Multi-family New	Old Town	\$2,470,000	INCOMPLETE			
Jerusalem Ranch LLC	250 SE 29th St	At Risk	Commercial Rehab	Jefferson Square	\$100,000	INCOMPLETE			
Nacahal Holdings LLC/Chris Steimler	420 SW 9th St	At Risk	Commercial Rehab	Downtown	\$500,000	INCOMPLETE			
		Neighborhood							
Owner/Applicant	Address	Health	Type of Improvement	NIA	Estimate				
<u>2021</u>									
Billy Development LLC	923-925 S Kansas	At Risk	Commercial/Residential	Downtown	\$600,000				
Clinton Self Storage Bldg D	3528 SE Cyprus Dr	At Risk	Commercial		\$161,500				
Quinghui Wang Coon	1228 NW Eugene	At Risk	Single Family Rehab	North Topeka West	\$6,500				
SENT Holdings LLC	3383 SE Irvingham St	Intensive Care	New Single Family	Hi Crest	\$152,000				
SENT Holdings LLC	223 SE 34th St	Intensive Care	Single Family Rehab	Hi Crest	\$56,240				
First Choice Concrete - De Zyon Clark	2701 SE California Ave	At Risk	Commercial Rehab	Central Highland Park	\$37,000				
DeZyon Clark	1255 SW Tyler	At Risk	Multifamily Rehab	Historic Holliday Park	\$90,000				

Neighborhood Revitalization Program Term Years 1995-2021



TOTAL APPLICATIONS

831 Total Applications

601 Approved Applications

TOTAL INVESTED

464 MILLION DOLLARS
IN BOTH COMMERCIAL AND RESIDENTIAL PROPERTIES

\$355,178,005 COMMERCIAL

\$109,218,582 RESIDENTIAL

1995- TAX REBATE \$56,795,316
AMOUNT PAID \$56,795,316

\$29,625,641

NEW TAX 2006 GENERATED

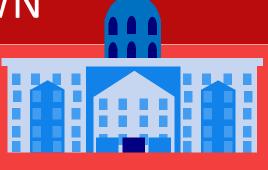


DOWNTOWN

TOTAL INVESTED

149 MILLION DOLLARS

AVERAGE \$5,511,013



HISTORIC

TOTAL INVESTED

MILLION
DOLLARS

AVERAGE

\$4,147,251

Neighborhood Health 2004-2021

INTENSIVE CARE \$41,778,640

AT RISK \$203,488,677

OUTPATIENT \$56,103,574

HEALTHY \$23,597,968



13%

63%

17%

7%

Neighborhood Revitalization Program Term Years 2019-2021



APPLICATIONS

Approved Applications

17% **INVENSIVE**

AT RISK

OUTPATIENT

TOTAL INVESTED

MILLION DOLLARS

IN BOTH COMMERCIAL AND RESIDENTIAL PROPERTIES

\$25,299,258 COMMERCIAL

\$7,858,302 RESIDENTIAL

2019-TAX REBATE \$6,852,7 AMOUNT PAID

\$5,884,102 NEW TAX -2019 GENERATED

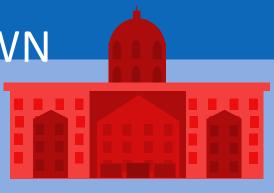


DOWNTOWN TOTAL INVESTED

MILLION DOLLARS

AVERAGE

\$3,629,829



HISTORIC

TOTAL INVESTED

MILLION **DOLLARS**

AVERAGE

Neighborhood Health Applications and Investments

2019

\$594,500 \$9,551,911 \$7,442,067 \$39,168

2020

\$495,910 \$12,926,764 \$1,131,000

2021*

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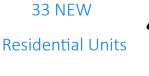
\$208,240 \$768,000

Intensive Care

At Risk

Out Patient

Healthy





DRAFT



20192022-20212024

City of Topeka, Kansas

Effective January 1, 20192022 ADOPTED BY THE CITY OF TOPEKA GIVERNING BODY:

October 23, 2018 ENTER DATE

Table of Contents

P	age
Introduction	.3
Part 1 Description of Neighborhood Revitalization Area	6
Part 2 Appraised Valuation of Real Property	15
Part 3 Listing of Owners of Record in Area	15
Part 4 Summary Description of Zoning Districts	15
Part 5 Major Improvements for NRP Area	16
Part 6 Statement Specifying the Eligibility Requirements for a Tax Rebate	17
Part 7 Criteria for Determination of Eligibility	18
Part 8 Contents of Application for Tax Rebate	20
Part 9 Application Procedure	21
Part 10 Standards and Criteria for Approval	22
Part 11 Statement Specifying Rebate Formula	23
Part 12 Other Matters	24
Appendix	
Shawnee County Tax Levy Schedule	25

Introduction

This Plan is intended to promote the revitalization of the inner urban area hereinfter 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).

- 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

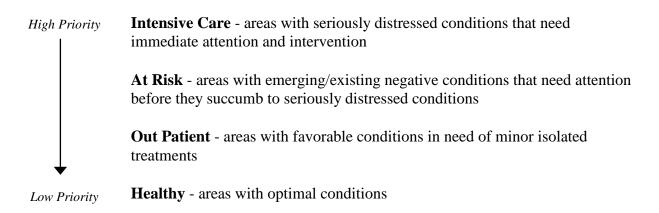
area is necessary to protect the welfare of the municipalities' residents, and that the area should not include the entire municipality.

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.

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 reinvestment 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 (20152-20196 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 20195 – December 20162020, 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-April 202017, 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 April 202017 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 (202017 City of Topeka Code EnforcementSpecial Structures 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 (20172021)

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	2020: 0 - 9%	0 - 12	2020: \$111,872 and ↑	70 - 100%	2020: 025
(3.3 - 4.0)	(4)	(4)	(4)	(4)	(4)
Out Patient	2020: 10 - 18%	13 - 18	2020: \$72,694 - \$111,871	50 - 69%	2020: 0.26 - 0.75
(2.7 - 3.2)	(3)	(3)	(3)	(3)	(3)
At Risk	2020: 19 - 30%	19 - 28	2020: \$43,195 - \$72,693	34 - 49%	2020: 0.76 - 1.75
(1.9 - 2.6)	(2)	(2)	(2)	(2)	(2)
Intensive Care	2020: 31 - 100%	29 +	2020: \$43,194 and ↓	0 - 33%	2020: 1.76 and ↑
(1.0 - 1.8)	(1)	(1)	(1)	(1)	(1)

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	2017: 0 - 9%	0 - 12	2017: \$107,029 and ↑	70 - 100%	2017: 0
(3.3 - 4.0)	(4)	(4)	(4)	(4)	(4)
Out Patient	2017: 10 - 18%	13 - 18	2017: \$69,613 - \$107,028	50 - 69%	2017: 0.01 - 0.75
(2.7 - 3.2)	(3)	(3)	(3)	(3)	(3)
At Risk	2017: 19 - 30%	19 - 28	2017: \$41,364 - \$69,612	34 - 49%	2017: 0.76 - 1.75
(1.9 - 2.6)	(2)	(2)	(2)	(2)	(2)
Intensive Care	2017: 31 - 100%	2 9 +	2017: \$41,363 and ↓	0 - 33%	2017: 1.75 and ↑
(1.0 - 1.8)	(1)	(1)	(1)	(1)	(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 comparsion profile of the NR Area and non-NR Area

Total Primary	Neighborhood Revitilization Area 2020
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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	34	36%	40.1%	1.81	\$43,094
At Risk	16	23.5%	48.6%	1.22	\$63,667
Out Patient	15	11.3%	52.5%	0.4	\$63,765
Total Primary NR Area	20	24.2%	47.3%	1.21	\$58,813

Total Primary Neighborhood Revitilization 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 Revitilzation Area 2020

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	15	13%	59.30%	0.53	\$148,709
Healthy	6	8%	81.60%	0.14	\$221,810
Total Non NR Area	9	9.60%	74.3	0.26	\$198,380

Total Non Neighborhood Revitilization Area (2017)

otal Non Neighborhood Nevithization 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 2020

Area	Square Miles	% of Total	#of Parcels	% Total	Vacent Parcels	% Total
Intensive Care	3.6	6%	3,715	7.3%	592	14.1%
At Risk	7.8	12%	8,640	16.9%	1,305	31.0%
Out Patient	1.47	2%	1,731	3.4%	201	4.8%
Kanza/ USD 501	0.31	0%	27	0.1%	4	0.1%
Total NR AREA	13.2	21%	14,113	27.7%	2,102	49.9%
Non-NR Area	49.55	79%	36,895	72.3%	2,111	50.1%
Total (All Topeka)	62.75	100%	51,008	100%	4,213	100.0%

General Characteristics (2017)

	- ()					
Area	Square Miles	% of Total	#of Parcels	% Total	Vacent 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 2020

Area	2019 Population	% of Total	Total Housing Units (2015 - 2019 ACS)	% of Total	Real Property Valuation (2020)	% of Total
Intensive Care (Primary)	6,071	4.8%	3,143	4.7%	\$467,668,280	5.2%
At Risk (Primary)	20,807	16.5%	9,938	14.8%	\$972,567,170	10.8%
Out Patient (Primary)	6,773	5.4%	2,993	4.5%	\$700,763,830	7.8%
Total NR Area	33,651	26.6%	16,074	23.9%	\$2,140,999,280	23.8%
Non NR Area	92,746	73.4%	51,179	76.1%	\$6,841,428,970	76.2%
Total (All Topeka)	126,397	100%	67,253	100%	\$8,982,428,250	100.0%

General Characteristics

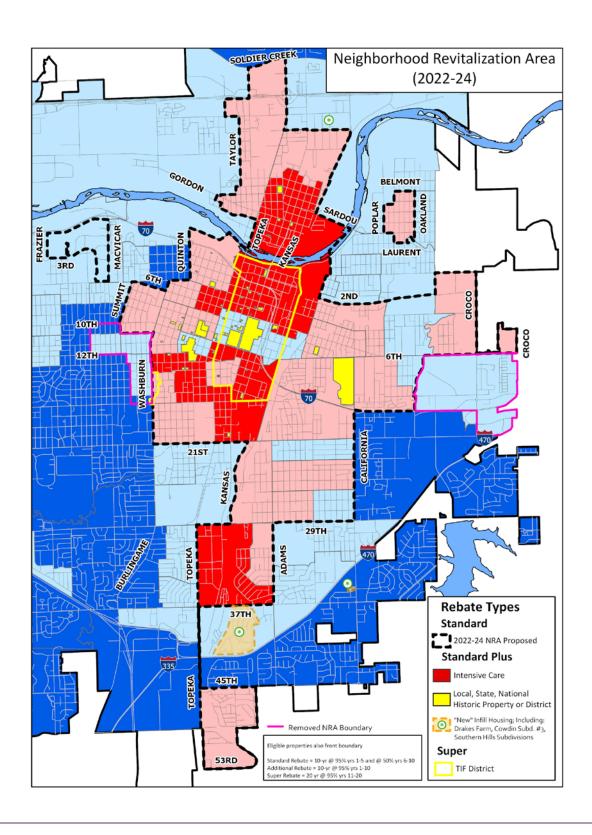
Area	2010 Population	% of Total	Total Housing Units (2013 - 2017 ACS)	% of Total	Real Property Valuation (2018)	% of Total
Intensive Care (Primary)	5,858	4.6%	2,550	3.8%	\$269,201,160	3.2%
At Risk (Primary)	26,770	20.9%	12,201	18.1%	\$1,451,132,000	17.1%
Out Patient (Primary)	5,733	4.5%	2,596	3.8%	\$2,317,832,000	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%

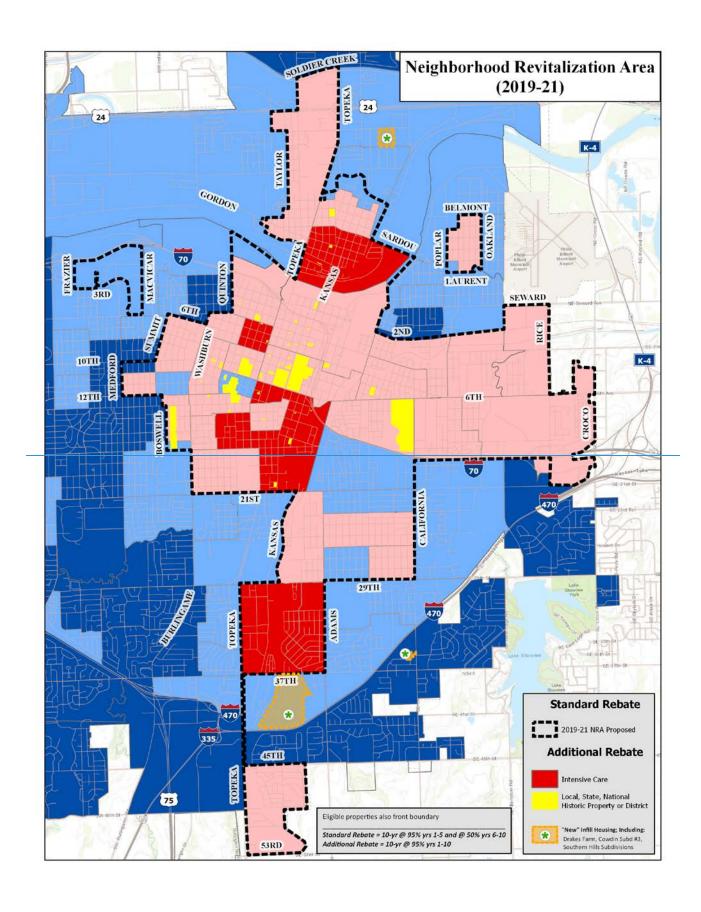
General Characteristics

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%

Summary

- The primary NR Area comprises only 2<u>1</u>3% 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 340% greater outside of the NR Area than within its boundaries.
- The homeownership rate is substantially greater outside of the primary NR Area boundary (742% versus 47%).
- 7264% 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; thenceeasterly, 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: thenceeasterly 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 6th 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, 100.00feet; 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 6th 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 21st Street; thence southwesterly and westerly on the Centerline of SE 23rd 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: thencesoutherly on the Centerline of SE California Avenue to an intersection with the Centerline of SE 29th Street; thence westerly on the Centerline of SE 29th 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 37th Street; thencewesterly on the Centerline of 37th 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 29th Street; thence easterly on the Centerline of 29th 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 21st Street; thence westerly, on the Centerline of 21st-Street, to the Northeast corner of the Northeast Quarter of Section 12, Township 12 South, Range 15 east of the 6th-PM; thence southerly on the East line of said Northeast Quarter to an intersection with the Centerline of SW 27th Street; thence westerly on the Centerline of SW 27th 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-17th Street; thence westerly on the Centerline of SW-17th Street to an intersection with the Centerline of SW-Boswell Avenue; thence northerly on 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-12th Street; thence Westerly on the Centerline of SW-12th 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-10th Avenue; thence easterly on the Centerline of SW-10th Avenue to an intersection with the Centerline of SW-Summit Avenue to an intersection with 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 intersectionwith the Centerline of SW Willow Avenue; thence easterly, on the Centerline of SW Willow Avenue to an intersection with the Centerline of Ouinton Avenue; thence northerly on the Centerline of Ouinton Avenue to anintersection with the Centerline of SW 1st Street; thence east southeasterly on the Centerline of SW 1st Street to the West line of Section 30, Township 11 South, Range 16 East of the 6th 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 northeasterlyon the Centerline of NW Lane Street to an intersection with the Centerline of NW Gordon Street; thence eastsoutheasterly 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 OUARTER, AND THE NORTHEAST OUARTER, 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 OUARTER, 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 OUARTER: 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 OUARTER: 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 OUARTER: 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 OUARTER OF SECTION 26; THENCE ALONG THE SOUTH LINE OF SAID OUARTER 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 feet; 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 feet; 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 are distance of 172.97 feet; thence North 56 degrees, 02 minutes, 21 seconds East, 399.91 feet; thence South 20 degrees, 26 minutes, 15 seconds East 750.52 feet; thence South 00 degrees, 24 minutes, 53 seconds East, 1, 344.97 feet 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 southwesterly 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 East line of Terra Heights Subdivision to the East line of Terra Heights Subdivision to the Southwesterly 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 southwesterly 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 53rd-Street; thence South 89 degrees 35 minutes 28 seconds West, 368.63 feet along the North right of way of SE 53rd-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 $1\underline{4}$, 2018–2020 for each parcel by land and building values is on file in the office of the Shawnee County Appraiser. The $20\underline{2018}$ appraised valuation for the $\underline{14,10815,464}$ -parcels contained in the area is:

Land	\$2 <u>62,450,850</u> 77,703,410
Improvements	\$1,6 24,280,390 85,883,470
Total Appraised Valuation	\$1, 886,731,240 963,586,880

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/.

