



Call to Order

Public Comment

Approval of June 14, 2018 Trustee Meeting Minutes – Action Item

Neighborhood Revitalization Plan (NRP) – Presentation

- Bill Fiander, Planning Director for the City of Topeka

Chief Financial Officer's Report – Kim Torrey

Financial Reports

- Treasurer's Report – Jim Edwards
- Financial Reports – **Action Item**

Friends of TSCPL – Sherryl Longhofer, Board President

The Library Foundation – Judi Stork, Board Chair

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

- Facilities Master Plan update – Thad Hartman, Community and Strategic Services Manager
- The Statistical Picture – Thad Hartman

Trustee Education – Presentation

- Kansas Library Law, Chuck Engel, Library Attorney

New Business

- FY2019 Budget – Approval for publication – **Action Item**
 - 1) General Fund
 - 2) Employee Benefits Fund
 - 3) Bond & Interest Fund
 - 4) State Aid Fund

Trustee Comments

Adjournment

Next Meeting

August 9, 2018 5:00 pm
Marvin Auditorium 101C

Annual Budget Hearing

Thursday, August 9, 2018 5:30PM, Marvin Auditorium

Subject to change without notice



Minutes
Board of Trustees Meeting
June 14, 2018
Menninger Room 206

Board Members Present

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

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, June 14, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:00PM by the Chair, Kerry Onstott Storey. She welcomed new Trustee Kristen O'Shea.

Public Comment

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

Oath of Office

Executive Assistant to the CEO Ted Yungclas, a Notary Public, administered the oath to support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of Trustee, Topeka and Shawnee County Public Library, to newly appointed Trustee Kristen O'Shea.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Julie Swift, the May 17, 2018 Board of Trustees meeting minutes were approved as presented. Motion carried.

Chief Financial Officer

There were no additions to Kim Torrey's Chief Financial Officer's report. Kim and CEO Gina Millsap offered to meet with Trustees unable to attend the Board Budget Work Session on June 11 to review the topics discussed. There were no questions for Kim.

Approval of the Treasurer's Report

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

Friends of the Library Report

Friends of the Library President Sherryl Longhofer gave the Friend's report. She provided an update on staffing changes and a May sales summary. There were no questions for Sherryl.

The Library Foundation Report

Foundation Board Vice-Chair Marilyn Ward gave The Library Foundation report. She provided updates on recent Foundation special events, the Brick Campaign, Topeka Gives and an upcoming workshop on the new federal tax law and how it affects charitable giving. There were no questions for Marilyn.

Board Chair Report

Kerry Onstott Storey reported that the Trustee Executive Committee met on June 4 to review last month's meeting minutes and review agenda items for the June 14 Board of Trustees meeting. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap directed the trustee's attention to the copies of TK Business Magazine at their places which featured African American Builders of Topeka, an exhibition curated by the library's Local History Department and featured in the Sabatini Art Gallery.

Gina provided additional background information about staffing changes and reorganization. There was discussion relating to the organizational chart that was included in the Board Packet. Marie Pyko introduced new Public Services Supervisors Autumn Friedli and Debbie Stanton. Paul Brennan introduced new Circulation Supervisor Kelli Smith. Executive Assistant to the CEO Ted Yungclas shared that his last day with the library will be August 31. Gina announced that Marie Pyko plans to coordinate and manage library partnerships.

Gina drew attention to the *Science of Pancakes* article included in the Board Packet as one example of the libraries many summer learning programs.

Gina also provided additional information on developing work plans to support the library's Community Impact Goals. She briefly discussed the Theory of Change model the staff is using.

Thad Hartman, Community Services Manager, provided updates for the 2018 Facility Master Plan projects. Construction has begun on Claire's Courtyard. Library flooring replacement was discussed during New Business.

New Business

Thad Hartman introduced Ericka Tennal from Tevis Architects who provided a presentation on replacement of the flooring in the Circulation Lobby and rotunda areas. She highlighted the aspect of keeping the Michael Graves integrity of the space. The architects believe that a terrazzo floor would serve the space best regarding library use and wear and tear. It would be the best value over time and any design/pattern can be achieved. It could mimic the original Graves checker board design.

Discussion included other products considered, maintenance and resealing of terrazzo, repair possibilities of terrazzo if damaged.

On a motion by Liz Post, seconded by Kristen O’Shea, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees approve amending policies where applicable to reflect the new Library Mission Statement “Sparkling curiosity and connecting our community through literacy and learning.” It was also resolved that position title changes be reflected on applicable policies and documents when those changes are made. There was no discussion. Motion passed unanimously.

Human Resources Director Jesse Maddox distributed the 2018 CEO Performance Evaluation process and timeline for review.

Trustee Comments

New Trustees Shawn Leisinger, Kacy Simonsen and Kristen O’Shea provided feedback and remarks about the New Trustee Orientation process.

Adjournment

On a motion by Liz Post, seconded by Julie Swift, the meeting was adjourned at 5:14 PM. The motion passed unanimously.

Beth Dobler, Secretary

Chief Financial Officer's Report
July 2018
Kim Torrey

Investments and Debt as of June 30, 2018; Bank Account Summary – Page 1

The certificate of deposit investment with the local financial institution Capital City Bank (as a result of a competitive bid in February) matured on June 15th. The resolution approved by the Board allows me as CFO the authority to renew these investments via written instruction and acceptable rates. The bank graciously allowed certificate of deposit to be renewed at 2.03% for another 86 days. This rate exceeded the rate banks are required to offer, as set by the State Municipal Investment Pool. Investment income is significantly more than budgeted.

Tax proceeds received in mid-June were significant and were invested in 30-day accounts with the Municipal Investment Pool. The 30-day and 90-day pool rates were the same so the General Fund monies were invested only for 30 days to allow for better rates upon maturity. A debt service payment is due September 1 so all related investments mature at approximately the same time. Not all of these funds will be needed for the payment.

Revenue/Expense/Balance by Fund Report – Page 2

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built AdventureMobile expected no later than late August. The issuance of a purchase order to Senne Company for the construction of Claire's Courtyard is also affecting the negative fund balance.

The Children's Art Show Fund is also temporarily negative due to pending billings and reimbursements by the Library Foundation.

General Fund – Pages 3 through 5

With 49.3% of the budget year completed, 88% of the budgeted revenue has been received and 49% of the approved budget has been expended/encumbered. This compares to 2017 in which 90% of the budgeted revenue had been received and 51% of the approved budget had been expended/encumbered.

The third tax distribution for 2018 was received June 5th as scheduled. The total received for the General Fund was \$4,460,917.94. The percentage of the ad valorem tax budget collected year-to-date is 96% which is the same as of this point in time in 2017. The percentage of year-to-date motor vehicle tax collected is 36% compared with 39% collected thus far in 2017.

Employee Benefit Fund – Page 6

With 49.3% of the budget year completed, 93% of the budgeted revenue has been received and 42% of the approved budget has been expended/encumbered. This compares to 2017 in which 87% of the budgeted revenue had been received and 49% of the approved budget had been expended/encumbered.

The June 5th tax distribution totaled \$1,430,173.72. The percentage of the ad valorem tax budget collected year-to-date is 96% which is the same as of this point in time in 2017. The percentage of year-to-date motor vehicle tax collected is 38% compared with 39% collected thus far in 2017.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,827,091.

Debt Service Fund-Bond & Interest – Page 7

Revenues collected to-date are 91%, the same as collected as of this point in time in 2017.

The June 5th tax distribution totaled \$614,708.07. The percentage of the budgeted ad valorem tax collected year-to-date is 96% which is the same as that collected as of this point in time in 2017. The percentage of year-to-date motor vehicle tax collected is 36% compared with 39% collected thus far in 2017.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Security system maintenance and support agreement	\$16,829.00	Cam-Dex Security Corp.
Approved operating budget (sole source because of existing library software)	MuseumPlus software upgrade	\$34,300.00	Zetcom North America, LLC
Approved operating budget	Annual software renewal and support for Adobe	\$13,352.25	CDW Government, Inc.

Type of Purchase	Description	Amount	Vendor
Approved operating budget (duplicate PO was created in Mar 2018, which will be cancelled)	Annual support for kiosks, Smartlockers, RFID tagging machines and security gates	\$19,739.50	Bibliotheca LLC
Approved operating budget (2 quotes were sought and the lowest price was chosen)	(11) Learning Center laptops	\$18,765.67	Dell Marketing L.P.
Library Materials	Literature Resource Center online subscription	\$7,594.31	Gale/Cengage Learning
Library Materials	Hoopla online	\$20,650.94	Midwest Tape LLC
Library Materials	“Automatically Yours” materials subscription – select quantities and genres	\$5,500.00	Baker & Taylor Books

Other Items:

- Thank you for your time and attention at the Board budget work sessions. I was pleased with the thoughtful and open discussion about a number of topics. 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 2019 "Budget Summary" of proposed expenditure authority, ad valorem tax and mill levy tax rates. The publication also will include the "Notice of Budget Hearing" proposed for 5:30 pm on August 9, 2018 in the Library's Marvin Auditorium. The documents explaining the proposed budget can be found at:

<https://tscpl.org/wp-content/uploads/2018/07/Board-Budget-Work-Session-2-packet.pdf>

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

6/30/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 6/30/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,661,865.06	\$ 10,876,514.35	\$ 6,132,246.68	\$ 9,406,132.73
Employee Benefits	751,843.68	3,557,796.57	1,640,728.31	\$ 2,668,911.94
Capital Improvement	1,959,190.83	11,493.96	5,940.00	\$ 1,964,744.79
Bond & Interest	808,663.92	1,489,631.13	51,125.00	\$ 2,247,170.05
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	50,002.19	0.77	\$ 50,001.42
Federal, State & Local Grants	19.03	1,200.00	1,200.00	\$ 19.03
Other Special Revenue	622,425.67	12,580.54	259,077.29	\$ 375,928.92
Permanent Funds	206,531.96	24,250.98	-	\$ 230,782.94
Totals	<u>\$ 9,010,540.15</u>	<u>\$ 16,023,469.72</u>	<u>\$ 8,090,318.05</u>	<u>\$ 16,943,691.82</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 797,364.93
Restricted Funds-CoreFirst Bank-Checking	382,253.38
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,970,984.79
Cash on Hand	2,652.00
Petty Cash	435.10
Endowment Securities	230,782.94
Municipal Investment Pool - Overnight	2,833,712.75
Municipal Investment Pool - 30-day Fixed	4,900,000.00
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Intrust Bank - Certificate of Deposit	5,000,000.00
Denison State Bank - Certificate of Deposit	900,000.00
	<u>\$ 17,018,185.89</u>
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	3,774.99
Less Payroll Deduction and Employer Benefit Liabilities	12,982.11
Less Outstanding Checks	57,736.97
	<u>\$ 16,943,691.82</u>

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

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	6/30/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,661,865.06	\$ 10,876,514.35	\$ 211,329.42	\$ 5,920,917.26	\$ 9,406,132.73	\$ 1,124,432.57	\$ 8,281,700.16
Employee Benefit Fund	751,843.68	3,557,796.57	1,076.78	1,639,651.53	2,668,911.94	21,568.84	2,647,343.10
Capital Improvement Fund	1,959,190.83	11,493.96	5,940.00	-	1,964,744.79	137,654.00	1,827,090.79
Bond & Interest Fund	808,663.92	1,489,631.13	-	51,125.00	2,247,170.05	-	2,247,170.05
Non Major Governmental Funds							
State Aid Fund	0.00	50,002.19		0.77	50,001.42	-	50,001.42
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	1,200.00	-	1,200.00	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs		1.49		-	1.49	-	1.49
Art Collection	10,532.67	2.78		-	10,535.45	-	10,535.45
Bookmobile Fund	-				-		-
Career Neighborhood	-				-		-
Computer training	-				-		-
Children's Art Show	-			960.25	(960.25)	764.61	(1,724.86)
Cooking Neighborhood	-				-		-
French Gift - Library Materials	3,136.31	0.64	30.21	1,187.31	1,919.43	222.14	1,697.29
Friends	177,808.90	34.41	2,148.60	68,187.89	107,506.82	19,035.18	88,471.64
Fun Committee	1,568.90	383.52	-	-	1,952.42	-	1,952.42
Gallery Competitions/Exhibits	36,921.44	3,227.80	-	900.00	39,249.24	-	39,249.24
Gifts/Memorials (Undesignated)	258,320.84	7,556.78	151,398.08	18,047.38	96,432.16	1,193,299.96	(1,096,867.80)
Hathaway Trust - Library Materials	12,009.44	1,306.72	352.43	3,988.71	8,975.02	551.30	8,423.72
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-				-		-
Hughes Business Collection	-				-		-
Library Materials	92,236.64	59.45	-	8,309.99	83,986.10	504.35	83,481.75
Lingo	-				-		-
NEH Expendable	1,408.42	0.37	-	-	1,408.79	-	1,408.79
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-			457.20	-	457.20
Red Carpet	6,488.48	1.68	75.27	250.98	6,163.91	99.02	6,064.89
Special Collections	5,666.81	1.49	-	-	5,668.30	-	5,668.30
Talking Books	-				-		-
Torluecke Landscaping	35.94	-			35.94	-	35.94
Wedding Neighborhood	-				-		-
Workshops	2,164.06	0.57			2,164.63		2,164.63
Youth Services	13,034.49	2.84	133.30	3,106.89	9,797.14	12.99	9,784.15
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	24,250.98	-	-	230,782.94	-	230,782.94
TOTALS	\$ 9,010,540.15	\$ 16,023,469.72	\$ 372,484.09	\$ 7,717,833.96	\$ 16,943,691.82	\$ 2,498,144.96	\$ 14,445,546.86

**Topeka and Shawnee County Public Library
General Fund - Revenue**

6/30/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 6/30/2018</u>
				49.3%
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 10,121,105.66	\$ (392,689.34)	96%
Revitalization Rebates	(139,664.00)	(126,808.83)	\$ 12,855.17	91%
Back Tax	-	107,402.28	\$ 107,402.28	N/A
Motor Vehicle Tax	1,484,403.00	535,533.81	\$ (948,869.19)	36%
Recreational Vehicle Tax	12,739.00	5,012.86	\$ (7,726.14)	39%
16/20 M Vehicle Tax	5,837.00	5,218.17	\$ (618.83)	89%
In Lieu of Tax	10,122.00	544.24	\$ (9,577.76)	5%
Watercraft Special Tax**	7,672.00	-	\$ (7,672.00)	0%
Commercial Vehicle Fees	46,629.00	44,217.10	\$ (2,411.90)	95%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	10,894.18	\$ 7,894.18	363%
Miscellaneous Revenue - Recyclg	-	50.40	\$ 50.40	N/A
Salary Refunds-Foundation	94,125.00	40,589.74	\$ (53,535.26)	43%
Salary Refunds-Friends	43,630.00	22,760.81	\$ (20,869.19)	52%
Salary Refunds-Shawnee Cty	-	11,552.82	\$ 11,552.82	N/A
Vending Machines	4,000.00	2,137.75	\$ (1,862.25)	53%
Pay to Sam	-	473.11	\$ 473.11	N/A
Overdue Fees*	157,000.00	67,649.04	\$ (89,350.96)	43%
Debt Collect	-	2,411.54	\$ 2,411.54	N/A
ILL Fees	600.00	88.75	\$ (511.25)	15%
Mailing Fees	60.00	138.31	\$ 78.31	231%
Non Resident Card Fee	510.00	680.00	\$ 170.00	133%
Obituary Fees	500.00	460.00	\$ (40.00)	92%
Meeting Room Charges	5,500.00	2,420.00	\$ (3,080.00)	44%
Monday Market Fees	500.00	240.00	\$ (260.00)	48%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	21,742.61	\$ 8,542.61	165%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 10,876,514.35</u>	<u>\$ (1,457,878.65)</u>	88%

* 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**

6/30/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u>
					49.3%
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 3,199.95		\$ 3,200.05	50%
Salaries-Facilities	644,257.00	282,899.10		361,357.90	44%
Salaries-Overtime	10,000.00	4,933.77		5,066.23	49%
Salaries-Security	308,808.00	144,682.59		164,125.41	47%
Salaries-Shelvers	196,203.00	60,490.42		135,712.58	31%
Salaries-Staff	7,255,554.00	3,418,349.97		3,837,204.03	47%
Conferences	132,800.00	51,192.28	15,037.45	66,570.27	50%
Staff Development & Training	34,000.00	9,694.05	420.00	23,885.95	30%
Mileage	9,990.00	4,082.03	4,906.16	1,001.81	90%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	692.93	158.40	1,148.67	43%
Materials-Periodicals	38,000.00	1,867.01	1,831.48	34,301.51	10%
Materials-Print/Non-Print <1 YR	479,400.00	199,907.50	4,783.53	274,708.97	43%
Materials-Print/Non-Print	1,267,530.00	602,128.99	92,816.54	572,584.47	55%
OPERATIONS:					
Art Purchases	5,000.00	800.00	-	4,200.00	16%
Cataloging and ILL Services	75,500.00	35,856.01	49,135.31	(9,491.32)	113%
Contracted-Digital Services	351,560.00	164,152.77	119,166.23	68,241.00	81%
Contracted-Facilities	255,000.00	162,790.12	39,337.57	52,872.31	79%
Contracted-Equipment	51,500.00	26,716.84	22,312.60	2,470.56	95%
Contracted-Professional	279,800.00	97,328.61	126,829.67	55,641.72	80%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	133,901.88	45,171.72	65,826.40	73%
Furniture/Equipment	117,000.00	5,097.75	-	111,902.25	4%
Insurance	53,300.00	50,027.00	4,758.00	(1,485.00)	103%
Marketing & Communication	40,000.00	14,454.27	3,285.05	22,260.68	44%
Memberships/Dues	23,625.00	4,801.20	328.00	18,495.80	22%
Miscellaneous	5,000.00	1,085.18	155.00	3,759.82	25%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	56,268.46	1,348.92	50,382.62	53%
Printing	106,600.00	42,695.20	38,321.72	25,583.08	76%
Programming	30,000.00	8,162.89	1,939.74	19,897.37	34%
Special Events	-	-	-	-	0%
Special Projects	1,100,000.00	-	50,000.00	1,050,000.00	5%
Supplies-Facilities	76,200.00	36,265.19	24,042.98	15,891.83	79%
Supplies-Office/Library	75,600.00	35,307.02	6,675.92	33,617.06	56%
Supplies-Processing	40,000.00	40,356.29	2.10	(358.39)	101%
Telecommunications	85,617.00	31,459.40	48,196.60	5,961.00	93%
Utilities-Electric	350,000.00	123,762.61	223,247.42	2,989.97	99%
Utilities-Gas	65,000.00	24,511.09	16,386.55	24,102.36	63%
Utilities-Water/Sewage	35,000.00	8,152.46	19,027.54	7,820.00	78%
Vehicle-Gas	36,000.00	13,410.40	-	22,589.60	37%
Vehicle-Repair	32,500.00	19,544.67	20,341.41	(7,386.08)	123%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short	-	(110.64)	-	110.64	N/A
TOTALS	\$ 15,684,092.00	\$ 5,920,917.26	\$ 979,963.61	\$ 7,233,211.13	49%

**Topeka and Shawnee County Public Library
General Fund**

6/30/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,289,983.53	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	10,121,105.66	96%
Revitalization Rebates	(139,664.00)	(126,808.83)	91%
Back Tax	-	107,402.28	N/A
Motor Vehicle Tax	1,484,403.00	535,533.81	36%
Recreational Vehicle Tax	12,739.00	5,012.86	39%
16/20M Vehicle Tax	5,837.00	5,218.17	89%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	44,217.10	95%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	87,592.68	51%
Reimbursements	137,755.00	74,953.77	54%
Interest on Idle Funds	13,200.00	21,742.61	165%
	<u>\$ 12,334,393.00</u>	<u>\$ 10,876,514.35</u>	88%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	3,914,555.80	46%
Other Staff Support Costs	176,790.00	85,331.97	48%
Library Collections	1,786,930.00	904,186.38	51%
Contracted Services	1,019,685.00	843,625.73	83%
Digital Services Support	244,900.00	179,073.60	73%
Furniture/Equipment/Art	122,000.00	5,897.75	5%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	50,000.00	5%
Utilities & Telecommunications	535,617.00	494,743.67	92%
Vehicles	68,500.00	53,296.48	78%
Other Operating Expenditures	558,325.00	370,169.49	66%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 6,900,880.87</u>	49%
Prior Year Canceled Purchase Orders		<u>\$ 16,083.15</u>	
Unencumbered Balance 6/30/18	\$ -	<u><u>\$ 8,281,700.16</u></u>	