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

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

- Topeka Land Use and Growth Mangagment Plan (2015)
- Central Highland Park Neighborhood Plan (2010)
- Ward-Meade Neighborhood Plan (2001/2010)
- Chesney Park Neighborhood Plan (1998/2009)
- Central Park Neighborhood Plan (1998/2008/2019)
- 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)
- East Topeka North Neighborhood Plan (2020)
- Downtown Master Plan (2021)

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 are found with the City's Capital Improvement Budget and Consolidated Plan.

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%.

CRITERIA FOR DETERMINATION OF ELIGIBILITY

- (a) Construction of an improvement must have begun on or after January 1, 20192022. Such improvement project shall remain eligible in the event the neighborhood revitalization plan is extended beyond 2021-2024 by a subsequent ordinance. An improvement project constructed pursuant to a building permit and an application for tax rebate filed before January 1, 20192022, 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.

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.

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.

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.

STATEMENT SPECIFYING REBATE FORMULA

Program Period:

The Neighborhood Revitalization Fund and tax rebate incentive program shall expire on December 31, 20212024.

Rebate Period:

All Eligible Uses <u>— Administrative Approval</u>	10 years
All Eligible Uses – Governing Body Approval	11-20 years

Rebate Amount*:

All Eligible Uses Not Specified or In Areas Below	95% (years 1-5) 50% (years 6-10)
"Intensive Care" areas (2017-2020 Neighborhood Health Map)	95%
National/State Register/Properties and Districts and Local Historic Properties/Districts	95%
"New" Infill Housing (Single and Multi-Family); including:	
Single-family in Cowdin Subd. #3, Southern Hills Subd. A, B, and C, 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 building outside of a neighborhood revitalization area eligible to be a "dilapidated structure" 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. A "dilapidated structure" is defined as 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 worth of preservation.

In such event, the governing body will may proceed to amend the plan pursuant to K.S.A. 12-17,114—117(b) et seq., provided the project submits a but-for-analysis that demonstrates the need for a rebate.

- 2. The governing body may designate certain projects to have up to a 20-year rebate period, provided the following criteria are satisfied:
 - The project is located within an existing TIF Area within the NRP

 Area
 - The project includes new residential units
 - The project has a minimum investment of \$10,000,000
 - The project submits a but-for analysis that demonstrates the need for the longer rebate period.

City staff will review the proposal and provide a recommendation to the governing body for final determination. Participating taxing entities approve these projects concurrently with governing body approval.

4.3.The remaining funds in the Special Fund identified in the Neigborhood 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. be transferred to the City of Topeka's Housing Trust Fund as a match to support affordable housing development.

SHAWNEE COUNTY TAX LEVY SCHEDULE $\frac{2017}{2020}$

Tax Levies per \$1,000 Assessed Valuation

	Taxing Jurisdiction (within USD 501 area)	Mill Levy	% of Total Levy
1.	Shawnee County	48. <u>157</u> 363	30. <u>71</u> 56%
2.	City of Topeka	39. <u>687</u> 920	25. <u>31</u> 22 %
3.	USD 501 (Topeka)	<u>49.716</u> 50.702	3 <u>1.70</u> 2.04 %
4.	Washburn University	3.2 <u>49</u> 50	2.0 <u>7</u> 5%
5.	Topeka-Shawnee County Public Library	9.78 <u>6</u> 7	6. <u>24</u> 18%
6.	TMTA (Transit)	4.200	2.6 <u>8</u> 5%
7.	MTAA (Airport)	2.032 54	1.30%
	Total	158 <u>6</u> . 276 827	100%
	Taxing Jurisdiction (within USD 345 area)	Mill Levy	% of Total Levy
1.	Shawnee County	48. <u>157</u> 363	30. 39 %
2.	City of Topeka	39. <u>687</u> 920	25. <u>11</u> 08 %
3.	USD 345 (Seaman)	5 <u>0.925</u> 1.593	32. <u>22</u> 41%
4.	Washburn University	3.2 <u>49</u> 50	2.0 <u>6</u> 4%
5.	Topeka-Shawnee County Public Library	9.78 <u>6</u> 7	6.1 <u>6</u> 5%
6.	TMTA (Transit)	4.200	2.6 <u>6</u> 4%
7.	MTAA (Airport)	2.032 54	1.29%
	Total	15 <u>8</u> 9. 167 <u>036</u>	100%
	Taxing Jurisdiction (within USD 450 area)	Mill Levy	% of Total Levy
1.	Shawnee County	48. <u>157</u> 363	30.3 <u>0</u> 3%
2.	Shawnee County City of Topeka	48. <u>157</u> 363 39. 920 <u>687</u>	30.3 <u>0</u> 3% 2 <u>4</u> 5.03 <u>97</u> %
	Shawnee County City of Topeka USD 450 (Shawnee Heights)	48. <u>157</u> 363 39. <u>920</u> - <u>687</u> 51.8 <u>3</u> 88	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54%
2. 3. 4.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University	48. <u>157</u> 363 39. <u>920</u> -687 51.8 <u>3</u> 88 3.2 <u>49</u> 50	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04%
2. 3. 4. 5.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library	48. <u>157</u> 363 39. <u>920</u> 687 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>397</u> % 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4%
 2. 3. 4. 5. 6. 	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit)	48. <u>157</u> 363 39. <u>920</u> - <u>687</u> 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7 4.200	30.3 <u>0</u> 3% 2 <u>4</u> 5. <u>0</u> 3 <u>9</u> 7% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3%
2. 3. 4. 5.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport)	48. <u>157</u> 363 39. <u>920</u> -687 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7 4.200 2.03254	30.3 <u>0</u> 3% 2 <u>4</u> 5. <u>0</u> 3 <u>9</u> 7% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289%
 2. 3. 4. 5. 6. 	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit)	48. <u>157</u> 363 39. <u>920</u> - <u>687</u> 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7 4.200	30.3 <u>0</u> 3% 2 <u>4</u> 5. <u>0</u> 3 <u>9</u> 7% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3%
 2. 3. 4. 5. 6. 	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area)	48. <u>157</u> 363 39. <u>920</u> -687 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7 4.200 2.03254 15 8 9 .941462 Mill Levy	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100%
2. 3. 4. 5. 6. 7.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County	48. <u>157</u> 363 39. <u>920</u> 687 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7 4.200 2.03254 1589 .941462 Mill Levy 48. <u>157</u> 363	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% % of Total Levy 30. <u>65</u> 46%
2. 3. 4. 5. 6. 7. 1. 2.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County City of Topeka	48. <u>157</u> 363 39. <u>920</u> -687 51.8 <u>3</u> 88 3.2 <u>49</u> 50 9.78 <u>6</u> 7 4.200 2.03254 15 8 9 .941462 Mill Levy	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% % of Total Levy 30. <u>65</u> 46% 25. <u>26</u> 14%
2. 3. 4. 5. 6. 7. 1. 2. 3.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County City of Topeka USD 437 (Auburn Washburn Rural)	48.157363 39.920-687 51.8388 3.24950 9.7867 4.200 2.03254 1589.941462 Mill Levy 48.157363 32.687920 50.01.197	30.3 <u>0</u> 3% 2 <u>4</u> 5. <u>0</u> 3 <u>9</u> 7% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% ** of Total Levy 30. <u>65</u> 46% 25. <u>26</u> 14% 3 <u>1</u> 2. <u>82</u> 25%
2. 3. 4. 5. 6. 7. 1. 2. 3. 4.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County City of Topeka USD 437 (Auburn Washburn Rural) Washburn University	48.157363 39.920-687 51.8388 3.24950 9.7867 4.200 2.03254 1589.941462 Mill Levy 48.157363 32.687920 50.01.197 3.24950	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 9 <u>7</u> % 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% % of Total Levy 30. <u>65</u> 46% 25. <u>26</u> 14% 3 <u>1</u> 2.8225% 2.0 <u>7</u> 5%
2. 3. 4. 5. 6. 7. 1. 2. 3. 4. 5.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County City of Topeka USD 437 (Auburn Washburn Rural) Washburn University Topeka-Shawnee County Public Library	48.157363 39.920-687 51.8388 3.24950 9.7867 4.200 2.03254 1589.941462 Mill Levy 48.157363 32.687920 50.01.197 3.24950 9.7867	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% % of Total Levy 30. <u>65</u> 4 6 % 25. <u>26</u> 14% 3 <u>1</u> 2. <u>82</u> 25% 2.0 <u>7</u> 5% 6.2 <u>3</u> 1 6 %
2. 3. 4. 5. 6. 7. 1. 2. 3. 4. 5. 6.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County City of Topeka USD 437 (Auburn Washburn Rural) Washburn University Topeka-Shawnee County Public Library TMTA (Transit)	48.157363 39.920-687 51.8388 3.24950 9.7867 4.200 2.03254 1589.941462 Mill Levy 48.157363 32.687920 50.01.197 3.24950 9.7867 4.200	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% % of Total Levy 30. <u>65</u> 46% 25. <u>26</u> 14% 3 <u>1</u> 2. <u>82</u> 25% 2.0 <u>7</u> 5% 6. <u>23</u> 16% 2.6 <u>7</u> 5%
2. 3. 4. 5. 6. 7. 1. 2. 3. 4. 5.	Shawnee County City of Topeka USD 450 (Shawnee Heights) Washburn University Topeka-Shawnee County Public Library TMTA (Transit) MTAA (Airport) Total Taxing Jurisdiction (within USD 437 area) Shawnee County City of Topeka USD 437 (Auburn Washburn Rural) Washburn University Topeka-Shawnee County Public Library	48.157363 39.920-687 51.8388 3.24950 9.7867 4.200 2.03254 1589.941462 Mill Levy 48.157363 32.687920 50.01.197 3.24950 9.7867	30.3 <u>0</u> 3% 2 <u>4</u> 5.0 <u>3</u> 97% 32. <u>61</u> 54% 2.04% 6.1 <u>6</u> 4% 2.6 <u>4</u> 3% 1.289% 100% % of Total Levy 30. <u>65</u> 4 6 % 25. <u>26</u> 14% 3 <u>1</u> 2. <u>82</u> 25% 2.0 <u>7</u> 5% 6.2 <u>3</u> 1 6 %

Source: Shawnee County Clerk's Office, 202017

Chief Financial Officer's Report July 2021 Kim Strube

Revenue/Expense/Balance by Fund Report - Page 2

The Children's Art Show Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement. Typically, The Library Foundation is billed quarterly for reimbursement of expenditures.

General Fund – Pages 3 through 5

With 49.6% of the budget year completed, 91% of the budgeted revenue has been received and 40% of the approved budget has been expended/encumbered. This compares to 2020 in which 83% of the budgeted revenue had been received and 43% of the approved budget had been expended/encumbered.

The third tax distribution for 2021 was received June 4th as scheduled. The total received for the General Fund was \$5,881,141.56. The percentage of the ad valorem tax budget collected year-to-date is 96% compared to 95% collected at this point in time in 2020. The percentage of year-to-date motor vehicle tax collected is 40% compared with 35% collected thus far in 2020.

Employee Benefit Fund – Page 6

With 49.6% of the budget year completed, 91% of the budgeted revenue has been received and 44% of the approved budget has been expended/encumbered. This compares to 2020 in which 90% of the budgeted revenue had been received and 46% of the approved budget had been expended/encumbered.

The June 4th tax distribution totaled \$1,378,123.55. The percentage of the ad valorem tax budget collected year-to-date is 96% which is the same as this point in time in 2020. The percentage of year-to-date motor vehicle tax collected is 41% compared with 37% collected thus far in 2020.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$2,924,528.

Debt Service Fund-Bond & Interest - Page 7

The June 4th tax distribution totaled \$3,561.03. The bond and interest levy is 0.000, however motor vehicle taxes, recreational vehicle taxes and delinquent taxes will continue to trickle in during the year.

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.

Type of Purchase	Description	Amount	Vendor
Approved operating	Security system	\$18,390.00	Cam-Dex-Security Corp.
budget	maintenance and support		
	agreement		
Approved operating	Chiller repair and	\$8,575.00	McElroy's Inc.
budget	refrigerant		
Approved operating	Annual support for kiosks,	\$32,742.48	Bibliotheca LLC
budget	Smartlockers, RFID tagging		
	machines and security gates		
Approved operating	Annual CONTENTdm	\$7,658.75	OCLC, Inc.
budget	renewal		

Other Items:

• Thank you for your time and attention at the Board budget work sessions. Should questions arise as the process goes through the remainder of the cycle, please don't hesitate to contact me. As a result of the work sessions, a resolution is included in this month's packet to approve the 2022 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Revenue Neutral Rate Hearing" and the "Notice of Budget Hearing" proposed for 5:30 pm on August 26, 2021 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

https://tscpl.org/wp-content/uploads/2021/07/Board-Budget-Work-Session-2-Packet.pdf

- There is one resolution on the agenda that will result in an expenditure:
 - Approval of the bid to purchase laptops, monitors, and docking stations from Dell Marketing L.P. Funding for this purchase will be from the General Fund, Digital Services Support budget line item.

Topeka and Shawnee County Public Library Financial Summary

	Balance 1/1/2021	Revenue Y-T-D	Expenditures Y-T-D		 Balance 6/30/2021
GOVERNMENTAL FUNDS					
General Operating	\$ 4,901,534.78	\$ 14,039,965.58	\$	6,764,993.07	\$ 12,176,507.29
Employee Benefits	1,066,108.36	3,314,159.56		1,664,446.94	\$ 2,715,820.98
Capital Improvement	2,921,349.41	3,178.90		-	\$ 2,924,528.31
Bond & Interest	13,283.82	16,169.57		-	\$ 29,453.39
NON MAJOR GOVERNMENTA	L FUNDS				
State Aid	407.88	49,170.44		407.88	\$ 49,170.44
Federal, State & Local Grants	19.03	1,025.00		1,000.00	\$ 44.03
Other Special Revenue	530,838.73	16,232.25		139,487.48	\$ 407,583.50
Permanent Funds	247,476.65	26,359.78		-	\$ 273,836.43
Totals	\$ 9,681,018.66	\$ 17,466,261.08	\$	8,570,335.37	\$ 18,576,944.37

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 1,314,066.52
Restricted Funds-CoreFirst Bank-Checking	412,280.17
Capital Improvement Fund-VisionBank-Money Market Account	2,924,528.31
Cash on Hand	2,254.01
Petty Cash	220.00
Endowment Securities	273,836.43
Municipal Investment Pool - Overnight	13,673,324.22
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	\$ 18,600,509.66
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	2,899.40
Less Payroll Deduction and Employer Benefit Liabilities	887.08
Less Outstanding Checks	19,778.81
-	\$ 18,576,944.37

Topeka and Shawnee County Public Library Revenue/Expenditures/Balance by Fund Report

	1/1/2021 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	6/30/2021 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds	Casii Balarice	Revenues	FO Experiorures	Experiultures	Casii Dalaiice	Effcullibratices	Casii Dalance
General Fund	\$ 4,901,534.78	\$ 14,039,965.58	\$ 1,111,501.96	\$ 5,653,491.11	\$ 12,176,507.29	\$ 1,189,565.17	\$ 10,986,942.12
Employee Benefit Fund	1.066.108.36	3,314,159.56	Ψ 1,111,501.50	1,664,446.94	2.715.820.98	28,211.75	2,687,609.23
Capital Improvement Fund	2,921,349.41	3,178.90	_	1,004,440.54	2,924,528.31	20,211.75	2,924,528.31
Bond & Interest Fund	13,283.82	16,169.57	_	_	29,453.39	_	29,453.39
Non Major Governmental Funds	10,200.02	10,103.37			23,433.33		23,433.33
State Aid Fund	407.88	49,170.44	407.88	_	49,170.44	_	49,170.44
Federal & State Grants	407.00	40,170.44	401.00		40,170.44		40,170.44
Gallery Grants	19.03	_	_	_	19.03		19.03
Kansas Humanities Council Grant		1,025.00		1,000.00	25.00	_	25.00
Other Special Revenue Funds		1,023.00		1,000.00	25.00		25.00
Adult Programs	1.49	_		_	1.49	_	1.49
Art Collection	10.615.64	16.50		_	10,632.14	_	10,632.14
Bookmobile Fund	10,013.04	10.50		-	10,032.14	-	10,032.14
Career Neighborhood	<u>-</u>				-		-
Computer training	-				-		-
Children's Art Show	=			640.12	(640.12)		(640.12)
Cooking Neighborhood	-	-		040.12	(040.12)	-	(040.12)
French Gift - Library Materials	31.17	0.06			31.23		31.23
Friends	89,412.43	80.05	3,758.33	45,414.75	40.319.40	17,348.06	22,971.34
Fun Committee	3,266.86	472.88	3,730.33	45,414.75	3,739.74	17,340.00	3,739.74
	,		-	-	,	-	
Gallery Competitions/Exhibits	36,273.72	56.32	- 	07.044.00	36,330.04	0.570.00	36,330.04
Gifts/Memorials (Undesignated)	333,415.39	11,876.61	58,017.36	27,314.69	259,959.95	2,576.00	257,383.95
Hathaway Trust - Library Materials	2,955.47	1,398.75	45.48	1,149.65	3,159.09	684.25	2,474.84
Health Neighborhood	=	=	=	=	=	-	=
Hirschberg Lecture	=				=		=
Hughes Business Collection	-	0.070.00	440.00	2 222 52	-	400.00	-
Library Materials	16,414.36	2,272.08	449.02	2,696.58	15,540.84	102.20	15,438.64
Lingo	-	04.00			40.007.40		40.007.40
NEH Expendable	16,072.23	24.96	=	=	16,097.19	-	16,097.19
Pets Neighborhood	-	=	=	-	-	-	-
Programming Fund	457.20	-		-	457.20	-	457.20
Red Carpet	4,268.40	6.63	-	-	4,275.03	=	4,275.03
Special Collections	5,713.50	8.87	-	-	5,722.37	-	5,722.37
Talking Books	-				-		-
Torluemke Landscaping	36.22	0.06		-	36.28	-	36.28
Wedding Neighborhood	=				=		=
Workshops	2,181.09	3.39			2,184.48		2,184.48
Youth Services	9,723.56	15.09	-	1.50	9,737.15	-	9,737.15
Permanent Funds							
Mertz Trust	247,476.65	26,359.78			273,836.43		273,836.43
TOTALS	\$ 9,681,018.66	\$ 17,466,261.08	\$ 1,174,180.03	\$ 7,396,155.34	\$ 18,576,944.37	\$ 1,238,487.43	\$ 17,338,456.94

6/30/2021

Topeka and Shawnee County Public Library General Fund - Revenue

		Approved Budget		Received Year-To-Date	 Over/(Under) Budget	% 6/30/2021 49.6%
Ad Valorem Property Tax	\$	13,722,658.00	\$	13,209,959.35	\$ (512,698.65)	96%
Revitalization Rebates	*	(156,245.00)	Ψ.	(153,818.83)	\$ 2,426.17	98%
Back Tax		-		165,605.53	\$ 165,605.53	N/A
Motor Vehicle Tax		1,566,866.00		629,483.36	\$ (937,382.64)	40%
Recreational Vehicle Tax		15,099.00		6,880.74	\$ (8,218.26)	46%
16/20 M Vehicle Tax		6,089.00		5,668.12	\$ (420.88)	93%
In Lieu of Tax		2,817.00		37,265.82	\$ 34,448.82	1323%
Watercraft Special Tax**		8,110.00		· _	\$ (8,110.00)	0%
Commercial Vehicle Fees		49,155.00		48,264.62	\$ (890.38)	98%
E-Rate Reimbursement		18,258.00		, -	\$ (18,258.00)	0%
Miscellaneous Revenue		3,000.00		16,431.90	\$ 13,431.90	548%
Miscellaneous Revenue - Recyclg		-		-	\$ · -	N/A
Salary Refunds-Foundation		101,050.00		39,766.87	\$ (61,283.13)	39%
Salary Refunds-Friends		30,285.00		12,810.45	\$ (17,474.55)	42%
Salary Refunds-Shawnee Cty		23,265.00		11,580.41	\$ (11,684.59)	50%
Vending Machines		3,500.00		264.95	\$ (3,235.05)	8%
Overdue Fees*		50,000.00		7,376.16	\$ (42,623.84)	15%
Debt Collect		-		245.21	\$ 245.21	N/A
ILL Fees		350.00		292.37	\$ (57.63)	84%
Mailing Fees		100.00		19.90	\$ (80.10)	20%
Non Resident Card Fee		300.00		340.00	\$ 40.00	113%
Obituary Fees		750.00		-	\$ (750.00)	0%
Meeting Room Charges		2,500.00		150.00	\$ (2,350.00)	6%
Monday Market Fees		500.00		180.00	\$ (320.00)	36%
Foundation Distribution		-		-	\$ -	N/A
Interest Received-Investments		3,250.00		1,198.65	\$ (2,051.35)	37%
Transfer In		41,797.00		-	\$ (41,797.00)	0%
Library Treasurer's Balance		2,443,575.00		<u>-</u>	\$ <u> </u>	N/A
TOTALS	\$	17,937,029.00	\$	14,039,965.58	\$ (1,453,488.42)	91%

^{*} 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 General Fund - Expenditures and Encumbrances

	Approved Budget	Expended Year-To-Date	Encumbrances #	(Over)/Under Budget	% Expended 49.6%
STAFF:					49.6%
Salaries-Auto Allowance	\$ 6,400.00	- \$	\$ -	\$ 6,400.00	0%
Salaries-Facilities	694,360.00		· -	383,912.78	45%
Salaries-Overtime	10,000.00		-	8,030.81	20%
Salaries-Security	322,993.00	125,549.42		197,443.58	39%
Salaries-Shelvers	177,103.00			177,103.00	0%
Salaries-Staff	7,634,011.00			4,006,777.46	48%
Conferences	120,000.00		2,439.98	117,110.21	2%
Staff Internal Dev/Trng - Web Based	15,000.00	1,674.00	· -	13,326.00	11%
Staff Development & Training	15,000.00	751.22	708.00	13,540.78	10%
Mileage	9,200.00	179.70	-	9,020.30	2%
COLLECTION:					
Materials-Binding/Replacements	2,500.00	962.91	202.00	1,335.09	47%
Materials-Periodicals	35,000.00		54.95	34,627.76	1%
Materials-Print/Non-Print <1 YR	594,800.00		1,118.94	425,501.47	28%
Materials-Print/Non-Print	1,270,200.00	422,717.24	119,293.88	728,188.88	43%
OPERATIONS:					
Art Purchases	8,000.00		-	8,000.00	0%
Cataloging and ILL Services	105,365.00	· · · · · · · · · · · · · · · · · · ·	53,315.40	10,309.00	90%
Contracted-Digital Services	480,122.00		100,408.81	140,015.21	71%
Contracted-Facilities	329,100.00	•	95,518.88	89,296.90	73%
Contracted-Equipment	50,900.00		16,142.80	5,563.08	89%
Contracted-Professional	277,700.00	,	75,700.04	105,889.78	62%
Contracted-E-Rate Services	1,643.00		1,869.02	(226.02)	114%
Digital Services Support	187,500.00		2,898.63	167,522.29	11%
Furniture/Equipment	92,000.00	· · · · · · · · · · · · · · · · · · ·	-	89,370.02	3%
Insurance	55,000.00		25,640.00	(1,734.00)	103%
Marketing & Communication	47,500.00	· · · · · · · · · · · · · · · · · · ·	3,719.50	35,340.77	26%
Memberships/Dues	30,900.00	·	-	17,808.00	42%
Miscellaneous	5,000.00		35.99	4,861.02	3%
Payments to Other Libraries	116,672.00		-	116,672.00	0%
Postage/Shipping	107,494.00		1,216.08	85,526.18	20%
Printing	96,800.00	· · · · · · · · · · · · · · · · · · ·	20,618.00	54,743.82	43%
Programming	32,000.00	10,057.39	3,637.68	18,304.93	43%
Special Events	722.450.00	-	0.000.00	-	0%
Special Projects	733,150.00		8,882.00	665,993.41	9%
Supplies-Facilities	77,417.00	· · · · · · · · · · · · · · · · · · ·	42,184.91	15,039.22	81%
Supplies-Office/Library	94,100.00		8,330.98	64,412.25	32%
Supplies-Processing	48,000.00 99,100.00		3,823.43	27,330.82	43%
Telecommunications			39,588.65	32,633.03	67%
Transfer Out	1,750,000.00		226 042 52	1,750,000.00	0%
Utilities-Electric	367,200.00		226,942.52 22,126.72	17,562.02	95% 70%
Utilities-Gas	66,300.00			14,519.13	78% 83%
Utilities-Water/Sewage	35,000.00	· · · · · · · · · · · · · · · · · · ·	17,236.16	5,870.85	83% 14%
Vehicle-Gas	36,000.00	· · · · · · · · · · · · · · · · · · ·	- 40,623.29	30,845.85	14%
Vehicle-Repair Contingency/Fund Balance	50,500.00 1,650,000.00		40,023.29	5,493.11	89% 0%
Cash Long/Short	-		<u> </u>	- (19.14)	N/A
TOTALS	\$ 17,937,030.00	5,653,491.11	\$ 934,277.24	\$ 9,699,261.65	40%

Topeka and Shawnee County Public Library General Fund

	 2021 Budget	Year to Date	%
Balance 01/01/2021	\$ 2,443,575.00	\$ 3,489,712.60	
Revenue:			
Ad Valorem Property Tax	13,722,658.00	13,209,959.35	96%
Revitalization Rebates	(156,245.00)	(153,818.83)	98%
Back Tax	-	165,605.53	N/A
Motor Vehicle Tax	1,566,866.00	629,483.36	40%
Recreational Vehicle Tax	15,099.00	6,880.74	46%
16/20M Vehicle Tax	6,089.00	5,668.12	93%
In Lieu of Tax	2,817.00	37,265.82	1323%
Watercraft Special Tax	8,110.00	-	0%
Commercial Vehicle Fees	49,155.00	48,264.62	98%
E-Rate Reimbursement	18,258.00	-	0%
Fees and Charges	61,000.00	25,300.49	41%
Reimbursements	154,600.00	64,157.73	41%
Transfer In	41,797.00	-	
Interest on Idle Funds	3,250.00	 1,198.65	37%
	\$ 15,493,454.00	\$ 14,039,965.58	91%
Expenditures/Encumbrances:			
Salaries	8,844,867.00	4,065,199.37	46%
Other Staff Support Costs	159,200.00	6,202.71	4%
Library Collections	1,902,500.00	712,846.80	37%
Contracted Services	1,244,830.00	893,982.05	72%
Digital Services Support	187,500.00	19,977.71	11%
Furniture/Equipment/Art	100,000.00	2,629.98	3%
Payments to Other Libraries	116,672.00	-	0%
Special Projects	733,150.00	67,156.59	9%
Utilities & Telecommunications	567,600.00	497,014.97	88%
Vehicles	86,500.00	50,161.04	58%
Other Operating Expenditures	594,210.00	272,597.13	46%
Transfer Out	1,750,000.00	-	
Cash Basis Reserve	1,650,000.00		0%
	\$ 17,937,029.00	\$ 6,587,768.35	40%
Prior Year Canceled Purchase Orders		\$ 45,032.29	
Unencumbered Balance 6/30/2021	\$ -	\$ 10,986,942.12	

Topeka and Shawnee County Public Library Special Revenue Funds

EMPLOYEE BENEFITS

LWI LOTEL BENEFITO	2	2021 Budget	Year To Date		%
Balance 01/01/2021	\$	652,012.00	\$	1,066,108.36	
Revenue:	•	002,012.00	•	1,000,100.00	
Ad Valorem Property Tax	\$	3,238,907.00	\$	3,122,450.74	96%
Revitalization Rebates	*	(36,878.00)	•	(36,360.58)	99%
Back Tax		-		36,649.34	N/A
Motor Vehicle Tax		329,381.00		133,892.31	41%
Recreational Vehicle Tax		3,174.00		1,463.53	46%
16/20M Vehicle Tax		1,280.00		1,213.69	95%
In Lieu of Tax		691.00		8,809.14	1275%
Watercraft Special Tax*		1,705.00		-	0%
Commercial Vehicle Fees		10,333.00		10,265.99	99%
Refund-Fringe Benefits-Foundation		53,260.00		16,893.13	32%
Refund-Fringe Benefits-Friends		17,433.00		7,019.36	40%
Refund-Fringe Benefits-Shawnee Cty		16,203.00		7,597.75	47%
Refund BC/BS		-		-	0%
Employee COBRA Payments		-		-	0%
Retiree Payments BC/BS		2,112.00		3,559.52	169%
Interest on Idle Funds		500.00		705.64	141%
	\$	3,638,101.00	\$	3,314,159.56	91%
Expenditures/Encumbrances:					
Employee Assistance Program	\$	6,881.00	\$	7,478.25	109%
Cafeteria Plan Administration Fees		3,565.00		3,377.00	95%
Social Security/Medicare		676,632.00		289,472.94	43%
Ks Public Employees Retirement Sys		840,258.00		392,506.26	47%
Worker's Compensation		54,000.00		49,506.30	92%
Unemployment Tax		8,845.00		6,089.16	69%
Health/Dental Insurance		2,299,932.00		943,175.22	41%
Miscellaneous		-		1,053.56	0%
Contingency/Fund Balance		400,000.00			0%
	\$	4,290,113.00	\$	1,692,658.69	44%
Prior Year Canceled Purchase Orders			\$	<u> </u>	
Unencumbered Balance 6/30/2021			\$	2,687,609.23	

^{*} 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.