**Topeka and Shawnee County Public Library
Special Revenue Funds**

6/30/18

EMPLOYEE BENEFITS

	<u>2018 Budget</u>	<u>Year To Date</u>	<u>%</u>
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
<u>Revenue:</u>			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 3,447,617.87	96%
Revitalization Rebates	(47,569.00)	(42,765.31)	90%
Back Tax	-	19,396.98	0%
Motor Vehicle Tax	186,260.00	71,476.27	38%
Recreational Vehicle Tax	1,598.00	649.62	41%
16/20M Vehicle Tax	732.00	1,238.81	169%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	6,186.11	106%
Refund-Fringe Benefits-Foundation	35,999.00	12,372.67	34%
Refund-Fringe Benefits-Friends	27,701.00	12,338.57	45%
Refund-Fringe Benefits-Shawnee Cty	-	8,377.20	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	772.24	0%
Retiree Payments BC/BS	43,347.00	14,308.55	33%
Interest on Idle Funds	2,000.00	5,641.63	282%
	<u>\$ 3,840,675.00</u>	<u>\$ 3,557,796.57</u>	93%
<u>Expenditures/Encumbrances:</u>			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	4,817.00	125%
Social Security/Medicare	644,212.00	278,880.65	43%
Ks Public Employees Retirement Sys	758,224.00	356,796.74	47%
Worker's Compensation	73,200.00	67,741.00	93%
Unemployment Tax	8,421.00	4,129.70	49%
Health/Dental Insurance	2,451,520.00	942,394.60	38%
Contingency/Fund Balance	400,000.00	-	0%
	<u>\$ 4,346,328.00</u>	<u>\$ 1,661,220.37</u>	42%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 6/30/18	\$ -	\$ 2,647,343.10	

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

CAPITAL IMPROVEMENT

Balance 01/01/18	\$ 1,951,990.83
<u>Revenue:</u>	
Interest received	11,493.96
	<u>\$ 11,493.96</u>
<u>Expenditures/Encumbrances:</u>	
Contracted - Professional	-
Capital Outlay	136,394.00
	<u>136,394.00</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 6/30/18	\$ 1,827,090.79

STATE AID

Balance 01/01/18	\$ -	\$ -
<u>Revenue:</u>		
State Aid	55,000.00	50,002.19
	<u>\$ 55,000.00</u>	<u>\$ 50,002.19</u>
<u>Expenditures/Encumbrances:</u>		
Contracted - Digital Services		
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	0.77
	<u>\$ 55,000.00</u>	<u>\$ 0.77</u>
Unencumbered Balance 6/30/18		\$ 50,001.42

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

6/30/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	1,412,893.71	96%
Revitalization Rebates	(19,495.00)	(17,663.37)	91%
Back Tax	-	13,628.20	
Motor Vehicle Tax	178,209.00	64,745.87	36%
Recreational Vehicle Tax	1,529.00	604.11	40%
16/20M Vehicle Tax	701.00	686.16	98%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	5,374.81	96%
Interest on Idle Funds	2,200.00	9,285.67	422%
	<u>\$ 1,638,559.00</u>	<u>\$ 1,489,631.13</u>	91%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ -	0%
Interest	102,250.00	51,125.00	50%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00		0%
	<u>\$ 2,402,250.00</u>	<u>\$ 51,125.00</u>	3%
 Unencumbered Balance 6/30/18	 <u>\$ -</u>	 <u>\$ 2,247,170.05</u>	

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

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of June 30, 2018

Capital Improvement Funds-VisionBank

\$ 1,970,984.79 at 1.19% (money market account)

Municipal Investment Pool

\$ 2,833,712.75 Operating funds in "overnight pool"*; available for transfer whenever needed

3,800,000.00 General funds in 30-day, fixed rate pool; opened 6/21/18 @ 1.71%; maturity 7/23/18

1,100,000.00 Employee benefit funds in 30-day, fixed rate pool; opened 6/21/18 @ 1.71%; maturity 7/23/18

\$ 7,733,712.75

* rates vary by day - average June 1-30, 2018 was 1.3246%

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

\$ 5,000,000.00 Certificate of Deposit for Employee Benefit Fund (\$1M) and General Fund (\$4M); 6/20/18 @ 2.03%; 9/14/18 maturity

Denison State Bank (per investment bid approved 2/15/18)

\$ 900,000.00 Certificate of Deposit for Bond & Interest Fd; 2/16/18 @ 1.70%; 7/31/18 maturity

Principal Balance of Outstanding Bonds

\$3,150,000 (as of 9/1/17)

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, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21509	0	6/7/18	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,309.73	-98793
						\$ 5,309.73	-98793 Total
10	21505	0	6/8/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,361.50	-98792
15	21516	0	6/8/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,277.12	-98792
15	21517	0	6/8/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,893.59	-98792
10	21524	0	6/8/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98792
10	21513	0	6/8/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 869.73	-98792
					<i>Remittance of pension benefit contributions</i>	\$ 45,582.37	-98792 Total
10	21501	0	6/7/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 21,588.10	-98790
10	21502	0	6/7/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,918.92	-98790
15	21521	0	6/7/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 68.70	-98790
10	21503	0	6/7/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,579.62	-98790
15	21504	0	6/7/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,579.62	-98790
10	21503	0	6/7/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,111.28	-98790
15	21504	0	6/7/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,111.28	-98790
10	21514	0	6/7/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98790
10	21518	0	6/7/18	PAYCOM PAYROLL LLC	Garnishments	\$ 793.00	-98790
10	41000	313	6/7/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,865.91	-98790
10	41000	313	6/7/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98790
					<i>Remittance of payroll taxes</i>	\$ 78,113.79	-98790 Total
10	21501	0	6/21/18	PAYCOM PAYROLL LLC	Federal W/H	\$ 20,997.57	-98788
10	21502	0	6/21/18	PAYCOM PAYROLL LLC	State W/H	\$ 9,776.27	-98788
15	21521	0	6/21/18	PAYCOM PAYROLL LLC	State Unemployment	\$ 230.74	-98788
10	21503	0	6/21/18	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,388.76	-98788
15	21504	0	6/21/18	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,388.76	-98788
10	21503	0	6/21/18	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,066.62	-98788
15	21504	0	6/21/18	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,066.62	-98788
10	21514	0	6/21/18	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 125.00	-98788
10	21518	0	6/21/18	PAYCOM PAYROLL LLC	Garnishments	\$ 793.00	-98788
10	41000	313	6/21/18	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,882.16	-98788
10	41000	313	6/21/18	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98788
					<i>Remittance of payroll taxes</i>	\$ 77,087.86	-98788 Total
10	21509	0	6/20/18	EMPOWER RETIREMENT	<i>Deferred Comp EE Portion</i>	\$ 5,309.73	-98787
						\$ 5,309.73	-98787 Total
10	21505	0	6/22/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 17,164.06	-98785
15	21516	0	6/22/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 24,001.02	-98785
15	21517	0	6/22/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,860.70	-98785

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, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21524	0	6/22/18	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 180.43	-98785
					<i>Remittance of pension benefit contributions</i>	\$ 44,206.21	-98785 Total
10	21515	0	6/28/18	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 29,306.16	-98780
15	21515	0	6/28/18	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 133,057.35	-98780
15	21515	0	6/28/18	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 3,416.82	-98780
						\$ 165,780.33	-98780 Total
49	41000	330	6/21/18	SCHOLASTIC INC	giveaway books	\$ 5,990.07	11326
					<i>Summer learning programming books; paid from non-budgeted fund</i>	\$ 5,990.07	11326 Total
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Boiler & Machinery	\$ 873.00	92234
15	41000	260	6/7/18	PEOPLES/COMMERCIAL INSURANCE	3rd qtr workers comp ins	\$ 14,316.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Prop	\$ 11,750.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Genl Liab	\$ 2,192.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Inland Marine	\$ 3,394.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Crime	\$ 384.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Terrorism	\$ 142.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Cyber	\$ 193.00	92234
10	41000	321	6/7/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Vehicle Ins	\$ 3,712.00	92234
						\$ 36,956.00	92234 Total
10	41000	310	6/14/18	BLACK DIAMOND SOLUTIONS, INC.	BitDefender GZ Endpoints	\$ 4,815.25	92241
10	41000	310	6/14/18	BLACK DIAMOND SOLUTIONS, INC.	BitDefender GZ Servers	\$ 2,079.00	92241
					<i>2018 approved operating budget - software support/subscription</i>	\$ 6,894.25	92241 Total
10	23800	0	6/14/18	TEVIS ARCHITECTURAL GROUP	FMP Phase 2	\$ 12,100.17	92274
10	41000	313	6/14/18	TEVIS ARCHITECTURAL GROUP	Replacement Flooring	\$ 935.00	92274
						\$ 13,035.17	92274 Total
10	41000	351	6/14/18	WESTAR ENERGY	43221	\$ 26,855.34	92278
					<i>2018 Electric Service</i>	\$ 26,855.34	92278 Total
10	21512	0	6/15/18	DELTA DENTAL OF KANSAS, INC	EE June Prem	\$ 2,286.42	92281
15	21512	0	6/15/18	DELTA DENTAL OF KANSAS, INC	Cobra June Prem	\$ 77.86	92281
15	21512	0	6/15/18	DELTA DENTAL OF KANSAS, INC	Retires June Prem	\$ 193.85	92281
15	21512	0	6/15/18	DELTA DENTAL OF KANSAS, INC	ER June Prem	\$ 9,120.56	92281
						\$ 11,678.69	92281 Total
10	41000	320	6/21/18	ADORAMA	iMac computer/equip	\$ 17,975.90	92284
10	41000	320	6/21/18	ADORAMA	Mac Mini computer	\$ 1,126.45	92284
10	41000	320	6/21/18	ADORAMA	3-year warranty iMac	\$ 1,269.90	92284
10	41000	320	6/21/18	ADORAMA	3-year warranty Mac Mini	\$ 75.79	92284
					<i>2018 approved operating budget - replacement staff computers</i>	\$ 20,448.04	92284 Total
10	41000	420	6/21/18	DESIGNED BUSINESS INTERIORS	New Aeron B Size	\$ 4,356.90	92293

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, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	420	6/21/18	DESIGNED BUSINESS INTERIORS	New Aeron C Size	\$ 1,323.52	92293
					<i>2018 approved operating budget - replacement staff chairs</i>	\$ 5,680.42	92293 Total
10	41000	301	6/21/18	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	92308
10	41000	301	6/21/18	OCLC, INC.	Discount	\$ (5.01)	92308
10	41000	301	6/21/18	OCLC, INC.	oclc cataloging & ill	\$ 4,586.17	92308
10	41000	301	6/21/18	OCLC, INC.	Discount	\$ (3.67)	92308
					<i>2018 approved operating budget - monthly fee for cataloging and interlibrary loan database</i>	\$ 10,836.20	92308 Total
10	41000	312	6/21/18	PITNEY BOWES INC.	Lease #895	\$ 2,598.54	92311
10	41000	312	6/21/18	PITNEY BOWES INC.	Lease #412	\$ 2,668.41	92311
					<i>2018 approved operating budget - qtrly leases for mailing/postage equipment</i>	\$ 5,266.95	92311 Total
10	41000	326	6/28/18	THE TOPEKA CAPITAL JOURNAL	Library News	\$ 13,279.85	92341
10	41000	322	6/28/18	THE TOPEKA CAPITAL JOURNAL	online ads	\$ 360.00	92341
						\$ 13,639.85	92341 Total
						\$ 578,671.00	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

July 2018

Library News and Project Updates

American Library Association Annual Meeting

Eight library staff members attended the American Library Association Annual Meeting that was held in New Orleans June 21 – 26 including Marie Pyko, David King, Sandy Hestand, Thad Hartman, Kelli Smith, Miranda Ericsson and myself. Library Foundation Director Nancy Lindberg and former library COO Rob Banks also attended the conference. As always, this conference offers a variety of opportunities for learning, promoting this library, and developing relationships in the profession and industry. Standout programs included an interview with Michelle Obama by Librarian of Congress Carla Hayden and a viewing of *The Public*, a film written, directed and produced by Emilio Estevez. Mr. Estevez was there to watch the film with librarians and to respond to questions and feedback after the showing. If you want to know more about *The Public*, see the [article](#) on the IMBd website.

Neighborhood Revitalization Plan

Planning Director for the City of Topeka, Bill Fiander will attend the July board meeting to discuss the library's continued participation in the City of Topeka's Neighborhood Revitalization Plan/Program (NRP) in the program's extension through an inter-local agreement with the city. Mr. Fiander's letter to the Board of Trustees along with supporting information and a 2019-2021 draft of the Neighborhood Revitalization Plan are included in the board packet.

Facilities Master Plan update

The Facilities Master Plan committee continues working on plans for the Learning Center and the circulation lobby area. Site preparation on the Claire's Courtyard project has begun. Thad Hartman, Community and Strategic Services Manager will provide an update on Facilities Master Plans projects for 2018.

In follow up to discussion about terrazzo floor costs verses other common types of commercial flooring, Thad has provided a Terrazzo Cost Calculator provided by the National Terrazzo and Mosaic Association along with Terrazzo Floor Maintenance Cost Estimates for your review.

Statistical Picture

From time to time Thad Hartman presents highlights from the library's circulation statistics in the format of a Statistical Picture. Thad will make a brief presentation on the first half of the 2018 statistics that will focus on cardholder demographics and behavior analysis by zip code.

Dolly Parton's Imagination Library (DPIL)

The June 2018 end of month report shows 4,175 participants enrolled in the Dolly Parton's Imagination Library program in Shawnee County. That data are included with this report.

Momentum 2022

Work continues on the Momentum 2022 projects. The Talent and Development Work Group next meets on July 24.

Open +

I mentioned this service that is offered by Bibiliotheca (the company that was the provider for our RFID (Radio Frequency Identification) and checkout kiosks) at the July budget workshop.

Member of the library's senior executive team and I met June 19 with Randy Maxey and Lucille Windsor, account executives from Bibiliotheca, to discuss the Open + solution that extends library hours without staff. Since then I have reached out to the leaders of the East Topeka Learning Center project to discuss if this model might be of interest in expanding access to the learning center and allowing the library to expand its reach in this underserved part of the community.

Trustee Education

Library Attorney Chuck Engel will present a refresher on Kansas library law for all trustees at this meeting. This will also complete the orientation sessions for our new trustees.

Operations and Departmental Reports

- Scarlett Fisher-Herreman provides a report from Technical Services.
- LeAnn Brungardt provides highlights from Youth Services regarding the Learn and Play Bus and the Summer Learning Program.
- Jesse Maddox provides clarification on the distinctions between supervisor, manager and director level classifications. An updated organizational chart is included.

Agenda Items

FY2019 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 Torrey's reports, narrative and notes from the two Board Budget Work Session held June 11 and July 9 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 actual budget approval of the FY2019 will occur at the August 9th board meeting.

Information for Trustees

This is a reminder for all trustees and notification for new trustees.

Trustee Memberships in Library Organizations

As a member of the TSCPL Board of Trustees, the library provides memberships with the American Library Association (ALA) and the Kansas Library Association (KLA). The ALA membership also includes membership for the following ALA divisions: the Public Library Association and United for Libraries (the division which focuses on trustees and Friends and Foundation board members.)

As part of your ALA membership, you will receive journals: *American Libraries*, *Public Libraries* and *The Voice for America's Libraries* (from United for Libraries.) The KLA membership includes membership in the Kansas Library Trustees Association (KLTA). In addition Library Trustees are provided an annual complementary membership with the TSCPL Friends of the Library.

You will also receive email messages and notifications from ALA and its divisions. These may not always be of interest, but I encourage you to read and respond to the legislative alerts as appropriate.

Professional Activities/Community Contacts

June 7, 2018	Met with Eric Norris, new State Librarian of Kansas
June 11, 2018	Met with trustees and senior staff for Board Budget Work Session 1
June 14, 2018	Met with new trustees for new trustee orientation sessions
June 18, 2018	Conference call meeting with Bradbury Miller Associates to discuss chief of staff candidate pool
June 18, 2018	Attended JEDO Board to report status of community broadband initiative and to request permission to proceed with telecommunications provider outreach meetings and the development of a Request for Information (which was approved.)
June 19, 2018	Met with staff and Bibliotheca to discuss Open + initiative
June 20, 2018	Attended The Library Foundation Board Meeting
June 21-26, 2018	Attended ALA Annual Conference
June 27, 2018	Participated in community broadband summit with project team, consultant Tilson and telecommunications providers
June 28, 2018	Met with new trustees for new trustee orientation session
June 29, 2018	Met with Matt Pivarnik and Zach Snethen to discuss 712 Innovations plans
July 2, 2018	Met with Bradbury Miller Associates and search team to determine candidates for first round Skype interviews for chief of staff position

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library
7/13/2018

Technical Services
Submitted by: Scarlett Fisher-Herreman, Supervisor
Paul Brennan, Director

Technical Services has been busy this summer working on projects related to collections and participating actively in Summer Learning programming. On the collections front, we are currently working on a cataloging clean-up of the juvenile nonfiction collection. Over time, call numbers on books change as updates are made to the Dewey Decimal system. We don't always go back and find every book that needs to have an updated call number but it does become necessary to periodically inventory and update call numbers within collections. Whenever we create an adult nonfiction neighborhood, this work is done as part of the creation of those collections. With juvenile materials, we haven't had the need to revisit call numbers as frequently as in the adult collection. We've been working for several months on going through the juvenile nonfiction collection and doing a thorough assessment of that collection. We pull two shelves each weekday, assess the books for physical condition, remove books in poor physical condition, reorder books that need fresh copies, update the call numbers wherever needed, and have them back on the shelves by the early afternoon. It's an efficient process and the books look so much better once we've completed this needed work. We plan to be through the entire collection before the end of the year. We are doing a similar process in revisiting the cataloging design for the Sports & Leisure Neighborhood.

Regarding special projects, we are working with Public Services staff to catalog the library's Sherwood Smith Architectural Blueprint Collection. The library owns over 2,000 blueprints. Approximately half of them have been digitized by a professional digitization company. In this project, we are cataloging the digitized blueprints and working to bring them to life for our customers through an online discovery tool. This is an exciting project involving a collection that is uniquely our own. We have a goal of using these blueprints to engage our community in its own history and to tell the story of Topeka and Shawnee County in new, engaging ways.

Last, I would like to share a story about creative recycling of library newspapers. Two weeks ago, I received a call from one of the directors of Topeka Civic Theatre's upcoming production of the musical *Newsies*. She was desperately seeking stacks of newspapers to be used on the set of the production. In a time when people are no longer subscribing to print newspapers in the numbers they once had, it's been a challenge for the TCT team to get enough newspapers for the stage set. Fortunate for the theatre, we had several sizeable stacks of discarded newspapers awaiting the recycling bin here at the library. I was happy to move them onto TCT and they were very happy to receive them from us. I'm very pleased when we can lend a hand (or a stack of newspapers!) to a community partner.

Youth Services
Submitted by: LeAnn Brungardt
Marie Pyko, Director

Highlights:

Learn and Play Bus

Attendance was good in June. The stop at Mother Teresa's remains the most popular. We faced a few days where the AC was not working properly, but even that did not keep families away.

Our Early Childhood Coordinator, Sherry Hess shared the following story about one little guy she observed. "He's two, nearly three years old. He was building with some blocks that have pictures and some labeling related. For example there's a cross picture with 'HOSPITAL' written. He comes across a block with a picture of a bell on it and he exclaims "here's Taco Bell"!!!! Gotta love it! He built his house with Taco Bell next to it."