<u>CAPI</u>	IAL IN	<u> IPKOV</u>	<u>/EMENI</u>
Balar	rce 01/	01/202	21

Balance 01/01/2021			\$	2,921,349.41
Revenue:				
Transfer In			\$	-
Interest received				3,178.90
			\$	3,178.90
Expenditures/Encumbrances:				
Contracted - Professional				-
Capital Outlay				-
				-
Prior Year Canceled Purchase Orders				-
Unencumbered Balance 6/30/2021				2,924,528.31
STATE AID				
Balance 01/01/2021	\$		\$	
Revenue:	Ψ	-	Ψ	-
State Aid				49,170.44
State Aid	\$		\$	49,170.44
Expenditures/Encumbrances:	Ψ	_	Ψ	43,170.44
Contracted - Digital Services				
Digital Services Support				_
Staff Internal Development/Trng				_
Special Projects		53,000.00		_
opedia i Tojedia	\$	53,000.00	\$	
	Ψ	55,550.00	Ψ.	
Unencumbered Balance 6/30/2021				49,170.44

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

	2021 Budget		Y	ear to Date	<u></u> %	
Balance 01/01/2021	\$	16,697.00	\$	13,283.82		
Revenue:						
Ad Valorem Property Tax		-		107.49	N/A	
Revitalization Rebates		-		-	0%	
Back Tax		25,000.00		8,926.26	36%	
Motor Vehicle Tax		-		5,941.62	N/A	
Recreational Vehicle Tax		-		48.87	N/A	
16/20M Vehicle Tax		-		682.75	N/A	
In Lieu of Tax		-		-	0%	
Watercraft Special Tax*		-		-	0%	
Commercial Vehicle Fees		-		461.36	N/A	
Interest on Idle Funds		100.00		1.22	1%	
	\$	25,100.00	\$	16,169.57	64%	
Expenditures/Encumbrances:						
Principal	\$	-	\$	-	0%	
Interest		-		-	0%	
Wire Transfer Fees		-		-	0%	
Transfer Out		41,797.00		-	0%	
Cash Basis Reserve		-			0%	
	\$	41,797.00	\$	-	0%	
Unencumbered Balance 6/30/2021	\$	-	\$	29,453.39		

^{*} 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 as of June 30, 2021

Capital Improvement Funds-VisionBank

\$ 2,924,528.31 at .20% (money market account)

Municipal Investment Pool

\$ 13,673,324.22 Operating funds in "overnight pool"*; available for transfer whenever needed

* rates vary by day - average June 1 - 30, 2021 was .002%

Topeka and Shawnee County Public Library Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases All Checking Accounts

For the Month Ended June 30, 2021

Fu	d Accoun	t Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	6/3/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,585.77	-97944
10	21502	0	6/3/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,731.21	
15	21521	0	6/3/2021	PAYCOM PAYROLL LLC	State Unemployment	\$	-97944
10	21503	0	6/3/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,908.07	
15	21504	0	6/3/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,908.07	
10	21503	0	6/3/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,188.14	-97944
15	21504	0	6/3/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,188.14	-97944
10	21514	0	6/3/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	-97944
10	21518	0	6/3/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.09	-97944
10	41000	313	6/3/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,393.63	-97944
10	41000	313	6/3/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 325.38	
				Remittance of payroll taxes, garnishm	ents and Paycom fees	\$ 81,698.05	-97944 Total
10	21505	0	6/7/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,313.53	
15	21516	0	6/7/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 27,073.60	-97943
15	21517	0	6/7/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,052.19	-97943
10	21513	0	6/7/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,072.00	-97943
				Remittance of pension benefit contributions &	optional group life premiums	\$ 49,511.32	-97943 Total
10	21509	0	6/7/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 5,647.04	-97941
				Remittance of deferred retirement em	ployee contributions	\$ 5,647.04	-97941 Total
10	21501	0	6/17/2021	PAYCOM PAYROLL LLC	Federal W/H	\$ 22,080.20	-97931
10	21502	0	6/17/2021	PAYCOM PAYROLL LLC	State W/H	\$ 10,573.24	-97931
15	21521	0	6/17/2021	PAYCOM PAYROLL LLC	State Unemployment	\$	-97931
10	21503	0	6/17/2021	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,679.06	-97931
15	21504	0	6/17/2021	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,679.06	
10	21503	0	6/17/2021	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,134.64	
15	21504	0	6/17/2021	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,134.64	-97931
10	21514	0	6/17/2021	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 986.00	
10	21518	0	6/17/2021	PAYCOM PAYROLL LLC	Garnishments	\$ 436.09	
10	41000	313	6/17/2021	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,353.97	
10	41000	313	6/17/2021	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 321.90	-97931
				Remittance of payroll taxes, garnishm		\$,	-97931 Total
10	21505	0	6/21/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 18,184.64	-97930
15	21516	0	6/21/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 26,883.03	
15	21517	0	6/21/2021	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,030.72	
				Remittance of pension benefit contributions &		\$	-97930 Total
10	21509	0	6/22/2021	EMPOWER RETIREMENT	Deferred Comp EE Portion	\$ 6,647.04	
				Remittance of deferred retirement em		\$	-97927 Total
10	21515	0	6/23/2021	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 28,045.31	-97925
							=-

Page 1 of 3 **56**

Topeka and Shawnee County Public Library Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases All Checking Accounts

For the Month Ended June 30, 2021

Fund	Account	Object		Vendor Name	Description	Amount	Check Number
15	21515	0	6/23/2021	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 130,359.01	
15	21515	0	6/23/2021	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$	-97925
						\$ 	-97925 Total
35	23800	0	6/4/2021	MINOTAUR MAZES, INC	Rainforest Adventure Exhi	\$ 7,500.00	
35	23800	0	6/4/2021	MINOTAUR MAZES, INC	Est. Inbound Shipping Cos	\$ 5,532.00	
				Interactive maze exhibition in the Alice C. Sabatini Ga	· · · ·	\$	11892 Total
10	21512	0	6/4/2021	DELTA DENTAL OF KANSAS, INC	EE Premiums for June 2021	\$ 2,801.72	
15	21512	0	6/4/2021	DELTA DENTAL OF KANSAS, INC	ER Premiums for June 2021	\$ 10,475.06	
15	21512	0	6/4/2021	DELTA DENTAL OF KANSAS, INC	Retiree Premium for June 2021	\$	96575
						\$ 	96575 Total
10	23800	0	6/4/2021	KELLEY CONSTRUCTION CO., INC.	West Pkg Lot Improvements	\$ 48,834.00	
						\$ 48,834.00	96584 Total
10	41000	310	6/10/2021	BLACK DIAMOND SOLUTIONS, INC.	BitDefender GZ Endpoints	\$ 4,815.25	
10	41000	310	6/10/2021	BLACK DIAMOND SOLUTIONS, INC.	BitDefender GZ Servers	\$ 2,079.00	96600
10	41000	310	6/10/2021	BLACK DIAMOND SOLUTIONS, INC.	SCCM Datacenter	\$ 1,062.00	96600
10	41000	310	6/10/2021	BLACK DIAMOND SOLUTIONS, INC.	SCCM Client	\$ 2,132.00	96600
				2021 approved operating budget - softwa	are support/subscription	\$ 10,088.25	96600 Total
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 22.73	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 22.73	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 22.73	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 22.73	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 22.73	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 22.73	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 25,675.77	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 126.49	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 187.81	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 24.09	96604
10	41000	351	6/10/2021	EVERGY	2021 Electricity	\$ 1,638.59	96604
						\$ 27,933.67	96604 Total
10	41000	736	6/17/2021	HTK ARCHITECTS INC.	West Parking Lot	\$ 4,239.00	96621
10	23800	0	6/17/2021	HTK ARCHITECTS INC.	FMP	\$ 6,215.00	96621
						\$ 10,454.00	96621 Total

Page 2 of 3 **57**

Topeka and Shawnee County Public Library Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases All Checking Accounts

For the Month Ended June 30, 2021

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	23800	0	6/17/2021	IMAGEMAKERS INC.	foundation website redesi	\$ 5,000.00	96622
10	23800	0	6/17/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 10,000.00	96622
10	23800	0	6/17/2021	IMAGEMAKERS INC.	TSCPL website design	\$ 10,000.00	96622
				2020 approved operating budget - web development and design	gn; professional contracted service exempt		
				from the purchasing po	olicy	\$ 25,000.00	96622 Total
10	41000	301	6/17/2021	MID-AMERICA LIBRARY ALLIANCE	MALA Courier Service	\$ 8,056.00	96625
				2021 approved operating budget - a	nnual courier fees	\$ 8,056.00	96625 Total
10	41000	312	6/17/2021	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	96628
10	41000	312	6/17/2021	PITNEY BOWES INC.	Lease #0040766462	\$ 3,366.96	96628
				2021 approved operating budget - con	ntracted equipment	\$ 5,965.50	96628 Total
10	41000	301	6/24/2021	OCLC, INC.	OCLC cataloging & ILL	\$ 6,736.92	96646
				2021 approved operating budget - monthly fee for cata	loging and interlibrary loan database	\$ 6,736.92	96646 Total
						\$ 600,470.94	Grand Total

Page 3 of 3 **58**



Minutes
Board of Trustees Executive Committee Meeting
July 7, 2021 – 4:00 PM
Zoom Meeting

https://tscpl.zoom.us/j/95049686842 Meeting ID:95049686842

Passcode:852527

Executive Trustee Members Present

Jim Edwards (chair), Kacy Simonsen (vice-chair), Joan Hicks (secretary), and Shawn Leisinger (treasurer)

Call to Order

The meeting of the Board of Trustees Executive Committee was held on Monday, July 7, 2021 via Zoom Meeting, was called to order at 4:00 pm by Chair Jim Edwards.

Review of Minutes and Agenda

The minutes from June 17, 2021 Board of Trustees Meeting, and the agenda for the Board of Trustees July 15, 2021 were reviewed.

Other Items

The Committee discussed a possible change to the August TSCPL Trustee Meeting date to facilitate needed discussions for the TSCPL Budget Hearing and an accompanying Revenue Neutral Rate Hearing. This date change will be forwarded, for consideration, to the Trustees.

Adjournment

On a motion by Shawn Leisinger, seconded by Joan Hicks, the meeting was adjourned at 3:28 pm.

Next Meeting

August 17, 2021 4:00 pm Zoom Meeting

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT July 2021

News and Updates

Dolly Parton's Imagination Library (DPIL) UW

At the end of March 2021 there were 5,741 registered for Dolly Parton's Imagination Library; at the end of April 2021 there were 5,867 children registered; at the end of May 2021 there were 5,966 children registered; at the end of June there were 5,948. This is a 5% increase over the number of children registered at the same time last year.

Professional Activities/Community Contacts

June 17	Attended MO-KAN Library Directors call
	Attended ULC Directors/CEO call
	Attended the Board of Trustees Meeting
June 18	Attended COVID-19 Meeting
June 19	Attended Wilder Society Tea
June 21	Attended meeting with Kansas Digital Equity and Inclusion
	Attended COVID-19 Meeting
June 23	Attended weekly website planning meeting with Imagemakers
June 29	Attended COVID-19 Meeting
	Conducted Program Manager final interviews
June 30	Conducted Program Manager final interviews
	Attended weekly website planning meeting with Imagemakers
July 1	Conducted Program Manager final interviews
	Attended MO-KAN Library Directors call
July 6	Attended COVID-19 Meeting
July 7	Attended Budget Work Session #2
	Attended Trustees Executive Meeting
July 8	Attended ULC Directors/CEO call

New Business

FY2022 Budget Approval for Publication

As it does each year, the Board of Trustees develops the annual budget as a committee of the whole. Please see Chief Financial Officer Kim Strube's reports, narrative, and notes from the two Board Budget Work Sessions held June 1 and July 7 for additional information. Once the work is complete and per state statute, the Board of Trustees must approve publication of the budget at the July board meeting. The public hearing and budget approval for FY2022 will occur at the August 26th board meeting (pending approval of the change of the meeting date).

Bid for Staff Laptops

The Library is purchasing thirty-two (32) Dell Latitude 5510 laptop computers, twenty-seven (27) Dell 24 computer monitors P2419H (or equivalent), and twenty-seven (27) Dell Dock WD19S 130W docking stations for staff use. This is part of our regular computer replacement schedule. However, we are making the transition for several of our exempt staff members to laptops.

We had been discussing transitioning more to laptops for some time and had been testing out laptop setups that would function with the ease and ergonomics of a desktop computer while at the library, but with the flexibility of a laptop. The pandemic highlighted how necessary this flexibility was for a large number of our staff. Staff will be able to plug their laptop into a docking station at their desk, and use an external monitor and keyboard, with the laptop functioning as a CPU. Staff can then unplug and take their laptop with them to work remotely when needed. With the implementation of Office 365 and OneDrive, staff will also have access to their files wherever they go. I have used a similar setup for the last couple of years and it has functioned extremely well. Please see the resolution sheet for more details, background information, and fiscal note.

Telecommuting Policy and User Confidentiality Policy

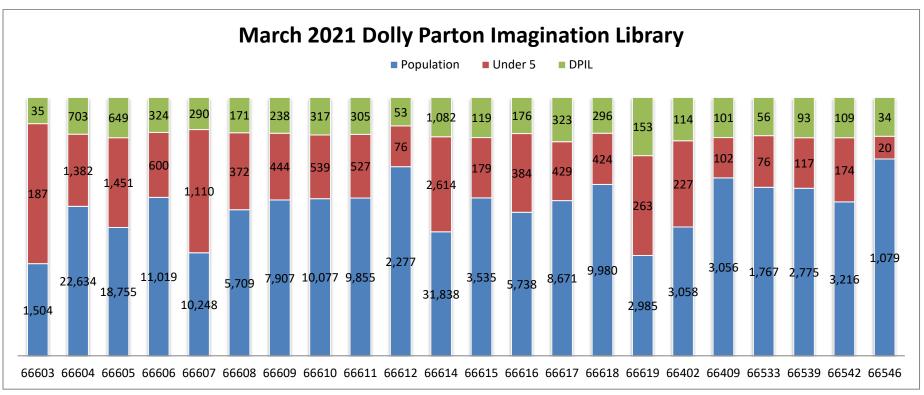
Last month the Board had its first reading of these policies. This month staff is recommending approval of the Telecommuting and User Confidentiality Policies. The Telecommuting Policy updates and replaces the temporary Telecommuting Policy that was created at the beginning of the COVID pandemic and becomes a permanent part of the Staff Handbook. There were no major changes to the previous version of the User Confidentiality Policy.

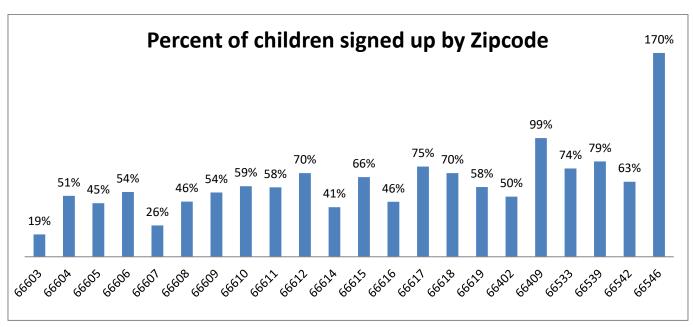
Named Recognition Recommendation

The Library Foundation recently received a pledge from Peg Monical that, in combination with memorial gifts, would meet the threshold needed to name one of the Team Rooms. This room would be named in honor of Peg's late husband, and longtime trustee, David Monical. The Library Foundation and I are extremely grateful for this gift and honored to recommend naming one of the Team Rooms in David's honor.

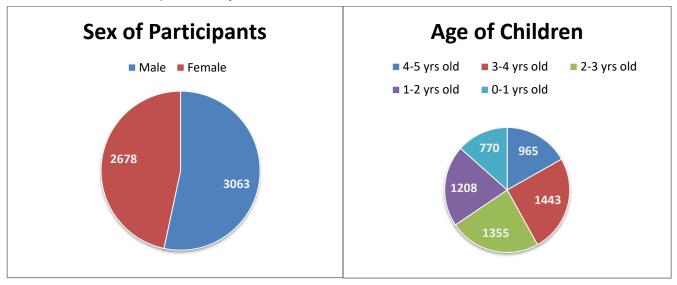
Our named recognition policy stipulates that "Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation." This means that at the July meeting the board will review the recommendation to name the space after David. At the meeting in August the board will vote on this recommendation.

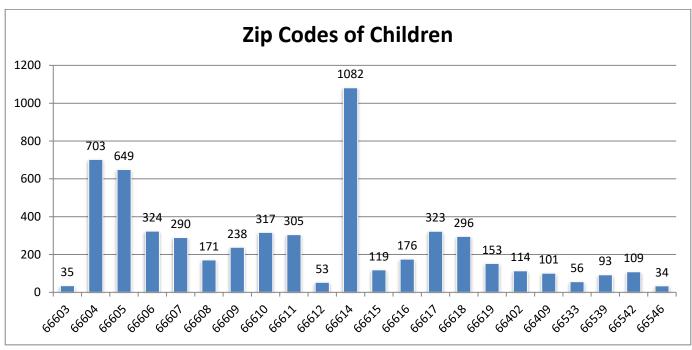
Thad Hartman
Interim Chief Executive Officer
Topeka and Shawnee County Public Library 07/08/2021

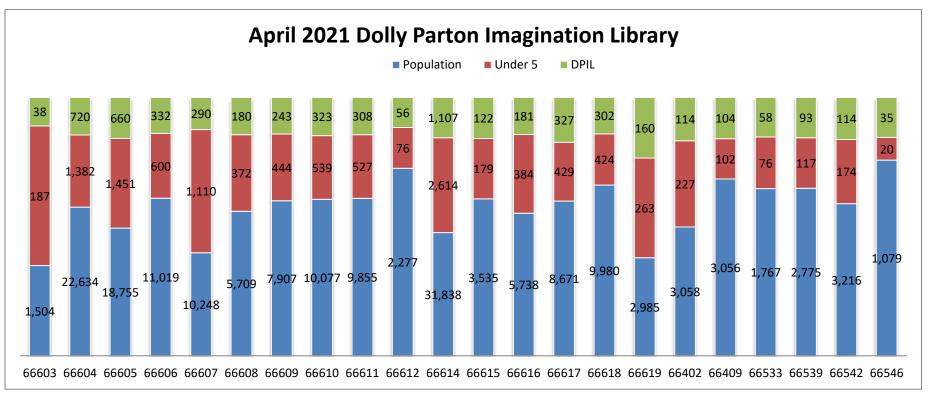


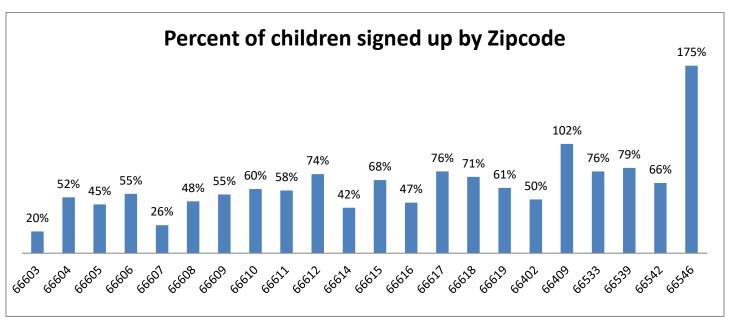


Number of children currently enrolled: **5,741**

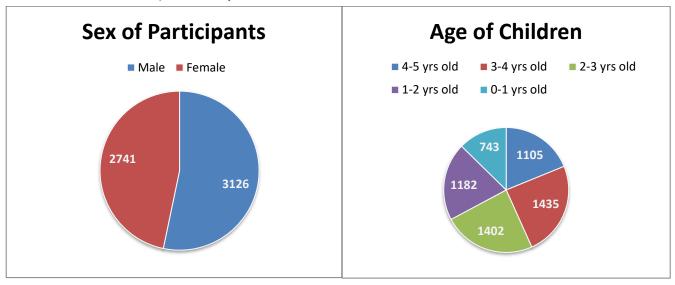


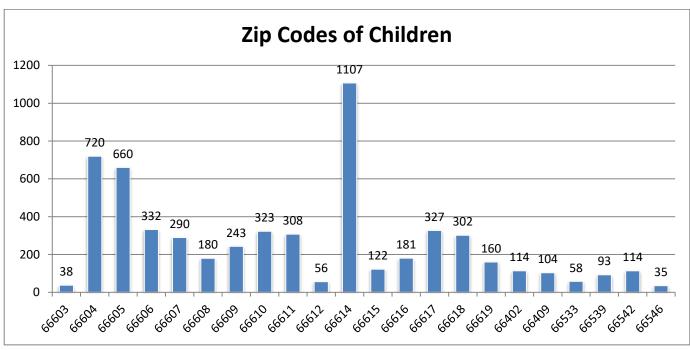


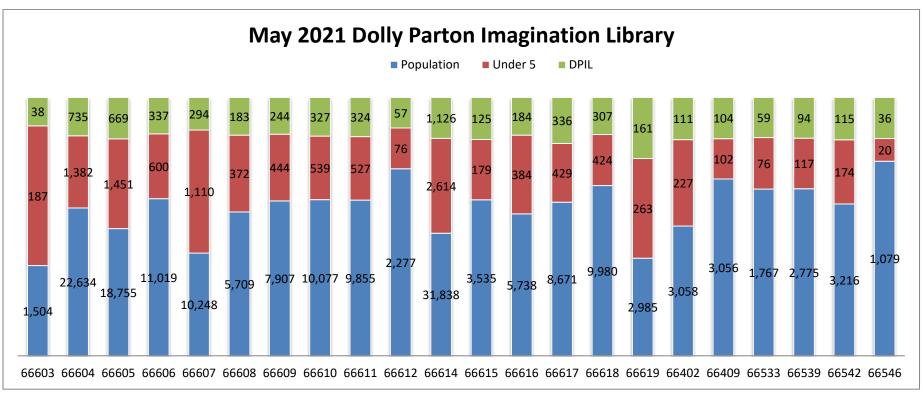


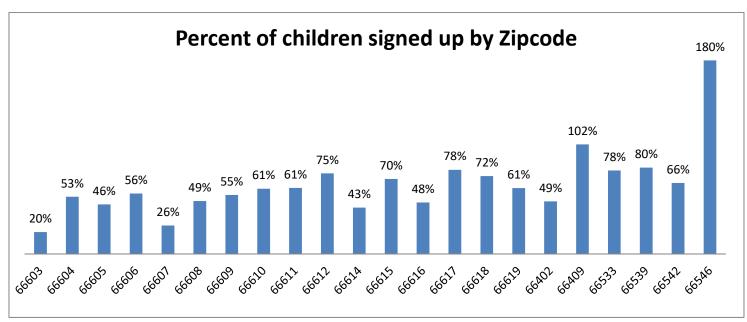


Number of children currently enrolled: **5,867**

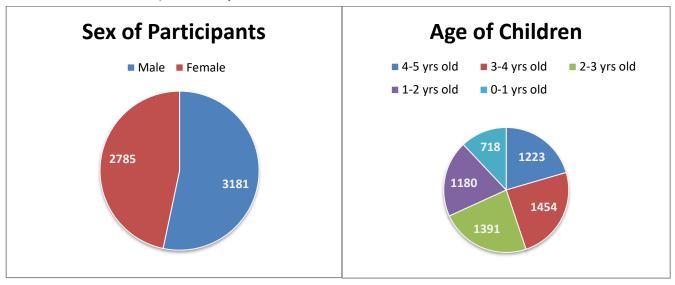


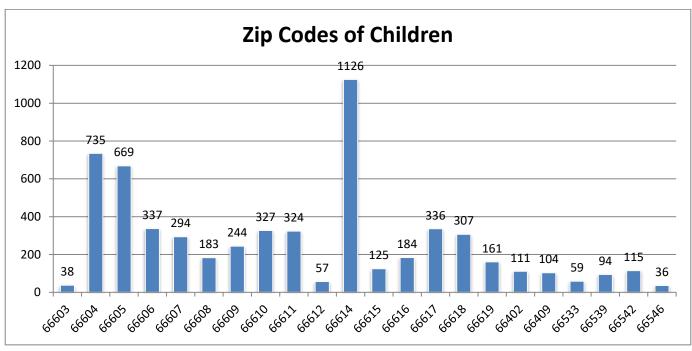


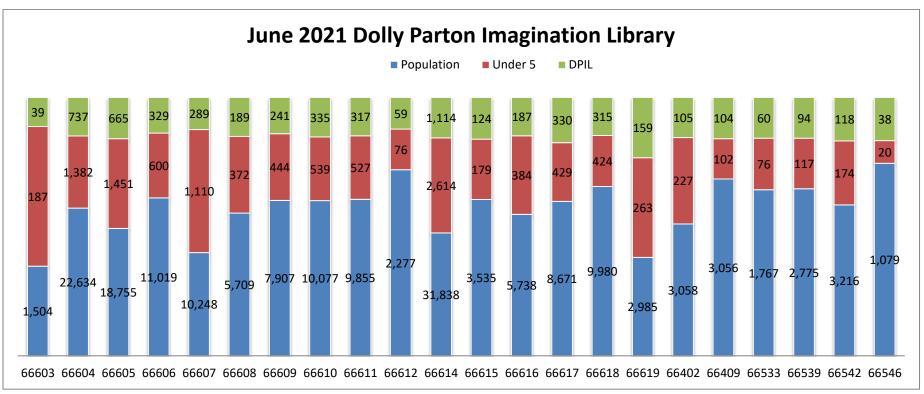


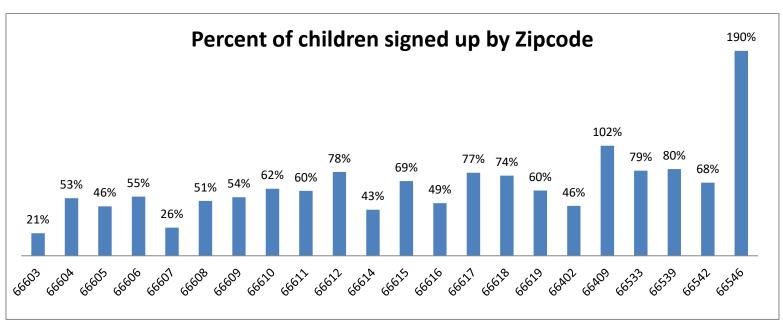


Number of children currently enrolled: **5,966**



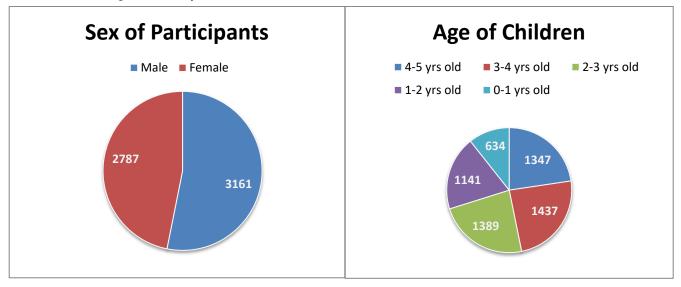


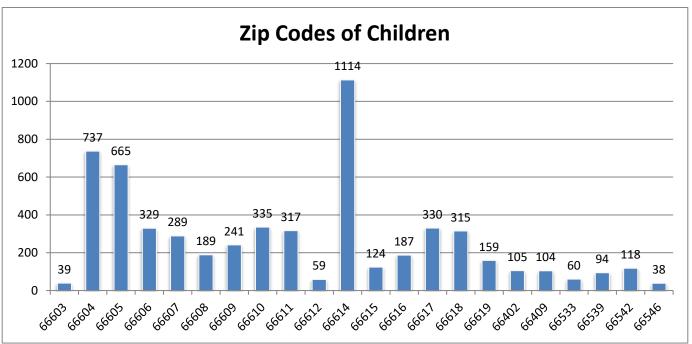




Number of children currently enrolled: **5,948**

Number of children graduated: 4,132





Chief of Staff Report

Thad Hartman July 8, 2021

COVID Test Site and New Parking Lot

For the past six months we have provided space for a COVID test site in the small parking lot just west of Claire's Courtyard. This was always intended to be a temporary service that was scheduled to end on June 30. In mid-June we were contacted by WellHealth, the organization that oversees the testing. They requested that we extend the test site past the end of June. While there are several other test sites in Shawnee County (including one at Hummer Sports Park) the test site at the library is the busiest site in Shawnee County.

We feel this is an important service in the community, and because of its popularity, we wanted to be able to continue to provide space for this service. However, with traffic picking up and events scheduled to be held in that parking lot, we decided it was not in our best interests to continue to provide this space past June.

The good news is that the timing coincides with the completion of the parking lot on the other side of Garfield where the Marian Clinic was located. Landscaping is almost finished, and the parking lot is complete. While it is significantly smaller than the previous location, WellHealth felt that it would be sufficient for the test site. The test site is scheduled to move to the new location on Friday, July 9. This is still intended to be a temporary test site, but we are happy that we will be able to continue to provide space in our neighborhood for this valuable and popular service.

Digital Equity

Digital literacy and digital equity have long been a focus of ours, but the pandemic highlighted how critical it is for all individuals and communities to have the information technology and skills needed for full participation in all aspects of society. We have joined forces with several community partners including USD 501, Topeka Housing Authority, City of Topeka Neighborhood Relations, Lazone Grays with IBSA, and more. We are working together to find government funding that is currently available to address these issues and plan the best way to utilize and implement this funding to have the greatest impact on our community. We are excited about this initiative and think we can make some real progress in this area.

Program Manager

Last week we held final interviews for the open Program Manager position. The person in this position will oversee our programming and services to children. They will also serve as a member of our senior director leadership team. We understand how important this is to the future of the library. The good news is we had a great pool of candidates. This made for a very difficult decision, but we are excited about the outcome and hope to have an official announcement soon.

Department Highlights

Public Services – Readers Services Autumn Friedli, Public Services Supervisor

Summer Reading Challenge

There's still time to log 12 hours of reading!! Not sure what to read? We can help! Try the <u>Browsing Just for You</u> service – staff will research some great books, pull them, and prep them just for you! Or you can listen to some of

our podcast episodes where there are always at least 6 great books discussed – <u>The Bookmark.</u> OR – you can check out any of our awesome book displays in the building. Online you can look ALL KINDS <u>of books lists</u> on our catalog. You are sure to find 12 hours of reading – easy peasy.

Kansas Book Festival

Be sure to check out this year's Kansas Book Festival on September 18th from 9am to 4pm at the lovely campus of Washburn University. Miranda Ericsson and Autumn Friedli have served on the Kansas Book Festival Advisory Committee to create a great line-up of talented local authors. Several TSCPL librarians will be moderating various Author Talks and sessions during the day. There is a certainly a wide spread of authors slated to appear at this Family event. Find out more here.

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

Business and Careers

The big news for the Business and Careers team was the creation of a Business and Legal Resource Center in the West Wing of the library. This new Center received great media attention, making it to the front page of the *Topeka Capital-Journal* on Monday, June 28 and being shared out by Governor Laura Kelly on social media on June 29. It was also picked up by the Gannett News Network and it has been published in a few other papers nationally and shared by the Urban Libraries Council (ULC). Most importantly, in its first month a total of 77 Business and Legal resource packets made it into the hands of our customers. The breakdown of the numbers are as follows:

- 39 Business, Nonprofit, Jobs, and Careers packets
- 20 Health Legal Forms
- 12 Family and General Legal
- 6 Housing Legal Forms

Of the 77 total packets dispersed to the public, the most popular were: *Basics of Starting a Small Business*, *Resume*, *Stormont Vail Durable Power of Attorney*, and *Job Interview Tips*. These packets are all curated by our Business and Careers team and include necessary forms as well as resource lists specific to our area.

We've also heard from other counties that plan to use this as a model for their legal resources. For example, Sedgwick County will be moving their legal help center out of the courthouse and into their local law library and plan to use our Center as the model for their new help center. Business and Careers Librarian Meredith Snepp and Public Services Specialist Patrick Berry will be presenting on this topic at the 2021 Kansas Library Association conference in October.

The idea for the Center started with a conversation in September 2020 in the Orange Boy "Essentials" story team, when Local History Librarian Donna Rae Pearson shared her experience with the ease of accessing necessary legal forms while in Wichita. The Business and Careers team did a great job of taking the idea and making it a reality.



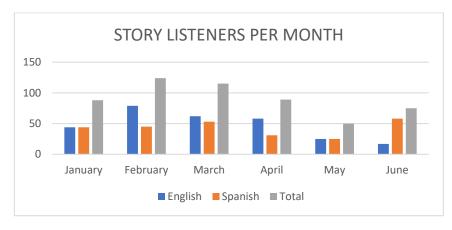
Customer Stories

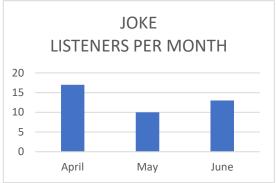
While working in the Teamwork space recently a staff member came across a tired, harried customer coming out of the fiction audiobooks area asking, "WHERE did the paperbacks go?!" The staff member smiled and reassuringly said, "We've just moved them, let me show you where they are now," and the woman let out a sigh of relief. After taking her to the paperbacks to browse, the customer came back and asked if there was anywhere in the building that was less loud and that she could just sit for a bit and read a book. The staff member led her to the CoreFirst Reading Room and pointed out the "Quiet" signage. She looked at the staff member and with wonder said, "You mean I can sit in here and there won't be any noise and I can just read?!" The staff member nodded. She instantly burst into tears. When the staff member asked her if she was okay, she said, "It's so loud, everywhere. Work, my house full of family and kids, outside, just... everywhere is loud. I want to be able to just sit for 10 minutes, quietly, and read a book." When the staff member told her that we'd be open until 9 she dashed back to the paperbacks to grab an extra title, walked into the Reading Room, and sunk into a chair. In the staff member's words, "In that moment, that was the very definition of why we are here as a library. We are that space for people to enjoy the simple pleasure of quiet and reading."