By associating symbols with words, what the young man showed here was a precursory reading skill. This is important because letters of the alphabet themselves are pictures we associate with sounds. Kids usually start reading signs long before reading words, especially when food is involved. An observant kiddo learns bells, arches, stars etc. The consistent imagery of branding works. Parents who include their kids in conversations can teach their kids about all kinds of signs while driving-- traffic signs included. As kids age you can get them looking for specific symbols, numbers, and letters while out and about. That probably brings back memories of road trip car games involving license plates and/or billboards.

Summer Related

Programs are in full swing for summer. We have had good attendance overall. Kids have been busy making robots, spin drums, harmonicas, butterflies... all sorts of things. I spoke with a dad after a recent Stories and Crafts program. He commented that his parents had taken the kids that morning and reported that they had a great time. Being former educators they had been impressed with all the learning that takes place. In this case, they had talked about symmetry that morning in connection with the butterflies. As a patterning skill builder, kids designed symmetrical wings of their own. By the way this family made the library their whole morning. The not only did the program, but they also played in our spaces, checked out books, and grabbed a bite as a family in the café.

We hosted a spike event in association with summer meal programs. Participation at meal sites generally slows in July. This event is done to draw attention to area sites so that people are aware that free meals are available to kids throughout the community with the library being one of those. We do this in cooperation with several partners that have come to us through the Grade Level Reading Network including the United Way, Topeka Public Schools, Kansas Appleseed, Harvesters, Shawnee County Parks and Recreation, Topeka Metro, the Kansas Children's Discovery Center. A Jersey, dairy cow was provide through Southwest Dairy Farmers. Kids were able to see not only a *real* cow up close, but also see her be milked. Huscarl Hobbies

and Games gave away comic books and United Way gave out books, so kids were able to refresh their reading just by walking through the doors. There were activities and/or giveaways focused on nutrition and health at every table.

Human Resources
Submitted by Jesse Maddox, Director

At the June board meeting, a draft of a revised library organizational chart reflecting staff reorganization and changes was presented. There were questions about the distinction between directors, managers, and supervisors. The chart (included in your packet) has been updated to more accurately reflect the reporting structure.

Also included in this report (below) is Human Resources Director Jesse Maddox's explanation/clarification of the differences between the director, manager, and supervisor staff classifications.

1. Supervisor - Deals with individuals and tasks. Main tasks are direct supervision of staff and at times doing some of the tasks that staff do.
2. Manager - Deals with groups and priorities. They are in charge of something: resources, people, projects, programs, etc. They take the "where we are going" from directors and determine how we are going to get there. They take things that Directors and above have defined as important and make them happen. Can be an individual contributor or "doer" at times.
3. Director - Deals with more global decisions that impact where the library is going, not how we are going to get there. They are in charge of something bigger: multiple managers or supervisors, an entire discipline or multiple projects. They set or are a big part of assisting in setting organizational and operational goals.



CITY OF TOPEKA

PLANNING DEPARTMENT
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Fax: 785-368-2535
www.topeka.org

June 29, 2018

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 At Risk/Intensive Care neighborhoods and Downtown.

The current version of the NRP, which the Topeka & Shawnee County Public Library is a participant in, expires on December 31, 2018. The City is proposing to extend through the end of 2021.

The NRP boundary is based on the City's Neighborhood Health Map which was recently updated earlier this year. As a result of this update, a few new "At Risk" areas were identified to be included in the proposed NRP which traditionally aligns with "At Risk" and "Intensive Care" neighborhoods, the city's most investment-challenged areas. Both the NRP boundary and the health ratings are now in synch to be updated every 3 years.

Another significant change includes adding infill housing development to the types of development that receives a greater rebate.

We are asking for your continued participation in the program's extension along through an inter-local agreement with the City. All taxing entities within the current NRP boundary participate including USD 345, USD 501, Shawnee County, Topeka Metropolitan Transit Authority, Metropolitan Topeka Airport Authority, Topeka and Shawnee County Public Library, and Washburn University. USD 450 and USD 437 will also be asked to participate as a result of new At Risk areas being identified in the health map update.

The success of the NRP is proven. It has accounted for over \$425 million of property investment covering 554 separate projects. For every dollar rebated, \$9 is leveraged in property investment.

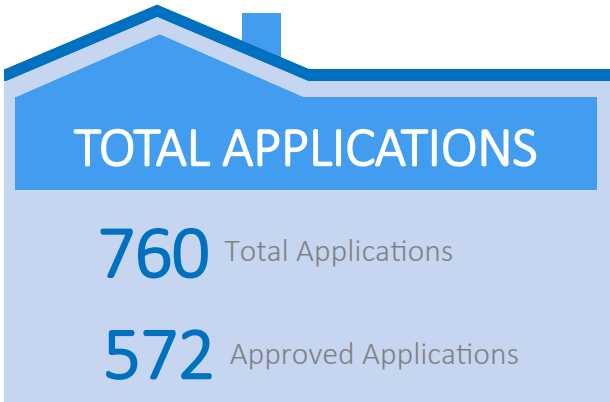
I am attaching background information on the NRP which I am happy to go over in person at your next available meeting if you wish.

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 Revitalization Program Term Years 1995-2018



TOTAL INVESTED
425 MILLION DOLLARS
IN BOTH COMMERCIAL AND RESIDENTIAL PROPERTIES

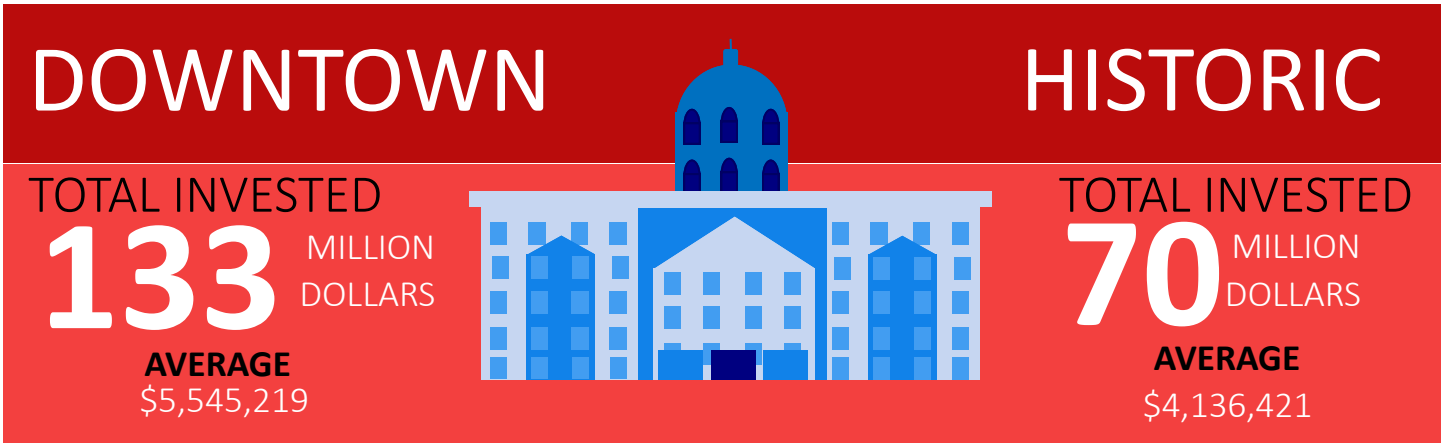
\$326,201,152
COMMERCIAL

\$101,286,280
RESIDENTIAL

1995-2016 TAX REBATE AMOUNT PAID **\$43,254,626**

\$19,367,573 NEW TAX GENERATED 2006-2016

FOR EVERY DOLLAR REBATED
\$10 ARE INVESTED



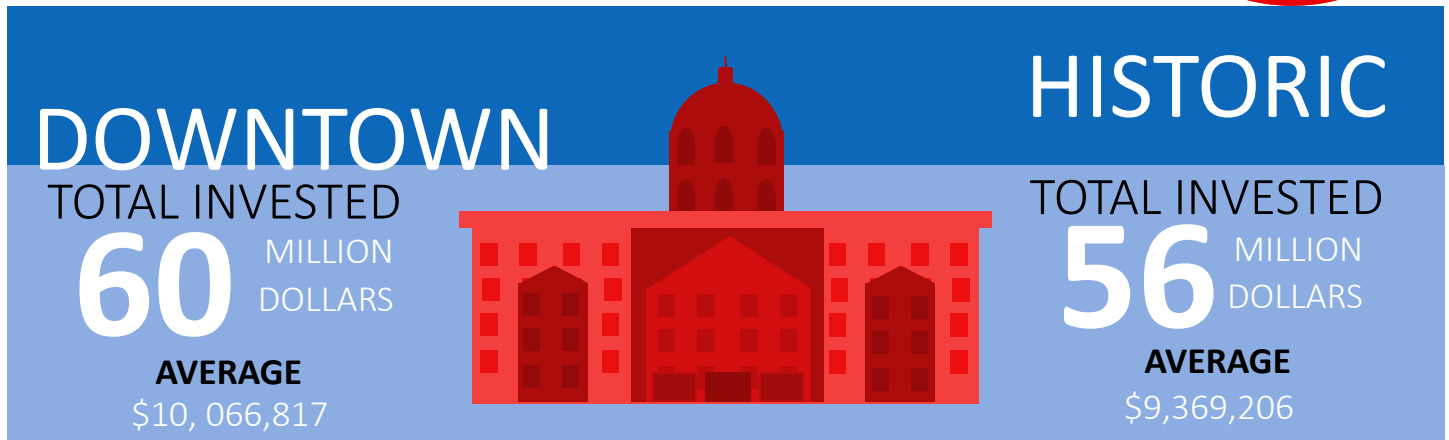
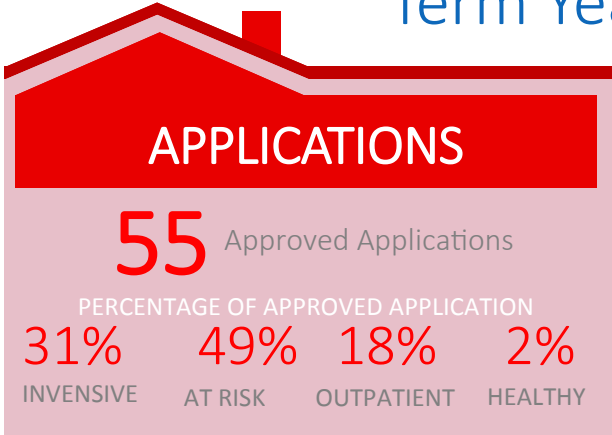
Neighborhood Health 2004-2018

INTENSIVE CARE	\$40,454,990	14%
AT RISK	\$174,158,407	61%
OUTPATIENT	\$47,530,507	17%
HEALTHY	\$23,558,800	8%

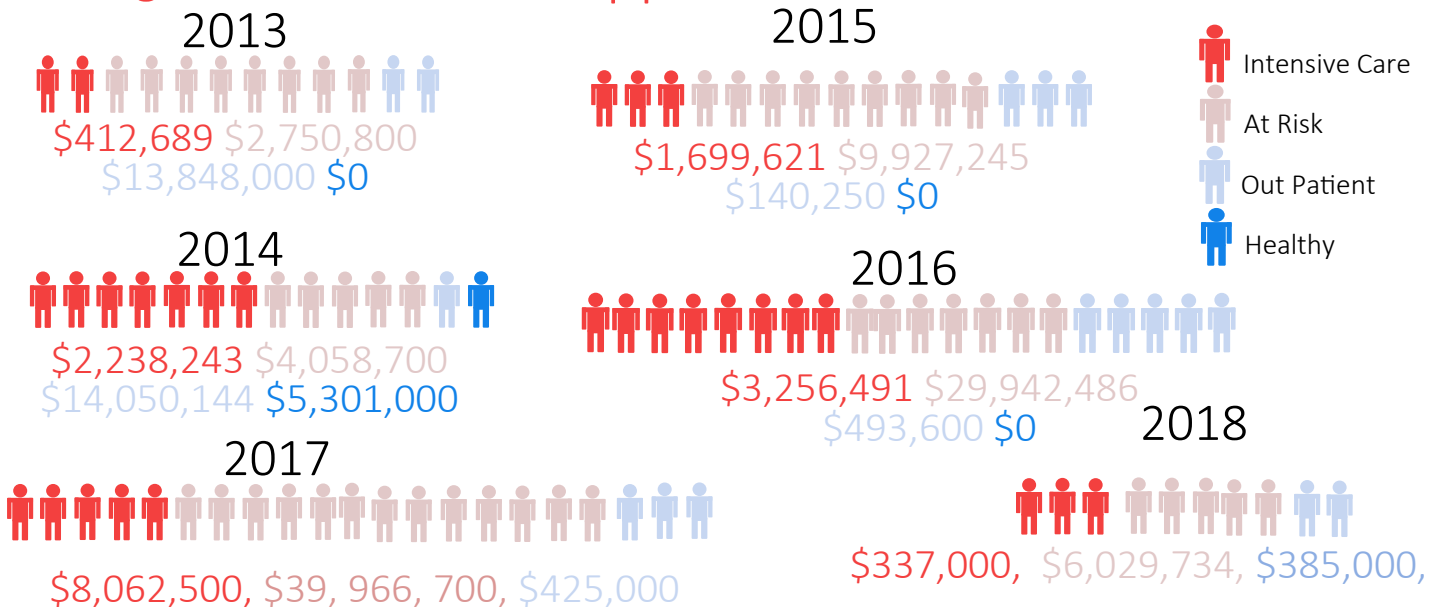


Neighborhood Revitalization Program

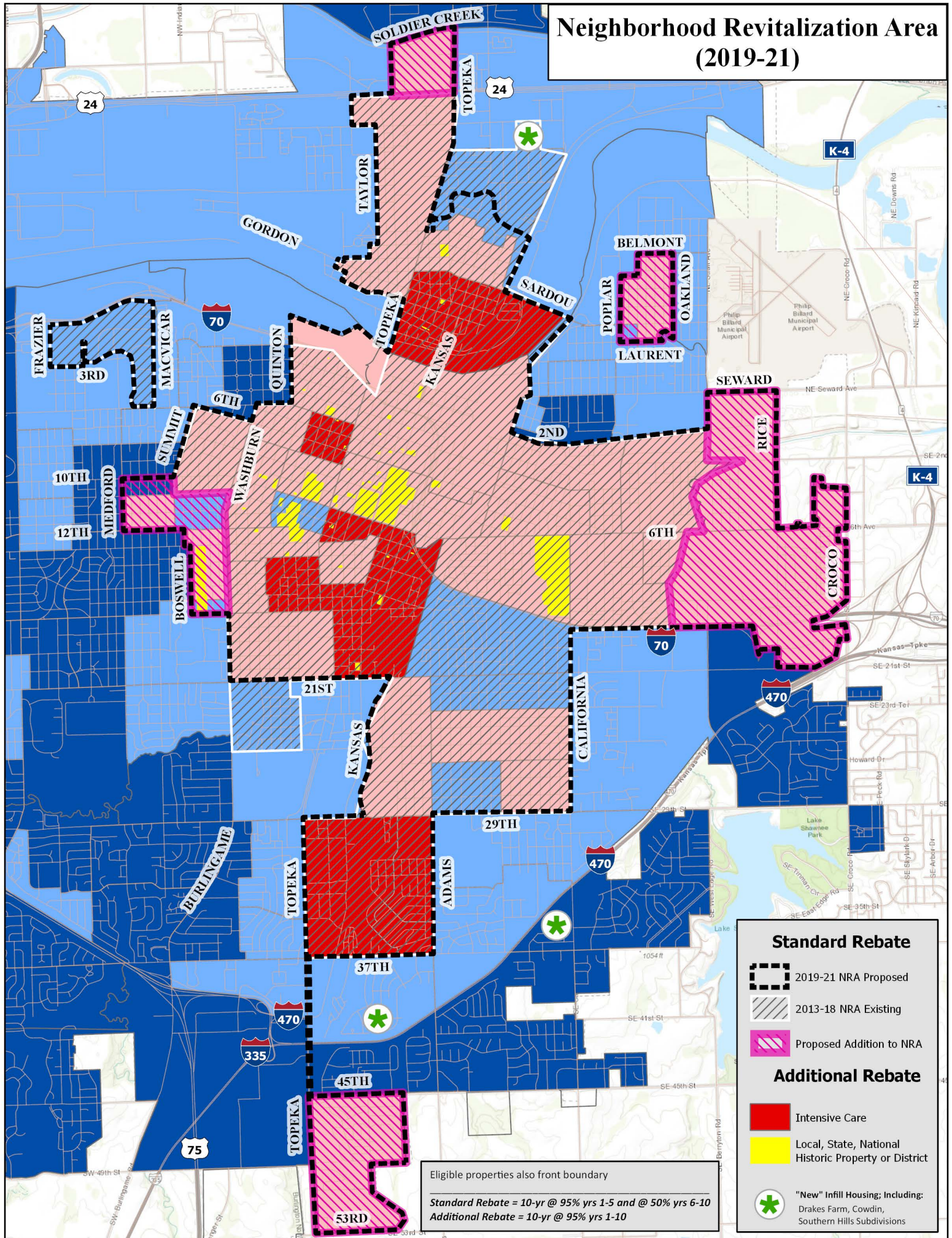
Term Years 2013-2018



Neighborhood Health Applications and Investments





Neighborhood Revitalization Area (2019-21)



Standard Rebate

-  2019-21 NRA Proposed
-  2013-18 NRA Existing
-  Proposed Addition to NRA

Additional Rebate

-  Intensive Care
-  Local, State, National Historic Property or District
-  "New" Infill Housing; Including: Drakes Farm, Cowdin, Southern Hills Subdivisions

Eligible properties also front boundary

Standard Rebate = 10-yr @ 95% yrs 1-5 and @ 50% yrs 6-10
Additional Rebate = 10-yr @ 95% yrs 1-10



2019-2021

City of Topeka, Kansas

Effective January 1, 2019

PRESENTED TO THE CITY OF TOPEKA GVERNING BODY: 6/12/2018

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Introduction

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

In accordance KSA (2000 Supp.) 12-17, 114 et. seq., the City Council 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 Council has reviewed, evaluated, and found that the described area meets one or more of the conditions contained in KSA (2000 Supp) 12-17.115 (c), which includes:

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

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

Furthermore, the Governing Body may declare a building outside of a NRA to be a “dilapidated structure” if the structure satisfies the following definition KSA 12-17.115(a): "Dilapidated structure" means a residence or other building which is in deteriorating condition by reason of obsolescence, inadequate provision of ventilation, light, air or structural integrity or is otherwise in a condition detrimental to the health, safety or welfare of its inhabitants or a residence or other building which is in deteriorating condition and because of age, architecture, history or significance is worthy of preservation.

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

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

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

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

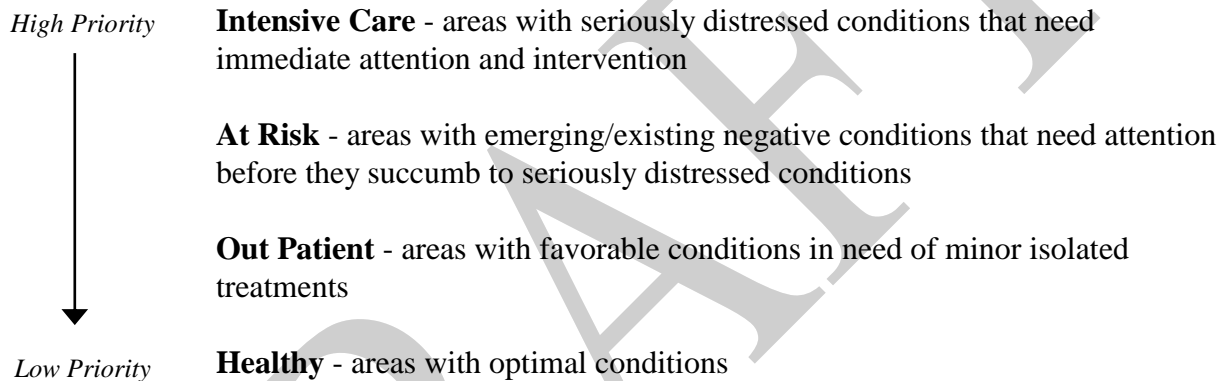
As a matter of policy, the City of Topeka's NRA is also proposed to be limited in scope to the above areas in order to promote a streamlined and administrative "but for" policy. The inherent presumption of this Plan is that necessary private investments would not occur in these areas "but for" the incentives offered under the Plan. Incentives are approved administratively by City of Topeka and Shawnee County 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.