Public Services Specialist TJ Troughton was adding flyers and brochures to our Community Information Wall first thing in the morning when four kids aged about 7 to 12 walked near her going from the Plaza to Youth Services. As they got nearer to the hallway, they all stuck their fists in the air and started chanting: "Books! Books!" very excitedly as they made their way back to Youth Services. We love their enthusiasm for reading!

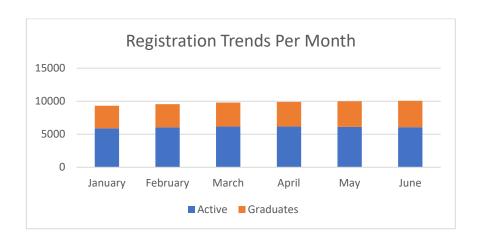
Youth Services LeAnn Brungardt, Youth Services Supervisor

Call-a-Story and Call-a-Joke





Dolly Parton's Imagination Library



Storytime Update

We are in demand. On Thursday, July 1, we had 105 people attend Preschool Storytime. That was up 50% from the week before. After surveying attendees, we are now advertising 2 opportunities on Thursdays, 10:00 and 11:00

AM. If our audiences continue to expand, we will open additional opportunities on Tuesdays. On Saturday, July 3, we had 55 people shaking out sillies in the Courtyard during our first live Musical Storytime. Not bad for a holiday weekend. One young man remarked that he liked library's backyard.

Upcoming featured event

Want to see the action firsthand? The Cruzline performs live in the west parking lot on Monday, July 12 from 10:30-11:30 AM. Bring lawn chairs.

STEAM Ahead Kits

We have new English/Spanish kits that introduce science, technology, engineering, art, and math concepts through play to children ages 3-5. There are ten copies of six themes for a total of sixty available. Each kit contains a book and an associated package of instructions and consumables for family engagement. The container and book are returned to the library after use. This is a collaborative venture between the library and the Kansas Children's Discover Center. We jointly determine the themes. The TSCPL supplies the books and totes and purchases KCDC's packaged activity components and refills. These kits are geared at children ages 3-5. Within 26 hours of putting them on the shelves all 60 were checked out. At the start of next year, we will have six new themes for families to utilize.

Displays

Book displays can be found throughout the whole library. The Kids' Library alone is home to four that change out on a near monthly basis. Angie Reed was pleased with the young adult one she set up for Pride Month that had an 83% check out rate. Katie Simmons has one going right now that encompasses all youth collections called "Look What We Found on the Bottom Shelf" that is giving some prime time to sometimes less noticed titles. Arion Beals not only incorporated the Rainforest Adventure theme into one in juvenile fiction, but also turned it into a self-directed game. Luanne Webb's features picture books that tie into summer Farmer's Markets.

DPIL statewide

The Kansas Children's Cabinet and Trust Fund is leading a statewide expansion of Dolly Parton's Imagination Library. They are utilizing the Preschool Development Grant, federal funding, for the initial expansion. Those dollars, in the first year, will be for new programs only. Assuming sustainable funds can be established, by the second fiscal year, July 1, 2022-June 30, 2023, they plan to move to a model that would be a 50/50 funding match for local affiliates. They are asking for advocacy.

Success Stories

Here are two stories from this month...

LeAnn Brungardt said that recent work with a community collaborative that is focused on helping families transition their children into Kindergarten landed her in a meeting with a local web developer. In making introductions, he went on and on about how much he loves the library. In fact, he noted that much of his primary career and his side hustle, are largely due to his personal skill building experience through the library's Tree House platform. How remarkable that knowledge he gained through the library is now directly benefitting us!

Jenn Grammer shared that a family told her how much the personalized browsing bags meant to them through the pandemic. While they started coming back into the building this month, they are keeping the personalized browsing service because they get such amazing books. Mom said the kids are reading so much more as a

challenge to finish all the books that they receive. They are also reading a wider variety of books which has helped them to discover more interests.

Collections

Scarlett Fisher-Herreman, Technical Services and Collection Development Manager

Book Vendor Transition

We have made the decision to transition to a new vendor for the majority of our print book orders. We have been long-established as a customer with Baker & Taylor (B & T). Until March 2020, we received most of our orders from B & T in a timely manner and enjoyed a positive, active relationship with our sales representative and other staff at B & T. Since the library's re-opening in June 2020, there has been a dramatic change in the speed in which Baker & Taylor has shipped us our materials. Like many other libraries, we paused on receiving shipments during the shutdown months of Spring 2020. We understood the challenges this presented to our supplier and also the challenges they faced internally in trying to operate a warehouse with proper safety protocols, distribution issues with publishers, disruptions with international shipping and other factors. Unfortunately, these challenges have continued and even escalated in intensity this year, particularly in the delays in shipping materials to us. We are not receiving orders in a timely manner and are receiving a higher volume of books with minor processing errors. These include things like having the barcode placed in the wrong place or having the shiny mylar covers on hardcovers sloppily applied to the books. We have high standards for the appearance of our materials and it's very disappointing to open a box of new materials and see them looking less than perfect. As many public libraries have B & T as a primary supplier, there has been a lot of discussion online about these issues which are affecting libraries across the United States and especially those in the Midwest. We are all dependent on one Baker & Taylor warehouse located in Momence, IL. On a further discouraging note, our longtime sales rep departed the company last month leaving us without a personal advocate to help us determine what's going on and to help move processes along in a positive direction.

We are now working with Ingram, the nation's largest book supplier. They have quickly and efficiently worked to onboard us and we're getting through all the final set-up details of our accounts. We plan to place our first book order with them the week of July 14th. They work from 2 warehouses, one in Nashville, TN and the other in Fort Wayne, IN, as opposed to the single warehouse that B & T operates in our region. An advantage of two warehouses is that if one is low or out of stock on a book, they can ship it from the other warehouse rather than place it on backorder with the publisher. They have assured us that for books without processing (barcodes, mylar covers, etc.) they will ship them the same day the order arrives. For books requiring processing, which is the majority of what we'll order with them, they will ship them within 7 days of receiving the order. Their pricing is very competitive with Baker & Taylor and they are offering us free shipping on our orders, something we did not have with Baker & Taylor.

I have spoken with several libraries who've made a recent transition from Baker & Taylor to Ingram and they report positive results. I am hopeful we will soon have new materials arriving ahead of street date and once again have shelves flush with new materials in our Circulation Plaza and other locations.

Circulation

Kelli Smith, Circulation Supervisor

2021 Check- In Data

According to the Polaris Integrated Library System, a total of 59,946 items were checked in during the month of June. This total shows a larger increase in check in numbers compared to earlier 2021 months: May (49,867) April (44,959) and March (44,088). June is traditionally one of the busiest for check in and check out of library materials. It will take a few more months to determine if this data is part of the natural summer surge, a trend in newly returned customers, or a mix of both.

Community Services Sandy Hestand, Community Services Supervisor

Relaunching Bookmobile Service

As of June 1st, the Community Services Department once again sent bookmobiles back out into the community. Due to COVID protocols we began service with a shortened schedule and limited the number of customers inside the vehicle to 1 household. Starting the last week in June we went back to our pre-pandemic 9:30am-7:30pm schedule and now allow 6 customers to browse. Staff are starting to see the regular customers return and are receiving an overwhelmingly positive feedback from how the library has handled the pandemic. Many customers say they have used both curbside and home delivery and are thankful that the library offered them safe ways to stay connected. Here is some recent feedback we received:

- From Kelly Barker, Public Service Specialist: I listened to a voicemail while manning the Call Center. The
 customer wanted to let TSCPL know how much she appreciates the Bookmobile, and the fact that the
 Bookmobile always has just the right material that she wants and needs. She appreciates the variety of
 material from food to decorating, and that it is always well stocked.
- Leslie Fowler came out to the bookmobile and commented that her husband Jack has mobility issues and uses a cane so she would be picking out books for him, since he wouldn't be able to use the bookmobile. Staff explained to her that they would be happy to use the wheelchair lift for him. She had no idea that the vehicle was equipped with a lift and was super excited that he would be able to browse the bookmobile on his own. She immediately left the stop and went home to pick up her husband. She brought him back and he immediately used the lift to access the vehicle. Both were very thankful and appreciative. They said that they use to live close to the library and since they moved have missed their weekly visits, but would become regular bookmobile customers now that they knew not only was a vehicle in their neighborhood each week, but Jack would be able to browser on his own!

Continuing TSCPL@Home Delivery

During this time, we are also continuing TSCPL@Home delivery service as many customers have come to rely on the bi-weekly deliveries. Even with the options for customers to visit the library and bookmobiles, many customers have continued with their home deliveries. Aileen Finney, public services specialist recently received this message from one of her delivery customers:

Hey Aileen!

I just wanted to say thank you for picking out these special books for Rosabella. She just loves to read (well try) and to just admire the pages in the books, it's really something watching her...I appreciate your time when it comes to picking her books out. We appreciate the TPL family!!

Thank you always, Annelle & Rosabella

Here is a photo with her books (she just woke up, so crib hair is wild lol)



Community Events

On June 19th, the Adventuremobile, along with Sherry Hess and Aileen Finney, visited the Juneteenth celebration at Hillcrest Community Park. The team offered materials to check out and handed out fun stress toys as well as rainforest adventure bags to attendees. Earlier in the month Nessa Johnson rode the library's book bike to Redbud

Park in NOTO for the Dolly
Parton Imagination Library's 5th
anniversary celebration and to
World Ocean's Day at the zoo.
Customers love to see the book
bike in motion, and it becomes a
focal point to bring people over
to learn more about the library.

Here is a picture, taken by Erin Aldridge, of Nessa on the book bike at Redbud Park in NOTO:



Jackie Hurst recently visited the Logan and Adams Boys and Girls Clubs and presented a Kansas Connections program on Kansas Symbols. The program featured many hands-on items including different bison parts used by the native Americans and even a live ornated box turtle. The campers were excited to get the program and we were excited to be out into the community again getting kids excited about reading and the library. Jackie made sure to mention the Rainforest Adventure and hopefully many of the kids visited.





Digital Services David King, Digital Services Director

Website Redesign

Our public website redesign project is still working through bugs, changes, and other issues on pages and subpages. Imagemakers is doing extra work on the search functionality, which we knew about and paid extra for. Once completed, the goal is to have a search to our catalog, website, and many of our databases that works well and makes sense, both to our customers and to library staff. We are also getting ready to transfer content from the current website to the new website. Doing that will require a lot of clean-up work on individual pages – Marketing and Digital Services will do most of that work.

YouTube Video Ads

We have posted two video ads on YouTube for our summer reading and Rainforest Adventure exhibit. They are doing well! The first ad received over 10,000 impressions (people who saw the ad), 3907 views (people who watched the whole ad), and had a view rate of 36%, which is great for video ads. The second ad was just posted and has 508 impressions and 203 views so far. Both of these are considered informational ads and are targeted to Shawnee County, so they are doing their job of sharing what's happening at the library.

Monthly website stats and social media highlights

Top web pages for June 2021:

- June bride blog post 3688 views
- Services page 3055 views
- Summer Reading 2232 views
- About the library 1799 views
- Bookmobile schedule 1179 views
- My Account 1083 views
- Get a library card 1040 views
- Great Gatsby blog post 985 views
- Blog post about the Rainforest Adventure 982 views
- Employment page 968 views

Social Media Highlights for June 2021:

Facebook:

- Post about characters in books that you have read reached 5647 people
- What are you reading? reached 5014 people
- What's the best book you've read so far this month? 4924 people reached

Twitter:

- Tweet about our See Topeka posters 430 impressions
- Tweet about the Topeka Zoo animals at the library 289 impressions
- Tweet about the Bookmobile schedule 283 impressions

Instagram:

- Biking in Topeka photo (for an event) 589 impressions
- Kyler playing a song in NOTO 533 impressions
- Farmer's Market photo 516 impressions

July Board Report

July 7, 2021

Communications & Marketing Team

Diana Friend, director
Bonnie Cuevas, event coordinator
Ginger Park, communications editor
Karen Watson, graphic design
Michael Perkins, web administrator & multimedia producer

Community Projects marketing campaign

The third project cluster in our direct mail campaign based on community needs is called La Biblioteca and is a postcard/postcard promotion that encourages Spanish-speakers to get their library card, resources available and introduces our Spanish-speaking staff members.













La Biblioteca has 30 new library card signups since the campaign started.

- Postcard No. 1 dropped (mailed) on 4/30
- Postcard No.2 dropped 5/21
- Postcard No.3 drop date 6/29
- Postcard No. 4 drop date 8/10
- Posters up in the community by the last week in August

The End of Video Storytimes

Michael Perkins is our multimedia guru and turned many of our Storytellers into videographers this past year. Michael reports that he has filmed 62 musical storytime with Kyler Carpenter, and 75 Storyteller videos since the pandemic halted in-person events at the library. The reason the recorded stories have ended is due to the book publishers who provided an exemption to their copyright rules/fees during the pandemic set a date of June 30, 2021, to end the exemption. Visit https://www.youtube.com/c/TopekaLibrary/playlists and enjoy storytime and other recorded program by our staff.

Library Enewsletters keep customers informed

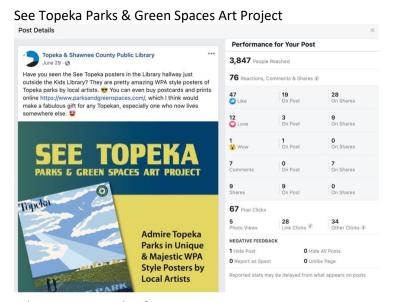
Every other week, our library cardholders receive one of three newsletters by email. Ginger Park is the editor of the newsletters target at persona groups "Bedtime Stories" (people who checkout 0-5 pre-reader materials; "Bright Futures" (people who have school aged children); and a general audience for the rest of us.

The email publication includes book recommendations, events, local history, etc. But there is one thing you can't get anywhere else, and that is Ginger's special Trivia Time question.

The June 22nd general audience edition had a unique open rate of 16.1%, and mobile open rate of 32.3% and our blog about yummy cookies had 409 views.

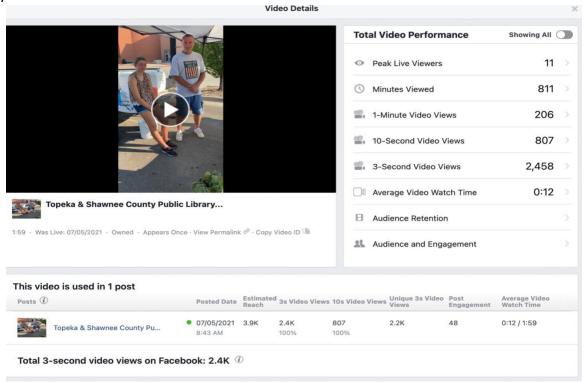
Popular Social Media posts for May

f Facebook



What are you reading?

July 5 Farmers Market Video





Resolution – FY2022 Budget Approval for Publication

BOARD OF TRUSTEES July 15, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2022 budget for publication.

Resolution by	
Seconded by	
Resolution passed/failed by a vote of	_
Data	
Date	



Resolution - Bid for Laptop Computer Purchase

BOARD OF TRUSTEES July 15, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the bid of \$41,814.30 by Dell Technologies of Round Rock, Texas for the purchase of 32 laptop computers, 27 computer monitors, and 27 docking stations with a 3-year on-site 24 hour warranty. Funding for this purchase will be from the General Fund, Digital Services Support line.

Policy and Background Information:

The Board of Trustees' Purchasing Policy requires a minimum of three written bids be sought, as well as Board approval of the bid, since the proposed expenditure exceeds \$20,000.

On June 7, 2021, the Request for Proposal (RFP) for the purchase of 32 Dell Latitude 5510 laptop computers, 27 Dell computer monitors, 27 Dell WD 19S 130W docking stations, and a 3-year warranty was posted on TSCPL's website as notice to any interested vendor. Proposals were due by 3:00 pm on July 1, 2021 and were opened. Bids were received from five (5) companies. The Digital Services Director reviewed all the bids and determined that all met the basic specifications.