DRAFT

PART 1
DESCRIPTION OF NEIGHBORHOOD REVITALIZATION AREA

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



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

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

Public Safety (January 2015 – December 2016, Topeka Police Dept.) – Public Safety, as measured by number of Part 1 crimes reported for the last two full years, is a symptom

indicating the local environmental conditions conducive to crime and how well a neighborhood is organized to prevent crime from occurring.

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

Single Family Housing Tenure (June 2017 Shawnee County Appraisers Office)
The percentage of homeowners residing in a neighborhood can be an indication of the willingness (or confidence) to invest in the area. The most relevant measure of this is how many single-family dwellings are owner-occupied since these homes were primarily built for individual ownership.

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

Vital Sign Ranges (2017)

Neighborhood Health Composite (avg. score)	% of Persons Below Poverty Level (score)	Part 1 Crimes per 100 Persons (score)	Average Residential Property Values (score)	% Owner Occupied Housing Units (score)	Number of Boarded Houses or Securements Ordered per 100 Properties (score)
Healthy (3.3 - 4.0)	2017: 0 - 9% (4)	0 - 12 (4)	2017: \$107,029 and ↑ (4)	70 - 100% (4)	2017: 0 (4)
Out Patient (2.7 - 3.2)	2017: 10 - 18% (3)	13 - 18 (3)	2017: \$69,613 - \$107,028 (3)	50 - 69% (3)	2017: 0.01 - 0.75 (3)
At Risk (1.9 - 2.6)	2017: 19 - 30% (2)	19 - 28 (2)	2017: \$41,364 - \$69,612 (2)	34 - 49% (2)	2017: 0.76 - 1.75 (2)
Intensive Care (1.0 - 1.8)	2017: 31 - 100% (1)	29 + (1)	2017: \$41,363 and ↓ (1)	0 - 33% (1)	2017: 1.75 and ↑ (1)

Area Profile

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

Total Primary Neighborhood Revitalization Area (2017)

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

Total Non Neighborhood Revitalization Area (2017)

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

General Characteristics (2017)

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

General Characteristics

Area	2010 Population	% of Total	Total Housing Units (2013 - 2017 ACS)	% of Total	Real Property Valuation (2018)	% of Total
Intensive Care (Primary)	5,858	4.6%	2,550	3.8%	--	--
At Risk (Primary)	26,770	20.9%	12,201	18.1%	--	--
Out Patient (Primary)	5,733	4.5%	2,596	3.8%	--	--
Total NR Area	38,361	30.0%	17,347	25.7%	--	--
Non NR Area	89,556	70.0%	50,136	74.3%	--	--
Total (All Topeka)	127,917	100%	67,483	100%	--	--

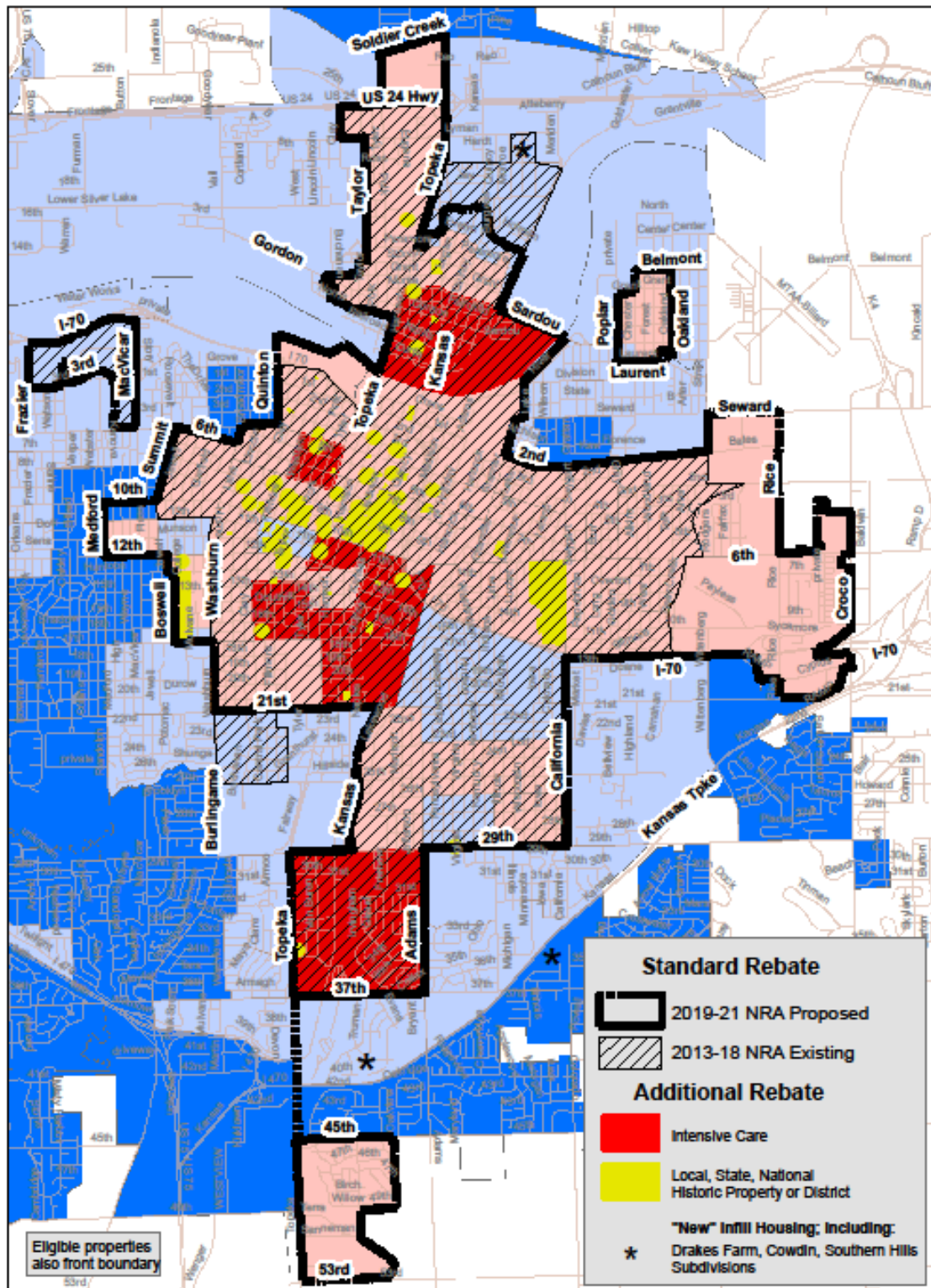
Real property values to be determined when County certifies 2018 values

Summary

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

Map #1 Neighborhood Revitalization Area (2019-21)

DRAFT



Standard Rebate = 10-yr @ 95% yrs 1-5 and @ 50% yrs 6-10
 Additional Rebate = 10-yr @ 95% yrs 1-10

Topeka Planning Dept. (May 2018)

LEGAL DESCRIPTION OF
Neighborhood Revitalization Area
New Legal Description to be added when it is completed

PRIMARY AREA

Beginning at the intersection of the Centerline of US Highway 24 with the Centerline of NW Clay Street; thence easterly, on the Centerline of US Highway 24, to an intersection with the Centerline of NW Topeka Boulevard; thence southerly, on the Centerline of NW Topeka Boulevard, to an intersection with the Centerline of NW Independence Avenue; thence easterly on the Centerline of NW Independence Avenue, to the Centerline of N Kansas Avenue; thence southerly on the Centerline of N Kansas Avenue to an intersection with the Centerline of NE Independence Avenue east of Kansas Avenue; thence easterly on the Centerline of NE Independence Avenue to an intersection with the Centerline of NE Monroe Street; thence northerly on the Centerline of NE Monroe Street to an intersection with the Centerline of NE Lyman Road; thence easterly on the Centerline of NE Lyman Road to the Northeast corner of Drakes Farm Subdivision; thence southerly on the East line of Drakes Farm Subdivision and its extension to the Centerline of NE Independence Avenue; thence easterly on the Centerline of Independence Avenue to an intersection with the Centerline of NE Meriden Road; thence southerly on the Centerline of NE Meriden Road and its extension to an intersection with the Centerline of the Mainline Track of the Union Pacific Railroad; thence southerly, on the centerline of said mainline track, to an intersection with the Centerline of the West Approach to the Sardou Bridge over the Kansas River; thence east-southeasterly on the centerline of said approach and the Centerline of the Sardou Bridge to an intersection with the Centerline of the Kansas River; thence southwesterly up the Centerline of the Kansas River to an intersection with an extension of the Centerline of NE Chandler Street; thence southerly on the Centerline of NE Chandler Street to an intersection with the Centerline of NE Seward Avenue; thence westerly on the Centerline of NE Seward Avenue to an intersection with the Centerline of NE Branner Street; thence south-southwesterly on the Centerline of Branner Street to an intersection with the Centerline of the Mainline Track of the Burlington Northern – Santa Fe Railway; thence easterly on the centerline of said mainline track to an intersection with the East line of the Northeast Quarter of Section 33, Township 11 South, Range 16 east of the 6th P.M.; thence southerly to the Southeast corner of said Northeast Quarter; thence easterly on the North line of the Southwest Quarter of Section 34, Township 11 South, Range 16 east of the 6th P.M. to an intersection with the Centerline of Deer Creek; thence southwesterly and southerly up the Centerline of Deer Creek to an intersection with the Centerline of SE 6th Avenue; thence westerly on the Centerline of SE 6th Avenue to an intersection with the Centerline of SE Deer Creek Parkway; thence southerly, on the Centerline of SE Deer Creek Parkway to an intersection with the Centerline of Interstate Highway 70; thence westerly on the Centerline of Interstate Highway 70 to an intersection with the Centerline of SE California Avenue; thence southerly on the Centerline of SE California Avenue to an intersection with the Centerline of SE 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; thence westerly 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 Horne Street; thence northerly on the Centerline of SW Horne Street to an intersection with the Centerline of SW Eleventh Street; thence westerly on the Centerline of SW Eleventh Street to the Centerline of SW Woodward Avenue; thence northerly on the Centerline of SW Woodward Avenue to an intersection with the Centerline of SW Tenth Avenue; thence easterly on the Centerline of SW Tenth Avenue to an intersection with the Centerline of SW Lindenwood Avenue; thence northerly and north-northeasterly on the Centerline of SW Lindenwood Avenue, to an intersection with the Centerline of SW Sixth Avenue; thence easterly and east-southeasterly on the Centerline of SW Sixth Avenue to an intersection with the Centerline of SW Washburn Avenue; thence north-northeasterly on the Centerline of SW Washburn Avenue to an intersection with the Centerline of SW Willow Avenue; thence easterly, on the Centerline of SW Willow Avenue to

an intersection with the Centerline of Quinton Avenue; thence northerly on the Centerline of Quinton Avenue to an intersection with the Centerline of Interstate Highway 70; thence east-southeasterly and southeasterly on the Centerline of Interstate Highway 70 to an intersection with the Centerline of SW Topeka Boulevard; thence north-northeasterly on the Centerline of Topeka Boulevard to an intersection with the Centerline of NW Laurent Street; thence west-northwesterly on the Centerline of NW Laurent Street to an intersection with the Centerline of NW Norris Street; thence west-northwesterly on the Centerline of NW Norris Street to an intersection with the Centerline of NW Lane Street; thence north-northeasterly on the Centerline of NW Lane Street to an intersection with the Centerline of NW Gordon Street; thence east-southeasterly on the Centerline of NW Gordon Street to an intersection with the Centerline of NW Buchanan Street; thence northerly on the Centerline of NW Buchanan Street to an intersection with the Centerline of NW Grant Street; thence easterly, on the Centerline of NW Grant Street to an intersection with the Centerline of NW Western Avenue; thence northerly on the Centerline of NW Western Avenue to an intersection with the Centerline of NW St. John Street; thence easterly on the Centerline of NW St. John Street to an intersection with the Centerline of NW Taylor Street; thence northerly on the Centerline of NW Taylor Street to an intersection with the Centerline of NW Lyman Road; thence westerly on the Centerline of NW Lyman Road to an intersection with the Centerline of NW Clay Street; thence northerly on the Centerline of NW Clay Street to the point of beginning.

(AND IN ADDITION)

DRAKES FARM SUBDIVISION AREA

Drakes Farm Subdivision. Contains approximately 21.01 acres.

KANZA BUSINESS AND TECHNOLOGY PARK (OVERALL PUD BOUNDARY)

A TRACT OF LAND IN THE SOUTHEAST QUARTER, THE EAST HALF OF THE SOUTHWEST QUARTER, LOT 3 OF THE NORTHWEST QUARTER, AND THE NORTHEAST QUARTER, ALL IN SECTION 26, TOWNSHIP 11 SOUTH, RANGE 15 EAST OF THE SIXTH PRINCIPAL MERIDIAN, SHAWNEE COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER; THENCE ON AN ASSUMED BEARING OF NORTH 00°00'22" EAST, 30.00 FEET, ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 89°36'04" WEST, 23.50 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°36'04" WEST, 2611.74 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHEAST QUARTER, 30.00 FEET NORTH OF THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE NORTH 00°06'23" WEST, 1118.90 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 86°16'38" EAST, 130.48 FEET; THENCE NORTH 42°55'39" EAST, 233.28 FEET; THENCE NORTH 01°25'17" WEST, 497.95 FEET; THENCE SOUTH 88°46'41" WEST, 278.01 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE SOUTH 00°06'23" EAST, 120.24 FEET ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER TO THE NORTH LINE OF ARLINGTON HEIGHTS SUBDIVISION; THENCE SOUTH 89°54'32" WEST, 1309.28 FEET ALONG THE NORTH LINE OF SAID SUBDIVISION TO THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°11'27" EAST, 953.94 FEET ALONG THE WEST LINE OF THE EAST HALF OF SAID SOUTHWEST QUARTER; THENCE NORTH 00°18'11" EAST, 663.92 FEET ALONG THE WEST LINE OF SAID LOT 3 TO THE SOUTHERLY RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY NO. 70; THENCE NORTH 88°53'30" EAST, 883.63 FEET ALONG SAID RIGHT-OF-WAY LINE; THENCE ON A CURVE TO THE LEFT, ALONG SAID RIGHT-OF-WAY LINE, A RADIUS OF 1579.22 FEET, AN ARC DISTANCE OF 683.95 FEET, WITH A CHORD WHICH BEARS NORTH 76°29'04" EAST, 678.62 FEET; THENCE NORTH 64°04'38" EAST, 1046.28 FEET, ALONG SAID RIGHT-OF-WAY LINE; THENCE SOUTH 00°08'08" WEST, 213.32 FEET; THENCE SOUTH 78°48'28" EAST, 1483.53 FEET TO THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE SOUTH 00°08'53" EAST, 87.25 FEET ALONG THE EAST LINE OF SAID NORTHEAST QUARTER; THENCE SOUTH 16°33'51" WEST, 156.49 FEET; THENCE SOUTH 00°08'53" EAST, 539.57 FEET TO A POINT ON THE SOUTH LINE OF SAID NORTHEAST QUARTER, 45.00 FEET WEST OF THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00°00'22" WEST, 35.43 FEET; THENCE SOUTH 89°59'38" EAST, 21.50 FEET; THENCE SOUTH 00°00'22" WEST, 2570.01 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED TRACT CONTAINS 258.943 ACRES, MORE OR LESS.

A TRACT OF LAND SITUATED IN THE SOUTHEAST QUARTER OF SECTION 26, TOWNSHIP 11 SOUTH, RANGE 15 EAST OF THE SIXTH PRINCIPAL MERIDIAN, SHAWNEE COUNTY KANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER OF SECTION 26; THENCE ALONG THE SOUTH LINE OF SAID QUARTER ON AN ASSUMED BEARING OF SOUTH 89°35'38" WEST, A DISTANCE OF 825.36 FEET; THENCE ON A BEARING OF NORTH 00°24'22" WEST, A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING; THENCE PARALLEL WITH THE SOUTH LINE OF SAID QUARTER ON A BEARING OF SOUTH 89°35'38" WEST, A DISTANCE OF 515.96 FEET; THENCE ON A BEARING NORTH 00°25'19" WEST, A DISTANCE OF 2033.61 FEET; THENCE ON A BEARING OF NORTH 44°27'37" EAST, A DISTANCE OF 68.73 FEET; THENCE ON A BEARING OF SOUTH 63°56'06" EAST, A DISTANCE OF 18.56 FEET; THENCE ON A BEARING OF NORTH 19°56'13" EAST, A DISTANCE OF 44.30 FEET; THENCE ON A BEARING OF NORTH 34°34'08" EAST, A DISTANCE OF 25.22 FEET; THENCE ON A BEARING OF NORTH 72°13'53" EAST, A DISTANCE OF 27.65 FEET; THENCE ON A BEARING OF SOUTH 37°05'32" EAST, A DISTANCE OF 14.75 FEET; THENCE ON A BEARING OF SOUTH 54°25'19" EAST, A DISTANCE OF 16.30 FEET; THENCE ON A BEARING OF SOUTH 80°46'21" EAST, A DISTANCE OF 23.15 FEET; THENCE ON A BEARING OF SOUTH 87°13'11" EAST, A DISTANCE OF 11.70 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO THE RIGHT (SAID CURVE HAVING A RADIUS OF 75.00 FEET, A CHORD BEARING OF SOUTH 74°03'00" EAST, AND A CHORD DISTANCE OF 34.18 FEET) A DISTANCE OF 34.48 FEET; THENCE ON A BEARING OF SOUTH 60°52'49" EAST, A DISTANCE OF 42.96 FEET; THENCE ON A BEARING OF SOUTH 53°28'55" EAST, A DISTANCE OF 108.90 FEET; THENCE ON A BEARING OF SOUTH 31°54'18" EAST, A DISTANCE OF 87.45 FEET; THENCE ON A BEARING OF SOUTH 26°44'08" EAST, A DISTANCE OF 158.72 FEET; THENCE ON A BEARING OF SOUTH 28°30'48" EAST, A DISTANCE OF 137.12 FEET; THENCE ON A BEARING OF SOUTH 35°51'47" EAST, A DISTANCE OF 63.86 FEET; THENCE ON A BEARING OF SOUTH 44°53'50" EAST, A DISTANCE OF 71.01 FEET; THENCE ON A BEARING OF SOUTH 00°10'26" EAST, A DISTANCE OF 305.26 FEET; THENCE ON A BEARING OF SOUTH 41°48'53" WEST, A DISTANCE OF 216.94 FEET TO A POINT ON A CURVE TO THE LEFT; THENCE ALONG SAID CURVE TO THE LEFT (SAID CURVE HAVING A RADIUS OF 75.00 FEET, A CHORD BEARING OF SOUTH 19°54'50" EAST, AND A CHORD DISTANCE OF 97.23 FEET) A DISTANCE OF 105.78 FEET; THENCE ON A BEARING OF SOUTH 00°01'58" EAST, A DISTANCE OF 78.63 FEET; THENCE ON A BEARING OF SOUTH 34°02'36" EAST, A DISTANCE OF 118.96 FEET; THENCE ON A BEARING OF SOUTH 00°17'22" WEST, A DISTANCE OF 227.41 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO THE RIGHT (SAID CURVE HAVING A RADIUS OF 60.00 FEET, A CHORD BEARING OF SOUTH 45°46'21" WEST, AND A CHORD DISTANCE OF 77.15 FEET) A DISTANCE OF 83.79 FEET; THENCE ON A BEARING OF SOUTH 00°06'58" EAST, A DISTANCE OF 142.97 FEET; THENCE ON A BEARING OF SOUTH 86°22'32" WEST, A DISTANCE OF 30.69 FEET; THENCE ON A BEARING OF SOUTH 01°46'13" EAST, A DISTANCE OF 80.18 FEET; THENCE ON A BEARING OF SOUTH 89°57'22" WEST, A DISTANCE OF 20.82 FEET; THENCE ON A BEARING OF SOUTH 00°15'55" WEST, A DISTANCE OF 130.86 FEET; THENCE ON A BEARING OF SOUTH 89°40'17" EAST, A DISTANCE OF 21.15 FEET; THENCE ON A BEARING OF SOUTH 00°20'17" WEST, A DISTANCE OF 28.30 FEET TO A POINT ON A CURVE TO THE LEFT; THENCE ALONG SAID CURVE TO THE LEFT (SAID CURVE HAVING A RADIUS OF 118.49 FEET, A CHORD BEARING OF SOUTH 21°22'45" EAST, A CHORD DISTANCE OF 60.15 FEET) A DISTANCE OF 60.82 FEET; THENCE ON A BEARING OF SOUTH 32°29'33" EAST, A DISTANCE OF 24.43 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO THE RIGHT (SAID CURVE HAVING A RADIUS OF 194.67 FEET, A CHORD BEARING OF SOUTH 12°51'45" EAST, AND A CHORD DISTANCE OF 80.56 FEET) A DISTANCE OF 81.15 FEET; THENCE ON A BEARING OF SOUTH 01°52'31" EAST, A DISTANCE OF 26.20 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED TRACT OF LAND CONTAINS 24.081 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENTS, RESTRICTIONS, AND COVENANTS OF RECORD, IF ANY.

(AND IN ADDITION)

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

EXCEPT

The property commonly known as the 501 Sports Complex and legally described as follows: A tract of land in the Southeast Quarter of Section 26, Township 11 South, Range 15 East of the Sixth Principal Meridian, described as follows: Beginning at a point on the West line, 30.00-feet North of the Southwest Corner of said Quarter Section (said point being on the North right-of-way line of West Sixth Street); thence North 00 degrees, 06 minutes, 40 seconds West, along said West Line, 1,118.79-feet; thence South 86 degrees, 14 minutes, 23 seconds East, 130.46-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 arc 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.

PART 2

APPRAISED VALUATION OF REAL PROPERTY

TO BE UPDATED WHEN COUNTY CERTIFIES 2018 VALUES

The appraised valuation of the real estate contained in the Neighborhood Revitalization Area as of [INSERT DATE] for each parcel by land and building values is on file in the office of the Shawnee County Appraiser. The 2018 appraised valuation for the 15,469 parcels contained in the area is:

Land
<u>Improvements</u>
Total Appraised Valuation

PART 3

LISTING OF OWNERS OF RECORD IN AREA

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

PART 4

EXISTING ZONING BOUNDARIES & EXISTING/PROPOSED LAND USES

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

DRAFT

PART 5
MAJOR IMPROVEMENTS
PROPOSED FOR NEIGHBORHOOD REVITALIZATION AREA

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

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

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

PART 6

STATEMENT SPECIFYING THE ELIGIBILITY REQUIREMENTS FOR A TAX REBATE

Residential New Construction/Rehabilitation

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

Commercial New Construction/Rehabilitation

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

PART 7

CRITERIA FOR DETERMINATION OF ELIGIBILITY

- (a) Construction of an improvement must have begun on or after January 1, 2019 the date of designation of the neighborhood revitalization area by the City under **Ordinance No.19771**. Such improvement project shall remain eligible in the event of any re-adoption of the 2019 Neighborhood Revitalization Program by a subsequent ordinance. An improvement project constructed pursuant to a building permit and an application for tax rebate filed before January 1, 2019, may be eligible for a rebate under the Neighborhood Revitalization Program created by City Ordinance No. 18847 as amended by City Ordinance No. 19034 and Ordinance No. 19362 and Ordinance No. 19771.
- (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 Topeka Ordinance 17270, 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.

DRAFT

PART 8

CONTENTS OF APPLICATION FOR TAX REBATE

Part 1 - General Information (Completed by applicant)

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

Part 2 - Status of Construction/Completion

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

PART 9
APPLICATION PROCEDURE

- (a) The owner/applicant shall obtain an Application for Tax Rebate from Topeka Planning Department prior to 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 attributable to the improvement itself. The actual rebate may vary year to year depending upon the approved mill levy for all participating taxing jurisdictions. The tax rebate shall be made by Audit and Finance, Shawnee County through the Neighborhood Revitalization Fund established in conjunction with the City of Topeka and the other taxing units participating in an Interlocal Agreement.

PART 10
STANDARDS AND CRITERIA FOR APPROVAL

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

PART 11

STATEMENT SPECIFYING REBATE FORMULA

Program Period:

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

Rebate Period:

All Eligible Uses 10 years

Rebate Amount*:

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

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

National/State Register/Properties and Districts and
Local Historic Properties/Districts 95%

“New” Infill Housing (Single and Multi-Family); including:
Cowdin, Southern Hills, and Drakes Farm Subdivisions 95%

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

Part 12

OTHER MATTERS

1. The governing body may declare a structure outside of a neighborhood revitalization area eligible if it satisfies the conditions set forth in subsection (a) of KSA 12-17, 115 as a “dilapidated structure” due to its deteriorated conditions and/or is worthy of preservation. As a matter of course, the governing body shall forward said declaration to the participating taxing entities for their approval as well.
2. The Special Fund created under 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 approved by the governing body. The Special Fund shall not be used as substitute funding for current sources or programs. Adoption of this Plan shall have the effect of repealing all previous matters with administration of the Special Fund under Ordinance No. 18222.

SHAWNEE COUNTY TAX LEVY SCHEDULE 2017

Tax Levies per \$1,000 Assessed Valuation

<u>Taxing Jurisdiction (within USD 501 area)</u>		
	<u>Mill Levy</u>	<u>% of Total Levy</u>
1. Shawnee County	43.363	30.56%
2. City of Topeka	32.920	25.22%
3. USD 501 (Topeka)	50.702	32.04%
4. Washburn University	3.250	2.05%
5. Topeka-Shawnee County Public Library	9.787	6.18%
6. TMTA (Transit)	4.200	2.65%
7. MTAA (Airport)	2.054	1.30%
Total	158.276	100%

<u>Taxing Jurisdiction (within USD 345 area)</u>		
	<u>Mill Levy</u>	<u>% of Total Levy</u>
1. Shawnee County	43.363	30.39%
2. City of Topeka	32.920	25.08%
3. USD 345 (Seaman)	51.593	32.41%
4. Washburn University	3.250	2.04%
5. Topeka-Shawnee County Public Library	9.787	6.15%
6. TMTA (Transit)	4.200	2.64%
7. MTAA (Airport)	2.054	1.29%
Total	159.167	100%

<u>Taxing Jurisdiction (within USD 450 area)</u>		
	<u>Mill Levy</u>	<u>% of Total Levy</u>
1. Shawnee County	43.363	30.39%
2. City of Topeka	32.920	25.08%
3. USD 450 (Shawnee Heights)	51.888	36%
4. Washburn University	3.250	2.04%
5. Topeka-Shawnee County Public Library	9.787	6.15%
6. TMTA (Transit)	4.200	2.64%
7. MTAA (Airport)	2.054	1.29%
Total	147.462	100%

<u>Taxing Jurisdiction (within USD 437 area)</u>		
	<u>Mill Levy</u>	<u>% of Total Levy</u>
1. Shawnee County	43.363	30.39%
2. City of Topeka	32.920	25.08%
3. USD 437 (Auburn Washburn Rural)	51.197	35%
4. Washburn University	3.250	2.04%
5. Topeka-Shawnee County Public Library	9.787	6.15%
6. TMTA (Transit)	4.200	2.64%
7. MTAA (Airport)	2.054	1.29%
Total	146.771	100%

Source: Shawnee County Clerk's Office, 2017



TERRAZZO COST CALCULATOR



NTMA[®]

The National Terrazzo & Mosaic Association, Inc.

Flooring Costs Overview

During the life of a building, the total cost of flooring can cost 35 times the initial installed cost.

To help decision makers evaluate the performance and life cycle costs of various types of flooring, a survey was made of floor finish materials across the United States. From this survey and from a study of other data available, a model was developed illustrating the actual cost of flooring during the life span of a building.

Through analytical study on a number of buildings, costs varied greatly due to traffic volume, proximity to a street entrance and standards of excellence set by the building owners / managers.

However, the costs used in this brochure are typical for a corridor in a commercial building. Lobby areas, shopping centers, airports, or any area with heavier traffic will obviously require more maintenance and more frequent replacement of carpet or tile.

Developers investing in buildings for short-term resale, soon discover that inexpensive flooring on the front end of an investment may cost them much more than their initial savings. Depreciation of value and compromised building image typically occurs with bargain flooring. High quality flooring enhances a building's image, appreciates with the value of the investment and often allows for higher income generation by the building's owners.

Whether you are planning a new corporate headquarters or designing a new government facility, your main concern is with life cycle costs and the functionality of the new building. The information in this brochure will provide a valuable guideline in determining flooring cost and performance.



Overall Cost Savings of Terrazzo Versus Other Common Types of Commercial Flooring:

Zone 1



Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$31.11	\$1.01	\$41.22	\$0.00	40 Years	\$71.55	\$1.79
Monolithic Terrazzo	\$24.89	\$1.18	\$36.71	\$0.00	40 Years	\$72.18	\$1.80
Epoxy Terrazzo	\$28.00	\$0.84	\$36.40	\$0.00	40 Years	\$61.60	\$1.54
Vinyl Sheet	\$6.92	\$3.36	\$40.56	\$6.92	10 Years	\$169.15	\$4.23
Carpet	\$6.46	\$3.70	\$43.48	\$6.46	10 Years	\$180.36	\$4.51
Vinyl Tile	\$2.33	\$2.29	\$25.20	\$2.33	10 Years	\$103.13	\$2.58
Porcelain Tile	\$15.56	\$1.90	\$34.53	\$0.00	40 Years	\$91.46	\$2.29
Quarry Tile	\$14.00	\$1.90	\$32.98	\$0.00	40 Years	\$89.91	\$2.25

Zone 1 B & 2 B



Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$20.00	\$0.61	\$25.03	\$0.00	40 Years	\$43.44	\$1.09
Monolithic Terrazzo	\$14.00	\$0.72	\$22.29	\$0.00	40 Years	\$43.82	\$1.10
Epoxy Terrazzo	\$17.00	\$0.51	\$22.10	\$0.00	40 Years	\$37.40	\$0.93
Vinyl Sheet	\$4.20	\$1.31	\$17.33	\$4.20	10 Years	\$73.52	\$1.84
Carpet	\$3.92	\$1.44	\$18.37	\$3.92	10 Years	\$77.40	\$1.93
Vinyl Tile	\$1.42	\$1.39	\$15.30	\$1.42	10 Years	\$62.62	\$1.57
Porcelain Tile	\$9.44	\$1.15	\$20.97	\$0.00	40 Years	\$55.53	\$1.39
Quarry Tile	\$8.50	\$1.15	\$20.02	\$0.00	40 Years	\$54.59	\$1.36

*Includes initial cost, replacement and maintenance cost.

The National Terrazzo & Mosaic Association (NTMA) conducted an extensive study, compiling statistics from its own membership, the Institutional Research Associates, US Government Agencies, Sanitary Supply Organization and other agencies, to determine the national average for installation, maintenance and replacement costs of various typical finishes used in hospitals, schools and other institutional facilities.

NOTE: These figures were compiled and averaged based upon installation costs of interior finish products across the United States. Therefore, they are to be utilized as a guideline to compare average life cycle costs. The actual installed and maintenance costs can vary respectively, (either higher or lower), depending upon the design intricacy and location of the particular project.

Zone 2



Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$16.11	\$0.52	\$21.35	\$0.00	40 Years	\$37.06	\$0.93
Monolithic Terrazzo	\$9.70	\$0.61	\$19.01	\$0.00	40 Years	\$37.38	\$0.93
Epoxy Terrazzo	\$14.50	\$0.43	\$18.85	\$0.00	40 Years	\$31.90	\$0.80
Vinyl Sheet	\$3.58	\$1.12	\$14.78	\$3.58	10 Years	\$62.71	\$1.57
Carpet	\$3.34	\$1.23	\$15.67	\$3.34	10 Years	\$66.02	\$1.65
Vinyl Tile	\$1.21	\$1.18	\$13.05	\$1.21	10 Years	\$53.41	\$1.34
Porcelain Tile	\$8.06	\$0.98	\$17.88	\$0.00	40 Years	\$47.37	\$1.18
Quarry Tile	\$7.25	\$0.98	\$17.08	\$0.00	40 Years	\$46.56	\$1.16

Zone 3



Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$21.11	\$0.69	\$27.97	\$0.00	40 Years	\$48.56	\$1.21
Monolithic Terrazzo	\$16.89	\$0.80	\$24.91	\$0.00	40 Years	\$48.98	\$1.22
Epoxy Terrazzo	\$19.00	\$0.57	\$24.70	\$0.00	40 Years	\$41.80	\$1.04
Vinyl Sheet	\$4.70	\$1.47	\$19.37	\$4.70	10 Years	\$82.17	\$2.05
Carpet	\$4.38	\$1.61	\$20.53	\$4.38	10 Years	\$86.50	\$2.16
Vinyl Tile	\$1.58	\$1.55	\$17.10	\$1.58	10 Years	\$69.98	\$1.75
Porcelain Tile	\$10.56	\$1.29	\$23.43	\$0.00	40 Years	\$62.07	\$1.55
Quarry Tile	\$9.50	\$1.29	\$22.38	\$0.00	40 Years	\$61.01	\$1.53

Zone 4



Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$18.06	\$0.59	\$23.92	\$0.00	40 Years	\$41.53	\$1.04
Monolithic Terrazzo	\$14.44	\$0.69	\$21.31	\$0.00	40 Years	\$41.89	\$1.05
Epoxy Terrazzo	\$16.50	\$0.49	\$21.12	\$0.00	40 Years	\$35.75	\$0.89
Vinyl Sheet	\$4.02	\$1.25	\$16.57	\$4.02	10 Years	\$70.28	\$1.76
Carpet	\$3.75	\$1.38	\$17.56	\$3.75	10 Years	\$73.98	\$1.85
Vinyl Tile	\$1.35	\$1.33	\$14.62	\$1.35	10 Years	\$59.85	\$1.50
Porcelain Tile	\$9.03	\$1.10	\$20.04	\$0.00	40 Years	\$53.08	\$1.33
Quarry Tile	\$8.12	\$1.10	\$19.14	\$0.00	40 Years	\$52.18	\$1.30

Zone 5



Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$16.11	\$0.52	\$21.35	\$0.00	40 Years	\$37.06	\$0.93
Monolithic Terrazzo	\$12.89	\$0.61	\$19.01	\$0.00	40 Years	\$37.38	\$0.93
Epoxy Terrazzo	\$14.50	\$0.43	\$18.85	\$0.00	40 Years	\$31.90	\$0.80
Vinyl Sheet	\$3.58	\$1.12	\$14.78	\$3.58	10 Years	\$62.71	\$1.57
Carpet	\$3.34	\$1.23	\$15.67	\$3.34	10 Years	\$66.02	\$1.65
Vinyl Tile	\$1.21	\$1.18	\$13.05	\$1.21	10 Years	\$53.41	\$1.34
Porcelain Tile	\$8.06	\$0.98	\$17.88	\$0.00	40 Years	\$47.37	\$1.18
Quarry Tile	\$7.25	\$0.98	\$17.08	\$0.00	40 Years	\$46.56	\$1.16



Zone 6

Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$24.17	\$0.79	\$32.02	\$0.00	40 Years	\$55.58	\$1.39
Monolithic Terrazzo	\$19.33	\$0.92	\$28.52	\$0.00	40 Years	\$56.07	\$1.40
Epoxy Terrazzo	\$21.75	\$0.65	\$28.27	\$0.00	40 Years	\$47.85	\$1.20
Vinyl Sheet	\$5.38	\$1.68	\$22.17	\$5.38	10 Years	\$94.07	\$2.35
Carpet	\$5.01	\$1.85	\$23.50	\$5.01	10 Years	\$99.02	\$2.48
Vinyl Tile	\$1.81	\$1.78	\$19.57	\$1.81	10 Years	\$80.11	\$2.00
Porcelain Tile	\$12.08	\$1.47	\$26.82	\$0.00	40 Years	\$71.05	\$1.78
Quarry Tile	\$10.87	\$1.47	\$25.62	\$0.00	40 Years	\$69.84	\$1.75



Zone 6 B

Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$31.11	\$1.01	\$41.22	\$0.00	40 Years	\$71.55	\$1.79
Monolithic Terrazzo	\$24.89	\$1.18	\$36.71	\$0.00	40 Years	\$72.18	\$1.80
Epoxy Terrazzo	\$28.00	\$0.84	\$36.40	\$0.00	40 Years	\$61.60	\$1.54
Vinyl Sheet	\$6.92	\$3.36	\$40.56	\$6.92	10 Years	\$169.15	\$4.23
Carpet	\$6.46	\$3.70	\$43.48	\$6.46	10 Years	\$180.36	\$4.51
Vinyl Tile	\$2.33	\$2.29	\$25.20	\$2.33	10 Years	\$103.13	\$2.58
Porcelain Tile	\$15.56	\$1.90	\$34.53	\$0.00	40 Years	\$91.46	\$2.29
Quarry Tile	\$14.00	\$1.90	\$32.98	\$0.00	40 Years	\$89.91	\$2.25



NTMA[®]

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Terrazzo Floor Maintenance Cost Estimates

Attached is the cost calculator for Terrazzo flooring including maintenance. The yearly maintenance for the type of flooring we are recommending (Epoxy Terrazzo) and in our region (Zone 4) is \$0.49 / square foot. We will have approximately 10,000 square feet, so we'd be looking at about \$4,900 per year.

The cost calculator is provided by the National Terrazzo and Mosaic Association and is based on an extensive study, compiling statistics from its own membership, the Institutional Research Associates, US Governmental Agencies, Sanitary Supply Organization and other agencies, to determine the national average for installation, maintenance and replacement costs of various typical finishes used in hospitals, school and other institutional facilities. These estimates include the cost of materials and labor.

Zone 4

Commercial Flooring Types	Cost (Per Sq. Ft. Installed)	Annual Cost of Maintenance (Per Sq. Ft.)	Initial Cost + 10 Years Maintenance	Replacement Cost (Per Sq. Ft.)	Frequency of Replacement	Forty Year Cost*	Annual Cost (Per Sq. Ft.)
Sand Cushion Terrazzo	\$18.06	\$0.59	\$23.92	\$0.00	40 Years	\$41.53	\$1.04
Monolithic Terrazzo	\$14.44	\$0.69	\$21.31	\$0.00	40 Years	\$41.89	\$1.05
Epoxy Terrazzo	\$16.50	\$0.49	\$21.12	\$0.00	40 Years	\$35.75	\$0.89
Vinyl Sheet	\$4.02	\$1.25	\$16.57	\$4.02	10 Years	\$70.28	\$1.76
Carpet	\$3.75	\$1.38	\$17.56	\$3.75	10 Years	\$73.98	\$1.85
Vinyl Tile	\$1.35	\$1.33	\$14.62	\$1.35	10 Years	\$59.85	\$1.50
Porcelain Tile	\$9.03	\$1.10	\$20.04	\$0.00	40 Years	\$53.08	\$1.33
Quarry Tile	\$8.12	\$1.10	\$19.14	\$0.00	40 Years	\$52.18	\$1.30

Monthly Stat Report

July 2018

Cardholder Analysis

This month we will be looking at how our customers use their library cards and the library and how that changes based on where people live in the community. The data being discussed is from July 2017 – June 2018.