Staff Recommendation:

TSCPL staff recommends approving the bid of \$41,814.30 by Dell Marketing LP of Round Rock, Texas for the purchase of 32 laptop computers, 27 computer monitors, 27 docking stations, and a 3-year warranty. The Purchasing Policy does not require the lowest bid be awarded although the recommended bid is the lowest. The recommended bidder has agreed to deliver the equipment within 45 calendar days from the date of the contract award.

Resolution by	_
Seconded by	_
Resolution passed/failed by a vote of	
Date	

2021 Laptop, Monitor, and Docking Station Bid Tally

Vendor	Dell Marketing L.P.	Archangel Tablets LLC	Howard Tech Solutions	Troxell Communications	Mvation Worldwide, Inc.		
Location	Round Rock, TX	Miami Beach, FL	Ellisville, MS	Phoenix, AZ	Glen Cove, NY		
Laptop Model	Dell Latitude 5510	Dell Latitude 5510	Dell Latitude 7520	Dell Latitude 5520	Dell Latitude 5510		
Price Each	\$ 801.00	\$ 1,623.14	\$ 1,639.00	\$ 1,621.47	\$ 1,412.52		
Computer Monitor	Dell 24 Monitor P2422H	Dell 24 Monitor P2419H					
Price Each	\$ 227.15	\$ 279.00	\$ 371.00	\$ 258.96	\$ 254.39		
Docking Station	Dell Dock WD19S	Dell Dock W130W	Dell Dock WD19S	Dell Dock WD19S	Dell Dock WD19S		
Price Each	\$ 202.95	\$ 219.00	\$ 219.00	\$ 209.26	\$ 223.75		
3-Year On-Site Warranty Price Each	\$ 142.80	Included	Included	\$ 174.74	Included		
Total Bid Price	\$ 41,814.30	\$ 65,386.48	\$ 68,378.00	\$ 70,120.66	\$ 58,110.42		
Local Vendor	No	No	No	No	No		
Bid Form Completed - Req'd.	Yes	Yes	Yes	Yes	Yes		

^{*}Award to lowest bidder.



Resolution – Telecommuting Policy

BOARD OF TRUSTEES July 15, 2021

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

Resolution by
Seconded by
Resolution passed/failed by a vote of
Date

Telecommuting Policy

Objective

Telecommuting plans allow employees to work at home for part of their workweek. All telecommuting plans will be based on a hybrid model where employees may work away from the library part of their work schedule but must work in the library at least one full workday per work week. Telecommuting may be appropriate for some employees and job functions but not others. Telecommuting is neither an entitlement nor an employment benefit. Telecommuting plans incorporate all library policies and procedures as if restated verbatim in the plans, but they do not change the terms and conditions of employment with the Library. Telecommuting plans do not create employment contracts.

There should be no expectation of an indefinite term for telecommuting plans. The library retains the right to modify or terminate telecommuting plans on a temporary or permanent basis for any reason at any time.

All telecommuting plans keep paramount the needs of the Library.

If the employee and supervisor agree, and the human resources department concurs, a written telecommuting plan will be prepared and signed by the employee and necessary library officials.



Resolution – User Confidentiality Policy

BOARD OF TRUSTEES July 15, 2021

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the User Confidentiality Policy as presented.

Resolution by	
Seconded by	
Resolution passed/failed by a vote of	
Date	





User Confidentiality Policy

The privacy of an individual's use of the Topeka and Shawnee County Public Library facilities and collections, attendance at Library-sponsored programs, and communications with Library personnel shall be maintained except as required by applicable state and federal law.

The Library shall not create and use records of individuals beyond those necessary for the efficient operation of Library operations, programs and services.

The Chief Executive Officer or designee appointed by the Chief Executive Office shall be the legal custodian of all Library records.

Library records regarding an individual shall be disclosed only to and upon the request of the individual user age 18 or older or the parent or guardian of a user less than age 18 except to the extent that disclosure is required by applicable state or federal law.

Library administrators are delegated the authority to establish guidelines and procedures to enforce this policy.

Revised and Approved: September 21, 2006 Revised and Approved February 16, 2012 Revised and Approved by the Library Board of Trustees, July 15, 2021

Board of Trustees
Topeka and Shawnee County Public Library



Named Recognition Recommendation to the Board of Trustees of the Topeka and Shawnee County Public Library – First Reading

BOARD OF TRUSTEES July 15, 2021

In recognition of their significant financial gifts and long-term support of the Topeka and Shawnee County Public Library; The Library Foundation, Board of Trustees and the Interim Chief Executive Officer, Thad Hartman, recommend that: Team Room #1 of the collaboration spaces be named **The David G. Monical Team Room** in honor of former library trustee David Monical.

Pursuant to the "Procedure for Named Recognition" in the "Named Recognition Policy" of the Topeka and Shawnee County Public Library Board of Trustees, this recommendation will appear on the agenda of the July 15, 2021 and August 26, 2021 Board of Trustees meetings with action on a resolution taking place at the August 26, 2021 meeting.

Background:

In appreciation for gifts and pledges made in memorial of David Monical by his family and friends in the amount of \$20,000 to be paid from 2021 to 2026; and until such time as the Team Room is no longer used for this purpose.

The **Named Recognition Policy** is attached below.





Named Recognition Policy

Overview

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

Definitions

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

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

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

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

Eligibility for Named Recognition

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

Procedure for Named Recognition

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

The duration of the named recognition shall be specified by the Trustees as in perpetuity, as a stated number of years, as the lifetime of the donor(s), or as the existence of the facility, asset or program. Any recommendation of perpetual named recognition pursuant to this policy must appear on the agenda of two consecutive monthly meetings of the Trustees prior to any action being taken on the recommendation.

The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change. In conjunction with the construction and renovation of TSCPL facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming, provided however, that the Trustees may reserve some portion of the facilities for recognition without the necessity of a financial contribution.

Effect of Recognition

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

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

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

Applicable Law

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

Approval

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

Approved by the Library Board of Trustees, November 20, 2008

Board of Trustees Topeka and Shawnee County Public Library

CRECULATION	2020 YTD 2 29,044 305,443 3,401 163,027 71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34 380 21	Change 20 TO 21% 439.2% -50.4% 90.3% -18.4% -94.0% #DIV/0! -0.3% 4.9% -14.1% -27.3% -18.3% -18.3% -1.2%
Stant Library 15CPL Controls 23,939 30,745 31,880 26,394 20,799 12,837 156,594 151,515	305,443 3,401 163,027 71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	-50.4% 90.3% -18.4% -94.0% #DIV/0! -0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -23.9% -1.2% -1.2% -1.2%
150 12 15 15 15 15 15 15 15	305,443 3,401 163,027 71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	-50.4% 90.3% -18.4% -94.0% #DIV/0! -0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -23.9% -1.2% -1.2% -1.2%
Control Section 24,006 20,415 29,245 27,430 21,530 28,091 151,515 15	305,443 3,401 163,027 71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	-50.4% 90.3% -18.4% -94.0% #DIV/0! -0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -23.9% -1.2% -1.2% -1.2%
Interface 1,129 1,039 1,044 1,106 956 1,200	3,401 163,027 71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	90.3% -18.4% -94.0% #DIV/0! -0.3% 4.9% -13.8% -8.7% -14.1% -27.3% -23.9% -1.2% -19.7% -12.1% 47.1%
Section 190 10,217 23,450 22,065 30,051 47,106 1133,079 133,079 133,079 14,277 14,287 16,287 14,287 16,287 14,287 16,287 14,287 16,287 16,287 14,287 14,287 16,287 14,287 16,287 14,287 16,287	163,027 71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	-18.4% -94.0% #DIV/0! -0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -18.3% -23.9% -1.2% -19.7% 47.1%
Social Contents Social Con	71,950 0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-94.0% #DIV/0! -0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -23.9% -1.2% -
SCRUENTIME 5.282	0 33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	#DIV/0! -0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -18.3% -23.9% -1.2% -19.7% 47.1%
Red Carpet	33,741 279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34	-0.3% 4.9% 13.8% -8.7% -14.1% -27.3% -18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Digital Domination	279,965 10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-14.1% -27.3% -18.3% -23.9% -1.2% -1.2% -19.7% -12.1% 47.1%
Library & Work SmartIncider 2,218 2,158 2,100 2,000 1,831 1,420	10,305 896,876 387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-14.1% -27.3% -18.3% -23.9% -1.2% -1.2% -19.7% -12.1% 47.1%
124,971 120,586 148,781 137,363 134,113 152,806	387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-14.1% -27.3% -18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Trockudes first-time checkouds and auto-eneweigh	387,088 209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-14.1% -27.3% -18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Print Material 46,169 46,173 62,778 55,841 52,940 68,563	209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-27.3% -18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Print Material 46,169 46,173 62,778 55,841 52,940 68,563 332,464 AudioNisual Materials 20,792 21,416 28,302 26,521 52,146 29,879 Addit Materials 30,054 40,352 53,926 49,855 46,040 53,140 148,262 Young Adult Materials 20,123 19,512 27,108 23,067 43,255 34,867 Findhidran's Materials 20,123 19,512 27,108 23,075 19,108 23,07	209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-27.3% -18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Audio Number Audi	209,189 345,550 194,771 18,896 37,107 2,598 414 34 380	-27.3% -18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Adult Materials 39,054 40,352 53,926 49,855 46,064 53,140 282,391	345,550 194,771 18,896 37,107 2,598 414 34 380	-18.3% -23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Childrane Materials	194,771 18,896 37,107 2,598 414 34 380	-23.9% -9.0% -1.2% -19.7% 12.1% 47.1%
Value Adult Materials 2,394 2,423 3,345 3,042 2,374 3,616	2,598 414 380	-9.0% -1.2% -19.7% 12.1% 47.1%
NeW Patrons	2,598 414 34 380	-1.2% -19.7% 12.1% 47.1%
NeW Patrons Topeka / Shawnee County Adults 315 304 297 276 423 471 208 2,086 2	2,598 414 34 380	-19.7% 12.1% 47.1%
Topeka / Shawnee County	414 34 380	12.1% 47.1%
Topeka / Shawnee County	414 34 380	12.1% 47.1%
Adults 315 304 297 276 423 471 2,086 Children (ages 17 and under) 26 16 44 56 109 213	414 34 380	12.1% 47.1%
Children (ages 17 and under) 26	414 34 380	12.1% 47.1%
Red Carpet Outreach 5	34 380	47.1%
Non-Resident	380	
Non-Resident		
Total New Registrations 398 360 399 406 595 777		-12.4%
PATRONS DELETED 72 28 71 83 79 75 408 BORROWERS Topeka / Shawnee County 54,016 54,350 54,518 54,891 55,243 55,426 Children (age 0 - 17) 14,922 14,845 14,723 14,699 14,720 14,820 14,820 TSCPL @ School 20,751 20,751 20,751 20,751 20,751 20,751 20,751 Red Carpet Outreach 1,124 1,135 1,130 1,144 1,142 1,154 1,154 NEKL 7,395 7,428 7,456 7,472 7,614 7,815 1,7815 Non-Resident 80 80 80 80 80 80 Delinquent 83 85 82 85 87 100,133 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133 100,133		-90.5%
BORROWERS Topeka / Shawnee County 54,016 54,350 54,518 54,891 55,243 55,426 56,426 57,416 77,51	3,447	-14.9%
BORROWERS Topeka / Shawnee County 54,016 54,350 54,518 54,891 55,243 55,426 55,426 Adults 54,016 54,350 54,518 54,891 55,426 55,426 Children (age 0 - 17) 14,922 14,845 14,723 14,699 14,720 14,820 TSCPL @ School 20,751 20,751 20,751 20,751 20,751 Red Carpet Outreach 1,124 1,135 1,130 1,144 1,142 1,154 NEKL 7,395 7,428 7,456 7,472 7,614 7,815 7,815 Non-Resident 80 80 80 80 80 Delinquent 83 85 82 85 87 87 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133 100,133	7,260	-94.4%
Topeka / Shawnee County	7,200	-34.4 /0
Topeka / Shawnee County		
Adults 54,016 54,350 54,518 54,891 55,243 55,426 Children (age 0 - 17) 14,922 14,845 14,723 14,699 14,720 14,820 14,820 TSCPL @ School 20,751 20,751 20,751 20,751 20,751 20,751 Red Carpet Outreach 1,124 1,135 1,130 1,144 1,142 1,154 NEKL 7,395 7,428 7,456 7,472 7,614 7,815 Non-Resident 80 80 82 80 80 80 Delinquent 83 85 82 85 87 87 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133		
Children (age 0 - 17) 14,922 14,845 14,723 14,699 14,720 14,820 TSCPL @ School 20,751 20,751 20,751 20,751 20,751 20,751 Red Carpet Outreach 1,124 1,135 1,130 1,144 1,142 1,154 NEKL 7,395 7,428 7,456 7,472 7,614 7,815 Non-Resident 80 80 80 80 Delinquent 83 85 82 85 85 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133	53,762	3.1%
TSCPL @ School 20,751 <th< td=""><td>15,002</td><td>-1.2%</td></th<>	15,002	-1.2%
Red Carpet Outreach 1,124 1,135 1,130 1,144 1,154 1,154 1,154 NEKL 7,395 7,428 7,456 7,472 7,614 7,815 7,815 Non-Resident 80 80 82 80 80 80 80 Delinquent 83 85 82 85 87 87 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133	20,665	+ 1.2 /0
NEKL 7,395 7,428 7,456 7,472 7,614 7,815 7,815 Non-Resident 80 80 82 80 80 80 80 Delinquent 83 85 82 85 87 87 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133	1,121	2.9%
Non-Resident 80 80 82 80 80 80 80 Delinquent 83 85 82 85 85 87 87 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133 100,133	7,367	6.1%
Delinquent 83 85 82 85 85 87 87 TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133 100,133	80	0.0%
TOTAL BORROWERS 98,371 98,674 98,742 99,122 99,635 100,133 100,133	87	0.0%
	98,084	2.1%
Holds Satisfied 24 F24 20 251 20 074 17 200 16 049 17 507	90,004	2.170
	75,923	52.5%
	,	/0
CHECK-IN CHECK-IN		
TOTAL CHECK-IN 30,678 32,088 44,088 44,959 49,867 59,946 261,626	289,117	-9.5%
2021	2020 YTD 2	Change 20 TO 21%
COLLECTION	ל טוז	20 10 21%
Materials Added 3.093 2.683 3.493 2.792 3.708 3.133 18.902	17,418	8.5%
Materials Discarded 5.871 7.180 7.193 1.971 1.856 4.349 28.420	34,140	-16.8%
TOTAL COLLECTION 380,051 375,554 371,854 372,675 374,527 373,311 373,311 373,311	386,471	-3.4%
WEBSITE IN THE PROPERTY OF THE	000,411	
<u>tscpl.org Unique Visitors</u> 30,372 28,370 31,560 27,762 31,216 31,305 180,585	,	-10.3%
tscpl.org Total Visits 53,714 47,118 51,313 46,038 51,436 51,194 300,813	201,326	-10.1%
catalog.tscpl Unique Visitors 13,770 12,670 14,136 13,168 24,534 15,136 93,414	201,326 334,530	8.5%
catalog.tscpi Total Visits 40,737 35,921 39,051 35,834 46,649 38,290 236,482	201,326	
NOTARY SERVICE 0 64 93 127 110 134 528	201,326 334,530	10.8%
NOTART SERVICE 0 04 33 127 110 134 528	201,326 334,530 86,068 213,435	10.8%
REFERENCE QUESTIONS	201,326 334,530 86,068	

Public Services	*	*	*	*	*	*		j i	Ī	i	1	1	1	9,900 -100.0%
Topeka Room	*	*	*	*	*	*								701 -100.0%
Plaza**	*	*	*	*	*	*								1,272
Youth Services	*	*	*	*	*	*								2,397 -100.0%
Gallery	*	*	*	*	*	*								0 #DIV/0!
TOTAL REFERENCE QUESTIONS	*	*	*	*	*	*								14,270 -100.0%
GATE COUNT	7,411	10.284	15,262	14,436	16,512	22.677							86,582	114,716 -24.5%
	.,		10,202	,	.0,0.2	,							00,002	, 2
MEETING ROOMS Meeting Room Bookings	116	141	194	218	177	192							1,038	1,503 -30.9%
Team Room Bookings	110	0	2	84	75	37							198	3,111 -93.6%
Total Meeting Room Hours Booked	982	1.085	1.411	1,692	902	1.436						F	7.508	8.219 -8.6%
TOTAL ATTENDANCE	124	140	248	543	835	1,557							3,447	20,212 -82.9%
LEARN & PLAY BUS VISITS	0	0	0	0	0	0							0	475 -100.0%
PROGRAM ATTENDANCE														
Adult - General	283	778	717	5,763	786	929							9,256	2,549 263.1%
Kids - Early Learners	14	2,900	2,374	2,676	1,133	335							9,432	* #VALUE!
Kids - Elementary	0	312	463	1,109	325	653							2,862	* #VALUE!
Teens	3	229	290	578	314	563							1,977	95 1981.1%
Unknown	1,400	0	0	0	0	0							1,400	*
Outreach/	0	0	0	0	0	56							56	11,398 -99.5%
TOTAL ATTENDANCE	1,700	4,219	3,844	10,126	2,558	2,536							24,983	14,042 77.9%
GALLERY ATTENDANCE	0	0	618	497	1,450	5,779							8,344	0 #DIV/0!
COMPUTER USE														
Public Computer Sessions	3,244	3,480	4,843	4,591	5,466	6,811							28,435	27,755 2.5%
Avg Public Computer Session Length (Minutes)	0:36:12	0:35:37	0:37:30	0:42:33	0:45:05	0:45:16							0:41:15	0:54:49 -24.7%
Total Computer Hours	1,957	2,066	3,027	3,256	4,107	5,140							19,553	25,358 -22.9%
Wireless Sessions	5,971	6,580	7,357	12,019	14,454	17,916							64,297	41,744 54.0%
Avg Wireless Session Length (Minutes)	0:12:00	0:11:00	0:18:00	0:10:00	0:11:00	0:12:00							0:12:19	0:28:29 -56.8%
Total Wireless Hours	1,254	1,224	2,213	2,080	2,826	3,593							13,190	19,813 -33.4%
TOTAL HOURS	3,211	3,290	5,240	5,336	6,933	8,733							32,743	45,170 -27.5%
TOTAL HOURS DOLLY PARTON ENROLLMENT	6,024	3,290 6,143	5,240 5,741	5,336 5,867	6,933 5,966	8,733 5,948							5,948	5,666 5.0%
	6,024 2021	6,143	5,741	5,867	5,966	5,948	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021	5,666 5.0% 2020 Change
	6,024	,					Jul	Aug	Sep	Oct	Nov	Dec	5,948	5,666 5.0%
DOLLY PARTON ENROLLMENT CIRCULATION DETAILS Print Material	6,024 2021 Jan	6,143	5,741 Mar	5,867 Apr	5,966 May	5,948 Jun	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total	5,666 5.0% 2020 Change YTD 20 TO 21%
DOLLY PARTON ENROLLMENT CIRCULATION DETAILS Print Material Adult Fiction	6,024 2021 Jan 8,918	6,143 Feb	5,741 Mar 12,617	5,867 Apr 11,707	5,966 May	5,948 Jun 13,239	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction	6,024 2021 Jan 8,918 12,553	6,143 Feb 9,094 12,917	5,741 Mar 12,617 16,425	5,867 Apr 11,707 14,582	5,966 May 11,141 12,487	5,948 Jun 13,239 14,174	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction	6,024 2021 Jan 8,918 12,553 12,940	6,143 Feb 9,094 12,917 12,470	5,741 Mar 12,617 16,425 17,830	5,867 Apr 11,707 14,582 14,947	5,966 May 11,141 12,487 16,310	5,948 Jun 13,239 14,174 23,918	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction	8,918 12,553 12,940 3,501	9,094 12,917 12,470 3,513	5,741 Mar 12,617 16,425 17,830 4,762	5,867 Apr 11,707 14,582 14,947 4,301	5,966 May 11,141 12,487 16,310 3,706	5,948 Jun 13,239 14,174 23,918 5,771	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines	8,918 12,553 12,940 3,501 508	9,094 12,917 12,470 3,513 490	5,741 Mar 12,617 16,425 17,830 4,762 1,120	5,867 Apr 11,707 14,582 14,947 4,301 912	5,966 May 11,141 12,487 16,310 3,706 916	5,948 Jun 13,239 14,174 23,918 5,771 1,081	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials	8,918 12,553 12,940 3,501 508 5,307	9,094 12,917 12,470 3,513 490 5,231	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297	5,966 May 11,141 12,487 16,310 3,706 916 5,978	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials RC Realia	8,918 12,553 12,940 3,501 508 5,307 83	9,094 12,917 12,470 3,513 490 5,231	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101	5,966 May 11,141 12,487 16,310 3,706 916 5,978	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PTINT Materials RC Print Materials RC Print Materials	8,918 12,553 12,940 5,307 8,359 12,359	9,094 12,917 12,470 3,513 490 5,231 71 2,387	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8%
CIRCULATION DETAILS Print Material Adult Nonfiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION	8,918 12,553 12,940 3,501 508 5,307 83	9,094 12,917 12,470 3,513 490 5,231	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101	5,966 May 11,141 12,487 16,310 3,706 916 5,978	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 6,593 -23.8% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 6,593 -23.8% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2%
CIRCULATION DETAILS Print Material Adult Nonfiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Usicos / DVDs	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3%
CIRCULATION DETAILS Print Material Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578 13,938	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234	5,966 May 11,141 12,487 16,310 3,706 916 5,978 855 2,317 52,940 2,142 2,204 17,174	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,578 13,938 185	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176	12,617 16,425 17,830 4,762 1,120 6,593 108 2,778 2,109 2,371 19,284 265	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231	13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0%
CIRCULATION DETAILS Print Material Adult Nonfiction Adult Nonfiction Juvenile Piction Magazines RC Print Materials RC Print Materials RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks Juvenile Music Juvenile Music Juvenile Videos / DVDs YA AV	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578 13,938 185 141 3,356 335	6,143 Feb 9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 129 3,224 36	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 4,038 22	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 57	13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 1,451 -28.4% 35,857 -39.1% 326 -22.4%
CIRCULATION DETAILS Print Material Adult Nonfiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks Juvenile Music Juvenile Music Juvenile Videos / DVDs Juvenile Music Juvenile Videos / DVDs	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,578 13,938 185 141 3,356	6,143 Feb 9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 129 3,224	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 35,857 -39.1%
CIRCULATION DETAILS Print Material Adult Nonfiction Adult Nonfiction Juvenile Piction Magazines RC Print Materials RC Print Materials RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks Juvenile Music Juvenile Music Juvenile Videos / DVDs YA AV	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578 13,938 185 141 3,356 335	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 129 3,224 36 21,416	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 22 28,302	5,867 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 57	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 2,1451 -28.4% 35,857 -39.1% 326 -22.4% 208,932 -27.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Magazines RC Print Materials RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks Juvenile Music Juvenile Videos / DVDs YA A/V AV CIRCULATION	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,578 13,938 185 141 3,356 35 20,792	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 129 3,224 3,66 21,416	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 222 28,302	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 57 25,146	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253 152,056	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 35,857 -39.1% 326 -22.4% 208,932 -27.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks Juvenile Husic Juvenile Videos / DVDs YA AVV AV CIRCULATION Adult Material	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,578 13,938 185 141 3,356 35 20,792 8,918 508	6,143 Feb 9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 129 3,224 36 21,416	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 22 28,302	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 57 25,146	13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253 152,056 66,716 5,027	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -144.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 1,451 -28.4% 35,857 -39.1% 326 -22.4% 208,932 -27.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Monfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Audiobooks Juvenile Videos / DVDs Juvenile Videos / DVDs Juvenile Videos / DVDs Avenile Videos / DVDs	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578 13,938 185 141 3,356 35 20,792	6,143 Feb 9,094 12,917 12,470 3,513 490 5,231 71 1,625 1,623 14,603 176 129 3,234 21,416	12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 4,038 22 28,302	5,867 Apr 11,707 14,582 14,947 4,301 912 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 57 25,146 11,141 916 2,142	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879 13,239 1,081 2,342	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253 152,056	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,855 -14.1% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 1,451 -28.4% 35,857 -39.1% 326 -22.24% 208,932 -27.2%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Fiction Juvenile Nonfiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Music Adult Videos / DVDs Juvenile Videos / DVDs Juvenile Videos / DVDs Juvenile Videos / DVDs Ya AVV AV CIRCULATION Adult Material Adult Material Adult Sideos / DVDs AVA O'RCULATION Adult Material Adult Mideos / DVDs AVA O'RCULATION Adult Material Adult Fiction Magazines Adult Audiobooks Adult Material Adult Fiction Magazines Adult Audiobooks Adult Music	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578 13,938 185 141 3,356 35 20,792 8,918 508 1,559 1,578	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 21,416	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 22 28,302 12,617 1,120 2,109 2,371	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521 11,707 912 2,122 2,298	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 577 25,146 11,141 916 2,142 2,204	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879 13,239 1,081 2,342 2,475	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253 152,056	5,666 5.0% 2020 Change YTD 20 TO 21% 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 35,857 -39.1% 35,857 -39.1% 326 -22.4% 208,932 -27.2% 75,919 -12.1% 6,593 -23.8% 13,638 -8.0%
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Nonfiction Magazines RC Print Materials RC Reala YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Wusic Adult Videos / DVDs Juvenile Videos / DVDs YA AV AV CIRCULATION Adult Material Adult Audiobooks Adult Music Adult Videos / DVDs AV CIRCULATION Adult Material Adult Ection Magazines Adult Music	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,578 13,938 185 20,792 8,918 508 1,559 1,578 13,938 185 141 3,356 35 20,792	6,143 Feb 9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 129 3,224 36 21,416 9,094 490 1,625 1,625 1,623 14,603	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 22 28,302 12,617 1,120 2,109 2,371 1,120 2,109 2,371	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521 11,707 912 2,122 2,298 18,234	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 57 25,146 11,141 916 2,142 2,204 17,174	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879 1,081 2,342 2,475 1,982 1,081 2,342 2,475 19,829	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 11,899 12,549 103,062 1,405 1,039 21,849 253 152,056	5,666 5.0% 2020 Change YTD 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 35,857 -39.1% 36,593 -22.4% 208,932 -27.2% 75,919 -12.1% 6,593 -23
CIRCULATION DETAILS Print Material Adult Fiction Adult Nonfiction Juvenile Nonfiction Magazines RC Print Materials RC Realia YA Print Materials PRINT CIRCULATION Audio / Visual Material Adult Audiobooks Adult Wisices / DVDs Juvenile Music Juvenile Videos / DVDs Ya AV AV CIRCULATION Adult Material Adult Material Adult Misic Adult Material Adult Fiction Magazines Adult Audiobooks Adult Music	6,024 2021 Jan 8,918 12,553 12,940 3,501 508 5,307 83 2,359 46,169 1,559 1,578 13,938 185 141 3,356 35 20,792 8,918 508 1,559 1,578	9,094 12,917 12,470 3,513 490 5,231 71 2,387 46,173 1,625 1,623 14,603 176 21,416	5,741 Mar 12,617 16,425 17,830 4,762 1,120 6,593 108 3,323 62,778 2,109 2,371 19,284 265 213 4,038 22 28,302 12,617 1,120 2,109 2,371	5,867 Apr 11,707 14,582 14,947 4,301 912 6,297 101 2,994 55,841 2,122 2,298 18,234 261 151 3,407 48 26,521 11,707 912 2,122 2,298	5,966 May 11,141 12,487 16,310 3,706 916 5,978 85 2,317 52,940 2,142 2,204 17,174 231 193 3,145 577 25,146 11,141 916 2,142 2,204	5,948 Jun 13,239 14,174 23,918 5,771 1,081 6,729 90 3,561 68,563 2,342 2,475 19,829 287 212 4,679 55 29,879 13,239 1,081 2,342 2,475	Jul	Aug	Sep	Oct	Nov	Dec	5,948 2021 Total 66,716 83,138 98,415 25,554 5,027 36,135 538 16,941 332,464 11,899 12,549 103,062 1,405 1,039 21,849 253 152,056	5,666 5.0% 2020 Change YTD 20 TO 21% 20 TO 21% 75,919 -12.1% 93,976 -11.5% 118,480 -16.9% 36,679 -30.3% 6,593 -23.8% 36,072 0.2% 1,035 -48.0% 18,570 -8.8% 387,324 -14.2% 13,638 -8.0% 141,770 -27.3% 2,035 -31.0% 35,857 -39.1% 35,857 -39.1% 326 -22.4% 208,932 -27.2% 75,919 -12.1% 6,593 -23.8% 13,638 -8.0%

I a serie	12,940	12.470	17.830	14,947	16.310	23,918		ı	1	ı	I	1	98.415	118.480	-16.9%
Juvenile Fiction Juvenile Nonfiction	3,501	3,513		4,301	3,706	5,771							25,554	36,679	-30.3%
	185	176		261	231	287							1,405	2,035	-31.0%
Juvenile Audiobooks Juvenile Music	141	129		151	193	212							1,405	2,035 1.451	-28.4%
	3.356	3.224	4,038	3.407	3.145	4.679							21.849	35.857	-39.1%
Juvenile Videos / DVDs JUVENILE CIRCULATION	20.123	19,512		23,067	23,585	34,867							148,262	194,502	-39.1% - 23.8%
JOVENILE CIRCULATION	20,123	19,512	21,100	23,007	23,565	34,007							140,202	194,502	-23.0%
Red Carpet Material															
RC Print Materials	5,307	5,231	6,593	6,297	5,978	6,729							36,135	36,072	0.2%
RC Realia	83	71	108	101	85	90							538	1,035	-48.0%
RED CARPET CIRCULATION	5,390	5,302	6,701	6,398	6,063	6,819							36,673	37,107	-1.2%
Young Adult Material															
YA Print Materials	2,359	2,387	3,323	2,994	2,317	3,561							16,941	18,570	-8.8%
YA A/V	35	36	22	48	57	55							253	326	-22.4%
YOUNG ADULT CIRCULATION	2,394	2,423	3,345	3,042	2,374	3,616							17,194	18,896	-9.0%
Overdrive	35,977	32,454	35,030	32,456	34,471	33,441							203,829	200,066	1.9%
Hoopla	14.034	13.952	14,376	14,159	13.756	12.546							82.823	75.777	9.3%
Flipster	1,110	*	1,692	1,375	1,656	1,234							7,067	4,122	71.4%
DIGITAL DOWNLOADS	51,121	46,406	51,098	47,990	49,883	47,221							293,719	291,073	0.9%
	2021												2021		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Value Calculator															
Circulation	_														
Books (\$17)	\$776,237	\$776,611	\$1,048,186	\$933,793	\$884,408	\$1,147,194							\$5,566,429		
Magazines (\$5)	\$2,540	\$2,450	\$5,600	\$4,560	\$4,580	\$5,405							\$25,135		
DVD, Games, Music (\$4)	\$76,192	\$78,460	\$103,712	\$96,552	\$91,092	\$109,000							\$555,008		
Notary Service (\$10)	\$0	\$640	\$930	\$1,270	\$1,100	\$1,340							\$5,280		
Reference Questions (\$7)	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!							#VALUE!		
Programming (\$10)	\$17,000	\$42,190	\$38,440	\$101,260	\$25,580	\$25,360							\$249,830		
Meeting Room Use	\$0	\$0		\$2	\$3	\$3							\$9		
Gallery Attendance (\$10)	\$0	\$0		\$4,970	\$14,500	\$57,790							\$83,440		
Computer Use (\$12 /hr)	\$38,535	\$39,477	\$62,879	\$64,029	\$83,196	\$104,796							\$392,912		
ILL Borrowed (\$25)	\$2,975	\$3,600	\$5,000	\$5,000	\$5,000	\$5,000							\$26,575		
TOTAL VALUE	\$945,779	\$961,438	\$1,256,228	\$1,134,006	\$1,107,609	\$1,456,818							\$6,861,878		