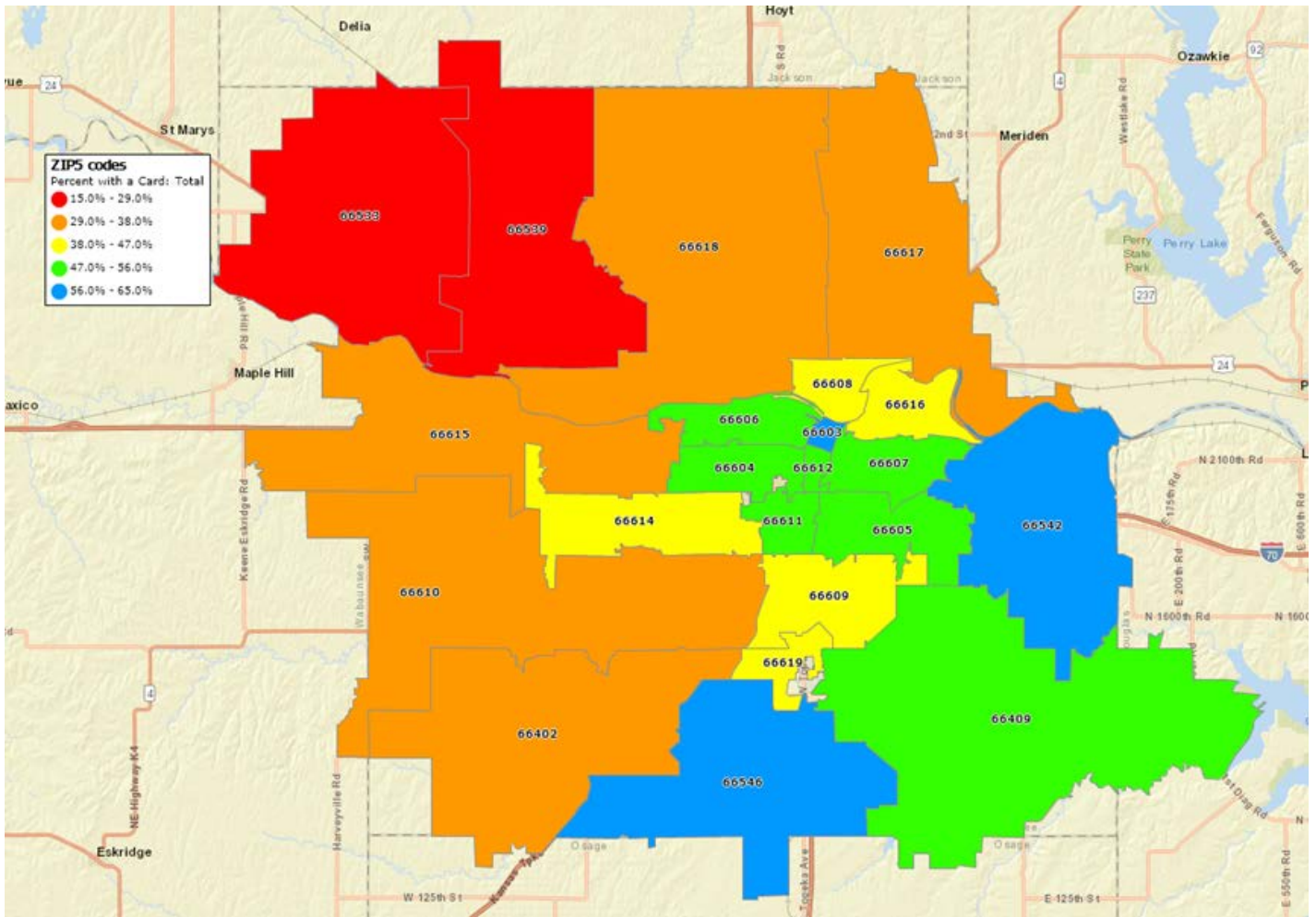
Percent of the Population with a Library Card

The first area we will examine is the percentage of residents who have a library card. The zip codes listed are the most populous zip codes in Shawnee County. This data does not include every cardholder, but only those who have one of the zip codes listed below. However, this includes the vast majority of all library cardholders.

The information below lists the most recent census population estimate for each zip code and the number of cardholders we have (as of July 1, 2018) in each area. We then have a percentage listed of people within each zip code who have a library card. There is a map the follows that displays the zip code locations and are color coded by the percent of residents with a library card.

Zip Code	Population Estimate	Total	Percent with a Card
66402	2,966	965	32.5%
66409	2,706	1,331	49.2%
66533	1,707	299	17.5%
66539	3,036	843	27.8%
66542	3,323	2,160	65.0%
66546	1,132	720	63.6%
66603	1,626	993	61.1%
66604	22,796	11,691	51.3%
66605	19,883	9,802	49.3%
66606	11,115	5,392	48.5%
66607	9,584	4,667	48.7%
66608	5,404	2,521	46.7%
66609	8,289	3,365	40.6%
66610	9,758	3,489	35.8%
66611	9,600	5,154	53.7%
66612	2,594	1,343	51.8%
66614	31,705	12,165	38.4%
66615	3,432	1,122	32.7%
66616	5,661	2,301	40.6%
66617	9,181	3,277	35.7%
66618	9,529	3,505	36.8%
66619	3,022	1,271	42.1%
Total	178,049	78,376	44.0%

Percent of the Population with a Library Card



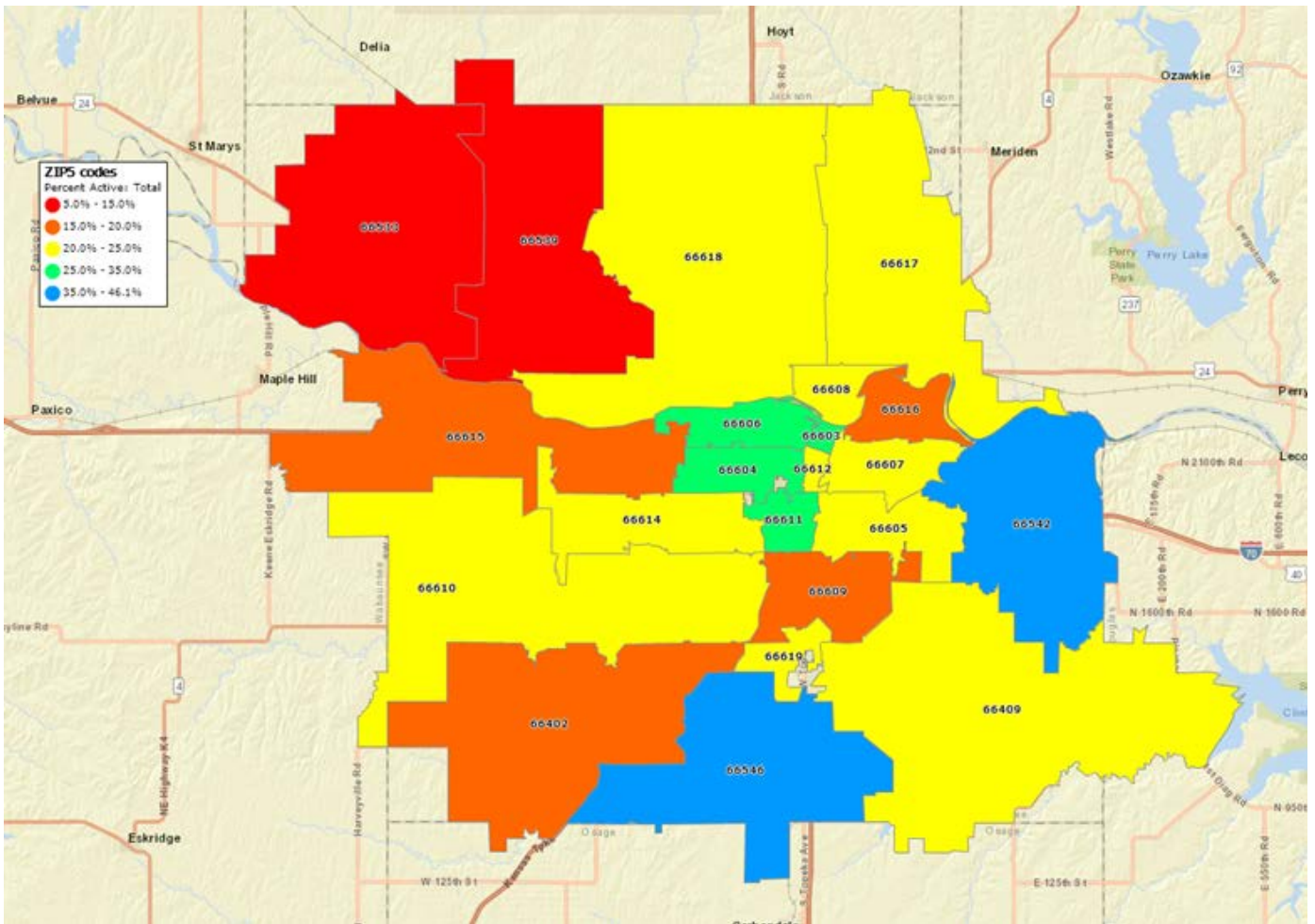
The two zip codes with the lowest cardholder percentage belong to Rossville and Silver Lake, which have their own libraries. In the rest of the county the southwest and northern portions of the county are the least likely to have a card. In the 66614 zip code (our largest in terms of population) 38.4% of individuals have library cards. This is well below the county average of 44%. In our second largest zip code, 66604, 51.3% of residents have a library card. This is the zip code in which the main library is located, so this percentage is not too surprising. The zip code with the highest percentage of its population with a library card is 66542. This zip code falls within the Shawnee Heights school district, and it may be a result of the recent efforts to get a library card for every student in the district.

Percent of the Population who are Active Cardholders

After looking at who has a card, the next question is how many people are actually using their cards. The following table and map show the number of cardholders who have used their library card at some time during the last 12 months. This includes things such as checking out physical items, downloading eBooks, using a public computer, or logging into their account online. This does not include activities that don't require a card, such as attending a program or visiting the gallery. Therefore, actual customer activity over the past year is higher than these figures, but this will give an accurate representation of who is using their card.

Zip Code	Population Estimate	Total Active within Last 12 Months	Percent Active
66402	2,966	496	16.7%
66409	2,706	565	20.9%
66533	1,707	129	7.6%
66539	3,036	297	9.8%
66542	3,323	1,172	35.3%
66546	1,132	522	46.1%
66603	1,626	422	26.0%
66604	22,796	6,340	27.8%
66605	19,883	4,351	21.9%
66606	11,115	2,817	25.3%
66607	9,584	1,969	20.5%
66608	5,404	1,138	21.1%
66609	8,289	1,442	17.4%
66610	9,758	1,995	20.4%
66611	9,600	3,094	32.2%
66612	2,594	632	24.4%
66614	31,705	6,935	21.9%
66615	3,432	612	17.8%
66616	5,661	1,093	19.3%
66617	9,181	1,892	20.6%
66618	9,529	2,018	21.2%
66619	3,022	631	20.9%
Total	178,049	40,562	22.8%

Percent of the Population who are Active Cardholders



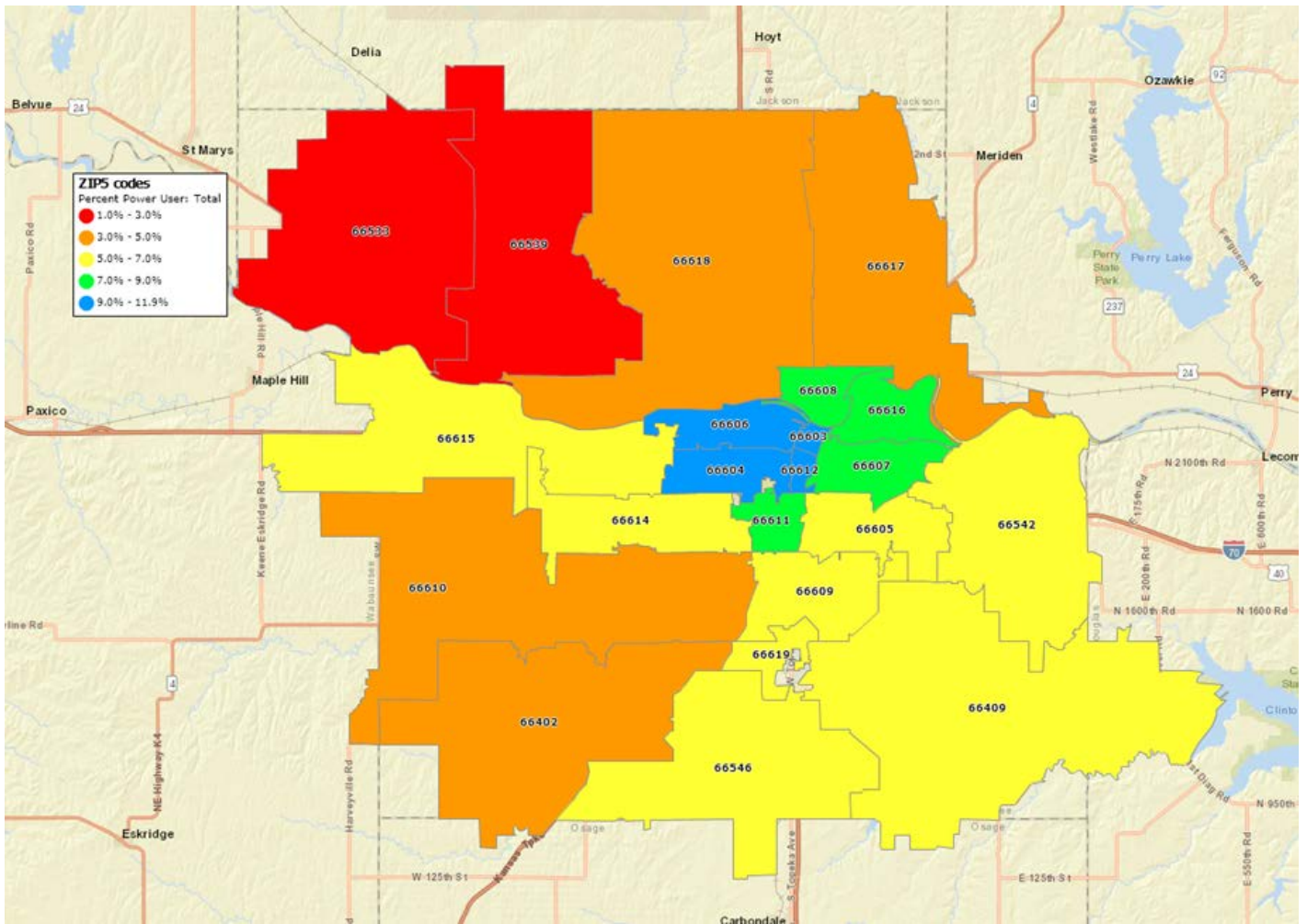
Looking at the map of active cardholders, it bears a lot of similarities to the map of total cardholders. The majority of the zip codes have between 20% and 25% of the population who have been active cardholders within the past year. The areas directly surrounding the library have a healthy number of active cardholders. Probably most surprising is that the two areas that have the highest percentage of active cardholders are 66546 and 66542. The 66546 area (southern part of the county) has a fairly small population compared to other areas, so a smaller number of active cardholders can greatly impact the overall usage of that area.

Power Users

There is a concept in business called the Pareto Principle that says that 80% of sales come from 20% of the clients. While that might not be true in every situation, the use of the library does seem to follow this rule. A few years ago we participated in a study with other libraries looking at the concept of Power Users, and the Pareto Principle held up throughout different libraries across the nation. The following table and map show the percentages of each zip codes population who fall into that Power User category. We consider anyone in the top 20% of use over the past 12 months to be a Power User. This includes all types of card use, including checkout, downloads, and computer sessions.

Zip Code	Population Estimate	Total Power User	Percent Power User
66402	2,966	123	4.1%
66409	2,706	150	5.5%
66533	1,707	27	1.6%
66539	3,036	88	2.9%
66542	3,323	188	5.7%
66546	1,132	60	5.3%
66603	1,626	193	11.9%
66604	22,796	2,139	9.4%
66605	19,883	1,279	6.4%
66606	11,115	1,046	9.4%
66607	9,584	761	7.9%
66608	5,404	463	8.6%
66609	8,289	434	5.2%
66610	9,758	466	4.8%
66611	9,600	725	7.6%
66612	2,594	301	11.6%
66614	31,705	1,979	6.2%
66615	3,432	181	5.3%
66616	5,661	432	7.6%
66617	9,181	368	4.0%
66618	9,529	415	4.4%
66619	3,022	177	5.9%
Total	178,049	11,995	6.7%

Percent of the Population who are Power Users



This map shows that the highest populations of Power Users all live in zip codes closest to the library. This is not surprising, although it is a little surprising that some of the areas that have higher cardholder percentages further away from the library don't necessarily translate to more power users than other areas with lower cardholder percentages. For example, the 66614 zip code has a Power Patron percentage of 6.2% compared to 66542 which has a Power Patron percentage of 5.7%. However, the percentage of cardholders in 66614 (38.4%) is much lower than that of 66542 (65.0%).

Customer Personas

A couple of years ago we developed customer personas as a way to understand how people are using the library. The information we are using is everything that is tied to a library card. We are currently missing information related to program attendance and other aspects of library service that don't require library cards. We would like to add this into future personas, but at this time we are limited to what requires a library card. However, this does give a great idea of how people are using their cards, how this changes in different areas of the community, and how this has changed over the past two years.

Persona	Description
Never Used	Customers who have gotten a card but have yet to have any activity on their card. Generally these people have gotten their card with the past few weeks.
Inactive	Customers who have not had any activity on their card in the past 12 months.
Computer User	Customers who primarily use the public computers when they go to the library.
Active / No Use	Customers who have had some activity on their card in the past 12 months, but have not checked anything out, downloaded anything, or used a public computer. Various types of activity would include logging into their account online, updating address information, or making a payment.
Book Reader	Customers who primarily checkout physical books when they come to the library.
Movies and Music	Customers who primarily check out physical audio/visual materials, such as DVDs or music CDs.
Digital Download	Customers who primarily use their card to download digital materials, such as eBooks and eAudiobooks.

Below are the breakdown of personas by zip code. The first table displays the total number of cardholders in each zip code and persona. The second table shows the percentage of each persona within the total cardholder population of each individual zip code. The second table makes it a little easier to compare the persona makeup of each zip code.

Total Number of Customers in each Persona Group for each Zip Code

Zip Code	Never Used	Inactive	Active / No Use	Computer User	Book Reader	Movies and Music	Digital Download	Total
66402	6	351	112	29	253	113	101	965
66409	11	602	153	26	257	144	138	1,331
66533	1	131	38	7	63	24	35	299
66539	5	229	312	24	133	49	91	843
66542	156	662	170	38	822	174	138	2,160
66546	28	127	43	12	407	59	44	720
66603	16	390	165	111	77	202	32	993
66604	168	3,702	1,481	893	2,846	1,746	855	11,691
66605	265	3,825	1,361	676	1,960	1,196	519	9,802
66606	42	1,777	756	454	1,126	830	407	5,392
66607	210	1,735	753	480	647	750	92	4,667
66608	28	901	454	278	417	366	77	2,521
66609	19	1,411	493	208	678	361	195	3,365
66610	35	1,086	373	80	1,101	307	507	3,489
66611	189	1,387	484	259	1,896	618	321	5,154
66612	19	487	205	155	108	336	33	1,343
66614	180	3,805	1,245	563	3,742	1,405	1,225	12,165
66615	14	384	112	57	315	117	123	1,122
66616	29	831	348	182	463	356	92	2,301
66617	50	1,013	322	89	1,157	326	320	3,277
66618	27	1,091	369	86	1,205	338	389	3,505
66619	11	442	187	82	277	208	64	1,271
Total	1,509	26,369	9,936	4,789	19,950	10,025	5,798	78,376

Percent of Customers in each Persona Group for each Zip Code

Zip Code	Never Used	Inactive	Active / No Use	Computer User	Book Reader	Movies and Music	Digital Download
66402	0.6%	36.4%	11.6%	3.0%	26.2%	11.7%	10.5%
66409	0.8%	45.2%	11.5%	2.0%	19.3%	10.8%	10.4%
66533	0.3%	43.8%	12.7%	2.3%	21.1%	8.0%	11.7%
66539	0.6%	27.2%	37.0%	2.8%	15.8%	5.8%	10.8%
66542	7.2%	30.6%	7.9%	1.8%	38.1%	8.1%	6.4%
66546	3.9%	17.6%	6.0%	1.7%	56.5%	8.2%	6.1%
66603	1.6%	39.3%	16.6%	11.2%	7.8%	20.3%	3.2%
66604	1.4%	31.7%	12.7%	7.6%	24.3%	14.9%	7.3%
66605	2.7%	39.0%	13.9%	6.9%	20.0%	12.2%	5.3%
66606	0.8%	33.0%	14.0%	8.4%	20.9%	15.4%	7.5%
66607	4.5%	37.2%	16.1%	10.3%	13.9%	16.1%	2.0%
66608	1.1%	35.7%	18.0%	11.0%	16.5%	14.5%	3.1%
66609	0.6%	41.9%	14.7%	6.2%	20.1%	10.7%	5.8%
66610	1.0%	31.1%	10.7%	2.3%	31.6%	8.8%	14.5%
66611	3.7%	26.9%	9.4%	5.0%	36.8%	12.0%	6.2%
66612	1.4%	36.3%	15.3%	11.5%	8.0%	25.0%	2.5%
66614	1.5%	31.3%	10.2%	4.6%	30.8%	11.5%	10.1%
66615	1.2%	34.2%	10.0%	5.1%	28.1%	10.4%	11.0%
66616	1.3%	36.1%	15.1%	7.9%	20.1%	15.5%	4.0%
66617	1.5%	30.9%	9.8%	2.7%	35.3%	9.9%	9.8%
66618	0.8%	31.1%	10.5%	2.5%	34.4%	9.6%	11.1%
66619	0.9%	34.8%	14.7%	6.5%	21.8%	16.4%	5.0%
Total	1.9%	33.6%	12.7%	6.1%	25.5%	12.8%	7.4%

Overall about 33% of cardholders have been inactive for the past 12 months. While this number is higher than we would like, this is actually lower than most libraries. In the Power Patron study we participated in, many of the libraries had higher percentage of inactive customers. Many were around 50%.

As far as active customers go, Book Readers make up the highest percentage in pretty much every zip code. Some are much closer than others, but in only three zip codes (66603, 66607, and 66612) is something other than Book Readers the highest persona of the active users.

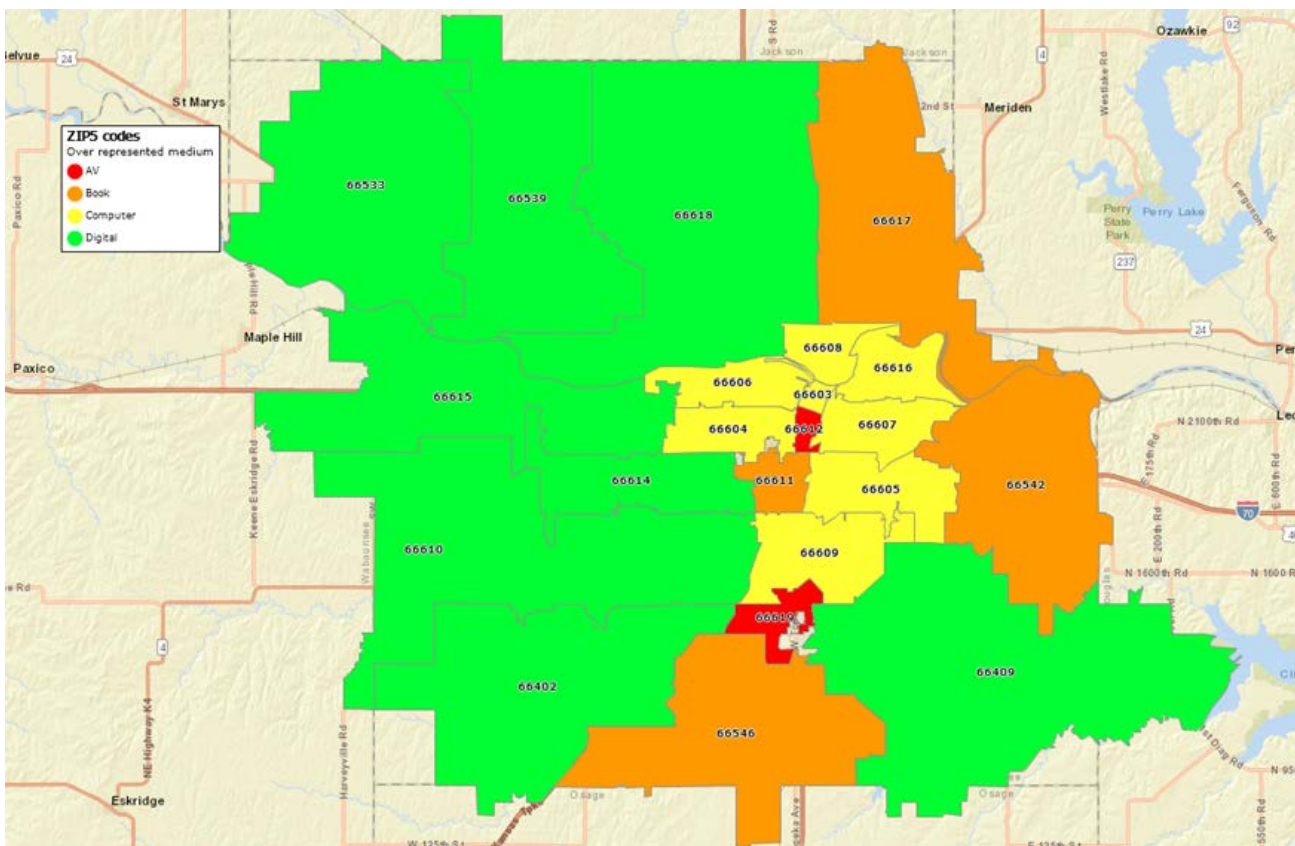
Highly Represented Personas

As seen in the previous data, in most zip codes the Book Reader persona is the largest. However, we can look at the various percentages of active personas and compare them to the county average and see which personas are highly represented in each zip code compared to the county-wide average. This will allow us to better understand trends in how customers throughout the community use the library and how it differs between zip codes. Below is a table and map that displays the persona in each zip that is the highest compared to the county-wide average.

As you can see, people in the western portion of the county are much more likely to be in the Digital Download persona while those closer to the library are more likely to be Computer Users.

Zip Code	Highly Represented Active Persona
66402	Digital Download
66409	Digital Download
66533	Digital Download
66539	Digital Download
66542	Book Reader
66546	Book Reader
66603	Computer User
66604	Computer User
66605	Computer User
66606	Computer User
66607	Computer User

Zip Code	Highly Represented Active Persona
66608	Computer User
66609	Computer User
66610	Digital Download
66611	Book Reader
66612	Movies and Music
66614	Digital Download
66615	Digital Download
66616	Computer User
66617	Book Reader
66618	Digital Download
66619	Movies and Music



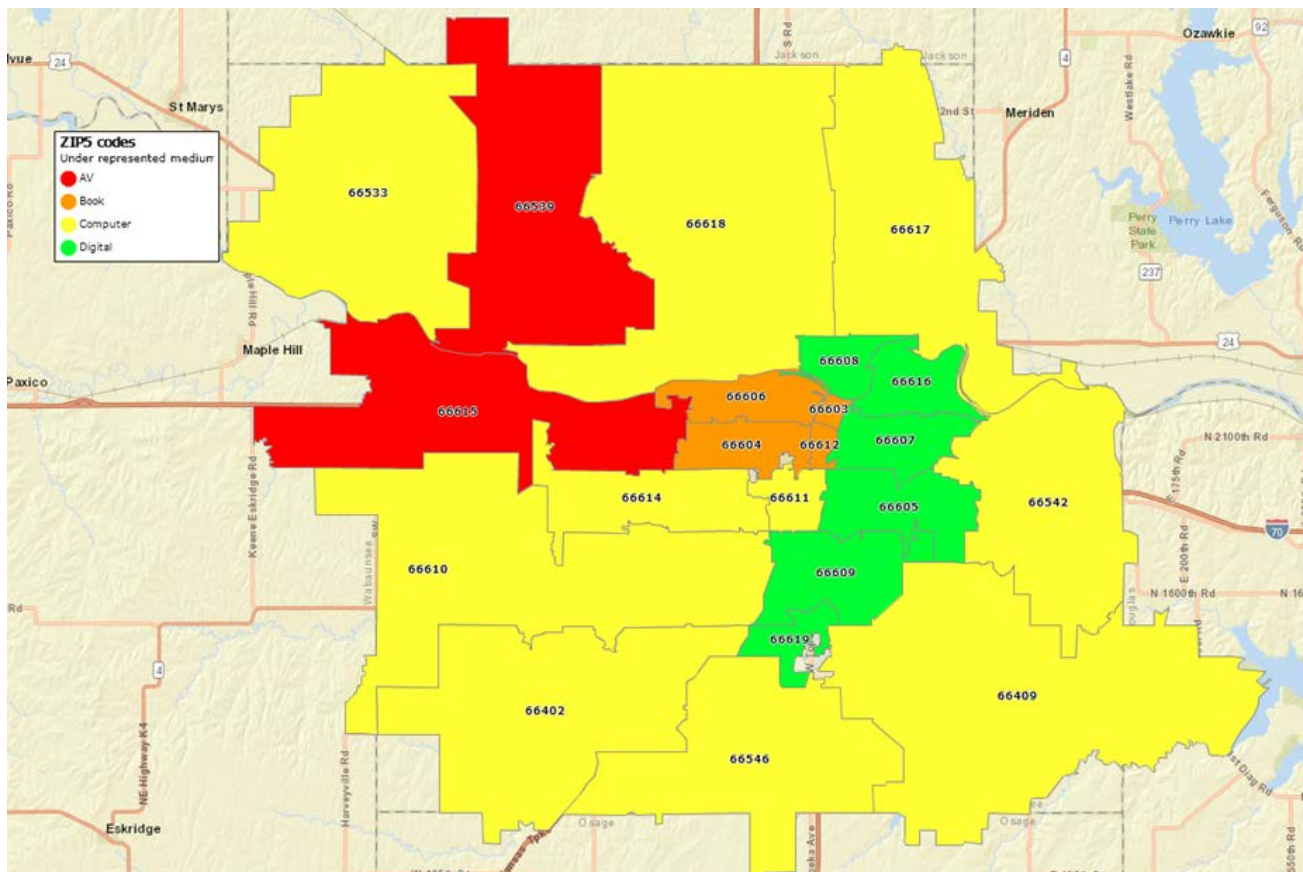
Low Represented Personas

Just as we did in the previous page, we can look at the various percentages of active personas and find those that are much lower than the county average. Below is a table and map that displays the persona in each zip that is the lowest compared to the county-wide average.

Perhaps not surprisingly we see many of the zip codes furthest away from the library are less likely to be in the Computer User persona. While book use is high in all areas of the county, those in the zip codes right around the library are less likely to be in the Book Reader persona. We also see that zip codes in the eastern part of the city are less likely to be part of the Digital Download persona.

Zip Code	Low Represented Active Persona
66402	Computer User
66409	Computer User
66533	Computer User
66539	Movies and Music
66542	Computer User
66546	Computer User
66603	Book Reader
66604	Book Reader
66605	Digital Download
66606	Book Reader
66607	Digital Download

Zip Code	Low Represented Active Persona
66608	Digital Download
66609	Digital Download
66610	Computer User
66611	Computer User
66612	Book Reader
66614	Computer User
66615	Movies and Music
66616	Digital Download
66617	Computer User
66618	Computer User
66619	Digital Download



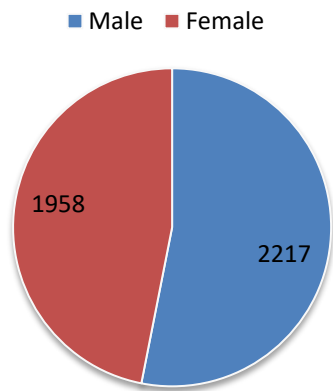
Persona Changes

We began tracking personas over two years ago, so it is helpful to look at how this has changed since then. These totals include all of our cardholders, including those outside of Shawnee County. Not surprising, the biggest change in active personas is the increase in Digital Downloads. Book Readers and Movies and Music have both gone down in the past two years, although they both still outnumber Digital Downloads. However, it would not be surprising to see those in the Digital Downloads persona outnumber the Movies and Music persona within the next few years.

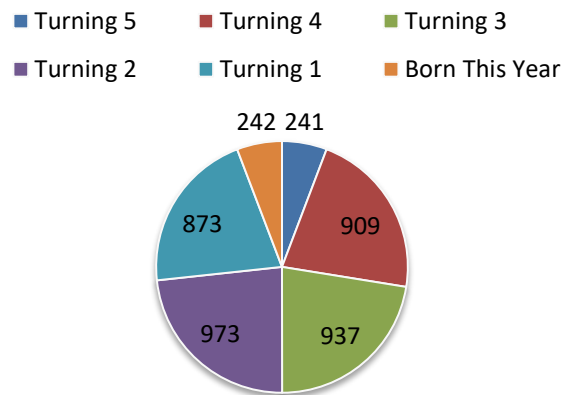
	Jul-16	Jul-18	% Change
Never Used	2,541	1,672	-34.2%
Inactive	33,125	32,989	-0.4%
Computer User	6,406	5,320	-17.0%
Active / No Use	6,881	12,038	74.9%
Book Reader	23,565	21,616	-8.3%
Movies and Music	13,109	11,256	-14.1%
Digital Download	5,032	7,170	42.5%
Total	90,659	92,061	1.5%

Number of Participants Served: **4,175**

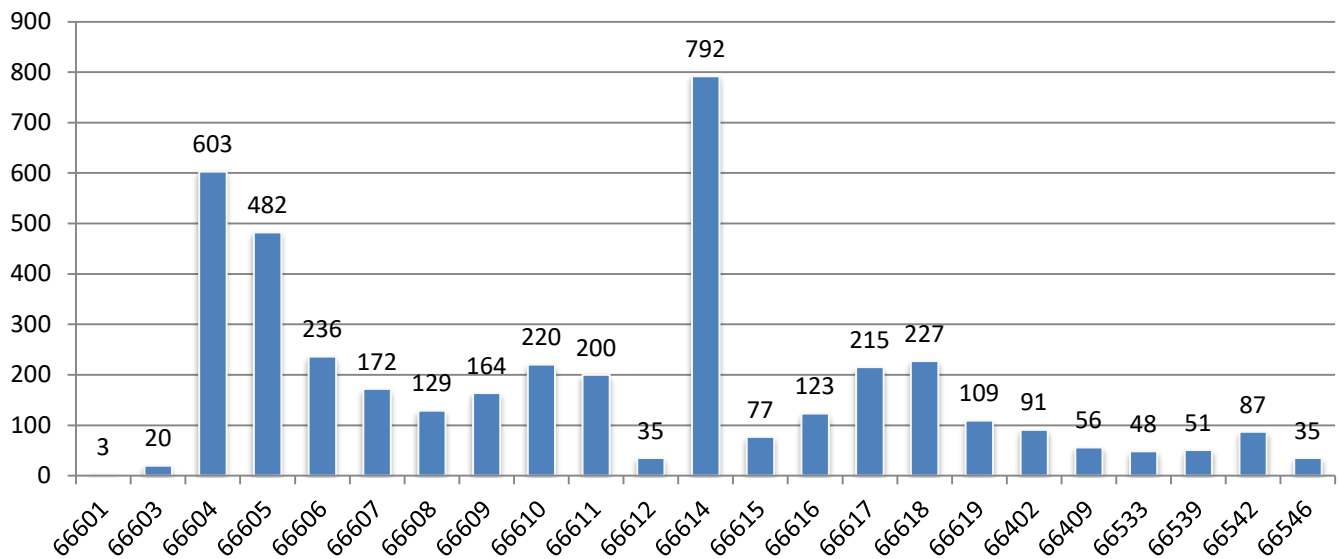
Sex of Participants



Age of Children

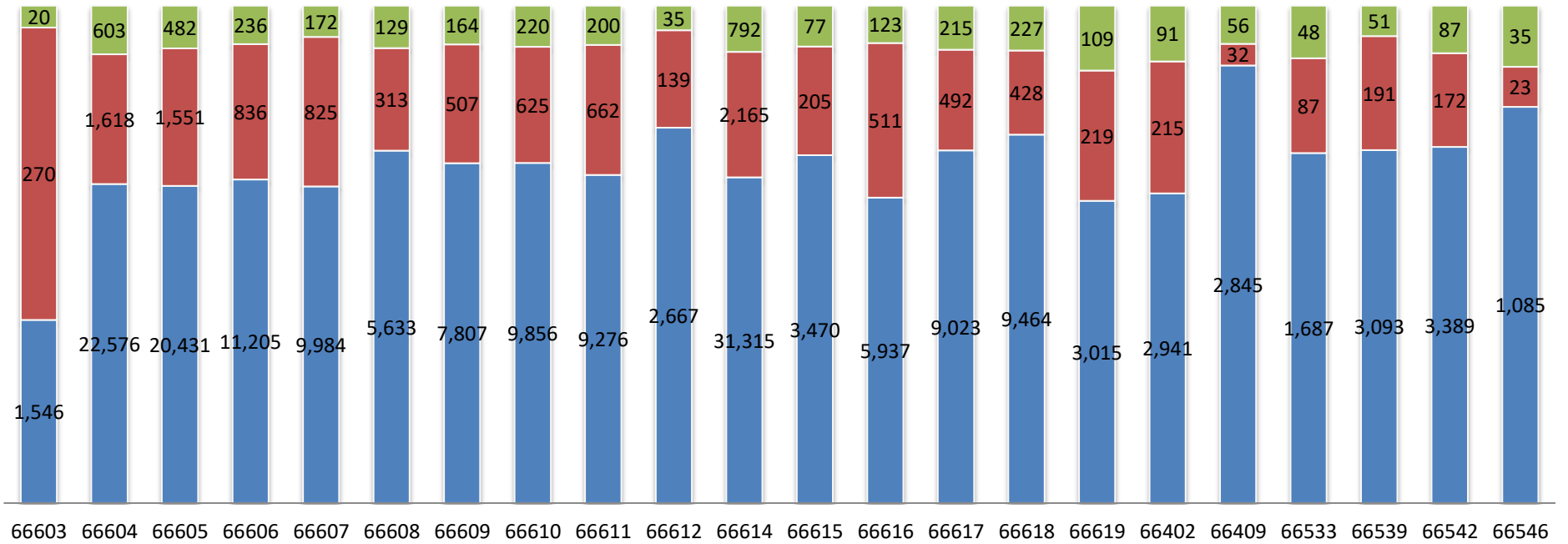


Zip Codes of Children

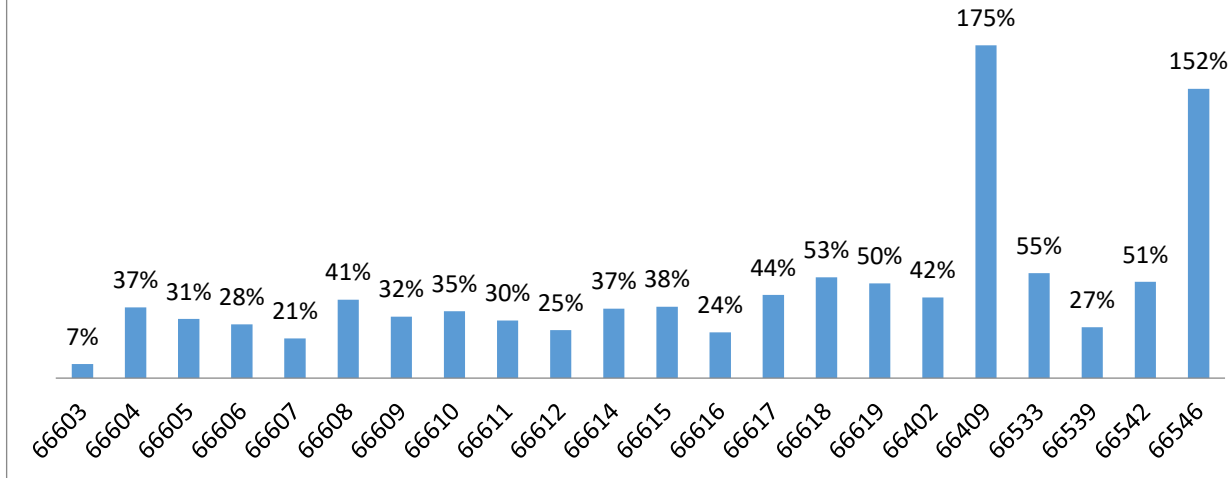


June 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



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**Public Services Supervisor
Autumn Friedli**

**Public Services Supervisor
Debbie Stanton**



Resolution – FY2019 Budget-approval for publication

BOARD OF TRUSTEES

July 19, 2018

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the FY2019 budget for publication.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

NOTICE OF BUDGET HEARING
The governing body of
Topeka & Shawnee County Public Library
Shawnee County

State of Kansas
Special District

2019

will meet on August 9, 2018 at 5:30 PM at 1515 SW 10th Avenue, Topeka, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information is available at <http://www.tscpl.org>, or hard copies from TSCPL and will be available at this hearing.

SUPPORTING COUNTIES
Shawnee County (home county)

BUDGET SUMMARY

Proposed Budget 2019 Expenditures and Amount of 2018 Ad Valorem Tax establish the maximum limits of the 2019 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2017		Current Year Estimate for 2018		Proposed Budget Year for 2019		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2018 Ad Valorem Tax	Estimate Tax Rate*
General	12,734,245	7.852	14,146,518	6.612	16,136,856	12,162,389	7.252
Debt Service	1,654,750	0.943	1,652,250	0.923	2,398,000	1,463,467	0.873
Employee Benefits	3,130,560	0.986	3,514,470	2.252	4,131,049	2,596,006	1.548
State Aid	52,708		50,002		53,000		
Non-Budgeted Funds	564,429						
Totals	18,136,692	9.781	19,363,240	9.787	22,718,905	16,221,862	9.673
Less: Transfers	0		0		0		
Net Expenditures	18,136,692		19,363,240		22,718,905		
Total Tax Levied	15,293,734		15,562,334		xxxxxxxxxxxxxxx		
Assessed Valuation	1,563,794,695		1,590,296,753		1,677,050,096		

Outstanding Indebtedness,

Jan 1,	2016	2017	2018
G.O. Bonds	6,100,000	4,650,000	3,150,000
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	6,100,000	4,650,000	3,150,000

*Tax rates are expressed in mills.

Elizabeth Dobler
Secretary

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION															
Main Library															
Circulation Desk & Renewals	49,349	45,214	50,873	50,418	49,208	54,069							299,131	381,263	-21.5%
Interlibrary Loan	1,879	1,554	1,654	1,665	1,752	1,662							10,166	10,708	-5.1%
Self-Check	84,077	72,863	83,854	78,973	82,397	93,571							495,735	500,231	-0.9%
Bookmobile	21,560	19,647	21,558	22,236	16,781	20,228							122,010	135,969	-10.3%
Red Carpet	8,254	6,233	7,467	6,732	7,208	6,792							42,686	47,106	-9.4%
Digital Downloads	35,736	33,150	36,170	35,815	36,215	35,450							212,536	176,526	20.4%
Library @ Work / Smartlocker	2,099	2,023	2,298	2,180	2,239	2,279							13,118	10,548	24.4%
TOTAL CIRCULATION	202,954	180,684	203,874	198,019	195,800	214,051							1,195,382	1,262,351	-5.3%
CIRCULATION DETAILS															
Print Material	96,177	85,115	96,839	95,254	93,917	107,511							574,813	613,980	-6.4%
Audio/Visual Material	67,358	59,096	66,385	63,266	62,206	67,281							385,592	448,683	-14.1%
Adult Materials	99,143	86,882	97,501	92,571	91,637	96,968							564,702	628,613	-10.2%
Children's Materials	49,977	44,966	52,027	52,609	50,464	62,445							312,488	344,954	-9.4%
Young Adult Materials	4,592	3,777	4,135	4,161	4,744	5,937							27,346	29,882	-8.5%
Red Carpet Materials	9,823	8,586	9,561	9,179	9,278	9,442							55,869	59,214	-5.6%
NEW Patrons															
Topeka / Shawnee County															
Adults	654	539	589	612	561	795							3,750	3,860	-2.8%
Children (ages 17 and under)	163	195	166	231	238	348							1,341	1,546	-13.3%
Red Carpet Outreach	8	6	15	11	19	13							72	72	0.0%
NEKL	57	58	62	81	49	70							377	431	-12.5%
Non-Resident	2	0	2	0	0	1							5	5	0.0%
Total New Registrations	884	798	834	935	867	1,227							5,545	5,914	-6.2%
PATRONS DELETED	1,015	832	1,780	1,215	1,111	963							6,916	8,732	-20.8%
BORROWERS															
Topeka / Shawnee County															
Adults	53,010	53,259	53,034	52,950	53,072	53,381							53,381	53,329	0.1%
Children (age 0 - 17)	19,412	19,438	19,318	19,272	19,269	19,309							19,309	19,767	-2.3%
Red Carpet Outreach	1,248	1,243	1,239	1,239	1,235	1,232							1,232	1,280	-3.8%
NEKL	7,267	7,236	7,234	7,255	7,279	7,302							7,302	7,184	1.6%
Non-Resident	48	48	48	48	48	48							48	47	2.1%
Delinquent	117	120	127	124	121	120							120	177	-32.2%
TOTAL BORROWERS	81,102	81,344	81,000	80,888	81,024	81,392							81,392	81,784	-0.5%
Holds Satisfied	20,286	17,008	19,668	19,393	18,901	19,446							114,702	116,970	-1.9%
CHECK-IN															
TOTAL CHECK-IN	110,975	98,001	112,676	110,908	111,119	114,618							658,297	725,457	-9.3%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
COLLECTION															
Materials Added	6,735	4,893	7,641	4,654	5,760	4,263							33,946	34,155	-0.6%
Materials Discarded	3,568	6,994	6,589	6,123	6,323	6,068							35,665	37,401	-4.6%
TOTAL COLLECTION	445,769	443,668	444,720	443,251	442,688	440,883							440,883	439,356	0.3%
WEBSITE															
tscpl.org Unique Visitors	30,707	27,539	30,473	29,244	32,003	30,404							180,370	174,643	3.3%
tscpl.org Total Visits	55,470	48,675	53,364	51,448	54,854	55,329							319,140	323,354	-1.3%
catalog.tscpl Unique Visitors	19,263	17,218	18,570	17,886	17,787	18,998							109,722	111,928	-2.0%
catalog.tscpl Total Visits	43,859	37,965	41,664	39,996	40,162	42,243							245,889	243,813	0.9%
REFERENCE QUESTIONS															
Public Services	14,488	12,577	14,936	13,240	13,198	13,478							81,917	86,061	-4.8%
Topeka Room	617	667	426	756	530	689							3,685	4,492	-18.0%
Youth Services	2,584	2,323	3,082	2,580	3,215	4,728							18,512	20,043	-7.6%
Gallery	37	41	55	67	52	14							266	258	3.1%
TOTAL REFERENCE QUESTIONS	17,726	15,608	18,499	16,643	16,995	18,909							104,380	110,596	-5.6%
GATE COUNT	59,126	55,329	67,547	63,683	63,637	70,631							379,953	364,677	4.2%
MEETING ROOMS															
Bookings	518	720	759	706	618	649							3,970	4,527	-12.3%
Hours Booked	2,453	3,859	4,204	3,958	3,059	3,514							21,046	25,467	-17.4%
ATTENDANCE	7,895	11,425	11,310	12,175	9,396	12,606							64,807	78,169	-17.1%
LEARN & PLAY BUS VISITS	131	78	421	472	401	439							1,942	1,278	52.0%
PROGRAM ATTENDANCE															
Adult - General	1,412	780	530	806	568	1,685							5,781	6,932	-16.6%
Computer Training	150	112	150	165	100	4							681	916	-25.7%
Outreach	4,348	3,551	3,189	3,963	3,676	675							19,402	25,162	-22.9%
Kids	1,046	1,359	1,522	1,912	1,684	3,426							10,949	13,834	-20.9%
Movies	3	17	27	5	5	366							423	491	-13.8%
Books	58	189	35	145	283	112							822	930	-11.6%
Art	29	72	127	106	31	49							414	205	102.0%
Teens	49	46	93	10	80	60							338	586	-42.3%
Music	0	0	0	0	0	530							530	0	#DIV/0!
TOTAL ATTENDANCE	7,095	6,126	5,673	7,112	6,427	6,907							39,340	49,056	-19.8%
GALLERY ATTENDANCE	1,771	1,426	1,880	2,437	1,680	3,912							13,106	11,164	17.4%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
CIRCULATION DETAILS															
Print Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005							111,238	122,617	-9.3%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672							131,748	137,574	-4.2%
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762							179,776	192,927	-6.8%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372							57,165	57,010	0.3%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533							12,941	16,784	-22.9%
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123							53,675	56,873	-5.6%
RC Realia	365	340	458	291	378	319							2,151	2,232	-3.6%
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807							26,677	28,920	-7.8%
PRINT CIRCULATION	96,227	85,186	96,931	95,385	94,049	107,593							575,371	614,937	-6.4%
Audio / Visual Material															
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646							28,146	32,137	-12.4%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270							25,311	28,818	-12.2%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257							257,044	292,929	-12.3%
Juvenile Audiobooks	579	518	605	608	518	649							3,477	4,233	-17.9%
Juvenile Music	604	553	589	634	652	734							3,766	4,604	-18.2%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283							65,434	82,824	-21.0%
YA AV	102	106	136	100	95	130							669	962	-30.5%
A/V CIRCULATION	67,110	58,842	66,108	62,992	61,826	66,969							383,847	446,507	-14.0%
Adult Material															
Adult Fiction	19,466	16,671	18,920	17,775	18,401	20,005							111,238	122,617	-9.3%
Adult Nonfiction	23,160	20,315	22,704	21,450	21,447	22,672							131,748	137,574	-4.2%
Magazines	2,079	1,728	2,354	2,168	2,079	2,533							12,941	16,784	-22.9%
Adult Audiobooks	4,815	4,276	5,030	4,628	4,751	4,646							28,146	32,137	-12.4%
Adult Music	4,135	3,770	4,615	4,361	4,160	4,270							25,311	28,818	-12.2%
Adult Videos / DVDs	45,729	40,362	44,211	42,470	41,015	43,257							257,044	292,929	-12.3%
ADULT CIRCULATION	99,384	87,122	97,834	92,852	91,853	97,383							566,428	630,859	-10.2%
Juvenile Material															
Juvenile Fiction	27,463	25,710	29,734	30,396	29,711	36,762							179,776	192,927	-6.8%
Juvenile Nonfiction	9,757	8,514	9,673	10,362	8,487	10,372							57,165	57,010	0.3%
Juvenile Audiobooks	579	518	605	608	518	649							3,477	4,233	-17.9%
Juvenile Music	604	553	589	634	652	734							3,766	4,604	-18.2%
Juvenile Videos / DVDs	11,146	9,257	10,922	10,191	10,635	13,283							65,434	82,824	-21.0%
JUVENILE CIRCULATION	49,549	44,552	51,523	52,191	50,003	61,800							309,618	341,598	-9.4%
Red Carpet Material															
RC Print Materials	9,447	8,237	9,089	8,882	8,897	9,123							53,675	56,873	-5.6%
RC Realia	365	340	458	291	378	319							2,151	2,232	-3.6%
RED CARPET CIRCULATION	9,812	8,577	9,547	9,173	9,275	9,442							55,826	59,105	-5.5%
Young Adult Material															
YA Print Materials	4,490	3,671	3,999	4,061	4,649	5,807							26,677	28,920	-7.8%
YA AV	102	106	136	100	95	130							669	962	-30.5%
YOUNG ADULT CIRCULATION	4,592	3,777	4,135	4,161	4,744	5,937							27,346	29,882	-8.5%
Overdrive	24,441	22,608	24,606	24,218	24,519	25,432							145,824	123,714	17.9%
Hoopla	9,760	9,088	10,021	9,995	10,101	10,018							58,983	44,113	33.7%
Flipster	1,535	1,454	1,543	1,602	1,595								7,729	8,699	-11.2%
DIGITAL DOWNLOADS	35,736	33,150	36,170	35,815	36,215	35,450							212,536	176,526	20.4%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2018
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Value Calculator													
Circulation													
Books (\$17)	\$1,600,516	\$1,418,786	\$1,607,809	\$1,584,689	\$1,563,490	\$1,786,020							\$9,561,310
Magazines (\$5)	\$10,395	\$8,640	\$11,770	\$10,840	\$10,395	\$12,665							\$64,705
Audiobooks (\$10)	\$53,940	\$47,940	\$56,350	\$52,360	\$52,690	\$52,950							\$316,230
DVD, Games, Music (\$4)	\$246,864	\$216,192	\$241,892	\$231,024	\$226,228	\$246,696							\$1,408,896
Reference Questions (\$7)	\$124,082	\$109,256	\$129,493	\$116,501	\$118,965	\$132,363							\$730,660
Programming (\$10)	\$70,950	\$61,260	\$56,730	\$71,120	\$64,270	\$69,070							\$393,400
Meeting Room Use	\$42,795	\$50,545	\$58,395	\$53,009	\$36,135	\$28,640							\$269,519
Gallery Attendance (\$10)	\$17,710	\$14,260	\$18,800	\$24,370	\$16,800	\$39,120							\$131,060
Computer Use (\$12 /hr)	\$162,872	\$158,844	\$194,885	\$176,605	\$187,559	\$223,193							\$1,103,958
ILL Borrowed (\$25)	\$9,850	\$7,700	\$8,775	\$8,850	\$8,200	\$8,000							\$51,375
TOTAL VALUE	\$2,339,974	\$2,093,423	\$2,384,899	\$2,329,368	\$2,284,732	\$2,598,717							\$14,031,113



Recovery through June 2018

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Balance</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	35,475	24,963	60,438
Dollars Submitted:	\$1,775,885.94	\$466,443.53	\$2,242,329.47
Cash Recovery:	\$589,304.67	\$257,175.59	\$846,480.26
Material Recovery:	\$500,427.90	\$61,855.82	\$562,283.72
Waives:	<u>\$177,757.57</u>	<u>\$27,227.35</u>	<u>\$204,984.92</u>
Recovery Total:	\$1,267,490.14	\$346,258.76	\$1,613,748.90
Total Invoice Amount:	\$304,213.63	\$81,056.90	\$385,270.53
Total ROI:	4:1	4:1	4:1
Asset ROI:	4:1	4:1	4:1

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



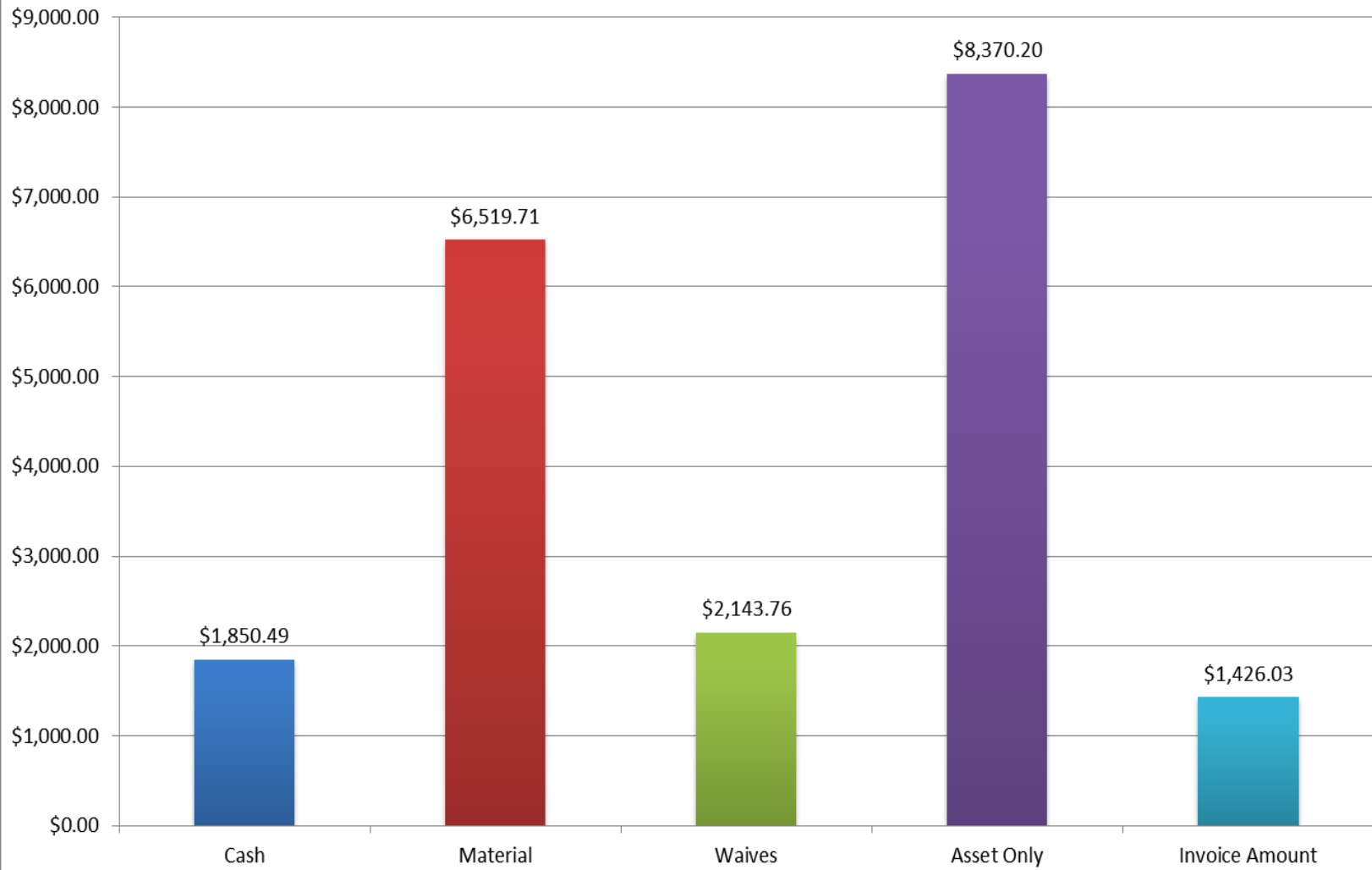
Monthly Recovery Statistics:

7/2017 Through 6/2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
June-18	\$1,506.36	\$5,836.06	\$1,508.24	\$8,850.66	\$7,342.42	\$1,181.40
May-18	\$2,065.19	\$7,770.11	\$2,435.86	\$12,271.16	\$9,835.30	\$1,530.45
April-18	\$2,310.23	\$4,164.81	\$1,247.81	\$7,722.85	\$6,475.04	\$1,333.55
March-18	\$2,744.70	\$8,283.96	\$2,029.53	\$13,058.19	\$11,028.66	\$1,369.35
February-18	\$2,180.73	\$4,801.63	\$1,895.66	\$8,878.02	\$6,982.36	\$984.50
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$1,369.35
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	\$4,290.92	\$1,387.25
Total	\$22,205.86	\$78,236.52	\$25,725.07	\$126,167.45	\$100,442.38	\$17,112.40
Average	\$1,850.49	\$6,519.71	\$2,143.76	\$10,513.95	\$8,370.20	\$1,426.03
					Asset ROI: \$6:\$1	

Average Monthly Regular Balance Recovery and Cost





Monthly Recovery Statistics:

7/2017 Through 6/2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only Invoice Amount	
June-18	\$1,645.88	\$805.20	\$488.39	\$2,939.47	\$2,451.08	\$395.30
May-18	\$1,020.87	\$1,400.39	\$879.26	\$3,300.52	\$2,421.26	\$525.10
April-18	\$1,433.67	\$1,152.57	\$398.98	\$2,985.22	\$2,586.24	\$424.80
March-18	\$2,368.18	\$1,707.83	\$478.58	\$4,554.59	\$4,076.01	\$433.65
February-18	\$1,730.03	\$1,377.75	\$702.47	\$3,810.25	\$3,107.78	\$359.90
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	\$1,938.46	\$395.30
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	\$1,723.73	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	\$2,984.51	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,342.08	\$2,038.73	\$377.60
Total	\$17,389.52	\$14,477.68	\$6,379.12	\$38,246.32	\$31,867.20	\$5,664.00
Average	\$1,449.13	\$1,206.47	\$531.59	\$3,187.19	\$2,655.60	\$472.00
					Asset ROI: \$6 to \$1	

Average Monthly Small Balance Recovery and Cost

